

2011—2012



**Minnesota West
Community &
Technical College**

*Employee
Handbook*

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The Employee Handbook is a general bulletin of information regarding procedures and policies. It should not be construed as an employment contract between the College and the employee. Every effort has been made to make the handbook accurate as of the date of publication; however, all policies and procedures are subject to change at any time by appropriate action of the College administration, Contractual Unions, the Minnesota Colleges and Universities Board, or the Minnesota Legislature. Please consult appropriate departments and offices for final policies, procedures, and deadlines. All prior employee handbooks are hereby revoked. Any questions should be directed to the Human Resource Office.

This document is available in alternative format to individuals
with disabilities by calling the
Human Resource Office at 507-223-7252
Minnesota West Community & Technical College is an
Affirmative Action/Equal Opportunity Employer/Educator

**For additional information such as policies/procedures, forms, links, etc.
please refer to the Human Resources website at
www.mnwest.mnscu.edu/human-resources/**

INTRODUCTION

Welcome to State Employment and Minnesota West Community and Technical College

We are pleased to welcome you to your new position with the State of Minnesota. You have joined a team dedicated to providing valuable and needed services to the State and its citizens. Minnesota West Community and Technical College offers a wealth of opportunities and resources for its employees and you are encouraged to take full advantage of these.

State government is organized into three branches: executive, legislative and judicial.

The executive branch administers laws passed by the Minnesota Legislature and makes sure that state government runs efficiently and effectively. The executive branch consists of six elected constitutional officers (Governor, Lieutenant Governor, Attorney General, Secretary of State, Auditor, and Treasurer) and nearly 300 administrative departments and agencies. The Governing bodies and administrative heads of most of these departments and agencies are appointed by, and are responsible to the governor. (Employees of Minnesota West Community and Technical College are part of the executive branch of state government.)

The legislative branch is responsible for making new laws, changing or repealing old laws, setting a state budget and tax policy, proposing changes in the state Constitution, and overseeing the work of state government. The Minnesota legislature is composed of 201 members: 134 representatives and 67 senators. The Legislature meets annually from January to May in odd-numbered years and for a shorter time in even numbered years.

The judicial branch is responsible for interpreting laws and deciding cases that are brought before it. This branch has the authority to decide whether laws violate the state constitution. The judicial branch consists of the Supreme Court, Court of Appeals, district courts and other specialized courts and related agencies.

Employees of Minnesota West Community and Technical College are part of the executive branch of state government, and because the State of Minnesota promotes a healthy, safe, and fair work environment, employees are encouraged to become familiar with the statutes and policies defining appropriate behavior and guidelines. These can be accessed through a number of sources, including the Human Resource Office or the Minnesota Statutes website at <http://www.leg.state.mn.us/leg/statutes.htm>

HISTORY OF THE COLLEGE

Minnesota West Community and Technical College is a consolidated community/technical college formed on January 1, 1997 when Southwestern Technical College and Worthington Community College merged. The four technical campuses, Canby, Granite Falls, Jackson, and Pipestone began as local area vocational schools in the 1960s. They officially merged to become Southwestern Technical College in 1985. Worthington Community College was established in 1936 as Worthington Junior College. In 1973 the name was changed to Worthington Community College when it was placed under the jurisdiction of the Minnesota Community College System. On July 1, 1995 both institutions became members of the Minnesota State Colleges and University Systems.

MISSION STATEMENT

"Minnesota West Community and Technical College is dedicated to serving the varied educational needs of our diverse populations in affordable, accessible and supportive settings."

MISSION GOALS

1. To provide pre-professional and liberal arts courses which lead to Associate of Arts or Associate of Science degrees. The courses are designed to transfer to a four-year college or university and will apply toward a baccalaureate degree.
2. To provide certificate, diploma, and Associate of Applied Science degree courses for students working to develop and enhance occupational or technical competence leading toward employment or further education.
3. To provide learning opportunities for people of varying ages, backgrounds, and abilities with a particular focus and commitment to retraining and lifelong learning.
4. To provide continuing education, management education, and customized training for professions, businesses, and industries.
5. To provide facilities for programs, activities, conferences, teleconferences, and courses to meet community needs.
6. To provide extended educational opportunities by means of flexible scheduling and delivery.
7. To provide effective and efficient use of resources through partnerships with agencies, other educational institutions, businesses and industries.
8. To provide continuous improvement processes via assessment, evaluation and upgrading of programs and services, and to support the professional development of college personnel.
9. To provide the resources to meet the contemporary standards of facilities, informational resources, technology, and teaching strategies to insure quality educational outcomes.
10. To provide comprehensive student services enabling academic and personal growth toward Life-long learning.

VISION STATEMENT

"Minnesota West Community & Technical College provides dynamic, responsive, creative, and quality education to a diverse population in an ever-changing educational, business and cultural environment."

VISION GOALS

<u>Access:</u>	To provide students with access to learning and information through electronic education and technology in addition to traditional methods of instruction.
<u>Position Students:</u>	To provide students with transferable credit, employment skills, and the ability to access lifelong learning.
<u>Regional Needs:</u>	To be a partner with agencies, other educational institutions, businesses and industries in regional economic development.

Continuing Evaluation: To continue evaluating all College activities, programs, and functions with regard to service to students, performance outcomes, fiscal accountability, and cost effectiveness to insure future College growth and success.

MnSCU Goals: To support goals of Academic Accountability, Skill-based Transfer, Career Education, Electronic Education, Program Alignment, and MnSCU/K-12 Partnership.

ACCREDITATION

Minnesota West Community and Technical College is accredited by North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 606-2504, 1-800-621-7440, Fax 312-263-7462, Internet: info@ncacihe.org. The College is also approved for training by: Minnesota State Colleges and Universities, The Minnesota State Approving Agency for Veterans Education, The Minnesota Department of Rehabilitation Services, Minnesota Department of Commerce Board of Cosmetology, The Commission of Dental Accreditation of the American Dental Association, Minnesota Board of Nursing, National League for Nursing Accreditation Commission, National Accreditation Agency for Clinical Laboratory Sciences, and the Minnesota Department of Agriculture.

NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY

Minnesota West Community and Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

This Policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota West Community and Technical College will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. The system office, colleges and universities has developed and implements a complaint process to review complaints of discrimination/harassment or sexual violence.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT

Minnesota West Community and Technical College is committed to providing and promoting equal employment opportunities and attitudes to all persons without regard to race, color, creed, sex, national origin, religion, marital status, disability, sexual orientation, age, status with regard to public assistance, and membership or activity in a local human rights commission. All Minnesota West Community and Technical College standards, policies, and procedures will be reviewed periodically in order to identify and eliminate any barriers to equal employment opportunities within the existing systems. Minnesota West Community and Technical College further believes that diversity enhances the campus environment and regards affirmative action in a broader context than merely employment opportunity. The College, therefore, promotes the representation of female, ethnic/minority, disabled role models in under-represented leadership positions and other key positions in the College. Affirmative action includes an

internal focus as well as an external one. Karen Miller is the College Affirmative Action Officer and can be reached at 507-223-7252 or at 1011 First Street West, Canby, MN 56220. Office location for the Affirmative Action Director is room 102.

REQUESTS FOR ACCOMMODATIONS BY EMPLOYEES WITH DISABILITIES

The President has designated Karen Miller, the Human Resource Director as the ADA Coordinator responsible for ensuring compliance with Title I of the Act, with authority to make determinations regarding the provisions of accommodations. Karen can be reached at 507-223-7252 or at 1011 First Street West, Canby, MN 56220. Office location for the Disability Coordinator is room 102. Minnesota West's procedures for providing reasonable accommodations in the workplace are as follows:

Request for Accommodations by Employees with Disabilities:

An employee requesting a job accommodation due to a disability should complete a form available from the Human Resource office. The Human Resource office will inform all employment applicants of their right to reasonable accommodations for disabilities.

- ❖ The ADA Coordinator will request appropriate medical documentation supporting the existence of a disability and detailing physical or mental limitations for any employee.
- ❖ The ADA Coordinator will then determine whether the employee meets the definition of a qualified individual with a disability under the ADA and determine the precise limitations.
- ❖ The ADA Coordinator will then identify potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential job functions.
- ❖ The ADA Coordinator will select and implement the accommodation that is the most appropriate for both the individual and the College. The individual's preference will be considered, but the College is free to choose among equally effective accommodations.
- ❖ If a request for accommodations is not approved, the ADA Coordinator shall inform the employee/applicant of the reasons for not approving in writing within three working days of the decision.

Rights and Responsibilities:

- ❖ An employee with a disability has the right to a reasonable accommodation that allows them to carry out the essential functions of the job.
- ❖ An employee has the right to the elimination or reassignment of a marginal function of the job as a reasonable accommodation.
- ❖ An employee has the responsibility to carry out essential job functions and to provide specific, relevant medical documentation of the need for accommodation.

As an employer, the College has the right to determine essential and marginal job duties. The College, further has the right to establish job qualifications, can request medical documentation, can establish standards of performance for a job, can choose the accommodation as long as it is effective. The College has the right to deny a request for accommodation to an individual who is not otherwise qualified to perform the essential job functions. The College also has the responsibility to treat each employee with a disability on an individual basis when determining reasonable accommodation. The College has a responsibility to document the request for and approve or deny an accommodation. All medical documentation must be maintained by the College in a confidential file, separate from the employee's personnel file.

Appeals:

Employees or applicants who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal with the President, within a reasonable period of time, for a final decision. If the individual believes the decision is based on discriminatory reasons, they may file a complaint internally through the College's complaint procedure as outlined in this plan. Minnesota West complies with the MnSCU policy on reasonable accommodations for qualified applicants and employees with disabilities and employees seeking promotion.

ZERO TOLERANCE OF WORKPLACE VIOLENCE STATEMENT

Minnesota West Community and Technical College will foster an environment where employees, visitors, and students are at low risk of involvement in workplace violence. This will be accomplished by encouraging mutual respect among all individuals, establishing open and honest communication, inviting all employees to provide input, and enforcing “zero tolerance” for any type of violent behavior.

In a continued effort to reduce and eliminate the potential for internal workplace violence, Minnesota West Community and Technical College will:

- ❖ Ensure that all employees understand the definition of workplace violence;
- ❖ Place responsibility on administration to actively assist in prevention and elimination of workplace violence.
- ❖ Establish an Employee Code of Conduct that sets parameters for acceptable behavior.

