

# *Williston State College*



## **Staff Handbook**

**1410 University Avenue  
Williston, ND 58801  
[www.willistonstate.edu](http://www.willistonstate.edu)**

Updated 9/23/2019

## Preface

The purpose of this Staff Handbook is to assist appointed staff members in becoming oriented to the college and to provide a reference for personnel. It includes information on the mission and history of WSC; governance; personnel matters; campus operations; WSC general, faculty, student and library policies; North Dakota University System and State Board of Higher Education policies.

**This manual is not intended to and does not constitute a contract between Williston State College and its employees. None of the provisions contained herein are interpreted as contractually binding upon Williston State College. Williston State College retains the right to alter any or all of the terms of this manual whenever it elects to do so.**

This handbook is not all-inclusive. Persons needing further information should contact the Director for Human Resources.

### **Equal Opportunity**

Williston State College (WSC) operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 which provide that "No person in the United States shall, on the basis of sex, race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance; and prohibits discrimination on the basis of handicap against existing employees, students and applicants for employment and admission." Williston State College does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs or activities.

### **Notice of Non-Discrimination**

Williston State College (WSC) is committed to providing an educational and employment environment free from discrimination. WSC does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, genetic information, creed, marital status, veteran's status, political belief or affiliation or any other status protected by law. WSC complies with Title IX of the Education Amendments of 1972 which prohibits discrimination and harassment based on sex in an institution's education programs and activities, employment and admission. WSC will take prompt and equitable action to investigate and resolve reports of sexual harassment or sexual violence and take disciplinary action as appropriate.

Retaliation against any person who initiates an inquiry or complaint or participates in the investigation of a complaint is prohibited. Such conduct will be further cause for disciplinary action. The College's policies and procedures for complaints of discrimination and harassment are found at:

Concerns regarding WSC's equal opportunity and non-discrimination policies may be addressed to the following:

**Title IX, Title VI, Title VII, [ADA](#), and Section 504:**

Michelle Remus

Director for Human Resources/Title IX Coordinator

1410 University Ave

Williston, ND 58801

701-774-4204

[Michelle.Remus@willistonstate.edu](mailto:Michelle.Remus@willistonstate.edu)

# Contents

I. Section 1. General Information .....	1
Vision Statement	
The Mission of the College	
Role and Scope	
History	
II. Section 2. Governance.....	3
Board of Higher Education	
The President	
Institutional Management	
Administration	
Faculty	
Staff	
III. Section 3. Personnel Information.....	5
Academic Skills Center .....	5
Access to Public Records.....	5
Bookstore.....	5
Broadbanding System.....	5
Business Cards.....	6
Business Office Forms.....	6
Calendars and Newsletters.....	6
Casual Day.....	6
College Property .....	6
Committee Representation/Structure.....	6
Continuing Education Division .....	7
Contract for Services .....	7
Disability Accommodation.....	7
Disability Support Services .....	7
Distance Education .....	7
Dress Code.....	8
Drug-Free Workplace .....	8
Employee Assistance Program .....	8
Enrolling in Courses .....	8
FERPA.....	8
Flexcomp .....	10
Food Service Department .....	10
Holidays.....	10
ID Cards.....	11
Inventory Control.....	11
Keys .....	11
Library Services.....	11
Lost and Found .....	12
Mail Service.....	12

News Releases .....	12
Office Hours .....	12
Open Meetings.....	12
Organizational Chart.....	12
Parking.....	12
Pay .....	13
Performance Evaluations.....	13
Personal Data Change.....	13
Phone Directory .....	13
Physical Plant.....	13
Position Descriptions .....	13
Professional Development.....	14
Purchasing.....	14
Recruitment and Appointment Procedures.....	14
Request for Checks.....	15
Resignations.....	15
Rest Periods .....	15
Retirement Guidelines .....	15
Retirement Plans.....	15
Room/Facility Reservations.....	16
Salary Procedures .....	16
Smoking.....	17
Staff Senate.....	17
Supplies .....	17
Technology Requests.....	18
Telephone Service .....	18
Transfer of Equipment.....	19
Transportation.....	19
Travel Requests .....	19
Travel Expense Reimbursement.....	19
Tuition Waivers .....	21
Vending Service.....	22
Web Site.....	22
Williston State College Foundation.....	22
TrainND Division .....	22
IV. Section 4. Policies and Procedures .....	23
North Dakota University System (NDUS) Human Resource Policy Manual	
Committee Structure.....	Appendix A
Staff Professional Development .....	Appendix B
Williston State College Constitution .....	Appendix C
Staff Senate Bylaws.....	Appendix D

# **SECTION 1. GENERAL INFORMATION**

## **VISION STATEMENT**

WSC, Where the people make the difference!

