

Sinte Gleska University
Policies &
Procedures

Aug 2024 Recommendations

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INTRODUCTION

This Policy Handbook contains detailed information concerning the policies, practices, and procedures that 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 Sinte Gleska 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 Sinte Gleska 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, and revised on April 14, 2017. For current information on revisions and additions, contact the Human Resources Office or the Board of Regents Secretary.

DISCLAIMER

Sinte Gleska University policies, procedures, rules, and benefits listed in this manual are subject to change. These policies are provided as a reference to present policies and are not a guarantee of employment or specific employment benefits. Sinte Gleska University's Human Resources staff provides support and service to the campus community on a wide array of human resource issues and topics. The Human Resources Office has produced an Employee Handbook that provides employees with information about Sinte Gleska University and its policies. The handbook can be found in the Human Resources department.

CHAPTER 1: ORGANIZATION AND GOVERNANCE

1.1 Institutional History

In February 1971, Sinte Gleska College, now University, began operations 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 required the full support of the Sicangu Oyate (People of the Rosebud).

In response to an educational system on the Rosebud Sioux Reservation that did not positively recognize the importance of Lakota language and culture, a feasibility study was conducted by a group of local persons in 1968 to determine if there was a need for postsecondary 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 for 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's 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 bachelor's 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 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 Master's 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 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 strives to build a healthy tribal nation and sustain cultural identity by developing critical minded lifelong learners who promote dialogue and analysis, value diversity, and provide leadership.

1.1 Board of Regents (See Updated BOR Bylaws on SGU Website or Appendix XYZ)

The Sinte Gleska University Board of Regents consists of eight (8) persons, each of whom must be an enrolled member of the Rosebud Sioux Tribe. Of the eight members, four are appointed from the four (4) regions of the Sicangu Oyate. The remaining four (4) positions are as follows:

1. One (1) voting Regent shall be the elected President of the Sinte Gleska University Student Association (one year term).
2. One (1) voting Regent shall be a member of the SGU Faculty or staff, directly elected for a four-year term (suggested to move to a two-year term).
3. One (1) voting Regent shall be appointed from the Elder Members of the Sicangu Oyate.
4. One (1) voting Regent shall be the chair of the Sicangu Oyate Education Committee.

Detailed descriptions of the Board of Regents Bylaws, outlining membership and function of the board, are published on the Sinte Gleska University website (or Appendix 1).

1.2 Administration

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

1.2.1 President

The President is appointed by the Board of Regents with the involvement of the faculty in the selection process. As the chief executive and administrative officer of Sinte Gleska University, the President serves as a liaison officer among members of the Board and is responsible for the supervision, management, and governance of Sinte Gleska University. He/she shall have the right to nominate other members of the staff as their designee or to act in their stead for a stated purpose. The President shall convene the staff and faculty at stated times and whenever deemed 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 Executive Vice President

The Executive Vice President is appointed by the President following consultation with staff and advice from the Board of Regents. The Executive Vice President supports the organization

through planning, development, administration, and assessment of academic and nonacademic programs. This position reports directly to the Sinte Gleska University President and directly supervises the vice presidents of Sinte Gleska University. The Executive Vice President is responsible for ensuring that Sinte Gleska University meets the Rosebud Sioux Tribe's education code (link to these guidelines) and the accreditation standards set by the Higher Learning Commission and the World Indigenous Nations Education Consortium (WINHEC), and for ensuring that the academic programs continue to address the needs of the Sicangu Lakota Oyate.

1.1.1 Vice President of Academic Affairs

The Vice President of Academic Affairs is appointed by the President following consultation with staff and advice from the Board of Regents. The VP of Academic Affairs serves as the chief educational officer for Sinte Gleska University and, as such, has ultimate responsibility for Sinte Gleska University's academic programs. They are directly responsible to the Executive Vice President for planning, integrating, coordinating, and implementing instructional, faculty development, and research programs that accomplish the university's objectives. The Vice President of Academic Affairs selects and evaluates faculty in consultation with appropriate Department Chairpersons and recommends hiring to the President. They also delegate responsibilities to Chairpersons, directors, and staff for maintaining program quality, managing day today administrative activities, and completing university projects. (See Job Description on File in HR Office)

1.1.2 Dean of Students

The Dean of Students is supervised by the Vice President of Academic Affairs. They are responsible for coordinating services required to meet the developmental needs of students. The Dean of Students assists student groups in developing recommendations, making decisions, and solving problems. They monitor all student policies and campus regulations affecting students and serve as the primary administrative contact between students and other segments of Sinte Gleska University. The Dean of Students also serves as a liaison to the Student Association and the Administration.

1.1.3 Chief Financial Officer

The Chief Financial Officer is appointed by the President following consultation with staff and advice from the Board of Regents. The CFO manages the overall fiscal affairs of Sinte Gleska University, including the business office and bookstore. They report directly to the President and are responsible for budget planning, monitoring, and implementing endowment and investment decisions. Additionally, the CFO oversees all accounting decisions, grant accounting, financial monitoring, reporting, and serves as the fiscal liaison to the Board of Regents. Sinte Gleska University Property and Supply, along with all property inventories, are centralized within this office.

1.4.7 Vice President for Nation Building

The Vice President for Nation Building is appointed by the President following consultation with staff and advice from the Board of Regents. They work directly with the President to coordinate university services to the Rosebud Sioux Tribe. Additionally, they establish direct contact with Tribal Programs and the Vice President for Academics to identify educational services and research needs in the community. The Vice President for Nation Building is responsible for strategic planning processes at the university to ensure SGU creates opportunities for both existing and emerging degree programs.

1.4.8 Vice President for Facilities and General Administration

The Vice President for Facilities and General Administration is appointed by the President following consultation with staff and advice from the Board of Regents. They oversee all aspects of facility maintenance, security, transportation, food services, daycare, technology, and environmental services. The VP of Facilities and General Administration collaborates with their team and other university leadership to assess facility needs, coordinate renovations, develop plans for future developments, and oversee construction projects. They are responsible for campus safety and security measures, including policy development, resource allocation, risk assessments, emergency preparedness, and ensuring compliance with federal safety regulations and reporting.

1.2 Organizational Chart (see Appendix 2)

1.6.1 President's Council

The President's Council assists the President in planning and managing major university functions. It is composed of upper-level staff and administrators selected by the President.

1.6.2 Faculty Council Committee

For information on the Faculty Governance Structure, please see the Faculty Council Bylaws (see Appendix 3). Ad hoc committees, comprised of faculty and others, may be established as needed to address specific issues. Minutes from the Faculty Committee and ad hoc committees are published on the SGU website and copies are kept in the Academic Affairs Office.

1.6.1.1 Curriculum Committee

The Curriculum Committee reviews and makes recommendations on all curricular matters, including new courses, degree programs, and changes to existing courses. Recommendations for new programs are also approved by the President and the Board of Regents.

1.7 Academic Organization of Faculty

1.7.1 Academic Departments

The Departments are organized into the following areas:

Human Services

Lakota Studies
Great Plains Art Institute
Business Management
Education
Arts and Sciences
Institute of Technologies
Nursing

1.8.1.2 Duties of Department Chairpersons

Each Department has an administrative Chair appointed by the Vice President of Academic Affairs as part of the contract for the following academic year. Department Chairs receive salary augmentation and a teaching course load reduction of two classes. They are responsible for coordinating and supervising the academic program within their department, including curriculum development and evaluation in collaboration with department staff (see Faculty Handbook for further information). [Department Chairperson Position Description: Duties & Responsibilities, Approved August 13, 2007. Description Attached in Appendix]

1.7.2 Academic Policy

For academic policies, refer to the Policies of the Faculty Council Committee, the Registrar, the Catalog, and other institutional handbooks.

1.8 Service and Instructional Support Departments

Instructional Support Departments are 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 support Plant Management, Institutional Relations, Personnel/Property & Supply, Management Information Systems, and the Business Office.

CHAPTER 2: FINANCIAL BUSINESS AND SERVICE MATTERS:

2.1 Payroll Regulations

Sinte Gleska University issues payroll checks on a biweekly basis. Checks are issued on Thursday of the payroll week, excluding recognized holidays, when checks shall be issued on the preceding day. (Refer to PAYROLL under the Finance policies for further details on time clock procedures – Appendix XYZ.)

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 Chief Financial Officer's office. Sinte Gleska University allows for an early paycheck in emergency situations only. Payroll advances can be requested due to a death in the immediate family or for medical emergencies, subject to prior approval by the Executive VP and/or Supervisor. Any advance must be accounted for before future payroll advance requests. Payroll advances (partial paycheck) shall be deducted from the employee's payroll check. The limit for an advance is generally \$500.00 for fulltime employees and \$200.00 for parttime employees. Employees are permitted only two (2) deductions at a time, and total deductions will not exceed 50% of the employee's net pay.

2.2 Travel Requests/Policies

It is the policy of Sinte Gleska University to reimburse University employees for reasonable travel costs allowable in accordance with Federal rules and regulations and Sinte Gleska University policies. All individuals wishing to travel must make their own travel arrangements, which will incur a debt to Sinte Gleska University until advance approval for such arrangements is received. Travel to and from the job site is not considered an allowable travel expense. Please refer to Sinte Gleska University Travel Policies in the SGU Finance Policy (Appendix 4), available from the Business Office, for information regarding travel policies.

2.3 Memberships

Institutional memberships must be approved administratively and should directly benefit Sinte Gleska University. Memberships in professional organizations and associations must also be approved administratively and should directly benefit the department or be pertinent to an individual's job performance. Multiple memberships (more than one per department) should be avoided.

2.4 Keys and Campus Security

Each employee of Sinte Gleska University who carries a key to any University facility is responsible for campus security. Careful security measures must be taken to safeguard equipment and facilities. Staff members, parttime faculty, or other employees using buildings after regular hours are responsible for locking them upon departure. The Property and Supply Office supervises and controls the issuance of keys for offices and entry doors to all buildings and maintains a master file of keys.

All relevant keys must be returned to the Property and Supply Office upon vacating offices and rooms. Loss of keys must be reported immediately to the employee's supervisor and the Property and Supply Officer. Upon termination of employment with Sinte Gleska University, any staff member holding keys to University facilities must return all keys to the Property and Supply Office before the final paycheck is released. Keys must be returned before issuance of the final paycheck.

2.5 Lost and Found

Any personal or unknown items found on campus should be sent to the Property and Supply office. Information regarding lost items should also be directed to the Property and Supply office.

2.6 University Equipment

Upon receipt of newly purchased equipment, employees must notify the Property and Supply Office to properly inventory and tag the item(s). Each employee entrusted with University equipment is expected to exercise proper care and treatment at all times. Any equipment needing cleaning, repair, or servicing must be reported to the department supervisor, who will coordinate with the Property and Supply Office. Forms for the use of University equipment are available and must be completed prior to equipment use.

Employees may use University equipment at home for University related business purposes only. Equipment must be checked out through the department supervisor, and notification given upon return.

2.7 Facility Use

Use of facilities must be arranged through the VP of General Administration. A facility usage form should be completed and sent to the VP of General Administration at least two weeks in advance.

2.8 Mail Service

Mail service is provided in Mission for each campus location. Subsequently, mail is routed to the appropriate individual through the campus mailbox system. Mail to any other campus is generally handled through the Post Office.

External mail is managed by appointed individuals at each location. Internal mail moves from office to office and between the Mission campus and the Administration building. Postage is provided through a meter and stamps by Sinte Gleska University. Federal Express services are available for business use. Employees using Federal Express for personal business should prepay costs through the Federal Express agent. UPS services are available from Sinte Gleska University Bookstore, Library, and Property and Supply office. SGU is not responsible for personal packages.

2.9 Work Orders for Maintenance/Facilities

Work orders are submitted using a form provided by the Maintenance Department. Each building, department, or program must complete a form for each work order and submit it to the Maintenance Department. Each work order requires approval by the Maintenance Director before any work is undertaken.

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

2.10 Student Affairs

All employees are encouraged to familiarize themselves with the Student Handbook of Sinte Gleska University. Additionally, employees are expected to stay informed through meetings, the campus newsletter, and written materials on the following:

Academic Calendar

Advising Service (contact Vice President of Academic Affairs)

Financial Aid (contact Financial Aid Office)

Organizations and Activities (contact Dean of Students)

Student Rights and Responsibilities (contact Dean of Students)

Student Association (contact Dean of Students)

Student Assistance Program (contact SAP counselor or Dean of Students)

Copies of the Handbook are available online.

CHAPTER 3: EXTERNAL RELATIONS AND ADVANCEMENT POLICIES

3.1 Gift Solicitation

Sinte Gleska University, as a nonprofit institution according to its charter, is permitted to receive gifts. University personnel are prohibited from soliciting off campus individuals and organizations for gift support unless authorized by the Provost/COO or President.

