

WESTERN
DAKOTA



TECHNICAL COLLEGE

**2024-2025
EMPLOYEE HANDBOOK**

Approved by WDTC Cabinet May 2024

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Western Dakota Technical College subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that applicants are employed, assigned, and promoted without regard to race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, sexual orientation, genetic information, citizenship, political affiliation, mental and/or physical challenge, disability, gender identity, gender expression, status as a veteran, or any other status protected under applicable federal, state or local law. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit, and ability.

MUST COMPLY WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986

Section I. Mission, Vision, Values

A. Mission

Western Dakota Technical College prepares students to be highly skilled professionals through accessible, career-focused programs to improve their lives while adapting to community workforce needs and positively impacting our economy.

B. Vision

As an integral community partner, Western Dakota Technical College leads the region by providing innovative education and advocating technical excellence to drive career development and economic growth.

C. Values

EXCELLENCE

- Aspiring to achieve quality.
- Seeking opportunities to grow professional skills and encouraging others to do the same.
- Moving beyond compliance.
- Valuing employer insight and including them in our planning processes.
- Believing in the ability of our students to learn, meet the high standards we set for them, and fill employer needs.

ASSESSMENT

- Analyzing programs, services, policies, and procedures, and making adjustments as needed to best serve our students, employees, and community.

TRANSPARENCY

- Being honest.
- Separating personal and institutional interests.
- Utilizing shared governance to improve communication and dissemination of information.

ACCOUNTABILITY

- Understanding the power and effect our words have on students, colleagues, and members of the community when speaking about Western Dakota Tech and striving to use them in the best interest of the College.
- Knowing and upholding Western Dakota Tech’s policies, procedures, and objectives.
- Behaving legally and ethically in all endeavors encouraging others to do the same.
- Providing the facilities, equipment, and services students and employees need to be successful.
- Offering education with high potential for positive student, employer, and community outcomes.

DIGNITY

- Respecting ourselves and others.
- Providing fair and just treatment to all.
- Understanding and celebrating dignity in all forms of work, both internally and externally.

COMPASSION

- Believing we are a solution to poverty, workforce shortages, unemployment, and other challenges in our community.
- Empathizing with students, colleagues, and other individuals in their experiences and realities.

INCLUSION

- Utilizing shared governance to ensure participation in decision-making and provide channels for various groups to voice opinions.
- Respecting and embracing varying cultures, views, and opinions.

Section II. College Organization

A. Board of Trustees

The Board of Trustees serves as the local governing board of Western Dakota Technical College (WDTC) and consists of nine (9) members from western South Dakota. The Board of Trustees establishes the policies and procedures necessary to effectively carry out WDTC’s mission and advance the best interests of the students, faculty, staff, and community.

B. Administration

The Board of Trustees selects a president of the College and delegates power and authority to the WDTC President to effectively lead and manage the institution.

Section III. Code of Conduct and Workplace Behavior

A. Code of Ethics

The Code of Ethics was established for the purpose of ensuring employees always characterize integrity and dignity in their personal and professional lives. Each employee’s personal and professional conduct reflects on the institution, their collective profession, and higher education at large. In order to create a welcoming environment, it is expected that all employees will exemplify integrity and dignity. They should also expect and encourage such conduct by others.

[Policy 1013 - Code of Ethics for Faculty, Staff, and Administration](#)

B. Diversity, Equity, and Inclusion

Western Dakota Technical College (WDT) respects the uniqueness of every individual who works at, attends, or visits WDT and is committed to diversity, equity, and inclusion. We know and acknowledge all of us have different strengths and backgrounds that contribute to the success of us as individuals and WDT as a whole. We believe everyone should have equitable access to technical education and the professional career pathways it provides. Thus, WDT strives to provide a supportive and inclusive environment for all employees and students, regardless of areas of difference, so individuals can find both personal and professional success at WDT.

C. Discrimination and Harassment

WDT is committed to providing an environment free from harassment and discrimination for students, school employees, non-employees, and its invitees. Along with the Code of Ethics, Policy 2005/4005 - Discrimination and Harassment sets a precedent to ensure non-discriminatory treatment of employees, students, and guests.

[Policy 2005/4005 - Discrimination and Harassment](#)

D. Drug Free Workplace

It is the right of each employee and student to work and learn in an environment that is safe and secure – as also stated and required by the Drug-free Schools and Communities Act. To comply with these requirements, WDT has created a Drug and Alcohol Prevention Program (DAAPP) and a Drug Free Workplace Policy which accomplishes three major things:

- Sends a clear message that alcohol and drug use in the workplace is prohibited.
- Informs employees of the known health risks of alcohol and drug abuse
- Encourages employees who have problems with alcohol and/or other drugs to seek help

[Policy 2012 - Drug Free Workplace](#)

E. Conflict of Interest

Western Dakota Tech's Board of Trustees and the College take conflict of interest matters seriously and expect all employees and Board of Trustee members to adhere to their responsibility of reporting conflicts of interest accordingly.

