

## HUMAN RESOURCES INFORMATION

### **Absence from Work and Leave Reporting**

Faculty members who need to be absent from work and have classes or activities scheduled, must contact the secretary to the academic administrator's office as soon as possible. It is the responsibility of the academic administrators to find a substitute, if necessary. Faculty members will receive a copy of an e-mail message that is sent to the payroll department for recording the use of sick leave. If this method is used, no other absence form needs to be completed.

Non-faculty employees who need to be absent from work must contact his/her supervisor as soon as possible to report the absence. It is acceptable to leave a message on phone mail of the supervisor or the department secretary, but it is not acceptable to fail to report the absence.

Employees eligible for sick leave benefit must report absences on the small two- part form available in your department. These forms are used to report all types of absences, as well as the pre-approval of planned absences such as vacation and personal holidays. The forms are signed by your supervisor, a copy is provided to assist you in preparing your time book and a copy is forwarded to the payroll office for record keeping. The payroll department is responsible for maintaining your leave records and reporting your leave balances.

### **State Employment Information**

The College, as a part of the Minnesota State College & Universities system, is an agency of the State of Minnesota. The State of Minnesota has a central human resources function called the Department of Employee Relations (DOER). The state has created statutes that drive policy and procedures to regulate employment in state agencies. This information is available on the State web sites ([www.state.mn](http://www.state.mn))

### **Job Opportunity Information**

The college level policies on filling vacancies ([Unclassified Employment and Classified Employment](#)) are included in the policy section of the college web site. In summary, vacant positions at the college are posted on Human Resources web site and union boards where applicable. Many other job opportunities are also posted Minnesota State College & University's Employment Opportunities site at [www.hr.mnscu.edu](http://www.hr.mnscu.edu) and the State of Minnesota's Careers site, [www.doer.state.mn.us](http://www.doer.state.mn.us).

### **Benefit Summaries and Collective Bargaining Contracts**

Included in the Appendix are the Benefit Summaries of each of the collective bargaining contracts. The insurance benefits that are outlined in the Benefit Summaries are also collectively-bargained and administered by the Department of Employee Relations (DOER) Insurance Division. The college Human Resources office provides employees with information and forms, and will initiate and change individual benefits. The summary provides only an overview of the benefits and is not a substitute for the detailed information provided in the following collective bargaining contracts:

AFSCME	American Federation of State County and Municipal Employees
MAPE	Minnesota Association of Professional Employees
MMA	Middle Management Association (MMA - supervisors)
MSCF	Minnesota State College Faculty
MNA	Minnesota Nurses Association

## **Tuition Waiver**

All of the collective-bargaining contracts and plans provide a tuition waiver benefit. The eligibility criteria vary from one contract to another. Please check the appropriate contract for eligibility criteria. To access this benefit use the following process:

1. Complete the Tuition Waiver form, available in the Human Resources Office and on the HR website. Please note that dependants must also sign the form if they are using the benefit.
2. Submit the form to HR for verification of eligibility, and retain a copy in the Personnel file.
3. HR will return the form for you to present at the Business Office.

If the course you are registering for is offered during your scheduled working hours, you will need to request to adjust your schedule prior to registering for the course. Enrollment is limited to one course per quarter or semester. Approval of a change in schedule is reviewed in light of the work load of the department, the impact on customer service and co-workers, and is not guaranteed. All such requests are approved at the discretion of the supervisor.

Use the Request for Schedule Adjustment form to layout a suggested schedule change to accommodate the class time. All such arrangements need to be documented by the form, outlining the schedule and other temporary changes, and be signed by both parties for each quarter that schedule changes are requested. The form is copied to Human Resources for the employee personnel file. The following limitations on adjusting schedules apply:

- a. The half hour lunch break may be included when adjusting start and stop times in order to make up the scheduled hours. For example, if an employee works 8 to 4:30, an hour long class could extend their adjusted schedule by only another half hour and still make up for the time away from the job ( 8 - 12 work, 12 - 1= class, 1 - 5 work).
- b. Paid break times (15 minutes for each 4 hour shift) cannot be used in the calculation to extend the work day.