3.2 Media Relations

All interactions with media concerning Sinte Gleska University activities must be coordinated through the Office of the President, which may delegate staff members to oversee and coordinate such activities.

3.3 Logo and Stationery

Sinte Gleska University personnel are not authorized to use the university's logo or stationery for personal business or no university activities.

3.4 Policy Statement

The University upholds the principles of the academic tradition, whereby faculty members, instructors, and fellows retain ownership of all intellectual property rights in their scholarship and academic writings, despite their employment with the University. This tradition extends to students regarding their scholarship and academic writings. However, staff members, not encompassed by the academic tradition, have works created during their employment owned by the University, unless otherwise specified in a written agreement. Copyright ownership of materials produced by an employee, including any student employed, within their employment duties, shall belong to the University as a Work Made for Hire, as outlined by the United States Copyright Act, with exceptions made for the academic tradition. University ownership extends to works created both on and off campus and during normal business hours. Consistent with the academic tradition, the University does not claim rights to scholarly works and traditional authorship works of Academic Appointees. In cases where an employee holds both a faculty appointment and an administrative position, any work generated while fulfilling duties related to the administrative role constitutes work for hire and is owned by the University. Except as outlined in Section 3.1, ownership of the copyright in Instructional Materials produced by Academic Appointees for their regular teaching, research, and scholarly publications, students in the course of their education, or Staff not engaged in their assigned duties, shall be vested in the authors, subject to the restrictions delineated in Section 3.8 and the University's retention of a license to use the works outlined in Section 3.5. SGU acknowledges the academic tradition wherein faculty and students retain ownership of intellectual property rights in their scholarly and academic writings. However, works created by staff in the course of their duties are owned by the University unless stated otherwise in a written agreement.

3.5 Copyright

Copyright constitutes the entitlement of the originator of an original work to regulate its utilization. According to copyright laws, creations produced by an employee within the confines of their job description are classified as Works Made for Hire, thereby owned by the employer, unless an exemption is applicable.

3.6 Copyrightable Works Owned by SGU

In addition to ownership of copyright for works designated as Works Made for Hire, the University will possess the copyright for all creations by Members of the SGU Community under the following conditions:

3.6.1 Institutional Works

Works funded by specific allocations from the University, directed or assigned by the University for a designated purpose, or undertaken with special compensation beyond regular salary, fall under University ownership. Additionally, creations developed over time by multiple members of the SGU Community, where individual authorship cannot be attributed, and works incorporating data periodically used by Academic Appointees or students.

3.6.2 Works Created with Significant University Resources

Works generated by staff or academic appointees beyond their regular job duties, utilizing university resources extensively, fall under this category. "Significant use" is defined as exceeding the typical daily utilization of resources by staff within their job scope or surpassing the standard level of support accessed by academic appointees. In cases where ownership of works created with university resources is unclear, a written agreement between the university and the employee specifying image and copyright ownership must be established before utilizing university resources for the creation or development of the works. Any inquiries regarding what constitutes substantial use of resources should be directed to the President's office.

3.6.3 Works Produced in Sponsored Research Projects and Agreements

This section pertains to works developed within the scope of sponsored research grants or other contractual agreements between the university and external parties. By default, the university retains copyright ownership of these works unless the terms of the grant or agreement specify otherwise regarding proprietary rights. However, the university may, as outlined in this section, transfer image and copyright ownership to the author(s) if necessary to meet the requirements of scholarly publications, provided that such action is permitted by the terms of the grant or contract.

3.6.4 Class Audiovisual Works

This section pertains to recordings, whether audio, video, photographic, or digital, created for or during classes or presentations delivered by members of the university community to students. Prior consent from all individuals featured in these recordings is required before their creation, as outlined in the University's Image Use Policy unless the recording is made solely for accommodating a qualified person with a disability. Recordings owned by the University cannot be shared externally without permission from the President. Additionally, no recordings may be distributed beyond the university without obtaining consent from all individuals depicted in the recording, regardless of the purpose.

3.6.5 Patentable Works/Computer Software

Computer software developed by members of the SGU community as part of their university responsibilities or utilizing university funds or funds managed by the university must be disclosed to the President's Office. University owned computer software may be shared by the creator for academic and research purposes only, utilizing the Computer Science Department

Copyright Notice. Any other dissemination or sharing of computer software requires coordination with SGU Technology. Geotechnology will offer guidance on distribution licenses and manage copyright registration when necessary. Internal university use of the software does not require coordination with Geotechnology, but approval from the author and department head is necessary. Geotechnology will oversee the commercialization of all university owned software. Revenues generated by such commercialization will be distributed according to the same formula used for Net Royalties in the Patent Policy. Authors of software will be treated as inventors, except for institutional purposes where SGU may opt to assign copyright to the authors on a case-by-case basis.

3.6.6 Internet and Other Online Courses

For more information on this subject, please refer to XYX in the Distance Education Policy.

3.7 Use of University Owned Copyrightable Works

Faculty members who create copyrightable works owned by the University as outlined in Section 3.1 above are granted the right to use these works for their personal noncommercial academic endeavors. Any other use of these works requires approval from the President or their designated representative and must be formalized through a written agreement.

3.7.1 Ownership of Instructional Materials

Except for instructional materials created under Section 3.1, the copyright for instructional materials produced by Academic Appointees shall be owned by the Academic Appointees, in line with the established "academic tradition" exception. This ownership is subject to the license retained by the University according to Section 3.5 and the usage restrictions outlined in this policy. Academic Appointees must obtain permission from the President or their designee to use instructional materials owned by the University under Section 3.1 unless such use occurs at another noncommercial institution during their employment at the University for scholarly presentations (refer to Course Materials Ownership FAQ). Upon termination of employment with the University, Academic Appointees may utilize instructional materials created during their tenure for their own scholarly, nonprofit, noncompeting purposes. Instructional materials produced collectively by a class are deemed Institutional Works by the University, and the copyright ownership belongs to the University.

3.7.2 Works Created by Students During Their Studies

Unless stated otherwise in Section 3.1, works produced by students during their educational journey belong to the individual student, with the University reserving rights as outlined in Section 3.5. Student created works shared in an online course forum are the property of the students, and instructors must obtain written permission from the students before reproducing or publishing these works.

3.7.3 Reservation of University Rights

For copyrightable works where the University does not claim ownership (either as a Work Made for Hire or under Section 3.1), and any works assigned to a member of the SGU community by the University, the University maintains a fully paid-up, perpetual, nonexclusive, royalty free license. This license allows the University to utilize, distribute, reproduce, display, create derivative works, and employ all customary academic practices with student assignments,

papers, essays, theses, dissertations, and instructional materials for educational and research purposes within the SGU community. The license extends to the content and structure of courses, enabling the University to revise and update course materials to continue offering the course or develop derivative courses, whether in traditional or nontraditional settings (including online distance education). However, this license does not encompass the use or reproduction of published textbooks for classroom or library purposes. As per academic norms, the University will acknowledge the authors of these works unless they request otherwise. Additionally, the University reserves the right to utilize such course materials for its own educational and research objectives, including archiving purposes.

3.7.4 Distribution of Net Income from University Owned Copyrights

For works created under Section 3.1 and commercialized by the SGU, the University will allocate income generated from the commercialization or utilization of university owned copyrighted material at the discretion of the University in agreement employee author.

3.7.5 Works of Nonemployees/Independent Contractors

According to the United States Copyright Act, works produced by consultants and independent contractors are not considered works for hire and are owned by the author, not the University, unless a written agreement states otherwise. Agreements with independent contractors typically include a provision assigning ownership of the work to the University. The University should utilize its template Professional Services Agreement when engaging consultants, as it includes a Forfarshire clause.

3.7.6 Use of Sinte Gleska University's Name and Images

Employees are prohibited from using the University's trademarks, trade name, or any other identifying symbols on materials to endorse, enhance, or sanction a product or service, or for distribution outside of the University, without prior written consent from the President's Office. Additionally, employees must not include images of University owned facilities, buildings, or property in works for purposes other than personal, noncommercial use or scholarly research and publication, without obtaining prior written consent from the President's Office.

3.8 Family Images

Sinte Gleska University acknowledges the historical impact of academic activities on the extended families in our community. Images of deceased Sicangu Tribal citizens will be restricted to the use of the image without significant alteration. Prior to the use of images of deceased Tribal citizens, the University will make good faith attempts to gain permission from descendant family members and will provide documentation of that attempt to descendants who inquire in the event a publication occurs and questions arise.

CHAPTER 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 Antidiscrimination

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 applies to both prospective employees and present employees at Sinte Gleska University. For proper adherence to this policy, Sinte Gleska University will follow current legislative guidelines.

4.3 Equal Employment Opportunity

Sinte Gleska University provides equal opportunity in employment to all employees and applicants for employment. No person shall be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, military status, or any other characteristic protected by applicable federal or tribal law. However, Sinte Gleska University may grant first consideration for employment to Indians pursuant to Native American/Indian Preference in accordance with the spirit of the Indian Preference Act, PL 88352Sec. 707(1) July 2, 1972.

Procedure:

This policy applies to all terms, conditions, and privileges of employment and all policies of Sinte Gleska University.

The following protocol is adopted by Sinte Gleska University for the implementation of Native American preference for selection of posted positions:

- Rosebud Tribal Members
- Spouses of Rosebud Tribal Members
- Native American
- Nonnative American
- Native Americans from other Tribes
- Any other

The President's Office is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. The President's Office duties include the following if needed:

- Assisting management in collecting and analyzing employment data.

Developing policy statements, requiring affirmative action programs, and recruitment techniques designed to comply with the equal employment policies of Sinte Gleska University. Complying with federal and state statutory recordkeeping and notice requirements of employment related statutes and regulations.

Preparing, if required by state and federal law, an annual review and summary of Sinte Gleska University's affirmative action programs and submitting the results achieved under these programs.

Assisting supervisory personnel in arriving at solutions to specific personnel problems.

Serving as a liaison between Sinte Gleska and government agencies, equal employment opportunity organizations, and other community groups.

Keeping management informed of the latest equal employment opportunity developments.

Any communication from the applicant for employment, an employee, a government agency, or an attorney concerning any equal opportunity matter should be referred to the President's office.

While overall authority for implementing this policy is assigned to the President's Office, an effective equal employment opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Any employee who believes they have suffered from discrimination should report this concern to their supervisor or the President's Office.

Complaints of discrimination will be handled and investigated under Sinte Gleska University's Antidiscrimination policy, unless special procedures are considered appropriate. All complaints of discrimination will be investigated promptly and in as impartial and confidential manner as possible, and a timely resolution of each complaint should be reached and communicated to the parties involved. Sinte Gleska University prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about discrimination.

4.4 Environmental: Federal and Tribal Regulations

Sinte Gleska University recognizes its obligation for a safe, healthful worksite. Sinte Gleska 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 of Student Services.

4.5 Gender, Race, and Sexual Harassment Policy

Sinte Gleska University will maintain academic and work environments that are free of discrimination, harassment (including sexual harassment and sexual violence), retaliation, and stalking. Discrimination based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this Policy, whether or not discrimination or harassment occurred. This Policy is not intended for, and will not be used to, infringe on academic freedom or to

cancel or punish students, faculty, employees, or staff who exercise their legitimate First Amendment rights.

This Policy covers employees, students, applicants for employment or admission, contractors, vendors, visitors, guests, and participants in University sponsored programs or activities. The academic or work relationship sometimes extends beyond Sinte Gleska University campus and after University work and class hours. Therefore, in some situations, this Policy may apply to allegations of discrimination, harassment, or retaliation for behavior that occurs off campus or during afterhours functions sponsored by Sinte Gleska University. Off campus occurrences that are not related to University sponsored programs or activities are investigated under this Policy only if those occurrences relate to discrimination, harassment, or retaliation alleged on campus.

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

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

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 word 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 Sinte Gleska University. If not satisfied with the findings, the victim may file a suit in Civil court.

Process/Procedure:

If you have questions or concerns or believe that you or others are being sexually harassed or generally harassed, please contact the Human Resources Director in the Human Resources Department at ext. 8561 to schedule an appointment or speak to any supervisor.

4.6 Americans with Disabilities (ADA) Policy

Sinte Gleska University is committed to fully complying with the Americans with Disabilities Act (ADA) and other applicable federal, state, and tribal laws. Sinte Gleska University also ensures equal opportunity in employment for qualified persons with disabilities. Employment decisions at Sinte Gleska University are based on merit and defined criteria, not the individual's disability. Furthermore, Sinte Gleska University does not discriminate against any qualified employee or applicant because of their relationship or association with a person with a disability.

