



*Building, Developing & Retaining  
a Productive State Workforce*

# Employee Handbook

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# *A Message from the Governor*

Dear State of South Dakota Employees,

Public service is essential to maintaining our democratic society, providing services to our citizens, and helping the state and country prosper. Thank you for your dedication to the State of South Dakota and its citizens.

Beyond day-to-day duties, each State employee, regardless of title or pay grade, is responsible to help maintain the public trust. Any misappropriation of resources, conflict of interest or other illegal activity, undermines the confidence citizens have in our State government. It overshadows the otherwise good work being done for society.



In addition to reading and abiding by the personal responsibility policies outlined here, you are asked to report acts that you believe violate these policies. If you see something, please say something. To create a comfortable atmosphere for recounting such concerns, an internal control officer has been appointed in each department. If you do not feel comfortable discussing your concerns with the internal control officer in your department, you may reach out to an internal control officer from another department or contact your human resources manager.

Thank you in advance for representing yourself and your fellow State employees with integrity.  
Sincerely,

Governor Dennis Daugaard

# ***Personal Responsibility Basics***

**Accepting Gratuities, Rebates, Reward Points and Other Perquisites** - State employees shall not accept gratuities, money, or any type of gift or service from a company that does business or that actively aspires to do business with the State. State employees shall not accumulate reward points or receive rebates, from any source, related to the purchase of goods, services from any vendor to be redeemed for personal use.

**Anti-Harassment/Discrimination Policy** - Harassment, discrimination or offensive behavior based on race, color, religion, national origin, sex, age, genetic info, disability or other legally protected status or characteristic will not be tolerated. An employee who has a complaint of harassment, discriminatory or offensive behavior by a supervisor, co-worker, or non-employee, should immediately notify his or her supervisor, a higher-level supervisor, the agency's human resource manager, or BHR's EEO officer at (605) 773-4918.

**Conflict of Interest** – Laws apply to state employees and officers who recommend approval, approve, award or administer contracts or supervise someone who does and would derive a benefit from a contract. Deriving a benefit means the employee or officer or others with whom the person lives and commingles or has combined assets cannot:

- receive a benefit from a contract that is within that person's scope of duties while in office
- derive contract benefit for a year after leaving office
- enter into a contract with any state agency, except an employment contract, for a year after leaving office

A waiver process exists for employees and officers.

**Outside Employment** -You may have outside employment provided that, in the opinion of your supervisor, there is not conflict with your working hours, your work efficiency, or with the interests of state government. You must check with your supervisor before accepting other employment.

**Political Activity** - Civil service employees are not allowed to use official authority to influence or coerce political action by person or group. Participation in campaigns or political management is allowed outside of working hours.

**Disciplinary Action**- Disciplinary action may include suspension without pay, reduction in salary, demotion, or termination. Just cause for disciplinary action includes, but is not limited to:

- violating statutes, rules, policy, directives, and work rules;
- sex offense, any crime involving illegal drugs, or a felony;
- insubordination;
- disrupting the efficiency or morale of the department;
- being under the influence of a controlled drug or alcohol at work;
- misuse or abuse of leave;
- engaging in outside or personal activities on State time, or using state property for non-government purposes;
- conduct reflecting unfavorably on state, destroys confidence in operations of services, or adversely affects public trust;
- negligence with state money or property;
- poor attendance;
- and discrimination and harassment.

**Use of Technology** – Employees may not use State technology to engage in outside business interests, inappropriate, offensive or illegal activities. Employees should not expect privacy or confidentiality when using State resources.

**Workplace Fraud or Theft**– State Laws and Administrative Rules establish control and aid in the prevention and detection of fraud against State property and apply to any actual or suspected employee fraud or theft. These laws include prohibition of the following:

- salaried officers retaining money received by theft
- dual salaries for state employees (limited exceptions)
- dual compensation for state duties
- outside employment without proper approval
- negligence with money or other State property belonging to anyone receiving services from the State
- attempt to steal or stealing from anyone receiving services from the State

Employees who suspect fraud, theft should report it to their supervisor or the attorney general's office immediately.

**Please report potential violations of these policies to your supervisor, department's internal control officer or human resource manager.**

## ***Policy on Acceptance of Gratuities, Rebates, Reward Points and Other Perquisites by State Employees***

This policy prohibits the acceptance of personal gratuities, rebates, reward points and perquisites by state government employees in the performance of their duties.

### **POLICY REQUIREMENTS**

1. State employees shall not accept gratuities, money, or any type of gift or service from a company that does business or that actively aspires to do business with the state of South Dakota. This section does not apply to promotional items or activities associated with business conferences where vendors provide promotional gifts and food.
2. State employees shall not accumulate reward points or receive rebates, from any source, related to the purchase of goods or services from any vendor which can be redeemed for the employee's personal use.
3. Any vendor program offering rebates or award points to the State of South Dakota related to the purchase of goods and services must be reviewed and approved by the Bureau of Administration. Rebate payments and award program points must be made payable to the "State of South Dakota", or otherwise as determined by the Commissioner of Administration.
4. This policy does not apply to frequent flier miles or lodging reward points accumulated by state employees for their State sponsored or reimbursed travel expenses. State employees using a personal credit card to pay travel expenses may accumulate frequent flier miles, reward points and rebates offered by their credit card company. In making travel decisions however, state employees must make arrangements that provide the best value for the State of South Dakota.

Rewards offered to a State officer or employee for purchasing supplies or services for the agency could reasonably be viewed as a means of influencing or rewarding the State officer or employee in how he or she carries out his or her official duties for the agency. Under these circumstances, such rewards would constitute gifts that influence or reward a State officer or employee for his or her official actions. Therefore, the redemption of these rewards by a State employee eligible to receive them as a result of their responsibilities on behalf of the State agency would violate this policy and state law. (See SDCL 3-8-3; SDCL 4-3-9)

## ***Anti-Harassment/Discrimination Policy***

The State of South Dakota will not tolerate harassment, discrimination or offensive behavior based on race, color, religion, national origin, sex (including pregnancy), age (40 years or older), genetic information, disability or any other legally protected status or characteristic.

Employees must not engage in harassment, discriminatory or offensive behavior. Additionally, because of the State's strong commitment to keeping the workplace free from harassing, discriminatory, and offensive behavior, employees must avoid any conduct that could be viewed as harassing, discriminatory or offensive even if the conduct does not violate federal or state law.

Harassment includes conduct that creates a hostile work environment or that results in a "tangible employment action," such as hiring, firing, promotion or failure to promote, demotion, work assignments, benefits, or compensation decisions. This prohibition against

harassment and discrimination also encompasses sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when: (1) submission to the harassment is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the harassment is used as the basis for employment decisions affecting an individual, or (3) the harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment, discriminatory or offensive behavior may take different forms and may be verbal, nonverbal, or physical in nature. To aid employees in identifying inappropriate conduct, the following examples of harassment, discriminatory or offensive behavior are provided (these examples are not all-inclusive):

- unwelcome physical contact such as kissing, fondling, hugging, or touching;
- demands for sexual favors; sexual innuendoes, suggestive comments, jokes of a sexual nature, sexist put-downs, or sexual remarks about a person's body; sexual propositions, or persistent unwanted courting;
- swearing, offensive gestures, or graphic language made because of a person's race, color, religion, national origin, sex, age or disability;
- slurs, jokes, or derogatory remarks, email, or other communications relating to race, color, religion, national origin, sex, age, or disability;
- calendars, posters, pictures, drawings, display, cartoons, images, lists, e-mails, or computer activity that reflects disparagingly upon race, color, religion, national origin, sex, age or disability; or
- refusing to hire someone because you know the applicant has the breast cancer gene.

An employee who has a complaint of harassment, discriminatory or offensive behavior by anyone, including supervisors, co-workers, or non-employees, should immediately notify his or her supervisor, a higher-level supervisor, the agency's human resource manager, or the EEO officer for the Bureau of Human Resources at (605) 773-4918. The person who receives a harassment or discrimination complaint shall immediately report the matter to his or her supervisor (or a higher-level supervisor if his or her supervisor is allegedly involved in the harassment) and the agency's human resource manager.

The State will investigate all complaints. If the investigation supports charges of harassment, discrimination, a violation of this policy, or inappropriate behavior, appropriate corrective action will take place. The employee engaging in the improper behavior will be subject to discipline, up to and including termination.

The State will protect the confidentiality of harassment/discrimination allegations to the maximum extent possible, and information will only be shared with those individuals who need to know about it. While the State cannot guarantee complete confidentiality because it cannot conduct an effective investigation without revealing certain information to the alleged harasser and potential witnesses, it will keep information as confidential as possible.

The State will not tolerate adverse treatment of employees because they report harassment, oppose discrimination in the workplace, participate in the complaint process, or provide information related to complaints. If an employee feels that he or she has been subjected to retaliation, the employee should immediately report the alleged retaliation

to his or her supervisor, a higher-level supervisor, the agency's human resource manager, or the EEO officer for the Bureau of Human Resources.

In addition to reporting alleged harassment or discrimination to the State, an employee may file a charge of discrimination based on race, color, religion, national origin, sex, disability, or protected activity with the South Dakota Division of Human Rights (Human Rights) or may file a charge of discrimination based on race, color, religion, national origin, sex, age, disability, genetic information, or protected activity with the United States Equal Employment Opportunity Commission (EEOC). A charge of discrimination based on race, color, religion, national origin, sex, disability, or protected activity must be filed with Human Rights or with the EEOC within 300 days of the violation. A charge of age discrimination or discrimination based on genetic information must be filed with the EEOC within 180 days of the violation. These deadlines run from the last date of unlawful conduct and not from the date of the complaint to the State if resolved. Please contact the EEO officer for the Bureau of Human Resources at 605.773.4918 if you have any questions about harassment, unlawful discrimination, or this policy.

## ***Conflict of Interest Laws***

There are laws associated with conflict of interests for state employees and officers in the area of contracts. These laws apply to state officers and employees who:

- Approve, award or administer a contract
- Recommend the approval or award of a contract
- Supervise persons who approve, award or administer a contract
- Former state officers and employees for a period of one year after they leave state employment

Those who fit within the categories above cannot:

- Receive a benefit from a contract that is within that person's scope of duties while in office
- Derive a benefit from a contract for a period of one year after they leave office
- Enter into a contract with any state agency, except an employment contract for a period of one year after they leave office

The phrase administer a contract is decision making or substantive influence on decision making concerning the manner, method or means of a contract's performance or enforcement. Administer a contract does not include performing clerical tasks such as posting payments or communicating decisions made by others.

What does derive a benefit mean? A state officer or employee or *the officer's or employee's spouse, or other persons with whom the person lives and commingles or combines assets cannot:*

- Have more than a five percent ownership or other interest in an entity that is a party to the contract
- Take income, compensation or commission directly from the contract or entity that is a party to the contract;
- Acquire property under the contract

- Serve on the board of a for-profit entity that derives income or commission directly from the contract or acquires property under the contract

**Waiver Process:** A waiver process has been set up, which if approved, would allow the state officer or employee to a contract with state government or benefit from a contract state agency. The waiver may be granted if:

- A waiver is requested in writing. The form can be found in Conflict of Interest Waiver Instructions and Form document posted at BHR's website;
- The relevant terms of the contract or transaction are provided in writing;
- The officer reviewing the waiver has reviewed the essential terms of the contract or transaction;
- The officer reviewing the waiver has reviewed the requesting party's role in the contract or transaction; and
- The terms of the contract are fair, reasonable and not contrary to the public interest

An employee or officer who wants to request a waiver, must provide the waiver request to the cabinet secretary or commissioner with responsibility for the person's agency (or the former agency for former officers and employees). The secretary or commissioner is to act on the request within five working days of receipt. If the state officer or employee disagrees with the secretary's or commissioner's decision, the state officer or employee can submit a written appeal to the Governor's Office. A person can submit an appeal by hand delivering or emailing the request form, the secretary's or commissioner's decision and a short statement of your reason for disagreeing with the decision to Chris Houlette, Bureau of Human Resources, 500 East Capitol Avenue, Pierre, SD 57501-5070 or email [Chris.Houlette@state.sd.us](mailto:Chris.Houlette@state.sd.us). The Governor will act on all appeals within five working days of receipt. The request for waiver form will be filed with the Bureau of Human Resources and is a public record.