## **THE MISSION OF THE COLLEGE**

Williston State College is a comprehensive two-year college whose fundamental mission is provision of higher education opportunity to students and citizens of its service areas. It accomplishes this mission through academic transfer, vocational technical, and community services instructional programs, supported by administrative, fiscal, and student services. Program levels range from short-term non-credit courses to advanced degrees offered on campus in cooperative arrangements with baccalaureate and graduate institutions. As a comprehensive institution, WSC's curriculum ranges from basic general education to specified high technology programs.

## **ROLE AND SCOPE**

The Williston State College service areas include the immediate, contiguous geographical region for most programs, and statewide, regional or nationwide areas for select, unique programs. The college places primary emphasis on high quality, student-oriented teaching, but it recognizes the importance of promoting research, public service, economic development, and cultural awareness.

## **HISTORY**

The University of North Dakota in Grand Forks began offering extension classes in Williston in the Fall of 1957. In 1961, Williston State College, then known as the University of North Dakota – Williston Center, founded its own resident campus, faculty, and curricula through a contractual arrangement between the University of North Dakota in Grand Forks and the Williston School District #1. This contractual arrangement continued until the college became the responsibility of the North Dakota State Board of Higher Education on July 1, 1984, at which time the college became known as the University of North Dakota – Williston.

Legislative action in 1999 expanded the college's mission to include TrainND, at which time it became an autonomous campus and its name was changed to Williston State College.

Williston State College has occupied the main building located on an 80 acre campus since 1967. The administration, some faculty offices, classrooms and laboratories, library, one gymnasium, and dining services are located in this building. The student

center addition, completed in 1975, includes an auditorium, bookstore, game room, student lounge, classrooms, and offices.

The Art Wood building was constructed in 1972. This building currently houses faculty offices, classrooms, and shops for the automotive technology program and welding courses.

A Career Technical and Education building (CTE) opened in 2011 to partner with the high schools to deliver dual credit trades & technology programs.

On-campus housing includes a residence hall built in 2011 with 170 beds, co-ed dormitory, one 16-bed female dormitory, four athletic four-plexes, and an eight-lot mobile home court.

A regulation collegiate baseball field was finished in 2009. This field is located on the north side of the campus.

Construction of the Health Science & Sports Complex was completed in 2004. The complex houses labs and classrooms for practical nursing, physical therapy assistant, and massage therapy programs. It has a 2,400-seat sports arena that is used for sports programs, special events at the college, and by the local community for meetings and programs. A walking track is also available to the public during normal business hours and is closed during events.

## **SECTION 2. GOVERNANCE**

### **BOARD OF HIGHER EDUCATION**

The North Dakota State Board of Higher Education shall have all the powers and perform all the duties necessary to the control and management of the institutions as provided by NDCC 15-10-17.

The North Dakota State Board of Higher Education is the final authority in all matters affecting the College and exercises jurisdiction over its financial, educational, and other policies, and its relation with the State and Federal Governments. Certain administrative responsibilities of the Board have been delegated to the Chancellor. The board entrusts the execution of all its plans and policies, together with the internal government and administration of the College, to the president and the faculty and such officers as it may select.

### **THE PRESIDENT**

The president is the chief executive officer of the institution and a member of the Chancellor's executive staff. The president is responsible to the chancellor for all matters concerning the institution and is an advisor to the chancellor in matters of inter-institutional policy and administration.

The Board delegates to the president of each institution full authority and responsibility to administer the affairs of the institution in accordance with Board policies, plans, budgets and standards, including the management and expenditure of all institutional funds, within budgetary and other limitations imposed by the law or by the Board.

Reference: State Board of Higher Education Policy Manual, Section 305.1.

### **INSTITUTIONAL MANAGEMENT**

#### **FACULTY**

The Faculty of Williston State College consists of all faculty members not holding a full-time administrative position, full-time faculty with the rank of instructor or above, permanent part-time faculty, and adjunct faculty.

#### **STAFF**

The Staff of Williston State College consists of all full-time and part-time non-teaching professional staff, technical/paraprofessional, clerical/secretarial, and service/maintenance employees. Each staff position is part of one of the following divisions: Academic Affairs, Student Affairs, Financial Affairs, Office of the President, Athletics, Campus Services, Train ND.

