

SISSETON WAHPETON COLLEGE



EMPLOYEE HANDBOOK

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SWC Mission Statement

To provide higher education, research, vocational and technical education, and continuing education to the members of the Sisseton Wahpeton Oyate of the Lake Traverse Reservation and others within the historical lands of the Sisseton Wahpeton Oyate. As a 1994 land grant institution, SWC will preserve and extend Dakota culture, language, and history while contributing to economic development through the provision of human capital and other resources (SWC BOT Approved on February 14, 2012).

FOREWORD

This Employee Handbook is designated to acquaint you with Sisseton Wahpeton College (SWC) and provide you a reference for answering most questions relating to your employment.

The contents are only a summary of the various benefits, policies, procedures and guidelines that apply to your employment. Employee questions concerning this Handbook will be answered by your supervisor or the Human Resource Office. You should also consult written supplemental policies and procedures that have been implemented to fulfill the requirements of this Handbook, along with any individually adopted department policies that are available through the Human Resources Office or your department manager. New policies and procedures will be posted or made available through individual distribution. Supervisors are responsible for keeping their employees informed of changes in policies and procedures.

PURPOSE

The SWC Employee Handbook is intended to provide guidance to establish standards and procedures to implement policies, and to ensure compliance by administration and employees in the performance of their official duties. This Handbook shall apply to all employees of SWC with the exception of independent contractors. The Handbook serves as the basis for supervision, accountability and responsibility. SWC has developed and implemented supplemental policies.

THIS HANDBOOK IS NOT INTENDED TO CREATE, NOR IS IT TO BE INTERPRETED AS TO CREATE, A CONTRACT BETWEEN SWC AND ANY OF ITS EMPLOYEES.

This Handbook will be changed at any time if deemed necessary. The policies and procedures contained herein supersede any prior policies or practices regarding the terms and conditions of employment with SWC.

Nothing in this Handbook is or should be interpreted to be a waiver of the sovereign immunity of the Sisseton Wahpeton Oyate (SWO), SWC, its officers, or any of its employees.

A. INTRODUCTION

GENERAL ADMINISTRATION

The Board of Trustees (BOT) of SWC consists of nine members; seven members represent the districts of the Lake Traverse reservation, and one Ex-Officio appointed by Council of the Sisseton Wahpeton Oyate (SWO). The president of Student Senate attends BOT meetings to ensure student representation. It is the responsibility of the Board of Trustees to develop the policies necessary to govern the institution. The board regularly meets every month and the minutes to these meetings are on file in the library.

The President is the chief executive officer of the college. The President is responsible for carrying out all administrative policies of the Board of Trustees and for the implementation of SWC institutional goals and objectives. It is also the overall responsibility of the President for the supervision of all SWC personnel.

The Vice President of Academic Affairs (VPAA) has the responsibility to oversee the academic functions of the College. In order to ensure smooth coordination of academic programs, the VPAA has the responsibility to provide an orientation program for the faculty at the beginning of each year. In addition to supervisory responsibilities for all academic programs, the Library, Student Support Services, the Registrar and Admissions Office, the VPAA also has the primary responsibility for preparation and revision of the SWC Catalog. Faculty members report to their department head, or directly to the VPAA.

The Chief Financial Officer (CFO) is responsible for all aspects of SWC business affairs: disbursements, purchasing, payroll and accounts receivable. The CFO develops and implements the institution's fringe benefit package, and assists the President in developing and revising institutional budgets. It is also the responsibility of the CFO to prepare monthly financial reports for the Board of Trustees meeting.

ALCOHOL/DRUG/TOBACCO FREE WORKPLACE

The Sisseton Wahpeton College has a strong commitment to the community, students and employees to provide a safe, learning and working environment. While it is not the intention of the college to intrude into the private lives of its employees, the college does expect its employees to conduct their work free from the influence of alcohol or drugs.

The use or possession of alcohol and controlled substances is prohibited on college premises. Alcohol or other drug intoxication while on college premises is grounds for dismissal. In all instances, the Tribal Police will be notified.

Use of smoking or smokeless tobacco is not permitted within any SWC facility as prohibited by federal smoke-free, drug-free regulations. Because of the dangers associated with both primary and secondary smoke, all faculty and staff are required to report violations of the smoke-free and drug-free policy to their supervisor.

DISABLED INDIVIDUALS POLICY STATEMENT

The Sisseton Wahpeton College is committed to providing a work environment that is supportive of individuals with disabilities. It is SWC's policy not to discriminate in the employment process on the basis of physical disabilities.

Employees with a disability who believe they need accommodation to perform the essential functions of their job should contact the Human Resources Office.

B. EMPLOYMENT

INDIAN PREFERENCE IN HIRING

Indian Preference in hiring has been, and will continue to be, a fundamental principle at SWC. Therefore, it is the policy of SWC to extend preferential consideration of qualified Native Americans when making hiring and other personnel decisions. The use of Indian Preference by SWC in employment on the Lake Traverse Reservation does not constitute racial discrimination, but is a political distinction and is intended to further tribal self-government.

Equal Opportunity Employer

Subject to Indian Preference guidelines, SWC is an equal opportunity employer and offers to employment applicants an equal opportunity for all personnel actions regardless of age, race, sex, creed, religion, color, national origin, or physical or mental handicap.

The Human Resources Office has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Human Resources Office.

HIRING OF EXECUTIVE PERSONNEL

It is the responsibility of the Board of Trustees to hire individuals for the executive positions at SWC. Every effort will be made to conduct an extensive search for candidates who possess all the necessary skills, education, and qualifications to fill executive positions. The executive positions at SWC are the President (CEO), Vice President of Academic Affairs (VPAA), and the Chief Financial Officer (CFO). The following procedure will provide the guidelines for this process:

1. In the event of a vacancy, the Board of Trustees will authorize a Search Committee to initiate a search for executive personnel. This committee will consist of two Board members and three executive employees, with a combination of staff and faculty members.
2. The Search Committee will have the responsibility of developing criteria, qualifications, and other desired characteristics that will assure that the candidate have the leadership qualities needed to meet the goals and objectives that fulfill the mission of SWC.
3. After the committee screens the applicants to the three most qualified candidates, these will be presented to the full Board of Trustees for selection.
4. Once a selection is made, the Board will negotiate the contract and salary agreements prior to final approval.

HIRING OF FACULTY

It shall be the responsibility of the Vice President of Academic Affairs to recruit and screen applicants for teaching and instruction. Suitable candidates are those who possess all the necessary academic credentials and experience needed to successfully perform the duties and responsibilities required of the position. An interview panel will be used to interview the candidates. The Vice President of Academic Affairs will make a recommendation for selection to the President for final approval.

HIRING OF ALL OTHER PERSONNEL

Step 1. An Employee Requisition Form will be completed by the program director or grant manager and must be submitted to the Human Resources Office. If approved by Human Resources, the form will proceed to step 2.

Step 2. After approval is received by the Human Resources Office, the form will be submitted to the Chief Financial Officer to ensure funds are available for the position.

Step 3. The position will be posted in house for three days. If it's not filled in house it will be advertised in the newspapers identified in the Employee Requisition Form.

In order to support capacity-building at SWC, employees are encouraged to seek higher-level positions for which they qualify. This policy is related to, but not limited by, the professional development and Educational Assistance Program opportunities supported by the College. To facilitate this objective, and reward employees for their job performances, SWC will first post job openings internally prior to advertising the position to the general public.

Employees should feel free to discuss their career aspirations with their supervisor/manager or the Human Resources Office at any time. Employees must have a good performance history, a good attendance record, successfully completed their probationary periods, and must meet the qualifications for the position. All qualified employees applying for the position will be considered; additional consideration will be given with regard to length of service. Employees need not resign from their current position prior to being selected for a new position.

HIRING PROCEDURE

All applicable laws and regulations governing the hiring at SWC will be adhered to during the interview and selection process. This process will be applied to all regular employment positions within SWC:

- The applications will be collected by the Human Resources Office and appropriately screened, including pre-employment drug testing and the appropriate background checks.
- The Human Resources Office will establish an Interview Panel, with a minimum of three members. This panel will consist of the immediate supervisor and/or department manager, and other individuals selected by Human Resources.
- The Interview Panel will make a recommendation to the President for final approval.
- All applicants will be notified in writing as to the outcome of the hiring process by the Human Resources Office.

If there is *any question of a conflict of interest* existing between the President and the new hire, the Board of Trustees shall make the final determination.

NEPOTISM

The college is committed to the fair and ethical treatment of all of its employees and students. Accordingly, SWC prohibits favoritism in the workplace, including hiring and supervision, based on family relationships.

Relatives or other members of the household of SWC employees shall not be employed in positions where the supervisor has the official authority to hire or recommend or approve the hiring, salary, or promotion of a relative. Supervisors shall not participate in institutional decisions involving a direct employment benefit to a relative. Wherein his/her relationship to another employee has the potential for creating adverse impact on supervision, internal discipline, safety, security, positive morale in the workplace, or involves a potential conflict of interest.

Thus, members of the same household shall not participate in any financial or personnel transaction where there might be the appearance of impropriety. Neither member of the household shall countersign any transaction document signed by another member of the same household. Close relatives shall not participate in any transaction (financial, hiring, supervisory or otherwise) where there will be an appearance that the transaction has been influenced by the relationship. Close relatives will not be hired into a department where they directly supervise or are supervised by another family member. If employees

become related after employment, one of the employees will be voluntarily transferred to another department. If this is not possible, then the College shall require one or both employees to transfer or resign.

