

Sisseton Wahpeton College



Employee Handbook

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Table of Contents

SWC MISSION STATEMENT.....	1
FOREWORD	2
PURPOSE.....	2
A. INTRODUCTION.....	3
GENERAL ADMINISTRATION	3
ALCOHOL/DRUG/TOBACCO FREE WORKPLACE	3
DISABLED INDIVIDUALS POLICY STATEMENT.....	3 & 4
B. EMPLOYMENT	4
INDIAN PREFERENCE IN HIRING	4
<i>Equal Opportunity Employer</i>	4
HIRING OF EXECUTIVE PERSONNEL.....	4 & 5
HIRING PROCEDURE.....	5 & 6
HIRING PROCEDURE STUDENT EMPLOYEES	6
HIRING PROCEDURE EMERGENCY HIRES.....	6 & 7
POLICY DEFINITIONS.....	7
NEPOTISM.....	7 & 8
ORIENTATION.....	8
OTHER EMPLOYMENT REQUIREMENTS.....	8 & 9
PERSONNEL RECORDS.....	9
EMPLOYEE CLASSIFICATIONS.....	9
EMPLOYEE CATEGORIES.....	9,10, 11 & 12
C. CONDITIONS OF EMPLOYMENT.....	11
SEX OFFENDER POLICY.....	11 & 12
TIME & ATTENDANCE POLICY.....	12
EMPLOYEE TIME.....	12
EMPLOYEE ATTENDANCE.....	13 & 14
ACCIDENTS AND EMERGENCIES.....	14
PROBATIONARY PERIOD.....	14 & 15
WORK PERFORMANCE REVIEWS.....	16 & 17
PAYROLL INFORMATION	16
TIME RECORDS	17
OVERTIME.....	17
WORK PRODUCT OWNERSHIP.....	17
COMMUNICATIONS AND COMPUTER SYSTEMS POLICY.....	17 & 18
<i>Right to Access and Monitoring Systems</i>	18
<i>No Expectation of Privacy</i>	18
<i>Copyrighted or Sensitive Data</i>	18
SUBSTANCE ABUSE POLICY	18
<i>Drug Testing Situations</i>	19
<i>Failure of Drug Test or Refusal to Submit</i>	19
VIOLENCE IN THE WORKPLACE.....	19 & 20

Sisseton Wahpeton College Personnel Policies | 2026

WEAPONS ON CAMPUS.....	20
NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY.....	20 & 21
<i>Definitions of Harassment</i>	21
<i>Retaliation Is Prohibited</i>	21
RESIGNATION.....	21
POST RESIGNATION/TERMINATION PROCEDURES	22
<i>Exit Interview</i>	22
<i>Benefit</i>	22
<i>Restricted Access</i>	22
D. EMPLOYEE BENEFITS.....	22 & 23
LEAVE SYSTEM.....	23
<i>Paid-Time Off (PTO)</i>	23
<i>Full-Time Faculty Leave</i>	23
<i>Bereavement Leave</i>	23 & 24
<i>Jury/Court Leave</i>	24
<i>Holiday Leave</i>	24
<i>Administrative Leave</i>	24
<i>Leave Without Pay (LWOP)</i>	24 & 25
<i>Military Leave</i>	25
<i>Spiritual Leave</i>	25
<i>Family Medical Leave</i>	25
HEALTH INSURANCE	26
VISION AND DENTAL INSURANCE.....	26
SUPPLEMENT INSURANCE PLAN(S).....	26
GROUP LIFE INSURANCE.....	26
RETIREMENT PLAN	26
WORKERS' COMPENSATION BENEFITS.....	26
EMPLOYEE DEVELOPMENT PROGRAMS.....	26
<i>PROFESSIONAL DEVELOPMENT</i>	27
<i>EDUCATIONAL ASSISTANCE PROGRAM</i>	27
<i>ELIGIBILITY</i>	27, 28 & 29
E. EMPLOYEE RELATIONS	30
USE OF COLLEGE EQUIPMENT.....	30
EMPLOYER INFORMATION AND PROPERTY	30
KEY CONTROL POLICY	31
USE OF COLLEGE VEHICLES.....	31
BUSINESS TRAVEL.....	31 & 32
F. STANDARDS OF CONDUCT	32
CONFIDENTIAL NATURE OF WORK.....	32
CONFLICT OF INTEREST AND CONSENSUAL RELATIONSHIPS	33

Sisseton Wahpeton College Personnel Policies | 2026

<i>In General</i>	33
<i>Consensual Relationships</i>	33
<i>Reporting Potential Conflicts</i>	33
PROFESSIONAL CONDUCT & EXPECTATIONS.....	34
G. DISCIPLINARY POLICY.	34
PROCEDURE.....	35
PERFORMANCE AND CONDUCT ISSUES NOT SUBJECT TO PROGRESSIVE DISCIPLINE.....	36
WHISTLE BLOWER.....	36 & 37
H. COMPLAINT and GRIEVANCE POLICY	37
Complaints	37-42
Grievances.....	42
<i>Grievance Procedure</i>	42
<i>The Grievance Committee</i>	43
I. ACADEMIC INFORMATION	44
ACADEMIC YEAR	44
EXAMINATIONS	44
GRADES.....	44
STUDENT ATTENDANCE.....	44
FACULTY INFORMATION	45
<i>Professional Requirements</i>	45
<i>Academic Freedom</i>	45
<i>Workload</i>	45
<i>Contract Year</i>	46
<i>Part-time Faculty Salaries</i>	46
<i>Conducting Classes</i>	46
<i>Scheduling Non-staff Speakers for Class Lectures</i>	46
<i>Faculty Leave</i>	46
<i>Scholarly and Professional Activities</i>	46
<i>Community Service</i>	47
<i>Faculty Evaluations</i>	47
<i>Course Evaluations</i>	47
<i>Course and Curriculum Planning and Development</i>	47
<i>Course Data, Plans, and Syllabi</i>	47 & 48
APPENDIX A – Additional Information and Forms.....	49
GOVERNOR’S HOUSE.....	49
E-MAIL, VOICEMAIL, AND INTERNET POLICY ACKNOWLEDGMENT FORM.....	50
RECEIPT FOR EMPLOYEE HANDBOOK.....	52