Persons who on or after July 1, 2015, derive a benefit from a state contract in which they played a role prior to July 1, 2015, should go through the waiver process. These conflict of interest restrictions apply to those who administer contracts on or after July 1, 2015, even if the contract was awarded prior to July 1, 2015.

**Transactions of \$200.00 or Less:** Effective July 1, 2015, the Governor granted a blanket waiver for all transactions of \$200.00 or less. Therefore, it is not necessary to seek a waiver for otherwise covered transactions, as long as the amount is \$200.00 or less.

However, purchasing card and other small transactions are reviewed from time to time. A series of pattern of transactions that would otherwise be covered by the law may result in further inquiry and possible disciplinary action if found to be inappropriate.

**Agency Specific Conflict Statutes:** There may be more specific conflict of interest statutes or regulations that are agency specific. Employees are encouraged to ask supervisors as to the existence of any such regulations.

**Penalties for Noncompliance:** There are penalties for not complying with these conflict of interest restrictions. If a waiver is necessary but is not sought or granted, the contract that was involved may be voided and the state officer or employee may be subject to disciplinary action.



If the contract was the result of a quid pro quo, or promise for something such as a cash payment or promise of future employment, the current or former officer or employee may be removed from office and/or be subject to criminal prosecution. If the current or former state officer or employee failed to seek and obtain a waiver knowing one was likely required, the person could be removed from his or her office or position, and/or be subject to criminal prosecution.

State officers and employees may not solicit or accept any gift, favor, reward, or promise of reward, including any promise of future employment, in exchange for recommending, influencing or attempting to influence the award of a state contract. This prohibition is absolute and cannot be waived.

**Resources and Questions:** For more information about these restrictions and the waiver process, please see the document Conflict of Interest Waiver Instructions and Form available on the BHR website at <http://bhr.sd.gov/forms/>. To assist present or past state officers or employees to determine whether it is necessary to seek a waiver, the person can answer questions in the Conflict of Interest Waiver Decision Matrix posted on the BHR website. The matrix serves as guide and not determinative of whether a conflict exists. A Conflict of Interest PowerPoint is also available on the BHR website.

For questions about the applicability of the laws and the process for requesting a waiver, state officers and employees are encouraged to contact Bureau of Human Resources at 605.773.3148 or [Chris.Houlette@state.sd.us](mailto:Chris.Houlette@state.sd.us).

## ***Outside Employment***

You may have outside employment provided that, in the opinion of your appointing authority, there is not conflict with your working hours, your work efficiency, or with the interests of state government. You must check with your supervisor before accepting other employment.

## ***Political Activity***

Civil service employees are prohibited from using their official authority to influence or coerce the political action of a person or group of people. Active participation is allowed in political management or in political campaigns except during working hours. Employees may also hold an elective office in political clubs or organizations which does not interfere with the normal performance of job responsibilities, except as prohibited by law. Employees whose positions are partially or wholly funded by federal monies are restricted from political activity by the Hatch Act. Neither state nor federal law prevents activity of a nonpartisan type not specifically identified with a national or state political party. Questions relating to constitutional amendments, referendums, approval of state laws, and other issues of similar character are not deemed specifically identified with a national or state political party. For example, school board elections and many city elections are nonpartisan.

## ***Disciplinary Action***

Disciplinary action may include suspension without pay, reduction in salary, demotion, or termination. A status employee may be disciplined for cause at any time or for unsatisfactory performance after a work improvement plan to address performance issues. Before you are disciplined, you will be notified verbally or in writing of the specific reasons for the proposed actions and provided an opportunity to present reasons why you should not be disciplined.

### **Discipline for Cause**

Just cause for disciplinary action includes, but is not limited to:

- violating statutes, rules, policy, directives, and work rules;
- committing any sex offense, any crime involving illegal drugs, or a felony;
- insubordination;
- disrupting the efficiency or morale of the department;
- being under the influence of a controlled drug or alcohol while at work;
- misuse or abuse of leave;
- engaging in outside business or personal activities on government time, or using state property for non-government purposes;
- engaging in conduct that reflects unfavorably on the state, destroys confidence in the operations of state services, or adversely affects public trust in the state;
- poor attendance;
- negligence with state money or property; and
- discrimination and harassment.

These examples indicate the types of conduct that may be cause for disciplinary action, but is not an exhaustive list. If you have specific questions regarding causes for discipline or want to review the entire list of causes, contact your human resource representative.

### **Discipline for Performance**

If a status employee's work performance is unsatisfactory, the employee will be notified in writing that disciplinary action may be taken unless the employee's performance improves. The employee may be placed on a work improvement plan that will last a minimum of 30 calendar days. The work improvement plan will tell the employee where the employee's performance is unsatisfactory and the level of performance that is expected. If the employee's performance does not improve to an acceptable level, or at a later date performance falls below standard, disciplinary action may be taken. Employees may be disciplined for just cause during the work improvement period.

## ***Technology Use Policy***

Employees shall use state technology (telephones, computers, Internet, email, etc.) at their disposal in an appropriate manner. As it applies to the state's e-mail and phone system(s), emergency communications are allowed. Reasonable and appropriate personal communications are allowed. Under no circumstances are employees allowed to use the state's technology to engage in outside business interests, inappropriate, offensive, or illegal activities. Abuse of the system is not acceptable. Employees should not expect privacy or confidentiality when using state resources. Use common sense. If in doubt, do not use state resources.

### **Statewide Remote Technology Access Policy**

- Hourly employees are not required or expected to check email while outside normal or assigned working hours. Unless hourly employees are directed to provide an immediate response, emails or phone calls should be responded to only during the individual's normal working hours.
- Hourly employees, who are required to work outside of their normal work hours using mobile technology, are required to record and submit to their manager all time spent responding to emails or answering phone calls while out of the office. This must be reported to the manager the next business day.
- Hourly employees must have overtime approved by their manager. If overtime is not approved, the employees are required to flex the time.
- Employees must receive pre-approval from their manager for remotely accessing any non-public state government technology resource during the individuals' non-standard business hours. This includes state-owned or non-state owned devices. (Once approved by manager, all employees must submit a Remote Access Device (RAD) approval form for having this privilege during the individuals' non-standard business hours. The form is located at <http://intranet.bit.sd.gov/forms/rad/> and is submitted to the BIT Help Desk.)

### ***Fraud or theft in the work place***

The State of South Dakota prohibits fraud and theft in the work place.

***Fraud*** or ***fraudulent*** means an intentional deception designed to obtain a benefit or advantage or to cause denial of some benefit that is lawfully due. Examples of fraud include:

- Forgery or alteration of a check, bank draft, or any other financial document;
- Theft of a check or other diversion of a payment made to the State;
- Improper or dishonest handling of funds, supplies, or other assets;
- Improper handling or reporting of financial transactions;
- Profiteering as a result of insider knowledge of State operations; and
- Selling or using confidential State information in the conduct of an outside business activity.

***Theft*** means the act of taking something from someone unlawfully. An example of theft is taking equipment or supplies belonging to the State and keeping it for personal use.

The Bureau of Human Resources relies on South Dakota Codified Law and the Administrative Rules of discipline regarding what constitutes fraud in the workplace. These laws establish control and aid in the prevention and detection of fraud against State property. These laws apply to any actual or suspected fraud or theft an employee. These laws include: salaried state officers are prohibited from retaining money received by theft (SDCL 3-8-3); dual salaries for state employees are prohibited with limited exceptions (SDCL 3-8-4); dual compensation for state duties is also prohibited (ARSD 55:10:01:07); outside employment for state employees may occur with proper approval (ARSD:10:01:06); and employees who are negligent with money or other state property belonging to any person receiving services from the state or have stolen or attempted to steal money or property of the state or property belonging to any person receiving services from the state will be disciplined and or terminated (ARSD 55:10:07:04).

### **Responsibility to Report**

Employees who suspect fraud or theft is happening in the work place should report the matter immediately to their supervisor or the attorney general's office. SDCL 3-6D-22 provides whistleblower protections for the employee who reports fraud in the work place.

**3-6D-22. Grievance for retaliation against whistleblower.** An employee may file a grievance with the Civil Service Commission if the employee believes that there has been retaliation because of reporting a violation of state law through the chain of command of the employee's department or to the attorney general's office or because the employee has filed a suggestion pursuant to this section.

## ***Handbook Disclaimer***

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This handbook is intended to provide general information to state employees. The policies and information described in this handbook are not conditions of employment, and the language is not intended to, nor does it, create a contract between the State and the employee. The State reserves the right to change or eliminate any of the policies or information in this manual at its discretion with or without notice. Also, some of the statements in this handbook are general in nature and should not be read as including all the details on the subject discussed. The State reserves the right to discipline status employees in accordance with the state laws and rules and to discipline all other employees (who are at-will employees) at any time and for any reason.

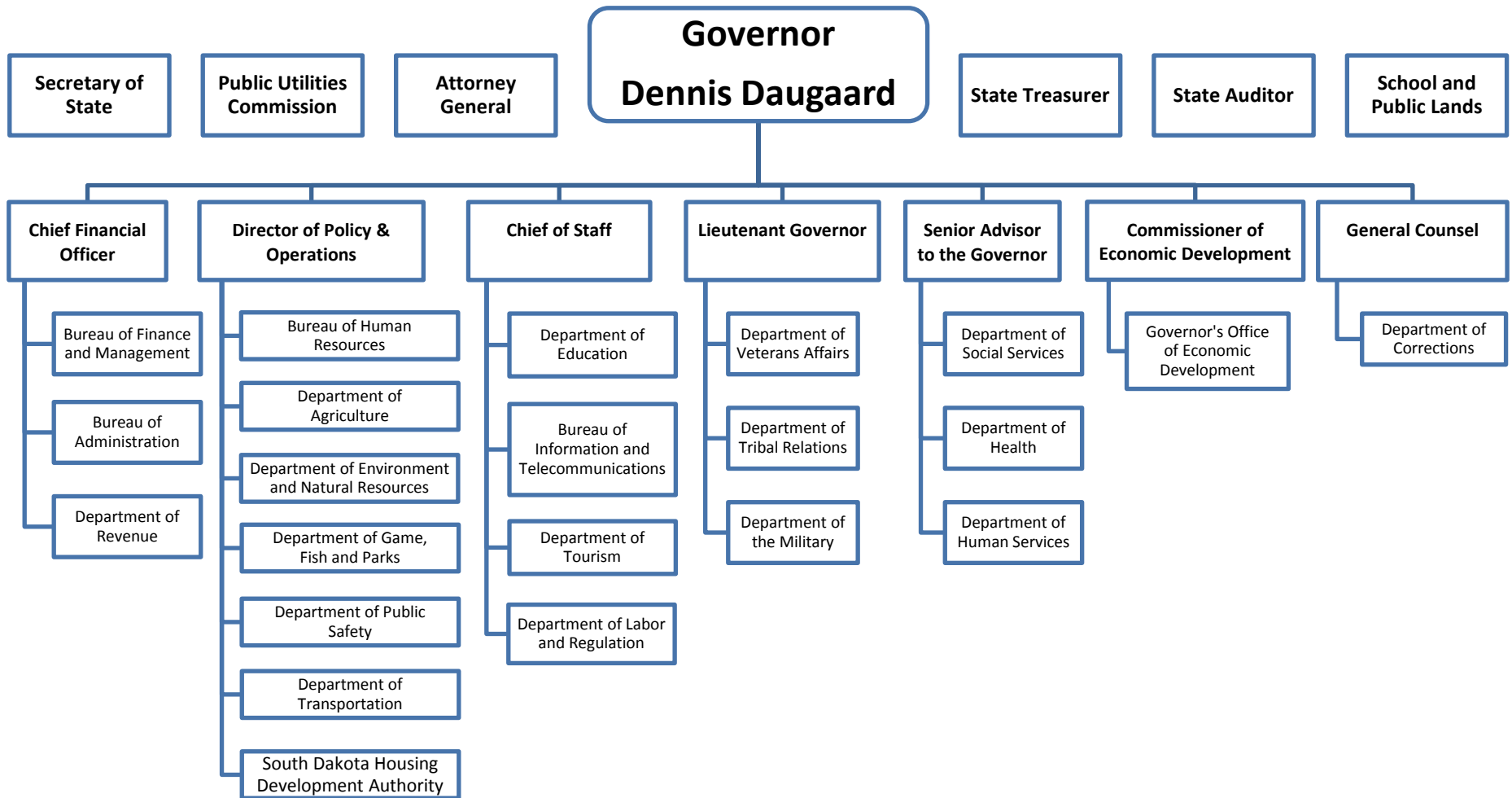
Any employee handbook or manuals previously distributed by the Bureau of Human Resources are revoked and rescinded, and the provisions are null and void.