## SECTION 3. PERSONNEL INFORMATION

### **ACCESS TO PUBLIC RECORDS**

Except as otherwise specifically provided by law, all records of public or governmental bodies, boards, bureaus, commissions or agencies of the state or any political subdivision of the state, or organizations or agencies supported in whole or in part by public funds, or expending public funds, shall be public records, open and accessible for inspection during reasonable office hours.

REFERENCE: North Dakota Century Code 44-04-18.1

### **BOOKSTORE (Andrea's)**

The bookstore sells textbooks and related materials for courses offered by the college, as well as clothing, health items, gifts, and other general merchandise. The Teton Java coffee shop was opened in 2005. Computer software is available to faculty and staff at special educational prices:-

The college operates the bookstore, and the revenues from this store are applied toward the financial obligation associated with the Frontier Hall.

### **BROADBANDING SYSTEM**

Legislative action in 1999 removed Higher Education from the Central Personnel System. As a result, the State Board of Higher Education has approved change from the previous point-factor classification system to a broadbanding system, effective July 1, 1999.

Broadbanding is an approach to compensation that focuses on performance and market, uses a few, wide salary bands to deliver pay, and emphasized management pay decisions with expert human resource advice.

REFERENCE: NDUS web page: [www.nodak.edu/broadbanding](http://www.nodak.edu/broadbanding)  
Also refer to Pay, Performance Evaluations, Salary Procedures, and Salary Recommendations in this handbook for further information.

### **BUSINESS CARDS**

Each department may order business cards for new employees (if applicable). If you have changes or need more cards, contact your supervisor.

### **BUSINESS OFFICE FORMS**

Necessary forms for travel requests, reimbursements, technology requests, payroll forms, etc. can be accessed on the website at [www.willistonstate.edu/wscforms](http://www.willistonstate.edu/wscforms).

## **CALENDARS AND NEWSLETTERS**

*Teton Notes* is a TV spot that appears on KUMV-TV weekly. Contact the *Teton Notes* representative to submit information for publication. Information is needed by 12:00 noon on Tuesday prior to airing the following week.

## **CAMPUS SERVICES**

The maintenance crew is in charge of maintaining the buildings and the grounds of the campus. All phone numbers for maintenance personnel are in the Phone Directory. Maintenance requests can be called in to the maintenance staff. There is an after- hours phone available in case of an emergency. Work order requests may be found on the WSC Web site. Requests need to be filled out and forwarded to the physical plant department. Contact the maintenance personnel with any questions/requests.

## **CASUAL FRIDAY**

Williston State College allows employees to wear jeans on Fridays and during the summer months when students are not on campus.

## **COLLEGE PROPERTY**

No one shall use for his/her own personal pleasure or for other personal purposes, or remove from the buildings or grounds, any property of whatever description belonging to the institution, even though it may seem to be of no value, unless it be temporarily and pursuant to some well-established regulation or usage, or with the approval of the Executive Cabinet.

## **CONTINUING EDUCATION DEPARTMENT**

The mission of the Continuing Education Division is to provide opportunities for lifelong learning. In 1974, the University of ND – Williston created a program known as Adult or Community Education, which offered classes for personal enrichment. The department provides non-credit courses for lifelong learning purpose, including: Continuing Education Units (CEU's), community classes, Kids on Campus, and others. The department is located in the **Train ND** Building.

## **CONTRACT FOR SERVICES**

A contract for services policy is in the approval process. Discuss questions/concerns with your supervisor. The Chief Financial Officer is responsible for signing off on all contracts.

## **DISABILITY ACCOMMODATION**

Disabled employees may require reasonable accommodation in their position in order to carry out their job functions. The disabled individual needs to be on record with the College that he or she has a disability. The staff member should discuss any accommodation requirements with the President.

## **DISABILITY SUPPORT SERVICES**

Disability Support Services (DSS) works with students, faculty, staff, and outside agencies to insure that eligible students with disabilities can fully participate in all college programs, services, and activities. DSS assists individuals with disabilities to overcome barriers that can otherwise limit their academic, professional, and personal potential with an environment that is accessible to students for an equal learning opportunity. DSS does not promise success to the students, only access.