Our Mission

Sisseton Wahpeton College provides extensive, relevant, and varied educational programs and opportunities for the intellectual, cultural, and personal growth for all its community. The college values its role as an educational leader, embracing change and responding to the complex needs of those it serves.

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 Student Affairs (VPASA) has the responsibility to oversee the academic functions of the College. In order to ensure smooth coordination of academic programs, the VPASA 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 Records Specialist and Admissions Office, the VPASA also has the primary responsibility for preparation and revision of the SWC Catalog. Faculty members report to their department head, or directly to the VPASA.

The VP of Administrative Services is responsible for all aspects of SWC business affairs: disbursements, purchasing, payroll and accounts receivable. The Comptroller 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 Comptroller to prepare monthly financial reports for the Board of Trustees meeting.

ALCOHOL/DRUG/TOBACCO FREE WORKPLACE

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

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 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

Purpose

This policy outlines the process for filling open positions, ensuring fairness, and adhering to legal and university standards, including committee composition, applicant evaluation, and hiring recommendations.

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 Indians 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-governance.

SWC shall give preference to qualified Indians in all hiring in the following preference order, as stated in the SWO TERO ordinance:

First grant preference to enrolled members of the Sisseton Wahpeton Oyate of the Lake Traverse Reservation who meet the job requirements;

Second preference to local Indians who meet the job requirements regardless of tribal affiliation.

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 disability.

The Human Resources Director 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 the President. 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 following procedure will provide the guidelines for this process:

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.

The Board of Trustees will have the responsibility, with input from the search committee, 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.

After the committee screens the applicants and identify the three most qualified candidates, the candidates will be presented to the full Board of Trustees for interviews and selection.

Once a selection is made, the Board will negotiate the contract and salary agreements prior to final approval.

HIRING PROCEDURES

These procedures do not apply to student employees or emergency hires.

The Human Resources Director is responsible to ensure the integrity of the procedures established by this policy. To assure that the process is clear and understood, the Human Resources Director will be responsible for training the key administrators regarding this policy.

Step 1. An Employee Requisition Form will be completed by the hiring 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 VP of Administrative Services to ensure funds are available for the position.

Step 3. The position will be advertised in the Sota Iya Ye Yapi, as stated in the SWO TERO ordinance. Positions will also be advertised on the college's website, via college email, and on other local and national sites that are applicable. The Human Resources Director will contact the TERO Office to obtain information regarding potentially qualified tribal members or Indians seeking employment.

Step 4. The applications will be collected by the Human Resources Office and appropriately screened, including pre-employment drug testing by the Human Resources Office and appropriate background checks.

Step 5. The Human Resources Office will establish a search committee, with a minimum of three members. The panel will consist of the immediate supervisor and/or department manager and other individuals selected by Human Resources.

Step 6. The search committee will make a recommendation to the President for final approval.

Step 7. All applicants will be notified in writing as to the outcome of the hiring process by the Human Resources Director. The Human Resources Director will report the results of all hiring and promotion actions to the TERO office, as stated in the SWO TERO ordinance.

In order to support capacity-building at SWC, employees are encouraged to seek higher-level positions for which they qualify.

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. Employees need not resign from their current position prior to be selected for a new position.

HIRING PROCEDURE STUDENT EMPLOYEES

For students seeking work at the College through a regular full-time or regular part-time position, the student will apply for the position using the procedures above. Thus, the student will be competing with all other applicants for the position. For students seeking work under the college work-study program, the student will follow the procedures below:

Step 1. An Employee Requisition Form will be completed by the hiring 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 Financial Aid Director to ensure the student is eligible for work-study funds and to verify the number of hours available for the student to work.

Step 3. The position will be advertised via student email and posted on bulletin boards around the College.

Step 4. The applications will be collected by the Human Resources Office and appropriately screened by the Human Resources Office including appropriate background checks.

Step 5. The Human Resources Director will disseminate the applications to the hiring managers for selection.

Step 6. The student will start working in the assigned department and the hiring manager will verify time work, ensuring the student works no more than 20 hours per week and works no more than the allotted work-study hours per their financial aid package.

HIRING PROCEDURES EMERGENCY HIRES

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 180 days. Emergency hires are temporary, are made to fill immediate needs of the college while a position is under review and/or while a search process is underway. Because emergency hires fill urgent needs or unforeseen circumstances, emergency hires are exempt from the normal hiring procedures. The following procedures will be followed.

Step 1. The hiring manager will notify the Human Resources Director that an emergency hire is needed to fill a vacant position.

Step 2. The Human Resources Director will check the files to identify any applications on files that meet the qualifications. The Human Resources Director will contact the TERO Office to obtain information regarding potentially qualified tribal members or Indians seeking employment, as stated in the SWO TERO ordinance.

Step 3. The President must approve all emergency hires.