Reasonable Accommodation:

Reasonable accommodation is available to employees with disabilities when the disability affects job performance. Sinte Gleska University will attempt to reasonably accommodate qualified individuals with temporary or long-term disabilities so they can perform essential job functions, unless such accommodations would create undue hardship for the University's operations.

Confidentiality:

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act mandate that disability related information be treated with strict confidentiality. This is crucial for individuals seeking accommodations while minimizing the stigma associated with disabilities. To qualify for an accommodation, students or employees must provide verification of disability and schedule an appointment with the Coordinator of Disability Services.

It is Sinte Gleska University's policy, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, to ensure that no qualified person is denied access to, participation in, or benefits of any program or activity solely due to disability. Any employee found violating this policy will face disciplinary action, including possible termination of employment.

The ADA Employment Coordinator for the University is the Director of Human Resources. Any employment issue regarding ADA compliance may be brought to the Human Resources Director for resolution according to established procedures. Academic issues regarding ADA compliance in the classroom should be brought to the Vice President of Academic Affairs for resolution.

Service Animal Policy

Sinte Gleska University complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504). Among other requirements, these laws mandate that Sinte Gleska University make reasonable modifications to policies, practices, or procedures to accommodate the use of a Service Animal by a student, faculty, staff, or visitor with a disability.

Definition of Service Animal:

The ADA defines a Service Animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." It is important to note that other species of animals, whether wild or domestic, trained or untrained, are not considered Service Animals under the ADA. However, under certain conditions, Sinte Gleska University may make reasonable modifications for a miniature horse that has been individually trained to perform tasks for the benefit of an individual with a disability.

Assessment of Service Animals:

When determining whether a dog qualifies as a Service Animal, it must be trained to perform tasks directly related to the individual's disability.

Examples of such tasks include:

- Assisting individuals who are blind or have low vision with navigation and other tasks.
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds.
- Providing nonviolent protection or rescue work.
- Pulling a wheelchair.
- Assisting an individual during a seizure.
- Alerting individuals to the presence of allergens.
- Retrieving items such as medicine or the telephone.
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities.
- Assisting persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Not Considered Tasks:

The presence of a dog for crime deterrence or emotional support, wellbeing, comfort, or companionship does not qualify as tasks under this policy.

Campus Access:

Service animals accompanying individuals with disabilities are permitted on campus. However, certain areas on campus may not be safe for service animals, as detailed below.

Distinction Between Service Animals and Pets:

Pets are generally not permitted on campus grounds or in facilities. Sinte Gleska University seeks to accommodate persons with disabilities who demonstrate the necessity of a service animal.

Definitions:

Partner/Handler: A person with a service or therapy animal. A person with a disability is referred to as a partner; a person without a disability who temporarily handles the service animal is called a handler.

Service Animal: Any animal individually trained to perform tasks for the benefit of a person with a disability.

Therapy Animal: These animals provide calming influence, affection, stability, or a sense of security for individuals with disabilities. They are not legally protected as service animals and are not trained for specific tasks.

Documentation Requirements for Service Animals on Campus:

Individuals using service animals on campus must provide documented verification of their disabling condition or impairment and the need for a service animal to access University facilities and services. A healthcare provider must submit a signed letter on professional letterhead stating:

The nature of the disabling condition or impairment, including necessary information for compliance with relevant laws.

The provider's professional opinion that the person requires the animal, its functions, and any additional statements necessary for understanding.

Health and Licensing Requirements:

Service animals must comply with the City of Mission, South Dakota, licensing and animal control regulations. They must also have:

A health statement, including vaccinations from a licensed veterinarian dated within the past year.

Current rabies vaccination and tag, distemper, and Bordetella shots for dogs.

Regular grooming and control of external parasites, with consideration for hygiene and maintenance to avoid disturbance to others.

Annual certification of good health from a veterinarian.

Identification:

Service animals should wear a recognized identification tag with contact information in case of accidental separation from their partner/handler.

Responsibilities of Service Animal Partners/Handlers:

Partners/handlers are responsible for the care, supervision, and control of their service animals, including immediate cleanup of animal waste. Individuals unable to physically clean up after their service animal must arrange for assistance.

Control Requirements:

Service animals must remain leashed at all times and under control.

They should not be allowed to wander off leash or cause disturbance.

Partners/handlers must prevent damage to University property caused by service animals, with financial responsibility for any damages.

Employment Practices:

Sinte Gleska University, in conjunction with the Board of Regents, ensures that:

Applicants with disabilities can apply and complete preemployment tests with necessary accommodations.

Hiring practices and interview techniques do not discriminate against applicants based on disabilities.

Reasonable accommodations are provided for qualified applicants with disabilities.

Employee retention and promotion decisions are not based on real or perceived disabilities. Qualified individuals with disabilities are not denied employment benefits or rights.

The Director of Human Resources collaborates with employees with disabilities to coordinate reasonable accommodations based on individual needs.

Employees or applicants believing they have faced unjust discrimination based on a disability must seek resolution following Board of Regents policy 1:18 Human Rights Complaint Procedures.

Human Resources Responsibilities:

1. Collecting, evaluating, and securely storing disability documentation to determine eligibility for services.
2. Ensuring confidentiality and protection of disability related information.
3. Meeting privately with employees in accessible locations to discuss disability related needs.
4. Collaborating with employees and supervisors to provide reasonable accommodations.

4.7 Email Communication Policy (Computer Use Policy)

Sinte Gleska University provides access to communication technology, networks, email systems, and other resources to support the instructional, research, service, and administrative missions of the institution. Faculty, staff, and students are encouraged to use these resources to achieve their educational and administrative goals. Use of these resources is a privilege, not a right. Everyone is expected to use technology in an ethical and responsible manner, respecting the rights of the university, civil and criminal laws, license and contractual obligations, and other users. Failure to use these resources responsibly can lead to loss of access and disciplinary action through existing policies applicable to faculty, exempt, career service, or student status.

Privacy: Email and other electronic communications are protected by relevant federal laws and local policies which prohibit interception of messages without proper authorization. As a general policy, Sinte Gleska University will not monitor or intercept email or other electronic communications. Users should recognize, however, that electronic communications are not private in the same sense that a letter in an envelope is private. Email messages are more analogous to a postcard. The contents of a message may be read by someone other than the addressee during the transmission process. Messages can be misdirected, stored in a computer or on backup tapes, printed, forwarded, or otherwise viewed by parties who are not the intended recipients. Email messages are subject to discovery during legal proceedings, and computer hardware or software can be confiscated as well. Users should assume that email is a public medium and avoid using the system for confidential communications. The University may access and inspect electronic communications, data, and files under the following circumstances:

To the extent necessary to conduct routine evaluation, maintenance, and repair of computing equipment and systems;

In the course of an investigation into alleged misconduct or impermissible use of equipment or systems;

To protect the health and safety of members of the University community;

To prevent interference with the academic and administrative missions of the University;

In response to legal proceedings.

Permissible Uses: Communication technology systems have been developed and supported at Sinte Gleska University to further the legitimate business interests of the institution. Those business interests include the academic, research, service, and administrative tasks related to the accomplishment of work responsibilities for staff and learning expectations for students. Authorized users of communication resources are expected to use available resources only for those purposes.

Prohibited Uses:

Personal Communications: Personal communications unrelated to work or educational purposes are not permitted if the use of information resources will generate additional direct costs to the university. Occasional personal communications, such as a brief email to a friend, would be permissible, just as it would be permissible if the message was conveyed through a local telephone call since neither approach creates additional costs for the university. Electronic communications of a personal nature which would result in additional costs to the university, such as printing an extensive document, are not permitted. Personal long-distance telephone calls are prohibited for the same reason.

Commercial Activity: Use of University communication technology for personal gain through commercial activity is prohibited.

- License, Trademark, and Copyright: Use which violates license agreements and trademark or copyright laws is prohibited.
- Unauthorized Access: Attempting to gain unauthorized access to messages, data, or files is prohibited.
- Criminal Activity: Use which violates state or federal criminal statutes is prohibited.
- Harassment: Using communication technology to intimidate or harass others in violation of University or federal laws is prohibited.
- Advertising: Using email for broadcast advertising of organization meetings, club or group events, and campus activities is prohibited. Email can be used to invite specific individuals to these types of meetings or events when they are sponsored by the University or by recognized student organizations. Advertising for events, meetings, or activities which are not officially sponsored by university groups or organizations is prohibited. Broadcast advertising using email is permitted only to support the legitimate business activities of the University. Examples of such activities could include notices to all staff of personnel policy issues such as benefit enrollment procedures, training programs for staff provided by Computing Services, or notifying staff of meetings with the Board of Regents, the Governor, etc. Advertising for business activities will be narrowly defined to limit the use of email for these purposes.

Disclaimer: Sinte Gleska University provides access to communication technology resources. The university does not regulate the content of information placed on campus technology systems and networks. The university accepts no responsibility for the content of information placed on the campus systems and networks, except for information placed on the system by the University and its authorized representatives.

4.8 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 ensure that the educational and cultural integrity and accomplishments of its students, employees, and the reservation community be held in high regard. To ensure 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:

Research which meets or enhances the mission and purpose of the University.

Research which enhances the self-sufficiency of the Lakota people, particularly those of the Rosebud Reservation.

Research which enhances the self-sufficiency of native people in general.

Research which meets and or enhances the specific objectives of educational divisions within the institution.

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:

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

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

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.

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.

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:

- Establish procedures and deadlines by which research requests are received and processed.
- Establish guidelines for publications pursued under the auspices of this institution.
- Establish procedures by which other aspects of this policy are implemented.
- 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: Any research or publication sponsored by Sinte Gleska University either through funding or principal direction. 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.

4.9 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 wellbeing.

4.9.1 Employee Assistance Program Policy

Sinte Gleska 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:

CHAPTER 5: EMPLOYEE POLICIES AND PROCEDURES

This section contains the approved policies of Sinte Gleska University concerning the employment conditions of staff members. 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 may appeal actions taken by a supervisor.

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, and conduct are carefully considered during this period.

Fulltime employee: Fulltime staff members are defined as those who are required by contract to work 2,080 hours annually (52 weeks x 40 hours per week).

3/4time employee: Generally applicable to faculty. A staff member who can work less than fulltime without negatively impacting classes or office schedules. The Vice President of Academic Affairs determines 3/4time status for Sinte Gleska University.

1/2time employee: Applicable to all staff where there is a demonstrated need for less than fulltime employment. These personnel do not receive any benefits other than preapproved administrative leave.

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

Exempt employee: An exempt employee is defined as a staff member who is exempt from overtime pay regulations under the Fair Labor Standards Act (FLSA). Exempt employees are typically salaried and are expected to fulfill the duties of their position without regard to specific hours worked. This classification is determined based on job responsibilities and meets specific criteria outlined by federal and state labor laws.

Nonexempt employee: A nonexempt employee is a staff member who is covered by overtime pay provisions of the Fair Labor Standards Act (FLSA). Nonexempt employees are typically paid hourly wages and are entitled to overtime pay at a rate of one and one-half times their regular rate of pay for hours worked in excess of 40 hours per workweek. This classification is determined based on job responsibilities and meets specific criteria outlined by federal and state labor laws.

Faculty: Faculty are individuals employed by the University primarily for instructional and academic roles. Faculty members are typically compensated based on their contracted workload, which may include teaching hours, advising, research, and service to the university community. Hours worked by faculty are typically aligned with their teaching and academic responsibilities as defined by their employment contracts and the needs of the Academic Affairs Office.

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 the determination of classification is based on job description. For faculty classification, see the Faculty Handbook.

Administrative I: A staff member who exercises major responsibilities in a specific administrative area or areas, as well as in general institutional management. This individual reports directly to the President or Executive Vice President. The President or Executive Vice President will determine which individuals are to be designated as Administrative Officers. These staff members are labeled as Exempt in the Grievance portion of this handbook.

Administrative II: Mismanagement level staff members with professional or specialized training performing professional level work. This level may include Program Directors, Department Chairpersons, or others considered to function within mismanagement level positions. These individuals report directly to a designated position listed on each employee's employment contract.

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, clerical staff, etc. These individuals usually report directly to Administrative II personnel.

Support Services or Maintenance/Custodial: Staff members who are support staff and those who perform technical and nontechnical work for Sinte Gleska University. Generally, these individuals report to an Administrative I or II individual.

5.1.3 Employees Funded by Grants

Persons employed under special grants from private or government sources may have different conditions of employment than nonjurant 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 Sinte Gleska University system begin with an advertisement, except for faculty positions. Advertisement is pursued through various media, and applications or resumes are accepted within the time frame presented for positions advertised. The Human Resources Director will create a selection committee that may include

the requisite supervisor, a representative from the Administration, and related staff to interview individuals for the advertised position. The Committee, by a point system, ranks each prospective employee, and the HR Director submits the list to the President, who makes the selection for the position advertised.