If after applying for the tuition waiver, you do not take the course it is very important that you contact the Human Resources office and provide that information in a timely manner.

## Faculty Tuition Benefit at State Universities

The faculty contract, Minnesota State College Faculty (MSCF) provides tuition benefits at the system State Universities. Please check the contract language for eligibility criteria and the number of credits provided annually. This is not a waiver but is paid for by LSC and thereby a different form is used to request the tuition benefit. The form is available in the HR website including instructions.

## **Employee Assistance Program**

The State of Minnesota maintains contracts to provide Employee Assistance services in the local area. The Employee Assistance provider is responsible for rendering confidential services to employees in need of counseling or referral to social service agencies. Employees are encouraged to contact the provider directly or be referred by their supervisors or an administrator. The current provider is *St. Luke's Mental Health Services*, located at 220 N. 6<sup>th</sup> Avenue East (249-7000).

## **Workplace Safety & Employee Right To Know**

The Employee Right-to-Know Law was adopted to ensure that all employers provide their employees with information about the hazards associated with their work environment. The act requires employers to evaluate their work places for the presence of hazardous substances (chemicals), harmful physical agents (noise, heat, and radiation), and infectious agents (HIV, Hepatitis B and C) and provide training to employees concerning those substances or agents to which they may be exposed. Written information on hazardous substances must be readily accessible to employees through material safety data sheets (MSDS). Employees have a conditional right to refuse to work under imminent danger conditions. Written information is available in the Crisis Intervention Plan document.

Take time to discuss your specific workplace hazards with your supervisor. Your supervisor will provide you with your agency's safety policies and procedures and will arrange for necessary safety training. Your employer will also provide you with any necessary personal protective equipment that your job task requires. It is your responsibility to follow your agency's safety policies and to use all assigned personal protection equipment properly.

To assist you with any questions you may have about workplace hazards in emergency situations or how to safely work with a particular product, the State of Minnesota contracts with a vendor to provide a 24-hour AHealth and Safety Information@ Hotline. This service is free of charge to employees and state agencies. The hotline can be reached at 1-888-673-7466.

You are our most valuable asset. It is important that you know and follow your agency's safety rules, and you use all required safety equipment and safeguards. Avoid misunderstandings where safety is concerned B discuss questions or concerns with your supervisor before you act. Safe practices protect you and your coworkers. Make safety a part of your job every day.

## **Claims of Injury - Workers Compensation and Liability Policies**

### Employees

Effective January 1, 1998 Comprehensive Managed Care (CMC) became the certified managed care health care services for state employee workers compensation insurance. An employee who is injured on the job and needs medical attention must go to St. Luke's Hospital, which is the designated clinic in this area for workers compensation services.

In the event that a workplace injury or illness occurs, it is your responsibility to immediately report such events to your supervisor. Also report any incidents or conditions that could in the future result in an injury or illness to you or a coworker. You will be expected to assist your supervisor in investigating the incident. Your prompt actions can help to prevent future injuries or illnesses to you or your coworkers.

Injured employees or their supervisors need to come to or contact the Human Resources office to receive claim forms, a Workers Compensation Employee Handbook, and ID card for services. In the case of an emergency, the employee will be directed to St. Luke's Hospital and the supervisor will contact the Human Resources office.

At the initial time of injury, an employee must call the CMC Nurse Phone Line if they want to access medical care with a provider other than St. Luke's Hospital. Following the initial treatment, CMC must pre-authorize all treatment to any other health care providers.

### Students

Student's injuries are not covered by the commercial insurance policy unless it can be shown that the school was in some way negligent (i.e. ice-covered sidewalks or water on the floor causing a fall). If it is believed that a situation involves negligence, this should be reported to the President's office. The Student Handbook includes information on voluntary policies for health and accident insurance that are available for students to purchase.