## **EXTENDED LEARNING**

The Extended Learning Department supports the integration of technology into learning for all delivery methods (online, interactive video, traditional classroom, and hybrid). Extended Learning provide technical support for users of the learning management system, interactive video system, and other related technologies. The Extended Learning Department is a resource for evaluating new technologies and assisting in implementing technologies into learning.

Extended Learning courses and programs count as regular college credit. Students are eligible for the same or equivalent services provided to on-campus students. The same standards are used for distance courses to ensure quality of instruction as are used for on-campus courses.

Students may earn an Associate in Arts Degree, Associate in Applied Science Degree, and Certificates. Courses are offered by delivery modes that include online, dual credit, and interactive video. Students may take courses from more than one NDUS institution at the same time through the Collaborative Student Process to complete degree requirements.

## **DRESS CODE**

All employees are expected to dress appropriately for his/her working conditions with the intent to portray the best appearance possible to students and to the public. Certain positions may require wearing uniforms and name tags.

## **DRUG FREE WORKPLACE**

Williston State College recognizes that the use of illegal drugs, and abuse of alcohol and prescription drugs is a serious problem within our society. In response to this concern, Williston State College is committed to the following goals: (1) to establish and enforce clear campus policies regarding the use of alcohol and illegal drugs; (2) to educate members of the campus community for the purpose of preventing alcohol abuse and illegal drug use; (3) to create a campus environment that promotes the individual's responsibility to him/herself and to the campus community; and (4) to provide resources through counseling and referral services for students, faculty, and staff who experience alcohol and other drug abuse problems.

## **EMPLOYEE ASSISTANCE PROGRAM**

The Employee Assistance Program is provided through St. Alexius Medical Center. Contact the Human Resource Office to receive more information about this program and its services.

## **ENROLLING IN COURSES**

See the section titled "Tuition Waivers" in this Handbook.

## **FERPA**

As custodian of student records, and in compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), Williston State College assumes the trust and obligation to ensure the full protection of these student records.

Student records maintained by Williston State College fall into two general categories; directory information and student educational records.

Directory information (as defined under the provisions of FERPA) may be released publicly in printed, electronic, or other forms at the discretion of the personnel of this institution.

Directory information is defined to include:

1. Names (all names on record)
2. Address (all addresses on record)
3. E-mail address (all electronic addresses on record)
4. Phone number (all phone numbers on record)
5. Height, weight and photos of athletic team members
6. Date of birth
7. Place of birth
8. Major field of study (all declared majors)
9. Minor field of study (all declared minors)
10. Class level
11. Dates of attendance

12. Enrollment status
13. Names of previous institutions attended
14. Participation in officially recognized activities and sports
15. Honors/awards received
16. Degree earned (all degrees earned)
17. Date degree earned (dates of all degrees earned)
18. Photographic, video or electronic images of students taken and maintained by the institution.

Under the Family Education Rights and Privacy Act, students have the right to request directory information not be made public by notifying the Admission and Records Office. Student information systems permit students to restrict release of any or all of the directory information by logging into the student's account. Students should be aware that information might be collected for use in publications in advance of printing. In order to effectively suppress release of directory information, students must restrict their directory information by the tenth day of the term and not reverse that restriction during the term. Students may also personally contact a staff member in the Admission and Records Office for assistance in completing this process.

Campuses receive many inquiries for 'directory information' from a variety of sources including, but not limited to, prospective employers, other colleges and universities, graduate schools, licensing agencies, government agencies, military, news media, parents, friends, and relatives. Students should consider very carefully the consequences of their decision to withhold release of any or all directory information items. Campuses have no responsibility to contact students for subsequent permission to release directory information after it is restricted. Campuses will honor student requests to withhold directory information until the student specifically and officially requests to lift these restrictions. Students may reverse existing directory restrictions by logging into their accounts. Students may also personally contact a staff member in the Admission and Records Office.

Educational records are those records which are directly related to a student and maintained by this institution or by a party acting for this institution. These records include any information from which students can be individually identified, and have not been previously defined as public directory information.

Under the laws of FERPA, Williston State College will not disclose information about current or former students nor permit inspection of their educational records without the expressed, written consent of the student.

Current and former students will be permitted to inspect and review their own educational records, to the exclusion of their parents and/or guardians. This applies to all students enrolled at Williston State College, regardless of age.

Specific exemptions do apply to the release of educational records. These exemptions include the situations that follow.

Parents of students who are dependents, as defined under tax code, must be permitted to inspect and review the educational records of the student.