When a conflict or any potential for conflict arises or exists due to a relationship affecting employment, the individuals involved will be given the opportunity to decide who is to be transferred to another position or terminated if no suitable position is available. If the decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment. The administration shall take whatever action is necessary to ensure that favoritism, the appearance of favoritism, conflicts of interest in employment decisions, and discrimination on these relationships are avoided or eliminated.

The SWC Board of Trustees shall be informed of any potential conflict of interest based on this nepotism policy.

Definitions:

1. Nepotism: Favorable consideration in hiring, appointment, promotion, and supervision based on family relationships.
2. Family Relationships: the following are relationships subject to this policy:
 - a. Individuals who are related by blood, marriage or adoption, including the employee's spouse/significant other, child, step-child, parent, step-parent, sibling, step-sibling, uncle/aunt, niece/nephew, in-law (including sons, daughters, mothers and fathers-in-law, brothers and sisters), grandparent, step-grandparent, grandchild or step-grandchild;
 - b. Any person living in the employee's household and in a financially dependent relationship with the employee (i.e. employee's daughter/sons-in-law or their significant other);
 - c. Any person involved in a romantic relationship with the employee.

ORIENTATION

The Human Resources Department will provide an orientation session to each new employee of SWC. The purpose of this orientation is to inform the employee of the College's mission statement, organizational policies and procedures, job duties and responsibilities, and applicable laws. This process is designed to assist the new employee in adjusting to the organizational culture and processes of the College and his/her new job.

The new employee's immediate supervisor will also provide an orientation session to inform the new employee of his/her job requirements, duties, departmental policies and/or requirements, and other SWC policies or procedures that affect the employee. Employees will also be made aware of all conditions of employment.

OTHER EMPLOYMENT REQUIREMENTS

All staff and faculty are encouraged to pursue additional training during their employment with SWC. Increasing individual education will add to their level of skill and consequently increase their value to the institution. As this value increases it provides a basis for greater compensation. *See Employee Education Benefits Policy.*

During the first year of employment, all full-time employees of SWC, including executives, are required to successfully complete one of the following courses when offered. These courses, generally offered at SWC free of charge to the faculty and staff for this purpose, include:

1. DKT 120 Introduction to Dakota Studies
2. DKT 265 American Indian Sovereignty
3. DKT 250 Introduction to Tribal Government

4. The President will also determine if other courses or seminars of equivalent nature and contact hours fulfill this requirement.

PERSONNEL RECORDS

To keep necessary Company records up to date, it is extremely important that you notify the Human Resources Office of any changes in:

- Name and/or marital status
- Address and/or telephone number
- W-4 deductions
- Person to contact in case of emergency

EMPLOYEE CATEGORIES

The following information is provided to clarify the employment categories available within SWC. Nothing in this section should be interpreted as a contract of employment.

- **Executives** – Executives are SWC's top officers who are hired directly by the Board of Trustees. Executives are full-time exempt positions and generally have employment contracts. The Board of Trustees has the discretion to award contracts as they deem appropriate. Top management positions consist of the President, Vice President of Academic Affairs ("VPAA"), and Chief Financial Officer ("CFO").
- **Administrative and Professional Staff** – Administrative staff are non-academic employees that have administrative and supervisory responsibilities, including most department heads. These positions are full-time exempt. Professional staff are those employees who have responsibility for planning, organizing, directing, and attaining goals and objectives, but generally do not have supervisory responsibilities. These positions are full-time exempt.
- **Faculty** – Faculty members are employees are contracted primarily to instruct students and/or perform other academic duties. The number of courses they are required to instruct can vary dependent on other duties and considerations. These positions generally have an employment contract.
- **Support Staff** – Employees who are in this category have specific responsibilities to SWC's administrative or academic functions. These positions whether full-time or part-time are non-exempt.
- **Temporary** – The College might need to utilize temporary employees for short periods of time for purposes of completing a specific task or to temporarily fill a vacant position. Such temporary employment arrangements are not intended to permanently replace staff appointed positions.
 - ❖ Temporary employment shall not exceed *ninety (90) days*.
 - ❖ Temporary employees are not eligible for benefits such as health insurance, leave, promotion, and/or grievance hearings.
 - ❖ Temporary employment can be terminated before completion of the specified time period.
 - ❖ Temporary employees will be required to adhere to all SWC policies, procedures, and regulations unless specifically exempted.

The Sisseton Wahpeton College's nepotism policies will apply to the hiring of temporary employees. The President must approve all temporary hires, and can be exempt from the other regular hiring procedures.

This policy does not apply to regular employees appointed to a temporary assignment and excludes all instructional appointments.

The following definitions are provided to help clarify and better understand the employment categories:

- **Full-time** – Employees who are designated full-time typically work 40 hours per week. These positions are either exempt or non-exempt. Employees are eligible for benefits.

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- **Part-Time** – Employees who are designated part-time typically work less than 31 hours per week and are not eligible for benefits.
- **Exempt and Non-exempt** – The Fair Labor Standards Act categorizes various employment positions as exempt or non-exempt from overtime pay. Exempt positions are held by the Executives, Administrative, and Professional Staff. They are paid on a weekly basis and are not eligible for overtime. All other positions are considered non-exempt and are paid on an hourly basis and are eligible for overtime.

C. CONDITIONS OF EMPLOYMENT

ATTENDANCE POLICY

Because SWC depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. Employees failing to contact their immediate supervisor or the Human Resources Office shall be considered as having voluntarily resigned their position after *three (3) consecutive days* of being absent from work. A record of absenteeism and lateness can be kept by the supervisor and becomes part of the employee's personnel record. Absenteeism and lateness lessen an employee's chances for advancement and eventually result in dismissal.

ACCIDENTS AND EMERGENCIES

Maintaining a safe work environment requires the continuous cooperation of all employees. The College strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on SWC premises. Employees should contact their supervisor, the nearest supervisor, and/or 911 in the event of an accident or emergency.

If an employee is injured on the job, SWC provides coverage and protection in accordance with the Worker's Compensation Law. Any injury that is sustained while at work must be reported immediately to the employee's supervisor, who in turn will notify Human Resources of the incident.

Failure to report accidents is a serious matter as it could preclude an employee's coverage under Worker's Compensation Insurance.

PROBATIONARY PERIOD

All newly hired employees (including key personnel) will be on a probationary status for ninety (90) days. This initial employment period allows the employee to go through a period of adjustment to learn about SWC and their job, and to find out if they are suited to and/or like their new position. Additionally, the probationary period allows the employee's supervisor a reasonable period of time to evaluate the employee's work performance. During this period, the employee will be provided training and guidance, and the employee's job performance, conduct, and work habits will be closely monitored by their supervisor.

At the end of the probationary period, the employee will be evaluated by their immediate supervisor. This evaluation is used to determine the employee's status. There are three possible recommendations on the employee's work performance evaluation:

1. satisfactory completion,
2. extending the probation, or
3. unsatisfactory completion.

A satisfactory completion entitles the employee to benefits. A recommendation for extending the probation will include specific areas for improvement and will be for a one-time 30-day extension. An unsatisfactory evaluation will result in termination.

An employee can resign their employment at SWC without prejudice at any time during the probationary period. The employee can be discharged at any time during the probationary period if their supervisor concludes that the employee is not progressing or performing at a satisfactory level.

WORK PERFORMANCE REVIEWS

Work performance evaluations will be conducted in the following circumstances:

1. at the conclusion of the probation period;
2. a substantial change in an employee's responsibilities;
3. annually.

A work performance evaluation will be used to justify an increase in pay, to reduce any job deficiencies, improve job performance, and for employee development. A satisfactory evaluation, however, shall not necessarily result in an increase in pay. Unsatisfactory evaluations could lead to further disciplinary action.

Work performance evaluations will be prepared by the appropriate department manager in conjunction with the anniversary date in position. The department manager will meet with the employee to address the performance review. Both manager and employee will sign the review form prior to submission to the Human Resources Office. The employee's signature only acknowledges that they have read the report and is not to be interpreted that they are in agreement with the evaluation.

The Board of Trustees will conduct annual evaluations of the individuals holding executive positions. Conducting a comprehensive evaluation of an executive must also consider a number of factors beyond his or her interactions with the Board of Trustees. In order to properly evaluate the day-to-day management of the College, senior staff members will provide their insight to the board members by completing individual reviews of the executive. These reviews will be submitted anonymously by each of the other executives and *three (3) other employees* selected by the Board of Trustees from various departments. The delegated board members may use this information as deemed appropriate in completing the official work performance review.

PAYROLL INFORMATION

Employees are paid bi-weekly on the specified day of the week designated for disbursement. If the normal payday falls on a recognized holiday, paychecks will be distributed on the next workday after the regular disbursement date. Employee paychecks will only be given personally to the employee. Any other arrangement for mailing or pick-up must be made in advance and in writing with the Business Office.

TIME RECORDS

The attendance of all employees, including full-time and adjunct faculty, is recorded on a timesheet and is submitted to the Business Office on a bi-weekly basis. Attention must be exercised in recording the hours worked, and absences.

Each employee is responsible only for his/her own recordkeeping. Only supervisors or designated time approvers have the authority to adjust time logs.

