1. Organization and Governance................................8
   1.1 Institutional History...................................8
   1.2 Mission Statement......................................9
   1.3 Board of Regents.......................................9
   1.4 Administration.........................................9
   1.4.1 President..............................................9
   1.4.2 Vice-president........................................10
   1.4.3 Dean of Academic Affairs............................10
   1.4.4 Dean of Student Services.............................10
   1.4.5 Controller.............................................11
   1.4.6 Personnel/Property & Supply Officer................11
   1.5 Organizational Chart........................... (See Appendix A)
   1.6 Governance.............................................11
   1.6.1 Board of Regents......................................11
   1.6.2 Administrative Committees..........................11
   1.6.2.1 President’s Council.................................11
   1.6.3 Self Study Committee.................................12
   1.6.3.1 Faculty Committees................................12
   1.6.3.2 Academic Affairs Committee........................12
   1.7 Faculty Governance Structure..........................12
   1.8 Academic Organization of Faculty.....................12
   1.8.1 Academic Departments................................12
   1.8.1.2 Duties of Department Chairpersons................12
   1.8.2 Academic Policy.......................................13
   1.9 Service and Instructional Support Departments........13
2. Financial, Business, and Service Matters.............13
   2.1 Payroll Regulations...................................13
   2.2 Travel Requests/Policies................................13
   2.3 Memberships.............................................14
   2.4 Long Distance Telephone Charges......................14
   2.5 Keys and Campus Security..............................14
   2.6 Lost and Found........................................15
   2.7 University Equipment...................................15
   2.8 Facility Use............................................15
   2.9 Mail Service.............................................15
   2.10 Work Orders for Maintenance/Facilities..............16
   2.11 Student Affairs........................................16
3. External Relations and Advancement Policies............16
3.1 Gift Solicitation........................................16
3.2 Media Relations........................................17
3.3 Logo and Stationery.................................17
4. Governmental Regulations & Institutional Policies.17
4.1 Affirmative Action Policy Statement. .................17
4.2 Anti-Discrimination....................................17
4.3 Equal Employment Opportunity.......................17-18
4.4 Environmental: Federal and Tribal Regulations.....18
4.5 Gender, Race and Sexual Harassment Policy.........18
4.6 Research..............................................18-21

4.6.1 Employee Wellness..................................21
4.6.2 Employee Assistance Program Policy................23
4.7 Aids Education........................................23-24
4.7.1 Confidentiality of Information......................24-25
4.7.2 Recommended Procedure and Policies.............25
4.8 Institutional Policy for Drug Free Workplace.....25-26
4.9 Institutional Policy for Smoking......................26

5. Employee Policies and procedures..................27
5.1 Staff Classifications and Definitions..............27
5.1.1 Definitions..........................................27
5.1.2 Staff Classification System.......................27-28
5.1.3 Employee Funded by Grants........................28
5.2 Recruitment and Appointment........................28
5.2.1 Employee Contracts...............................29
5.2.1 (A) Appointment...................................29
5.2.2 Code of Ethics.....................................29
5.2.3 Vacancies...........................................29
5.2.4 Orientation.........................................29
5.2.5 Probationary Period...............................30
5.2.6 Teaching by Part-Time Faculty....................30
5.2.7 Job Description....................................30
5.3 General Policies Governing Employment...........30
5.3.1 Work Hours.........................................30
5.3.2 Work Time Reporting..............................30
5.3.3 Flexibility Scheduling............................31
5.3.4 Coffee or Rest Breaks............................31
5.3.5 Rules of Conduct. ................................31
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.3.6</td>
<td>Outside Employment</td>
<td>32</td>
</tr>
<tr>
<td>5.4</td>
<td>Evaluation and Assessment of Employees</td>
<td>32</td>
</tr>
<tr>
<td>5.5</td>
<td>Promotion and Transfer</td>
<td>32</td>
</tr>
<tr>
<td>5.6</td>
<td>Separation</td>
<td>32-33</td>
</tr>
<tr>
<td>5.6.1</td>
<td>Resignation</td>
<td>33</td>
</tr>
<tr>
<td>5.6.2</td>
<td>Layoff</td>
<td>33</td>
</tr>
<tr>
<td>5.6.3</td>
<td>Discharge/Return to Probation</td>
<td>33</td>
</tr>
<tr>
<td>5.6.4</td>
<td>Fair Treatment of Employees</td>
<td>34</td>
</tr>
<tr>
<td>5.6.5</td>
<td>Discipline</td>
<td>34-35</td>
</tr>
<tr>
<td>5.6.6</td>
<td>Discharge Procedure</td>
<td>35</td>
</tr>
<tr>
<td>5.6.7</td>
<td>Exit Interview Procedure</td>
<td>35</td>
</tr>
<tr>
<td>5.6.8</td>
<td>Suspension without Pay</td>
<td>35</td>
</tr>
<tr>
<td>5.6.9</td>
<td>Suspension with Pay</td>
<td>36</td>
</tr>
<tr>
<td>5.7</td>
<td>Professional Staff Development</td>
<td>36</td>
</tr>
<tr>
<td>5.8</td>
<td>Working Conditions</td>
<td>36</td>
</tr>
<tr>
<td>5.8.1</td>
<td>Safety</td>
<td>36</td>
</tr>
<tr>
<td>5.8.2</td>
<td>Injuries</td>
<td>36</td>
</tr>
<tr>
<td>5.8.3</td>
<td>Emergency Closing</td>
<td>36</td>
</tr>
<tr>
<td>5.8.4</td>
<td>Salary Increases</td>
<td>37</td>
</tr>
<tr>
<td>5.8.4.1</td>
<td>Salary</td>
<td>37</td>
</tr>
<tr>
<td>5.8.4.2</td>
<td>Pay Increase</td>
<td>37</td>
</tr>
<tr>
<td>5.8.4.3</td>
<td>Overtime Service</td>
<td>37-38</td>
</tr>
<tr>
<td>5.9</td>
<td>Personnel Records</td>
<td>38</td>
</tr>
<tr>
<td>5.9.1</td>
<td>Confidentiality of Personnel Records</td>
<td>38</td>
</tr>
<tr>
<td>5.9.2</td>
<td>Change of Employee Status</td>
<td>38</td>
</tr>
<tr>
<td>5.10</td>
<td>Grievance Procedure for Sinte Gleska University</td>
<td>39-41</td>
</tr>
<tr>
<td>5.10.1</td>
<td>Purpose</td>
<td>39</td>
</tr>
<tr>
<td>5.10.2</td>
<td>Definition of Grievance</td>
<td>39</td>
</tr>
<tr>
<td>5.10.3</td>
<td>Policy</td>
<td>39</td>
</tr>
<tr>
<td>5.10.3.1</td>
<td>Scope</td>
<td>39</td>
</tr>
<tr>
<td>5.10.3.2</td>
<td>Objective of Grievance</td>
<td>39</td>
</tr>
<tr>
<td>5.10.4</td>
<td>Procedures of Settling Grievances</td>
<td>40</td>
</tr>
<tr>
<td>5.10.4.1</td>
<td>Organization for Grievance Procedure</td>
<td>40</td>
</tr>
<tr>
<td>5.10.4.2</td>
<td>Steps in Grievance Procedure</td>
<td>40-41</td>
</tr>
<tr>
<td>6.</td>
<td>Leave and Fringe Benefit Policy</td>
<td>41</td>
</tr>
<tr>
<td>6.1</td>
<td>Definitions</td>
<td>41</td>
</tr>
<tr>
<td>6.1.1</td>
<td>Dependents</td>
<td>41</td>
</tr>
</tbody>
</table>
6.2 Leave with Pay........................................41
6.2.1 Holidays...........................................41-42
6.2.2 Administrative Leave.................................42
6.2.3 Vacations.............................................42-43
6.2.4 Sick Leave............................................43
6.2.5 Family Death.........................................43
6.2.6 Jury Duty.............................................43
6.2.7 Maternity/Paternity Leave...........................44
6.2.8 Short Term Disability Leave........................44
6.2.9 Adoption Leave......................................44
6.2.10 Personal Leave......................................45
6.2.11 Sabbatical Leave....................................45
6.2.12 Leave Without Pay..................................46
6.2.13 Military Leave......................................46-47

6.3 Fringe Benefits.......................................47
6.3.1 Payroll Deductions..................................47
6.3.2 Medical and Dental Insurance.......................47
6.3.3 Short Term Disability..............................47
6.3.4 Life Insurance......................................48
6.3.5 Annuity Plan........................................48
6.3.6 Tuition Remission...................................48
6.3.7 Worker's Compensation Insurance...............49
6.3.8 Unemployment Insurance..........................49
6.3.9 Social Security.....................................49
6.3.10 Campus Facilities.................................49
This Policy Handbook contains detailed information concerning the policies, practices and procedures which govern the operation of Sinte Gleska University. It is expected that all staff members will thoroughly acquaint themselves with the provisions contained herein.

In preparing this document, an effort has been made to provide sufficient information for the orderly operation of the University, while simultaneously permitting the fullest opportunity for staff to exercise their talents and abilities in the development, implementation and fulfillment of the educational program.

The UNIVERSITY CATALOG and other documents cited herein contain additional information that is of vital importance to the functions and responsibilities of all staff members. No attempt has been made to duplicate in this document information found in the catalog or other documents referred to herein.

This Handbook was approved at a Special meeting of the Sinte Gleska University Board of Regents on October 8, 1992. For current information on revisions and additions contact the Personnel Office or the Board of Regents Secretary.
1. ORGANIZATION AND GOVERNANCE

1.1 Institutional History

In February 1971, Sinte Gleska College, now University, began operation with a tribal mandate to provide higher education programs on the Rosebud Reservation, but with virtually no fiscal base for its operation. The University faced a formidable challenge, especially in terms of funding and facilities which would require the full support of the Sicangu Oyate (People of the Rosebud).

In response to a system of education on the Rosebud Sioux Reservation that did not positively recognize the importance of Lakota language and culture, a feasibility study was done by a group of local persons in 1968 to determine if there was a need for post secondary education on the Reservation. The study showed an adequate number of interested persons to warrant the establishment of an Indian junior University. In 1969, the Rosebud Sioux Tribal Council passed a resolution in support of a junior College, the University of South Dakota at Vermillion, Black Hills State University at Spearfish, and the University of Colorado, were contacted to begin arrangements of the accreditation of selected courses.

In 1970, an all Indian Board of Directors was established and the following year, Sinte Gleska College was granted a charter by the Rosebud Sioux Tribe. In 1973, the South Dakota Board of Regents approved the offering of associate degrees at Sinte Gleska College in affiliation with Black Hills State College and the University of South Dakota. The first associate degree was awarded in 1973.

In 1977, Sinte Gleska College was granted status as a recognized candidate for accreditation by the North Central Association of Colleges and Schools. In 1978, two bachelor degree programs in Elementary Education and Human Services were developed in affiliation with Black Hills State College and the University of South Dakota. The first bachelors degree was granted in 1980.