In-house Transfer: An In-house Transfer from one position to another is another method used to fill various positions. Staff are invited to apply for a 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 with the Board of Regents. When considering employees for inhouse transfers, it is important to remember that such transfers should not disrupt the operations of the department in which the employee is currently employed. The acceptance of the existing supervisor and the new supervisor, where the request is made, must be obtained and then processed for approval with the President.

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 Sinte Gleska University. The Personnel Action and Contract shall be signed by the employee, Supervisor, Vice President, Chief Finance Officer, HR Director, and the President or his designee, and shall be placed within the Personnel file. Generally, all University employment contracts originate from the Executive Vice President's office at the President's direction. The exception is parttime faculty contracts, which originate in the Vice President of Academic Affairs' office.

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

For all employees except faculty members, contracts are issued upon hiring and remain valid until the employee retires, resigns, or is terminated. Twice annually, performance evaluations are conducted by respective supervisors to assess the employee's suitability for continued employment. If an employee's performance is deemed unsatisfactory during these evaluations, a series of disciplinary actions may follow, including warnings, a performance improvement plan, and ultimately termination, documented via a Personnel Action Form.

Faculty Members: Each year, faculty members undergo performance evaluations conducted by the Director/Chairperson of their department. Following these evaluations and upon approval by the VP of Academic Affairs, contracts are typically offered to faculty members during the second week of April. To secure their position for the upcoming academic year, faculty must sign and return their contracts to the HR Office by the end of April. Failure to return a signed contract by this deadline indicates the faculty member's intent not to continue in their role.

Faculty are granted a grace period until July 4th to withdraw from the upcoming year's contract without penalty. However, terminating a contract after this grace period may result in a letter documenting the conditions and reasons for leaving being added to the faculty member's file, potentially impacting future employment opportunities at the University.

In cases where a faculty member prematurely terminates their contract with the University, they may be subject to liquidated damages, which can amount to up to \$3,500. The number of liquidated damages may be prorated based on the timing and circumstances of the breach, reflecting the remaining portion of the contract term and the reasons for the violation.

5.2.2 Code of Ethics for Appointed Employees

Proper operation of Sinte Gleska University requires that employees use designated organizational channels when seeking decisions and policy determinations.

Employees at Sinte Gleska 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.

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

No employee shall engage in any business or transaction or have a financial interest, direct or indirect, which is incompatible with fully independent judgment in the performance of the employee's duties for Sinte Gleska University.

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

5.2.3 Vacancies

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

5.2.4 Orientation

Every new employee and Board member will be given an orientation to their new job by the Supervisor. This orientation will include a tour of the facilities and area offices, and they will be provided with a packet of informational materials, including a copy of the Faculty Handbook and Personnel Policies and Procedures. All new employees will also participate in a cultural orientation coordinated through the Institute of Indigenous Teaching and Learning. Sinte Gleska University may plan additional activities as part of this orientation process.

5.2.5 Probationary Period

All new employees will undergo a probationary period of 60 days, which may be extended for an additional period not exceeding 30 days. At the end of this period, the supervisor will conduct an evaluation to determine whether the employee should be hired as fulltime permanent staff.

During and upon completion of the 60 or 90day probationary period, a prospective employee may be dismissed with or without cause. Notification of dismissal shall be provided in writing, and a copy of the document will be placed in the employee's file. Health, retirement, and other insurance benefits will vest after the successful completion of the probationary period, as will annual/sick leave. However, while leave can be accumulated during this time, it cannot be used until the successful completion of the probationary period.

5.2.6 Job Description

Each staff member will have a current job description on file. The Human Resources Director is responsible for updating and maintaining job descriptions with the concurrence of the appropriate administrative and supervisory staff. Any changes to a job description must be discussed with the employee and approved by the respective Supervisors and the President. Employees have the opportunity to submit a response to suggested changes to the President before final changes are approved.

5.2.7 Employment of Relatives

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

5.3 General Policies Governing Employment

5.3.1 Work Hours

Faculty: Work hours for faculty differ from those of other staff. Please refer to the Faculty Handbook for details.

Staff (Nonfaculty): Normal work hours are 8:00 a.m. to 5:00 p.m., with a one-hour lunch break (timing at the supervisor's discretion).

5.3.2 Work Time Reporting

Time records must be maintained by all employees using the methods established by the Human Resources Director. Each employee is responsible for completing, signing, dating, and obtaining their supervisor's signature on each timesheet that reports hours worked during each earnings period. Department Supervisors are responsible for ensuring that time reporting is accurate, completed on time, and submitted to the Payroll Office for processing.

5.3.3 Flexible Scheduling

Hourly employees may have flexible scheduling if fully approved by their supervisors and if it does not negatively impact the operations of Sinte Gleska University. Supervisors must ensure

that offices and facilities are properly staffed during regular business hours (8:00 a.m. to 5:00 p.m.) and at other times as necessary.

All flexible scheduling must be approved by the supervisor and the Executive Vice President. A written and approved request shall be filed in all respective personnel files.

5.3.4 Breaks and Meal Periods

Federal law and the State of South Dakota do not require lunch or coffee breaks. However, when employers offer short breaks, federal law considers them compensable work hours included in the sum of hours worked during the workweek and considered in determining if overtime was worked. Unauthorized extensions of authorized work breaks do not need to be counted as hours worked when the employer has explicitly communicated that the authorized break may only last for a specific length of time, that any extension is contrary to the employer's rules, and that any extension will be subject to disciplinary action.

Bonafide meal periods (typically lasting at least 30 minutes) serve a different purpose than coffee or snack breaks and are not considered work time and are not compensable.

Sinte Gleska University offers its employees two 15minute rest periods per day for the benefit of the staff member. These breaks shall be scheduled by the department supervisor or designated Vice President.

If an employee cannot take the 15minute break due to work needs, it cannot be taken at another time. It is a "use it or lose it" break period and cannot be banked or accrued to leave work early or take a longer break later. Offices must be available to serve students, staff, and the public at all times during normal work hours.

5.3.5 Rules of Conduct

All employees must observe the following basic principles of work:

- Perform a full day's work efficiently and diligently in accordance with accepted methods and standards.

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

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

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

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

- Carry out specific work-related orders or instructions, follow established safety practices, and report all accidents promptly to the Human Resources Director.

- Observe established organizational channels.

- Maintain a positive attitude and address all human relations issues with patience, tact, and diplomacy.

- Avoid gossiping and spreading rumors.

Honor the confidentiality of files, records, and documents. Releasing confidential information to unauthorized persons is grounds for dismissal.

Unlawful discrimination or harassment is considered serious professional misconduct and is subject to disciplinary action or discharge.

Do not compete with Sinte Gleska University or convert business opportunities to personal gain or the gain of others.

5.3.6 Outside Employment

Employees must recognize that fulltime employment at Sinte Gleska University requires dedication of hours and energy necessary to perform their duties efficiently.

No employee shall engage in any activity, employment, business, professional work, consulting, or enterprise that is inconsistent, incompatible, or in conflict with efficient performance of their duties. Any questions about outside work should be resolved with immediate supervisors and approved by the President or their designee.

Sinte Gleska University recognizes that staff and faculty possess valuable skills that can benefit the broader community, and outside work can be valuable professional development. Employees may be allowed up to 40 hours of consultant activity each school year with supervisor and President or designee approval. This activity cannot conflict with the efficient performance of the employee's regular duties at SGU. Approved employees will receive consultant leave with pay. A consultant leave request form signed by the supervisor and President or designee must be filed with HR before consulting hours are permitted. These hours do not accumulate year to year.

Faculty must be flexible and available throughout the week for students. Therefore, faculty are not approved for outside jobs during the week unless part of the 40 consulting hours approved by the supervisor and President or designee. On weekends and in July, faculty may work any job that is not inconsistent with, incompatible with, or in conflict with their regular duties at SGU.

5.4 Evaluation and Assessment of Employees

Employee performance will be evaluated for retention, promotions, and transfers. Performance review and feedback from the employee's supervisor is an important part of the employment relationship. All supervisors are responsible for preparing and conducting regular performance reviews with each of their employees. Performance reviews occur after a nonexempt or exempt employee's probationary period and annually thereafter. Supervisors may conduct performance reviews more frequently if deemed necessary.

Faculty are reviewed using a procedure that includes a midyear self-evaluation followed by a midyear supervisor evaluation. A secondary meeting in April assesses the faculty member's work and progress, leading to a recommendation on whether to offer a contract for the next school year.

5.5 Separation

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

Types of Separation: Resignation, Retirement, Layoff, Discharge, Reduction in Force

5.6 Professional Staff Development

All employees are required to participate in mandated professional development activities. Faculty have different and additional development activities referenced in faculty contracts and communicated through the Vice-president of Academic Affairs. Employees are encouraged to contact supervisors or department heads to determine details of currently available opportunities. In some instances, Sinte Gleska University may require training as a condition of employment, continued employment, or for promotions. In this case, the employee is responsible for initiating, maintaining, and completing such training.

5.7 Working Conditions

5.7.1 Safety

Safety and accident prevention are the responsibility of every employee. Each employee should act to protect themselves and coworkers from job hazards, prevent fire and accidents, and promote safety at all times. Unsafe conditions should be reported to the supervisor immediately and then to the Facilities Management department.

Evacuation and Relocation

Every individual must quickly become familiar with their area by locating exits, stairwells, elevators, firefighting equipment, fire alarms, and possible areas of rescue. For specific concerns related to tornadoes or bomb threats, please refer to the entrance of each building and the Security Department's Quick Reference Guide to Building Safety Plan.

Transportation of persons shall be coordinated with appropriate Security and Transportation personnel for evacuation and relocation of those threatened by or displaced by the incident. A temporary shelter or facility will be selected if needed. Coordination for assistance, equipment, and supplies will be determined at the relocation site as needed. The primary responsibility for the protection of property, damage assessment, and restoration of normal operations is assigned to the appropriate University Department.

University Departments Involved:

Facilities Management: Coordinates services for restoring electrical, plumbing, heating, and other support systems, as well as environmental enclosure and structural integrity. Assesses damage and provides a prognosis for occupancy of the affected structure.

Information Technology Services: Coordinates support for data processing resources at the main data center and designated recovery sites; provides alternate voice and data communications in case normal telecommunication lines and equipment are disrupted by the disaster. Evaluates requirements and selects appropriate means of backing up the ITS telecommunications network.

Security: Provides safety and security for people and facilities, emergency support to affected areas, and notification mechanisms for disasters. Establishes a security perimeter around the functional area affected by the disaster. Creates and posts an evacuation/rescue plan for persons with disabilities. Individuals with evacuation concerns are encouraged to make alternative plans

and arrangements in advance and discuss evacuation/rescue needs with the Core Crisis Team member if applicable.

5.7.2 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 must be reported to the Office of Human Resources no later than the statutory time for reporting to secure benefits. Worker's Compensation claims must be reviewed by the Executive Vice President and Chief Financial Officer.

5.7.3 Emergency Closing

Occasionally, it is necessary to cancel classes and close offices for a day or more due to weather or other reasons. When the President makes this decision, it is immediately shared on the University's social media accounts for the public.

In the President's absence, the Executive Vice President or the President's designee shall make this decision. When offices are closed in this manner, employees are excused from work and given administrative leave for the cancellation period. No employee, other than essential staff and those with Supervisor approval, shall report to work for any reason

Emergency Closing Categories:

Inclement Weather: In the event of a forecast of significant snowfall, ice, etc., that would affect safe travel to work, the Executive Vice President will confer with the Security Department and President by 6:00 a.m. to determine whether to open or close offices for the day. An announcement is posted on the University's social media accounts for the public and sent to each employee.

Emergency or Crisis: Occasionally, there are events or situations other than weather that would prompt the closing of offices and the cancellation of classes. This may include an illness outbreak, active shooter, or natural disaster. The President, or their designee, will assess the situation and decide on the cancellation of classes and the closing of offices. Employees are sent home, and the announcement is posted on the University's social media accounts for the public and sent to each employee.

5.8 Drugfree Workplace

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited at Sinte Gleska University. Employees found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

All employees must abide by the terms of this policy as a condition of employment and report any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Failure to report will result in immediate termination of employment.

5.8.4. Salary Increases:

5.8.4.1 Salary

Salary is considered in relation to other benefits, such as provisions for retirement, medical aid, assistance for further education, and reasonable assurance of continued employment. The basic pay grade depends on the position filled, length of employment, performance, education, etc.

5.8.4.2 Pay Increase

“Cost of Living” increases are determined by the President and the Board of Regents, based on economic factors and the financial condition of Sinte Gleska University. These increases are applied to all employees when given.