Once an employee arrives at work, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

OVERTIME

Occasionally, it is necessary for a non-exempt employee to work more than 40 hours per week. In those situations, the employee will be paid one-and-a-half times the regular rate of pay after the initial 40 hours in

a workweek. All overtime must be requested and approved in advanced of an employee working any overtime.

WORK PRODUCT OWNERSHIP

All SWC employees must be aware that SWC retains legal ownership of the product of their work. No work product created while employed by SWC can be claimed, construed, or presented as property of the individual, even after employment by SWC has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for SWC, regardless of whether the intellectual property is actually used by SWC. Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume, in a freelancer's meeting with a prospective client), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information could constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of SWC. Freelancers and temporary employees must be particularly careful in the course of any work they discuss doing, or actually do, for a competitor of SWC.

COMMUNICATIONS AND COMPUTER SYSTEMS POLICY

Every SWC employee is responsible for using the communications and computer systems properly and in accordance with SWC's policies and procedures. For additional information please refer to the Information Technologies (IT) Department's policy and procedures manuals, or with the IT Director.

Employees are required to sign an E-mail and Internet Policy Acknowledgment Form as a condition of employment. The form is to be signed on acceptance of an employment offer by SWC.

Right to Access and Monitoring Systems

The communication and computer systems are the property of SWC, and are for use in conducting college business. All communications and information transmitted by, received from, or stored in these systems are considered company records and property of SWC. Unreasonable, excessive, or malicious use of these systems for personal purposes is prohibited. Employees should not have the expectation of individual privacy regarding any communication or work stored in, created, received, or sent over these systems.

SWC, in its discretion as owner of these systems, reserves and shall exercise the right to monitor, access, retrieve, and delete any information stored in, created, received, or sent over these systems.

Any employee who discovers the misuse of one of these systems should immediately contact the IT Department.

No Expectation of Privacy

Employees should be aware that regardless of any security measure taken the confidentiality of any message stored in, created, received, or sent from these systems cannot be ensured. Nor does the use of personal passwords or other security measures diminish SWC's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. In order to facilitate the ongoing operations of the College, the IT Department with authorization from the President can lock individual employee accounts and/or provide access to these accounts, including all related data, to another designated employee(s).

Copyrighted or Sensitive Data

The communication and computer systems shall not be illegally used to transmit copyrighted materials, trade secrets, proprietary financial information, or similar materials. Employees, if uncertain about whether

certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the IT Department.

SUBSTANCE ABUSE POLICY

SWC operates a drug-free workplace. Employees who possess, manufacture, use, attempt to possess or use, participate in the illegal transfer, sale, offering, or possession of illegal drugs, other controlled substances, or alcohol while on the job or on SWC property are in violation of this policy and are subject to disciplinary action. Employees who report to work under the influence of alcohol, illegal drugs, or other controlled substances are considered a threat to the general safety, productivity, security, and accountability of the College and are also in violation of the policy.

SWC recognizes two different situations that require addressing.

1. The effect of alcohol/drug use or abuse on an employee's performance and overall health. SWC will strive to treat this situation with sensitivity and concern by helping the employee obtain appropriate treatment and counseling and will make every effort to accommodate an employee's needs in such a situation.
2. The effect of illegal drug-related activities (such as possession, sale, offering, or using) on the reputation of the College in general and the denial of the goal of a drug-free workplace. Therefore, in order to strive to treat this second situation, a procedure has been implemented for drug testing.

Drug Testing Situations

There are five situations that could require an employee to submit to drug testing in order to remain employed at SWC. Those situations are as follows:

1. **Pre-employment.** All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
2. **Random.** SWC will periodically require that a randomly selected sample of the workforce submit to a drug-use screening test. "Randomly selected" means a computer generated list of employees for periodic drug testing, but at no time shall any employee be chosen for a random test by a method that could arguably have been prejudiced toward a particular employee. The random sample will include 25 percent (25%) of SWC's current employees and will be done twice a year. The President, the Vice-President and the HR Manager will be responsible for coordinating the process.
3. **Reportable accident.** In case of an accident on the job, an employee who is injured on the job to the extent that medical attention is required will be required to take a drug test for insurance and liability purposes.
4. **Reasonable suspicion.** Reasonable suspicion of violations of the SWC Substance Abuse Policy can result in a drug test. Violations of the SWC Substance Abuse Policy must be reported in writing, be articulate and descriptive, and meet the standards of reasonable suspicion test. When a report is received, the President, in consultation with the HR Manager, will evaluate it. The President will then decide whether the suspicions warrant a drug test. If deemed necessary, the HR Manager will coordinate the drug test.
5. **Area testing.** Within SWC, there are areas that are defined as a section of a workplace that include one or more departments. SWC will conduct an area drug test when there is an indication that drugs are being used or there is a potential for damage caused by drug use. The procedure listed under "reasonable suspicion" will be used to coordinate the process.
6. **Baseline testing.** This category of testing will be used whenever the SWC drug testing policy is amended. In that instance, all SWC employees will be subject to testing.

Failure of Drug Test or Refusal to Submit

Failure of the drug testing protocol occurs after the final lab report determines a positive finding, after eliminating false positives or the presence of legitimate prescription drugs – requiring supporting

documentation from a doctor. Failure of a drug test, or refusal to submit to a drug-use screening test, whether on-duty or off-duty, shall be grounds for termination of employment. Failure to appear and take the test is considered a form of refusal, as is appearing but leaving prior to the test being administered. An employee who is terminated from employment under this policy shall not be allowed to re-apply for a position with SWC for a period of one year.

VIOLENCE IN THE WORKPLACE

The College strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's supervisor and/or the Human Resources Office. All complaints will be fully investigated.

The College will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The Sisseton Wahpeton College is committed to a work environment where all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory behavior and harassment. Therefore, SWC expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

SWC prohibits and will not tolerate any such discrimination or harassment.

Definitions of Harassment

For the purposes of this policy, harassment includes verbal or physical conduct that denigrates, shows hostility or aversion toward an individual because of his/her race, ethnicity, gender, sexual orientation, religion, age, disability or other characteristic that has the purpose or effect of creating a hostile work environment or negatively impacts an individual's ability to work or his/her employment opportunities. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Sexual harassment includes a range of subtle and not so subtle behaviors and can involve individuals of the same or different gender. Depending on the circumstances, these behaviors can include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

This policy applies to all employees and SWC officials, regardless whether their conduct is directed towards an employee, student, or visitor to the College.

Conduct prohibited by these policies is unacceptable in the workplace and at any College sponsored or supported activities such as business trips, meetings, competitions, or social events.

Retaliation Is Prohibited

SWC prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

RESIGNATION

When an employee decides to terminate their employment with the college for any reason, his/her supervisor and the Human Resources Office would like the opportunity to discuss the resignation before final action is taken. SWC often finds during this conversation that another alternative is better. If, however, after full consideration the employee decides to leave, it is requested that the employee provide the College with a written two-week advance notice period (bear in mind that vacation days or personal days shall not be included in the two-week notice period). The College will only compensate employees for unused vacation when the employee works throughout the notice period, and is not terminated for gross misconduct or cause; otherwise, unused vacation will be forfeited. If, as sometimes happens, the employee's supervisor wishes for the employee to leave prior to the end of the employee's two-week notice, the employee shall be paid for the remainder of that period.

POST RESIGNATION/TERMINATION PROCEDURES

Exit Interview

Human Resources is responsible for scheduling an exit interview with employees on their last day of employment and for arranging the return of College property including:

- College-issued keys or other security devices
- College-issued credit cards
- College manuals
- Any other College-owned or issued property

Any funds owed to the College will be deducted from the employee's final paycheck, which will be issued at the next regular payroll disbursement after the return of all College property.

In order to receive a disbursement from the Retirement Plan, the employee must directly contact the company controlling the Retirement Plan. Specific information will be provided at the exit interview.

Benefits

Benefits (Life, Medical and Dental) end on your last day of employment, [or, last day of the month in which your last day of employment falls]. An employee, unless dismissed for gross misconduct, has the option to convert to individual life insurance, and/or to continue Medical/Dental Benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") regulations.

Restricted Access

The College can require former employees, dependent upon circumstances, to restrict their access to SWC property for official purposes only, for example, completing final paperwork, collecting a final paycheck, for a specified period of time. The timeline will be determined on a case by case basis. When restricted access is being exercised the former employee will receive written notification of such action dependent on severity of the cause of action for termination.

D. EMPLOYEE BENEFITS

SWC has prepared a benefit package for all full-time employees. These benefits are a substantial part of the overall employee compensation for those employees who qualify. These benefits include leave, paid holidays, health insurance, dental and vision insurance, a retirement plan, life insurance, and employee development programs.

This section of the Handbook contains a very general description of the benefits to which you could be entitled and is not intended to, and does not, provide you with all the details of these benefits. The official plan documents govern the provisions and terms of each benefit.

To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between SWC and its employees, retirees or their dependents, for benefits or for any other purpose.

For more complete details regarding any of our benefit programs, please refer to the official documentation and other information available from the Human Resources Office.

LEAVE SYSTEM

Paid-Time Off (PTO)

SWC believes that its employees are the key to what makes a great organization. The College recognizes that work makes up a large portion of an employee's life and believes that a balance between work and non-work activities is essential. To support this, SWC has designed a paid time off (PTO) plan that incorporates the previous annual and sick leave into one program.