In January of 1983, Sinte Gleska College received official notification from the North Central Association that it had gained full accreditation status. Thus, Sinte Gleska College became the first tribally chartered College in the nation to become accredited at both the two and four year levels. Sinte Gleska College conferred its first degree under the full accreditation status at the August 1984 graduation.

In the Spring of 1987, Sinte Gleska College received approval from the North Central Association of Colleges and Schools to offer a limited number of courses at the graduate level outside of the two and four year degree programs.

On June 22, 1989, Sinte Gleska College gained accreditation at the Masters Degree granting level. In August 1989, nine graduate students earned their Master of Education degree in Elementary Education through Sinte Gleska College.

On February 6, 1992, Sinte Gleska College formally changed its name from Sinte Gleska College to Sinte Gleska University. The University continues to recognize its commitment to the people of the Rosebud Reservation and all students who enter its doors.

1.2 Mission Statement

Sinte Gleska University provides a model for Indian controlled
education. It is an institution governed by people rooted to the reservation and culture, concerned about the future, and willing to work to see the institution grow. It provides each Lakota person and others the opportunity to pursue an education and does so in a way that is relevant to career and personal needs. Sinte Gleska University graduates will help determine the future development and direction of the Tribe and its institutions. The mission of Sinte Gleska University is to plan, design, implement and assess post-secondary programs and other educational resources uniquely appropriate to the Lakota people in order to facilitate individual development and tribal autonomy.

1.3 Board of Regents

The Sinte Gleska University Board of Regents consists of nine (9) persons, each of whom must be an enrolled member of the Rosebud Sioux Tribe. Of the Nine members, five (5) are designated as at-large members and each serves a five-year term. Each serves a staggered term and each year one position becomes vacant. The remaining four (4) positions are composed of a tribal council representative, a staff representative and two student representatives. The tribal council representative is appointed by the tribal council through the Tribal Education Committee. The staff representative is elected annually by the entire University staff; the representative must be a full-time employee. The student representatives are also elected annually; one must be a full-time student enrolled in at least twelve (12) semester hours of study and one is allowed to be a part-time student.

All members of the Board of Regents are voting members. All prior Board Chairpersons who are no longer members of the board are allowed to sit on the Board as ex-officio members.

1.4 Administration

The operation of Sinte Gleska University is so organized under four major administrative areas: (1) Administration (2) Business Office (3) Academic Affairs (4) Student Services. The administration is responsible for the day-to-day operation of the University under the leadership of the president.

1.4.1 President

The President is appointed by the Board of Regents with involvement of the faculty in the selection process. As chief executive and administrative officer of the University, the President serves as liaison officer among members of the Board and is responsible for the supervision, management, and governance of the University. He/she shall have the right to nominate other members of the staff as his designee or to act in his stead for a stated purpose. He/she shall convene the staff and faculty at stated times and whenever he/she shall deem it expedient and shall preside at all such meetings or shall designate someone else to preside. He/she shall have the power to veto any action of the staff and faculty.

1.4.2 Vice-President

The Vice-president is appointed by the President, following consultation with the advice of staff and with consultation and concurrence with the Board of Regents. He/she is responsible for the day-to-day administrative operations of the University and is responsible for the conduct of all University affairs in the absence of the President. He/she
assists the President by providing executive leadership for institutional administration. The Vice-president, as principal member of the President’s staff participates in all aspects of the institution-wide planning, programming and policy review, and represents the President in his/her absence or by designation. He/she has direct supervision of: Plant Management, Institutional Relations, and the Lakota Archives Historical Research Center.

1.4.3 Dean of Academic Affairs

The Dean for Academic Affairs is, appointed by the President, following consultation with the advice of staff and with consultation and concurrence with the Board of Regents. He/she is the chief educational officer for the University and, as such, has the ultimate responsibility for the University academic programs. He/she is directly responsible to the Vice-president for planning, integrating, coordinating and implementing the instructional, faculty development and research programs which will accomplish the objectives of the University. The Dean selects and evaluates the Faculty in consultation with the appropriate Department Chairpersons, and recommends hiring to the President. He/she delegates to various Chairpersons, directors and/or staff, the responsibility for the quality of individual and departmental programs, for the completion of the day-to-day administrative activities necessary to sustain the academic programs and for completion of all projects on behalf of the University.

1.4.4 Dean of Student Services

The Dean of Student Services is appointed by the President, following consultation with the advice of staff with consultation and concurrence with the Board of Regents. He/she is responsible for coordinating the Student Services staff and for providing the resources and services required to meet the developmental needs of students. He/she assists student groups as they develop programs, recommend policy, make decisions and solve problems; he/she monitors all student policies and campus regulations affecting students and serves as the primary administrative contact between students and other segments of the University. He/she is liaison to the Student Association and the President of the University and is directly responsible to the Vice-President.

1.4.5 Controller

The Controller is appointed by the President, following consultation with the advice of staff with consultation and concurrence with the Board of Regents. He/she is responsible for managing the overall fiscal affairs of the University and for the overall management of the University business office and the bookstore. He/she is responsible to the President for budget planning, monitoring and for the implementation of endowment and investment decisions of the University. He/she is also responsible for all accounting decisions and all grant accounting, and financial monitoring and reporting. He/she is also the fiscal liaison to the Board of Regents.

1.4.6 Personnel Officer

The Personnel Officer is appointed by the President, following consultation with the advice of staff and with consultation and concurrence
The personnel officer for the University is responsible for the overall management of the personnel office for the University. He/she is required to maintain all personnel files for employees, staff, prospective employees and all others employed by the University.

The University Property and Supply office is coordinated from the Office of the Personnel Officers. Most supplies and equipment are purchased through this office. All property inventories are also centralized within this office.

1.5 ORGANIZATIONAL CHART
(see Appendix A)

1.6 GOVERNANCE

1.6.1 Board of Regents
(see 1.3)

1.6.2 Administrative Committees

1.6.2.1 President Council
The President's Council is designed to assist the President with planning and management decisions concerning major University functions. The Council is composed of upper level staff and administrators as selected by the President.

1.6.3 Self-Study Committee
The Self-Study Committee is comprised of staff individuals and Board members for the purpose of conducting an ongoing analysis of University programming and development to continually evaluate institutional progress and development, a part of which is relevant to institutional accreditation.

1.6.3.1 Faculty Committees
When necessary, committees comprised of faculty and other individuals may be developed for specific standing of ad hoc issues. This includes, but is not limited to instructional, staff, faculty development, and the self-study. A description of such committees shall be maintained by the Academic Affairs Office.

1.6.3.2 Academic Affairs Committee
The Academic Affairs Committee is the delegate assembly through which the faculty exercises its powers. The Committee has the responsibility for the development of educational programs and to recommend academic policies of the University, promotes the continued improvement of higher education at the University and strive to procure the best conditions possible for instruction, research and community services. It reviews and makes recommendations in all curricular matters including new courses, new degree programs, or changes in existing courses to the President and the Board of Regents through the administration. (For further information, please see the
1.7 FACULTY GOVERNANCE STRUCTURE

For information on the Faculty Governance Structure, please see the Academic Affairs Committee Faculty Handbook and the Academic Affairs Committee Constitution and By-Laws.

1.8 ACADEMIC ORGANIZATION OF FACULTY

1.8.1 Academic Departments

The Departments are organized into the following areas:

a. Human Services
b. Lakota Studies
c. Applied Science
d. Fine Arts
e. Business Administration & Management
f. Elementary Education
g. Graduate Education
h. General Studies
i. Student Support Services
j. Secondary Education

1.8.1.2 Duties of Department Chairpersons

Each Department shall have an administrative Chair who shall be appointed by the President after consultation with the Dean of Academic Affairs. This appointment shall be made a part of the contract for the following academic year. Each Department Chair shall receive a salary augmentation and be allowed a teaching course load reduction of one class. Each chairperson shall be responsible for the coordination and supervision of the academic program within their respective department, including the development and evaluation, in cooperation with other staff members of the department, the curriculum of the department, (see Faculty Handbook for further information.)[Department Chairperson Position Description: Duties & Responsibilities, Approved August 13, 2007. Description Attached in Appendix]

1.8.2 Academic Policy

For the above, please refer to the Policies of the Academic Affairs Committee, the Registrar, the Catalog, and other institutional handbooks.

1.9 Service and Instructional Support Departments

Instructional Support Departments are departments organized to support academic, student and community needs. These include the Registrar, Financial Aid, the Library, Media, ABE/Community Education and other Departments. Service departments are organized to support Plant Management, Institutional Relations, Personnel/Property & Supply, Management Information Systems, and the Business Office.

2. FINANCIAL, BUSINESS AND SERVICE MATTERS

2.1 Payroll Regulations

Sinte Gleska University issues payroll checks on a bi-weekly basis. Checks are issued on Thursday of the payroll week, excluding recognized holidays, whereupon checks shall be issued on the preceding day.
All payroll checks are the property of the employee; therefore, checks will not be given to anyone other than the employee unless prior arrangements are made with the Controllers office. Sinte Gleska University allows for payroll advances, but only in emergency situations. Payroll advances can be requested because of a death in the family or for medical emergencies. Advance payment can be allowed only where the President or the Vice-President gives prior approval and which payment must be accounted for prior to any future payroll advance requests. Any amount advances shall be deducted from the employee's payroll check in three pay periods. The limit for an advance is generally $300.00.

2.2 Travel Requests/Policies

It is the policy of Sinte Gleska University to reimburse University employees for the reasonable travel costs that are allowable in accordance with Federal rules and regulations and Sinte Gleska University policies. All persons desiring to travel are responsible for making their own travel arrangement(s) which will incur a debt to Sinte Gleska University until he/she has received advances approval for such travel arrangements. Travel to and from the job site is not considered an allowable travel expense. Please refer to Sinte Gleska University Travel Policies available from the Business Office for information regarding travel policies.

2.3 Memberships

Institutional memberships are approved administratively and must be directly beneficial to the University.

Memberships in professional organizations and associations are approved administratively and must be directly beneficial to the department or germane to the performance of an individual's job. Multiple memberships (more than one per department) should be avoided.

2.4 Long Distance Telephone Charges

The telephone service at the University is for official institutional business. Personal telephone calls should be avoided as much as possible. However, all long distance personal telephone calls will be automatically deducted from the appropriate person's salary check. Please see Business Office personnel for more information.

Each department or building is responsible for maintaining a long distance telephone log, as each building has a different telephone number. Each person authorized to make long distance calls is required to log each call.

One person per building shall receive a copy of the monthly telephone bill to determine if there are any discrepancies with the bill. All discrepancies are to be reported immediately in writing to the Business Office prior to the bill being paid.

2.5 Keys and Campus Security

Campus security shall be the aim of each employee of the University who carries a key to any University facility. Careful security measures must be taken to safeguard equipment and facilities. Individual staff members, part-time faculty members or other employees using buildings after regular hours are responsible for locking them upon departure.