SEXUAL HARASSMENT/SEXUAL VIOLENCE STATEMENTS

It is the policy of the College to maintain a learning and working environment that is free from sexual harassment and sexual violence. The College prohibits any form of sexual harassment and sexual violence on its property and at any extension of the school environment; i.e., College-sponsored events.

It shall be a violation of this policy for any student or employee of the College to harass a student or employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of the College to be sexually violent to a student or employee.

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse. In such situations, the College shall comply with Minnesota Statute 626.556, Reporting of Maltreatment of Minors.

LEGAL REFERENCE: **Minn.Stat.609-341, subd. 10 through 609-345; 609.324; 617.246.** Nothing in this policy will prohibit the College from taking immediate action to protect victims of alleged sexual abuse. The College Provost is responsible for maintaining and implementing all policies and procedures relative to discrimination, sexual harassment, and sexual violence.

Definitions:

Sexual harassment, including sexual violence and assault, is a violation of Minnesota and federal laws. Sexual harassment is a form of sexual discrimination. Men or women may be victims. Men or women may be offenders.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to that conduct or communication is made a term or condition, either in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to

- ❖ Verbal harassment or abuse;
- ❖ Non-verbal harassment such as insulting, whistling, gestures, leering, sexually oriented pictures or cartoons;
- ❖ Use of power or position to impose unwanted sexually-related verbal and/or physical actions on another person;
- ❖ Subtle pressure for sexual activity;
- ❖ Inappropriate patting, pinching, or blocking movement;

- ❖ Demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- ❖ Demands for sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
- ❖ Any sexually motivated unwelcome touching;
- ❖ Posting of sexually offensive or degrading materials within the College.

Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. It is sexual violence even if the other person is someone known by the victim. Date or acquaintance rape is one of the most common types of sexual violence. Rape, attempted rape, and other forms of sexual assault are criminal acts. According to state law, acts of sexual violence must be reported immediately to the proper law enforcement officials.

The College will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who has been found in violation of this policy.

DISCRIMINATION, HARASSMENT AND VIOLENCE STATEMENT

Minnesota West Community and Technical College maintains a firm policy prohibiting all forms of discrimination. It is the policy of Minnesota West to maintain a learning and working environment that is free from all harassment and violence.

Minnesota West prohibits any form of harassment and violence. It shall be a violation of this policy for any student or employee of the College to harass a student or an employee through conduct or communication of any nature. It shall be a violation of this policy for any student or employee of the College to be violent or discriminatory to a student or employee.

The College will act to investigate all complaints, whether formal or informal, verbal or written, of harassment or violence and to discipline any student or employee who harasses or is violent to a student or employee of the College. This policy also covers any extension of the College environment; i.e., College-sponsored events held off campus.

STATEMENT OF ETHICS

Based on **Minnesota State Statutes Section 43A.38**, the following statements of ethics have been adopted. The College expects employees to conduct themselves in a professional manner and to maintain a high standard of personal and business integrity as representatives of the College. Included in the expectation of a high standard of business integrity is the assumption that individuals do not use the resources of the College for personal financial gain or for other personal value.

FRAUDULENT AND DISHONEST ACTS

MnSCU and Minnesota West Community and Technical College are committed to creating an environment where fraudulent and other dishonest acts are not tolerated. All employees are responsible for complying with the State Code of Ethics (Minnesota Statutes Section 43A.38), other state statutes and board policies that govern their conduct, and ensuring that all resources entrusted to them are used ethically, prudently, and for their designated purpose. Dishonest acts are prohibited pursuant to this policy and applicable law. Employees found to have committed a dishonest act shall be subject to sanctions, restitution and other remedies as deemed appropriate. To report any fraudulent and dishonest acts employees should contact either Lori Voss, Vice President of Administration or Karen Miller, Director of Human Resources.

ACCEPTANCE OF GIFTS/FAVORS

Employees in the executive branch in the course of or in relation to their official duties shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift reward, gratuity, favor,

service or promise of future employment or other future benefit from any source, except the state for any activity related to the duties of the employee unless otherwise provided by law.

CONFIDENTIALITY

An employee in the executive branch shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information. A breach of confidentiality violates the trust of our students and/or co-workers and may be subject to disciplinary action. Any questions regarding the release of student information should be referred to the College Registration Office, and release of employee information to the Human Resource Office.

TOBACCO, ALCOHOL OR OTHER CONTROLLED SUBSTANCES

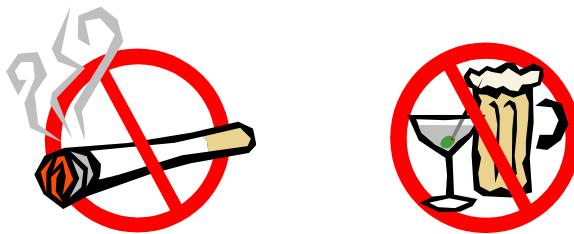
- ❖ In order to comply with Federal and State law, employees are prohibited from engaging in the unlawful activity involving drugs or alcohol when conducting any College activity.
- ❖ To protect the public health, comfort, and environment and to protect the nonsmoker's right to a Smoke-Free environment, smoking is prohibited in all buildings. This policy applies to all persons who are on campus.
- ❖ The use, possession, distribution, manufacture, or sale of any alcoholic beverage or controlled substances is prohibited on the College campuses. The College prohibition includes athletic facilities or athletic events, and applies to any person on campus grounds, whether a member of the campus community or not. Individuals should note that even though they may be of legal age to consume or possess alcohol or controlled substances, College and MnSCU system policies and procedures prohibit the use or possession of alcohol or controlled substances on the campus except as specifically noted in system policy 1A.9 and system procedure 1A9.1.

SANCTIONS: EMPLOYEES

- ❖ Employees who violate this policy are subject to disciplinary action, up to and including suspension or termination of employment. Employees with alcohol or substance abuse problems may be referred to the Employee Assistance Program or elsewhere for assessment and/or counseling.

Exceptions:

- ❖ Use of alcohol in laboratory and classroom instruction/experiments
- ❖ Effective 1/1/97, special events approved by the President per MnSCU Policy 1A.9.



WEAPONS POLICY

- ❖ The college recognizes the need to provide a safe and secure environment. Safe and secure campuses lead to effective teaching/learning situations. This in turn, leads to positive outcomes. It is the policy of the college that no student or employee is allowed to have in possession any weapon while on campus, in a state vehicle, or at any event sponsored by the college.

PERSONNEL

HUMAN RESOURCES

MISSION STATEMENT

In support of the College's vision and mission, it is the Human Resource's mission to support the total operation of the College in meeting its goals through its most valuable resource, its PEOPLE. Our goal is to assist the College in recruiting and retaining a high quality work force. The College aims to provide each employee a challenging career and a work environment that provides satisfaction in their lives and allows them to take pride and ownership in their work. The Human Resource Department will support the overall goals of the College by developing and administering a personnel program that focuses on quality customer service, supports professional growth for all employees and insures fair and equitable treatment of all employees.

The Minnesota West Community and Technical College Human Resources office is located on the Canby Campus. Responsibilities of this office include:

- ❖ Labor Relations/Contract Administration
- ❖ HR Policy Development and Implementation
- ❖ HR Information System
- ❖ Staff Planning, Advising and Management/Postings, Recruitment and Searches
- ❖ Classification Planning, Advising, Reallocations, etc.
- ❖ Professional Development and Training
- ❖ Performance Management
- ❖ Benefits Administration (Compensation, Insurance, Workers' Compensation, Retirement, etc)
- ❖ Seniority Rosters
- ❖ Employee Orientation
- ❖ Tuition Waiver Administration
- ❖ Compensation Management
- ❖ Faculty Credentialing



CLASSIFICATIONS

All state employment positions are either classified or unclassified.

Unclassified positions are those within state service which, by statute or by action of the Commissioner of Minnesota Management and Budget, are not included in the classified service and do not require merit selection. All MnSCU administrators, all faculty and some professional/supervisory employees are unclassified.

Classified positions are those within state civil service for which appointments must be based on merit and ability to perform the duties of the position. All support staff positions are classified. Each job classification has a specific salary range made up of salary steps. Job classification is a system of identifying and describing the different kinds of work in an organization and of grouping similar positions under common classification titles. It identifies differences and similarities in kind of work, degrees of difficulty, and responsibility of duties among positions. Classification systems are based on evaluation of job content, which includes:

- ❖ Position purpose (why does this job exist?)

- ❖ Types of duties performed
- ❖ Knowledge, skills and abilities required to perform the duties
- ❖ Consequence of error
- ❖ Degree of autonomy or authority
- ❖ Complexity of decision-making
- ❖ Staff and budget dimensions
- ❖ Scope of job (broad or narrow)

BARGAINING UNITS AND EXCLUSIVE REPRESENTATIVES

The primary goal of the State of Minnesota and its employees is to provide excellent public services. This goal can be achieved only when there is a cooperative relationship between state employees and management. In an effort to promote orderly and constructive relationships between public employers and their employees, the State of Minnesota grants public employees the right to organize into unions and choose representatives freely.

All state employees are assigned to a “bargaining unit” based on the characteristics of their job. Some bargaining units are represented by unions or associations, while others are unrepresented. State law spells out how bargaining units operate within state government.

The state negotiates contracts with its bargaining units every two years. These contracts, known as collective bargaining agreements are published in writing, and outline the terms of employment, including salary and benefits. The state and labor unions also discuss important issues such as employee health care and civil service reform through cooperative labor-management committees.

The bargaining units for most state employees are:

American Federation of State, County, and Municipal Employees (AFSCME), Council 6, AFL-CIO.