PTO is designed to cover leave for vacation, personal issues, sickness, family sickness, and other family activities. Use of PTO must be preapproved with the employee's supervisor. PTO will be used in quarterly-hourly increments.

All full-time employees will accrue PTO hours according to the following schedule:

<u>Years of Service</u>	<u>Hours per PP</u>
0-4	6
5-14	8
15 and over	10

For purposes of this policy, accrual begins on employee's date of hire. However, PTO shall not be used until the probationary period has been successfully completed.

A maximum of 250 hours of accrued and unused PTO can be carried over from one calendar year to the next. Any exceptions to the carryover policy must be authorized by the President. Upon termination of employment, any earned and unused PTO will be paid in the final paycheck.

The President has the ability to implement procedures to buy-back PTO in excess of 160 hours from employees at a rate not to exceed one-half of their regular hourly, or equivalent, pay. A maximum number hours of PTO that an employee can sell-back during a single calendar year will be established.

Full-Time Faculty Leave

Due to the nature of their roles and responsibilities full-time faculty do not accrue Annual leave. In place of annual leave, each contract year, faculty will be awarded *four (4) days* of personal leave and *ten (10) days* of sick leave. A faculty member cannot carry over any personal or sick leave into the next contract year. Arrangements for the use of personal leave must be made in advance. The faculty member requesting annual leave must make all arrangements to ensure their classes will function during their absence. At no time will a faculty member take annual leave when to do so would cancel classes or otherwise unduly impact students. In addition, faculty members are able to work around their teaching schedules and are often able to take days off when classes are not being held.

Bereavement Leave

This policy has been developed as part of our Dakota centered philosophy which respects the special relationships of Native Americans. In the unfortunate event of a death in the family, a leave of absence of up to *five (5) days* with pay will be granted.

For this purpose, family is defined as:

- Spouse
- Children, step-children
- Parents (including in-laws), step-parents
- Siblings, step-siblings
- Grandparents
- Grandchildren
- Hunka relatives or other members of their household

Employees should make their supervisor aware of their situation. In turn, the supervisor should notify Human Resources of the reason and length of the employee's absence.

Two (2) days of bereavement leave will be granted to employees who have lost a member of their extended family. Extended family is defined as: Cousins, Aunts, Uncles, Nieces, and Nephews.

One (1) day of bereavement leave will be granted for community members at the discretion of your supervisor.

Employees must notify their supervisors as soon as is reasonably possible regarding their absence from work.

Jury/Court Leave

SWC employees can take jury/court leave when summoned to serve on a jury or to appear as a witness. No deduction will be made from the salary of an employee for required appearances in court, including jury duty, when the reason for such appearance is not personal to the employee. Any compensation made by the court to the employee for the time they are receiving pay from SWC must be submitted to the Human Resources Office. The employee must present a subpoena or jury duty statement as evidence they are required to appear in court or for jury duty.

Holiday Leave

The following are holidays observed by SWC:

<i>New Year's Day</i>	<i>January 1</i>
<i>Martin Luther King's Birthday</i>	<i>January (3rd Monday)</i>
<i>Treaty Day/Washington's B-Day</i>	<i>February (3rd Monday)</i>
<i>Good Friday and Easter Monday</i>	<i>Varies</i>
<i>Memorial Day</i>	<i>May (last Monday)</i>
<i>Independence Day</i>	<i>July 4</i>

<i>Founder's Day</i>	<i>August 7</i>
<i>Labor Day</i>	<i>September (1st Monday)</i>
<i>American Indian Day/Columbus Day</i>	<i>October (2nd Monday)</i>
<i>Veteran's Day</i>	<i>November 11</i>
<i>Thanksgiving Day</i>	<i>November (4th Thursday)</i>
<i>Christmas Day</i>	<i>December 25</i>

Days proclaimed by Executive Order of the President of the United States and/or the Sisseton Wahpeton Tribal Chairman are considered legal holidays.

Administrative Leave

Administrative Leave is an excused absence from duty administratively authorized without loss of pay and without charge to leave. The President shall, at his/her discretion, grant administrative leave to an employee or all employees due to adverse weather conditions, important community events or elections, academic breaks, or other reasons that would benefit the College or the morale of its employees.

Leave Without Pay (LWOP)

Leave without pay will be granted to an employee when an employee does not qualify for any other type of leave yet needs to be absent for personal reasons other than those previously mentioned. Employees must get prior approval for leave without pay. In addition, the following will constitute leave without pay:

- If an employee does not receive proper authorization to attend a meeting or workshop, even if it is work related, they will be given leave without pay for the time they are away from their workplace. In addition they will not be eligible for any reimbursement of expenses as a result of their absence.
- Any hours not recorded on the time sheet for which there is not a leave request form completed and signed by a supervisor will be counted as Leave Without Pay.
- Time away from work taken without informing the supervisor as to the nature and purpose of such absence will be counted as Leave Without Pay (i.e. an employee does not show up for work at 8:00AM but calls in at 10:00AM to request leave, the time from 8:00AM to 10:00AM will be counted as Leave Without Pay).
- Leave Without Pay can be authorized for a period not to exceed *ten (10) working days* (except in the case of treatment/rehabilitation leave).
- If an employee does not return to work and gives no intention of returning, at the end of the *ten (10) working days*, the President will declare the position vacant and proceed with filling the vacancy.

Military Leave

An employee who is a member of the U.S. Armed Forces, Reserve or National Guard is entitled to a leave of absence for the performance of all active military duty and/or related training. Upon receipt of orders for active or reserve duty, an employee will notify their supervisor, as well the Human Resources Office, and provide a copy of the military orders. The employee may request to use their available leave in lieu of leave without pay for this absence. Once available leave has been exhausted, employee will be on a leave without pay status.

The employee's military service will not be considered a break in employment for benefit purposes.

Spiritual Leave

Employee can take PTO or Leave Without Pay (LWOP) to attend traditional or other spiritual events. Prior to taking leave, employees must notify their supervisors and/or the Human Resources Office regarding the dates that they will not be at work.

Family Medical Leave

Eligible employees are entitled to unpaid leave that is job and benefit protected in certain circumstances.

To be eligible, an employee must:

1. Have been employed by SWC for at least 12 months before the leave request; and
2. Have worked at least 1250 hours during the previous 12 months.

Eligible employees are entitled to a total of 12 weeks of unpaid leave during a 12-month period beginning with the first leave request provide the leave is taken for one or more of the following reasons:

- Birth of a child
- The placement of a child for foster care or adoption
- To care for a family member (spouse, parent, child) with a serious health condition
- The employee's own serious health condition

Employees will be given the option of using accumulated PTO in lieu of leave. Once all accrued leave has been exhausted, the employee will be deemed to be on Leave Without Pay (LWOP). Employees will not accrue PTO during the period of LWOP.

HEALTH INSURANCE

All full-time employees can apply for individual health insurance. Eligibility for this health insurance is subject to the requirements of the health insurance plan. Employees also have the option of electing dependent coverage. Costs for the various options will be explained at the time of enrollment.

The Human Resources Office will assist employees in making the necessary arrangements for enrollment. Additional information on regarding the healthcare plan and specific options are available on the insurance company's website.

VISION AND DENTAL INSURANCE

All full-time employees are eligible for the Vision and Dental Plan. Employees also have the option of electing dependent coverage. Costs for the various options will be explained at the time of enrollment.

SUPPLEMENT INSURANCE PLAN(S)

Employees can elect to enroll in additional supplemental insurance plans, such as AFLAC. This is an elective benefit and is the sole responsibility of the employee to fund. As a service to employees, a payroll deduction can be set up for payment to the carrier.

GROUP LIFE INSURANCE

SWC offers regular full-time employees an employer-paid basic group term life policy.

RETIREMENT PLAN

SWC has adopted a 401K plan for all eligible employees. This plan has been established to encourage and provide a means for employees to participate in retirement planning or savings. There are rules for eligibility, benefit allocations, vesting and distribution. This information is contained in the participant manual which is given to employees once they become eligible and enroll in the plan.

Further details about the Plan can be obtained from the Human Resources Office.

WORKERS' COMPENSATION BENEFITS

The College is covered under Workers' Compensation Laws. Should you sustain a work-related injury, you must immediately notify your department supervisor and the Human Resources Office. In the case of an emergency, you should go to the nearest hospital emergency room for treatment.

EMPLOYEE DEVELOPMENT PROGRAMS

This policy is to maintain and increase the quality of SWC's faculty and staff. The ongoing development of personnel committed to SWC increases their ability to contribute effectively to the mission and goals of SWC. This policy is further based in the understanding that education is a primary cultural value of the Dakota people. SWC believes that benefits achieved through this policy will further strengthen the Sisseton Wahpeton Oyate and enhance the development of the Lake Traverse Reservation.

Employee development programs are offered in two forms:

1. Professional Development targets job duties related to an employee's current position;
2. Education Assistance Program, which supports broader career development.

PROFESSIONAL DEVELOPMENT

It is the policy of SWC to provide assistance and support to staff employees in order to improve job performance. Supervisors are encouraged to maintain an environment that facilitates employees acquiring skills and knowledge increasing job effectiveness.

All employees, regardless of status, are eligible to receive professional development. Employees must request professional development by submitting a proposal to their supervisor. Requests that are mandated by supervisors or by funding and other regulatory agencies will receive priority. New employees will be made of the PD process during faculty orientation at the beginning of the academic year, as well as other means such as electronic messages and hard copy postings.