The Property and Supply Office supervises and controls issuance of keys for offices and entry doors to all buildings and maintains a master file
All pertinent keys are to be returned to the Property and Supply Office when vacating offices and rooms. All loss of keys are to be reported immediately to the employee’s supervisor and the Property and Supply Officer.

Employees shall not arbitrarily have keys duplicated or loaned to anyone not associated with the University. Any key that needs duplication must be routed through the Property and Supply Office.

Upon termination of employment with the University, any staff member holding keys to University facilities shall return all keys to the Property and Supply Office. Keys must be returned prior to issuance of the last paycheck due.

2.6 Lost and Found

The University does not have a specific office for lost and found items. Any information concerning lost items should be referred to the main office in Rosebud. Items found should also be sent to the main office in Rosebud.

2.7 University Equipment

Upon receipt of newly purchased equipment, employees shall notify the Property and Supply Office to properly inventory and tag the item(s).

Every employee shall be entrusted with the use of University equipment and is expected to exercise proper care and treatment at all times. Any equipment needing cleaning, repair or servicing must be reported to the department Chair who shall arrange care through the Property and Supply Office. The Property and Supply Office has forms available to fill out for use of University equipment. These forms must be completed prior to equipment use.

Employees may use University equipment at home for business related purposes. Equipment must be checked out through the Property and Supply Office and notification given thereto upon return.

2.8 Facility Use

Use of facilities shall be arranged through the respective building staff. This is generally the building secretary. Where no secretary is available, the department head of programs housed in a building should be contacted.

2.9 Mail Service

Mail service is provided between Rosebud and Mission for each campus location. Thereafter mail is routed to the appropriate individual through the campus mail box system. Mail to the Winner Campus is generally handled through the Post Office.

External mail is handled by an appointed individual in each location.

Internal mail is routed from office to office, and between the Mission campus and the Administration building.

Postage is provided through a meter and stamps by the University.

FAX is available for University use at the Rosebud Administration Building. There is a $2.00 per page charge for personal faxes.

Federal Express is available for business use. Employees using Federal
Express for personal business should prepay the costs through the Federal Express agent.

U.P.S. is available from the University Bookstore and Library on the Mission campus.

2.10 Work Orders for Maintenance/Facilities

Work orders are submitted on a form provided by the Maintenance Department. Each building, department or program shall complete a form for each work order and submit the form to the Plant Management Department. Each work order must be approved by the Director of the Plant Management Department before any work is undertaken.

Work orders include moving equipment. When University furniture, equipment or other property is moved from one location to another, a copy of the work order itemizing each piece of inventoried equipment, furniture or other property shall be submitted to the Property and Supply office for proper recording and location of inventoried University property.

Major work orders or needs are pursued different from the above. Work which cannot be undertaken by University maintenance staff may be pursued through administrative action.

2.11 Student Affairs

All employees are encouraged to read the Student Handbook of Sinte Gleska University. In addition, employees are expected to stay informed through meetings, the campus newsletter and written materials of the following:

- Academic calendar
- Advising Service (contact Academic Dean)
- Financial Aid (contact Financial Aid Office)
- Organizations and Activities (contact Dean of Student Services)
- Student Rights and Responsibilities (contact Dean of Student Services)
- Student Association (contact Dean of Student Services)
- Student Assistance Program (contact SAP counselor)

Copies of the Handbook are available from the Office of the Dean of Student Services.

3 EXTERNAL RELATIONS AND ADVANCEMENT POLICIES

3.1 Gift Solicitation

The University is allowed to receive gifts as a non-profit institution as stated within the University charter. University personnel are not allowed to solicit off-campus individuals and organizations for gift support unless specifically authorized to do so through the Vice-President or President.

3.2 Media Relations

All contacts with any and all media pertaining to Sinte Gleska University activities is to be coordinated through the Office of the President who may delegate staff members to oversee and coordinate the activity.
3.3 Logo and Stationery

University personnel are not to use the University logo or stationery in the representation of personal business or for non-University activities.

Sinte Gleska University approves in principle such laws and regulations and pledges to obey such laws both in terms of the University mission and a belief in such public interest and human rights legislation.

4. GOVERNMENTAL REGULATIONS AND INSTITUTIONAL POLICIES

4.1 Affirmative Action Policy Statement

Sinte Gleska University does not discriminate against qualified employees or applicants for employment on the basis of race, color, creed, sex, national or ethnic origin, physical or mental handicap, veteran status or other factors which cannot lawfully form the basis for an employment decision. Sinte Gleska University admits qualified students regardless of sex, race, color, creed, national or ethnic origin, veteran status, physical or other impermissible factors in the education programs or activities which they operate.

Sinte Gleska University does give Indian preference to otherwise equally qualified applicants as allowed by law.

4.2 Anti-Discrimination

Sinte Gleska University will not discriminate on the basis of race, ethnic background, sex, age, height, weight, veteran status, handicap, or sexual preference. This policy will apply to both prospective employees and present employees at the University. For proper adherence to this policy, the University will follow current legislative guidelines.

4.3 Equal Employment Opportunity

Sinte Gleska University does not discriminate against qualified employees or applicants for employment on the basis of race, color, creed, sex, national or ethnic origin, physical or mental handicap, age, or other factors which cannot lawfully form the basis for an employment decision.

This policy includes, but is not limited to the following:

a. Recruitment: Recruitment will occur through diverse sources to insure equal consideration of qualified individuals of all segments of the community.

b. Equal consideration of all qualified employees in the area of promotion, transfer and training.

c. Cooperation with authorized individuals responsible for administering federal and tribal laws and regulations in the areas of equal employment opportunity and fair employment practices. Any publication of employment opportunities will reflect this posture. Indian Preference pursuant to Federal and Tribal laws shall be followed

By these statements, Sinte Gleska University intends to utilize more fully the skills and potential skills of well qualified individuals to the mutual advantages of the University and its employees. In achieving the objectives of these policies, the University will periodically review the administration of these policies and where deemed necessary, will implement changes to eliminate any possibility of illegal or improper changes against employees or prospective employees.
4.4 Environmental: Federal and Tribal Regulations

The University recognizes its obligation for a safe, healthful worksite. The University encourages its employees to point out areas of potential hazard to employees. All hazards should be reported for repair to the Plant Management Department. If not corrected within a reasonable time, this matter should be reported to the Vice-president or Dean of Student Services.

4.5 Gender, Race and Sexual Harassment Policy

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature, when one of the following conditions is met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or

3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. The key work in this definition is unwelcome.

Sexual harassment, as a form of sex discrimination, violates Title VII of the Civil Rights Act of 1964, as amended. Therefore, a victim of sexual harassment has the right to file a formal complaint through the grievance procedure of the University. If not satisfied with the findings, the victim may file a suit in Civil court.

4.6 Research

The Sinte Gleska University Board of Regents hereby endorses the following policy on institutional research and publication:

Sinte Gleska University recognizes and supports the cultural and social value of research efforts conducted under the auspices of an educational institution as a tribally controlled institution. Sinte Gleska University strives to maintain its integrity as well as that of the reservation community it serves. Growth of the institution and its increasingly significant impact on education and development locally and nationally brings a further need to promote and support quality research and publication efforts which will enhance the mission and purpose of the institution and promote the preservation and self-sufficiency of native people.

Sinte Gleska University wishes to insure that the educational and cultural integrity and accomplishments of its students, employees and the reservation community be held in high regard. To insure this the Board of Regents authorized the President and his/her staff in consultation with the Academic Affairs Office and other faculty groups to take whatever measures necessary to provide support and/or respond to research and publications conducted under its auspices. The type of institutional support and/or response shall be dependent upon the nature of the activity and institutional resources.

Researchers are expected to maintain professional and ethical standards at all times. Confidentiality is also expected to be maintained.

Sinte Gleska University Board of Regents recognizes the following priority areas for research and publications:
1. Research which meets or enhances the mission and purpose of the University.
   a. Research which enhances the self sufficiency of the Lakota people, particularly those of the Rosebud Reservation.
   b. Research which enhances the self sufficiency of native people in general.
2. Research which meets and or enhances the specific objectives of educational divisions within the institution.
3. Research which meets and or enhances specific individual professional development goals which do not fall under any of the priority areas.

This policy applies to the following:
1. Any research or publication sponsored by Sinte Gleska University either through funding or principle direction.
2. Any research or publication conducted by or under the direction of any employee or representative of Sinte Gleska University in connection with institutional responsibilities.
3. Any research or publication in which the name of the institution is used either for an endorsement, as the origin of research or as the sponsoring institution.
4. Any research or publication in which the facilities, resources, students and or staff of the institution are used. This does not preclude persons from normal utilization of such facilities such as the-library.
5. Any research or-publication which may reflect on the cultural, social, economic or educational development of the reservation community which may be conducted under the auspices of the University.

COMMITTEE ESTABLISHMENT:

A special research review committee is hereby established. The composition of such committee shall be determined by the President and the Academic Affairs Committee.

Duties of the Committee
1. Establish procedures and deadlines by which research requests are received and processed.
2. Establish guidelines for publications pursued under the auspices of this institution.
3. Establish procedures by which other aspects of this policy are implemented.
4. Make recommendations to the Vice-president concerning research requests and publications. Recommendations may be submitted to the Vice-President for approval. Appeals regarding decisions may be
made to the President and may be appealed to the Board of Regents within 10 days after notice of the President's decisions. The Board of Regents decision shall be final.

COLLECTION OF DATA AND PUBLICATIONS

A repository within the Archives of Sinte Gleska University is hereby established specifically for the collection of research data and publication materials governed by this policy.

Sinte Gleska University Board of Regents hereby requests that copies of all materials and publications of University employees, students and others affiliated with the institution be deposited in the special Archival repository. This may also include activities which occur after an employee or researcher has left this institution. Such materials and publications represent efforts which Sinte Gleska University would like to recognize and support as valuable contributions to this institution.

Sinte Gleska University claims exclusive ownership of data collected in the following circumstances:

1. Any research or publication sponsored by Sinte Gleska University either through funding or principle direction.

2. Any research or publication conducted by or under the direction of any employee or representative of Sinte Gleska University in connection with institutional responsibilities.

Sinte Gleska University reserves the right to maintain and utilize for educational and other purposes all other research and publications done under the auspices of this institution.

STUDENT RESEARCH

This section applies specifically to student research where human subjects are used or sensitive subject matter is an issue. Students may have the option of retaining ownership of data collected as the result of the coursework. Students who do not wish to retain ownership of data, hereby convert that ownership to this institution. The Research Committee in consultation with departments shall insure that students maintain ethical and professional standards in the conduct of their research. Students are particularly expected to maintain confidentiality when conducting such research.

FAILURE TO ABIDE BY POLICY

Failure to abide by this policy could result in lost research and/or publication support and whatever further action deemed necessary by the University President in consultation with the Board of Regents.

PROTECTION OF HUMAN SUBJECTS

The Sinte Gleska University Administration through the Research Committee shall be responsible for insuring that guidelines and procedures established to implement this policy will protect human subjects.