Represents: Clerical, Maintenance, Service and Technical/Paraprofessional (Classified) Employees
Contact: AFSCME (www.afscmemn.org) (651-450-4990)
300 Hardman Avenue South, Suite 306, St. Paul, MN 55075
Bargaining Units: 202, 203, 206, 207

Commissioner's Plan

Represents: Confidential Employees
Contact: Minnesota Management and Budget
200 Centennial Office Building; St. Paul, MN 55155
Bargaining Unit: 217

Minnesota Higher Education Board (HEB) for MnSCU Administrators

Represents: MnSCU (Unclassified) Administrators
Contact: Linda Skallman, MnSCU (651-296-5157)
Email: linda.skallman@so.mnscu.edu
Bargaining Unit: 220

Middle Management Association (MMA)

Represents: Supervisory (Classified and Unclassified) Employees
Contact: MMA (www.middlemanagementassn.org) (651-222-3811) or (800-642-2373)
525 Park Street, Suite 333; St. Paul, MN 55103-2106
Bargaining Unit: 216

Minnesota Association of Professional Employees (MAPE)

Represents: General Professional (Classified and Unclassified) Employees
Contact: MAPE (www.mape.org) (651) 227-6457 or (800) 652-9721
3460 Lexington Ave. N., Shoreview, MN 55726

Bargaining Unit: 214

Minnesota State College Faculty (MSCF)

Represents: Community & Technical College Faculty (Unclassified)
Contact: MSCF www.msfc.educationminnesota.org (651) 227-9541 or (800) 652-9073
41 Sherburn Avenue, St. Paul, MN 55103-2196

Bargaining Unit: 210

PERFORMANCE EVALUATIONS

(Classified and Unclassified Professional/Supervisory Employees)

The State requires an annual evaluation of all classified and unclassified professional/supervisory employees. The performance assessment process includes a review of the employee's current position description and a performance management process, which focuses on continuous improvement; defines, develops, reviews and recognizes performance; and supports the individual, the work group, and the College.

(Faculty) All faculty (including counselors and library faculty) are evaluated pursuant to the faculty evaluation policies, guidelines and procedures established by the College. The faculty evaluation process is a continuous improvement approach centering on ongoing faculty development and an outcome of improved effectiveness.

Your supervising administrator will notify you of the time sequence of your evaluation.

PERSONNEL FILE

The Human Resource Office maintains your official personnel file. It contains a variety of documents, including your application materials and personnel forms you may have completed when you were hired, performance appraisals, and other miscellaneous personnel data. You may request to see your personnel file by contacting the Human Resource Office. Refer to your collective bargaining agreement or plan for more information on specific policy governing personnel files.

POSITION DESCRIPTIONS

(Classified and Unclassified Professional/Supervisory Employees) The State requires that all classified and unclassified professional/supervisory employees have a current and accurate position description on file with the Human Resources Office. The employee and their immediate supervisor also retain a copy.

(Faculty) All instructional faculty are expected to fulfill a specific set of tasks/responsibilities while providing instruction at the College.

DATA PRACTICES

College's Obligation

Institutions must collect, disclose and retain government data in compliance with state and federal law. More specifically, institutions must understand what information must be given to individuals when collecting data is classified (ex. public, private, etc.), to whom data may be released, and what data must be retained for Educational and Personnel records as governed by the Minnesota Government Data Practices Act (MGDPA). Educational data is also covered under the federal statute commonly known as the Family Educational Rights Privacy Act (FERPA).

What is government data?

Government data is defined as all data collected, created, received, maintained or disseminated by any state agency regardless of its physical form, storage media or conditions of use.



There are many types of subcategories of government data including educational data (or records) and personnel data.

What is educational data?

Educational data are all records which:

1. contain information directly related to a student; and
2. are maintained by an educational agency or institution or a person acting for such agency or institution

These records are private and may not be disclosed without consent. There are some exceptions to this rule. However, you should consult the appropriate personnel prior to releasing any data concerning a student.

Educational data does not include:

1. “desk drawer notes”;
2. law enforcement data;
3. employment records (not employment as a result of his or her status as a student);
4. “treatment records;” and
5. records about alumni pertaining to post-graduation information.

Data in these five categories may also be private. For more detailed descriptions of these exceptions, please consult with the appropriate personnel on your campus.

What is personnel data?

Personnel data refers to data on individuals collected because the individual is or was an employee of or an applicant for employment by, performs service on a voluntary basis for, or acts as an independent contractor with a state agency, statewide system or political subdivision or is a member of or an applicant for an advisory, board or commission.

When can I disclose data?

Data that has been classified as public may be disclosed to anyone who requests access. Data that is classified as nonpublic, private or confidential must not be disclosed unless the requesting party has authority to access the data. If you have any questions about whether data is public or not, you should not disclose the information until you have consulted with the appropriate personnel on your campus. In general, student and personnel data will be private and should not be disclosed without express authority to do so. This means you should not talk about individual students or employees except to those within the college (an agent, employee or certain contractors) who have a legitimate need to know. The school's foundation is not an agent, employee or contractor who would be able to gain access. The MnSCU system office is permitted access when there is a legitimate reason to share the data with that office.

Do not have conversations about private student or personnel matters on cellular phones in hallways, restaurants or other places where you are likely to be overheard.

What if I receive a request for data?

You should forward the request to the appropriate administrator on your campus immediately as the law requires a response to requests within a short time frame. If a student who is in your class or is your advisee asks for access to private data about him/herself, you should provide access. In most cases, however, you should not attempt to respond to the request.

Can I have access to data of someone?

If the data is not about you but about someone else, you must have a legitimate need to know. “A legitimate need to know” will be determined on a case-by-case basis and does not include personal or private interest. You may be asked why you should be allowed access and are expected by law to respond.

Can I take files home?

You need to check with your supervisor on this issue. Please note that whether the information is at home or on the campus, it will be considered government data and the property of the college. You will be required to produce such data if a request is made for access. In addition, you are required to recognize the possible private or confidential nature of data you may take home. Any disclosure of private or confidential information to family members or others is prohibited except where specifically allowed by law.



What about my personal notes?

Records about a student that are kept in the sole possession of the maker of the record, are not accessible to any other person except a temporary substitute, and are only kept for one year, can be kept confidential (i.e., not disclosed to anyone including the student who is the subject of the data). You may disclose them to the student if you wish but you may not disclose them to any other individual.

What about people who work with me?

Make sure clerical workers and student workers who come in contact with data on other students or employees know their obligations to keep information private.

GENERAL INFORMATION

What laws govern the subject of data practices?

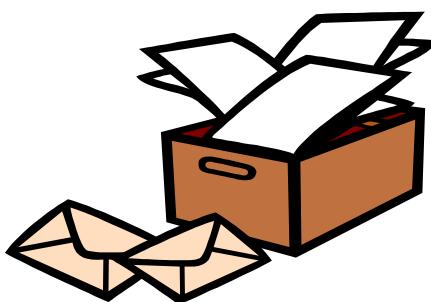
Data practices are governed by the Minnesota Government Data Practices Act (Minnesota Statutes chapter 13). Educational data is also covered under the federal statute commonly known as the Family Educational Rights and Privacy Act.

What is the basic presumption?

Under the state law (MGDPA), government data are public and are accessible by the public for both inspection and copying unless there is a federal law, state statute, or a temporary classification of data that provides that certain data are not public. Personnel and educational data are generally presumed to be private.

What about people who are dead (decedent data)?

Under the Minnesota Government Data Practices Act, private and confidential data about people who are dead becomes public ten years after their death AND 30 years after the creation of the data.



COMPENSATION

This section presents general information on your pay and benefits. More specific information may be obtained from your collective bargaining agreement or the human resource office.

PAY DAY

Paychecks are distributed according to a pay period schedule set by Minnesota Management and Budget. Employees are paid bi-weekly; every other Friday is payday.

ACCESSING YOUR PAYSTUB

To access pay stub information, employees will go to a website (www.state.mn.us/employee) and sign in by typing a user ID and password. The user ID will be the employee's eight-digit employee ID number. You are assigned an employee ID number when initially set up for payroll. If you do not know your employee ID number, please contact Mary Melby in the Payroll office or Denise Sik in Human Resources. Initially, the password will be the last four digits of the employee's social security number. Employees will be able to change their own password at any time.

DIRECT DEPOSIT

As permitted under M.S. 16A.17. Subd. 10 requires/all state employees to receive 100% of their net pay through direct deposit. Direct deposit ensures that your pay is deposited in your bank account on payday Friday. The direct deposit authorization form is available on the employee self service website (www.state.mn.us/employee) under other payroll – payroll forms or by contacting – Mary Melby at mary.melby@mnwest.edu or Denise at denise.sik@mnwest.edu or by calling either of them at 507-223-7252. Employees may also change their own direct deposit information by logging into self service.

HOURS OF WORK

(Classified and Unclassified Professional/Supervisory Employees)

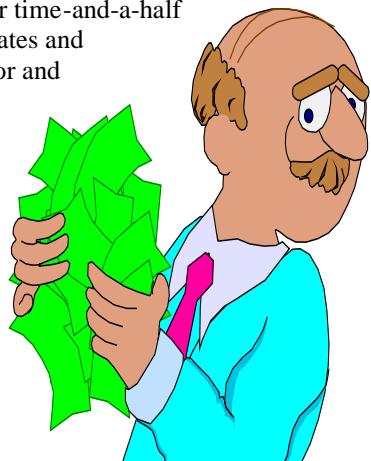
Most full-time employees work five consecutive, eight-hour days. The pay period covers two full workweeks, 80 hours for full-time employees. The pay period begins on Wednesday and ends 14 days later, on Tuesday. Part-time employees are allocated a specific number of hours per fiscal year. Schedules are determined and approved by your immediate supervisor.

(Faculty)

Faculty assignments are determined in consultation with the Academic office. Full-time faculty work 171 contracted days for the academic year. Extra days and/or summer school work is paid over-and-above the contracted days specified in the collective bargaining agreements.

OVERTIME/COMPENSATION TIME

The Fair Labor Standards Act (FLSA) sets forth the provisions for compensation for time-and-a-half and overtime, and determines who is subject to and who is exempt from the Act. Rates and standards vary among the collective bargaining agreements. Consult your supervisor and collective bargaining agreement or plan for specific information. Overtime/Comp Time does not apply to faculty or administrators.



PAYROLL DEDUCTIONS

Deductions from payroll happen in the following sequence:

- ❖ Health and dental insurance (pre-tax)
- ❖ Dependent care and medical expense account
- ❖ FICA and Medicare Tax
- ❖ Retirement

- ❖ Deferred compensation and tax-sheltered annuities
- ❖ Federal tax
- ❖ State tax
- ❖ Other insurance (pre-tax)
- ❖ Federal and state tax levies, child support, garnishments
- ❖ Life Insurance, short and long-term disability
- ❖ Department deductions
- ❖ Labor Unions
- ❖ Direct Deposit

TIME KEEPING

(Classified and Unclassified Professional/Supervisory Employees)

All classified and unclassified professional employees complete an eTimesheet at the end of each pay period. Consult your supervisor or the payroll office for directions on completing the etimesheet.

(Faculty)

Full-time faculty and part-time unlimited faculty are placed on payroll for the year, so no additional timekeeping is required except in the case of absences. Temporary part-time faculty are employed and placed on payroll semester-by-semester with no guarantees of continued employment, and the assignment varies depending on the needs of the College.