Professional development is generally accomplished through on-the-job training, seminars, conferences, institutes, participation in professional and technical associations, or workshops.

Approval for Professional Development

Employees requesting professional development will complete and submit the proper form to their supervisor for approval. If the supervisor endorses the request, or wishes to mandate professional development for a staff member(s) the request form is forwarded to the Human Resources Office for further processing. Professional development of this nature (not part of a formal degree program or significant coursework for college credit) is not reviewed by the Education Assistance Committee (EAC).

- If the professional development would be supported, even partially, by a grant then the PI/PD of that award *must approve* and *sign* the form to allocate the funds.
- The President, or specifically delegated representative, makes the final determination of approval.

EDUCATIONAL ASSISTANCE PROGRAM

The SWC's *Educational Assistance Program* (EAP) was initiated to increase SWC's capacity to fulfill its mission. As it is sometimes difficult to recruit and retain qualified new employees, there are times that it is beneficial to assist existing employees committed to SWC to gain additional or new skills and expertise. The intent of the EAP is to assist employees to obtain the education (coursework or degree programs) that will benefit SWC in targeted areas.

Implementation of EAP should be driven by the mission and strategic planning conducted by SWC, and by the departments to meet their objectives. The Executive Committee or department heads will typically

identify candidates for the EAP as they review the current and future staffing needs of various programs and departments at SWC. Employees interested in participating in EAP to gain new skills or career advancement are encouraged to inform their supervisors and the Human Resources Office.

Eligibility

To be eligible for this option, employees must have completed their probationary period, are not currently subject to any disciplinary action, and their performance should demonstrate a commitment to SWC. To continue receiving this benefit the employee must maintain a *minimum* Grade Point Average (GPA) of 2.5 on a 4.0 numerical scale. Other qualifications and eligibility requirements could be established.

Employees must submit copies their transcripts and/or grades for classes completed in relation to the EAP to the Human Resources Office and their supervisor prior to receiving additional support. Employees receiving EAP are required to submit a release of information waiver to the institution where they are enrolled so SWC can monitor progress and expenditures of funds provided by EAP.

The coursework does not have to be directly related to an employee's position, as capacity building is the primary focus of this benefit. However, the employee must be able to demonstrate how the coursework or degree program being pursued will benefit SWC. Mandatory coursework such as the cultural competency requirements (located in Section B: Employment) *must be* completed prior to taking courses in other areas.

Leave and Financial Support

Supervisor's prior approval is required to receive leave to attend certain educational activities. Leave will be granted *only* if it does not interfere with an employee's other duties and responsibilities. This release time is to allow an employee to attend a class or take an exam that is *scheduled* during regular work hours. *It is not to provide time for the employee to study, complete coursework, or attend classes online that could be completed outside of the employee's normal workday.*

Employees have the primary, including financial, responsibility for individual development. In certain cases SWC will determine that it is beneficial to support an employee's efforts when it would enhance current or future needs of SWC. Even if an *Employee Education Plan* has been approved, SWC retains the right to alter the level of support provided, or revoke the approval of EAP at any time.

Dependent on available funding, SWC might pay part or all of the tuition and standard fees for enrolling in an approved course. SWC will provide EAP support for a specific course only once, unless specifically approved by the Education Assistance Committee (EAC). The qualified employee will be required to pay for all books, materials, and ancillary fees associated with the class. SWC will limit or deny EAP requests to attend specific institutions due to accreditation issues, high tuition rates, or other factors.

Sisseton Wahpeton College Option

This option is for employees taking courses or completing their degree at SWC. Under this option EAP is limited to a maximum of *four (4) credit hours per semester*. Course enrollment is on a space available basis. EAP will only pay for an employee to attempt a particular course one time. Subsequent attempts to complete the same course will be paid for entirely by the employee, although leave might be granted. The maximum amount of educational leave an employee can receive under this option is equivalent to hours the course is scheduled for during the regular work week.

External Institution Option

This benefit allows employees to complete courses or degree programs from other accredited institutions of higher education. Approved candidates will be provided with assistance to pay for courses, individually or as part of a degree program, dependent on the current availability of *resources* and *relevancy* to SWC. If the EAP is approved, funds will be paid to the institution of enrollment and not directly to the employee. The maximum amount of educational leave an employee can receive under this option is *sixty (60) hours per semester*, and is subject to approval by supervisor *and* the Education Assistance Committee.

Establishing an Employee Education Plan

After reviewing a completed *Employee Education Plan* the employee's supervisor or department head will forward it to the Human Resources Office within *five (5) working days* with his or her recommendations. The plan is then submitted to the EAC for review. The Committee Chair, or delegated representative, will signify the Committee's support, provisional support, or disapproval of the plan. Rejected plans will be returned to employee. All endorsed plans will be submitted to the President for final approval – exception being a plan for the President. If there is any conflict of interest for the President, the plan will be submitted to the Human Resources Office to present to the Board of Trustees for approval.

If the Committee grants provisional support, a written recommendation will be attached to the plan. The President will then make a determination of approval on the modified plan. The President can reject any plan and return it to the requesting employee for alterations and resubmission to the Committee. The supervisor of the employee receiving EAP, the Human Resources Office, or the President can ask the Committee to review the employee's progress, at any time, to make recommendations regarding continuing EAP support. The Committee must also endorse any significant changes to the Employee Education Plan. The Committee's recommendations in these cases will be forwarded to the President for final determination.

Approval for the Educational Assistance Program

Employees requesting EAP will complete and submit the appropriate form to their supervisors. After receiving an application for EAP the supervisor, based on employee's prior work performance should recommend either approval or disapproval of the request. The application will then be forwarded to the Human Resources Office for further processing.

If the EAP would be supported, even partially, by grant funds then the PI/PD of that award *must approve* and *sign* the proper form to allocate the funds.

In order to participate in the Educational Assistance Program employees must sign a statement that if they resign within *twelve (12) months* after receiving this assistance, they will be required to repay, partially or in full, SWC for the funds expended for their support during that period. This decision will be made by the President.

E. EMPLOYEE RELATIONS

USE OF COLLEGE EQUIPMENT

Employees are expected to exercise care in the use of College equipment and property and use such property only for authorized purposes. Loss, damages or theft of College property should be reported at once. Negligence in the care and use of College property shall be considered grounds for discipline, up to and including termination.

Upon termination of employment, the employee must return all College property, equipment, work product and documents in his or her possession or control.

EMPLOYER INFORMATION AND PROPERTY

The protection of SWC business information, property and all other College assets are vital to the interests and success of SWC. Sensitive information or property shall not, therefore, be removed from the College's premises without prior approval. In addition, when an employee leaves SWC, the employee must return to the College all SWC related data, documents, and other property that the employee has in his/her possession. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including discharge, as well as possible criminal prosecution.

KEY CONTROL POLICY

Sisseton Wahpeton College has assigned the responsibility for the control of all keys and locks on the campus to the Facilities Manager. Before being issued a key an employee must sign the proper form. The Facilities Manager will maintain a key-control log that contains: the key number, the name of the individual it was issued to, the date of issuance, and the date of return.

1. The assignment of keys will be carefully controlled to protect the security interest of the College while providing for the legitimate access requirements of employees.
 - An authorized individual shall not use the key to permit other unauthorized individuals access.
 - An individual entering or leaving a secured area shall be responsible for re-securing the area and will be held responsible for any lost or damaged property resulting from failure to do so.
2. An employee will be charged the full cost of replacing a lost or stolen key and any locks opened by that key.
3. An employee who terminates employment at the College will not receive the final paycheck until his/her key is turned in and the return is verified.

USE OF COLLEGE VEHICLES

Only employees with a valid current driver's license are allowed to operate SWC vehicles. An employee operating a College vehicle must provide a copy of their tribal and state driver's license to the Human Resources Office. *College vehicles shall only be used for authorized College business.* Any employee operating a College vehicle must do so in a safe manner. Any employee operating a College vehicle under the influence of drugs or alcohol or in an unsafe or negligent manner will be immediately terminated. The College has the right to search any College vehicle at any time. Employees have no reasonable expectation of privacy with respect to College vehicles.

BUSINESS TRAVEL

The College appreciates the additional burdens that business travel can impose. In order to ensure that employees are reimbursed for legitimate expenses quickly the following guidelines are provided below:

- Expenses must follow the *Sponsored Programs Policies & Procedures*, unless receiving prior approval by the President *and* the funds being utilized are unrestricted.
- Expenses are incurred in the conduct of College business.
- Expenses must be reasonable, allocable, and properly authorized.
- Travel Expense Report must be properly prepared and documented.
- Policy exceptions are documented and approved.

All employees are expected to travel by the most cost efficient manner, *for example if driving reimbursement for mileage should not exceed what airfare would have cost for the same trip*. Airline reservation upgrades utilizing Frequent Flyer miles are acceptable.

The College realizes that because of the unique extended nature of relationships in Indian Country, travel can serve the dual purpose of meeting the primary business objective and enhancing social and tribal/intertribal relationships. This said, *the only reimbursable expenses are those directly related to business objectives*. Additional expenses will be entirely the responsibility of the employee and additional time taken must be approved in advance and charged to the employee's accrued leave. These activities also must not impact the price of an airline ticket, hotel stay, mileage reimbursement, or other expenses in a way that increases costs to the College.