5.8.4.3 Overtime Service

Overtime is defined as all time worked by a no salaried employee that exceeds forty (40) hours in a 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 beyond what is normally expected of the employee. No employee shall receive overtime for work that normally should be performed during regular working hours. All questions or clarifications regarding overtime should be addressed to the supervisor.

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

Supervisors at all levels are responsible for examining workload and manpower resources before requesting paid overtime. Overtime work should be considered a last resort and depends upon the financial ability of Sinte Gleska University to meet this demand.

In cases where administrative leave was granted to employees during a time period, employees will receive their regular salary for the hours covered by administrative leave. If overtime is worked in the same week as administrative leave, employees will be compensated at the applicable overtime rate as per university policy and labor laws. Administrative leave does not affect eligibility for overtime pay. All instances of administrative leave and overtime must be accurately documented and reported.

5.8.4.4 Salaries, Benefits, and Mileage for Employees Working Under Grants

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

5.9 Personnel Records

Each employee shall have an individual personnel file maintained by the Human Resource Office, which shall contain all personnel actions and pertinent information. Each file will include

an access log showing when the file was opened, the reason it was opened, and a description of documents added or taken out. The only individuals authorized to access the file are the employee themselves (see procedure below), supervisors, and the HR Director.

An employee's personnel file shall be available upon request, with reasonable notice, except for letters of reference obtained upon request that are to remain confidential. If any employee desires to inspect their personnel file, they should submit a request to the President/Executive Vice President mentioning specific reasons for the inspection. Upon approval by administration, the employee will be scheduled a time and date to inspect their personnel file by the Human Resource Director.

Inspection of these records by other persons, except supervisors, appropriate administrative staff, or Human Resources staff, must be authorized by the President. Requests to Sinte Gleska University for employment information will be referred directly to the Human Resources 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. Copies of all applications for professional positions with Sinte Gleska 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.

The Human Resources Office is responsible for maintaining UpToDate records on all personnel actions for fulltime and parttime employees, as well as all temporary, probationary, and regular employees. Resumes of staff may be included as an addition to various funding proposals for program development at Sinte Gleska 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 Sinte Gleska University.

5.9.2 Change of Employee Status

Employees shall be responsible for notifying the Human Resources Office of any changes in the following:

Address

Telephone number

Emergency contact information

Name (due to marriage or otherwise)

Number of dependents

Insurance beneficiary

Other pertinent matters relating to status change

Transcript information (i.e., degrees earned, classes taken, major, and "tested experience" updates)

Corrective Action Procedures Nonexempt Staff

Corrective Action Steps

Sinte Gleska University's policy on corrective action consists of four steps, which are generally administered in progressive order. However, in some cases, the seriousness of the infraction or

performance issue may warrant skipping one or more steps in the process. To assist supervisors in determining the appropriate level of corrective action in a particular situation, a chart at the end of this section provides examples of infractions and appropriate action steps. Supervisors are responsible for determining mitigating and exacerbating circumstances when considering corrective action.

First Level Warning Documented Conversation

The supervisor will provide a warning to the employee through a documented conversation in order to address performance and/or attendance concerns and to inform the employee that additional issues will result in corrective action. If performance and/or attendance does not improve, corrective action will be taken. The supervisor should notify the Human Resource Director to determine when and to what extent corrective action should be taken, up to and including possible termination. Documentation will be sent and filed by the Human Resource Director.

Second Level Warning – Writeup

The second level warning is a formal method of informing an employee of a violation of university or department rules or of failure to perform job duties in an acceptable manner. Generally, a second level warning occurs after the employee has received corrective feedback from their supervisor related to the issues and is intended to encourage the employee to correct the action. The supervisor should notify the Human Resource Director to determine when and to what extent corrective action should be taken, up to and including possible termination. The supervisor may implement a Plan of Improvement at this point, which will be reviewed with the employee and sent to the HR Director to be placed in the employee file.

Third Level Warning Suspension Without Pay

A suspension without pay of three or more scheduled working days is issued when performance and/or attendance problems persist, or when the offense is so serious that a first or second level warning is not appropriate. The supervisor should consult with the Human Resources Director before suspending an employee. Upon completion of the suspension, the supervisor, HR Director, and employee will meet to create and review a Plan of Improvement, which will be placed in the employee's file by the HR Director.

Termination

If all prior disciplinary actions do not resolve the situation, or if the nature of the violation is so serious that a first or second level warning or a suspension is not appropriate, the employee is subject to termination. The supervisor must consult with HR before recommending an employee for termination. The final decision for termination will be made by the President.

Length of Time Corrective Action Remains Active

Corrective action remains active for a period of two years. Therefore, if there is cause for further corrective action within two years, the next level of corrective action will normally be taken. If it has been more than two years but less than five years since the last similar corrective action, the same level of corrective action generally should be applied. If it has been five or more years since the last corrective action, no reference should be made to the previous corrective action.

The corrective action memo should include the following:

The action being taken (i.e., first level warning, second level warning, suspension, or termination).

The specific violation or problem for which the action is being issued (e.g., performance, behavioral issues, or attendance).

Specific instances of problem behavior or violations, including dates and times.

Review of past counseling discussions or corrective action steps, if any.

Description of the impact of the employee's behavior on the organization or work group.

Statement of expectations and established time frame to achieve them.

Description of consequences (e.g., if this step fails, you may be subject to further corrective action, up to and including termination of employment).

Reference to the Complaint Procedure for Staff (Nonexempt) and to the Employee Assistance Program (EAP), if appropriate, and how to access each.

Supervisor's signature.

Employee's signature (including the following statement: "Employee signature does not necessarily indicate agreement, but only that they have received this memo.") If the employee declines to sign, this should be noted on the memo.

The corrective action memo should include vocabulary that is easily understood by the employee and be stated in a factual and objective manner.

Planning for the Corrective Action Meeting

Before the Meeting

Conduct a thorough investigation of the incident or issue, including interviewing the employee or any individuals who witnessed the incident or have firsthand knowledge of the performance problem.

Review any notes made regarding the problem, including supporting documents such as previous corrective action memos, attendance records, or informal notes on counseling sessions.

If suspending or terminating the employee, review your plans with your supervisor and a HR Consultant from the Office of Human Resources.

Prepare a draft of the corrective action or termination memo and an outline of the points to cover during the meeting.

Anticipate questions that the employee will likely ask and be prepared with answers or a commitment to follow up if the answer is not known.

Arrange with the employee to meet in your office or another private area. Time the meeting when the employee is least likely to be confronted by coworkers, especially if suspension or termination is being discussed. The end of a workday or work cycle is often preferred.

During the Meeting

State the specific problem in terms of desired job performance compared to actual job performance.

Review previous counseling sessions or corrective action steps that have been taken.

Give the employee a chance to respond and explain.

Describe for the employee the specific change in job performance you expect.

Ask the employee to confirm their understanding of your expectations.

Inform the employee of the corrective action step you are taking (i.e., First Level Warning, Second Level Warning, Suspension without Pay, or Termination).

Indicate your confidence in the employee's ability to perform properly in the future, if appropriate.

Review the corrective action procedure and the consequences if stated expectations are not met.

Refer to the Complaint Procedure for Staff (Nonexempt) and the Employee Assistance Program, if appropriate, and how to access them.

Provide a copy of the signed corrective action memo to the employee.

After the Meeting

Briefly summarize the meeting in writing for your files with factual comments and examples of what occurred. Forward the original corrective action memo to the Office of Human Resources, 101 Antelope Lake Circle.

Monitor the employee's performance and maintain open communication to provide the employee with the opportunity and support to correct the problem.

Role of the Employee Assistance Program

The Employee Assistance Program is an available resource for employees experiencing problems outside of work that are impacting their performance or attendance. Supervisors should feel free to remind employees of this service at any time during the supervisor employee relationship. At the second level warning or suspension step, the supervisor may choose to make a mandatory EAP referral if appropriate.

Applies to Administrators and Staff Related Policies:

Performance Management Policy

Corrective Action Procedures – Administrators

Corrective Action Procedures – Staff

Procedures

Sinte Gleska University encourages open communication between employees and supervisors. It is the role of the supervisor to communicate job performance expectations to the employee. This communication exchange begins with the initial orientation and training of the new employee. As the employee performs various job functions, it is essential for the supervisor to provide verbal feedback concerning the quality of work.

Coaching is the ongoing process whereby the supervisor directs the development of the employee through regular performance feedback. If the employee meets the supervisor's expectations, positive feedback can be used to reinforce performance and further motivate the employee to achieve even higher levels of performance.

Counseling occurs when there are performance problems and may be used to assist the employee in achieving a satisfactory level of performance prior to initiating any more formal resolution for administrators or any corrective action for staff. In such cases, the supervisor should meet with the employee to clarify performance expectations and determine what obstacles are impeding the employee's ability to perform to standard. The problem could be a lack of clear instructions, a

need for training, the lack of tools/resources, or the impact of another employee's behavior. Whatever the cause, it is the supervisor's role to minimize barriers to acceptable performance and provide clear expectations for the employee. The position description can be a valuable tool for this purpose.

The following may be helpful in preparing for a counseling meeting:

Before the meeting: Review relevant documentation.

During the meeting: State the problem in terms of expected performance versus actual performance; allow the employee to respond; and jointly develop a solution.

After the meeting: Document the meeting and, most importantly, follow up.

The counseling meeting should be viewed as developmental rather than punitive. For staff, the supervisor should stress that counseling is not part of the corrective action procedure but that corrective action may result if the employee does not change their job behavior. Written documentation pertaining to the counseling meeting is not kept in the employee's personnel file, but it should be retained in the departmental file or a management working file.

Termination Policy

The general reasons for termination of an employee include unsatisfactory performance, unacceptable work, incompetence, carelessness, unacceptable behavior, unexcused absences, excessive tardiness, poor work ethic, unauthorized eating or sleeping on the job, leaving without permission, and excessive breaks.

The best practice regarding how to terminate an employee involves sitting down face-to-face with them. Ask the employee to accompany you to a private place where you cannot be overheard. Be direct and to the point. Inform the employee that, unfortunately, today is their last day.

The concerned supervisor/director can recommend the termination of an employee with details of the reasons for such action, and HR will route the proposal through the next in charge of the supervisor/director. Upon consent from all parties, it should be presented to the President/Executive Vice President for final approval of the termination. Personnel Action should be prepared for such termination, duly noting the last date of the employee's work by the Human Resources Department.

The first step toward creating an effective employee termination program lies in documenting employment policies and processes. Employees can be held to many different standards depending on their level of employment and various responsibilities. However, those standards must be clearly delineated so that employees know what to expect from supervisors, managers, and HR staff.

Employers must have a specific path for notifying employees of documented infractions, with instructions to escalate as necessary. This escalation may include:

Poor performance reviews
 Verbal warnings
 Written warnings
 Employee suspension (without pay)

The following chart has been created to show how a supervisor may address different types of infractions. It is designed to give guidance, but the Supervisor ultimately should use policy and personal judgement to handle specific issues.