JURISDICTION

Any disputes shall be settled in the Rosebud Sioux Tribal Court. Jurisdiction over any and all matters not covered by Tribal law shall be by Federal law.
4.6.1 Employee Wellness

Sinte Gleska University is committed to promoting all aspects of employee health and wellness. To this end we provide specific policies and activities pertinent to their well being.

4.6.2 Employee Assistance Program Policy

The University recognizes that Employee Assistance Programs have met a need in many organizations nationwide. These types of programs are designed to assist troubled employees that have one or more problems with alcohol, drug abuse, gambling, family and marital problems associated with legal matters, mental health, personal finance and stress.

The EAP is managed by an EAP Coordinator, who is to be selected by the President. The Coordinator shall be responsible for conducting workshops or seminars for employees relative to the EAP. The Coordinator also serves as primary contact for referrals.

The three basic tenets of the program are:

1. The health and productivity of each employee is fundamentally the responsibility of the individual employee.

2. The EAR's overriding responsibility is to reinforce and supplement the ability of each University employee independently to protect and enhance his or her own health and productivity.

3. The activities of the EAP must be able to demonstrate their effectiveness by meeting the needs of all members of the work force in order to secure and maintain administrative and employees support. The EAP cannot achieve this goal unless it operates in a cost-effective manner.

GOALS

1. Prevent problems through employee education; and

2. Use a multiple referral network for early identification of the "troubled employee" and provide proper referral to development or remedial rehabilitation.

The Program is designed to assist employees who have experienced problems as stated above, which problems are impacting upon their employment activities at the University or to assist employees who are experiencing problems that are negatively impacting upon employment duties and activities and to provide referral and counseling services to employees referred or who voluntarily seek assistance through the program.

PROCEDURE

The EAP's success depends upon employee involvement and participation in the program. It does not prevent employee discipline, including discharge for continued sub-standard performance, rules infractions and other job related deficiencies. Medical or treatment leave will be granted for up to 6 weeks for one time only, should this be requested and needed.

4.6.2 Employee Assistance Program Policy

1. Troubled employees shall be referred to the EAP through a multiple referral network or shall voluntarily seek treatment through the program.
2. Supervisors and administrators shall be required to refer employee after consultation with that employee.

3. A referral is made by setting up an appointment for the employee while the employee is present. Notice in written form is to be provided to the employee.

4. EAP staff shall conduct a client interview, make a problem assessment and evaluation and refer the client to the most appropriate source for treatment.

5. The EAP staff shall monitor the success of the treatment program. Service providers shall be required to report to the EAP concerning the employee. In this regard, the employee shall sign a written consent document allowing the service provider to submit information concerning the employee to the University. This is important where disciplinary action is withheld contingent upon the employee seeking treatment.

6. EAP staff shall immediately notify the employee's supervisor, and the Personnel Office when the employee fails to meet treatment requirements. The supervisor is responsible for notifying the appropriate administrative staff person.

7. Ultimately the employee is responsible for seeking and pursuing assistance through the program.

8. Minimal forms will be kept regarding the employee. (Forms concerning the EAP are attached to the EAP document in the Personnel Office).

9. Records are confidential and are kept in a locked file cabinet accessible only to EAP staff.

10. Any records concerning any employee using or who has utilized the EAP shall not be made available to anyone unless there is written authorization from the employee. Federal confidentiality laws shall be followed in this regard (attached to the full EAP document).

The above information is basic information concerning the EAP. The entire document is available to all staff and is located in the Personnel Office.

4.7 Aids Education

Sinte Gleska University recognizes the difficulty in addressing the complex medical, educational and procedural issues raised by the Acquired Immunodeficiency Syndrome (AIDS). The policies relating to AIDS which follow have been adopted by the Board of Regents and Sinte Gleska University.

Definition: Levels of Infection

AIDS : Acquired Immune Deficiency Syndrome. Only a qualified health professional can diagnose AIDS, which is the result of infection by the Human Immunodeficiency Virus. AIDS destroys the body's immune (defense) system and allows otherwise controllable infections to invade the body and cause additional diseases. These opportunistic diseases would not otherwise gain a foothold in the body. These opportunistic diseases may eventually cause death.

ARC: AIDS-related complex (ARC) is a condition in which the patient tests positive for HIV infection and has a specific set of clinical symptoms. However, ARC patients' symptoms are often less severe than those with the disease we call AIDS. Signs and symptoms of ARC may include loss of appetite, weight loss, fever, night sweats, skin rashes, diarrhea, tiredness, lack of
resistance of infection, or swollen lymph nodes. These are also signs and symptoms of many other diseases and a physician should be consulted.

ELISA TEST: The Elisa test was first developed to protect the blood donation system by screening out contaminated blood which had been the source of some HIV infections. It is currently used with people who have engaged in high risk behavior to determine if they have been exposed to the HIV. The test is not a test for AIDS, but is an antibody test for HIV. This only tells us if a person has ever been exposed to the HIV testing for antibodies to that virus.

The test is performed with a small amount of blood which is taken from the vein in a person's arm and sent to a qualified laboratory.

If the ELISA test of this sample blood is positive, the test is repeated. If the second sample is positive, a confirmation test called the Western blot is performed. Only when all three tests are positive is a person considered to be an HIV carrier.

Because there is no specific therapy for AIDS-related conditions, AIDS education is the most important goal in preventing the spread of the disease. The focus of AIDS educational programs and information will be on prevention by informing the communities of the best currently available medical information about AIDS and AIDS transmission. Such information will be disseminated by:

1. Educational programs offered through workshops or conferences.
2. Information distributed or presented to students.
3. Printed information distributed to the community.

The American University Health Association Statement on Education Priorities and Methods will be used as a guide in the development of AIDS education programs.

4.7.1 Confidentiality of Information

Sinte Gleska University recognizes that information in medical, education or employee records concerning the existence of AIDS, ARC, or a positive HTLV-III antibody test in a student, faculty or staff member is currently highly sensitive, commonly misunderstood, and potentially misused. If Sinte Gleska University is to provide effective, up-to-date preventive education and deliver first quality medical psychological services, it must remain a trusted and sought-after source of accurate information and provide consistent guidance on the issues with which AIDS challenges the institution. This can best be accomplished if the information shared by students, employees, faculty, parents, community members and other medical services regarding an individual's concern with AIDS-related issues is absolutely and securely confidential.

In general, no specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, students, insurers, agencies or the family of the patient, without the express written permission of the patient in each case.

4.7.2 Recommended Procedure and Policies

In view of the fact that current medical knowledge indicated that students or employees with AIDS, ARC, or a positive HTLV-III antibody test do not pose a health risk to other students or employees in a residential academic setting.
The University will adopt the following policies:

1. No admission restrictions will apply to students with AIDS, ARC, a positive HTLV-III antibody test or the Elisa test.

2. No restrictions will be applied to a student or employee access to regular classroom attendance or University activities and use of any University facilities.

3. Students with AIDS-related disorders will be requested to inform the Dean of Student Services so that the University can counsel the student as to Public Health Service recommendations regarding proper health maintenance.

4. The University will observe all public health reporting requirements for AIDS.

5. Sinte Gleska University assumes no liability or responsibility for the transmission of AIDS-related disorders.

4.8 Institutional Policy for Drug Free Workplace

Sinte Gleska University hereby reaffirms its position of serious concern about and opposition to the use of alcohol or controlled substances in this environment. The University community further denounces and prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on University property.

Sinte Gleska University is committed to helping individuals who are suffering from a chemical dependency or drug abuse problem and we urge members of the communities to become actively engaged in drug and alcohol education, prevention and treatment programs where appropriate.

Sinte Gleska University invites all students and employees to participate in "alcohol-free activities" the "Alcohol and Drug Awareness Week" and other activities sponsored by the University or other entities on the Rosebud Reservation. Sinte Gleska University also provides counseling services for employees and students through the Employee Assistance Program and the Student Assistance Program. Sinte Gleska University provides through its health insurance plan coverage for Psychiatric care and Alcoholism and Drug addiction treatment or a combination thereof.

Employees of Sinte Gleska University are required to notify their supervisor or administrative personnel of any conviction under any criminal drug statute for a violation occurring on University property no later than five working days after that conviction.

Within 30 days of the conviction, the employee will be subject to one or more of the following actions:

1. Screening (to include drug testing) or evaluation by a qualified professional;

2. Disciplinary action which may result in termination of employment; the level of these disciplinary actions will depend upon the seriousness or frequency of the violations. Whether a pattern of abuse is evident, if the abuse is a cause of accidents or results in excessive absenteeism or has a negative impact on the employee's work.

3. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health law enforcement or other appropriate agency.

4. Termination of employment upon a conviction, where the employee is unable to continue full-time employment.
DRUG FREE SCHOOLS

Please refer to the University Handbook on Drug Free Schools available from Personnel or the Student Assistance Program.

4.9 Institutional Policy for Smoking

Sinte Gleska University recognizes the need to provide an environment free of tobacco smoke and to protect and promote the health and well-being of all employees, students, and visitors. Therefore, effective January 1, 2009, Sinte Gleska University will become a smoke and tobacco free campus.

Smoking and tobacco products will not be permitted anywhere on campus, including all buildings owned by the university, classrooms, sidewalks, doorways/entryways, multipurpose building or commons area. There will be no provisions made available to build any type of “smoking hut” on campus.

The University respects the rights of employees and students who choose to smoke and to make personal decisions without interference as long as those decisions do not interfere with the rights of other persons; therefore, smoking and tobacco use is only allowed in privately owned vehicles.

The Administration shall fully implement this policy and all applicable laws, regulations, and local ordinances related to smoking and tobacco products. No sale or any type of advertisements that promote smoking or tobacco usage or that promote tobacco companies will be distributed on campus.

In addition, Sinte Gleska University will implement a revised smoke and tobacco free campus policy on January 1, 2010 where smoking is prohibited anywhere within the campus buildings and grounds, including vehicles parked on University property. [Amended November 21, 2008]

5. EMPLOYEE POLICIES AND PROCEDURES

This section contains the approved policies of Sinte Gleska University with respect to the employment conditions of the staff members of the University. Employee obligations and benefits identified in this section are specifically incorporated by reference into the Letter of Appointment for each staff member, except to the extent modified therein. Should there be any misapplication or misinterpretation of the specific provisions of this section, the staff member involved in such a situation may appeal actions taken by a supervisor under the Grievance and Complaint Procedure found in section 5.11. It should be noted that Parts 1 thru VI of the Handbook (except for Sections 4.2., thru 4.4., 4.6., and 4.7.) do not come under the Grievance and Complaint Procedures in this Handbook.

5.1 Staff Classifications and Definitions

5.1.1. Definitions

Probationary employee: each new staff member is on probationary status during the first 60 days of employment. Work performance, attendance, attitudes and conduct are carefully considered during this period.

Full-time employee: Full-time staff members are defined as those who are required by contract to work 2080 hours annually. (52 weeks x 40 hours per week.)