### Student Workers

Students on the college payroll, whether work-study students or student workers, are eligible for workers compensation as employees and should report an injury as described above for employees.

## **Day Care Center - Creation Station**

The college maintains a contract with a day care provider on campus. The center is operated by Julie and Bernie Walker and provides care from 7:30 a.m. to 5:30 p.m. for the children of students and employees between the ages of 33 months to 12 years. During the school year, hot meals are provided in cooperation with the college Food Service. For information stop in or call 733-7647.

## **Personnel Files and Providing Employee Information**

Personnel files are maintained in the Human Resources office. The files contain information related to employment at the college. The files do not contain information about health conditions, grievances, workers compensation claims or family members (as reported on insurance applications). The files are available for inspection by appointment and may be reproduced without charge once a year.

It is the employee's responsibility to keep his/her personnel file and insurance file up to date by providing new information when changes occur (e.g., change of address, marriage, divorce, birth, death, name change, etc.). Information can be updated by employees at the

State's Employee Self-Service web site, the same place employees view their payroll information.([www.s4web.state.mn.us](http://www.s4web.state.mn.us) )

In an effort to protect employees from unwanted invasions of privacy in accordance with the Minnesota Data Privacy Act, the Human Resources office will not provide information to outside individuals without employees' written consent. Verifications of income or employment can be authorized very quickly by faxing a signed release of information form to the Human Resource office. This precaution does not slow down the process and insures the information is provided to only those authorized to receive it.

### **Requests for Accommodations by Employees with Disabilities**

The Americans With Disabilities Act provides that employees who have documented disabilities (as defined in the act) will be provided with reasonable accommodations to allow individuals to perform their work functions to the best of their abilities. Employees who want to make requests for an accommodation need to complete forms that are available in the Human Resources office. The contact person for ADA requests is Mary Nienaber (218-733-7626)

#### Procedure for Requesting a Reasonable Accommodation

1. The employee will inform her/his supervisor of the need for an accommodation. The employee or the supervisor if requested by the employee will complete the *Request for Reasonable Accommodation* form contained in this Affirmative Action Plan. If necessary, the supervisor will work with the ADA Coordinator to obtain documentation of the individual's functional limitations.
2. When an accommodation has been requested, the supervisor will, in consultation with the employee discuss the purpose of the job and the essential functions. (It may be necessary to complete a step-by-step job analysis); determine the precise job-related limitation(s); identify potential accommodations and assess the effectiveness of each; and select and implement the most appropriate accommodation for both the individual and the employer.
3. The supervisor and/or employee may seek technical assistance from the agency ADA coordinator/AAO as needed.
4. If the supervisor is unable to make a decision about a requested accommodation, s/he will forward the written request for accommodation along with her/his recommendation to the Vice President within five working days of the employee's request. If the Vice President is unable to make a decision, the request will be forwarded along with her/his recommendation to the President within 10 days of the employee's initial request. The President, working with the agency's ADA Coordinator, will make the decision and provide the response to the division manager and the employee within 10 working days after receiving the request.

- 5 If an accommodation cannot overcome the existing barriers, or if the accommodation would cause undue hardship to the operation of the college, the employee and ADA Coordinator will work together to determine whether reassignment may be an appropriate accommodation.

#### Procedure for Requesting a Reasonable Accommodation - Job Applicant

1. When a request for accommodation is received from a job applicant, the supervisor and a staff member from the Office of Human Resources will discuss alternatives with the applicant and will make a decision regarding the request. If approved, the supervisor will make sure that the accommodation is provided.
2. If the supervisor and the staff member from the Office of Human Resources are unable to make a decision, they will forward a written request for accommodation along with a recommendation to the ADA Coordinator/AAO within 3 days following the request.
3. If the request is approved, the supervisor will make sure that the accommodation is provided. If the request is not approved, the ADA Coordinator/AAO will inform the applicant in writing within 3 working days.