Educational records must be disclosed pursuant to lawfully issued subpoenas or court orders. The student must be notified of this disclosure prior to release of information.

Educational records may be disclosed if knowledge of personal information contained in these education records is, in fact, deemed necessary by institutional personnel to protect the health or safety of the student or other person.

Upon request, WSC discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

### **FLEXIBLE SPENDING ACCOUNT**

WSC offers its employees the option to enroll in a flex comp program. Employees will be notified of their annual open enrollment period. Contact the Human Resource Office with any questions regarding this program.

### **FOOD SERVICE DEPARTMENT**

The cafeteria is operated A'viands on a meal plan and cash basis. Hours of operation are:

Mon-Thur

7:30-10:00a | 11:30a-2p | 4p-7p

Friday

7:30a-10:00a | 11:30a-2p | 3p-6p

Sat/Sun

12-1p | 4-6p

### **HOLIDAYS**

Refer to the following NDUS website for information regarding Holidays:

<https://www.ndus.edu/makers/procedures/hr/?SID=38&PID=240&re=d>

### **ID CARDS**

All employees must possess an employee ID card. Photo ID cards may be obtained in the Learning Commons. These cards are to be used when traveling on college business to obtain state employee lodging discounts, access library services, for admission to campus facilities and events, to utilize campus dining services, etc.

## **INVENTORY CONTROL**

Staff members are responsible for the custody, proper use, reasonable care, and maintenance of all equipment and supplies purchased for or assigned by the administration to the respective departments of the college. This responsibility behooves the staff to establish adequate security for assigned items. The theft or disappearance of any college property shall be reported immediately to his/her supervisor. Information on inventory control may be obtained from the Business Office.

## **KEYS**

Security coordinates key access upon a successful completion of a background check. The supervisor will contact security for the appropriate procedure for obtaining keys.

## **LEARNING COMMONS**

The mission of the Williston State College Learning Commons is to provide access to the materials, services, technology, and facility necessary to meet the current and future informational and technological needs of Williston State College students, faculty, and staff.

Williston State College Learning Commons, located on the second floor of Stevens Hall, supports the curriculum of the college with more than 25,000 print and electronic books and audiovisual titles and is continually updated and expanded. In addition the Learning Commons also provides access to technologies such as computers, printers, and online course support for students, and faculty.

Access to the Online Dakota Information Network (ODIN), the statewide online library catalog, which includes the holdings of the Williston State College Library and many licensed resources, some of which contain full-text articles, is available via the Internet. Resources not available locally may be requested through interlibrary loan. Services for distance education students are augmented via the Off-Campus Library Services link on the library's web page.

Purchase suggestions are always welcome and may be submitted verbally, in writing, or electronically.

The college community and the general public are encouraged to utilize learning commons services and facilities and to request assistance from learning commons staff.

## **NEWS RELEASES**

News and information pertaining to Williston State College, its programs, staff and faculty members, and students which is to be published in the major media (newspaper, magazine, radio or television) should be directed to the Director for Creative Services.

## **OFFICE HOURS**

Standard office hours are 8:00 am to 4:30 pm Monday – Friday. The campus remains open until 10:00 pm during the academic year, and is open from 8:00 am to 5:00 pm during the summer months.

## **OPEN MEETINGS**

All meetings of governing bodies, including department and committee meetings, are open.

## **ORGANIZATIONAL CHART**

The Williston State College organizational chart is available for review on the college's Web site.

## **PAY**

New employees are referred to the Human Resource Office to complete the required forms necessary for processing payroll checks and fringe benefits. Deductions automatically made from the payroll check are federal and state withholding tax, Social Security, and retirement premiums. With proper authorization from the staff member, deductions from payroll checks may also be made for other payroll deductions as approved by NDUS.

Each January the Business Office will provide a W-2 form listing your earnings, tax deductions, and taxable income for the prior year for use when filing your income tax returns.

Pay day will be on the 15<sup>th</sup> and last day of each month. If the 15<sup>th</sup> or last day of the month is a Saturday, Sunday, or holiday, the preceding workday shall be payday. Checks will be on a 15 day pay lag. WSC offers direct deposit as a more convenient means of providing payments to employees by enabling us to electronically transfer money to your bank account. If you have any questions regarding the direct deposit process, contact the Payroll Technician.

## **PERFORMANCE EVALUATIONS**

Staff evaluations are conducted by supervisors of each department. They are prepared annually except for new employees who have a six-month probationary performance review.