Example Infraction	Action Steps Supervisors have the authority to use their judgement			
	1st Offense	2nd Offense	3rd Offense	4th Offense
Loitering or loafing during working hours	verbal warning	written warning	Suspension without pay	termination
Failure to report absence in a timely manner as required by department procedures	verbal warning	written warning	Suspension without pay	termination
Excessive tardiness	verbal warning	written warning	Suspension without pay	termination
Excessive absenteeism	verbal warning	written warning	Suspension without pay	termination
Failure to meet department dress code	verbal warning	written warning	Suspension without pay	termination
Failure to work scheduled hours (leaving early or working overtime without permission)	(may skip)	written warning	Suspension without pay	termination
Failure to punch in/out	(may skip)	written warning	Suspension without pay	termination
Posting, removal or defacing of notices, signs, or writing of any form on any bulletin boards or University property without permission	(may skip)	written warning	Suspension without pay	termination
Willful violations of safety rules or University safety practices	(may skip)	written warning	Suspension without pay	termination

Obscene or abusive language	(may skip)	written warning	Suspension without pay	termination
Failure to report on-the-job accident or injury to supervisor	(may skip)	written warning	Suspension without pay	termination
Inappropriate conduct towards other employees, students, visitors (e.g. Sexual/Discriminatory Harassment, Fighting, or obscenity)	(may skip)	written warning	Suspension without pay	termination
Example Infraction	Action Steps			
	1st Offense	2nd Offense	3rd Offense	4th Offense
Uncooperative or unprofessional behavior in the workplace	(may skip)	written warning	Suspension without pay	termination
Improper use of University property and resources	(may skip)	written warning	Suspension without pay	termination
Sexual/Discriminatory Harassment	(may skip)	written warning	Suspension without pay	termination
Failure to report absence for 1 to 2 days	(may skip)	written warning	Suspension without pay	termination
*Threatening, intimidating, or coercing employees, students, or visitors on University property at any time	(may skip)	written warning	Suspension without pay	termination
Misrepresentation of paid/unpaid leave benefits (sick, jury, funeral, FMLA)		3day suspension		termination
Challenge, criticize, obstruct, abuse or interfere with supervisor; willful failure to do an assigned job or follow a supervisor directive		3day suspension		termination
Possession of firearms or weapons on University property		3day suspension		termination
Unauthorized release of confidential, sensitive, or highly sensitive data		3day suspension		termination

Being in areas outside of assigned responsibilities without approval	3day suspension	termination
*Reporting to work under the influence of alcohol or drugs	3day suspension	termination
*Possession of unauthorized alcohol/drugs or use of alcohol/drugs on the job	3day or more suspension	termination
Theft of University, other employee's, visitor's, or student's property	minimum 30-day suspension	termination
Insubordination – direct refusal to do an assigned job or obey an order termination	3day suspension	termination
Sale or trafficking alcohol or illegal drugs/controlled substances on University property or during work time	termination	
Fighting (aggressor & victim if participant)	termination	
Example Infraction	Action Steps	
Falsifying timecards	termination	
Failure to report to work for three consecutively scheduled workdays without notifying immediate supervisor	termination	
Falsification of Employment Application or other necessary data requested during the employment process	termination	
Immoral conduct or indecency during working time	termination	
Deliberate destruction or damage to University property or property of fellow employees in any manner	termination	

5.11. Layoff and Termination Policies

5.11.1. Layoff Procedures

The Office of Human Resources should be contacted when the need to eliminate an administrative or staff position is identified whether due to lack of funding, department restructuring, or other operational reasons. In determining positions to be eliminated and incumbents affected, consideration should be given to the:

- Specific skills or qualifications necessary for department operations
- Demonstration of superior performance by incumbents
- Seniority of incumbents

Specific skills and/or superior performance must be clearly documented to ensure that Sinte Gleska University does not discriminate, intentionally or unintentionally, based on race, color, sex, age, national origin, disability, or veteran status.

Advance notice of layoff should be given as early as possible to provide ample time for employees to seek other employment on or off campus. Generally, at least a 60day notice is preferred and may be required in some cases.

Departments should provide written notification to affected employees indicating the specific reason for the layoff, effective date of the layoff, last day to be worked, and contact information for the employee regarding possible placement elsewhere on campus and the status of their benefit programs. Employees who are laid off are entitled to all accumulated vacation time up to the point of separation.

5.11.2. Involuntary Termination

Involuntary termination generally refers to those based on an employee's unsatisfactory performance or behavior on the job. Terminations are most often the final step when previous attempts to correct the performance or behaviors have failed to produce the desired improvements. Sinte Gleska University provides guidance to managers on how to handle and document unsatisfactory performance through coaching, counseling, the Corrective Action Process for staff employees, and the Performance Management Process for administrators.

When an involuntary termination of an administrator or staff member is considered, managers should contact the Office of Human Resources before such action is taken.

5.11.3. Voluntary Resignation

A two-week written notice of resignation for staff and six weeks for administrators is generally expected when an employee voluntarily ends employment with Sinte Gleska University. This notice period may be modified by mutual agreement between the affected parties.

5.11.4. Transfer

A two-week written notice of resignation for staff and six weeks for administrators is generally expected when an employee transfers to a different department within Sinte Gleska University. This notice period may be modified by mutual agreement between the affected parties.

5.11.5. Reduction in Force

Sinte Gleska University's Reduction in Force (RIF) Policy defines the procedures for managing workforce reductions necessitated by financial constraints or organizational changes while mitigating the impact on affected employees. Affected employees receive written notification explaining the circumstances. Affected employees may request individual meetings to discuss implications and pursue available support services.

5.12. Change of Employee Status

Employees shall be responsible for notifying the Human Resources Office of any change in the following:

- Address
- Telephone
- Emergency notification
- Legal name changes (marriage or otherwise)
- Number of dependents
- Insurance beneficiaries
- Other pertinent matters relating to a status change

5.13. Grievance Procedure for Sinte Gleska University

5.13.1. Purpose

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

5.13.2. Definition of Grievance

A "grievance" is an alleged violation, misapplication, or misinterpretation of a policy or procedure contained within this document. A grievance exists only if there is a claim that an existing rule has been violated, misapplied, or misinterpreted.

5.13.3. Policy

A complaint over a matter outside the policies cannot be taken through the grievance process. Formal grievances, which start in Step 2, must be in writing and must state the section of this document in dispute, the supervisor involved, and a remedy that is requested. Such a remedy should be in keeping with the policies and procedures in this document.

5.13.3.1. Scope

It is the policy of Sinte Gleska University that the grievance procedure covers all fulltime and threequarters employees. However, where a claim of discrimination is made, probationary, parttime, and temporary employees shall also be entitled to coverage.

5.13.3.2. Objective of Grievance

The objectives of this grievance procedure are to:

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

Provide an orderly process for handling grievances once they have entered the formal stage.

Resolve grievances as quickly as possible before they become unduly exaggerated and disruptive to the organization or to the individuals involved.

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.

5.13.4. Procedure for Setting Grievance

There shall be three parties in the Sinte Gleska University grievance procedure:

1. The Aggrieved the nonexempt or exempt 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 Walhalla Committee formed of four persons, under the leadership of the Human Resource Director, including the HR Director, an elder from the University selected by the President, the Lakota Studies Director or designee, and the Staff/Faculty Representative to the SGU Board of Regents. If there is a conflict of interest, the committee member(s) should recuse themselves, and the HR Director will choose a replacement.

5.13.5. Grievance Steps

STEP I (Informal)

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. If the issue is resolved between the two parties in this step, the process ends, and both parties should keep personal documentation of the resolution.

STEP II (Beginning of Formal Process)

If the grievance is not settled in Step I, the Aggrieved shall submit a grievance notice to the HR Director within five (5) working days after the response or nonresponse from the Respondent. The HR Director will refer the case to the supervisor of the respondent. The Supervisor will attempt to mediate between the two employees within five (5) working days of receiving the letter from the HR Director. If the Aggrieved has a different supervisor, they shall be part of the mediation as well. A letter sharing the conclusion of the mediation will be sent by the supervisors to both parties and the HR representative. If either party is not satisfied with the resolution from the supervisor mediation, they will send a letter to the HR Director asking to meet with the Walhalla Committee.

STEP III (Walhalla Committee)

The Walhalla Committee will examine the grievance and the original resolution shared by HR. They will meet with the Aggrieved, the Respondent, and supervisor(s) to gather more information about the facts, etc. The Committee shall determine a resolution within five (5) working days thereafter. If either party is not satisfied with the resolution from the Committee, they will have five (5) working days to inform the HR Director that they would like to appeal to the next level.

STEP IV

The HR Director shall notify the President within five (5) working days and request a review. The President or their designee shall review the facts presented by the Aggrieved, the Respondent(s), and the Mediator, as well as the resolution determined by the Walhalla Committee. If further investigation is desired by the President or their designee, a second meeting may be scheduled. The President or designee shall make their determination within five (5) working days. This decision shall be recorded in the grievance file, shared with the Aggrieved, the Respondent, the Supervisors, and the HR Director.

STEP V

Either party may appeal the President's decision by sending a letter to the HR Director within five (5) working days, seeking counsel with the Board of Regents. The President will inform the Board Secretary, and the Board will utilize the grievance process per the Board of Regents bylaws.

5.13.6. Grievance Records

Grievance records shall be kept in a separate file under the control of the Human Resources Director. Grievance records shall be maintained until three years (or as required by law) after an employee leaves Sinte Gleska University employment, after which the records shall be destroyed.

Chapter 6: Leave and Fringe Policy

6.1 Disclosure of Benefits

Policy:

It is the policy of Sinte Gleska University to provide its employees with benefits. Information and summaries intended to explain these benefit plans will be furnished to all plan participants and beneficiaries on a timely and continuing basis. Sinte Gleska reserves the right to modify, amend, or terminate its pension benefits as they apply to all current, former, and retired employees. Benefits under each benefit plan will be paid only if the Human Resources Director decides in his/her discretion that the applicant is entitled to them.

Procedure:

Sinte Gleska offers certain benefits to eligible employees, including health, life, short and long-term disabilities, and pension plans. Eligibility will depend upon the specific requirements of each benefit plan. Sinte Gleska also provides a number of other benefits such as leave of absences and paid vacation, holidays, and sick days.

All benefits provided by Sinte Gleska are described in official documents that are kept in the Human Resources Office. These documents are available for examination by any plan participant or beneficiary. In addition, these documents are the only official and binding materials concerning Sinte Gleska benefits. All summaries and communications, both written and verbal, must refer to these documents as binding in cases of question or disputes.

The Human Resources Office is responsible for all communications and disclosures concerning Sinte Gleska benefits and for compliance with all applicable laws and regulations. In addition, the Human Resources Director is available to answer questions concerning the benefit plans.

Under certain Sinte Gleska insurance and retirement plans, each employee must designate a beneficiary for the employee's death benefits. The designation must be in writing and in a form acceptable to the Human Resources Director. It is the employee's responsibility to maintain the proper beneficiary designation and to alert the Human Resources Director to any changes in status affecting eligibility or designations.

If plan participants or beneficiaries make a written request for information concerning Sinte Gleska University's plans, the Human Resources Director will provide them the following information: (a) complete copies of the latest updated plan description, contract, or other document under which the plan is established or operated. The Human Resources Director may make a reasonable charge to cover the cost of copies. In addition, the notice should provide an explanation of the special income averaging and capital gains provision that may apply to the distribution.

Participant contributions to benefit plans normally will be deducted from the employee's paycheck if the employee has authorized the deduction in writing. Contributions to benefit plans are not included in the employee's gross wages for income tax purposes.

The Human Resources Director will provide written notice to any participant or beneficiary whose claim for benefits under an employee benefit plan has been wholly or partially denied, no later than 90 days after the plan receives the claim. The notice should contain the reason for denial, specific reference to plan provisions on which the denial is based, and appropriate information about the steps to be taken if the participant or beneficiary wants to submit the claim for review. Any review should be completed promptly, and a decision provided to the claimant.

Employees, spouses, and dependents covered by Sinte Gleska University's health plan will be notified, when appropriate, of the opportunity to continue their health care coverage, at their own expense, in certain specific situations including layoff, termination, reducing hours of employment, and separation or divorce. In addition, they will be provided, when required, with a certificate of prior health coverage when they lose coverage under the health benefit plan.

6.1.1 Definitions

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 Holiday and Holiday Pay Holidays

Sinte Gleska University observes the following regular holidays for all employees:

New Year's Day

Martin Luther King Day

President's Day

Good Friday

Memorial Day Weekend (Fremont)

Juneteenth

Lakota Victory Day

Independence Day

Labor Day

Native American Day (Columbus Day)

Veteran's Day

Thanksgiving Break (Wilfrid)

Christmas Break (Dec 23 – Jan 2)

When a holiday falls on a weekend, it is customary to take either the preceding Friday or the following Monday off. The day that is taken depends on 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 nonrecurring basis by the President. All other days are considered regular working days irrespective of the academic schedule.

6.2.2 Administrative Leave

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, community service, and the like.

6.2.3 Annual Leave

All regular fulltime employees are entitled to annual leave with pay. The purpose of annual 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 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. Salaried employees are

required to utilize annual/sick leave when requesting a personal or sick day. Work hours for salaried employees cannot be claimed on their timesheet if absent from the work area for more than 4 hours (except travel/training status). Supervisor approval is required in these cases.

Carryover of 40 hours of annual leave each contract year is allowed. The cutoff date for the annual leave rollover will be October 1. Sick leave hours are not limited and may be fully carried over.

Annual leave use is to be arranged as far in advance as possible and approved by the employee's 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 at a maximum of 160 hours to the employee at the current salary level only upon termination or resignation. Employees who voluntarily resign without proper notice (reference section above) forfeit their right to have leave paid out. Employees must submit a request to the Payroll Office to have their leave paid out within ten days of leaving. All leave payout requests must be approved by the immediate supervisor and the SGU President. 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 Family & Medical Leave Policy (FMLA)

ELIGIBILITY:

An employee will be eligible to seek unpaid leave under the Family and Medical Leave Act (FMLA) if:

1. The employee has worked for Sinte Gleska University for at least 12 months,
2. The employee has worked for Sinte Gleska University for at least 1,250 hours during the 12 months before the leave,
3. At least 50 employees work at the same worksite or otherwise work within a 75mile traveling distance from the employer's worksite.

In certain circumstances, separate periods of employment are aggregated for purposes of the 12month requirement. Additionally, any time that the employee would have worked for Sinte Gleska University but for his/her National Guard or Reserve obligations is counted toward the 1,250hour requirement for FMLA Leave.