Fund Raising: SWC recognizes the unique nature of certain travel and entertainment expenses incurred for fund raising and development activities. If these activities necessitate a deviation from stated travel policies, the traveler must receive prior authorization and attach a brief explanation to the Travel Expense Report.

Miscellaneous Expenses: Other expenditures associated with travel including business telephone calls, facsimiles, seminar/conference fees, currency rates, baggage service, parking fees, tips and gratuities, and other travel expenses clearly related to the purpose of travel, must be itemized on the travel expense report.

Expenses Not Covered By SWC: Spouses, dependents, and/or guests travel, alcohol, personal expenses, valet parking, dry cleaning/laundry for trips of 7 days or less, traffic violations, airline club memberships, health spa fees, sundries/toiletries, theft or loss of personal belongings or money, non-business meals, and/or transportation or undocumented expenses are the responsibility of the traveler.

Entertainment Expenses: Under most circumstances SWC will not reimburse employees for entertainment expenses. However, during fund raising or other specially sanctioned activities, these expenses may be reimbursable but must have prior approval, be fully documented, and utilize unrestricted funding.

F. STANDARDS OF CONDUCT

CONFIDENTIAL NATURE OF WORK

Confidentiality is essential due to the nature of the College's roles and responsibilities to mitigate the threat of needless litigation. Employees are required to monitor their communications in order to maintain a favorable public perception of SWC.

SWC Employees, while performing their job duties, could have access, or be required to have access, to confidential information. This can include salaries or other financial information, personnel issues, student records, and other sensitive documents, computer files or similar material, and information. Disclosure of this information could infringe upon the privacy expectations of SWC employees and adversely impact SWC.

The Human Resources Office is responsible for providing information on current or former SWC employees. Unless a Release of Information has been signed by the current or former employee, only an employee's name, dates of employment, job title and department will be furnished to outside requests.

The Registrar's Office is responsible for providing information on current or former students. Unless a Release of Information has been signed by the current or former student, the Registrar's Office will only confirm or deny the student's enrollment.

Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification.

SWC has an interest in protecting confidential and sensitive information of the College and information relating to individual employees and students. Therefore, an employee is required to sign a Confidentiality Agreement form as a condition of employment. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

CONFLICT OF INTEREST AND CONSENSUAL RELATIONSHIPS

In General

SWC expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of SWC. Business dealings that appear to create a conflict between the interests of SWC and an employee are unacceptable. SWC recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that SWC can assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that could result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of SWC's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the Human Resources Office to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

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A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

Consensual Relationships

It is the goal of SWC to promote a safe, respectful and productive environment in which to deliver quality education through teaching and our administrative services. Therefore, SWC prohibits consensual relationships between faculty and students, employees and students, or supervisors and subordinates whenever the faculty or employee has supervisory, teaching, evaluation, advisory, coaching or counseling responsibilities for the student or subordinate. Dating, romantic, or sexual relationships between College employees (e.g. faculty and staff members) and students, even if consensual, can negatively affect the educational environment for students.

Faculty and staff members who violate this policy are subject to disciplinary action, including the termination of employment. As individual cases may vary, supervisors have a certain degree of discretion to consider specific circumstances – the nature of the relationship, the specifics of the student's academic program, the staff member's duties, and constraints of the College. Disciplinary actions can range from no action to the recusal of the staff member from matters involving the student, to changes in the staff member's duties, or terminating his/her employment.

On occasion, an employee will have a dating, romantic, or sexual relationship, or a marriage with an individual who then becomes a student, or an individual with a pre-existing relationship with a student will join the College. It is the obligation of the faculty or staff member to disclose that relationship to their supervisor or the Human Resources Office. It is the responsibility of the supervisor or Human Resources Office to take the necessary steps to ensure that the educational experience of the students are not affected by the dating, romantic, sexual, or marital relationship.

Reporting Potential Conflicts

An employee must promptly disclose actual or potential conflicts of interest, in writing, to his or her supervisor. Approval will not be given unless the relationship will not interfere with the employee's duties or will not damage the College's relationship.

PROFESSIONAL CONDUCT & EXPECTATIONS

As a SWC employee, you are expected to fulfill your duties to the best of your ability and to uphold the interest of the College. During scheduled working hours, devote your full attention to the duties and responsibilities of your position. At all times, conduct yourself in a professional and respectful manner.

Employees attending functions, particularly when officially representing SWC, are expected to abstain from becoming intoxicated, engaging in disruptive behavior, or otherwise acting in a manner that could cause harm to the reputation of College. Employees are expected to refrain from making disparaging comments regarding the College, its employees, clients, students, suppliers, and others while on duty.

From time to time, SWC employees could be required to work beyond their normally scheduled hours. In cases of conflict with any outside activity, the employee's obligations to the SWC must be given priority. Employees are hired and continue in SWC's employ with the understanding that SWC is their primary employer, and that other employment or commercial involvement which is in conflict with the business interests of SWC is strictly prohibited.

The presence of children in the workplace is inappropriate and is to be avoided except in emergency situations. The employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working.

This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the company's professional work environment. Therefore supervisors

will assess: the age of the child, how long the child will be present, frequency of the occurrence, the work environment, the potential impact on other employees or students, and the specific duties of the employee. Consideration will not be given to allowing a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee and must be accompanied and be under the direct supervision of the employee parent at all times.

G DISCIPLINARY POLICY

It shall be the policy of the SWC to establish a method in which the College will take corrective action to assure that all employees maintain standards of behavior and conduct that keep both the individual and the institution above reproach. When an employee does not observe these standards, certain procedures are followed to correct these violations. Employees, whether professional, support, or administrators, should be aware that they are held to a higher standard of conduct due of the nature of their profession.

SWC has adopted a progressive discipline policy and procedures to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of SWC's progressive discipline and procedure. SWC reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention will also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching or training, the work record of the employee, and the impact the conduct and performance issues have on the College.

PROCEDURE

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct, or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policy and/or procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to resolve the problem. The supervisor will prepare a written documentation of a Step 1 meeting. The employee will be asked to sign this document to demonstrate their understanding of the issues and the corrective action.

Step 2: Written warning

Although SWC hopes that the employee will promptly correct any performance, conduct, or attendance issues that were identified in Step 1, SWC recognizes that this will not always occur. The Step 2 written warning involves more formal documentation of the performance, conduct, or attendance issues and consequences.

During Step 2, the immediate supervisor and/or manager will meet with the employee to review any additional incidents or information about performance, conduct, or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan requiring the employee's immediate and sustained corrective action will be issued immediately after a Step 2 meeting. A warning outlining that the employee is subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken will also be included in the written warning.

Step 3: Suspension and final written warning

There might be performance, conduct or safety incidents so problematic and harmful that the most effective action could be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the supervisor can suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to the approval the President and the Human Resources Office.

Depending on the seriousness of the infraction, an employee could be suspended without pay in full-day increments. Pay will be restored to an employee if an investigation of an incident or infraction absolves the employee.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, SWC will try to exercise the progressive nature of this policy by first providing warnings, a final written warning or suspension before proceeding to a recommendation to terminate employment. However, SWC reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees could be terminated without prior notice or disciplinary action.

The recommendation to terminate employment must be initiated by the department manager and approved by HR. Final approval is required from the President.

Documentation

The employee will be provided copies of all progressive discipline documentation, including any Performance Improvement Plans. The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action. Copies of these documents will be placed in the employee's official personnel file.

PERFORMANCE AND CONDUCT ISSUES NOT SUBJECT TO PROGRESSIVE DISCIPLINE

Behavior that is illegal is not subject to progressive discipline, and such behavior will be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting, and other acts of violence at work are also not subject to progressive discipline and are grounds for immediate termination.

Employees must notify the Human Resources Office if arrested within *three (3) working days* of an arrest.

H. COMPLAINT and GRIEVANCE POLICY

SWC is committed to providing the best possible working conditions for its employees by endeavoring to treat all employees honestly, fairly and objectively. To facilitate this, this policy has been developed with two separate procedures so that an employee will have a process to voice their concerns.

Complaints

It is the policy of SWC to encourage employees to bring their concerns about employment matters, such as work-related decisions, workplace rules, working conditions, or any other employment-related matter, to the attention of management. All employees are encouraged to attempt to resolve their concerns at the lowest level whenever possible. If an employee feels their concern has not been addressed, that employee can file a complaint through a formal complaint procedure. All complaints will be addressed fairly and promptly, within *five (5) working days*.

Grievances

It is the policy of SWC to have a well-established grievance procedure. Regular employees may file a grievance through a formal grievance procedure. Probationary employees may not utilize the grievance procedure stated in these policies. An employee aggrieved by a final employment decision is entitled to seek review of the final employment decision through the process outlined in this policy. An aggrieved employee will not use any other process to seek relief as this policy sets forth the exclusive relief available to employees of SWC. Under no circumstances shall an employee grievance be addressed through political means. If a grievant circumvents or fails to follow the process outlined in this policy and seeks a meeting or any alternative remedy from any one of the Tribal Executives/Tribal Council, District Executives, SWO Boards or Committees, or District Meetings, then the grievance will be automatically voided and the employee's access to this remedy forfeited.

No employee will be subject to reprisal for using or participating in the grievance procedure outlined in this policy.