All faculty receive a Notice of Appointment or Assignment letter that informs the faculty member of their official appointment, assignment(s), length, and the wages for the appointment. Note that the notice of appointment is not an employment contract and should not be interpreted as guaranteeing a certain term of employment.

WITHHOLDING/W-4 FORM

All employees complete a W-4 at the start of state employment. Employees may change the number of exemptions at any time for any reason. The W-4 form is available on the same website (www.state.mn.us/employee) as the pay stub information under forms or by contacting Mary Melby in the payroll office 507-223-7252 or e-mail mary.melby@mnwest.edu .

WAGE & TAX STATEMENT/W2

Employees can access and print their W-2 forms from the self service website (www.state.mn.us/employee) under other payroll – W-2.

COMBINED CHARITIES CAMPAIGN

The Combined Charities Campaign provides state employees throughout Minnesota the opportunity to contribute to the charity or charities of their choice through payroll deduction. MnSCU's campaign usually begins in early October; look for your chance to participate.

UNION DUES

Employees are placed in a bargaining unit as soon as the Appointing Authority (the College) anticipates they will work a sufficient amount of time to be eligible for bargaining unit inclusion. If you are placed in a bargaining unit, you will be required to pay union dues. Your union will provide you with membership information. If you have questions about union dues, please refer to your collective bargaining agreement, or call your union representative.

EXPENSE REIMBURSEMENT

The employee expense report is used to obtain reimbursement for expenses while traveling or training on approved leave. Expenses include mileage (if appropriate), lodging, meals, and miscellaneous expenses as described in your collective bargaining agreement. Receipts are required for expenses. Receipts are to be attached to this form and signed by both the employee and supervisor. The employee and/or supervisor should indicate the cost center the charges should be directed to. The reimbursement is paid on the biweekly paycheck. **It is College policy that all requests for reimbursement must be submitted within 90 days of occurrence.**



EMPLOYEE LEAVE AND BENEFITS

The State of Minnesota compensates employees with more than pay. Many benefits are available through Minnesota Management and Budget and other organizations. The amount the state spends for your insurance, retirement, medical and social security benefits is equivalent to approximately 30% of your salary. For example, if your annual salary is \$30,000, the state pays an approximate \$9,000 toward your benefits. That money doesn't include the cost of vacation and personal leave time, holidays, sick and other leave. Your benefits are an important part of your total compensation.

COMMUNICATING ABSENCES

Illness or Unforeseen Absence: All faculty and staff are asked to report an absence due to illness or other unanticipated reasons to their immediate supervisor prior to the start of their scheduled shift/day. In addition, a leave request form must be completed and submitted. Forms are available on each campus.

Planned Absence: All faculty and staff attending a meeting, conference, or other leaves from campus must obtain appropriate dean/supervisor approval before being off campus.

HOLIDAYS

(Classified and Unclassified Professional/Supervisory/MnSCU Administrators)

Employees receive one floating holiday and 10 scheduled holidays each year. The scheduled holidays are:

- ❖ New Years Day
- ❖ Martin Luther King Day
- ❖ President's Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Wednesday before Thanksgiving Day – Alternative to Veteran's Day
- ❖ Thanksgiving Day
- ❖ Day after Thanksgiving
- ❖ Christmas Day

Holiday pay is pro-rated for part-time employees based on the number of hours which would have been worked in the pay period had there been no holiday. For holiday proation questions please contact Mary Melby, Payroll Coordinator.

LEAVES

Employer-Paid Leaves of Absence

(Refer to your collective bargaining agreement for specific information.)

- ❖ Voting
- ❖ Court Appearance
- ❖ Education (job-assigned)
- ❖ Jury Duty
- ❖ Military Duty (up to 15 days per calendar year)
- ❖ Emergencies (Declared)

(Faculty)

- ❖ Sabbatical Leave
- ❖ Bereavement Leave
- ❖ Advanced Degree or Certification Leave
- ❖ Legal Leave
- ❖ Military Leave
- ❖ Sick Leave
- ❖ Personal Leave

Personal /Vacation Leave



(Classified and Unclassified Professional/Supervisory

Full-time employees receive between 13 and 29 days per year depending on length of service. Vacation leave is accrued in hours each pay period. Part-time employees receive vacation leave based on hours worked.

(Faculty)

MSCF Faculty: Upon application and approval, each full-time faculty member will be granted 2 days per academic year for use as personal leave. Personal leave

may accumulate to 10 days but use shall not exceed 3 days in any semester unless an emergency arises, in which case a 4th or 5th day may be used if approved by the College president. Personal leave may be taken in ½ day increments. Personal leave is pro-rated for part-time faculty members in the bargaining unit. Faculty must contact Human Resources or Payroll for leave balances.

Sick Leave

(Classified and Unclassified Professional/Supervisory Employees)

Full-time employees receive 13 days per year. Sick leave is accrued in hours each pay period. Part-time employees receive sick leave based on hours worked. Use cannot exceed the employee's balance at the beginning of the pay period.

The collective bargaining agreements specify what can be approved as sick leave. Sick leave may also be used for bereavement leave in certain circumstances. Consult your collective bargaining agreement or the human resources office for specifics on this provision.



MSCF Faculty: Upon initial employment, each full-time faculty member is credited with 20 days of sick leave allowance. At the beginning of the 3rd academic year of employment and each academic year thereafter, each full-time faculty member is credited with 10 days of sick leave. Unused sick leave may accumulate to a maximum of 112 days; sick leave earned over the maximum will be considered lapsed but shall be recorded to the faculty member's credit. Consult the MSCF contract for more specifics about sick leave allowance and usage.

Unpaid Leaves of Absence

(Classified and Unclassified Professional/Supervisory Employees. Refer to your collective bargaining agreement for specific information.)

- ❖ Education
- ❖ Illness, injury or disability (up to 1 year)
- ❖ Parenthood (up to 1 year)
- ❖ Taking an unclassified state job
- ❖ Personal Reasons
- ❖ Precinct caucuses or conventions
- ❖ Union Leave
- ❖ Military Duty (up to 4 years for active service)

(MSCF Faculty: Refer to your collective bargaining agreement for specific information.)

- ❖ Military Leave
- ❖ General Leave
- ❖ Extended Leaves of Absence
- ❖ Parenting Leave
- ❖ Religious Holidays

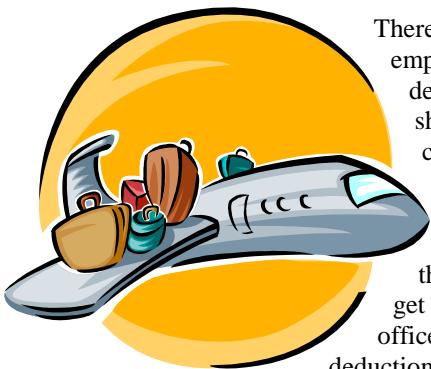
PROFESSIONAL DEVELOPMENT AND TRAINING (STAFF DEVELOPMENT)

Minnesota West Community and Technical College believes that quality and excellence occur in a continuous improvement climate and that professional development and training are inherently tied to the College's mission, goals, strategic planning, work force planning, and the provision of quality instruction and services to our students and the public. It is the responsibility of the College management, the supervisor and the employee, working in partnership, to determine the professional development goals and training needs. To this end, the College has allocated budgets for professional development and training as follows:

- ❖ The respective faculty associations (local union) administer faculty development. Contact your local union representative for information and forms to apply for faculty development funds.
- ❖ Classified Staff Development funds are administered locally by a committee. Please contact your local campus union representation for information and forms to apply for classified staff development funds.
- ❖ Unclassified Professional/Supervisory Employees: Staff development funds are administered through the Human Resource Office. Please contact Karen Miller in Canby for an application form and policy. The forms and policy can also be found on the website at www.mnwest.mnscu.edu/human-resources .



RETIREMENT



There are several retirement plans provided by the state depending on your employment status (classified or unclassified). Retirement plan deductions, which are automatically withdrawn from your paycheck, are sheltered from federal or state income tax. Employee and employer contributions vary according to specific retirement plans.

(Classified Employees)

The retirement plan for classified state employees is provided through the **Minnesota State Retirement System (MSRS)**. You can get specific information about MSRS by contacting the human resource office or through their website at : www.msrs.state.mn.us. Current deductions are 5% employee and 5% employer. **Public Employees Retirement Association (PERA)** is the retirement plan for classified employees who merged into state government on or before 7/1/95. You can get information through their website: www.mnpera.org.

(Unclassified Professional/Supervisory Employees and Faculty)

Participation in the retirement plan is mandatory for new employees in the above categories who are employed more than 25% of a full academic year, excluding summer session (7.5 credits for Liberal Arts faculty and 8 credits for Technical faculty). Once eligible, employees have an option of retirement plans, and must make an irrevocable decision to participate in either the **Teacher Retirement Association (TRA)**, a Defined Benefit Plan or the **Individual Retirement Account Plan (IRAP)**, a Defined Contribution Plan. Once eligibility is met, an employee remains eligible to participate, even if the level of performance is less than 25% in subsequent years.

Teachers Retirement Association (TRA). TRA is a “defined benefit plan” meaning that you are guaranteed a lifetime pension benefit, which is a specific percentage of your high-five average salary based on your age and years of service at retirement. For more information contact TRA directly at: Telephone: (800) 657-3669 or (651) 296-2409; TTY: (800) 627.3529; FAX (651) 297-5999; Postal address: Minnesota Teachers Retirement Association, 60 Empire Drive, Suite 400, Saint Paul, MN 55103; or at the following website: www.tra.state.mn.us. Current deductions are 5.5% employee and 5.5% employer.

Individual Retirement Account Plan (IRAP), is a “defined contribution plan” in which retirement benefits are based on the contributions made by yourself and the employer, and the investment performance of the investment vendor(s) you select and the performance of those investments. Current IRAP deductions are 4.5% employee and 6% employer.

Supplemental Retirement Plan (SRP). Mandatory participation (for both TRA and IRAP participants) following two years of full-time service. This is a defined contribution plan with the same investment vendors as noted above in the IRAP section. The employee and employer amounts vary depending on your contract or plan. Consult your collective bargaining agreement or plan for specific information.

Tax Deferment Options

The following two options set aside pre-tax dollars for voluntary tax-deferred savings that allow employees to place a portion of their earnings into a pre-tax investment program. Taxes on money placed in these programs, and on the earnings of the account, are deferred until the time of withdrawal so that employees can defer present income for long-term savings. There are differences between the two options, as well as limitations on the amount of income you may defer. Contact the Human Resources office for additional information. Employees can contribute to one or both of these plans, but are subject to the IRS regulatory maximums.