[Policy 1015 – Conflict of Interest](#)

[1010.Exhibit.002 – Employee Conflict of Interest Form](#)

F. Dress Requirements

Employees should be aware that their appearance matters when representing our college in front of students, faculty, staff, and visitors. An employee's appearance can create a positive or negative impression that reflects on our college and the culture of Western Dakota Tech. All employees must be clean and well-groomed, and all clothes must be work-appropriate. Each department may also have specific dress requirements which will be determined by the immediate supervisor and explained to the employee.

G. WDTC Policies

All WDTC employees are expected to adhere to the policies and procedures established by WDTC. The policies can be accessed on the [Policies and Procedures](#) page of the WDTC website. Employees are also responsible for following all departmental policies, procedures, and guidelines.

Section IV. Employment Policies

A. Employment Categories

1. Faculty Employees

- a. Full-time faculty: any faculty member whose teaching contract is a minimum of 40 hours per week, as determined by their teaching load and other work assignments. Consists of 175 or more working days per year.
- b. Part-time faculty: any faculty member whose teaching contract does not meet the definition of regular full-time.
- c. Adjunct faculty: any faculty member who is hired on a semester basis.
- d. Substitute: an instructional employee hired for a period of time to replace a regular faculty member.

2. Staff Employees

- a. Regular full-time: an employee with a minimum of 40 hours per week of assigned duties.
- b. Regular part-time: an employee with fewer than 40 hours per week of assigned duties.
- c. Temporary: an employee who is hired to work a reasonably predictable schedule, full or part-time, for a period not to exceed six (6) months.
- d. Interim Appointment: An acting/interim appointment occurs when an employee assumes a majority of the job responsibilities of a higher-level position for a specified period of time, normally not in excess of one year. The higher-level position must exist at the time the interim appointment occurs.
- e. Casual: an employee who is hired on an intermittent basis not to exceed 130 hours per month.

3. Student Employees

- a. Work-study student employee: a student hired to work in accordance with the work-study financial aid program.
- b. Student Employee: a student hired utilizing institutional funds who may work up to 30 hours per week. Employee must be enrolled at Western Dakota Technical College. This position is not eligible for benefits, overtime, and/or holiday pay.

B. Employee Definitions

1. Regular

Non-faculty positions that are appointed for an indefinite period of time subject to satisfactory performance and funding availability. Regular full-time staff are scheduled to work at least 40 hours per week and regular part-time staff are scheduled to work less than 40 hours per week. Part-time employees may be classified as 30 hours per week, 26 hours per week, and 20 hours per week.

2. Contract

Employees who are hired into specified or specialized positions as designated by the President of the College. The terms and conditions of employment will be stipulated in the employment contract. There is no commitment expressed or implied for WDC to renew or extend a contract employee's employment beyond the terms of their contract. Contract terms typically run July 1 through June 30. The President's decision for renewal, extension, or nonrenewal of a contract is binding and final. The employee will be notified in writing 60 days prior to current contract completion.

3. Temporary

An employee who is hired to work a reasonably predictable schedule, full or part-time, for a period not to exceed six (6) months. Temporary employees are considered at-will for the entire duration of appointment.

4. Casual

An employee who is hired on an intermittent basis not to exceed 130 hours per month.

5. Exempt

An employee who is exempt from the overtime provisions of the federal Fair Labor Standards Act due to their positional duties and responsibilities, weekly salary amount, and level of decision-making authority. Employees in this category receive equal installments of an annual salary.

6. Non-Exempt

An employee who is subject to all federal Fair Labor Standards Act provisions, including the payment of overtime. Employees in this category are paid on an hourly basis.

C. Employment

This policy describes recruitment and hiring policies and employment restrictions for all WDC employees.

1. Employment Rules: Employment shall be subject to the College's sole discretion with regard to program needs, funding limitations, job assignments, and determinations of reductions in force and other terms and conditions of employment.
2. WDC will post openings competitively except as noted in Employee Handbook Section 3.D. Competitive postings may be posted internally or externally.
3. An offer of part-time employment shall not be presumed or construed as indicating commitment to full-time employment.
4. Non-exempt employees may not hold more than one full-time College job or part-time jobs equaling more than one full-time non-exempt job at the College.
5. Work-study student employees may not hold any other full-time or part-time staff or faculty positions at the College.