A grievance is defined as an employee's request for personal relief in a matter concerning conditions of employment. SWC employees will be allowed to file a grievance for the following reasons:

- Suspensions
- Terminations

Grievance Procedure

Stages in the grievance procedure are established to govern the handling of grievances as well as to allow time for preparation, research and processing. An employee must complete the grievance form and submit to the HR department.

Stage 1: A grievance must be submitted on the designated form and filled out completely within *five (5) working days* after the cause of the complaint or the date on which the employee should have had knowledge of the event upon which the grievance is based.

Stage 2: After the registration of the grievance with human resources, but no later than *five (5) working days*, the Human Resources Office will complete their investigation. The investigation will include a review of the registered grievance to determine if the grievance file is complete. The grievance shall be considered invalid if the Grievance Form is incomplete or was submitted after the timeframe indicated in this policy. This information will be made available to the grievance committee.

Stage 3: The grievance committee will have three working days after notification of a grievance to set up a grievance hearing. Once the matter is reviewed, the grievance committee will set up the date and time for the grievance hearing, and will notify all individuals involved in the grievance of the hearing date. If a grievance is deemed invalid, the grievance committee will send a letter to grievant stating that the grievance will not be heard.

Stage 4: Once convened, the grievance committee may request copies of pertinent records and conduct interviews of individuals with knowledge of the situation being aggrieved. The grievance committee will render a written decision within three working days of the conclusion of the grievance hearing.

Personal appearance of the grievant is required at the hearing. A grievant who fails, without good cause, to appear and proceed at such hearing shall be deemed to have abandoned the grievance and the action of SWC will be upheld.

SWC is also required to be represented at the hearing. If SWC fails, without good cause, to appear and proceed at such hearing they shall be deemed to have abandoned the grievance and the action of SWC will be overturned.

The Grievance Committee

The Grievance Committee shall consist of the SWC Human Resources Manager who will act as the chairperson and serve as a non-voting member of the committee, and three SWC employees, each representing an employee category, i.e., administrative and professional staff, faculty, and support staff. The grievance committee will be appointed and will serve a one-year term beginning in January of each year. The Grievance Committee chairperson will be responsible for calling a meeting in all grievance matters. At the first meeting of the newly appointed Grievance Committee, the committee will elect from among themselves a secretary. The secretary will function as the committee recorder. All minutes of meetings shall be filed in the SWC Human Resources Office.

The Grievance Committee shall take necessary precautions to avoid any conflict of interest, as described in SWC Personnel Policies, on the part of its members. If any committee members, in their opinion or that of the chairperson, has a bias or an interest in the case and thus cannot be impartial, they should be excused from the grievance process and be replaced by a suitable designee.

The grievance committee shall have the authority to take the following actions to resolve a grievance, but shall be limited to these actions:

- Overturn a suspension.
- Reinstate a terminated employee.
- Order SWC to compensate an employee for time missed due to improper suspension or termination.

The Grievance Committee shall not have the authority to purport to award damages or monetary relief other than that previously stated. Once a decision is made, the Grievance Committee notifies all parties of that decision. The decisions of the Grievance Committee are final.

I. ACADEMIC INFORMATION

The heart and spirit of Sisseton Wahpeton College are reflected in the Dakota philosophy which teaches that the essence of living is to give back more than was received. To the Dakota people, the human being, above all else, values: *wausida* (compassion), *waditaka* (fortitude), *ohitika* (courage), and *ohoda* (respect with honor for all things).

The College exists to offer a quality post-secondary educational opportunity to residents in this area and to preserve and enrich the Dakota culture in a multicultural society. For some, the College offers the opportunity to reconnect to their indigenous roots while restoring pride in being Native American; others will be able to discover the richness of the Dakota culture, language, or history from the unique Dakota perspective.

ACADEMIC YEAR

Sisseton Wahpeton College's academic year begins in August and ends in May following the annual graduation. The College's academic term is the semester which consists of fifteen weeks of instruction with a sixteenth week set aside for finals. Summer sessions take place between the end of the spring semester and the beginning of the next fall semester. These sessions are more intensive, although shorter in duration, which results in the same amount of contact hours per credit.

EXAMINATIONS

The College encourages each faculty member to give frequent examinations during the semester. These examinations should be of a rigorous nature that challenges students to engage in a process of learning and reasoning. The examinations are to be of a quality that assess how and what students are learning in the course.

Final examinations are to be retained for a minimum of six (6) weeks into the next regular term or returned to the student.

The term "examination" is understood to mean a variety of meaningful culminating activities, as well as written tests.

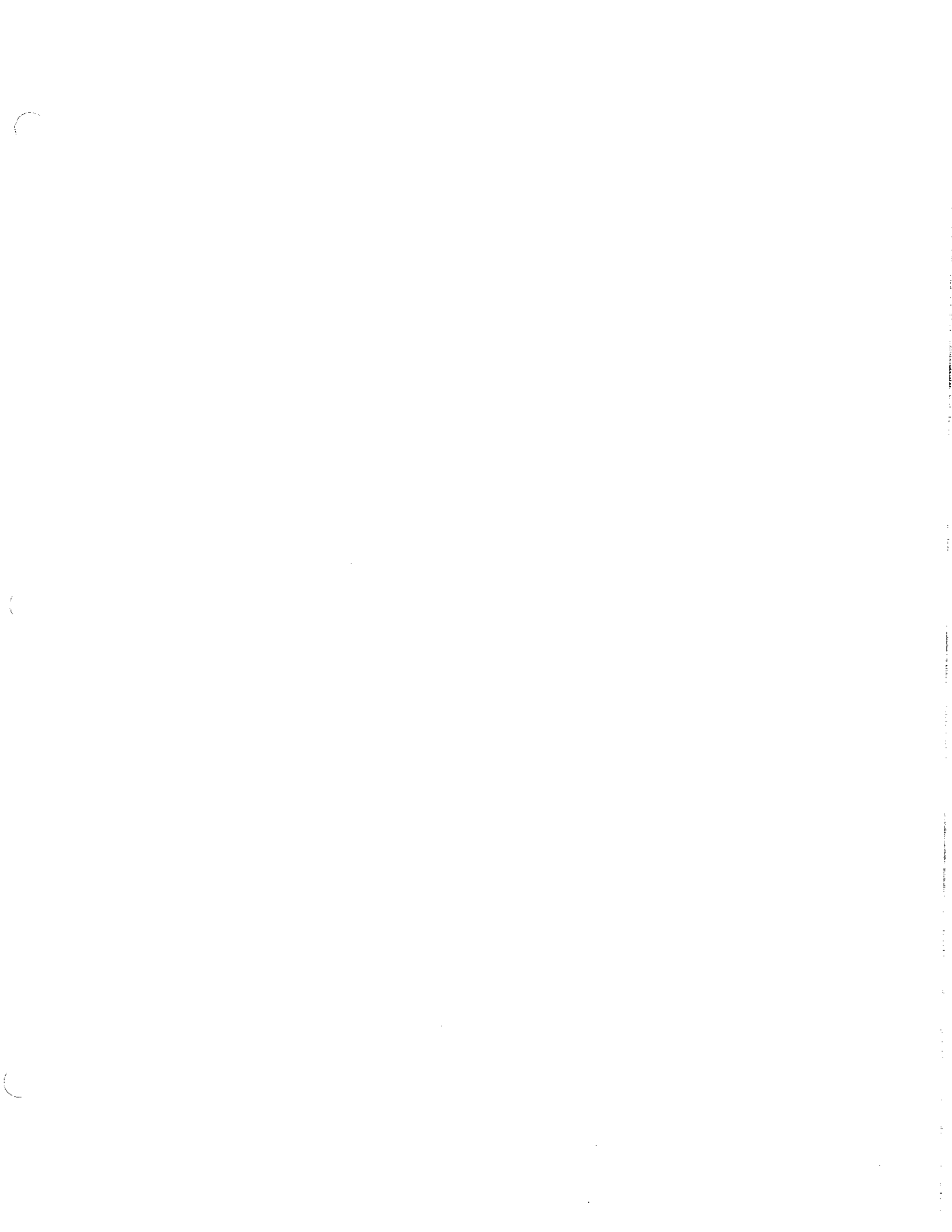
GRADES

Grades are recorded by instructors on the E-Learning system utilized by SWC. Final grades and attendance records are to be submitted to the Registrar's Office at the end of each semester. The College's grading criteria is explained in the Catalog.

STUDENT ATTENDANCE

Faculty members can develop their own attendance policies within the guidelines established by the VPAA and their department heads. However, due to federal financial aid policies, instructors are required to record attendance in the College's E-Learning or other designated system within *three (3) days* of all class sessions. An attendance report for the course is required to be submitted with final grades to the Registrar's Office at the end of the academic term. The VPAA could require additional attendance reports.

If a student is absent from class repeatedly, the instructor shall submit a report to the student's advisor and/or Student Services. As early interventions are generally more effective it is important to contact Student Services personnel promptly. If absences persist, the advisor, Student Services Counselor, and/or the instructor will meet to take appropriate action, which could include dropping or withdrawing the student from the course.



The VPAA or Student Services personnel shall notify instructors when a student will be absent due to an approved college activity. This should be treated as an excused absence and the student should be permitted to make up the work.