Deferred Compensation Plan. The state's Deferred Compensation Plan is administered by the Minnesota State Retirement System (MSRS). This plan is referred to as a 457 plan. Classified employees of AFSCME, MAPE and MMA receive a matching contribution on contributions to this plan. Please see your applicable bargaining unit contract for matching limitations. Information and enrollment can be done online at <http://www.mndcplan.com/>

403(b) Tax Sheltered Annuity. This is a qualified retirement plan. You must sign up for salary deferral contributions and direct the investment of those contributions among the various investment options. Information and enrollment can be done online at <http://www.tiaa-cref.org/mnscu/index.htm>

TUITION WAIVER

You may be eligible to receive a tuition waiver for yourself, your spouse, or your dependents if you meet the eligibility requirements outlined in your employment contract. Refer to your collective bargaining agreement for specific tuition waiver provisions; i.e., number of credits that can be waived, where credits can be waived, etc. The online application can be found on the Human Resources home page at www.mnwest.edu/human-resources.

WORKER'S COMPENSATION

Workers' compensation benefits are available to employees who sustain work-related injuries or illnesses. The state provides these benefits through the Workers' Compensation Program of Minnesota Management and Budget. The program coordinates lost-time payments, medical benefits (which are coordinated by a managed care organization) and rehabilitation activities.

When you have been injured on the job, notify your supervisor immediately so that the process of caring for your injury may begin. A serious injury must be reported to Minnesota Management and Budget within 48 hours after it occurs. A first report of injury form must also be completed and submitted to the Human Resource office within 24 hours of injury. Medical practitioners must be notified that the injury was sustained on the job.

HEALTH AND DENTAL INSURANCE

The State pays for a large portion of health and dental insurance for the employee and eligible dependents. Contact the human resources office or refer to your collective bargaining agreement for specific information on eligibility and level of employer contribution. Qualifying employees may continue these coverages at their own expense as an eligible retiree. MSCF faculty qualifying for the Early Retirement Incentive (ERI) receive paid health benefits for one year upon retirement.

Open Enrollment

You may make certain changes to your insurance benefits during the annual Open Enrollment period. This period is conducted according to your labor contract or plan. Open Enrollment is usually held during the month of November. You must re-enroll in pre-tax benefits plan each year to continue participation in the program, even if you don't want to change your contribution amount.

DDIR

Your College DDIR (Designated Department Insurance Representative) is Denise Sik. Her office is located on the Canby campus and you can contact her in regard to your insurance needs and questions. She can be reached at 507-223-7252, Ext. 125 or by e-mail at denise.sik@mnwest.edu

OPTIONAL BENEFITS**Short-term Disability Insurance**

This coverage provides eligible employees who choose to participate with income for up to 180 days when an injury, sickness or pregnancy results in continuous total disability. Employees should refer to their collective bargaining agreement or contact the human resources office for specific information.

Long-term Disability Insurance

This coverage provides eligible employees who choose to participate with income beyond 180 days when an injury, sickness or pregnancy results in continuous total disability. Employees should refer to their collective bargaining agreement or contact the Human Resources office for specific information.

Long-Term Care Insurance

The State has made available a group Long-Term Care insurance plan to employees of Minnesota State Colleges and Universities. There is a wide range of plan options to cover long-term care expenses. The coverage is optional and 100% employee paid. Premiums are based on a person's age when coverage is effective. Persons may continue coverage if they retire or otherwise leave employment with coverage and cost remaining the same. For more information visit www.mmb.state.mn.us/ee-ltc.

Basic Employee Life Insurance

The state pays the full cost of basic group term life insurance for insurance eligible employees. The amount of this insurance is determined by the collective bargaining agreement or plan that covers your job, and is based on the amount of your annual salary. Check your collective bargaining agreement or plan to determine the amount of your state-paid life insurance.

Additional Life Insurance for Yourself and Your Spouse

You may purchase additional life insurance for yourself and your spouse. Generally you may purchase this insurance in increments of \$5,000 up to a total of \$500,000. The amount of coverage you may purchase may vary by collective bargaining agreements and plans.

Child Life Insurance

You may purchase life insurance providing \$10,000 of coverage for your insurance-eligible children or insurance eligible grandchildren. One child life insurance policy covers all of your dependent children. You need not notify the state if you have a new dependent to add to an existing child life policy.

Accidental Death and Dismemberment Insurance

Accidental death and dismemberment (AD&D) insurance is an optional benefit available to both you and your spouse.

For more information about the life and AD&D insurance plans, contact your DDIR (Designated Department Insurance Representative) Denise Sik at the Canby Campus. Or you may contact the plan's customer service at: OCHS, Inc. – 651-665-3789 or 800-392-7295.

Pre-tax Benefits

Pre-tax benefits allow you to pay for certain expenses with money that is taken from your pay before it is taxed. Because you are taxed less, your take-home pay may be more. Contact the Human Resources office for information on the following pre-tax benefits:

Health and Dental Premium Expense Account. The amount you pay for your health and dental insurance is automatically withdrawn from your pay before it is taxed, unless you sign a waiver form declining this benefit.

Dependent Care Expense Account. This allows you to pay for certain dependent care expenses, such as childcare, with pre-tax dollars.

Medical/Dental Expense Account. This allows you to pay for certain unreimbursed medical and dental expenses with pre-tax dollars.

Transit Expense Account. This benefit allows you to use pre-tax dollars to pay for certain expenses associated with your commute such as parking and bus pass/vanpool costs.

Right to Continue Benefits

Consistent with state and federal laws, employees or their dependents may be entitled to continue health insurance, dental insurance, life insurance and the Health and Dental Expense Account (on an after-tax basis) if one of the following “qualifying events” causes you or your dependents to lose coverage under the State Employee Group Insurance Program:

- ❖ Termination of employment (for reasons other than gross misconduct)
- ❖ Layoff
- ❖ Reduction of hours causing ineligibility for benefits
- ❖ Dependent child no longer eligible as dependent (due to change in age, student status, marital status, or financial support[in the case of a foster child or step child])
- ❖ Death of an employee
- ❖ Divorce or legal separation
- ❖ Change in spouse’s coverage

HEALTH CARE SAVINGS PLAN (HCSP)

The health care savings plan is an employer-sponsored program that allows employees to save money into an account to pay medical expenses and/or health insurance premiums after termination of public service.

Employees will be able to choose among seven different investment options provided by the State Board of Investment. Assets in the account will accumulate tax-free, and since payouts are used for medical expenses, they will remain tax free.

The contractual bargaining agreements and salary plans, contain differing eligibility and minimum threshold levels for contributions to the Health Care Savings Account Plan administered by MSRS. Please refer to your collective bargaining agreement for eligibility information. Additionally plan information and features can be found on the MSRS website at www.msrs.state.mn.us .

CREDIT UNION

State employees are eligible to join AFFINITY PLUS Federal Credit Union offering savings and checking accounts, payroll deductions, VISA cards, loans and discount car programs. Check out their website: www.affinityplus.org.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Each of us can be faced with life events that are difficult to manage. Relationship problems, work-related issues, parenting challenges, depression, grief, aging parent concerns, alcohol or drug use problems, and chronic health difficulties are just a few examples of common challenges that can diminish our abilities to effectively manage our activities from one day to the next. Every person has his or her own method of determining when it would be useful to seek outside help.

The State Employee Assistance Program (EAP) is a good place to start. The services of the State EAP are strictly confidential, cost-free, and available either by phone or at an office location near your home or workplace. The EAP counselor will work with you to develop a plan of action to solve your problems. In some cases, brief counseling (up to 3 sessions) at EAP may be all that is needed. In other situations, your EAP counselor may refer you for ongoing counseling through your health plan's provider network or another mental health provider in your community. If you prefer, you may go directly to your health plan's authorized mental health provider without first using the State EAP. The phone numbers for the EAP Management Call Center [remain 1-800-657-3719 \(greater Minnesota\)](tel:1-800-657-3719) and [651-259-3840 \(metro\)](tel:651-259-3840). The EAP Website: <http://www.myliematters.com/ca/> You access the site with the company password of

STMN1. You can also receive information on EAP from either Karen Miller or Denise Sik in the College's Human Resource Office.

STATE EMPLOYEE HEALTH PROMOTION PROGRAM

The goals of the State Employee Health Promotion Program are to enhance the health of state employees and dependents, and to help contain health insurance and workers' compensation costs. Minnesota Management and Budget along with the support of health promotion coordinators and committees throughout the state administer the program. Specific components include: health assessments, including health risk appraisals; education programs, such as smoking cessation, CPR/first aid training, medical self-care, and weight management; awareness programs and special events; and other activities that promote an environment and culture where healthy behavior is encouraged. You can visit the Minnesota Management and Budget website at: www.mmb.state.mn.us.

STATE EMPLOYEE INCORPORATED (SEI)

As a state employee you have the privilege of becoming a member of SEI. This organization offers special prices for various entertainment places and points of interest. Some of the places that do offer discounts are Camp Snoopy, Car-X, Minnesota Zoo, IMAX Theater, Disneyland/Disney World, Valley Fair, Minnesota State Fair and the Renaissance Festival. There is an annual fee of \$2.00 and any retired person can obtain a lifetime membership for \$5.00. For information or to become a member contact Karen or Denise at the Human Resource Office at 507-223-7252 or at karen.miller@mnwest.edu or denise.sik@mnwest.edu. For additional information you can check out the website at www.mnsei.com.

MISCELLANEOUS DISCOUNTS

You may be eligible for discounts on certain products and services, including rental cars, motels and more. Check with the companies or organizations to find out if you are eligible for a government rate.

RESIGNATION PROCEDURES

You are required to give written notification to Human Resources and your supervisor/dean of your intent to resign from Minnesota West Community & Technical College. It is advantageous for you to consult with the Human Resources staff in advance so that you are informed about the termination of your pay and benefits, the opportunity to continue insurance coverage (COBRA), retirement fund options, and payoff of unused leave balances.

BANKING

Wells Fargo is pleased to offer membership banking to employees of Minnesota West Community and Technical College. Some of the benefits of membership banking are:

- ❖ Wells Fargo Membership Checking Account. This is an interest bearing checking account with no monthly service fees.
- ❖ Free Wells Fargo ATM and Check Card
- ❖ Wells Fargo Credit Card
- ❖ Discounted Loan Rates
- ❖ Free Wells Fargo Online Banking
- ❖ Free Wallet-style or duplicate exclusive Wells Fargo checks
- ❖ Free personal money orders
- ❖ Unlimited check writing

If you have a current checking account with Wells Fargo you have the ability to convert it to a Membership Banking Account. Contact an account representative at your local financial institution and provide them with the company code of **126575** to begin your enrollment in Membership Banking. To obtain a brochure on the program please contact Karen Miller or Denise Sik in the Human Resource Office.