POLICY DEFINITIONS

Search Committee – A group of employees consisting at least three employees assembled to conduct the interview in the hiring process of a position.

Search Committee Training – Required training for the search committee prior to sitting for interviews. The training covers policies and procedures.

Applicants – Individuals who apply for a position.

Candidate – Applicants selected for an interview.

TERO – The Tribal Employment Rights Office that provides protection, advocacy, and enforcement of Indian Preference in employment and contracting.

Indian Preference – a political preference granted to qualified enrolled members of the SissetonWahpeton Oyate of the Lake Traverse Reservation and Indians who are enrolled members of other Indian tribes.

Sota Iya Ye Yapi – the local newspaper of the Sisseton Wahpeton Oyate.

NEPOTISM

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

Close relatives or other members of the household of SWC employees shall not be employed in positions where the supervisor has the official authority to approve the benefits of their employee based upon their close relationship. 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 relationships.

SWC employees and members of the same household shall not participate in any financial or personnel transactions where there might be the appearance of impropriety.

When SWC employees become related after employment and when conflicts of interest or a

management problem arise due to the family 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 a decision is not made within 30 working days, the administration shall take, whatever action is necessary to ensure that issue is resolved, and this

may require one or both employees to transfer or be allowed to resign.

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

Nepotism – Favorable consideration in hiring, appointment, promotion, and supervision based on family relationships.

Family Relations (subject to this policy) – Individuals who are related by marriage or adoption, including the employee's spouse, children, step-child parent, step-parent, mother-in-law, father-in-law, brother, sister, first cousin, grandparent, step-grandparent, or any person living in the employee's household or involved in a romantic relationship.

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 SWC'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 SWC 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:

DKT 120 Introduction to Dakota Studies

DKT 265 American Indian Sovereignty

DKT 250 Introduction to Tribal Government

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

PERSONNEL RECORDS

To keep necessary 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 CLASSIFICATIONS

PURPOSE

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. Employees will be advised of their employee classification at the time of hire (e.g. via their offer letter) or at the time of promotion or transfer if any change in their current position occurs. Regardless of classification, employment is at-will.

POLICY STATEMENT

Employment Classifications

All employees are classified as non-exempt or exempt according to the following definitions:

Non-Exempt: Full-time or part-time employees who are subject to the payment of daily and weekly overtime as required by federal and state law based on job responsibilities and duties.

Exempt: Full-time and part-time employees who are exempt from overtime provisions of federal and state laws due to job duties and responsibilities that meet the exemption criteria established under the U.S. Department of Labor's Fair Labor Standards Act (FLSA).

Furthermore, employees may be classified as Regular Full-Time (RFT) or Regular Part-Time (RPT):

Regular Full-Time (RFT): Employees who are regularly scheduled for 30 hours or more of work per week.

Regular Part-Time (RPT): Employees who are regularly scheduled for less than 30 hours per work week.

Employee Categories

Employee categories groups college employees based on their roles, responsibilities, and work requirements.

Executive Officer - is an employee of Sisseton Wahpeton College who, regardless of title, has

Sisseton Wahpeton College Personnel Policies | 2026

responsibilities to manage Sisseton Wahpeton College's daily operations, such as a President or Vice President, supervises the management, administration, or operation of Sisseton Wahpeton College OR regardless of title receives reportable compensation from Sisseton Wahpeton College and all related organizations in excess of \$80,000 for the applicable year; OR manages a discrete segment or activity of Sisseton Wahpeton College's financial business OR shares authority to control or determine 10% or more of Sisseton Wahpeton College's capital expenditures, operating budget, or compensation for employees for the applicable year. These positions are eligible for benefits after the probationary period.

Administrative Staff - Administrative staff are non-academic employees that have administrative and/or supervisory responsibilities, including most department heads. These positions are generally full-time exempt. These positions are eligible for benefits after the probationary period.

Administrative Faculty - Senior administrators who perform work related to the management of the educational and general activities of the assigned school/department for at least fifty percent of their work. Titles may include deans, associate deans, and/or assistant deans. These are full-time exempt positions. These positions are eligible for benefits after the probationary period.

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. These positions are eligible for benefits after the probationary period.

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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.

These positions are eligible for benefits after the probationary period.

Temporary - The SWC 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.

Peak Partners (On-Call) - During peak times the SWC employs on-call workers called Peak Partners, who are called to work for brief peak periods and whose work ceases when the work is completed. Unlike temporary OPS workers, Peak Partners do not have a consistent work schedule and do not work consistently month after month. The President must approve all temporary hires, and can be exempt from the other regular hiring procedures.

Student Workers

College Work Study Student Employees: The SWC's work study program is institutionally funded through restricted and unrestricted funds. Positions may be available in various offices/departments.

Federal Work Study Student Employees: The Federal Work-Study Program is a federally funded, need-based student work program awarded and administered by the Office of Financial Aid. To be eligible for Federal Work-Study Program employment, students must apply for financial aid and show financial need. Federal Work-Study Students may not exceed a total of 1,300 hours worked in a 12-consecutive month period.

Workshop Student Employees: Workshop is part-time student employment in exchange for tuition at Thomas More University. Workshop students must work an average of 20 hours per week and must maintain academic and employment requirements as outlined in the workshop contract.

Independent Contractors and Subcontractors

Occasionally, SWC may engage an independent contractor to perform certain services that cannot be readily performed by employees because of existing staffing constraints or due to the nature or urgency of the services required. The President sets forth the criteria to be used in determining a worker's status as an independent contractor or an employee based on the classification factors published by the Internal Revenue Service (IRS). These positions are not eligible for SWC benefits.