3/4 time employee: Generally applicable to faculty. Staff member who can work less than full-time without negative impact on classes or office schedule. Determination of 3/4 time status is made by the Academic Dean from the University.

1/2 time employee: applicable to all staff where there is a
demonstrated need for less than full-time employment. These personnel do not receive any benefits other than pre-approved administrative leave.

Part-time employee: Applicable to situations where there is a demonstrated need for less than full-time employment, including instructors and support staff. These personnel do not receive benefits.

5.1.2 Staff Classification System

The classification system used by Sinte Gleska University categorizes staff members by job description. Differing salary scales may exist within classifications, but determination of classification is based upon job description. For faculty classification, see the Faculty Handbook.

a. Administrative I: A staff member who exercises major responsibilities in a specific administrative area or areas as well as in general institutional management. He/she reports directly to the President. The President will determine which individuals are to be designated as Administrative Officers.

b. Administrative II: Staff members, mid-management level members with professional or specialized training performing professional level work. This level may include Program Directors, Department Chairpersons, or others considered to function within a mid-management level positions. These individuals report directly to a designated position listed on each employees employment contract.

c. Administrative III: Staff members with professional or specialized training, performing professional level work. This level may include such positions as assistants to various program directors, secretaries, and clerical staff, etc. Theses individuals usually report directly to the Administrative II personnel.

d. Support Services or Maintenance/Custodial: Staff members who are support staff and those who perform technical and non-technical work for the University. Generally these individuals report to an Administrative I or II individual.

5.1.3. Employee Funded by Grants

Persons employed under special grants from private or government sources may have different conditions of employment than non-grant employees. The regulations relating to each respective grant shall apply to those employees working within the grant program. If there are questions regarding this matter, the grant administrator or supervisor shall be contacted.

5.2 Recruitment and Employment

Recruitment and Appointment for all positions within the University system begins with an advertisement, with the exception of the faculty positions, which procedures are covered within the Faculty Handbook. Advertisement is pursued through various media and applications or resumes and are accepted within a time frame presented for positions advertised. Thereafter a selection committee composed of the requisite supervisor, the Personnel Officer, a representative from the Administration and a representative from the Board of Regents, and the related staff interview individuals for the advertised position. The Committee, by a point system, ranks each prospective employee and submits the list to the President, who makes the selection for the position advertised.

An In-house transfer from one position to another is another method used to fill various positions. Staff are invited to apply for
transfer from one position to another and can be selected to fill the position by the President. All administrative staff positions will be subject to consultation and concurrence with the Board of Regents.

5.2.1 Employment Contracts

A completed Personnel Action form and Contract shall be evidence that a person has been selected for and employed in a position with the University. The Personnel Action and Contract shall be signed by the employee and the President or his designee and other administrative persons and shall be placed within the Personnel file.

Generally, all University employment contracts originate from the Vice-President's office at the President's direction. The exception is part-time faculty contracts which originate in the Academic Dean's office.

The University uses a 12-month contract term of employment. This term begins on August 1 of the year and ends on July 31. Other employment options such as a 10 month contract is available upon request.

5.2.1. (A) Appointment

5.2.2 Code of Ethics

a. Proper operation of the University requires that employees service and use the designated organizational channels when seeking decisions and policy determinations.

b. Employees at the University are bound to observe, in their official acts, the highest standards of ethics and morality and faithfully discharge the duties of their position regardless of personal considerations.

c. Employees should not act in any way to breach the law, nor should they ask others to do so.

d. No employee shall engage in any business or transaction or shall have a financial interest, direct or indirect, which is not compatible with fully independent judgment in the performance of the employee's duties for the University.

e. An employee shall not disclose confidential information concerning the business or personnel of the University.

5.2.3 Vacancies

All job vacancy announcements and applications shall be filed with the Personnel Office. Responsibility for anticipating the need for personnel resides with the Vice-Presidents, the Academic Dean and the respective Department Chairpersons in consultation with the President and in cooperation with the Personnel Office.

5.2.4 Orientation

Every new employee and Board member will be given an orientation to his/her new job, a tour of the facilities area offices, and will be provided with a packet of informational materials, including a copy of the Faculty Handbook, and Personnel Policies and Procedures. Other activities may be planned in this regard by the University.

5.2.5 Probationary Period  

(Approved by Board of Regents July 29, 2015)

For all new employees, a period of 60 days will be considered a probationary period, which may be extended a period not to exceed 30 days. At the end of such time the supervisor shall pursue an evaluation to
determine whether the employee should be hired as full-time permanent staff. During and upon completion of the 60 or 90 day probationary period, a prospective employee may be dismissed with or without cause. Notification shall be in writing and a copy of such document shall be placed within the employee’s file. Health, retirement, and other insurance benefits will vest after successful completion of the probationary period as does annual/sick leave; however, leave can only be accumulated during this time, but cannot be used until successful completion of the probationary period.

5.2.6 Teaching by Part-Time Faculty

Please refer to the Faculty Handbook

5.2.7 Job Description

Each staff member will have a current job description. The Personnel Office will have the responsibility for updating and maintaining job descriptions with concurrence of the appropriate administrative and supervisory staff. Any changes in any job description must be approved by the respective Department and Supervisor by the President.

Employment of Relatives (Approved by Board of Regents 7-29-2015)

Relatives of persons currently employed may be hired, but will not be under the direct supervision of a relative. Sinte Gleska University prohibits the direct supervision of relatives. When a relative works within a division supervised by another relative, that supervising relative cannot sign the relatives time sheet, cannot provide direct supervision of that person, cannot reprimand that person, and cannot recommend that person for raises or other form of advancement. For the purposes of this policy on nepotism, relatives are defined as members of the immediate family including spouse, parents, children, brothers, sisters, brothers-in-law, sisters-in-law, fathers-in-law, mothers-in-law, stepparents, step-siblings, step-children, foster children, grandparents, aunts, uncles, nieces, nephews, and first cousins.

5.3 General Policies Governing Employment

5.3.1 Work Hours

Work hours for faculty are different than the remaining staff. Please refer to the Faculty Handbook for information.

For all staff other than faculty, normal work hours are

8:00 a.m. to 5:00 p.m. with one hour lunch break

Because of the nature of this institution, someone will always be present to answer the telephone and assist the public during the lunch break.

5.3.2 Work Time Reporting

Time records must be maintained by all employees. Each employee must complete, sign, date and have the supervisor sign each time sheet reporting hours worked during each earnings period. It is the responsibility of each Department Supervisor to ensure that the time reporting requirements are met timely and accurately and are submitted to the Payroll Office for processing.

5.3.3 Flexible Scheduling

Employees may have some kind of flexible scheduling so long as there is an agreement with their supervisor and the appropriate administrative
supervisor; have the full approval of the supervisors involved; and must not adversely impact upon the operation of the University. Supervisors must ensure that offices and facilities are properly staffed during the regular hours of business, 8:00 a.m. to 5:00 p.m., and any other time if necessary for proper operation.

Any and all flexible scheduling must be approved by the supervisor and vice-president. A written and approved request shall be filed within all respective personnel files.

5.3.4 Coffee or Rest Breaks

Two 15 minute rest periods per day are to be provided for the staff member's benefit. These breaks shall be scheduled by someone in each office or department and according to the efficient maintenance of the department's operation.

5.3.5 Rules of Conduct

All employees must observe the following basic principles of work:

1. Perform a full day's work in an efficient and diligent manner in accordance with accepted methods and standards.

2. Be at work on scheduled working days at a proper starting time and remain at assigned work places during normal periods. unless permission to leave has been granted by the supervisor.

3. Observe breaks, or rest and lunch periods, without abuse.

4. Notify the supervisor, secretary, or receptionist, as quickly as possible if absence from work is necessary.

5. Cooperate in keeping the premises, equipment and property clean, in good working order and sanitary.

6. Carry out specific work related orders or instructions and follow established safety practices and report all accidents promptly to the Personnel Office.

7. Observe established organizational channels.

8. Maintain a positive attitude and address all human relation issues with patience, tact and diplomacy.

9. Avoid gossipping and furthering rumors.

10. Honor the confidentiality of files, records and documents. In the course of employment with the University, an employee may come in contact with information which is of a confidential nature. Releasing confidential information to unauthorized persons is cause for dismissal. Employees are required to respond to the confidence entrusted to them.

11. Unlawful discrimination or harassment is considered a serious professional misconduct and the employee shall be subject to disciplinary action or discharge.

12. Not to compete with the University or convert business opportunities to personal gain or advantage or the gain or advantage of others.

5.3.6 Outside Employment

a. Employees must recognize that full-time employment by the University requires that they dedicate such hours and energy as are necessary to efficiently perform their duties.
b. No employee of the University shall engage in any activity, employment, business, professional work, consulting or enterprise which is inconsistent, incompatible, or in conflict with efficient performance of the employee's duties, functions, and responsibilities as an employee. Any questions concerning outside work should be resolved with immediate supervisors and approved by the President or his designee.

c. Each employee is allowed 2 days per month with pay to engage in consultant activity outside the University. This activity cannot be inconsistent with, incompatible with or in conflict with the efficient performance of the employee's regular duties at the University. Supervisors shall have the responsibility for determining this activity in conjunction with the President or his designee.

5.4 Evaluation and Assessment of Employees

Employee performance will be evaluated for purposes of retention, promotions and transfers. (Note: Evaluation process and form currently being developed).

5.5 Promotion and Transfer

Promotions and transfers to more responsible and higher paying positions are based primarily on the performance of the individual involved and on the current needs of the University. A job performance evaluation will be the primary tool for determining job performance. The employee will be evaluated on the basis of this document and in accord with the goals of the individual set forth in the job description. Individual employees will be given every opportunity to move up the career ladder. Factors affecting such advance will be performance in the currently held position, additional training and newly acquired skills, additional education, and the ability and willingness to take on new responsibilities and the ability to cope with such new responsibilities.

5.6 Separation

At times the University or individual employees may find it necessary to sever the employment relationship. To protect the interests of both parties, the various types of separation are hereafter defined and the policies and procedures related to each category are set forth.

Types: Resignation, Retirement, Layoff, Discharge

5.6.1 Resignation

Resignation is a separation action by which an employee voluntarily severs their relationship with the University. In this case. Administrative I staff shall give at least 60 days written notice or longer of their intent to resign.

All other staff shall provide two weeks, or longer if possible, written notice of their intent to resign.

5.6.2 Layoff

At times it may be necessary on short notice to lay off employees. Layoffs occur for reasons such as lack of work, loss of or lack of funds, program redirection in whole or in part. The President shall be the deciding authority in consultation with the Board of Regents in such a situation. Administrative I staff shall receive at least 60 days notice prior to any
layoff and all other staff shall receive 30 days notice.

The last hired personnel shall be the first individuals to face any reduction in force, depending upon the needs of the University, which shall be determined by the President.