GENERAL INFORMATION

ESCORT SERVICE

Minnesota West Community and Technical College has made every effort to illuminate its parking lots at night. When you leave the building in the evening, for your personal safety we recommend you walk to your car in pairs or in a group. If no one else is available, you may ask the evening on-duty maintenance worker to escort you. Please report any problems with lighting or security to the Building Services Supervisor on the campus or the Director of Facilities at 507-223-7252.

FOOD SERVICE

Food Service is provided to all five campuses of Minnesota West by a private vendor. Hours of operations vary from campus to campus. Daily specials as well as a grill menu are available. Lunchtime Solutions is contracted to operate Minnesota West's dining and catering food services. A full range of menu items is offered. Vending machines are available whenever the campus is open.



BOOKSTORE

A bookstore is located at each Minnesota West Campus and carries books, supplies and imprinted items. Each semester an electronic book adoption form is required to be completed by the instructor for each course being taught. This form can be found on the Minnesota West web site (www.mnwest.edu). All required and optional textbooks and supplies need to be included on this requisition. Once the instructor completes and submits the information it goes directly to all five-campus bookstores to start the process of book orders. Instructors can order complimentary desk copies direct from the publishers. Contact information for publishers is available through your bookstore manager. We encourage all students, faculty & staff to purchase books and supplies through these facilities.

COLLEGE FOUNDATION

The College Foundation facilitates the development of Minnesota West Community and Technical College. The mission of the Foundation is to provide financial support in the form of scholarships and other initiatives to the College to benefit students. Employees are encouraged to support the foundation with payroll contributions. For more information please contact Jim Smalley at 507-223-7252 or James.smalley@mnwest.edu.

Library and Academic Resource Center (LARC)

Each Minnesota West campus has a Library and Academic Resource Center (LARC), which supports the curriculum, students, and staff of its campus. The LARC houses the following services:

Career Center Services

Minnesota West, in conjunction with the Southwest Minnesota Private Industry Council offers a variety of career planning and placement services which are available in each campus' LARC. Services include career counseling, resume assistance, job application, and job placement. These services are provided at no charge to Minnesota West students, graduates, alumni, and employers.

Library Services

Minnesota West has approximately 80,000 items cataloged and over 600 periodical (magazines and scholarly journals) subscriptions at the libraries. The [library web site](#) provides access to books, journal articles, reference websites and library services. An overnight courier delivery system moves library materials between campuses. Additionally, library patrons may search other MnPALS libraries or MnLink (Minnesota public and school) libraries. Interlibrary loan for books and periodical articles not owned by Minnesota West is provided through the MINITEX system.

Each student's ID card has a library barcode that is required to use many library services, including accessing online periodical articles, subscription databases, and checking out library materials. Library resources may be checked out according to the circulation policy for each item. Overdue items will be assessed a \$5 per item non-refundable processing fee. Items not returned will be billed a set replacement cost plus the per item fee.

[Library staff](#) provides reference and user instruction on all campuses and to our distance learners. Each library has open computer and printer access, a photocopy machine, and study facilities designed to create an inviting atmosphere with comfortable seating, individual carrels, and group study areas.

Tutoring Services

Individualized and small group tutoring is available for students on all campuses. College staff provides supplemental program instruction for students who request academic assistance. Students use tutoring services in the LARC to receive assistance in oral and written communication skills, math, reading skills, study skills, and technical tutoring. Peer tutoring is also available at some campuses. Students with limited English proficiency are encouraged to seek additional speech, writing and reading communication assistance.

SMARTHINKING, a live online tutoring service, is available to students at anytime, and from anywhere. Students needing assistance in math (in both English and Spanish language), biology, economics, accounting, chemistry, physics, Spanish, and statistics will receive real-time assistance from e-structors by linking to SMARTHINKING through the Minnesota West website. SMARTHINKING also includes an online writing lab, allowing students to submit drafts of writing assignments for assistance in revisions. Students should visit their campus LARC for more information on accessing SMARTHINKING.

INTERNET USE

Minnesota law permits limited personal use of State e-mail and internet systems. State policy provides that "limited and reasonable use of these tools for occasional employee personal purposes that does not result in any additional cost of loss time or resources for their intended business purpose is permitted". In addition, the policy prohibits inappropriate uses, such as for illegal purposes, commercial use, promotion of religious or political views or offensive or pornographic information. Please refer to the "Statewide Electronic Communication and Technology Ethics" policy dated November 15, 1997, for further information. This policy is available from the technology coordinator on campus or from the Human Resource Office upon request.

COMPUTER WORKSTATION

Sharing your password and leaving your workstation unattended while logged into ISRS are both violations of current college and MnSCU policy and represent a risk to you and our students. It is extremely important that you do not give your passwords to anyone – this includes your network password. All employees are encouraged to enable password protected screen savers. For assistance enabling screen savers please contact your technology coordinator.



FACILITIES

The College has a Director of Facilities. Each campus also has a maintenance team. The maintenance and cleaning on campus is done by maintenance staff. If you have any concerns or special needs, please contact the campus building services supervisor. For special room set-ups or requests, please complete the appropriate maintenance workorder form and submit according to the instructions on the forms.

OFFICE KEYS

All College employees will be issued keys for the areas to which they are assigned or responsible. Please see the Campus Dean to obtain keys. You will be required to sign for the keys received. It is the responsibility of the employee to safeguard the use of the key(s) assigned. When any key is lost or not returned by an employee, a charge for replacement will be made. The minimum key replacement charge will be \$5 per key. Also, the loss of any key for an outside door or equipment area will result in a charge to the employee for the rekeying of the area. Keys must be returned at the end of the semester or academic year if faculty or staff will not be returning during the next academic period.

PARKING

Access/Parking Information and Regulations

Authority for establishing parking & traffic regulations on the Minnesota State College & Universities campuses is granted to Minnesota West Community & Technical College by Minnesota Statute 136F.53. Drivers shall observe the college parking and traffic regulations and drive safely, giving pedestrians the right of way at all times.

Minnesota West Community & Technical College assumes no responsibility for care of, damage to, and/or protection of any vehicle or its contents at anytime while it is operated or parked on the campus. All vehicles should be locked when left unattended. The college reserves the right to ticket and/or tow at the owner's expense any vehicle in violation of established parking regulations. Persistent violators may also have their parking privileges denied or revoked.

Each campus has a designated parking area or parking spaces for visitors.

Access/Parking Fees

All employees are required to pay an access/parking fee.

Full time Employees = \$23.25 per semester
Half-time Employees = \$11.63 per semester

The Business Office invoices employees for the access/parking charges. Invoices are not mailed but are available online at <http://www.mnwest.edu/registration-records/your-student-account/>. **Employees who are also enrolled in courses at Minnesota West are asked to stop by the campus business office to have their access/parking fees recalculated.** Union members whose contract allows for parking waivers must apply for those waivers by close of business on the 5th day of each semester. No waivers will be granted after that day. There is a late fee assessed if the parking fees are not paid in a timely manner. The due date will be indicated on the parking bill notice. The parking bill can be paid at the Business office or online at www.mnwest.edu . The path to your account information is; Current Students-Online Registration-campus. Additionally, parking fees are now available as a payroll deduction either semi-annually or annually. The form to authorize the deduction is on the MnWest website.

Parking for Persons with Disabilities

In compliance with Minnesota Statute 169.346, use of handicap parking spaces is restricted **ONLY** to the vehicles with a valid state issued handicap license plate or displaying a state issued handicap certificate. **Quick errands, deliveries, or drop offs are not valid excuses for parking in or obstructing handicap spaces. Minnesota State Law requires handicap parking spaces be enforced on a 24 hours basis, seven days a week including holiday periods.** Violators will be ticketed and towed or immobilized.



SAFETY

It is the goal of Minnesota West Community and Technical College to provide employees and students with a safe and healthy work environment. Contact the College's safety coordinator, Jeff Harms, for concerns about physical hazards, electrical hazards, fires and explosions, means of exit from buildings, and use of personal protective equipment like safety shoes, aprons, and safety glasses. Jeff's office is on the Canby campus and he can be reached at 507-223-7252. Each campus has a Safety and Health committee whose purpose is to promote awareness of safety on that campus.

INCIDENT REPORTS

The State of Minnesota requires that we report any incident that happens on campus or off campus that could result in litigation against the State of Minnesota or any of its employees or agents. The incident report should be filled out immediately or as soon as possible after the incident occurs and turned into the Campus Dean/Campus Manager. The report should be filled out by the employee witnessing the event or the employee to whom it was first reported.

ALL HAZARDS PLAN

Minnesota West Community & Technical College has a comprehensive critical incident plan. The goal of this plan is to provide direction and coordination of the Colleges response to a campus emergency or crisis situation in order to minimize the negative and traumatizing effects of the situation.

EVENING ADMINISTRATOR

An evening administrator is available each evening to help with problems which arise and need service. Refer to the weekly announcements for the week's listing of evening administration and contact information.

STATEMENT OF DRESS

At Minnesota West Community & Technical College, we are very proud of our image as a high-quality educational institution in both the local communities and the larger academic community. Our image is formed, in part by the impression employees make on students and the public. Personal appearance is a factor in creating an impression. Changes in fashion and differences in job assignments make it difficult to create specific guidelines; therefore, we ask that employees help us maintain our positive public image by making clothing choices that are appropriate to their work environment.

TELEPHONE USE



The use of long-distance calling, including the WATS line, for personal use is strictly prohibited. For employees needing to make personal long-distance calls, use of a personal long-distance calling card or cell phone is recommended. Work related long distance phone calls are to be made by using an assigned long distance ID Code. Long distance ID Codes are to be used for college business only and should not to be shared with anyone. You are responsible for all calls listed under your ID Code. If it does become necessary to make long distance personal calls they should be reimbursed at .10 per minute. Incoming toll free lines are provided for official business only. Personal calls using the toll free lines are not authorized.

Telephone and cellular phone bills will be reviewed periodically. Any indications of improprieties will be investigated and reported to the appropriate supervisor. Improper use will result in disciplinary action up to and including discharge. If it does become necessary to make cell phone calls they should be reimbursed at .31 per minute.