POLICY DEFINITIONS

Adjunct Faculty - Part-time, transient faculty members who are hired on a contractual basis. They work on a contingent basis to fill the needs of a department.

Employee - One who is paid a salary or wage directly by Sisseton Wahpeton College.

Full Time Equivalent (FTE) - FTE is the unit of measure given to an employee to calculate workload. FTE is based on a 40-hour work week. Thus 1.0 FTE = 40 hours per week, 0.8 FTE = 32 hours per week, 0.5 FTE = 20 hours per week, etc.

Fair Labor Standards Act (FLSA) - a federal law governing minimum wage, overtime pay, child labor and record keeping requirements.

Independent Contractor or Consultant - if the worker is not an employee and meets the Internal Revenue Service (IRS) criteria, the worker is an independent contractor or consultant.

Non-Exempt Employees - Employees who are covered by minimum wage, overtime, and time card provisions of the Fair Labor Standards Act as amended. These employees receive overtime pay for any hours worked over 40 in a work week.

Exempt Employees - employees who are exempt from the overtime provisions of the Fair Labor Standards Act as amended.

C. CONDITIONS OF EMPLOYMENT

Sex Offender Policy

In the interest of campus safety and in compliance with the Jacob Wetterling Act, and the provisions of the Family Education Rights and Privacy Act, as amended by the Campus Sex Crimes Act, Sisseton Wahpeton College (SWC) will disclose information concerning registered sex offenders.

The purpose of this reporting is to ensure that member of campus community have information available concerning the presence of registered sex offender. Any person who is required to register as a sex offender shall provide notice as required under Federal, State, and Tribal law to both law enforcement and to the SWC Records Specialist Office.

The information regarding sex offenders at SWC is available to students through the SWO Sex Offender Registry: <http://swo.nsopw.gov/>

The Registry of Sex Offenders in South Dakota is available through the State Sex Offender Website: <http://www.homefacts.com/offenders/South-Dakota/html>

Procedures:

Registered Sex Offenders are not barred from enrollment at SWC.

Registered Sex Offenders must register with the SWC Registrar's Office and with law enforcement as required by Federal, State, and Tribal Law.

Registered Sex Offenders will be posted on the web site set forth above.

All registered Sex Offenders are required to self-report their status to SWC upon enrollment. Failure to self-report may result in disciplinary action up to and including expulsion.

Pursuant to the Sisseton Wahpeton College Board of Trustees Resolution, Registered Sex Offenders are prohibited from attending non-academic activities at SWC. This includes extracurricular activities sponsored by the SWC and its Student Organizations or any activities for youth.

Registered Sex Offenders are prohibited from being within the SWC campus housing.

The Sex Offender Registry database is made available to alert possible victims of potential danger, not to punish or embarrass offenders.

TIME & ATTENDANCE POLICY

EMPLOYEE TIME

PURPOSE

This policy outlines the SWC's rules and expectations for recording employee time and attendance.

POLICY STATEMENT

The attendance of all **nonexempt** employees, including full-time and **part-time** adjunct faculty, is recorded **using the time clock software via Bamboo to be** 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 for accurately entering only their own record keeping. Supervisors approve the time and attendance using the time clock software. Only supervisors or designated time approvers have the authority to adjust time logs.

Employees should enter all time worked daily. Employees failing to enter their time by the end of the payroll cycle may not be paid on the regular payroll cycle. They may have to wait until the next payroll to be paid those wages.

POLICY DEFINITIONS

PURPOSE

In accordance with applicable laws, and to maintain the required supporting documents and records, it is the SWC's policy to pay all employees for time worked in an accurate and timely manner.

POLICY STATEMENT

Employees are paid bi-weekly on the specified day of the week designated for disbursement as outlined in the payroll calendar. If the normal payday falls on a recognized holiday payroll will be on the workday prior to the recognized holiday payroll.

Nonexempt employees are paid based on the hours worked and entered into the online timeclock. Exempt employees are paid based on their assigned salary.

All payroll is paid through direct deposit. Employees may update their direct deposit through the Business Office.

Employees who leave employment must return all college property and keys before receiving their final paycheck. The final paycheck will be mailed to the address on file.

POLICY DEFINITIONS

Payroll calendar - The Business Office publishes an annual Payroll Calendar containing the schedule of payroll dates and deadlines.

Exempt Employees - Exempt employees are those who fall outside the minimum wage and overtime provisions of the FLSA. These are salaried employees who are not entitled to overtime pay under the FLSA.

Nonexempt Employees - Non-exempt employees are eligible for FLSA requirements, including the federal minimum wage and overtime pay for working more than 40 hours per week. While most non-exempt roles follow an hourly rate model.

EMPLOYEE ATTENDANCE

PURPOSE

Because SWC depends heavily upon its employees, dependability, attendance, punctuality, and a commitment to serving our students, this policy outlines procedures for handling employee absences and tardiness to promote the efficient operation of SWC and minimize unscheduled absences.

POLICY STATEMENT

Each employee has the responsibility to maintain good attendance and is expected to use good judgment in managing absences from work. Timely and regular attendance is an expectation of performance for all employees. To ensure adequate staffing and positive employee morale, and to meet expected productivity standards throughout SWC, employees will be held accountable for adhering to their work schedule.

Employees are expected to report to work as scheduled, on time, and prepared to start working. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

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 can result in dismissal.