FACULTY INFORMATION

Professional Requirements

Faculty members must have, with limited exceptions, a minimum of a Bachelor's degree and *eighteen (18) credit hours* in the subject area. Full-time faculty must have a Master's degree or enroll in a program with an expected completion within *three (3) years* of their hire date.

Full-time instructors who have not had completed a teaching methods course in their field of instruction, must do so within *two (2) years* of employment at SWC. All full-time faculty must complete DKT 279 – Teaching Native American Students, or equivalent within the same time period. Exception: a minimum of *three (3) years* of the appropriate prior teaching experience can be substituted for this requirement upon review and approval by the VPAA.

Academic Freedom

Faculty should be free from political interference. Divergent opinions are encouraged in the classroom. Respect and tolerance for different views are to be maintained in the classroom. Faculty members are encouraged to be autonomous in the teaching of materials that present different points of view that should be free of political concerns.

Workload

The department head, in consultation with the VPAA determines what will constitute the full workload for each faculty member; *15 or 16 credits per semester*, including both theory and laboratory contact, is standard. The number of credits or contact hours could vary depending on the number of new course preparations, and other factors, which can include non-instructional duties and/or responsibilities. The load will be negotiated between the instructor and the supervising administrator.

- For all clinical courses one (1) semester hour equals three (3) hours per week.

Any instructor whose teaching load exceeds 16 credit per semester might be eligible to receive additional compensation according to the part-time pay schedule and with the approval of the VPAA and President.

In addition to teaching, full-time faculty members are expected to be involved with at least two college committees, individual student advising, student organization advising, and recruitment of students. The level of involvement will depend on the total assignment. Part-time faculty can have additional assignments as appropriate and as negotiated in their contracts.

Academic advising is an important function of the faculty. Full-time faculty members will normally be assigned advisees. Students with declared interests in particular degree programs will be assigned to advisors who are professionally competent in that specific subject area. Part-time faculty could be assigned advisees as appropriate within their workload.

Full-time instructional faculty shall maintain a minimum of ten (10) office hours per week arranged so that the instructor is accessible to the students. When necessary, faculty should also be available to meet with students at other times during the workday. Full-time faculty members are required to be at their worksite, which includes approved off-campus locations or events, for no less than thirty (30) hours per week, typically over a four day period. Part-time faculty shall maintain a minimum of one (1) office hour per week per each three-credit course being taught. The schedule of office hours for both full and part-time faculty will be posted as well as being clearly stated on the instructor's syllabi.

Contract Year

Full-time, academic-year, faculty members are not typically required to be present during times when students do not have class: holidays, spring break, etc. Exceptions to this is for the week of student registration for fall and spring semester, and the week following the completion of spring semester. All grades must be turned in to the Registrar prior to the completion of the contract.

Part-time faculty contracts will be awarded each semester as needed. Part-time instructors report the first day of classes and their contract is fulfilled when their final grades are accepted by the Registrar at the end of each semester. Part-time instructors are required to attend a one-day orientation each academic year, as scheduled by the VPAA.

Full-time faculty are required, and part-time faculty members are expected, to participate in the Spring Commencement program.

Part-time Faculty Salaries

Part-time faculty will receive remuneration based on the per credit hour as set by the College. Part-time faculty members are paid in no less than two (2) equal payments; one after the last day to drop a course and the second after grades are accepted by the Registrar. Mileage can be considered by the VPAA, if it exceeds a 25-mile radius and will not exceed the GSA rates per mile and a maximum amount per semester set by the College.

Conducting Classes

It is the responsibility of faculty to start all classes promptly and present a full period of significant and professional instruction. Maintaining a high professional standard reflects not only in the quality of our faculty but it also reflects in the quality and academic standards maintained by our students.

Scheduling Non-staff Speakers for Class Lectures

When persons who are not regular faculty are invited to lecture in scheduled classes, during hours when credit is being earned, the VPAA is to be notified in advance as to the name of the speaker and the date and time of the scheduled appearance. Speaker's fees, honoraria and travel arrangements must be approved by the President in advance.

Faculty Leave

Faculty members using sick leave are required to contact their department head and/or the VPAA at least one (1) hour prior to the start of their first class of the day.

Scholarly and Professional Activities

SWC encourages, as a matter of institutional policy, the scholarly and professional activities of the faculty. Financial support could be provided, within the budget limitations of the institution. Such support can take the form of travel to professional meetings, assistance in manuscript preparation and purchase of research materials, particularly when these are also useful for instructional purposes. Faculty members are encouraged to maintain accurate records of their scholarly and professional activities and to introduce those records at their yearly evaluations.

Please refer to the appropriate section of this Handbook for policies regarding professional development and educational assistance.

Community Service

SWC encourages faculty members to provide outreach and other service activities to the people and communities of the Lake Traverse Reservation and surrounding area. Particularly desirable are those activities that allow the faculty members to use their educational or professional skills to improve the

quality of life - economically, socially, artistically, and intellectually - on or near the Lake Traverse Reservation. Institutional support can be provided within the budget limitations of the college. Such support could consist of release time and assistance in manuscript or proposal preparation as determined by the VPAA. Faculty members are encouraged to maintain records of their community service activities and to introduce those records at their yearly evaluation.

Faculty Evaluations

Evaluation at SWC is an interactive process involving at least two parties, the evaluator and the instructor being evaluated. Each party bears a portion of the responsibility for the useful inclusion of the evaluative process.

Excellence in teaching shall be the primary criteria for evaluation; deficiencies in this area cannot be compensated for even by exceptional performance in the others. Results of the evaluation shall be presented to each faculty member in written form; this report will be summarized on a standardized form but must also include a specific written narrative.

The evaluator shall discuss with each faculty member individually the results of their evaluation. Faculty shall have the right to file a written response within two (2) weeks after receiving their evaluation document. The evaluation document becomes a part of the faculty member's permanent personnel file.

Course Evaluations

At the end of each semester the VPAA will provide a tool for the students to provide a final evaluation for each of their courses. This evaluation will be submitted directly to the VPAA. Individual faculty and/or departments are allowed to conduct separate evaluations of their courses and programs within the guidelines established by the VPAA.

Course and Curriculum Planning and Development

Formal proposals will be made by departments or faculty members to add, delete, or modify degree programs and individual courses. These proposals are submitted to the VPAA and the Curriculum Committee, and must be approved prior to implementation. The appropriate forms can be obtained from the chairperson of the Curriculum Committee.

Course Data, Plans, and Syllabi

Faculty members develop a syllabus for their courses within the guidelines set by the VPAA and their individual departments. Expectations for student assessments should be stated clearly and explained to the students. If attendance is counted as part of the grading process this must be clearly stated, along with an estimate of the time a student might reasonably spend studying outside of class for every hour spent in class.

Inform students in class and in the syllabus what kind of help can be given to students who are having trouble in the course.

In order to be in compliance with HLC requirements, each faculty member needs to provide a copy of all syllabi to the VPAA, Library, and other locations as required by the VPAA.

APPENDIX A – Additional Information and Forms

GOVERNOR'S HOUSE

SWC has ownership of a house that was acquired through the South Dakota Governor's House program.

The purpose of this house is to provide temporary housing to newly hired SWC employees and/or faculty (for a period not to exceed *three (3) months*). This agreement will include all fees billed to the tenant such as rent, utilities, television, and internet. A Memorandum of Understanding is available in the Human Resources Office and must be signed by the college president and the SWC employee (prospective tenant). In the event the president is the prospective tenant, the Memorandum of Agreement must be signed by the Board of Trustees Signator.

If unoccupied by an employee tenant, the house also could be used as an accommodation for guest speakers and visiting faculty orchestrated through the Human Resources Office. Again, if available, the house also could be used as overnight accommodations by contacting the Human Resources Office for employees stranded by inclement weather.

***E-MAIL, VOICEMAIL, AND INTERNET POLICY
ACKNOWLEDGMENT FORM***

I acknowledge that I have received a copy of SWC's E-Mail, Voicemail, and Internet Policy. I have read it thoroughly, and agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from the IT Department.

I understand that my use of SWC's E-mail system and signature below constitutes my consent to all the terms and conditions of that policy.

In particular, I understand that (1) the E-mail system and all information transmitted by, received from, or stored in that system are the property of SWC, (2) the system is to be used only for business purposes and not for personal purposes, and (3) I have no expectation of privacy in connection with the use of the E-mail system or the Internet or with the transmission, receipt, or storage of information in that system.

I agree not to use a code, access a file, or retrieve stored communications unless authorized. I acknowledge and consent to SWC's monitoring my use of the E-mail system and the Internet at any time at its discretion, including printing and reading all E-mails entering, leaving, or stored in the system.

Date: _____

Signature: _____

Print Name: _____

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RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of SWC's Employee Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Human Resources Office. I understand that SWC is an "at will" employer and as such employment with SWC is not for a fixed term or definite period and can be terminated at the will of either party, with or without cause, and without prior notice. (Exception: *Employees and Consultants who receive an employee contract are subject to the terms of the contract*). No supervisor or other representative of the company (except the President) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states SWC's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook is to be construed as creating a promise of future benefits or a binding contract with SWC for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and could be amended, modified, or terminated at any time.

I understand that SWC is governed by the laws of the Sisseton Wahpeton Oyate of the Lake Traverse Reservation. I agree to submit to the laws of the SWO during my employment with the Sisseton Wahpeton College.

Please sign and date this receipt and return it to the Human Resources Office.

Date: _____

Signature: _____

Print Name: _____