TYPES OF FAMILY AND MEDICAL LEAVES:

For purposes of this policy, the term "FMLA leave" refers to the leaves of absence under the Family and Medical Leave Act. Employees may qualify for various types of FMLA leave. Throughout this policy, the term "FMLA leave" refers to any of the following types of leaves:

Pregnancy Leave: An employee may take a Pregnancy Leave due to incapacity due to pregnancy, prenatal medical care, or childbirth.

Birth, Adoption, and Bonding Leave: An employee may take leave for the birth, adoption, and bonding for his/her child after birth, or for placement with the employee of a child for adoption or foster care. The leave must be completed within 12 months of the child's birth, adoption, or foster care placement.

Family Illness Leave: An employee may take leave for a family illness to care for a seriously ill or injured spouse, parent, or child. The illness or injury must be a “serious health condition” within the definition of the FMLA, a term which is defined below. If the leave is for the care of a child, the child must either be under age 18 or unable to care for himself/herself due to a mental or physical disability.

Employee Illness Leave: An employee may take leave because of his/her own serious health condition that makes the employee unable to perform his/her job.

Qualifying Exigency Leave: An employee may take a qualifying exigency leave for certain “qualifying exigencies” arising out of the fact that the employee’s spouse, child of any age, or parent is on active duty (or has been notified of an impending call to active duty) that may render the service member medically unable to perform his or her duties, if the illness or injury is one for which the service member (1) is undergoing medical treatment, recuperation, or therapy, (2) is in outpatient status, or (3) is on the temporary disability retired list. If a military caregiver leave also qualifies as a leave for family illness, the leave will be designated as a military caregiver leave.

SERIOUS HEALTH CONDITION:

A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Certainly! Here's the continuation and correction of the numbered sections following 6.2.4:

6.2.5 NOTICE AND SCHEDULING OF LEAVE AND RELATED EMPLOYEE

RESPONSIBILITIES

Required Information

Employees who seek FMLA leave must provide sufficient information for Sinte Gleska University to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider or circumstances supporting the need for a leave for a qualifying exigency or to serve as a military caregiver. Employees must also inform Sinte Gleska University if the requested leave is for a reason for which a FMLA leave was previously taken or certified. Employees may also be required to provide a certification and periodic recertification supporting the need for leave. Unless a longer period is specified, a medical certification or recertification must be completed and returned to Sinte Gleska University within 15 days of Sinte Gleska University’s request. Moreover, employees on

leave may be contacted periodically for updates concerning their status and intent to return. Employees are expected to be fully responsive to such requests for updates.

Advance Notice of Foreseeable Leave

Except as otherwise provided below, employees must provide 30 days' advance notice of the need to take FLMA leave when the need for the leave is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable.

Scheduling of Foreseeable Leaves

If an employee plans to take FMLA leave for his/her own illness, a family illness, or to serve as a military caregiver because of planned medical treatment, the employee must make an effort to schedule the treatment to reduce the disruption to Sinte Gleska University, subject to the health care provider's approval. An employee should generally consult with his/her supervisor to explore alternatives to reduce the disruption to Sinte Gleska University.

Notice of Unforeseeable Leave

When a Family and Medical Leave for employee illness, a family illness, as a military caregiver, or for a qualifying exigency is needed due to a reason that was not foreseeable, an employee should give his/her supervisor and the Office of Human Resources and Affirmative Action verbal or written notice as soon as he/she reasonably can do so.

Effect of Insufficient Notice

An employee's failure to give adequate notice may delay or may result in the denial of the employee's right to receive the protection of FMLA leave.

6.2.6 CONFIRMATION OF LEAVE

Sinte Gleska University shall inform employees who request FMLA leave whether they are eligible for a leave that is covered by the FMLA. If the employee is eligible, the notice shall specify any additional information that Sinte Gleska University requires as well as the employee's rights and responsibilities. If the employee is not eligible, Sinte Gleska University shall provide at least one reason of the ineligibility determination. Sinte Gleska University shall determine if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If Sinte Gleska University determines that the leave is not FML-Protected, Sinte Gleska University shall inform the employee.

6.2.7 LENGTH OF LEAVE AND RESTORATION RIGHTS

General

In general, except for those employees taking leave to serve as a military caregiver, an employee will be entitled to a maximum of 12 weeks of FMLA leave (for any type of FMLA leave or a combination thereof) during any 12month period. The 12month period is a rolling period measured backward from the date an employee uses any leave under this policy. Each time an

employee takes any FMLA leave, the remaining leave entitlement will be any balance of the 12 weeks that has not been used during the immediately preceding 12 months.

In the case of a military caregiver leave, an employee is entitled to a maximum of 26 weeks of leave in the 12month period beginning on the first day that the employee takes this form of leave and ending 12 months later.

Nature of the Leave

FMLA leave for the birth, adoption and bonding must be taken at one time and before the end of the 12month period beginning on the date of the child's birth or placement.

Other types of FMLA leave may be taken through either a reduced working schedule or intermittently if such an arrangement is medically necessary (or if Sinte Gleska University approves such an arrangement in its discretion). If an employee is entitled to FMLA leave for his/her own illness, a family illness, or to serve as a military caregiver leave, or if the employee is permitted to work on a reduced work schedule or intermittent basis, Sinte Gleska University may transfer the employee temporarily to a position for which he/she is qualified and which has equivalent pay and benefits if the alternative position would better accommodate the recurring leaves than the employee's regular position. Use of intermittent or reduced schedule leave is measured in increments of one hour. Leave for a qualifying exigency may also be taken on an intermittent basis.

Special Rule Applicable to Spouses who are Both Employed by Sinte Gleska University

If Sinte Gleska University employs both spouses, the combined total Family and Medical Leave to which they will be entitled together will be 12 weeks in any 12month period if the leave is taken for birth, adoption and bonding.

6.2.8 RESTORATION RIGHTS

General

At the end of FMLA leave, an employee will generally have the right to return to his/her last position before the leave or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. In returning from any of these leaves, the employee will not lose any benefit rights, such as sick or annual leave, to the extent that those benefit rights accrued before the leave period.

Certification before Return

Before an employee may return from FLMA leave for his/her own illness that has continued for at least 5 calendar days, the employee's health care provider may be required to certify that the employee is able to resume his/her job. The employee will be required to bear the out-of-pocket costs of such a certification, if any.

6.2.9 PAY AND BENEFITS

Pay

FMLA leaves are not paid leaves. However, an employee may substitute a paid leave for which the employee is eligible for otherwise unpaid leave. In this case, the FMLA leave and the paid leave would run concurrently and would remain subject to all protections that would apply if the leave were taken on an unpaid basis. Employees who seek paid leave will need to meet the notice and qualification requirements under the respective leave policies.

Other Benefits

During FMLA leave, the Sinte Gleska University will continue the employee's health/vision and dental insurance coverage. Likewise, the employee is entitled to continue said coverage for his/her family provided that he/she pays the regular premium on a timely basis. In addition, employees may elect to continue any supplemental insurance policies by timely payment of premiums. During any paid leave, the employee's share of the premiums will be deducted from the employee's pay.

Group life insurance and long-term disability insurance will also be maintained during FMLA leave as if the employee was actively employed.

Medical Records

Documents relating to medical certifications, recertification's or medical histories of employees or employees' family members will be maintained separately and treated as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel, or government officials.

6.2.10 FMLA VIOLATIONS AND ENFORCEMENT

Unlawful Actions by Employers

The FMLA makes it unlawful for any employer to:

Interfere with, restrain, or deny the exercise of any right provided under the FMLA; or
Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or related to the FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

6.2.2 Sick Leave

Sick leave will be granted to all fulltime 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 accrues at the rate of three (3) hours per pay period from the date of employment and increases to 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 termination or resignation.

Procedures for using sick leave are as follows:

An employee must notify their supervisor by the first hour of their shift when using sick leave.

Once sick leave is exhausted, annual leave may be used.

In cases of short-term disability, refer to section 6.2.5, "Short-term Disability," of this policy manual.

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.

6.2.3 Bereavement Leave

Fulltime employees will be granted 80 hours of administrative leave for bereavement per contract year. Additional time needed will be deducted from the employee's annual leave.

Unused bereavement leave will not carry over from year to year.

6.2.4 Jury Duty

Sinte Gleska University recognizes that employees may be called for jury duty and shall grant administrative leave for such service. Jury duty leave maintains employment relationship and benefits coverage. Employees must request leave upon receiving jury duty notice, attaching the notice to their leave request. After completing jury service, employees are expected to return to work promptly.

6.2.5 Maternity/Paternity Leave

Sinte Gleska University recognizes the cultural significance of childbirth and grants up to twelve (12) weeks of leave, treated under short-term disability terms. This leave supports physical recovery and bonding with the child.

6.2.6 Adoptive Parent Leave

Employees with at least six months of continuous service are eligible for up to twelve weeks of paid leave surrounding adoption placement. A written request and adoption documentation are required.

6.2.7 Foster Parent Leave

Employees who become foster parents are eligible for forty (40) hours of administrative leave per year. Additional leave may be requested from the University President based on circumstances.

6.2.8 Sabbatical Leave

Sabbatical leave is available to employees with at least five (5) years of continuous service. It may be paid or unpaid based on a detailed study plan approved by the President. Employees must commit to three additional years of service after a paid sabbatical.

6.2.9 Leave without Pay

Leave without pay may be granted for reasons benefiting Sinte Gleska University, including education, exceptional contributions, or personal reasons. Employees on leave without pay are encouraged to seek support from the Employee Assistance Program.

6.2.10 Military Leave

Employees called to active duty in the armed forces are eligible for military leave. They may return to their previous position or a comparable one upon completion of service. Annual administrative leave is also granted for military reserve and National Guard training.

6.2.11 Cultural Leave

Employees are granted forty (40) hours of administrative leave per year for cultural and religious purposes. Additional leave requires the use of annual leave or leave without pay.

6.3 Fringe Benefits

Fringe benefits at Sinte Gleska University include payroll deductions, medical and dental insurance, short-term disability, life insurance, annuity plan, tuition and registration fee waivers, worker's compensation insurance, unemployment insurance, and social security participation.

6.4 Employee Loan Program

Employees may request emergency loans of \$1000 or \$2000 with a 10% processing fee. Annual leave serves as collateral for the \$2000 loan. Loans must be repaid within 15 pay periods.

6.5 Donations

Sinte Gleska University provides limited donations for funerals, medical emergencies, and local events to support its community.

CHAPTER 7: SINTE GLESKA UNIVERSITY TECHNOLOGY USAGE POLICY

7.1 Purpose and Scope

This Technology Usage Policy establishes guidelines and expectations for the appropriate and responsible use of technology resources at Sinte Gleska University. It applies to all faculty, staff, students, contractors, and any other individuals granted access to university technology resources.

7.2 Definition of Acceptable/Unacceptable Use

7.2.1 Authorized Access:

Users are granted access to technology resources based on their roles and responsibilities within the university.

Users must not attempt to gain unauthorized access to any technology systems, data, or networks.

Authorized users of communication resources are expected to use available resources only for those purposes.

The university does not regulate the content of information placed on campus technology systems and networks. The university accepts no responsibility for the content of information placed on the campus systems and networks, except for information placed on the system by the University and its authorized representatives.

7.2.2 Acceptable Use:

Users are expected to use university technology resources responsibly, ethically, and in compliance with all applicable laws and regulations.

Respect for intellectual property rights must be maintained, and users should avoid engaging in activities that could lead to copyright infringement.

Communication technology systems have been developed and supported at Sinte Gleska University to further the legitimate business interests of the institution. Those business interests include academic, research, service, and administrative tasks related to the accomplishment of work responsibilities for staff and learning expectations for students.

Broadcast advertising using email is permitted only to support the University's legitimate business activities. Examples of such activities could include notices to all staff of personnel policy issues such as benefit enrollment procedures, training programs, notifying staff of meetings with the Board of Regents, administration, etc.

Transparency and Integrity: Uphold transparency and integrity in your online interactions within the context of university life. Represent yourself truthfully, accurately, and disclose any affiliations or biases that may influence your contributions or opinions. Avoid misleading or deceptive practices that could compromise the integrity of academic discourse.

7.2.3 Unacceptable Use

Commercial Activity: Use of University communication technology for personal gain through commercial activity is prohibited.

License, Trademark, and Copyright: Use which violates license agreements and trademark or copyright laws is prohibited.

Unauthorized Access: Attempting to gain unauthorized access to messages, data, or files is prohibited.

Criminal Activity: Use which violates state or federal criminal statutes is prohibited.

Harassment: Using communication technology to intimidate or harass others in violation of university or federal laws is prohibited.