Tardiness – An employee is tardy if they arrive to work any time after the scheduled start time. An employee is given a ten (10) minute grace period before the tardiness will count as an occurrence under this attendance policy.

Late Report – Failure to notify supervisor when unable to report to work at least thirty (30) minutes prior to start time.

Unreported Absence – Failure to notify supervisor of partial or full absence (i.e., no call, no show).

Patterned Absences – A pattern of unscheduled absences or tardiness that occur on a noticeable, regular basis, such as calling in every Friday, or calling in the day before/after a holiday.

Excessive Absenteeism – Repeated occurrences and patterns. The supervisor will determine excessive and this may vary depending on the position.

Job Abandonment – Employees failing to report to work for *three (3) consecutive days* without notifying his or her supervisor or the Human Resources office will be considered to have abandoned the job and voluntarily terminated their employment relationship.

ACCIDENTS AND EMERGENCIES

Maintaining a safe work environment requires the continuous cooperation of all employees. The SWC 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

PURPOSE

The probationary period provides an opportunity for the supervisor and employee to assess the employment relationship. The probationary period allows supervisors to oversee an employee's work, offer advice to increase effectiveness, or dismiss the employee.

POLICY STATEMENT

All newly hired employees 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
3. unsatisfactory completion.

A recommendation for extending the probation will include specific areas for improvement and may be extended up to another 90-days. An unsatisfactory evaluation will result in termination.

An employee may resign their employment at SWC without prejudice at any time during the probationary period. The employee may be terminated at any time during the probationary period if the supervisor, after consulting with Human Resources, concludes that the employee is not progressing or performing at a satisfactory level.

Completion of the probationary period does not entitle an employee to remain employed at SWC for any definite period of time.

A satisfactory completion entitles the employee to benefits.

All newly hired employees, except the President, will be on a probationary status for ninety (90) days.

When existing employees transfer or promote into a new role, a new probationary period must be completed; however, the existing employee maintains their existing employee health benefits.

POLICY DEFINITIONS

Probationary period: the first 90 days of an employee serving in an employment position. During this time period, the employee may receive extra coaching, training, and supervision to help them learn and/or adjust to their employment position.

WORK PERFORMANCE REVIEWS

Purpose

The policy outlines the procedures for assessing staff and faculty performance, providing feedback, setting goals, and making decisions about compensation, promotions, and professional development. It's designed to be a fair and consistent process, ensuring clear expectations, regular feedback, and opportunities for growth. This policy is applicable to staff and administrators' evaluations. This policy is not applicable to faculty.

Policy Statement

Work performance evaluations will be conducted in the following circumstances:

1. At the conclusion of the probation period; 2. Annually.

A work performance evaluation may 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 supervisor annually between May 1 – May 30. The supervisor will meet with the employee to address the performance review. Human Resources will send out the evaluation forms in late April and the forms are also available in the Human Resources office.

The employee will prepare a self-evaluation and the two are compared and discussed during the meeting. The meeting should be conducted in private at a time which allows adequate review without interruption. Future goals for the employee should be addressed in the evaluation meeting.

The employee should be given an opportunity to see and comment on the evaluation. In those circumstances where there are unresolved differences regarding performance between the employee and supervisor, the employee should be encouraged to comment in writing on the evaluation form or in a separate document. If an employee chooses not to sign the performance evaluation, the supervisor should note this on the form and indicate the date the performance evaluation meeting was conducted. A copy of the performance evaluation should be given to the employee for their records.

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.

PAYROLL INFORMATION

It is the College's policy to pay all employees for time worked in an accurate and timely manner, in accordance with applicable laws, and to maintain the required supporting documents and records.

Employees are paid bi-weekly on the specified day of the week designated for disbursement as outlined in the payroll calendar. If the normal payday falls on a recognized holiday, payroll will be paid the workday before the recognized holiday.

Nonexempt employees are paid based on the hours worked and entered into the online timeclock.

Exempt employees are paid based on their assigned salary.

All payroll is paid through direct deposit. Employees may update their direct deposit through the Business Office.

Employees who leave employment must return all college property and keys before receiving their final paycheck. The final paycheck will be mailed to the address on file.

POLICY DEFINITIONS

Payroll calendar - The Business Office publishes an annual Payroll Calendar containing the schedule of payroll dates and deadlines.

Exempt Employees - Exempt employees are those who fall outside the minimum wage and overtime provisions of the FLSA. These are salaried employees who are not entitled to overtime pay under the FLSA.

Nonexempt Employees - Non-exempt employees are eligible for FLSA requirements, including the federal minimum wage and overtime pay for working more than 40 hours per week. While most non-exempt roles follow an hourly rate model.

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 SWC, 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 SWC and are also in violation of the policy.

SWC recognizes two different situations that require addressing. 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. The effect of illegal drug-related activities (such as possession, sale, offering, or using) on the reputation of the SWC 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:

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.

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.

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.

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 Director, 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.

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.

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 SWC 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 SWC 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.

Weapons on Campus

PURPOSE

This policy and procedures set forth the provisions applicable to dangerous weapons and firearms on College premises. This policy is not to prohibit individuals or student organizations from possessing, storing, or using weapons at approved locations for educational purposes, sanctioned sporting activities, research, or other actions supporting the operations of SWC that are authorized by the President.

POLICY STATEMENT

It is the policy of SWC that possession of firearms or other dangerous weapons and ammunition on College premises is prohibited without the written permission of the President. Weapons brought onto SWC property must be pre-authorized and immediately registered with Campus Safety. Approved purposes may include, but are not limited to, firearms training courses, archery equipment used for off-campus hunting or by a sporting team, the use of original and replica weapons in culture or history courses, or the firearms being repaired or constructed in a gunsmith course.