This handbook is not an exhaustive list of all employee obligations. In addition to the handbook, employees must also abide by federal and state laws, regulations, and administrative rules as well as other statewide and internal agency orders, policies, guidelines, directives, and instructions.

If you have questions about the employee handbook or this disclaimer, please contact your human resource representative.

The State of South Dakota Employee Handbook is updated regularly by the Bureau of Human Resources. To receive or review a current copy of the handbook, please contact your human resource representative at the Bureau of Human Resources or access the handbook on the Bureau of Human Resources' intranet website.

# ***Executive Branch Organizational Chart***



# *Overview of Government Agencies*

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## *Executive Branch Agencies*

The three branches of state government include the Legislative Branch, the Judicial Branch, and the Executive Branch. The Executive Branch includes eight elected officials, the lieutenant governor, and the governor. The governor has decision-making authority over four bureaus and 17 departments (see chart on page 3).

### **OFFICES OF ELECTED OFFICIALS**

**Public Utilities Commission** - regulates facilities, services, operations, and rates on telephones and utilities in the state.

**Secretary of State** - provides assistance with all federal, state, and local elections; completes and records all public state documents; and administers corporate and Uniform Commercial Code functions.

**Attorney General** - as the state's legal counsel, this office represents the state by issuing official legal opinions, investigating consumer complaints, and directing the Division of Criminal Investigation.

**State Treasurer** - monitors and safely keeps all moneys that are paid to the state treasury; responsible for filing all transactions and reporting the state's indebtedness. In collaboration with the State Auditor, the Treasurer disperses state funds.

**State Auditor** - administers state employee payroll, records and monitors all fund balances, and submits reports to the governor on the state's financial condition.

**School and Public Lands** - manages school and endowment lands and trust funds owned by the state for the support of public schools and state institutions.

### **OFFICE OF EXECUTIVE MANAGEMENT**

**Bureau of Administration (BOA)** - provides administrative, engineering, and nontechnical services to support the operation of other departments. These services are offered through the following programs: Buildings & Grounds, Central Duplicating, Central Mail, Fleet and Travel Management, Surplus Property, Procurement, Space Management, Records Management, the Office of Hearing Examiners, Federal Surplus Property, the State Engineer's Office, and the Office of Risk Management.

**Bureau of Finance and Management (BFM)** - advises the Governor on the overall fiscal policy; completes and presents the annual fiscal plan; and manages the central accounting and payroll systems. The functions performed by bureau staff fall into four categories--budget analysis, executive management finance office, financial compliance, and financial systems.

**Bureau of Information and Telecommunications (BIT)** - manages state government information technology and public broadcasting. It includes the following divisions: the Data Center which runs enterprise-computing facilities; the Telecommunications Division maintains local and wide area voice, data and video networks; the Development Division is responsible for developing information systems, and South Dakota Public Broadcasting provides broadcasts over TV, radio, and the Internet.

**Bureau of Human Resources (BHR)** – administers the human resources management system for the State of South Dakota and its employees. This includes recruitment and selection, job analysis, training for all employees, payroll, compensation, and employee benefits.

## DEPARTMENTS

**Department of Agriculture (DOA)** - promotes and enhances the state's agricultural industry by improving the quality of agricultural products and resources as well as rural life in South Dakota.

**Department of Corrections (DOC)** – provides the necessary custody, care, and supervision of juvenile and adult offenders for the protection of the citizens of South Dakota, and oversees the operations of the state's adult prisons, juvenile correctional facilities, adult parole, and juvenile aftercare.

**Department of Education (DOE)** – oversees K-12 public education in South Dakota, providing support and technical assistance to schools across the state. Includes the South Dakota State Library, which provides services to public, school and research libraries statewide, and direct service to blind and visually-impaired citizens. Coordinates postsecondary technical education at the state's four technical institutes.

**Department of Environment and Natural Resources (DENR)** - manages the allocation, utilization, development, and quality of the state's water resources; promotes and regulates mineral, oil, and gas exploration and production; and works to maintain and enhance the quality of the environment.

**Department of Game, Fish, and Parks (GFP)** – protects and improves the quality of the state's natural environment to provide a variety of recreational opportunities, maintains the state's wildlife, regulates hunting and fishing, and develops and maintains outdoor recreational facilities and state parks.

**Department of Health (DOH)** – promotes the general health of the public by ensuring access to quality health care, coordinating the delivery of health services, working to prevent and control communicable diseases, providing inspection and certifications of facilities, and coordinating public health preparedness and response efforts.

**Department of Human Services (DHS)** – promotes the highest level of independence for all individuals regardless of disability or disorder. DHS includes the following Divisions/Facilities: Developmental Disabilities, Rehabilitation Services, Services to the Blind and Visually Impaired, and South Dakota Developmental Center in Redfield.

**Department of Labor and Regulation (DLR)** - assists employers with workforce and employment-related needs; helps people with job placement and career transition services; ensures fair employment practices; handles human rights issues and labor contract mediations; administers the State's unemployment insurance and workers' compensation systems; provides sound state-chartered and licensed financial institutions; sets rules and procedures to ensure investments sold in South Dakota meet standards of full disclosure, including securities products, franchises, and business opportunities; and regulates and licenses the insurance industry in South Dakota to serve and protect consumers, companies, and producers.

DLR also provides for the safety and well-being of the general public by administering the following professional licensing boards: the Abstractor's Board of Examiners, Banking Commission, Board of Accountancy, Board of Barber Examiners, Board of Technical Professions, Cosmetology Commission, Electrical Commission, Plumbing Commission, and Real Estate Commission.

**Department of the Military (DOM)** - The Adjutant General commands the Army and Air National Guard units in the state and is the Secretary of the Department of the Military. The South Dakota National Guard provides trained forces and proper equipment for the Active Military in times of national emergencies and conflicts. The National Guard also assists local and state government during times of disaster, civil disturbances and other emergencies based on the Governor's direction.

**Department of Veterans Affairs (DVA)** - The Department of Veterans Affairs assists veterans and their families by providing technical expertise on how to access benefits, file claims for their benefits, processing and paying claims, the GI bill as well as any other issues or concerns they may have. The department also manages the Michael J. Fitzmaurice State Veterans Home in Hot Springs.

**Department of Public Safety (DPS)** - It is the mission of the South Dakota Department of Public Safety to keep South Dakota a safe place in which to live, work, visit and raise a family. The Department consists of 11 different programs including Enforcement, Licensing, Emergency Services and Homeland Security.

**Department of Revenue (DOR)** – collects and administers taxes and license fees levied by the state and local governments, ensures that taxpayers are in compliance with South Dakota tax laws, provides manages and operates secure instant match, video lottery and lotto games to generate revenue for the state's general fund.

**Department of Social Services (DSS)**– The Department of Social Services provides social, financial and medical services to eligible South Dakotans with the goal of fostering independence and personal responsibility. DSS also ensures children, the elderly and people with disabilities are safe from abuse and neglect.

**Department of Tribal Relations (DTR)**– The mission of the Department of Tribal Relations is to establish and maintain an effective communication link between the Governor and the Tribal Governments in the state.



**Department of Tourism (TOUR)**– The Department of Tourism promotes the state as a premier vacation destination to all visitors, and supports and serves the South Dakota visitor industry.

**Department of Transportation (DOT)** - provides an effective and efficient transportation system to satisfy diverse mobility needs while retaining concern for safety and the environment. The DOT system and services covers all transportation systems in the state, including highways and bridges, aviation and airports, railroads and public transit.

**Governor's Office of Economic Development (GOED)** - The GOED grows South Dakota's Gross Domestic Product by assisting businesses in capital investment and quality job creation.

# *Equal Employment Opportunity*

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The State of South Dakota is an equal opportunity employer. Equal employment opportunities will be provided to all employees in all conditions of employment. Discrimination on the basis of race, color, creed, religion, sex (including pregnancy), ancestry, national origin, genetics, age (40 years of age or older), disability, or, for civil service employees, political affiliation, is prohibited. If an employee believes he or she has been denied equal opportunity or discriminated against, the employee should immediately notify his or her supervisor and human resource representative and has the right to file a grievance on the basis of discrimination.

## *Types of Positions*

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Your job is classified as one of the following types of positions:

- A. **Probationary** - new employees appointed to civil service positions who have not completed their probationary period. For more information about the probationary period, see below.
- B. **Civil service or Status** – employees appointed to civil service positions who have completed their probationary period. The positions are covered by the provisions of the civil service act (SDCL 3-6D).
- C. **Exempt** - positions that are excluded from the provisions of SDCL 3-6D.
- D. **Temporary** – positions that are temporary or seasonal in nature. This type of position is not entitled to the benefits or rights of a status employee.

Employees in probationary, exempt, and temporary positions are at will employees and may be terminated for any reason at any time.

## *Probationary Period*

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Civil service employees must serve a probationary period. The probationary period lasts for the first 1,040 regular hours of work, excluding overtime. This normally amounts to six months for full-time employees who have not taken leave without pay during the probationary period. The probationary period for law enforcement civil service employees is one year. During the probationary period, you do not accumulate vacation and sick leave. You may use your accumulated sick leave as needed, but you may not use vacation leave for six months. You are not eligible for payment of vacation leave if you leave employment before completing six months of service.

During the probationary period, you are an at will employee who can be dismissed for any reason, at any time. Your only right to appeal a termination during the probationary period is on the basis of a prohibited form of discrimination. Following successful completion of your probationary period, you achieve civil service status. For additional information, contact your human resource representative.

# *Leaves of Absence*

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## **Vacation Leave**

As a full-time employee, you will accumulate leave credits of 5 hours per semimonthly pay period and may accumulate a maximum of 240 hours. When you have completed 15 years of service, you receive 6.6667 hours of leave per semimonthly pay period and may accumulate a maximum of 320 hours. Vacation leave may be granted for vacation leave or to supplement other leaves of absence.