5.6.3 Discharge/Return to Probation

An employee may be discharged or returned to probationary status with cause. Any of the following causes shall be sufficient. An employee may be returned to probationary status for these same reasons, after written notice hearing:

1. unsatisfactory evaluation
2. incompetence
3. excessive absenteeism
4. gross neglect of duty
5. insubordination
6. dishonesty
7. disorderly conduct
8. falsification of records, credentials or experience
10. willful destruction of University property or unauthorized use or misuse of University property.
11. substance abuse
12. releasing confidential information
13. violations of the Code of Ethics
14. failure to respect the rights of fellow employees, students and others (e.g. racial and sexual discrimination or harassment).
15. Misappropriation of funds
16. Violation of these policies

The employee's supervisor initiates the notice upon concurrence by the appropriate administration supervisor.

5.6.4 Fair Treatment of Employees

Every employee regardless of position shall be treated in a fair and just manner at all times. It is the duty of every supervisor to ensure that this policy is observed.

Should an employee feel that there is a serious problem in this regard and would like some assistance in its resolution, the following is a recommended procedure to follow:

a. Discuss the problem with your immediate supervisor. Should you feel that the problem has been resolved, a memorandum of agreement concerning the resolution shall be placed within the employee's personnel file: (if unresolved, then proceed to b).

b. The employee must submit the problem in writing to the department head and request an informal meeting. If the problem is unresolved, a signed agreement shall be signed by both parties and placed within the employee's personnel file: (if unresolved, then proceed to c).
c. The employee shall present the problem in writing to the requisite supervisory Administrative person. The Administrative person shall make arrangements to discuss the matter with the employee, the supervisor and the department head to reach a satisfactory solution.

Should the employee not find a satisfactory solution, the employee shall pursue the matter according to the grievance procedure.

If a supervisor finds an employee unsuitable in some way, he/she shall begin a process of communication with the employee and with the Personnel Office. The supervisor shall discuss the matter with the employee in an effort to improve whatever performance deficiency that has been identified. This information shall be documented by a letter to the employee, which is also filed within the employee's Personnel folder. All disciplinary problems or conflicts of a serious nature shall be documented.

5.6.5 Discipline

This discipline policy does not bind the University, but is a suggested means of procedure for supervisors in dealing with employee disciplinary issues. The University may discharge anyone with cause and without following the prescriptions of this policy.

There are certain actions of an employee that may result in immediate discharge, while other actions may be dealt with in a less severe manner.

The first step in a disciplinary action is an oral warning, which is used in a meeting where a problem is identified and discussed. A supervisor shall document the meeting with a memo.

The second step is a written warning given in a formal meeting, where the problem is discussed. Documentation will be filed in the employee's personnel file.

The third step shall be a discharge. The employee shall be provided written notice and a meeting will be held to discuss the discharge. In any case documentation shall be filed within the employee's personnel file.

Persons charged with disciplinary action who feel that the proper procedures have not been followed may file a grievance as specified within these policies.

5.6.6. Discharge Procedure

Prior to discharge notice, the employee's supervisor shall have taken the appropriate steps up to the decision to discharge, as outlined above.

The supervisor shall provide the department head and the Administrative person with a written record containing the events leading up to the discharge decision with a written recommendation as to the discharge and the reasons therefore.

The administrative person shall review the entire content and make a decision in writing to accept or reject the recommendation to the President in favor of a lesser action or penalty.

The President shall have the right to overrule any decision of the Administrative person to discharge personnel.

The Personnel office shall ensure that a notice of discharge is
delivered to the employee. Notice should be provided to the employee in such a manner showing proof of such.

The Business office shall issue the final check at the end of the next regular pay period or, if requested, within 5 days of the time of separation or as soon thereafter as the employee returns all University property in his/her possession.

**5.6.7 Exit Interview Procedure**

The University would appreciate information when an employee leaves the University. Thus the University would appreciate information from those employees who would express in confidence their concerns and offer to the University constructive suggestions which would correct the situation. This interview can be done with the Personnel office. In addition, at the time of separation, the employee shall return ALL University property and clear the Business office of any accounts owing to the University before final payment.

**5.6.8 Suspension Without Pay**

Suspension is the temporary separation of an employee from the University where it is determined that the action would be in the best interest of the employee and the University. If the employee has been involved in acts amounting to moral turpitude, sexual harassment, any criminal activity and any other activity which would not be in the best interest of the employee or the University in continuing employment, and where an investigation needs to be pursued, suspension shall be without pay pending the outcome of a decision, which will be no longer than 60 days.

**5.6.9 Suspension With Pay**

In special situations, determined by the President, an employee may be suspended with pay.

**5.7 Professional Staff Development**

All employees are encouraged to participate in professional development activities. Faculty have different development activities. Employees are encouraged to contact supervisors or department heads to determine details of currently available opportunities. In some instances the University may require training as a condition of employment, continued employment or for promotions. In this situation, the employee shall be responsible for initiating, maintaining and completing such training.

**5.8 Working Conditions**

**5.8.1 Safety**

Safety and prevention of accidents are the responsibility of every employee. Each employee should act to protect self and co-workers from job hazards, to prevent fire and accidents to promote safety at all times. Unsafe conditions shall be reported to the supervisor immediately and then to the Plant Management department.

**5.8.2 Injuries**

All accidents must be reported immediately to the department and if further assistance is needed, to the ambulance service, etc. Accidents requiring application for Worker’s Compensation shall be reported to the
Personnel Office no later than the statutory time for reporting to secure benefits. Worker's Compensation claims must be reviewed by the University Vice-President and Controller.

5.8.3 Emergency Closing

Occasionally it is necessary to cancel classes and close offices for a day or more due to weather or for other reasons. When this decision is made by the President, this decision is immediately provided to the local radio stations for publication.

In the President's absence, the Vice-President shall make this decision. When offices are closed in this fashion, employees are excused from work and are given administrative leave for the period of cancellation. Generally, Sinte Gleska University follows the practice of the Todd County School District in determining class cancellations due to weather conditions.

5.8.4. Salary Increases

5.8.4.1. Salary

Salary is considered in relation to other benefits, such as provision for retirement, medical aid, assistance given to obtain further education and a reasonable assurance of continued employment. Basic pay grade depends upon position filled, length of employment, performance, education, etc.

5.8.4.2. Pay Increase

Increases in pay are two types. The First is the "Cost of Living" increase and is applied to all of the staff. This is determined by the President and the Board of Regents pursuant to economic factors and on the financial condition of the University.

The Second type is "Merit" pay increases. These pay increases are based upon the employee's actual job performance as indicated on performance evaluation forms and any increased responsibility.

The amount of merit increase will depend on several factors as well. These factors include amount of pay currently receiving, overall job performance, and the ability of the University to provide such increase. Merit pay increases are recommended by supervisory personnel. These recommendations proceed to the President.

5.8.4.3 Overtime Service

Overtime is all time worked by an employee that is in excess of forty (40) work hours per work week. The work week begins on Sunday and ends on Saturday.

In compliance with the Fair Labor Standards Act, overtime will be paid at an hourly rate equal to one and one-half times the base hourly rate.

All overtime must have prior supervisory approval and should be for work over and above that normally expected of the employee.

No employee shall receive overtime for work which normally should be performed during regular working hours. All questions/clarifications regarding overtime should be addressed to the Vice-President.

POLICY

1. Sinte Gleska University will follow the standards for overtime pay

2. Compensatory time off will not be given. An exchange of hours within a pay period may be allowed, with the prior permission of the supervisor and the administrative supervisor.

3. Overtime shall be approved on the basis of emergency circumstances only and when it is impractical to maintain a full time work force to dispose of peak workloads during regular work hours.

4. Paid overtime shall be approved and certified by the supervisor and the Vice-president with consultation from the Business Office only when work cannot be accomplished by currently assigned personnel within normal working hours. Supervisors at all levels are responsible for examining workload and manpower resources before requesting paid overtime. Overtime work is to be considered the last alternative and depends upon the financial ability of the University to meet this demand.

5.8.4.4 Salaries, benefits, and mileage for employees working under grants (Approved by Board of Regents 7-29-2015)

Personnel working under the auspices of grants will be subject to the same guidelines for salary, mileage reimbursement, and benefits as all other employees employed by Sinte Gleska University. In the event a grant has been submitted and approved with salaries or benefits in excess of SGU standards, SGU standards take precedence. If personnel under grants are slated to have salaries or benefits that are less than standard SGU salaries or benefits, SGU may, but is not obliged, to make up the difference.

5.9. Personnel Records

1. Each employee shall have an individual personnel file maintained by the Personnel Office which shall contain all personnel actions and pertinent information.

2. An employee's personnel file shall be available upon their request, with reasonable notice, except for letters of reference obtained upon the request that they remain confidential.

3. Inspection of these records by other persons except supervisors, the appropriate administrative staff or the Personnel Office staff must be authorized by the President.

4. Requests to the University for employment information is referred directly to the Personnel Office. Unless written permission is obtained, only the dates of employment and positions held will be released. References are handled at the discretion of the person to whom the request is directed.

5. Copies of all applications for professional positions with the University shall be retained for a period of one year; copies of all applications for classified positions shall be retained for six months along with all related correspondence.

6. The Personnel Office has the responsibility for maintaining up-to-date records on all personnel actions for both full and part-time employees and all temporary, probationary and regular employees.

7. Resumes of staff may be included as an addition to various funding proposals for program development at the University.

5.9.1. Confidentiality of Personnel Records

All personnel records are confidential and shall be carefully protected
against review or use by unauthorized persons as determined by the University.

5.9.2 Change of Employee Status

Employees shall be responsible whenever there is a change in any of the following and shall notify the Personnel Office of such change:

- address
- telephone
- emergency notification
- name, marriage or otherwise
- number of dependents
- insurance beneficiary
- other pertinent matters relating to status change

5.10 Grievance Procedure for Sinte Gleska University

5.10.1 Purpose

To provide for the fair and equitable treatment of all employees of Sinte Gleska University and to promote good working relationship among employees, supervisors and administrators. This grievance procedure affords an employee an opportunity to express his/her dissatisfaction and to seek action based upon an impartial consideration of the merits of the grievance.

5.10.2 Definition of Grievance

A "grievance" is an alleged violation, misapplication or misinterpretation of a policy or procedure contained within this document. The policies define the relationship or rules that exist between the employee and employer and a grievance exists only if there is a claim that an existing rule has been violated, misapplied or misinterpreted. The role of the Mediator is to review the facts and the appropriate policy action of this document to make this determination. The Mediator does not support or override administrative decisions. A complaint over a matter outside the policies cannot be taken through a grievance process. Grievances must be in writing and must state the Section of this document in dispute, the supervisor involved and a remedy which is requested. Such a remedy should be in keeping with the policies and procedures in this document.

5.10.3 Policy

5.10.3.1 Scope

It is the policy of the University that the grievance procedure covers all full-time and three-quarter time employees. However, where a claim of discrimination is made, probationary, part-time and temporary employees shall also be entitled to coverage.