When not being utilized in sanctioned course activities, practices, or events, all weapons and ammunition must be securely stored in officially designated locations or immediately removed from College property. Carrying a concealed weapon on campus is prohibited, even if the person has a concealed weapon permit. Certain items that are not traditionally considered weapons such as, but not limited to, baseball bats, box-cutters, kitchen knives, pocket knives (with blades of three inches or less), or scissors are not subject to this policy unless used to threaten or inflict harm another person. Under these circumstances the object may be confiscated by Campus Safety and the user of the item is subject to disciplinary action, in addition to criminal prosecution.

Exempt from this policy are sworn law enforcement officers or military personnel in the performance of their official duties.

Students, employees, and visitors found in violation of this policy are subject to disciplinary actions and possible criminal prosecution.

POLICY DEFINITIONS

Sanctioned activities - Courses, workshops, or activities that have been preapproved in writing by the President to use weapons on campus within the scope of that activity.

Weapons - Weapons include, but are not limited to, firearms, air rifles or pistols, hunting or fighting knives, martial arts weapons, bows or crossbows, arrows or bolts, and swords. This policy also includes non-functional replicas fashioned with metal or wood, paintball or stun guns, metal tipped darts, es, fireworks, and pyrotechnic devices.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

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 College visitor.

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 SWC for any reason, their 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 SWC 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 SWC 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:

Years of Service	Hours per PP
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:

New Year's Day January 1

Martin Luther King's Birthday January (3rd Monday)

Treaty Day/Washington's B-Day February (3rd Monday)

Good Friday and Easter Monday Varies

Memorial Day May (last Monday)

Victory Day June 25th

Independence Day July 4

Founder's Day August 7

Labor Day September (1st Monday)

American Indian Day/Columbus Day October (2nd Monday)

Veteran's Day November 11

Thanksgiving Day November (4th Thursday)

Christmas Day December 25

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:
Have been employed by SWC for at least 12 months before the leave request; and
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

SWC 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:

Professional Development targets job duties related to an employee's current position;

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 have to be directly related to an employee's position, as capacity building is the primary focus of this benefit. 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 **four (4) credit 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 – 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 twenty-four (24) 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.

Option 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.

College Option Employee Tuition Waiver

Per the Employee Educational Benefit, Sisseton Wahpeton College is committed to the ongoing development of personnel to increase their ability to contribute effectively to the mission and goals of the college. This is further based on the understanding that education is a primary cultural value of the college and will enhance the community as a whole.

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.

This is further based on the understanding that education is a primary cultural value of the college and will enhance the community as a whole. Thus, as stated in the Employee Handbook an Employee will be granted a waiver of up to four (4) credit hours per semester for Tuition and Fees only. This waiver will be applied to a specific course once. If another attempt is needed to pass the class, the course will be paid for entirely by the employee.

The maximum per year for the educational assistance policy is \$5,000.00.

Family Member Tuition Fee

As an expansion of the Employee Educational Benefit, the spouse and children of a full-time employee are granted a waiver of tuition and fees for courses taken at SWC. This waiver will be applied to the first four (4) credits during a semester, with a maximum of eight (8) credits per academic year being waived for each eligible recipient. The SWC Family Member Tuition/Fee Waiver will only be applied

to a specific course once. The Nursing fee or the fees associated with specific courses and programs, along with books and other associated costs of attendance are not covered by this waiver.

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. The assignment of keys will be carefully controlled to protect the security interest of the SWC while providing for the legitimate access requirements of employees. Any authorized individual shall not use the key to permit other unauthorized individuals access. Any 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. Employees will be charged the full cost of replacing a lost or stolen key and any locks opened by that key. Any employee who terminates employment at the SWC 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 SWC 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.

SWC 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 SWC.

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 SWC 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 Records Specialist'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 Records Specialist'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 SWC and information relating to individual employees and students. Therefore, employees are 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.

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 SWC employees (e.g. faculty and staff members) and students, even if consensual, can negatively affect the educational environment for students.

Employees 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 employee's duties, and constraints of SWC. Disciplinary actions can range from no action to the refusal of the staff member from matters involving the student, to changes in the employee's duties, or terminating their 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 SWC. It is the obligation of the employee 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 their 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 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 issues the employee has and the impact the conduct and performance has on SWC.

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. Supervisor and/or manager will outline the consequences for the employee of their 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 immediate supervisor and/or 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.

WHISTLE BLOWER PURPOSE

SWC is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to SWC's business and does not relate to private acts of an individual not connected to the business of SWC. This policy applies to all employees of SWC.

POLICY STATEMENT

If an employee has a reasonable belief that an employee or SWC has engaged in any action that violates any applicable law, or regulation, including events of questionable accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the President and Human Resources Director.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, SWC will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

SWC will not retaliate against an employee in the terms and conditions of employment because that employee:

Reports to a supervisor, to the President, or Human Resources what the employee believes in good faith to be a violation of the law; or Participates in good faith in any resulting investigation or proceeding, or exercises their rights under any state or federal law (s) or regulations (s) to pursue a claim or take legal action to protect the employee's rights.

SWC may take disciplinary action, up to and including termination, against an employee who has engaged in retaliatory conduct in violation of this policy. In addition, SWC will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by SWC or any of its employees of a violation of any applicable law or regulation.