New employees may not use vacation leave until six months of service have been completed. If you work less than 40 hours in a week or take leave without pay, the number of leave credits earned is reduced in proportion to the number of hours worked. Upon retirement or resignation, state employees with six months of continuous service will be paid for accumulated vacation leave.

## **Sick Leave**

Full-time employees earn 4.6667 hours of sick leave each semimonthly pay period. There is no limit to the number of hours you can accumulate. Sick leave may be granted for personal illness or disability, pregnancy, exposure to a contagious disease that would endanger the health of coworkers, eye or dental care, required medical examinations, counseling or treatment at approved centers for alcohol or drug abuse, or psychiatric care.

If you work less than 40 hours or take leave without pay, the number of sick leave credits earned will be reduced in proportion to the number of hours worked. The Commissioner of the Bureau of Human Resources and your department secretary, bureau commissioner, or institution administrator have the authority to investigate suspected misuse of sick leave. If you are guilty of misuse of sick leave, the time off will be charged to leave without pay. Misuse of sick leave may be cause for disciplinary action.

## **General provisions for the accumulation and use of vacation and sick leave:**

- If employment is terminated during your first six months, you will not be paid for your accrued vacation leave.
- You cannot use more vacation leave than you have accumulated.
- Requests for leave other than sick leave must be approved by your immediate supervisor prior to your departure time.
- If you are ill, you must notify your supervisor prior to the start of your work shift.
- The amount of time you are absent from your job without prior authorization or notification will be considered absence without leave. You will not be paid for that time. Unauthorized or unreported absences may be cause for disciplinary action.
- When you are terminating employment and are on vacation leave, you cannot use other types of leave.
- Upon an employee's resignation/retirement/layoff from employment, one-fourth of accumulated sick leave (up to 480 hours) will be paid to employees who have been continuously employed in a permanent position by the state for at least seven years. The accumulated leave is paid at the rate of pay as of the employee's last day on payroll.

## *Leaves of Absence (cont.)*

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### **Personal Leave**

If necessary, you may use up to 40 hours per year of accumulated sick leave for personal leave.

The leave may be used for:

- a death in the immediate family (which is defined as your father, mother, spouse, children, mother-in-law, father-in-law, son-in-law, daughter-in-law, brothers, sisters, grandparents, grandchildren, stepbrothers, stepsisters, stepchildren, stepparents, or foster children);
- the temporary care of members of the immediate family;
- the birth or adoption of a child; and
- a call to state active duty of military reserve or National Guard members.

### **Family and Medical Leave Act (FMLA)**

State administrative rules and the Federal Family and Medical Leave Act of 1993 provide eligible employees with up to 12 weeks of unpaid, job-protected family and medical (FMLA) leave each year for certain family and medical reasons or up to 26 weeks for a family caregiver of an injured or ill service member. Employees are eligible if they have worked for at least one year and for 1,250 hours over the previous 12 months.

Effective February 1, 2011, the calculation of the 12-month period for Family and Medical Leave Act purposes changed from a calendar year calculation to a 12-month period measured forward from the date an eligible employee's first FMLA leave begins. Holidays and/or administrative leave days will also be counted in the calculation of FMLA hours if the holiday or administrative leave day falls in a week where the employee is scheduled to take a full week of FMLA leave, or if the employee is using FMLA in increments of less than a full week, if the employee was otherwise scheduled and expected to work during the holiday and/or administrative leave day.

#### Reasons for Taking Leave:

FMLA leave must be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care (this leave must conclude within 12 months of the birth or placement);
- to care for the employee's spouse, son or daughter (who is under eighteen years old, unless the son or daughter is not capable of self-care due to mental or physical disability), or parent, who has a serious health condition;
- for a serious health condition that makes the employee unable to perform the employee's job;
- for a qualifying exigency arising out of the fact that a covered military member (a spouse, son, daughter or parent) is on active duty or called to active duty status in support of a contingency operation (e.g. of reasons for leave: short- notice deployment, military events, and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities); or
- to care for a family member (spouse, son, daughter, parent or next of kin) who incurred a serious injury/illness as a result of active military service (up to 26 weeks combined FMLA leave in a single 12-month period.)

### Paid Versus Unpaid Leave

Employees may substitute eligible paid leave for unpaid leave during the FMLA period. To use paid leave during the FMLA period, the employee must meet all the leave requirements of that particular paid leave. For example, sick leave can only be used for the employee's *own* illness. If the employee exhausts his or her eligible paid leave, then the remainder of the FMLA period is unpaid.

### Advance Notice and Medical Certification:

Employees are required to provide advance leave notice and medical certification. Taking of leave may be denied or delayed if requirements are not met. The employee ordinarily must provide 30 days advance notice when the leave is foreseeable. In other circumstances, the notice must be given as soon as practicable.

- The State will require medical certification from your health care provider to support a request for leave because of a serious health condition, and may require second or third opinions, periodic recertification, periodic reports regarding the employee's status and intent to return to work, and a fitness for duty report to return to work. Failure to provide this information may result in disciplinary action.

### Job Benefits and Protection:

- During FMLA leave, the state will maintain the employee's benefits coverage (such as health, life, and flexible benefits) at the same cost to the employee. The employee must pay his or her share of premiums, and, if the employee fails to pay the premium, coverage will cease. If the employee is on leave without pay, the employee must contact the Bureau of Human Resources Benefits Program to make arrangements for the timely payment of premiums.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.
- The state may recover its share of insurance premiums if the employee fails to return after taking leave under certain circumstances.

### Failure to Return to Work:

If an employee fails to return to work after FMLA leave is exhausted, the employee may be subject to disciplinary action or termination due to inability to perform the essential functions of the job.

### **Court and Jury Leave**

In some instances, employees may receive court and jury leave for time spent testifying in court or serving on a jury. The Court and Jury Leave Policy found in the policy section of the handbook explains court and jury leave in more detail.

### **Military Training Leave**

Permanent employees are entitled to Military Training Leave of up to 15 days per calendar year. Employees requesting military leave for training must obtain a written order from the commander of their reserve or National Guard unit indicating dates of the training period. This notice is to be submitted to your supervisor at least 15 calendar days prior to the date of your departure for training.

### **Leave of Absence Without Pay**

Prior permission must be obtained from your supervisor to take a leave of absence without pay. While on leave without pay, you will not accumulate leave credits and you must make provisions to pay for your voluntary payroll deductions.

### **Absence Without Leave**

Unauthorized and unreported absences may result in a deduction of pay and may be cause for disciplinary action. You must report the reason for any absence to your supervisor as soon as possible.

### **Alternative Work Schedule**

Alternative work schedules enable managers and supervisors to meet their program goals while at the same time, allowing employees more flexibility in scheduling their personal activities. Within guidelines, it is the policy of the state to provide employees the opportunity to request the hours of work that suit their individual needs. Alternative work schedules include flexible work schedules and reduced work schedules.

## ***Holidays***

All employees in permanent positions in state government receive their regular pay for ten legal holidays plus any other day proclaimed as a holiday by the Governor of South Dakota or the President of the United States. The State of South Dakota recognizes the following holidays:

<b>New Year's Day</b> .....	January 1
<b>Martin Luther King, Jr. Day</b> .....	third Monday in January
<b>Presidents' Day</b> .....	third Monday in February
<b>Memorial Day</b> .....	last Monday in May
<b>Independence Day</b> .....	July 4
<b>Labor Day</b> .....	first Monday in September
<b>Native American Day</b> .....	second Monday in October
<b>Veterans Day</b> .....	November 11
<b>Thanksgiving</b> .....	fourth Thursday in November
<b>Christmas</b> .....	December 25

If a holiday from the list falls on a Saturday, the preceding Friday is observed as the paid holiday. If a holiday falls on a Sunday, it is observed on the following Monday. Holiday pay is prorated based on hours worked for employees who are working less than full-time. For information about holiday pay provisions, contact your human resource representative.

# Employee/Manager Service Center

A self-service website for employees on Central Payroll is available at <https://bfm.sd.gov/empselfservice/sea.asp>. Employees have the ability to view earnings statements, leave balances and usage transactions, Performance, Planning and Review (PPAR) history and other payroll employee information. This site allows employees to take an active role in maintaining some of their own information on the payroll system like home address, emergency contacts, federal tax withholding, and direct deposit information. Links to other websites, for example South Dakota Retirement System's retirement calculator, benefits information, employee reimbursements for travel, training opportunities and current state job listings are also available.

This site is a quick, easy, and secure way to ensure the HR/payroll employee information is accurate and meets employees' wishes. This website will continue to be developed to increase services and applications available to employees.

To access this site, you must enter your user id (employee number) and password. Your password is initially set to the last four digits of your social security number and the month (mm) and day (dd) of your birth, creating an eight (8)-digit number. You have the ability to change your password after you log into the system. If you forget your password, you can contact your BHR representative and request to have your password re-set to the initial password. For more information on Employee/Manager Service Center, contact your human resource representative.


The two screens illustrated below are the Employee self-service center and the menu shown to an employee when "pay" is selected. From the menus, various applications and services are offered to the employee for viewing or updating.

The image displays two screenshots of the South Dakota HR Portal. Both screenshots show the 'Portal Home' page with a 'Welcome' message and a 'Portal' logo. The left sidebar contains a 'Home' button and a 'Pay' button. The 'Pay' button is selected in both screenshots, revealing a dropdown menu. The top screenshot shows the 'Pay' menu with options: SD Employee, Pay, Tax Withholding, Direct Deposit, Leave Balances, Update Your Information, Position Information, Job Profile, Review History, Current Benefits, Emergency Contacts, Training, Information, and SD Manager. The bottom screenshot shows the 'Pay' menu with options: Parent Menu, Online Paystubs, 2010 W2, 2009 W2, 2008 W2, Pay Rate History, Year-to-Date Totals, Reimbursement Details, and Hourly Pay Calculations. The main content area of both screenshots features a 'Common Tasks' section with links to 'Manage Subscriptions' and 'Change Password', and a 'Useful Information' section with links to 'Portal User Help' and 'Hotkeys Help'.

**Paychecks**

The State of South Dakota requires employees to have direct deposit. Employees who do not have a bank account can elect to have a payroll card. Employees can receive an electronic pay stub. E-stubs can be sent to more than one email address (home/work). Employees who do not have an email/text address can access pay check information online at the State of South Dakota Employee Manager Self Service (HR Portal) website at <http://www.state.sd.us/bfm/empselfservice/sea.asp>

This is an example of a pay check e-Stub:

		Payment No. 99999999 Payment Date: 01/16/2009	
<b>PAY TO</b> <b>THE ORDER OF</b>		<b>Last, First M. \$861.00</b> <b>NON-NEGOTIABLE</b>	
<i>This e-mail is notification that the above payment will be deposited in your account(s) on the date specified.</i>			
<a href="#">HR Contact List</a>	<a href="#">SEA Manager/Employee Service Center</a>		<a href="#">e-Stub FAQ</a>

EMPLOYEE NAME	EMP #	DEPT	PERIOD END	RATE OF PAY
Last, First M.	999999	XXX-0000	01/08/2009	\$12.53

AUTO DEPOSIT DISTRIBUTIONS				TIME ACCRUAL PLANS			
BANK ACCOUNT	DESCRIPTION	AMOUNT		PLAN NAME	EARNED	BALANCE	
XXXXXXXXXX	BANKNAME	\$851.00		Personal	0.0000	40.0000	
XXXXXXXXXX	FIXED ACH	\$10.00		Sick	4.6667	356.1299	
				Vacation	5.0000	103.8500	
EARNINGS				TAXES/DEDUCTIONS			
	HOURS	CURRENT	YTD		Type	CURRENT	YTD
Regular	60.00	\$751.80	\$1854.44	FIT	Tax	\$131.52	\$248.90
Holiday	16.00	\$200.48	\$200.48	Med EE	Tax	\$16.92	\$32.39
Admin	8.00	\$100.24	\$100.24	Soc Sec	Tax	\$72.35	\$138.49
Sick	8.00	\$100.24	\$100.24	Dental	Pre-tax	\$9.80	\$19.60
Vacation	4.00	\$50.12	\$50.12	MedSpend	Pre-tax	\$20.00	\$40.00
Total Gross	96.00	\$1202.88	\$2305.52	Vision	Pre-tax	\$6.07	\$12.14
Taxable Wages		\$1094.84	\$2095.45	Retire	Pre-tax	\$72.17	\$138.33
Total Deductions		\$341.88	\$655.05	HI/Lf-ER	State Paid	\$240.54	\$481.08
Total Net		\$861.00	\$1650.47	Med ER	State Paid	\$16.92	\$32.39
				Retire	State Paid	\$72.17	\$138.33
				UI	State Paid	\$0.78	\$1.50
				Soc Sec	State Paid	\$72.35	\$138.49
				W Comp	State Paid	\$2.65	\$5.08
				YMCA	Deduc	\$13.05	\$25.20



# *Compensation*

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A pay grade is established for each job classification. It indicates the range of pay for the position, including a minimum and a maximum.