### **Professional Development**

Lake Superior College encourages all employees to engage in life-long learning and career development. It is the college's obligation to balance this philosophy with the expectation that students are our highest priority and the responsibility to maintain a financially-sound institution. Lake Superior College's professional development plan consists of a variety of learning opportunities. Activities are planned by the Professional Development committee.

#### Center for Teaching and Learning

The Center is a Minnesota State College & Universities umbrella agent supporting faculty in the continuation of professional development through such activities as state-wide conferences and discipline-specific workshops, the CTL Forum and the new web clearinghouse of faculty development resources. The Center is located on the third floor faculty office area. The faculty representative for the Center is Michele Keane (733-5961).

#### Technology Center

The Center provides professional development in the area of computer use and software applications. The training is provided for employees and the general public for credit or CEUs at the Technology Center during working hours and late afternoons. The class schedule is posted each semester by the Librarian Connie Moeller (733-5913).

#### Professional Development In-Service (Duty) Days

The professional development activities, planned by the Professional Development Committee, for all employees on these days are generally geared toward legal compliance

and safety training needs of employees. Examples include: data privacy, violence prevention, employee right to know, affirmative action and cultural awareness, conflict resolution, team-building. There are also days listed on the academic calendar dedicated to educational sessions design specific for faculty development.

#### New Employee Orientation

There are orientation sessions scheduled prior to the start of each semester for new support staff and faculty. When the number of new employees is limited, orientation is provided on an individual basis by both the Human Resources office and the supervisor.

#### New Faculty Orientation

The Center for Teaching and Learning in cooperation with the Office of Academic Affairs provides orientation sessions for new faculty prior to the start of each academic term. The information is geared toward the teaching excellence, resources for faculty, academic policy and classroom management.

#### Seminars & Workshops

The Professional Development Committee often provides general interest and personal development workshops for employees on a voluntary basis including such topics as: wellness issues, relaxation/meditation, stress management, mental health education, communication skills, listening, meeting facilitation, retirement and personal finance.

#### Department or Program-Based Opportunities

Each program or department is encouraged to adequately budget for professional development expenditures that include program-specific educational opportunities and involvement in professional organizations.

#### State of Minnesota Training and Development Resource Center

The college encourages employees to access the broad variety of educational opportunities available through this center. The cost of the training is supplemented by the state and is extremely reasonable. Each department normally funds this training.

### **Performance Reviews**

It is the goal of Lake Superior College to create and maintain a working and learning environment that is positive, supportive and productive for all employees. One element of this goal is to consistently apply useful performance management tools. The Policy Manual includes a full explanation of the supervisory responsibility in this area in the Performance Management - Evaluation Process policy.

The Human Resources office provides evaluation review dates to supervisors, and they in turn are responsible for reviewing the prior period activities and preparing a written document of evaluation. The evaluation document will also include plans for improvement where appropriate, and professional development plans and goals for the coming year. Supervisors will be notified of probationary status review dates. The faculty participates in a separate evaluation system including classroom observation, student evaluations and performance feedback. Probationary and adjunct faculty will be observed every semester and

formally evaluated every year. Unlimited faculty members will participate in a three year schedule of formal evaluation and performance feedback.

### **Job Descriptions**

A job description is created for every non-faculty position and should be retained by both the supervisor and the employee. A copy is available in the Human Resources office. The supervisor will work with the employee to update the position description as necessary prior to each performance review.

### **Job Classification, Compensation and Wage Progression**

DOER uses a system of job classifications similar to other municipal and private employers. The classification of jobs is determined by a review of the job description that is performed by either MNSCU or DOER, depending on the position. The classification (e.g., Office Specialist) determines the collective bargaining agreement of the position and the wage range assigned to the position. The wage progression of positions is also determined by the collective bargaining agreements and varies from one contract to another and from one position to another. Specific information about wage progression should be reviewed in the appropriate contract.

Faculty positions are not Aclassified@ as such by either the Minnesota State College & Universities or DOER, but are assumed to be teaching positions. The starting wages and wage progression are regulated by the Office of the Chancellor procedures and the MSCF collective bargaining agreement.