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 important that employees be treated fairly and receive prompt responses to problems and concerns. SWC provides a process to promote prompt and responsible resolution of issues raised by faculty, staff and administrators. SWC encourages complaints to be worked out between the involved parties but provides this Employee Complaint Resolution Process for those situations where parties have been unable to reach a resolution.

Employees should have the opportunity to express opinions, discuss complaints, and seek information on matters affecting their jobs. All levels of supervisors are expected to listen to and counsel staff on any work-related concerns raised. The Employee Complaint Resolution Process includes an informal procedure that attempts resolution through discussion, as well as a formal procedure.

Complainants must identify themselves in order for a complaint to be investigated. Anonymous complaints will only be investigated in exceptional circumstances as determined by the President.

Under no circumstances shall a complaint be pursued for political means. If a complainant fails to follow the procedures as outlined, including if the complaint seeks alternative remedies, including through Tribal Council/Tribal Executives, District Executives, the Board of Trustees, or other external meetings, the complaint shall be voided.

SWC is an at-will employer and as such, all employees are subject to disciplinary actions up to and including termination. No employees shall be subject to retaliation or adverse treatment for participating in this Employee Complaint Resolution Process, unless ill intent is identified. If a complaint is found to be intentionally false, malicious, calumny or vilification, the complainant will be subject to disciplinary action up to termination of employment.

The following sections of this Employee Complaint Resolution Process document describes:

- The purpose
- Who may use the process
- Matters covered and those not covered herein
- The informal and formal procedures

II. Purpose Statement (Reason for the Process)

Sisseton Wahpeton College is committed to establishing and maintaining harmonious working relationships between all employees. Toward that end, this process is intended to ensure the prompt resolution of disputes that have been addressed through supervisory channels but not satisfactorily resolved.

III. Before Initiating a Formal Complaint Process

A cornerstone of any problem resolution process is discussion between the staff members, the party involved, and/or their immediate supervisor. Before initiating a formal complaint process, employees are to seek information resolution of disputes through the supervisory processes, in advance of filing a complaint. In most instances, this will include attempts to resolve the issue (s) with the participation of the individual's immediate supervisor, (e.g., Manager, Director, Dean or equivalent, and Human Resources.

IV. Procedure

If the personnel action in dispute involves suspension or termination of employment, Steps 1 and 2 should be bypassed and the complaint should proceed directly to Step 3: Formal Resolution.

Step 1: (Informal Resolution)

Discuss Complaint with Immediate Supervisor:

Employees are expected to first seek informal resolution of complaints. Complainants should first discuss the complaint with their immediate supervisor if the complaint involves a peer-level employee within 5 days of an incident/concern. The immediate supervisor will proceed to facilitate a meeting to discuss the nature of the complaint with the complainant and the Respondent.

If the complaint is resolved, the supervisor should notify the Human Resources Director of the complaint and the resolution. This is important because Human Resources is responsible for tracking of all complaints and resolutions for accreditation purposes.

If the complaint is not resolved as a result of the Step 1 discussion the supervisor will notify Human Resources and proceed to Step 2.

Step 2. Discuss Complaint with Second Level Supervisor (Supervisor of the Immediate Supervisor)

The second level supervisor is often a Director, Dean, Vice President, Chief Financial Officer. Due to the job responsibilities of the second-level supervisor, the Complainant's second-level supervisor may be more equipped to provide guidance to the Complainant. If the Step 1 measures did not resolve the Complainant's concerns with the assistance of their immediate supervisor, the Complainant should discuss the complaint with the second-level supervisor (supervisor of the immediate supervisor). The second-level supervisor should arrange a meeting with the complainant and respondent to ensure a full and complete discussion of the complaint with all levels of management deemed appropriate. The second-level supervisor is encouraged to consult with the Human Resources Director to fully explore the complaint where it is considered appropriate. The notes from Step 1 should also be considered.

If the complaint is resolved, the second-level supervisor should notify the Human Resources Director of the complaint and the resolution. This is important because Human Resources is responsible for tracking of all complaints and resolutions for accreditation purposes.

If the complaint is not resolved as a result of the Step 2 discussion the second-level supervisor will notify Human Resources and proceed to Step 3.

If the Complainant feels the complaint was not resolved in discussions with their immediate supervisor or second-level supervisor, they may prepare and submit a formal written complaint for review to the Dean and Human Resources. To do so, the Complainant should prepare an **Employee Complaint Resolution Form** and submit it to Human Resources within ten (10) business days of Step 1 or Step 2 discussion.

Human Resources will then review the complaint with the Dean. On the Staff Complaint Resolution form, the Complainant should include a clear and concise statement of the complaint; the date the incident or adverse action took place; the names and contact information of any witnesses; the specific resolution sought by the employee; and additional relevant information to be considered in support of the

complaint. Any changes to the original complaint MUST be in writing.

The Dean and Human Resources will issue a decision, in writing if appropriate, generally within ten (10) business days of the meeting. Either party may contest the decision by petitioning to the Vice President within ten (10) days.

Step 3: Formal Complaint

If the Complainant feels the complaint was not resolved in discussions with their immediate supervisor or second-level supervisor, they may prepare and submit a formal written complaint for review to Human Resources using the Employee Complaint Resolution Form within ten (10) business days of Step One or Step Two discussion.

On the Employee Complaint Resolution Form, the Complainant should include a clear and concise statement of the complaint; the date the incident or adverse action took place; how the situation impacts their work/working conditions, what policies were violated, the names and contact information of any witnesses; the specific resolution sought by the employee; and why they feel the resolutions at Step 1 and Step 2 were inadequate to resolving the complaint. Any changes to the original complaint MUST be in writing.