Advertising for events, meetings, or activities not officially sponsored by university groups or organizations is prohibited.

Prohibited Uses: Personal communications unrelated to work or educational purposes are not permitted if use of information resources will generate additional direct costs to the university.

7.3 Data and Information Security

7.3.1 Confidentiality:

Users must respect the confidentiality of university data and information.

Unauthorized access, disclosure, or sharing of sensitive data is prohibited.

7.3.2 Data Storage:

University data should be stored on approved platforms and network services.

Personal and sensitive data must be encrypted when stored on mobile devices, external drives, or any portable media.

7.4 Responsible Conduct Online

7.4.1 Social Media Guidelines

Professional Etiquette: Maintain a professional demeanor on social media platforms, reflecting the values and standards upheld by the university. Refrain from engaging in any form of harassment, discrimination, or disrespectful behavior towards fellow students, faculty, or staff (add reference to personnel section of policy).

Protecting Privacy: Respect the privacy and confidentiality of individuals within the university community. Refrain from sharing personal or sensitive information about yourself or others without consent.

Critical Content Evaluation: Develop critical thinking skills when consuming and sharing content on social media related to university life. Verify the credibility and accuracy of information before sharing it with others and be vigilant against the spread of misinformation or rumors. Adhere to academic standards of citation and attribution when referencing external sources.

Positive Engagement: Foster a culture of constructive engagement and collaboration within the university on social media platforms. Contribute meaningful insights, ideas, and resources that contribute to intellectual discourse and learning. Respect diverse perspectives and opinions and engage in respectful dialogue even in instances of disagreement.

Online Conduct During and After Work Hours:

During Work Hours:

While actively engaged in work-related tasks during typical work hours, employees of SGU are expected to adhere to the institution's code of conduct both offline and online.

This means that any communication, engagement, or representation of SGU or its affiliated entities on social media platforms must align with the values, principles, and policies set forth by the university.

Employees are expected to maintain professionalism, respect, and integrity in their online interactions, refraining from any behavior that could reflect negatively on SGU's reputation or compromise its mission.

After Hours:

Outside of typical work hours, employees are still bound by SGU's code of conduct, especially when their online activities could impact the university's reputation or interests.

Even when not officially on duty, employees should avoid making disparaging remarks, sharing confidential information, or engaging in behavior that could undermine SGU's values or objectives.

While employees have the right to express their personal opinions and engage in private activities outside of work, they must be mindful that their actions could still have implications for their professional relationship with SGU.

Any online behavior that violates SGU's code of conduct, whether during work hours or after hours, may be subject to disciplinary action, as outlined in the university's policies and employment contract agreements.

7.4.2 Cyberbullying, Harassment, and Discrimination:

At SGU, cyberbullying, harassment, and discrimination in any form, including online misconduct, are strictly prohibited. This encompasses behaviors that are derogatory, offensive, or threatening towards individuals based on factors including race, ethnicity, gender, sexual orientation, religion, disability, or any other protected characteristic.

All users, including employees, students, and other stakeholders, must adhere to this policy at all times, whether during work hours or outside of them. Any instances of cyberbullying, harassment, or discrimination should be reported immediately to the Campus Security and Safety Director via the Incident Report form on the SGU website for thorough investigation and appropriate action.

SGU is dedicated to fostering a safe, respectful, and inclusive online environment for all members of its campus and tribal community. Any violations of this policy will be treated with the utmost seriousness and may result in disciplinary measures, including termination of employment or expulsion from the university, depending on the gravity of the offense (reference SGU disciplinary step in HR section).

7.5 Technology Resources Management

7.5.1 Software and Applications:

Only authorized software and applications should be installed on university owned devices. Users must adhere to licensing agreements and copyright laws when using software.

7.5.2 Hardware Usage:

University owned hardware must be used for official university activities only. Personal devices connected to the university network must comply with security standards and be approved by the SGU IT (Information Technology) Security team.

7.6 Network Usage

7.6.1 Bandwidth Management:

Users must use university network resources responsibly, avoiding excessive bandwidth consumption for nonacademic or nonbusiness purposes.

7.6.2 Prohibited Activities:

Engaging in activities such as hacking, unauthorized monitoring, or interference with the university network is prohibited.

7.7 Reporting Security Incidents

Users must report any suspected security incidents or breaches promptly to the IT (Information Technology) Security team.

7.8 Compliance and Enforcement

Violations of this policy may result in disciplinary action, including but not limited to suspension of technology privileges, academic penalties, termination of employment, legal action, and other consequences as deemed appropriate.

7.9 Policy Review and Updates

7.9.1 Review:

This policy shall be reviewed annually or as needed in response to changes in technology, regulations, or university operations.

7.9.2 Updates:

Updates to the policy shall be communicated to all relevant parties.

Chapter 8: Sinte Gleska University Distance Education Policy

8.1 Purpose and Scope

This Distance Education Policy establishes guidelines and expectations for the educational preparation, development, and delivery of distance education courses at Sinte Gleska University. This policy applies to University staff, administration, faculty, and students.

8.2 Definition of Distance Education

Distance education refers to a mode of education where students and instructors are physically separated from each other at times. Instead of attending classes in person, students participate in educational activities remotely, using a distance education management system, utilizing the internet, employing email, video conferencing, and other digital tools to interact with course materials, instructors, and fellow students. SGU's distance education courses embody the university's vision and mission by opening opportunities for college credit through electronic and off campus delivery. Distance courses assist students who face scheduling constraints or geographic barriers, ensuring equitable access to high-quality education regardless of location or circumstance.

8.3 Sinte Gleska University Distance Education Delivery

The following definitions shall be used to define the mode of instruction for course offerings, depending on student needs and class sizes, and will be identified in the Course Schedule per semester:

8.3.1 Face-to-Face

A face-to-face classroom setting refers to a traditional educational environment where students and instructors gather in the same physical location for teaching and learning activities. Face-to-face courses reserve the option to move a class online if campus is closed due to holidays, weather, or other unexpected events. This will be explained in each syllabus as determined by the academic department and instructor.

8.3.2 Online Course Offerings

A course offering in which instruction occurs live and synchronously utilizing videoconferencing via SGU's learning management system. Note: SGU does not provide asynchronous correspondence courses.

8.3.3 Blended Course Offering

A course offering that utilizes prescheduled face-to-face, synchronous class meetings as well as synchronous online videoconference sessions depending on the needs of a specific lesson. For example, a blended course at SGU might require all students to be face-to-face for the first, fifth, and tenth class and online via videoconference for the rest of the classes.

8.3.4 Hybrid Course Offering

Hybrid learning refers to a course structure that integrates traditional face-to-face instruction and online learning components simultaneously. Instructors will clarify the logistics and student requirements for their specific hybrid class in their syllabus. For example, an instructor may set up a course so that students can choose whether to attend in person or through the videoconference interface, and the instructor teaches to both audiences at the same time.

8.4 Distance Education Policy

Sinte Gleska University is committed to providing comprehensive support for distance education, ensuring both faculty and students have access to necessary technology resources and support services. Faculty are required to possess appropriate qualifications and engage in ongoing training to enhance their teaching effectiveness. Student success will be supported through active student support services, including academic advising and technical assistance.

8.5 Procedures

8.5.1 Technology Support Staff

Upon enrollment or employment at Sinte Gleska University (SGU), students and faculty are issued an institutional username, granting access to various digital resources such as email services, the Jenzabar platform, and classes associated with the selected learning management system (LMS). Throughout their course or program, SGU provides necessary technical assistance and support to students and faculty. This support is accessible through the submission of a Tech Ticket, available on SGU's website. Additionally, each course syllabus includes the names and contact information of institutional support staff members, ensuring timely assistance and effective resolution of technical issues.

8.5.2 Technology Usage Policy and Procedures

All faculty and students are required to follow the Technology Usage Policy and Procedures for the appropriate and responsible use of technology resources at Sinte Gleska University.

8.5.3 Course Development

As with all courses at SGU, distance learning courses will include comprehensive syllabi outlining course objectives, learning outcomes, evaluation methods, required books, and supplies. Distance learning syllabi are based on an approved template that includes explicit expectations for student conduct for distance learning and assignment completion, grading policies, and faculty response times. Included within the syllabi are support resources and links for technical assistance (help ticket). These syllabi undergo periodic review and updates to maintain program specific relevance and accuracy.

8.5.4 Faculty Qualifications

8.5.4.1 Fulltime Faculty

To prepare for online instruction, fulltime faculty undergo comprehensive training encompassing essential aspects of successful online teaching. This includes thorough familiarization with the intricacies of the learning management system (LMS) and equipping them with the skills to effectively organize their courses within this digital framework. Additionally, faculty are introduced to supportive applications designed to enhance the online learning experience, promote interaction, and facilitate effective communication.

8.5.4.2 Parttime and Adjunct Faculty

Parttime and adjunct faculty selected to instruct a distance education class need to fulfill the same instructional requirements as on campus faculty. Their appointments must be department level approved and endorsed by the VP of Academic Affairs before they can be hired. Additionally, department level approval may be subject to university policies (e.g., tested experience form).

8.5.5 Faculty Ongoing Training

8.5.5.1 Fulltime Faculty

Faculty members are required to attend professional development activities focused on distance learning teaching preparation and pedagogical delivery. This training covers topics such as instructional design, technology integration, student engagement strategies, assessment procedures, and best practices for online course delivery.

8.5.5.2 Parttime and Adjunct Faculty

Parttime or adjunct faculty are required to attend professional development activities focused on distance learning preparation and pedagogical instructional instruction and delivery.

8.5.5.3 All Faculty

All faculty, fulltime, parttime, and adjuncts are instructed on the availability of online learning resources posted and updated on the SGU website.

8.5.6 Teaching and Learning

8.5.6.1 Course Review

All new and revised courses undergo review, including method of delivery and course learning outcomes, by the Department Chairs Committee, Curriculum Committee, and the Academic Vice President.

8.5.6.2 Program Review

All new programs undergo a review and approval process that includes the Department Chairs Committee, Faculty Council, President's Council, and the Board of Regents to align with external accreditation requirements.

8.5.6.3 Course Syllabi

Distance learning courses include comprehensive syllabi outlining course objectives, learning outcomes, evaluation methods, required books, and supplies. Additionally, the course syllabi provide explicit expectations for student conduct for effective online learning.

8.5.6.4 Assessment Techniques

Faculty members who use tests are encouraged to meet virtually with their students during examinations where students are viewed with cameras on. Furthermore, SGU faculty are encouraged to use assessment techniques other than testing that can recognize individual student work and ability.

8.5.6.5 Privacy Preferences

Students will be informed of their option to request privacy preferences regarding being recorded or having their names published during recorded sessions.

8.5.6.6 Integration of AI Technologies

Distance education faculty shall include in their syllabus one of the following options for the integration of AI Technologies:

The inability to use Generative AI such as ChatGPT

The use of Generative AI such as ChatGPT with proper citation.

The use of Generative AI such as ChatGPT as assigned by the teacher.

8.5.7 Student Support

8.5.7.1 Course Registration

During course registration, faculty advise students on course availability, ensuring clarity regarding course delivery formats. The course schedule identifies courses as either online, blended, or face-to-face. Specifically, faculty inform students about the technological tools and skills required for successful enrollment in distance education classes.

8.5.7.2 Student Orientation

New students to SGU are provided an orientation to distance education by the Technology Support Staff and the Dean of Students. Students are informed about the technology requirements for online learning, including setting up an email account, access to Jenzabar, and

signing into the distance learning management system. Sinte Gleska also has assistive videos related to the learning management system for their review on the university website.

8.5.7.3 Student Support Services

Student support services are available for distance education students through student support services.

8.5.8 Evaluation and Assessment

8.5.8.1 Department Monitoring

Each academic department actively monitors the retention, persistence, and completion rates of all students, including those enrolled in distance education courses.

8.5.8.2 Faculty Evaluations

To ensure the effectiveness of instructional delivery in distance education courses, each department chair conducts faculty informal observations, walkthroughs, and scheduled formative observations. These observations lead to evaluations designed to assess various aspects of teaching in a remote environment, including instructor engagement, instructional strategies, use of technology, student interaction, and the arrangement of materials within the Learning Management System (LMS).

8.5.8.3 Student Evaluations

Students are actively involved in evaluating instructors, with a specific emphasis on assessing their performance in distance learning instructional delivery and preparation. Student evaluations include questions tailored to the unique aspects of distance learning, addressing factors such as instructor engagement, communication effectiveness, use of technology, course organization within the online platform, and overall preparedness for teaching in a remote environment.

8.5.8.4 Technology Help Desk

Using the Technology Help Desk ticketing system, the technology staff systematically monitors the types of assistance requested by students and faculty from one semester to the next. By analyzing patterns and trends in student inquiries, the technology staff identifies