## **PERSONAL DATA CHANGE**

If you change your name, address, telephone number, marital status, number of dependents, or person to be notified in an emergency, you must advise the Human Resource Office so your records can be kept up to date.

## **PHONE DIRECTORY**

An employee phone directory is printed at the beginning of each fall semester and, if needed, is updated during the school year. The directory contains the campus telephone number for each employee and agencies associated with the college, as well as campus fax numbers. Changes to any of these numbers should be given to the Business Office.

## **POSITION DESCRIPTIONS**

Each position has a description. A position description is a written statement of the responsibilities and duties performed by the employee. It also contains information regarding the knowledge, skills, and abilities required to perform the job. The description of a position is a reflection of the position and not the individual who holds the job. Position descriptions will be reviewed annually and updated as needed as part of each individual's performance evaluation. Refer to Broadbanding System above, for an explanation of staff classification.

Overtime and compensation time are left up to the supervisor and employee. Any changes to a staff member's job description and/or duties shall go through the supervisor. If it affects the level of responsibility and salary range, final approval must be made by the President.

## **PROFESSIONAL DEVELOPMENT**

In recognition of WSC as a learning community, staff members are encouraged to participate in professional development activities to remain up-to-date in their area of service, to expand their knowledge base, and to promote the enterprise in which the college engages. Professional development activities include, but are not limited to, workshops, non-credit courses, courses for credit, and degree programs. Contact Human Resources for Professional Development guidelines.

## **RECRUITMENT AND APPOINTMENT PROCEDURES**

When an opening exists in a department, the department head shall secure permission from Executive Cabinet to fill the position. The various steps in the hiring procedure consist of the following:

1. Permission to hire
2. Updating the job description
3. Preparing the position announcement
4. Advertising the position
5. Applicants for employment
6. Interview procedures
7. Reference checks
8. Selection process
9. Appointment to position
10. Final reports

## **REQUEST FOR CHECKS**

A request for check form may be used when requesting a check for payment of reimbursement (with receipt attached) for WSC organizations, payment of memberships and dues (with registration original attached), payment of prepayments (with order attached, to be followed with invoice when order is received), payment of athletic team travel funds, etc.

All pertinent signatures must be on the form. Where it asks for Social Security # or EMPLID/Employer ID#, do not use your own EMPLID (unless the request is to reimburse yourself). It is for the individual or organization or company who is the payee. A supply of forms are available in the Finance Office.

## **RESIGNATIONS**

Employees are requested to give two weeks written notice. Employees should address resignation letters to their supervisors.

## **REST PERIODS**

Employees shall be allowed a rest period of 15 minutes each half day to be arranged by the employee's supervisor. The workday may not be shortened and lunch periods may not be lengthened by omitting rest periods. Employees shall be allowed a minimum of 30 consecutive minutes for one meal. Meal breaks may extend to a maximum of 60 minutes.

## **RETIREMENT GUIDELINES**

Staff members should contact the following agencies during the months preceding retirement:

WSC Human Resource Office  
ND Public Employees Retirement System – if you are under this retirement plan  
Social Security  
TIAA – if you are under this retirement plan

### **RETIREMENT PLANS**

Staff members at WSC are normally covered under two different retirement programs: Social Security and ND Public Employees Retirement System, or if eligible TIAA/CREF.

**Social Security** – All staff members are required to participate in the federal Social Security program. Rates and amount of income to be taxed are fixed by Congress and are subject to change.

**ND Public Employees Retirement System (NDPERS)** – All agencies of state government participate in the Public Employees Retirement System. Only those employees who do not qualify for TIAA/CREF are eligible for PERS.

**TIAA** – is a retirement plan for eligible professional staff. For further information, contact the Human Resource Office.

### **ROOM/FACILITY RESERVATIONS**

Reservations for all on-campus functions must be made via Ad Astra. To reserve a room, contact an Ad Astra administrator.

Complete a work order with Campus Services personnel as needed for setting up tables, chairs, equipment, etc. The work order is available at the college's Web site. It is recommended at least a 48-hour notice be given to the Campus personnel for their assistance.

### **SMOKING**

Smoking is prohibited on campus. As of November 1, 2013 WSC became smoke-free.