USE OF STATE PROPERTY

Minnesota Statutes chapter 43A.38 Subdivision 4 – Use of State Property states: “An employee shall not use or allow the use of state time, supplies or state owned or leased property and equipment for the employee’s private interests or any other use not in the interest of the state, except as provided by law.

Employees are prohibited from using State time, supplies or equipment for their private use or other non-state business uses. Misuse of the State telephone service, computer communications or State equipment and/or property can result in disciplinary action, including termination, as well as repayment for unauthorized usages. In addition, employees who violate this statute may be subject to criminal prosecution.

How To Access E-mail From Home

To access your e-mail at home you must have a password set and then follow these procedures:

1. Access your internet
2. Type in email.mnwest.edu
3. Put in user name and password.
4. Click Log On.

APPROPRIATE USE OF COMPUTERS AND TECHNOLOGY

All employees are expected to become knowledgeable and comply with Minnesota West policy 5.22.1 on appropriate use. This involves complying with state and federal laws and regulations. The policy in its entirety can be found at <http://www.mnwest.edu/minnesota-west-policies/policy-5221/>

WEATHER/EMERGENCY CLOSINGS

When it becomes necessary to close or delay the opening of the college due to inclement weather or other emergency conditions these definitions are helpful:

- **Closing the Campus:** Closes all operations other than those deemed essential to the protection of life and property.
- **Delayed Opening:** Delays the opening of all operations for a designated period of time.
- **Cancellation of Classes:** Cancels one or more classes, instead of officially closing the entire campus. College offices are open.
- **Cancellation of Activities:** Cancels non-academic activities such as athletic contests, student activities or workshops.

Students should listen to local [radio and television stations](#) for college and campus weather related announcements.

Whenever possible, decisions to cancel day classes will be made by 5:30 A.M. and decisions to cancel night classes will be made no later than 4:00 P.M.

Inclement Weather for Interactive TV (ITV) Classes

Due to the large geographical area covered by Minnesota West campuses, Interactive Television classes may not be experiencing inclement weather at the same time. The following policy will be followed. The host site is defined as the location where the instructor teaches. The receive site is all other campuses participating in the class.

- If the host site has been closed due to weather, the class will be considered cancelled at all sites.

- If the host site has not been closed but one or more of the receive sites have been closed, the decision to cancel the class on their site will be made after consultation with the campus Dean at each campus involved in the class.

Authority:

The decision to cancel one, several or all classes (on and off-campus), in the absence of closing the College, will be made by the campus designee. Special attention will be given to night classes, many of whose students must travel considerable distances. Weather considerations shall be given considerable weight.

Whenever possible, decisions to cancel day classes will be made by 5:30 a.m. and decisions to cancel night classes will be made no later than 4:00 p.m.

Inclement Weather When the College is Not Closed

Due to personal circumstances during inclement weather, such as place of residence, employees might find it necessary to leave work early even though the campus has not been closed. Further, employees might be unable to get to work even though the campus is open. In such cases, personal leave or vacation leave may be granted or, if working conditions permit, the time may be made up at the discretion of the supervisor.

PURCHASING/TRAVEL PROCEDURES

ENCUMBERING FUNDS

Funds must be encumbered in the MnSCU Purchasing Module prior to making an obligation through an authorized employee certifying that the accounting system shows sufficient balance in the cost center to meet it. An expenditure or obligation authorized or incurred prior to encumbering funds is illegal and ineligible for payment until made valid and is in violation of M.S. 16A.15, Subd.3. An employee authorizing or making the payment or taking part in it is liable to the state for the amount paid. A known violation of M.S. 16A.15 Subd. 3 is just cause for the employee's removal. The state cannot agree to indemnify third parties or hold them harmless (M.S. 10.17; Minn. Const. Art XI, Sec.1).

PURCHASE LIMITS/TERMS

Purchases between \$1 - \$10,000 will not require written quotes. The requester is encouraged to check, however, with more than one vendor before accepting one price.

Purchases over \$10,000 to \$25,000 are required to have two or more written-signed quotes from the vendors before a purchase order can be processed. Written quotes must accompany the invoice for payment processing.

Purchases over \$25,000 must be done through the bidding process. Please contact the business office to coordinate the bid process.

M.S. 16A, Subd.1, prohibits the state from paying in advance. The state can only make prepayments for software or software maintenance contracts for state-owned or leased computer equipment, sole source maintenance agreements, exhibit space, subscription fees for newspapers and magazines and the Library of Congress.



SUPPLIES

Expenditures for all supplies, including freight, that are actually or constructively consumed in the College's operation.

EQUIPMENT

Equipment has a normal useful life expectancy exceeding two years and maintains its identity while in use. All equipment with a cost or value of \$5,000.00 and over will be tagged with a State of MN asset tag.

Equipment with a cost or value \$500.00 - \$4,999.99, which may be considered as a sensitive item, will also be tagged with a State of MN inventory sticker. Some items that may be considered sensitive are: cameras, laser printers, microscopes and high tech computer peripherals.

STATE-OWNED VEHICLE USE

Each campus has a fleet of vehicles available for work related travel. In most cases a vehicle can be checked out with either the receptionist or the business office person on campus.

State owned vehicles are for official state business only. Authorized drivers must comply with M.S. 16B.55 and the departments of Finance and Administration policies and procedures regarding use of state vehicles. Drivers are required to observe all ordinances and laws pertaining to the operation of motor vehicles. Authorized drivers are state employees; contract employees if authorization to drive a state vehicle is specifically cited in their contract; students who have been granted permission by College administration; and an individual assisting an employee or student with a disability, if approved by the employee's supervisor. All drivers must have in their possession a current and valid driver's license.

Only authorized persons are permitted to ride in state-owned vehicles. Authorized persons include state employees, other persons participating in related state programs or an individual assisting an employee or student with a disability as described in the paragraph above. **Family members are not allowed in state vehicles.**

State-owned vehicles are **Smoke-Free**.



APPENDIXES

ROLE DEFINITIONS

EXECUTIVE CABINET

The Minnesota West Community & Technical College Executive Council creates an atmosphere of empowerment by listening, assessing needs, facilitating planning and outcomes, allocating resources, and measuring college performance to foster an innovative and evolving learning environment. It meets regularly at various locations. Members are Dr. Richard Shrubbs, Dr. Jeff Williamson, and Lori Voss.

PRESIDENT—DR. RICHARD SHRUBBS

The President is the chief executive officer and advocate for the College. He is responsible for representing the College to external groups and for all internal affairs of the College.

COLLEGE PROVOST—DR. JEFF WILLIAMSON

The Provost shall be the primary officer responsible to the President of the College for all credit courses and programs offered within the Board of Trustee's approved degree, certificate, and diploma format and all Student Services. The Provost is responsible for planning, initiating, implementing, managing and evaluating all areas in the assigned functions(s) and responsibilities. The holder of this position is responsible for administering Student Services for the five campuses of Minnesota West, including admissions, registration, orientation, counseling, advising, tutoring, assessment, student activities and athletics. The Provost will act as the College chief executive officer in the President's absence.

VICE PRESIDENT OF ADMINISTRATION—LORI VOSS

The Vice President of Administration is responsible for providing oversight and planning in the areas of College Finance, Human Resources, Facilities, Financial Aid and Administrative activities. The position is responsible for budgeting, long and short-range financial strategy development, purchasing/spending compliance, human resources policy, financial aid processing & awarding, and overall facilities management.

DIRECTOR OF CUSTOMIZED TRAINING AND CONTINUING EDUCATION - DAWN REGNIER

This position exists to provide leadership and management for the Professional Development and Training Center (formerly Customized Training). This position supervises the project coordinators and support staff for the division. In addition, specific attention is given to identifying and working with business, industry and government agencies to provide training to businesses and industry in the service area.

CAMPUS DEANS – REBECCA WEBER, CANBY; LINDA DEGRISELLES, GRANITE FALLS; DENNIS HAMPEL, JACKSON; DAWN GORDON; WORTHINGTON; JACKIE OTKIN, PIPESTONE

This position exists to supervise and administer the delivery of student services to the campus to include: pre-enrollment, admissions, registration, orientation, counseling, student success activities, student records, placement, housing, and financial aid. It also provides oversight for day to day campus operations including, but not limited to, facilities, grounds, personnel supervision, community relations and campus promotions within the community, planning for continued campus growth and development, leadership and management and to carry out college and state policy and procedures. Campus Dean's/Managers are participants of the administrative/management team of the institution and are expected to contribute to college wide goals and planning by attending appropriate meetings and meeting regularly with administrative team members.

DEAN OF CAREER AND TECHNICAL PROGRAMS—DENNIS HAMPEL

The Dean of Career and Technical Programs is responsible for making technical program evaluations and recommendations, facilitating new program development, providing leadership and direction for the

scheduling of technical courses. The Dean is also responsible for credential review for technical faculty, workload analysis, consulting with Customized Training, catalog input control, and technical faculty hiring (full-time, part-time and adjunct). The Dean oversees concurrent enrollment with high schools, some faculty development, articulation agreement oversight, and technical program budgets.

DEAN OF REGIONAL MANAGEMENT EDUCATION—AL BRUDELIE

The Dean of Management Education supervises all activities in the areas of Farm Business Management, Small Business Management, Computerizing Small Business, and Lamb & Wool Management. This area covers a fourteen county area in southwestern Minnesota.

DEAN OF NURSING—RUTH VAN HEUKELOM

The Dean of Nursing is responsible for collaborating with other administrative personnel and nursing program faculty in the development and directing of the practical and associate degree nursing programs at Minnesota West Community and Technical College.

DIRECTOR OF FACILITIES—JEFF HARMS

This Director of Facilities is responsible for coordinating the care and maintenance of the facility/grounds of the College. The position is responsible for functions such as safety, construction/remodeling, maintenance, physical appearance, and comfort of the buildings and grounds of the College.

DIRECTOR OF HUMAN RESOURCES—KAREN MILLER

The Director of Human Resources supervises human resources activities including benefits and salary administration, training and hiring processes. The Director is also responsible for the management of labor relations and administration of the collective bargaining agreements.

DIRECTOR OF STUDENTS – MIKE FURY

The position plans and coordinates student services and student activities, provides academic administrative assistance, prepares and monitors budgets, and develops and promotes community relations for the students of Minnesota West at the Worthington Campus.