## **Overtime Pay**

Overtime is paid in accordance with the state overtime policy and federal and state law. Your human resource representative will inform you if you are eligible for overtime pay.

## **Holiday Pay**

Any employee in a permanent position who must work during a state holiday will be compensated in accordance with the department's holiday pay policy. Your human resource representative can inform you of the appropriate holiday pay policy.

## **Longevity Pay**

Longevity pay is a reward for years of service to the State of South Dakota. It is a way to recognize experienced and dedicated state employees. Longevity pay is based on the total number of years worked for the state. The years of service need not be continuous. Employees with seven through ten years of service receive a \$100 longevity check once per fiscal year. The rate increases by \$5 per year in five-year increments.

For example, for years 11 through 14, the amount is \$10 times the years of service. For 15 through 19 years of service, the amount is \$15 times the years of service. [e.g. an employee with 14 years of service will receive \$140 ( $\$10 \times 14$  years) longevity payment (minus deductions), and an employee who serves for 22 years will receive a \$440 ( $\$20 \times 22$  years) longevity payment (minus deductions).]

## **Longevity Pins**

For ten or more total years of service, employees receive a lapel pin of the great seal of South Dakota. Pins are awarded at five-year increments: 10, 15, 20, 25, 30, and 35 years. In addition, employees with 30 years of service will receive a wall plaque.

## **Workers' Compensation**

If you are injured or contract a disease as a result of and/or in the course of your employment, you must report it as soon as possible. Within three business days of occurrence, you must report in writing the circumstance of the injury or disease to your supervisor as well as to the person responsible for filing the Employer's First Report of Injury. Then, within seven days, not counting Sundays and legal holidays, after the employer has knowledge of the occurrence of an injury, the Employer's First Report of Injury must be filed with the Workers' Compensation Program at the Bureau of Human Resources. Failure by the employee to file the claim on time may result in denial of the claim. You should keep in contact with your human resource representative to ensure a claim is properly filed.

# ***Health, Life, and Flexible Benefits***

All employees in permanent positions with the State of South Dakota, who work 20 hours or more per week for at least six months of the year, are eligible to participate in the State of South Dakota Employee Benefit Plan, which includes a health plan, life insurance and flexible benefits. The Affordable Care Act (ACA) also allows employees who have worked an average of 30 hours or more per week during a 12-month period access to employer-sponsored health insurance. Employees must complete their Benefits Enrollment during the initial 30-day enrollment period.

For new employees or ACA eligible employees, health insurance coverage goes into effect one month and one day from date of hire (*new hires*) or eligibility date (*ACA eligible*).

PLEASE NOTE: The following summary information on Health, Life, and Flexible Benefits is accurate for the Plan Year beginning July 1, 2016, and ending June 30, 2017 or FY17. For information on any benefits changes, contact your human resource representative.

## **Health Plan**

The main components of the South Dakota State Employee Benefits Program are as follows:

1. Employee coverage is paid by the State. Spouse and dependent coverage is the responsibility of the employee.
2. Employees have three options:
  - \$750 Deductible Health Plan
    - Members must satisfy \$750 per person or \$1,875 per family of three or more before the Plan begins paying benefits.
  - \$1,800 High-Deductible Health Plan (HSA Compatible)
    - Members must satisfy \$1,800 single coverage or \$3,600 family coverage. If an employee has family coverage, the full family deductible must be met before benefits are paid for any family members.
  - Opt-Out of the Health Plan
    - Members who opt-out of the Health Plan must provide proof of other group health coverage and will receive a \$300 Opt-Out health reimbursement account (HRA) credit.

Note: The employee will pay a tobacco-user fee if the employee and/or covered spouse use tobacco products. The tobacco-user fee \$30.00 per person per pay period, if you and/or your covered spouse use tobacco.

3. To qualify for the lowest deductible health plan or additional health savings account funds in FY18, employees and covered spouses must complete a Health Screening, Health Assessment, and earn 100 wellness points by March 31, 2017. Employees hired or spouses added on or after July 1, 2016, do not need to complete these requirements during FY17 (July 1, 2016-June 30, 2017) to be eligible for the lowest deductible health plan *or for the additional HSA seed money* in FY18. (See Wellness Programs for more information)

4. Coinsurance applies after the deductible has been met and after any copayment, if applicable. If you visit a network provider, the Plan pays 75% and you pay 25%. For services provided by an out-of-network provider, the Plan pays 65% and you pay 35%.
5. Each member is eligible for Benefit Maximums. Refer to the Health Summary Plan Description "Master Schedule" for Benefit Maximums.

For additional information about the Health Plans, contact the Bureau of Human Resources, Benefits Program at 877.573.7347 option 2, or visit <http://benefits.sd.gov>

### Life Coverage

The State offers Basic Term Life Coverage and Accidental Death and Dismemberment (AD&D) of \$25,000 to Benefit Eligible Employees through VOYA.

Supplemental Term Life and Accidental Death & Dismemberment Insurance Coverage	
For You	2x, 3x, 4x, or 5x times annual salary up to \$400,000
For Your Dependent Spouse	\$10,000
For Your Dependent Child(ren)	\$10,000, on your children from birth to 26 years, or 29 years for full time students.
If you enroll in Supplemental Life Coverage, you may purchase Dependent Life Coverage for your spouse and each eligible dependent.	
AD&D coverage is also available to elect for you and your eligible family members. You must elect Supplemental Life coverage in order to enroll in AD&D. AD&D coverage will equal the amount of Supplemental Life Coverage. AD&D coverage has exclusions that are described in the Certificate of Coverage. To view the Certificate of Coverage, please go here <a href="http://benefits.sd.gov/lifeinsurance.aspx">http://benefits.sd.gov/lifeinsurance.aspx</a> .	

Employees who carry the State Group Supplemental Life Coverage will automatically receive a Basic Long Term Care (LTC) benefit through UNUM. The Basic benefit provides \$1,500 per month if a member is unable to work due to the loss of two or more Activities of Daily Living (ADLs) and is confined to a nursing home. Partial benefits are provided if a member resides in an Assisted Living Center or receives professional help in the home. The maximum amount for this benefit is \$36,000 which is equivalent to a two-year duration with a \$1,500 monthly benefit.

For more information about Supplemental Life Coverage, Dependent Life Coverage, AD&D, or Long Term Care benefits, contact Risty Benefits at 877.573.7347, option 6.

### **Flexible Benefits Plans**

Eligible Employees may choose to participate in any or all of the following Flexible Benefits Plans and Spending Accounts.

- [Dental Care Plan](#)
  - Provides benefits for eligible dental expenses.
- [Vision Care Plan](#)
  - Provides benefits for eligible vision expenses.
- [Accident Insurance Plan](#)
  - Provides a fixed-dollar benefit for certain accidental injuries, regardless of coverage under other Plans. These premiums are not pre-tax eligible.
- [Hospital Indemnity Plan \(HIP\)](#)
  - Provides a daily benefit during eligible preauthorized hospitalizations, regardless of coverage under other Plans. These premiums are not pre-tax eligible.
- [Short Term Disability Plan \(STD\)](#)
  - Provides a benefit during eligible periods of disability (employee only coverage). These premiums are not pre-tax eligible.
- [Medical Expense Spending Account](#)
  - Provides pre-tax reimbursement for eligible expenses.
- [Dependent Care Spending Account](#)
  - Provides pre-tax reimbursement for eligible expenses.
- [Health Savings Account](#)
  - Provides pre-tax reimbursement for eligible expenses.

Coverage for an eligible spouse and dependents may also be elected for most plans as long as the employee elects the coverage type. Expenses incurred by the employee and eligible spouse and dependents may be reimbursed under the applicable spending accounts.

### **How pre-tax deductions work:**

1. Pre-tax deductions are taken out of the employee's pay. Each pay period, all pre-tax deductions for their chosen benefits are taken out of the employee's paycheck before federal income tax and Social Security are calculated.
2. Taxes are calculated on the amount remaining. After all contribution rates have been deducted, federal income tax, and Social Security are calculated on the remainder of the employee's salary.

Deductions to pay premiums for participation in accident insurance, hospital indemnity and short-term disability are not eligible for pre-tax deductions and are taken from the employee's net pay.

## Wellness Programs

### **benefIT Wellness Program**

Effective July 1, 2016, StayWell Fitness will become our Wellness Program Vendor. beneFIT is a free, voluntary, and confidential personalized wellness and health improvement program designed to promote a culture of health by improving healthy habits, attitudes, and behaviors; increasing physical activity, and making positive and healthy lifestyle choices.

South Dakota State Employee Benefits Program members who may enroll in beneFIT programs include:

- Employees
- Covered spouses of employees

### **Wellness Reward\***

Members who complete the online Health Assessment, a Health Screening and earn 100 Wellness Points by March 31, 2017 will qualify for the lowest deductible plan or will earn health savings account (HSA) funding as follows:

- **Single coverage.** The State provides \$250 to each member's HSA automatically for choosing the \$1,800 High-Deductible Plan. Members with single coverage can earn an additional \$250 for their HSA (total of \$500) by completing the three wellness qualifications.
- **Family coverage.** The State provides \$500 to the member's HSA automatically for choosing the \$1,800 High-Deductible Plan for family coverage. Members can earn an additional \$500 for their HSA (total of \$1,000) by completing the three wellness qualifications.

To complete the wellness requirements, log into the Staywell portal at [benefits.staywell.com](http://benefits.staywell.com). March 31, 2017, is the deadline to complete the three wellness requirements:

#### **Health Screenings**

Take control of your health by attending a Health Screening offered at no cost to you by the State. Your Health Screening will include measuring cholesterol (Total, HDL, LDL, Triglycerides, TC/HDL Ratio), blood pressure, and body mass index.

#### **Health Assessment**

Receive an immediate picture of your health by taking a confidential Health Assessment online. Based on your responses, you receive a personalized report of your current health, with tips on how to prevent or reduce your individual health risks. It's quick (about 10 minutes) and easy to complete.

#### **Wellness Points**

Each program is assigned a specific point value shown on the website.