### **STAFF SENATE**

The Staff Senate is a representative group dealing with staff issues, ideas, etc. The members are appointed by their peers. Up to two representatives from each of the following service areas are appointed: Academic Affairs, Student Affairs, Finance, Office of the President, Athletics, Campus Services, Train ND, and a non voting Faculty Senate representative.. Each representative serves a term of two years, except for the Faculty Senate representative which is appointed each year. Not all positions' terms are up at the same time. The Staff Senate Bylaws can be accessed on the Staff Senate Website. Refer to Appendix C for the Williston State College Governance.

## **SUPPLIES**

Each department is responsible for their own supplies.

## **TECHNOLOGY ASSISTANCE**

Any requests concerning technology such as repair, updates, problems need to be directed to the Technology Services Department. A help ticket should be submitted through the Williston State College helpdesk at [www.willistonstate.edu](http://www.willistonstate.edu).

## **TELEPHONE SERVICE**

To call within the WSC campus system you can dial the last 4 digits of the phone number. Dial 9 + the 7-digit number for local calls off campus. You may call long distance by dialing 9 + 1 + area code + the 7-digit telephone number and entering the individual authorization code when prompted by the system. Complete dialing instructions and system feature instructions are available from the Business Office.

## **EQUIPMENT USE, DISPOSAL, AND TRANSFER**

Employees are responsible for the custody, proper use, reasonable care, and maintenance of equipment purchased for or assigned to the respective departments of the college. Equipment over the amount of \$5,000.00 must be tagged and inventoried annually. A Disposition or Transfer of Equipment form must be completed for the disposal of property and transfer of property from one department to another. Forms are available in the Business Office.

Each employee is expected to report the disappearance, suspected theft, fraud, or unlawful or improper use of any college property to his/her supervisor.

## **TRANSPORTATION**

The state fleet motor pool vehicles located at WSC are under the control of the North Dakota Department of Transportation. The vehicles are available to staff and faculty for college business only and are scheduled and dispatched by the Finance Department. If you are in need of a state fleet vehicle, please contact the Business Office as far in advance as possible. You will be advised of NDDOT State Fleet policies and procedures at the time the vehicle is dispatched. A valid driver's license must be presented when checking out a state vehicle.

## **TRAVEL REQUESTS**

A "request for travel" form must be filled out and signatures secured prior to leaving. Fill out separate requests for separate trips. If you are planning to take a state vehicle for

travel, check out a vehicle in the Business Office. If travel is to a conference, seminar or workshop and the travel exceeds four days a conference schedule must be attached to the form. If personal travel is included, dates of personal leave must be indicated on both the travel request form and the travel expense reimbursement request form. Completed forms are to be turned in to the Business Office.

### **TUITION WAIVERS**

All benefited employees are eligible to receive tuition waivers for three classes per calendar year. Employees are required to register for their class(es) through PeopleSoft. Once the registration has taken place, they must complete a Tuition Waiver Request form. The Tuition Waiver Request form must be signed by your supervisor and submitted to the Human Resource Office. For classes taken at other North Dakota campuses, the employee must register at the institution, fill out the waiver form, which can be obtained at the college's Web site and submit it to the Human Resource Office. The Human Resource Office will then send the form to the appropriate office at the other institution. Not all institutions honor the tuition waiver for distance classes; therefore the employee will be notified if the waiver is not accepted. Employees may also opt to donate their three waivers to their dependent spouse or children. This tuition waiver is considered a resource in a dependent's financial aid package.

### **VENDING SERVICE**

Private vendors own the vending machines at the college. Any request for maintenance or placement of a vending machine in a new location must be cleared with the Finance Department.

### **WEB SITE**

WSC's home page address is: [www.willistonstate.edu](http://www.willistonstate.edu). You can access information about the college, various departments, college activities, etc.

### **WILLISTON STATE COLLEGE FOUNDATION**

The Williston State College Foundation solicits and manages donations through perpetual endowments and capital campaign funds for the benefit of the college. It also prepares, submits and/or coordinates grant applications for the benefit of the college. It is a nonprofit, tax-exempt corporation and is governed by a Board of Trustees. The trustees, who are business, professional, community, and education leaders of the community, meet quarterly to conduct Foundation business. The Foundation is the major contributor of the WSC Academic Scholarship program.

## **TRAINND DIVISION**

Following the 1999 ND Legislative session, at which time House Bill 1443 was passed, a separate division under the direction of Continuing Education was formed at Williston State College. The division is called the NW ND TrainND Quadrant. It serves the needs of business and industry in the ten counties of the NW Quadrant of ND. Offices of TrainND are located in the Train ND Building.