D. Non-Competitive Hiring

WDTC strives to fill positions through a competitive process. However, there are times when a vacant position needs to be filled without utilizing the competitive process. The reasons for non-competitive hires are described below. The Human Resources Office must certify that the condition of the appointment meets the criteria defined in this policy and that the applicant meets the minimum qualifications of the position.

1. **Rehire:** WDTC retirees or former employees may be hired into a position similar to the position previously held but may not be hired into a higher graded position. Employees hired under this category may be hired into on-call, temporary, or regular positions where it would be beneficial to the College to have requisite skills, training, or knowledge of the department's/school's operations.
2. **Recall from reduction in force:** Priority rehire of an individual who has been laid off may take place under these alternative appointment procedures.
3. **Temporary:** A temporary employee may be hired where there is critical, immediate, and temporary need. An employee hired as a temporary employee may fill a position for six (6) months or less. Hiring under this non-competitive reason will allow the department to have an employee working while the competitive process takes place. Employees hired under this non-competitive reason cannot be extended and the employee cannot be converted to a regular employee without a competitive process.
4. **Part-time to full-time:** Staff employees can be changed from part-time to full-time and full-time to part-time. An FTE change must be approved by the department supervisor and the Director of Human Resources.
5. **Lateral Transfer:** A hiring official may fill a new or vacant position with a lateral transfer. A lateral transfer is the movement of an employee to another job within the same pay grade as his or her present job and accomplished without an increase in salary. A lateral transfer can only occur if the receiving department agrees to the lateral transfer.
6. **Promotion:** At the President's discretion, an employee may advance to another job within a higher salary range. The employee must be in good standing and have documented favorable performance evaluations.
7. **Reorganization:** The purpose of a reorganization is to address changing operational requirements that cannot be accommodated by the current structure. Positions affected by reorganization must be approved by the President and Director of Human Resources.

E. Onboarding Period

The onboarding period refers to time frame between the employee's first day in a position and the time when the employee can autonomously perform their job. The onboarding period may vary for each employee, but WDTC feels as though a minimum of the first six months is considered the onboarding period. Due to the cyclical nature of many positions at WDTC, onboarding may take up to one year.

1. **Faculty:** A new hire performance observation will take place during the spring semester of instruction. New faculty who start in the middle of an academic year will have a new hire performance observation the following spring semester.
2. **Staff:** New hire performance evaluations will take place at 1 month, 3 months, and 6 months from the first day in a position hire date.

All employees have 30 days from their hire date to complete the New Employee Orientation course in MyWDT. This course includes information on the work environment, compliance training, communication exercises, and ALICE training. The Human Resources Office will assign this training to new employees in MyWDT and monitor their progress.

F. Performance Evaluations

Performance evaluations are to take place as described below. The completed evaluation report, signed by the employee, supervisor, and next-level supervisor, is kept in the employee's personnel file. The employee is provided an opportunity to review, discuss, and offer additional comments on the performance evaluation.

1. Faculty New Hire Evaluation: the new hire performance evaluation is completed at the end of the first full academic year.
2. Staff New Hire Evaluation: The new hire performance evaluation is to be utilized when an employee is newly hired into a position with WDTC. At a minimum, evaluations are completed at 1 month, 3 months, and 6 months from the hire date.
3. Faculty Yearly Performance Evaluation: Full-time faculty are evaluated annually for the first two(2) years of employment. After the initial two (2) years, full-time faculty are evaluated every other year.
4. Staff Yearly Performance Evaluation: Regular employees are evaluated annually.

G. Performance Improvement Plans (PIPs)

WDTC utilizes a progressive discipline approach to allow employees an opportunity to identify, reflect, and correct any deficiencies in performance. Part of this technique is the utilization of a performance improvement plan. The intent of this plan is to develop and strengthen the relationship between the employee and WDTC and provide the employee with the opportunity to succeed. This plan is an action-based guide that is designed to outline specific steps an employee needs to take to meet their goals. It also provides an opportunity for the employee to share any resources or training that may be helpful in the employee's continued success.

Section V. Wage and Salary Policies

A. Compensation Package

Western Dakota Technical College (WDTC) recognizes the importance of employees to the mission of the College. WDTC provides a total compensation package that consists of two core elements: salary and benefits. Benefits have a monetary value, and both the College and employee should consider this value in reviewing compensation.

B. Master Salary Schedule

Minimum rates for each classification are listed in the Faculty and Staff Master Salary Schedule . Experience, education, budget, and market rate are used to establish the entry rate of pay for new employees. No employee will be paid at a rate less than the minimum for the applicable position classification.