*\* Employees hired or spouses added on or after July 1, 2016 do not need to complete these requirements during FY17 (July 1, 2016-June 30, 2017) to be eligible for the lowest deductible health plan in FY18 or for the additional HSA seed money.*

## ***Preventative Care & Assistance***

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The following preventative care and assistance programs are made available to help employees stay on top of health issues and provide assistance in times of need:

- Condition Management
- Our Healthy Baby
- Preventive Care
- Employee Assistance Program (EAP)

### **Condition Management Programs**

Condition Management Programs help individuals with chronic conditions better understand how to take care of their health, feel better, and enjoy the best quality of life possible. Health Management Partners (HMP) is the vendor for Condition Management Programs.

### **Our Healthy Baby**

The Our Healthy Baby™ Program is a voluntary program available to members of the South Dakota State Employee Benefits Program. Members who enroll and complete the program receive a \$500 incentive. The purpose of this program is to provide support to expectant parents through educational materials, supportive contact, and individual case management throughout the pregnancy. HMP is the vendor for Our Healthy Baby.

For detailed information visit, <http://benefits.sd.gov/ourhealthybaby.aspx>.

### **Preventive Care**

Under both the \$750 Deductible Plan and \$1,800 High-Deductible Plans, eligible preventive care services such as annual wellness exams, routine cancer screenings, well-child care, and immunizations are covered prior to satisfying your deductible when received from a network provider. To see a listing of covered preventive care, visit <http://benefits.sd.gov/preventivecare.aspx>.

### **Employee Assistance Program (EAP)**

The Employee Assistance Program (EAP), is sponsored by the South Dakota State Employee Benefits Program and provided by APS Healthcare as a free service offered to benefit eligible employees, spouses and dependents. Employees and dependents need to be benefit eligible but do not need to be enrolled in the South Dakota State Employee Health Plan to use the EAP. EAP provides unlimited telephonic counseling; up to five, in-person counseling sessions (per incident per fiscal year) on a range of issues, and unlimited online resources.

To learn more about EAP or to request services, call 800-713-6288 or visit [www.apshelplink.com](http://www.apshelplink.com) and enter company code southdakota.

For additional information, contact the Bureau of Human Resources, Benefits Program at 877.573.7347, option 2 or visit <http://benefits.sd.gov>.

# ***Employee Responsibilities***

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## **Attendance**

Your schedule and hours of work are set by your supervisor. Employees are expected to adhere to hours and schedules set by the supervisor. Breaks are allowed if employees' workload permits. Breaks are not guaranteed and employees must remain available and accessible during breaks to provide for the needs of the department.

## **Change of Address**

It is the employee's responsibility to update any change in a home address or telephone number. Employees can update changes through Employee/Manager Service Center or they may contact their human resource representative.

## **Travel Reimbursement**

If your job requires you to travel away from your home station, you will be reimbursed for food and lodging in accordance with state rates. For employees who travel, a state identification card will be issued by your human resource representative.

# *Job Announcements*

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When a civil service position is announced by the Bureau of Human Resources, it is announced in one of the following announcement types:

1. **Open/Competitive** - vacancies announced as open/competitive are open to the general public.
2. **Statewide Promotional** - open to all permanent, exempt, or probationary employees of the State of South Dakota.
3. **Department Promotional** - open to permanent, exempt or probationary state employees within the specified department.
4. **Unit-Specific Promotional** – open to permanent, exempt or probationary state employees within a specific classification and/or unit.

All current announcements are on the Internet at <http://bhr.sd.gov/workforus>.

## **Disability Preference**

Disability preference is extended to individuals qualified for the position who have been certified as having a disability by a Department of Human Services rehabilitation counselor.

## **Veterans' Preference**

Individuals who have served the full obligation for active duty, reserve, or National Guard service in the military, or received an early discharge for a medical condition, hardship, reduction in force, or at the convenience of the military; and were discharged or separated from service honorably or under honorable conditions are eligible for veterans' preference. Veterans' preference may also be granted to the spouse of a service connected disabled veteran if the veteran is so disabled that he or she cannot claim the right to veterans' preference. The spouse of a deceased veteran may also be granted veterans' preference if he or she has not remarried. For additional information, contact the Bureau of Human Resources.

## **Promotions**

A promotional opportunity may be announced either open/competitive or promotional. To be considered for a promotion, you must submit an application. You may apply for a promotion even if you are still serving your probationary period. For additional information, contact your human resource representative.



## ***Classification System***

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Following a review of the duties, responsibilities, and authority, civil service positions are classified within a group of positions of similar nature called a classification. You may request a copy of your class specification from your human resource representative at the Bureau of Human Resources or access class specifications on the Bureau of Human Resources website. As you read your class specification, you may notice that some of the duties you are assigned are not listed and some duties on the list are not part of your job. This is because a class specification is meant to be descriptive, not restrictive. In other words, the duties listed are only general examples of the work performed by employees in your classification.

If at any time you feel you are consistently performing duties that fit another class specification, you are encouraged to discuss them with your supervisor. To request a review of your position classification, you may submit a completed Position Description Questionnaire (PDQ) to your supervisor who will forward it to your human resource representative. A PDQ form is available on the BHR Intranet website. When the Bureau of Human Resources receives the completed PDQ, a personnel specialist will review your position for the appropriate classification. For additional information, contact your human resource representative.

## ***Training***

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The Bureau of Human Resources Training Program offers a variety of training courses for all employees. Included are professional development training, computer training, and other work-related training opportunities. The training calendar and registration information are available through BHR Training (<http://bhr.sd.gov/training>) or your human resource representative. For additional information regarding any of the training courses, contact the Bureau of Human Resources Training Program at 605.773.3461.

## ***Accountability and Competency Evaluation System (ACES)***

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The State of South Dakota uses the Accountability and Competency Evaluation (ACE) performance management system. It includes two components of performance: accountabilities (what gets done) and competencies (how the work gets done). Both accountabilities and competencies are considered together to get an accurate and complete picture of performance.

## ***Resignation and Retirement***

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If you decide to leave your current state position, **even if it is to accept another position with the State of South Dakota**, you are asked to give your supervisor a written notice of intent at least two weeks prior to the date you plan to leave. However, the state may accept your verbal resignation or written resignation with less than two weeks notice.

To be eligible for unreduced retirement benefits, normal retirement age is 65 (age 55 for Class "B" Public Safety members) with at least three years of credited service under the South Dakota Retirement System (SDRS). Your normal retirement date is the first of the month of your 65th birthday. However, there is no mandatory retirement age in state government.

There are several opportunities to retire before your normal retirement date, depending on your age and years of service. The South Dakota Retirement System also provides disability coverage for employees who have three years of credited service or for employees who are accidentally disabled while performing the usual duties of their job. If you cannot work because of a disability that is expected to last one year or longer, you may be eligible to receive a monthly benefit from SDRS.

For additional information regarding your retirement benefits, contact the South Dakota Retirement System.

## ***Appeals and Grievances***

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A civil service employee may appeal dismissals, demotions, suspensions, reduction in pay or his or her classification. A civil service or probationary employee may appeal on the grounds of discrimination or may appeal the misinterpretation, misapplication, or violation of any existing agreement, contract, policy, or rule, excluding overtime pay issues, as they apply to the conditions of employment.

Most departments, bureaus, and institutions have adopted a formal grievance procedure to handle complaints by civil service employees. Departments, bureaus, or institutions that do not have their own grievance procedure use the procedure outlined in the Bureau of Human Resources rules. A current copy of the grievance procedure for your agency may be obtained from your human resource representative.

The grievance procedure provides an equitable method of resolving employee complaints. Rules prohibit retaliation against an employee who submits or is involved in a grievance. A grievant who fails to comply with the timeframes outlined in the grievance procedure will have his or her grievance dismissed. If you voluntarily terminate your employment, your grievance will be withdrawn.

After an employee has exhausted the grievance procedure established by the employee's department, bureau, or institution, the employee may appeal to the Civil Service Commission, where the employee will have an administrative hearing on the grievance. The appeal and grievance process is not available to exempt employees.

# *Policies*

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The following are selected statewide policies and are not an exhaustive list of all policies. The state reserves the right to change or eliminate these policies with or without notice. Please be aware that your agency may have more restrictive policies or guidelines on the same subject matter and additional policies on different subjects. Please contact your human resource representative if you have any questions about your agency's policies or guidelines.

## ***Alternative Work Schedule Policy***

It is the goal of the state of South Dakota to provide employees with a work environment that allows them to balance work and life activities. As an employer, the State recognizes the need for flexibility in scheduling to provide employees the opportunity to participate in family and community activities. To achieve this goal, employees and supervisors are encouraged to use alternative work schedules. Alternative work schedules will enable managers to meet their program goals and provide better customer service while, at the same time, allowing employees to be more flexible in scheduling their personal activities.

Alternative Work Schedules Available:

**Flexible work schedule:** With supervisory approval, employees may select alternative starting and stopping times during the workweek. The starting and stopping times and the lunch period are fixed for the duration of the flexible schedule unless the supervisor discontinues or temporarily suspends the flexible work schedule. Salaried employees on a flexible work schedule may be required to work additional hours or adjust their schedule to meet the requirements of their position.

**Permanent reduced work schedule:** With supervisory approval, hourly and salaried employees may reduce the number of hours worked each week. Employees on a reduced work schedule will be considered permanent part-time employees and will earn less leave and pay based on the reduced number of hours worked. If employees work less than 20 hours per week, they are not entitled to health, life, or retirement benefits. This is a permanent schedule and is not intended for seasonal fluctuation.

**Flex time:** With supervisory approval, employees may occasionally modify their daily work schedule. Adjustments may be made at any time to allow employees flexibility in their schedule during the week. Hourly employees must make up hours flexed at a different time during the work period. Hourly employees who are unable to make up hours flexed during the work period must take either paid or unpaid leave. Salaried employees may not flex an entire day.

**Compressed work schedule:** With supervisory approval, full-time hourly and salaried employees may work their normally scheduled number of hours each work period in less than 5 days. Examples are four 10-hour days or four 9-hour days and one 4-hour day. Since full-time employees are entitled to a maximum of 8 hours for a holiday, hourly employees working a compressed work week may be required to adjust their work week or take paid or unpaid leave during a work period that includes a holiday. Salaried employees must have a set schedule and take leave for any day in which they will be absent during all scheduled hours regardless of the number of hours worked during the week. Salaried employees on a compressed work schedule

may be required to work additional hours or adjust their schedule to meet the requirements of their position.

**Work Adjust:** Work adjust is adjusting hours for work performed outside the normal work schedule to meet the requirements of the agency. Work adjust is intended for short term changes to an employee's schedule to meet workload requirements. Work adjust applies to hourly employees and is not appropriate for salaried employees.

**Eligibility for Alternative Work Schedules:**

Supervisors will work with employees and attempt to accommodate their scheduling requests. Alternative work schedules, however, may not be available to every employee at any time because of customer service requirements. If alternate work schedules are not possible, the supervisor should explain why the request for an alternative work schedule cannot be honored.

**Guidelines:**

Principal administrative offices will be open during the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, including the noon hour. Service to both internal and external customers must be maintained or improved.

Rest periods are a normal part of the work schedule and cannot be accumulated or be included as a basis for a flexible work schedule. A lunch break of at least 30 minutes of uninterrupted time is recommended.

**Responsibilities:**

Teamwork among employees and agency management is an important factor in implementing alternative work schedules and achieving positive benefits associated with alternative work schedules. Meaningful work must be available for the employee during the entire alternate work schedule. Supervisors and employees are mutually responsible for ensuring successful alternative work scheduling programs.