INTERIM DEAN OF TECHNOLOGY AND DISTANCE EDUCATION — KAYLA WESTRA

The Director of Technology researches all institutional technology needs/issues, develops technology policy and acts as MNSCU Network Security liaison. The Director oversees and supervises the technology infrastructure work/tasking in the areas voice, video and data and facility planning for the College, interfaces with MnSCU leaders and staff on all technology issues. The Director consults with Campus Deans/Campus Managers relative to technology fee investments, network management and relevant technology activities.

DIRECTOR OF ALLIED HEALTH – JACKIE OTKIN

The Director collaborates with administrative personnel and faculty in the development and directing of the Allied Health division and Certified Nursing Assistant Programs at Minnesota West Community and Technical College.

BUSINESS MANAGER—DIANA FLISS

The Business Manager is responsible for establishing and maintaining business office process and procedures that ensure accurate accounting of the College's activities on a timely basis.

ADMINISTRATIVE ASSISTANT—SUZANNE IVERSON

The Administrative Assistant is the assistant to the president/provost and other council members as necessary. The Assistant provides support by scheduling meetings, preparing agendas, recording minutes and communicating information.

CONTACT PERSONS

Issue	Campus	Contact Person
Academic Concerns	Worthington	Dr. Jeff Williamson, Provost
Accounts Receivable	Canby Granite Falls Jackson Pipestone Worthington	Kayla Richter Carol Hegna Tammy Ling Pam Davids Sandy Beckering
ADA Coordinators	Faculty/Staff Students Canby Granite Falls Jackson Pipestone Worthington	Karen Miller Linda Degriselles Linda Pesch Laurel Smiglewski Kathy Handke Lynn VanderPlaats Michael Fury
Affirmative Action	Canby	Karen Miller
AV Equipment	Canby Granite Falls Jackson Pipestone Worthington	Dept. where located/General Use AV in Library Ken Rupp Department where located Jim John Judy Groninga
Bookstore	Canby Granite Falls Jackson Pipestone Worthington	Kayla Richter Kayla Richter Tammy Ling Pam Davids Karen Fury
Business Cards	Pipestone	Valerie Klumper
Class Cancellations	Canby Granite Falls Jackson Pipestone Worthington	Rebecca Weber, Campus Dean Linda Degriselles, Campus Dean Dennis Hampel, Campus Dean Jackie Otkin, Campus Dean Dawn Gordon, Campus Dean
Computers/Technology Lab Specialist Information Specialist Information Specialist Information Specialist Information Specialist	Worthington Canby Granite Falls Jackson Pipestone Worthington	Kayla Westra, Interim Director of Technology Mike Armitage Brad Christensen Steve Swift Jim John Dennis Hebig
Contract Administration	Canby	Karen Miller, Director of Human Resources
Copy Machines (Maintenance)	Canby Granite Falls Jackson Pipestone Worthington	Mikel Armitage Department where located Department where located Eileen Christensen Susan McCuen
Copy Machine Code	Canby Granite Falls	Mike Armitage Carol Hegna

	Jackson Pipestone Worthington	Tammy Ling Eileen Christensen Susan McCuen
Designated Investigators	All Campuses All Campuses All Campuses All Campuses All Campuses All Campuses	Lori Voss – Located at Canby Karen Miller – Located at Canby Becky Weber – Located in Canby Linda Degriselles – Located in Granite Falls Jennifer Bendix – Located in Fairmont Mike Fury – Located at Worthington
Financial Aid Specialist	Canby Granite Falls Jackson Pipestone Worthington	Micha Armitage Jennifer Zabel Sharon Wieneke Regina Gorter Faith Drent
Fiscal Operations/Budget	Canby	Lori Voss, Vice Pres. of Administration
Insurance (Health, Dental...)	Canby	Denise Sik, Human Resources
Ins. (Property, Liability, Auto)	Canby	Diana Fliss, Business Manager
ITV Calendar (Master)	Worthington	Angela Hoffman
Library & Academic Resource Center (LARC)	All Campuses Canby Granite Falls Jackson Pipestone Worthington	Pam Sukalski, Coordinator of LARC Becky Mortenson Julie Williams Connie Henning Pam Sukalski Mary Winter
Keys (Building)	Canby Fairmont Granite Falls Luverne Redwood Fall Jackson Pipestone Worthington	Vanessa Ruether Jennifer Bendix Ken Rupp Katie Heronimus Michael VanKuelen Jim Liepold Troy Heidebrink Gordon Heitkamp
Lost & Found	All Campuses	Receptionist
Mail	Canby Granite Falls Jackson Pipestone Worthington	Vanessa Ruether Mary Enestvedt Jo Sirovy/Connie Beckius Eileen Christensen Sandy Beckering
Maintenance (Campus)	Canby Canby Granite Falls Jackson Pipestone Worthington	Jeff Harms, Director of Facilities Dave Mercer Ken Rupp Jim Liepold Troy Heidebrink Gordon Heitkamp
Marketing	Canby	Katherine Delaney

	Fairmont Granite Falls Jackson Luverne Pipestone Redwood Fall Worthington	Jennifer Bendix Andrea Mills Lynne Liepold Katie Heronimus Laurel Berg Michael VanKeulen Amber Luinenburg
Messages	Canby Granite Falls Jackson Pipestone Worthington	Vanessa Ruether Mary Enestvedt Connie Beckius Eileen Christensen Sharon Balster
Notary Public	Canby Pipestone Granite Falls Jackson Worthington	Vanessa Ruether Lori Alderson/Valerie Klumper Jami Lecy-Peters Sharon Wieneke Sharon Balster/Faith Drent
Payroll Information	Canby	Mary Melby, Payroll Coordinator
Purchase Orders	Paying PO's Printing PO's	Rebekah Skogen/Janet Full -- Canby Jeanne Kraus -- Canby
Room Scheduling	Canby Fairmont Granite Falls Jackson Luverne Pipestone Redwood Fall Worthington	Micha Armitage - Instructional Vanessa Ruether – General Jennifer Bendix – General/Instructional Jennifer Zabel – Instructional Mary Enestvedt - General Sharon Wieneke – Instructional Connie Beckius – General Katie Heronimus – General/Instructional Regina Gorter – Instructional Eileen Christensen – General Michael VanKeulen – General/Instructional Angela Hoffman – Instructional Sharon Balster – General
Security	Canby	Jeff Harms, Director of Facilities
Staff/Faculty Development	Canby Granite Falls Jackson Pipestone Worthington	Micha Armitage (Classified) Teresa Noyes (Unclassified) Mary Enestvedt (Classified) Laine Rieger (Unclassified) Sharon Wieneke (Classified) Diane Wells (Unclassified) Valerie Klumper (Classified) Jackie Lage (Unclassified) Dillon Carlson (Classified) Richard Dalrymple (Unclassified) Mike Dierks
Management Faculty		

Student Discipline	Canby Granite Falls Jackson Pipestone Worthington	Rebecca Weber, Campus Dean Linda Degriselles, Campus Dean Dennis Hampel, Campus Dean Jackie Otkin, Campus Dean Dawn Gordon, Campus Dean
Student Grades, Records & Transcripts Student Grades, Records & Transcripts (con't)	Canby Granite Falls Jackson Pipestone Worthington	Micha Armitage Jennifer Zabel Sharon Wienke Regina Gorter Crystal Strouth/Barb Staples
Student Support Coordinators	Canby Granite Falls Jackson Pipestone	Linda Pesch Laurel Smiglewski Kathy Handke Lynn Vanderplaats
Telephone	Canby Granite Falls Jackson Pipestone Worthington	Mikel Armitage - Maintenance Mary Enestvedt - Maintenance Paul Spoo & Steve Swift - Maintenance Jim John - Maintenance Sharon Balster – Maintenance Denise Sik – Located at the Canby Campus
Access Code (All Campuses)	Canby	Denise Sik, Human Resources
Tuition Waiver	Canby	Denise Sik, Human Resources
Vehicles	Canby Canby Granite Falls Granite Falls Jackson Jackson Pipestone Pipestone Worthington Worthington	Dave Mercer - Maintenance Vanessa Ruether - Keys Ken Rupp - Maintenance Mary Enestvedt - Keys Jim Liepold – Maintenance Jim Liepold & Jim Grove - Keys Troy Heidebrink – Maintenance Eileen Christensen - Keys Gordon Heitkamp - Maintenance Sandy Beckering – Keys
Workman's Compensation	Canby	Denise Sik, Human Resources

The Following is a List of Commonly Used Acronyms

AA	Associate of Arts	HCSP	Development Test
AAS	Associate of Applied Science		Health Care Savings Account Plan
ABE	Adult Basic Education	HEB	Higher Education Board
ADA	American Disability Act	IRA	Individual Retirement Account
AFSCME	American Federation of State, County & Municipal Employees	IRAP	Individual Retirement Account Plan
AG	Attorney General	IT	Information Technology
AS	Associate of Science	ITV	Interactive Television
BA	Bachelor of Arts	MA	Master of Arts
BMS	Bureau of Mediation Services	MAPE	Minnesota Association of Professional Employees
BS	Bachelor of Science	MAPS	Minnesota Accounting Procurement System
CAPP	Computerized Assessment Placement Program	MEA	Maximum Exclusion Allowance
CBA	Collective Bargaining Agreement	MMA	Middle Management Association
CT/CE	Customized Training & Continuing Education	MMB	Minnesota Management
CTL	Center For Teaching and Learning	and Budget	
D2L	Desire2Learn	MNDCP	Minnesota State Deferred Compensation Plan (457)
DDIR	Department Designated Insurance Representative	MnSCU	Minnesota State Colleges and Universities
EAP	Employee Assistance Program	MnSCU-ISRS	Minnesota State Colleges and Universities Integrated Statewide Records System
Ed. D.	Doctor of Education	MOU	Memorandum of Understanding
EMS	Emergency Medical Services	MSCF	Minnesota State College Faculty
ERI	Early Retirement Incentive	MSL	Miscellaneous Leave (weather)
FBM	Farm Business Management	MSRS	Minnesota State Retirement System
FMLA	Family Medical Leave Act	MS	Master of Science
FTE	Full Time Equivalent		
FYE	Full Year Equivalent		
FY	Fiscal Year		
GED	General Education		

NCA	North Central Accreditation	SEMA4	Statewide Employee Management
NLN	National League of Nursing	SRP	Supplemental Retirement Program
RFP	Request for Proposal	TES	Teacher Education Series
SBM	Small Business Management	TRA	Teacher's Retirement Association
SEGIP	State Employee Group Insurance Program	TSA	Tax Sheltered Annuities (403b)

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