5.10.3.2 Objective of Grievance

The objectives of this grievance procedure are to:

1. Encourage resolution of grievances between employees and supervisors before formal grievance proceedings are undertaken.

2. Provide an orderly process for the handling of grievances once they have entered the formal stage.
3. Resolve grievances as quickly as possible before they become unduly exaggerated and disruptive to the organization or to the individuals involved.

4. Encourage correction of the cause of the grievance through impartial consideration of the facts and free expression of views from both sides of the dispute.

Employees presenting a grievance under this policy shall be free from coercion, restraint, interference, discrimination or reprisal.

5.10.4 Procedures of Settling Grievances

5.10.4.1 Organization for Grievance Procedure

There shall be three parties in the University grievance procedure:

1. The Aggrieved—the employee who has a grievance.

2. The Respondent(s) the employee or supervisor who engaged in the alleged action or failure to act, out of which the grievance arises.

3. The Mediator—selected by the President as needed, who shall hear all sides of the grievance, counsel with each party, and recommend solutions.

5.10.4.2 Steps in the Grievance Procedure

STEP I

The Aggrieved shall submit a complaint in writing to the Respondent(s) within five (5) working days of the date of the action or the Aggrieved employee’s knowledge of its occurrence. Any claim not presented within the time provided shall be deemed to have been waived. The Respondent shall respond in writing to the Aggrieved within five (5) working days after receiving notice of the complaint.

STEP II

If the grievance is not settled in Step I, the Aggrieved shall submit a grievance notice to the Personnel Officer within five (5) working days after the response or non response from the Respondent. The Personnel Officer shall determine within five (5) working days thereafter, if the matter is grievable under the specifications of the Grievance Procedures. If it is not, the Grievant and Respondent shall be notified in writing that the grievance will be dismissed; the Aggrieved may appeal to Step III.

If it is a grievable matter, the Personnel Officer will inform all parties of the grievance within five (5) working days of receipt of the grievance and will immediately open a grievance action file. The Personnel Officer shall consult with the Aggrieved, the Respondent(s) and any other appropriate parties, determine the facts, interpret institutional policy if necessary and recommend a resolution or resolutions within fifteen (15) working days. If the Aggrieved does not submit a written request for further review of the grievance within the next five (5) following working days, that grievance will be considered resolved.

STEP III

If the grievance is not settled in Step II, a Mediator shall be selected by the President or his/her designee within five (5) working days of receipt of the grievance and shall interview the Respondent(s), the Aggrieved, any other appropriate parties and shall review materials or records appropriate to the fact finding or interpretation of policy within
twelve (12) working days of notification of appointment. The Mediator shall then prepare a brief memorandum summarizing the facts within seven (7) working days. The memorandum shall include a recommendation or recommendations for resolution. The memo shall be sent to the Personnel Office, to the Aggrieved, the Respondent(s) and the President. If the Personnel Office does not receive a response from the Aggrieved and the Respondent either accepting or rejecting the recommendations (s) within seven (7) working days of the date of the memo, the grievance shall be considered withdrawn or resolved.

STEP IV

If the grievance is not settled as a result of Step III the Aggrieved may appeal to the President or his designee. Within seven (7) working days of the date of the memo from the Mediator, the Aggrieved must notify the Personnel Officer in writing that he or she wishes to appeal to the President. The Personnel Officer shall notify the President within five (5) working days and request a review. The President or his designee shall review the facts presented by the Aggrieved, the Respondent(s) and the Mediator. If further investigation is desired by the President or his designee, a second meeting may be scheduled. The President shall make a decision within five (5) working days. This decision shall be recorded in the grievance file.

Within five (5) working days the Personnel Officer shall give written notification to the parties to the Grievance concerning the President's decision and shall notify the aggrieved of the right to appeal to the Board of Regents.

STEP V

The aggrieved may appeal to the Board of Regents within three (3) days of the receipt of the President's decision. The matter shall be scheduled at the next meeting of the Board of Regents. The Board chooses, at its discretion, whether to hear the grievance. The decision of the Board is final.

Grievance Records

1. Grievance records shall be kept in a separate file under the control of the Personnel Officer.

2. Grievance records shall be maintained until three years (or as required by law) after an employee leaves the University employment, after which the records shall be destroyed.

6. LEAVE AND FRINGE BENEFIT POLICY (Approved by Board of Regents 7-29-2015)

6.1 Definitions

6.1.1 Dependents

Dependents: dependents eligible for fringe benefits are your spouse, provided you are not legally separated and your unmarried dependent children. Children shall be deemed to include any child for whom you are the natural parent or for whom you stand, by law, in place of a natural parent, including adoption. The requirements for dependent children are (1) the children are your natural or adopted children. (2) the children are financially dependent as demonstrated by tax or other legal records.
6.2 Leave With Pay  (Approved by Board of Regents 7-29-2015)

6.2.1 Holidays

The University observes the following regular holidays for all employees:

New Years Day
Good Friday
Memorial Day
Lakota Victory Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day, and day following Christmas break
Martin Luther King Birthday

When a holiday falls on a weekend it is customary to take either the preceding Friday or the following Monday off. Which day is taken depends upon which day the holiday falls. If on Saturday, Friday is taken; if on Sunday, Monday is taken.

Additional holidays may be declared from time to time on a non-recurring basis by the President. All other days are considered regular working days irrespective of the academic schedule.

6.2.2 Administrative Leave  (Approved by Board of Regents 7-29-2015)

Administrative leave, which is time off with pay, may be allowed to employees. Such leave shall be approved by the President or his designee. Administrative leave is generally for such use as funerals, special community events and the like.

6.2.3 Annual Leave  (Approved by Board of Regents 7-29-2015)

All regular full-time staff employees are entitled to annual leave with pay. The purpose of each leave is to enable each eligible employee to return to his/her duties mentally and physically refreshed. Employees can only utilize available leave.

Accumulation of annual/ sick leave will begin with the first day of employment but which cannot be used until after the probationary period has concluded. Each employee receives four (4) hours of annual leave per pay period. However, employees who have served continuously for seven (7) years will accrue annual leave at the rate of five (5) hours per pay period.

Carry over of 40 hours of leave each contract year is allowed. Anyone with more than 40 hours of unused leave who desires to carry over into the next contract year is required to obtain special permission from the President to do so. He has the final decision.

Annual leave use is to be arranged as far in advance as possible and approved by the employees' supervisor. Supervisors should make every effort to ensure that employees have ample opportunity to use accumulated leave, and that they have a reasonable opportunity to use it when they desire.

Annual leave is paid to the employee at the current salary level and is paid only upon termination or resignation. There is no reimbursement for accumulated sick leave.

If a holiday occurs during an employee’s annual leave, it is not
counted as leave.

6.2.4 Sick Leave  (Approved by Board of Regents 7-29-2015)

Sick leave will be granted to all full-time employees unable to render service because of sickness, disability or severe illness of the employee or the employee's immediate family. Any sick leave taken in excess of three (3) days shall be supported by a doctor's statement.

Sick leave is accrued at the rate of three (3) hours per pay period from the date of employment and at the rate of four (4) hours per pay period after seven (7) years of continuous employment. No sick leave will be earned during a pay period in which the employee has taken leave without pay.

Unused sick leave is forfeited upon date of termination or resignation.

Procedures for using sick leave are:

• An employee using sick leave must notify their supervisor by the first hour of their shift;

• When an employee’s sick leave is exhausted, the next step is to use annual leave;

• In cases of short-term disability, section 6.2.5 of this policy manual, “short Term Disability,” may apply;

• In cases of catastrophic illness, employees can apply to use hours from the sick leave pool per section 6.2.6 of this policy manual.

6.2.5 Short Term Disability  (Approved by Board of Regents 7-29-2015)

The University will self insure a short term disability program for all eligible full-time employees who have completed a minimum of one (1) year of employment. This shall be available to any employee only once during the employment history.

This short term disability will compensate at 100% of the employee’s salary. Short term disability coverage will begin after all paid leave has been exhausted and will continue for no longer than six (6) working weeks, at which point the employee will be required to be placed on leave without pay status.

The employee shall provide the Personnel Office with a medical verification of the illness or disability that precludes the employee from working. This medical verification must be provided by a medical doctor knowledgeable in the area of illness or disability affecting the employee.

In the event that the employee owns a personal disability insurance policy, it shall provide primary coverage and the Universities’ short term disability policy shall only be used if personal coverage does not provide benefits equal to the employee’s personal policy. In that event, only the difference shall be made up from the employee salary.

6.2.6 Sick Leave Pool  (Approved by Board of Regents 7-29-2015)

This policy establishes a sick leave pool to provide a source of additional sick leave for those full-time employees who have exhausted their sick leave and annual leave and who would otherwise experience a loss of pay because of catastrophic illness or injury.
To be vested in the sick leave pool, employees must donate eight (8) hours to enroll. Contributions thereafter are voluntary.

Withdrawals from the sick leave pool are permitted only for serious, catastrophic illness, injury, or impairment of the employee. The employee must have exhausted all annual and sick leave and meet the following requirements: a) the employee would otherwise have to take leave without pay, and b) the employee requires continuing treatment or supervision by a licensed health care provider, and c) the employee’s illness or injury requires absence from work of at least ten days.

An employee who desires to contribute to the pool may do so by submitting a written request to the Personnel Director;

Employees can contribute as many hours as they wish to the pool but they must maintain a balance of no less than 32 hours to be eligible to contribute to the pool;

The Personnel Director shall credit the sick leave pool with the sick leave contributed by an employee and direct the payroll department to deduct a corresponding amount from the employee’s accrued sick leave;

Sick leave contributed to the pool may not be designated for the use of a particular person;

Applications to withdraw sick leave from the pool can be submitted in writing to the Personnel Director;

Employees wishing to withdraw hours from the sick leave pool must accompany their requests with a statement from a licensed practitioner who treated the illness or injury that resulted in the exhaustion of the accrued sick leave of the employee making the application.

The amount of sick leave that employees are eligible to withdraw from the pool is dependent on years of continuous employment at SGU according to the following formula:

<table>
<thead>
<tr>
<th>Years</th>
<th>Hours Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10</td>
<td>1040 hours (1/2 year, 13 pay periods)</td>
</tr>
<tr>
<td>11-20</td>
<td>2080 hours (1 year, 26 pay periods)</td>
</tr>
<tr>
<td>20+</td>
<td>3120 hours (1 ½ years, 39 pay periods)</td>
</tr>
</tbody>
</table>

6.2.7 Family Death (Approved by Board of Regents 7-29-2015)

Three (3) days of Administrative leave may be allowed to attend all that is associated with a death in the immediate family. The President, or his/her designee may extend this leave up to five (5) days.

The employee’s Supervisor shall be responsible for all leave taken to ensure that the official record within the Payroll Office is correct.

6.2.8 Jury Duty (Approved by Board of Regents 7-29-2015)

The University recognizes that from time to time, employees will be called for jury duty and shall be given Administrative leave.