**Supervisors shall:**

1. Ensure adequate, not minimal, staff is available to serve the needs of the public. Both internal and external "customer" needs will be considered to determine adequate staffing.
2. Ensure that alternative work schedules are administered consistently and equitably.
3. Ensure alternative work schedules do not cause or contribute to the need for additional staff or overtime work.
4. Ensure work that requires regular supervision or essential interaction with other staff is scheduled when supervisors and interacting staff are available.
5. Ensure the work site has adequate supervisory and management coverage at all times.

**Employees shall:**

1. Plan and organize their time to meet the job requirements established by the supervisor. This includes answering your phone during all alternative work hours.
2. Participate in the resolution of conflicts between the job and the alternative work schedule and inform the supervisor when coverage is not adequate.
3. Be able to meet workload requirements and be available for scheduled conferences and meetings. The requirements of the job always take precedence over the alternative work schedule.

4. Not engage in excessive socializing prior to the beginning of their workday when employees are already engaged in their work schedule. This can be disruptive to the work patterns of employees with earlier starting times.
5. Record actual hours worked for each day on the time form.

**Procedures for Requesting an Alternative Work Schedule:**

A Request for an Alternative Work Schedule (AWS) form must be completed by the employee and submitted to the supervisor for approval if the employee wants to participate in a flexible work schedule, a permanent reduced work schedule or a compressed work schedule. A copy of this form should be sent to your Human Resource Manager to be placed in the employee's personnel file. A form is not required to participate in occasional flex time.

**Changes to Work Schedules:**

Alternative schedules do not alter the responsibility and authority of supervisors to establish and change work schedules without prior notice. Supervisors may discontinue or temporarily suspend alternative work schedules when necessary. Alternative work schedules may also be altered if work needs change or if service is impaired.

To ensure an opportunity for all employees to request an alternative work schedule and to ensure the schedule remains workable for the employee and the agency, requests for flexible work schedules, permanent reduced work schedules, and compressed work schedules will be submitted and reevaluated at least every six months.

Please contact your agency human resource manager if you have any questions relating to the alternative work schedule policy.

***Arrest Policy***

Any employee who has been arrested or charged with or has reasonable knowledge to believe they will be arrested or charged with: 1.) any felony; or 2.) any crime (including misdemeanors) involving a sex offense or illegal drugs or illegal use of legal drugs shall immediately report this information to his or her supervisor. The supervisor is required to immediately report this information, through the chain of command, to the appropriate department secretary, bureau commissioner, or institution administrator who shall report it to the Commissioner of the Bureau of Human Resources. Department Secretaries and Bureau Commissioners may approve more extensive reporting requirements.

***Bomb Threat Policy***

The following policy and procedure was developed to provide direction in a time of crisis. The outline will assist the contacted individual to take the necessary steps in getting the affected employees to safety as soon as possible, and to contact the appropriate administrative and security agencies and provide them with the most detailed information possible regarding the bomb threat.

This document should be posted in a conspicuous place within each of the various offices and divisions. The below policy is the official policy to be followed in the event that a bomb threat is received.

This document is self-explanatory; however, persons within the office should be made aware of its location and be directed to read it.

### **SOUTH DAKOTA BOMB THREAT POLICY**

#### **THE RECIPIENT OF A BOMB THREAT SHOULD TAKE THE FOLLOWING ACTION:**

- 1. TAKE INFORMATION FROM CALLER (see attached form).**
- 2. IF THREAT INDICATES LESS THAN 20 MINUTES OF DETONATION OF DEVICE, USE FIRE ALARM SYSTEM (if available) TO EVACUATE AND NOTIFY LAW ENFORCEMENT (indicate not a fire).**
- 3. IF THREAT INDICATES MORE THAN 20 MINUTES OF DETINATION OF DEVICE, NOTIFY A SENIOR STAFF PERSON IN YOUR OFFICE.**
- 4. THAT SENIOR STAFF PERSON MUST NOTIFY LAW ENFORCEMENT AND EVACUATE BUILDING.**
- 5. SENIOR STAFF PERSON IS RESPONSIBLE FOR NOTIFYING ALL STATE AGENCIES WITHIN THREATENED BUILDING TO EVACUATE.**
- 6. NOTIFY DEPARTMENT HEAD, NATIONAL GUARD (737.6702), AND GOVERNOR'S OFFICE (773.3212) OF THREAT.**

**BOMB THREAT REPORT**

When receiving a bomb threat (or learning of a threat from another source) the staff member receiving the call or information should immediately complete the following checklist.

Exact time of call: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Questions to Ask:**

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

**\*\*If possible, have a second person monitor the call; ask the caller to repeat the original message to permit possible correlation to the first copy to aid in possible identification of the caller.**

CALLERS VOICE (circle)			Male	Female		
Calm	Disguised	Nasal	Angry	Broken	Stutter	
Slow	Sincere	Lisp	Rapid	Giggling	Deep	
Crying		Squeaky	Excited	Stressed	Accent	
Loud						
Slurred	Normal					

Were there any background noises? \_\_\_\_\_

Your Name \_\_\_\_\_ Date: \_\_\_\_\_

## ***Break Periods for Employees***

It is the policy of the state of South Dakota to allow employees a 15 minute rest period every four hours if the work load permits. The break, however, is not guaranteed. Supervisors may deny the break on any given day. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted time. Employees must be available and accessible during the rest period to provide for the needs of the department. Management retains the right to schedule work, work periods and break times.

Employees may take one 15 minute break for each four hour block of work time. Breaks may not be accumulated and combined to make one long break or be broken into several small segments. Breaks may not be taken at the beginning or end of the day, attached to the lunch break or used to adjust the work schedule. Leave time may not be supplemented by break times.

Employees must notify the supervisor before leaving the workplace during work hours. This includes absences for breaks, if the break takes place outside of the immediate work area. Employees may leave the work area for their break, if the absence is for 15 minutes or less.

## ***Court and Jury Leave Policy***

Employees in permanent positions are eligible for court and jury leave. The employee shall immediately notify the employee's supervisor if the employee expects to be absent from work due to court and jury obligations. Absences will be administered as follows:

1. Testifying in official capacity. If the employee is subpoenaed by either party to testify in any civil or criminal proceeding because of the employee's official capacity or is instructed by the supervisor to testify in an official capacity without being subpoenaed, the employee shall receive the employee's regular salary without loss of leave credits and may receive actual expenses according to state rates, but may not receive witness fees. The appointing authority and the Bureau of Human Resources shall determine if the employee is testifying in an official capacity.
2. Testify in a non-official capacity. If an employee is a party to or a witness in private litigation not related to his or her official capacity, the employee shall use vacation leave or leave without pay.
3. Party or witness not subpoenaed to testify. If an employee is a party to or witness who has not been subpoenaed, the employee must use vacation leave or leave without pay. This leave must be requested in advance and is subject to the supervisor's approval.
4. Service on jury. If a state employee is summoned to serve on a jury, the employee shall receive the employee's regular salary without loss of leave credits for the time spent on jury duty during regular working hours and the per diem and mileage provided for by SDCL 16-13-46 or any comparable federal law.

The commissioner may decide any question as to whether an employee is eligible for court and jury leave.



## ***Drug and Alcohol Testing Policy***

The State has implemented a drug testing procedure for applicants and employees in 1) safety sensitive positions and 2) positions requiring a commercial driver's license.

Under state law, a safety sensitive position is any law enforcement officer authorized to carry firearms and any custody staff employed by any agency responsible for the rehabilitation or treatment of any adjudicated adult or juvenile. State statutes and administrative rules govern the drug testing of persons in safety sensitive positions, and these statutes and rules may be obtained from your agency's human resource manager.

Federal law requires drug and alcohol testing of applicants and employees who must have a commercial driver's license (CDL) to perform their jobs. The State has implemented an alcohol and drug-testing program for CDL holders and has published a CDL drug-testing handbook and policy entitled "State of South Dakota CDL Policy, Rules and Educational Information." Your agency's human resource manager can answer questions about the program and provide you with a copy of the handbook and policy.

Other employees may be tested for drugs and alcohol if the test does not violate federal or state law.

## ***Drug Free Workplace Policy***

The State of South Dakota has a drug free workplace policy for all state employees. As a condition of your employment with the state, you must agree to abide by the terms of this policy.

The dangers of drug abuse in the workplace include accidents and injuries; reduced productivity; absenteeism and increased healthcare costs; loss of public confidence in the State; and adverse effects on the abuser, family, friends, co-workers, and persons receiving services from the State.

The policy prohibits the unlawful manufacture, dispensation, possession, or use of a controlled substance by an employee in the workplace. If you are convicted of a violation of a criminal drug law or admit in court to a criminal drug law violation, you will be subject to appropriate disciplinary action, which includes termination. You must comply with the arrest policy if you are arrested, charged, or believe you may be charged with any crime involving illegal drugs.

## ***General Reference Policy***

References for Employers Outside of State Government

One person in the agency, typically the human resource manager, is designated to respond to all requests for information on current and former employees (including interns). More than one person may be designated to provide responses to requests, however person(s) responding should be the human resource manager or someone at a managerial level within the agency such as program directors, division directors, or department secretaries. If two or more people are responding to requests, the human resource manager should coordinate the response.

According to state law, written references given in response to written requests are presumed to be given in good faith. This means if a former employee files a lawsuit regarding giving of bad

references, the agency can rely on a defense of good faith if the reference was in writing. Telephone inquiries are answered by telling the caller that it is the policy of the state to respond only to written requests. Written requests should be accompanied by an authorization, release, and waiver.

Employees must not give references on inmates or former inmates. These references must be handled by the appropriate person at the Department of Corrections.

#### References within State Government

If a reference request comes from another state agency, the designated person may respond either in writing, verbally or over the e-mail system. A signed authorization, release, and waiver is not necessary. All other guidelines apply to giving references within state government.

#### Intern References

Human resource managers may authorize those persons who supervise interns to respond in writing to written reference requests relating to those interns that they have supervised.

### ***Emergency Office Closing Policy***

State employees will always be expected to deliver service because state government cannot close completely; it must continue to provide emergency services, coordinate government responses to disasters, and care for citizens who are entrusted to our institutions. State government will do whatever possible to accommodate state employees during emergency events, however, it does need to maintain adequate staffing to ensure the safety of citizens and continue state operations.

This policy does not mean employees should take undue risks during inclement weather. Employees who believe they cannot safely reach the worksite or travel home at the end of the scheduled work day should make arrangements with their supervisor to be absent from work.

Outlined below is the process for executive branch agencies under the direction of the Governor to follow when determining whether to close operations of a state office due to natural, man-made, or health-related emergencies which disrupts state government facilities or operations. An emergency includes but is not limited to; inclement weather, utility failure, fire, terrorism, or other forced evacuations.

#### **Who has Authority to Close an Office(s)?**

1. The Governor or his designee can close any state office or offices in any location.
2. A Cabinet member has the authority to close their state office in any location for an isolated incident.

#### **What are the Criteria for a Cabinet Member to Close an Office?**

A cabinet member or their designee may close a specific office when they have met the following criteria:

1. Verify the office either lacks sufficient staff to adequately function or the closing emergency prevents the office from safely functioning.

2. Ask BHR to coordinate the closure of the office with agencies that have employees in the same building, geographic or affected area.
  3. Consult the Governor's Office on the office closure prior to final decision and sending a notice to employees.
  4. Communicate and/or coordinate office closure with local government as needed.
  5. Notify media covering the affected area as soon as possible. However, do not rely upon media announcements as the sole means of communication. If possible, clients with scheduled appointments should be contacted to cancel the appointment. Voice mail systems should be updated to reflect the office closing.
- Other offices should not be closed unless the above conditions have been met.