C. Faculty

Regular faculty shall be paid in accordance with SD Administrative Rule [24:59:05:06](#). The employee's base salary will be subtracted from the calculated instructor salary adjustment amount to determine the total annual salary.

1. Pay levels: Newly hired faculty will be placed on the Faculty Master Salary Schedule (Appendix A) based upon educational level and previous related work experience using the following formula:
 - a. Receive up to 18 levels maximum for college degrees from institutions accredited by regional accrediting agencies.
 - i. 4 levels for Associates degree
 - ii. 9 levels for Bachelor's degree
 - iii. 18 levels for Master's degree
 - b. Receive up to 8 levels maximum for previous related work experience (one level granted per year of relevant industry experience)
2. Market value salary will be calculated based upon teaching experience, previous related work experience, educational level, and professional certifications. The employee's base salary will be subtracted from the market value salary to determine the stipend amount.
3. Salary Adjustments: Base pay is reevaluated if a higher degree is completed. Market value salary is reevaluated when an employee has advanced on the rubric in one of the categories. Market value is also reevaluated in accordance with applicable SD Administrative Rule.

D. Staff

1. Pay levels: Each position is associated with a pay grade. Each pay grade includes a pay range broken into 9 steps as detailed in the Staff Master Salary Schedule (Appendix B). Newly hired staff will be placed on the salary schedule based upon years of service directly related to the position.
2. Salary Adjustments:
 - a. Annual pay adjustments: Employees will advance one (1) step each year of employment subject to positive performance evaluations and the availability of college funding. This advancement takes place on July 1 each year. Employees must work for at least six (6) months to be entitled to the incremental step increase.
 - b. Promotion: The employee will move to the pay grade associated with the position. They will be placed at the step with the next closest dollar amount above their current salary.
 - c. Demotion (Voluntary or Involuntary): The employee will move laterally to the pay grade associated with the position placing them at the same step in the appropriate pay grade.
 - d. Interim appointment: The employee will move to the pay grade associated with the position. They will be placed at the step with the next closest dollar amount above their current salary.

E. Overtime

Overtime is paid to non-exempt employees for any time worked over 40 hours during the work week. For the purpose of computing overtime, paid time off and holiday time is not counted as actual time worked.

1. The work week begins at 12:01 a.m. Sunday and ends at 12:00 a.m. (midnight) the following Saturday.
2. The rate of pay for overtime work shall be 1.5 times the employee's regular rate for each hour worked over 40 hours each week.
3. Requests for overtime must be approved by the department supervisor before overtime work commences. Unauthorized overtime may lead to disciplinary action, up to and including discharge.

F. Reporting and Call Back Pay

In the event a non-exempt employee reports to work at the regular preassigned time, without having been previously notified not to report to work, and is sent home, they shall receive two (2) hours pay or pay for the hours worked, whichever is greater.

In the event a non-exempt employee is called into work outside of their regular schedule and is then released, they shall receive two (2) hours pay or pay for the hours worked, whichever is greater.

G. Pay Schedule

Employees will normally be paid every two weeks. Payday will normally be on Friday. In the event that payday falls on a holiday, payment may be on the preceding workday.

H. Time Keeping

All employees will utilize the time tracking system to submit requested time off for approval. Non-exempt employees will also utilize the time tracking system to clock in and clock out. It is the responsibility of supervisors to monitor and approve submissions to the time keeping system.

It is the employee's responsibility to clock in and clock out at appropriate times. The time tracking system should accurately reflect hours worked. Full-time non-exempt employees must submit a minimum of 40 hours.

Section VI. Work Rules and Calendar

A. Work Rules

Starting and ending times for a shift shall be designated by the employee's direct supervisor. Lunch shall be at least 30 minutes but not more than one hour.

B. Attendance

An employee's regular attendance on the job is important to the College's operation. Frequent or unexplained absence from work or tardiness in reporting to work will seriously impair the value of the employee's services to the College and will be sufficient cause for disciplinary action up to and including termination.

C. Calendar

1. Academic Calendar: A school calendar is adopted by the College which details important academic dates, including semester start and end dates, campus closures, and Institutional Effectiveness days.
2. Calendar Year: The calendar year runs from January 1 to December 31.
3. Fiscal Year: The fiscal year runs from July 1 to June 30.