The Human Resources Director will present the information to the appropriate Executive Administrator who supervises that area, i.e. Vice President or Chief Financial Officer. The Human Resources Director will schedule a meeting with the complaint and respondents to discuss the formal complaint. The Executive Administrator, with counsel from the Human Resources Director will issue a decision, in writing within ten (10) business days of the meeting. Either party may contest the decision by petitioning to the President within five (5) days.

The President may opt to hold a meeting with the parties to discuss the complaint OR the President may opt to render a decision using the findings from Steps 1, 2 and 3 without holding an additional meeting. The President's decision is final.

President-level Complaint

Everyone in the SWC is entitled to due process, including the President. The informal process applies to the President and is the most direct manner to ensure the prompt resolution of disputes. When an employee has a complaint involving the President, the following steps should be followed.

Step 1: Informal Resolution

Employees are expected to first seek informal resolution of complaints. Complaints against the President should first be presented to the Human Resources Director within 5 days of an incident/concern. The Human Resources Director will proceed to facilitate a meeting to discuss the nature of the complaint with the complainant and the President.

If the complaint is resolved, the Human Resources Director will record the complaint and the resolution.

If the complaint is not resolved as a result of Step I discussion the Human Resources Director will proceed to Step 2.

Step 2: President-level Complaint

The Human Resources Director will notify the Board Chairperson of the complaint.

A meeting will be held with the Board Chairperson, the complainant and the President within ten days (10). The complainant and the President must be present in the meeting.

The Board Chairperson will decide if the full Board needs to be present.

The Board Chairperson and/or Board will render a decision on the matter. That decision is final.

Step 3: Possible Solutions (but not all inclusive)

The supervisor investigating the complaint will document the outcome as follows:

The complaint is not substantiated

The parties reached an acceptable solution

The complaint is substantiated and an appropriate resolution is implemented

The complaint is not resolved at the informal level but is sufficiently serious to warrant direct referral to the formal stage.

Step 4: Matters Not Covered Under This Process

Matters of alleged discrimination should be reported directly to the Human Resources Director. These include acts of sexual harassment or discrimination on the basis of race, color, religion, age, disability, national origin, sex, or sexual orientation or other bases prohibited by applicable Law and Title IX.

Issues related to performance evaluation or employee counseling, unless the employee proves with evidence the communication to be arbitrary and capricious. The phrase “arbitrary and capricious” describes an action or decision that is made without cause or without consideration of an objective standard and is therefore totally subject to the whim or pleasure of the person or party in power. If it pertains to a person’s job, then it is not arbitrary and capricious.

Certain managerial decisions or actions are excluded from this process:

Termination, lay-off, demotion, suspension, reduction in the workforce, job abolishment, or release from SWC as a result of a lack of work or a declaration by the college of financial exigency; (TERO rules apply)

Termination of a restricted fund position due to cessation or reduction of funding;

The publishing of reasonable policies, rules or regulations;

Decisions concerning the planning, direction or control of the college’s operations;

Introduction of new or improved methods of operations;

Facilities decisions, including office assignments;

The introduction of technological improvements;

The installation or removal of equipment;

Creating, combining, splitting or abolishing jobs;

Changing the number of employees working in a classification;

Scheduling the workforce;

Transferring employees, reassignment;

Position classification and salary decisions;

Evaluations and termination during a probationary period;

Contents of College policies, procedures, and rules.

Policy Definitions

Employee Complaint – an expression of dissatisfaction or concern raised by an employee regarding their workplace environment, working conditions, or treatment.

Complainant – an employee filing a complaint.

Respondent – the person with whom the Complainant has the dispute is referred to as the respondent.

Employee Complaint Resolution Process – the complaint policy that outlines the information and formal procedures, who may use the process, what matters covered and those not covered herein.

Employee Grievance – an employee’s request for personal relief in a matter concerning conditions of employment, specifically for a suspension or termination. See grievance policy.

Employee Complaint Resolution Form – a form available through the HR office and online:
<https://www.surveymonkey.com/r/D5WK5F8>

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 Director 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 SWC 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 SWC 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 SWC'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

SWC 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 Records Specialist's Office at the end of each semester. The SWC's grading criteria is explained in the course Catalog.

STUDENT ATTENDANCE

Faculty members can develop their own attendance policies within the guidelines established by the VPASA and their department heads. However, due to federal financial aid policies, instructors are required to VPASA record attendance in the SWC'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 Records Specialist's Office at the end of the academic term. The VPASA 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 records specialist. As early interventions are generally more effective it is important to contact Student Services personnel promptly. If absences persist, the advisor, Counselor, and/or the instructor will meet to take appropriate action, which could include dropping or withdrawing the student from the

course. The VPASA or records specialist 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 VPASA.

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 VPASA 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 VPASA 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 Records Specialist 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 Records Specialist at the end of each semester. Part-time instructors are required to attend a one-day orientation each academic year, as scheduled by the VPASA.

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 SWC. 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 Records Specialist. Mileage can be considered by the VPASA, 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 VPASA is to be notified in advance as to the name of the speaker and the date and time of the scheduled appearance. Speaker 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 VPASA 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. Such support could consist of release time and assistance in manuscript or proposal preparation as determined by the VPASA. 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 VPASA 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 VPASA. Individual faculty and/or departments are allowed to conduct separate evaluations of their courses and programs within the guidelines established by the VPASA.

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 VPASA 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 VPASA 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 VPASA, Library, and other locations as required by the VPASA.

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 Signature.

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: _____