Jury duty leave serves to maintain the employment relationship and to continue coverage under all fringe benefits in which the employee is participating prior to the leave of absence.

The request for jury duty leave should be made as soon as the employee receives notice of jury duty, which notice shall be attached to the employee’s request for leave. An employee may remain on jury duty leave for the duration of his/her service as a juror, as required by the court.

The employee shall be allowed to retain expenses paid involved in jury
duty leave.

The employee shall return to work as soon as possible following completion of his/her service as a juror or witness, but no later than the next regular scheduled day of work and if excused early on a given day should return to duties as soon as possible.

6.2.9 Maternity/Paternity Leave (Approved by Board of Regents 7-29-2015)

The University shall treat Maternity and Paternity leave as similar leave, treating pregnancy and temporary disability resulting therefrom as any other short-term disability for all job-related purposes including commencement, duration, extension of leave and payment of disability income, and any other benefit of service and reinstatement, and under any fringe benefit offered to employees by virtue of employment.

Accordingly, maternity/paternity leave will be granted under the same terms and conditions that sick leave is provided to the employee. Normal paid Maternity/Paternity leave is for a two (2) week period. Annual and/or Sick leave may be utilized after maternity/paternity leave has been exhausted with approval from the employee’s supervisor and the President.

6.2.10 Short Term Disability Leave (Approved by Board of Regents 7-29-15)

The University will self insure a Short Term Disability program for eligible employees at a tern of a total of six (6) weeks should there be a medical condition. The Personnel Office shall request medical verification of the disability by a medical doctor. Approval for this leave is granted by the president or his/her designee upon written request by the employee. The Short Term Disability program shall be a one time only method to be used for any short term disability/treatment program.

All arrangements for leave and extensions thereof with respect to date of effect and return shall be coordinated between the employee, employee’s supervisor and the Personnel Office. Thereafter a memorandum of agreement shall be drawn by the employee’s supervisor for filing in the employee personal file with a copy to all parties.

6.2.11 Adoption Leave (Approved by Board of Regents 7-29-2015)

Employees are eligible for up to two (2) working weeks of adoption leave beyond the use of annual or sick leave. All arrangements for leave with respect to date of effect and return shall be coordinated between the employee, employee’s supervisor and the Personnel Office. Thereafter a memorandum of understanding shall be drawn by the employee’s supervisor for filing in the employee personal file with a copy to all parties. (See 6.3.3).

6.2.12 Sabbatical Leave (Approved by Board of Regents 7-29-2015)

Sabbatical leave is a totally discretionary program with the University. It is generally an unpaid leave of absence for any employee who has been employed by the University continuously for at lease five (5) years. An employee may be allowed up to one (1) year of Sabbatical leave based upon a written plan of study. The plan must include detailed information concerning a program of study, location of the program, expected date of completion and any awards associated therewith. Application for sabbatical leave shall be pursued through the employee's supervisor.

The President shall approve all requests for unpaid or paid sabbatical
leave, which must appear to be proper and in the best interest of the University.

After the employee completes a paid sabbatical leave program, the employee shall provide the University with at least three (3) additional years of continued service. On occasion, a paid sabbatical leave may be granted.

The paid sabbatical leave program shall depend upon the financial resources of the University and the employee shall be required to execute a contract relating all information concerning the sabbatical leave.

Should the employee not fulfill all duties of the paid sabbatical leave, the employee shall be required to repay the amount paid as salary.

6.2.13 Leave Without Pay (Approved by Board of Regents 7-29-2015)

Leave of absence without pay may be granted for reasons which in the opinion of the President, appear to be proper and in the best interest of the University. The President has final approval in this matter. These may include, but are not limited to:

1. To permit the employee to receive additional education of such nature that will improve the employee's job performance and increase his/her value to the University.

2. To permit the employee, because of particular abilities or outstanding competence, to assist another educational institution and which in a direct way will enhance the prestige or mission of the University.

3. To permit the employee to care for important personal business which cannot feasibly be accomplished by someone else.

Employees who reach leave without pay status within the normal course of work are considered at-risk employees and should be referred to the Employee Assistance Program by their supervisor. Continued abuse of leave without pay may be cause for disciplinary action.

6.2.14 Military Leave (Approved by Board of Regents 7-29-2015)

1. Leave for Military Service

Any employee who is inducted into, or called to active duty in the armed forces of the United States, the organized militia, the National Guard, or a reserve component of the armed forces of the United States for training and service and who leaves a position (other than a temporary position) with the University in order to perform such training and service is eligible for military leave. This person must (1) receive a certificate for satisfactory completion of military service, and (2) make application for reemployment with the University within ninety (90) days after such employee is relieved from such service or from hospitalization continuing after discharge for a period of not more than 365 days.

Such employee shall:

(1) If still qualified to perform the duties of the position left, be restored to such position or to a position of like seniority, status, and to such pay: or

(2) If not qualified to perform the duties of such position by reason of disability sustained during such service, or qualified to perform the duties of any other position in the employment of the University will be offered employment.
If the employee requests to be employed by the University in such other position, the duties which the employee is qualified to perform will be of like seniority, status, and pay or the nearest approximation thereof consistent with the circumstances in each employee's case.

The foregoing entitlement shall be allowed to each qualified employee provided that the University's circumstances have not so changed as to make it impossible or unreasonable to do so, including the financial condition of the University.

Employees who are restored to employment at the University in accordance with the provisions of this section shall be considered as having been on leave of absence during such period of training and service in the armed forces and shall be entitled to participate in insurance and other benefits offered by the University at the time the employee was inducted into the armed forces. After reemployment, the employee shall be subject to all of the policies within this document.

2. Annual Military Reserve Training Leave

Those full-time employees who are in the military reserve will be granted administrative leave with pay to attend annual military training hours in state or national military reserve units. No more than one month per year of administrative leave will be granted to any one full-time employee for the University.

3. Annual National Guard Training Leave

Those full-time employees who are in the National Guard will be granted administrative leave with pay to attend annual summer military training duties. No more than one month per year of administrative leave will be granted to any one full-time employee. Administrative leave requested beyond the 30 days shall be negotiated with the President. The President shall make the final decision.

6.3 Fringe Benefits

These fringe benefits may be modified from time to time and are applicable as modified.

6.3.1 Payroll Deductions

The University must withhold income taxes, social security taxes and Medicaid payments. At the beginning of employment, a W-4 form shall be completed by all prospective employees. At any time when there is a change in the number of dependents, the Personnel Office must be notified and a new certificate completed prior to the next payroll date.

Group insurance and other fringe benefits in which the employee shares the cost with the University are handled on a payroll deduction basis. In addition, donations to the University may be made on a payroll deduction plan. (Contact the Vice-President for more information). Other deductions may be arranged at the discretion of the Business Office.

6.3.2 Medical and Dental Insurance

The University provides a comprehensive major medical health insurance program to all eligible full-time employees. Details of the coverage, claim forms, and other information about this program can be obtained at the Payroll Office.
New employees are included in the plan from the first day following completion of their probationary period, providing the employee has signed an enrollment card or document. Employees desiring to cover their families may do so by authorizing a deduction from their paycheck to cover the additional cost. Eligibility rules are determined by the insurance carrier and are available at the Payroll Office.

6.3.3 Short Term Disability

The University will self insure a short term disability program for all eligible full-time employees who have completed a minimum of one (1) year of employment. This shall be available to any employee only once during the employment history.

This short term disability will compensate at 100% of the employee's salary. Short term disability coverage will begin after all paid leave has been exhausted and will continue for no longer than six (6) working weeks, at which point the employee will be required to be placed on leave without pay status.

The employee shall provide the Personnel Office with a medical verification of the illness or disability that precludes the employee from working. This medical verification must be provided by a medical doctor knowledgeable in the area of illness or disability affecting the employee.

In the event that the employee owns a personal disability insurance policy, it shall provide primary coverage and the University’s short term disability policy shall only be used if personal coverage does not provide benefits equal to the employee’s personal policy. In that event, only the difference shall be made up from the employee salary.

6.3.4 Life Insurance

The University will provide a $10,000 double indemnity life insurance for full-time employees. The University will contribute $25.00 toward the purchase of an insurance program under an approved University program for cancer, accident, or life insurance for the employee or immediate family; the employee shall pay the difference depending upon the amount of life insurance desired by that employee, which amount shall be automatically deducted from the employee’s paycheck. The employee shall sign any document to effect this deduction.

An accidental death and dismemberment benefit is included in addition to the life insurance.

6.3.5 Annuity Plan

The University currently has an annuity plan whereby it contributes an amount equaling two percent (2%) of the gross salary of each full and three/fourths time employee to a fund. The employee may contribute up to 14.66% to this annuity voluntarily.

6.3.6 Tuition and Registration Fee Waiver Policy

Permanent employees who meet the necessary admissions requirements may enroll in courses offered by the University under the following circumstances:

Cost of tuition and registration fees shall be waived for full-time employees, their spouses and dependents if not eligible for Pell and other
federal student aid to include Pell and SEOG. The employee shall be responsible for any fees associated with labs, book, and supplies.

Cost of tuition and registration fees shall be waived for members of the Board of Regents, their spouses and dependants. The member of the Board of Regents shall be responsible for any fees associated with labs, books, and supplies.

Part-time employees who have been employed for more than one (1) year will be eligible for the tuition and fees waiver as stated in this section.

Dependents are defined as those that the employee of Board of Regent member supports, with approved documentation which may include, but are not limited to, birth certificates, income tax documents, or verification of common law marriages, etc.

Any student receiving a waiver who does not maintain a 2.0 grade point average will not be eligible to receive a waiver until his/her grade point average meets this minimum requirement. The waiver will not be granted until a staff waiver request form, transcripts, and any other requested documentation is approved.

Staff, who have received a tuition waiver under this policy, and who leaves Sinte Gleska University within one (1) year, must reimburse the University in money received or by an in-kind contribution approved by the President or his designee. [Amended July 8, 2008]

6.3.7 Worker's Compensation Insurance

Worker's compensation insurance is required by law. The University pays the premiums for all full-time employees of the University. This insurance compensates workers who are injured on the job. The injury must be work-related for the employee to be compensated.

Should any full-time employee become injured on the job, it is mandatory that the injury be reported to the supervisor and to the Personnel and Business Office for proper processing of claims. All forms for Worker's Compensation must be completed within 48 hours of the injury. There is a statutory time limit for reporting; please contact the Personnel or Business Office for further information. Employees receiving Worker's Compensation benefits may elect to accept their regular salary or the benefits. This decision must be made and provided to the Business office prior to the receipt of the benefits.

6.3.8 Unemployment Insurance

The University carries unemployment compensation insurance which is payable through the State of South Dakota. Information concerning this matter should be sought from the Business Office.

6.3.9 Social Security

The University participates in the Social Security program for all employees. It is handled on a payroll deduction system; the amount deducted is required by law.

6.3.10 Campus Facilities

Employees are encouraged to use University facilities, including the library, the bookstore, and the Student Center to become more familiar with the University setting.