### **What is the Procedure for Reopening an Office?**

In coordination with BHR, the affected cabinet member should regularly reevaluate emergency conditions so that the office can resume the normal schedule as soon as is reasonable.

## ***Seat Belt Policy***

All state employees who are driving or are passengers in state-owned vehicles covered by the state's automobile liability insurance policy are required to wear seat belts, both in the front and back seats. (SDCL 32-38-5; Executive Order 88-7)

## ***Solicitations on State Premises***

It is the policy of the state of South Dakota that commercial vendors may not solicit business on state property or solicit state employees during working hours. Working hours include breaks and lunch periods if the employee is on state grounds.

Subject to prior approval by management, employees may solicit for charitable purposes using their own time by adjusting their work week to make up the time or by using vacation leave or leave without pay. Activities should be scheduled so that the soliciting employee does not interfere with co-workers' performance. Agency human resource managers will not assume responsibility for coordination of charitable activities.

Please contact your human resource manager if you have any questions regarding this policy.

## ***State Employee Bloodborne Pathogen Procedures - Short Guide***

Time is critical with Bloodborne exposures. When in doubt, report the exposure right away to your supervisor and seek guidance. If your supervisor is not available, SEEK MEDICAL ATTENTION IMMEDIATELY.

A Significant Bloodborne Exposure is an occupational risk exposure to blood or potentially infectious body fluid by:

1. needle stick, puncture or cut by an object through the skin
2. direct contact of mucous membrane (eyes, mouth, nasal, etc)
3. exposure of broken skin to blood or other potentially infectious body *fluids* such as:
  - semen

- vaginal secretions
- any body fluid visibly contaminated with blood
- human tissues (including dental extractions)

If a Significant Exposure Occurs:

#### **Employee's Immediate Responsibility**

- Needle-sticks, cuts and skin exposures should be washed with soap and water. (Do NOT use bleach)
- Splashes to the nose, mouth, or skin should be flushed with water.
- Splashes to the eyes should be irrigated with sterile irrigants, saline or clean water.
- Report the exposure to your supervisor right away. If HIV Post-exposure treatment is recommended, you should start treatment within 1-2 hours after the exposure or as soon as possible. (This can reduce HIV infection by up to 79%)

#### **Supervisor's Immediate Responsibility**

- **Without Delay** – If a significant blood borne exposure has occurred, get the exposed individual to the nearest Emergency Room for evaluation. Supervisor should call the emergency room and inform them that they are sending an employee to the emergency room for evaluation and follow-up to a bloodborne exposure.
- **Testing the employee and the source is strongly recommended when a high risk exposure has occurred.** The employee has the right to request or decline testing. The source fluid/object should be collected (if possible) for testing. If the source is a person, they cannot be tested without consent, except under the circumstances described in SDCL 23A-35B (laws dealing with sexual assault and exposure to law enforcement personnel). The exposure to the employee should be explained to the source and testing of the source requested.
- **Complete a First Report of Injury and an Employee Accident Report** for all bloodborne pathogen exposures. This form must be completed and filed with the Workers Compensation office/Bureau of Human Resources within seven (7) days of the exposure/incident. An official written report is necessary for reporting the incident and to claim worker's compensation benefits for initial treatment and post exposure testing. If testing is declined this should also be reported.
- **Consult the comprehensive "Bloodborne Pathogens Exposure Guidelines"** for the complete policy, testing, and forms required for this event. These guidelines can be found on the Department of Health's website at <http://doh.sd.gov/resources/assets/DOHBloodbornePathogens.pdf>.
- **Complete and forward the "Occupational Risk Exposure Form" and the "Bloodborne Exposure Medical Follow-up Sheet"** to the Human Resource Office for inclusion in the employee's personnel file.
- **Ensure that the employee complete any follow up testing required in the comprehensive guidelines.** If you have questions, you can contact the Department of Health at **1-800-592-1861** can provide you with the guidelines, additional information, assistance & guidance.
- **Report exposure to your next level supervisor.**

#### **Healthcare Provider's Responsibility**

- Determine the nature & severity of the exposure.
- Evaluate source patient (if information is available).

- Counsel/treat exposed employee as applicable.
- Also evaluate employee for Hepatitis B & C as applicable.

**\*\*Know what you are going to do before an exposure occurs.**

## ***Tobacco Free Environment Policy***

The State of South Dakota is dedicated to providing a healthy, comfortable, and productive environment for employees, clients, and visitors.

Smoking, e-cigarettes, and the use of all tobacco products is prohibited on all real property or portions thereof owned by the Executive Branch of state government under the direction and control of the Governor and all real property leased by the state where the state is sole occupant.

This policy applies to employees and visitors, and includes all vehicles, parking lots, and walkways leading into state buildings throughout South Dakota. The following are exceptions: clients at the State Developmental Center in Redfield, residents of the State Veterans Home in Hot Springs, visitors to campsites in state parks, and upon state highways and outdoors at state highway rest stops. The Bureau of Administration and/or appropriate Department Secretary may grant limited exceptions for specific, special events.

Enforcement of this policy is the shared responsibility of all Executive branch personnel. All employees are encouraged to communicate this policy with courtesy, respect, and diplomacy. Incidents of smoking and/or tobacco use by employees will be documented for supervisor follow-up.

## ***Use of Sick Leave for the Birth or Adoption of a Child***

The following policy shall be used relative to the birth or adoption of a child by a state employee of the executive branch under the control of the Governor.

### **Birth of a Child**

A six week period of disability after childbirth is supported by medical evidence and legal precedence, therefore, a female employee may use up to six weeks of accumulated sick leave without the need to document medical necessity. Any female employee may use additional accumulated sick leave when medical necessity is documented on the Certification of Health Care Provider employee form. New fathers may use up to five days of accumulated personal leave for the birth of their child.

### **Adoption of a Child**

Consistent with SDCL 3-6C-7, any state employee adopting a child may utilize up to six weeks of accumulated sick leave for the placement with the employee of a child for adoption and to care for the newly placed child.

### **Family Medical Leave Act**

Under the Family Medical Leave Act, eligible state employees are entitled to use up to 12 weeks of unpaid leave within a 12 month period for specific purposes which include:

- The birth of a child and to care for the newborn child; or

- The placement with the employee of a child for adoption or foster care, and to care for the newly placed child.

### **Substitution of Paid Leave for Unpaid Leave under the FMLA**

Consistent with the FMLA, the State requires that employees use eligible paid leave during the FMLA period before using unpaid leave.

Ex. Eligible employee has three weeks of accumulated sick leave and two weeks of accumulated vacation leave and they want to take the full 12 weeks. The first five weeks the employee would use their accumulated sick/vacation leave. The remaining seven weeks would be unpaid leave.

### **Use of Intermittent Leave for birth or adoption**

Intermittent leave for the birth or adoption of a child is allowed if medically necessary or if not medically necessary, with the approval of the employee's supervisor.

### **Use of FMLA Leave when both Mother and Father are State Employees**

If both mother and father are state employees and FMLA eligible, each is entitled to use up to 12 weeks of FMLA leave which may be utilized concurrently or consecutively. Approval by the employee's supervisor is required to use intermittent leave.

Ex. 1. The mother and father could simultaneously take the 12 weeks off following the birth.

Ex. 2. The mother could take the first 12 weeks off, and then the father could take 12 weeks off.

Ex. 3. With permission of their supervisors, the mother could take six weeks off and then have mornings off for 12 weeks.

**The entitlement to FMLA for birth or adoption (placement)** of a child expires one year (12 months) from the event (birth or placement).

## ***Use of Video, Recording Devices or Still Cameras by State Employees in the Workplace***

Purpose: The purpose of this policy is to set out the allowable uses of video, recording devices, or still photography by state employees and to protect the right of privacy of patients, inmates, coworkers, and the public.

**State Owned Cameras, Video or Recording Devices for Authorized uses:** Employees are allowed to use state owned video, recording devices or still cameras (including camera phones) when authorized as part of their job duties. Such usage should be with the knowledge and consent of the employee's supervisor.

**Personal Video, Recording Devices or Cameras at Work:** Personal video, recording devices or still cameras may be used to commemorate awards, retirements or similar events when authorized by the employee's supervisor or department head. The use of personal video, recording devices or still cameras, (including camera phones) by state employees at work for any other purpose is prohibited.

### **Other prohibited uses:**

The use of any video, recording devices or still cameras (including camera phones) is prohibited by state employees while at work for any of the following purposes:

1. As part of or in furtherance of any illegal activity.

2. For recording any image which is lewd, obscene, or pornographic.
3. For taking any image or recording of any patient, inmate, or other person without their express written consent unless taken for an authorized purpose within the scope of the employee's duties.
4. Any purpose that reflects unfavorably on the state, destroys confidence in the operation of state services, or adversely affects the public trust in the state.

## ***Workplace Safety Policy***

It is the policy of the State of South Dakota to promote a safe environment for its employees. The State is committed to working with our employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior that affect the working environment will not be tolerated. All reports of such incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, expressions or any other behavior that communicates a direct or indirect threat of physical harm or damage to state or personal property, either on duty or off-duty. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

All employees shall cooperate to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by any state employee on or off state premises, report it immediately to a supervisor or manager. Supervisors and managers who receive such reports shall contact the agency human resource manager or the Bureau of Human Resources at 605.773.6363. Severe threats or assaults that require immediate attention shall be reported to police by calling 911.

# ***Risk Management***

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A part of the Bureau of Administration, the Office of Risk Management focuses on protecting the state's assets and resources by identifying exposures to loss and providing alternative methods to finance, transfer, reduce, or eliminate those losses. The office provides the following services: developing safety and loss control programs, conducting loss control audits, educating through seminars and assistance information, and negotiating insurance coverages.

Each agency and institution has a risk management contact and a loss control committee to direct risk management efforts. Requests for training and other technical assistance from the Office of Risk Management are made by the contact.

Managed by the state risk manager, the Public Entity Pool for Liability (PEPL) Fund is a funded self-insurance program which provides coverage for general liability, law enforcement liability, public officials errors and omissions liability, automobile liability, and some medical malpractice liability.

The coverage extends to all current and former employees and elected and appointed officers of the state and applies to any accident, act, error, omission or event during the coverage period which results in damages and arises within the scope of the employee's duties for the state.

There are, however, limits to the state's coverage. For example, the state does not pay for injuries covered by other insurance; does not pay when agencies or employees were not legally responsible to prevent accidents; does not cover liability arising out of the employee's willful and wanton misconduct including but not limited to reckless disregard for the safety of others and intentional disregard of a duty under laws, rules, policies, or regulations the employee is governed by; and maintains a limit of \$1,000,000 per occurrence.

When state employees are driving state vehicles on state business, they are covered by workers' compensation. Non-state employees who are on official business for the state are covered by automobile liability through the PEPL Fund. Liability to other persons for bodily injury or property damage due to negligence in operating state vehicles is also covered through PEPL. Belongings in the vehicle are not insured by the state. When employees use their personal vehicles, their automobile insurance policy provides coverage for physical damage, loss, or liability. Both the workers' compensation and personal property coverages are the same as when operating a state vehicle. In situations where the loss exceeds personal policy limits, the state will cover the excess liability under certain terms of the PEPL agreement.

State employees are expected to promptly and properly report accidents, incidents, unsafe conditions, as well as claims made against the State of South Dakota. All accidents involving a fatality, serious bodily injury, or serious property damage should immediately be reported to Claims Associates, Inc., the state's claims adjusting service, at their 24-hour emergency number, 1-888-430-2249. All accident reporting information is located in the glove compartment or other convenient place in every state vehicle. If you have any questions regarding the above information, please contact the Office of Risk Management at 605.773.5879.