Section VII. Leave Policies

A. Paid Time Off

1. Accrual

WDTC does not grant employees leave in advance of accrual.

a. Full-time Faculty

	Sick Leave	Paid Time Off (PTO)
Yearly Accrual	88 hours	32 hours
Maximum Accrual	1,440 hours	48 hours

Sick leave and Paid Time Off (PTO) accrue bi-weekly. The hire date of the employee shall be used as the anniversary date for the purposes of Paid Time Off (PTO) accrual. All leave may be taken in one-quarter (1/4) hour increments.

b. Exempt Full-time Staff

	Sick Leave	Paid Time Off (PTO)	
		0-10 years	11+ years
Yearly Accrual	128 hours	160 hours	184 hours
Maximum Accrual	1,440 hours	252 hours	288 hours

Sick leave and Paid Time Off (PTO) accrue bi-weekly. The hire date of the employee shall be used as the anniversary date for the purposes of Paid Time Off (PTO) accrual. All leave may be taken in one-quarter (1/4) hour increments.

c. Non-Exempt Full-time Staff

	Sick Leave	Paid Time Off (PTO)		
		0-5 years	6-10 years	11+ years
Yearly Accrual	128 hours	104 hours	144 hours	184 hours
Maximum Accrual	1,440 hours	168 hours	228 hours	288 hours

Sick leave and Paid Time Off (PTO) accrue bi-weekly. The hire date of the employee shall be used as the anniversary date for the purposes of Paid Time Off (PTO) accrual. All leave may be taken in one-quarter (1/4) hour increments.

d. Part-time Employees

Regular employees who work at least 20 but less than 40 hours per week are eligible to accrue leave on a prorated basis.

20 Hours Worked Weekly	Sick Leave	Paid Time Off (PTO)		
		0-5 years	6-10 years	11+ years
Yearly Accrual	64 hours	52 hours	72 hours	92 hours
Maximum Accrual	720 hours	84 hours	114 hours	144 hours

26 Hours Worked Weekly	Sick Leave	Paid Time Off (PTO)		
		0-5 years	6-10 years	11+ years
Yearly Accrual	83.2 hours	67.6 hours	93.6 hours	119.6 hours
Maximum Accrual	936 hours	109 hours	150 hours	192 hours

30 Hours Worked Weekly	Sick Leave	Paid Time Off (PTO)		
		0-5 years	6-10 years	11+ years
Yearly Accrual	96 hours	78 hours	108 hours	138 hours
Maximum Accrual	1080 hours	126 hours	173 hours	222 hours

Sick leave and Paid Time Off (PTO) accrue bi-weekly. The hire date of the employee will be used as the anniversary date for the purposes of Paid Time Off (PTO) accrual. All leave may be taken in one-quarter (1/4) hour increments.

2. Emergency/Sick Leave

- a. At the end of each fiscal year, the employee will be paid \$25 per day of accumulated sick leave in excess of the maximum accrual.
- b. Emergency/Sick leave is designated for when time is needed off work due to unforeseen personal circumstances. Examples of situation in which emergency/sick leave would be appropriate include, but are not limited to, employee recovery from physical or mental health symptoms, illness in the family, natural disaster, inclement weather, etc.

3. Holidays

- a. Holidays recognized for staff employees include New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Native American Day, Veterans Day, Thanksgiving Day and the following Friday, Christmas Eve, Christmas Day. The day of observance of these holidays shall be as determined on the school calendar.
- b. All full-time staff employees shall receive their regular rate of pay for each holiday recognized by the Agreement on which no work is performed. If work is required by the College and is performed on such recognized holiday, the employee, in addition to holiday pay, shall be paid the employee's regular rate of pay for all hours worked on such holiday.
- c. Part-time staff employees shall receive holiday pay on a pro-rated basis according to the hours per day regularly worked.

4. Supervisor Approval

- a. All time off requests must be approved by the employee's direct supervisor. The supervisor reserves the right to set dates or periods in which no personal time off (PTO) may be taken.

B. Family and Medical Leave Act (FMLA)

1. Eligible employees are entitled to leave without pay for a period not to exceed 12 weeks during any 12-month period for any of the following scenarios:
 - a. The birth of a child and to bond with the newborn child within one year of birth.
 - b. The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement.
 - c. A serious health condition that makes the employee unable to perform the functions of his or her job, including incapacity due to pregnancy and for prenatal medical care.
 - d. To care for the employee's spouse, son, daughter, or parent who had a serious health condition, including incapacity due to pregnancy and for prenatal medical care.
 - e. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on converted active duty or call to covered active-duty status.

2. All leave should be coordinated through the Human Resources office before the leave is taken. If an employee is unable to notify Human Resources prior to the leave being taken, they must send notification as soon as possible.
3. Employees are required to use all available accrued leave during FMLA leave.
4. If an employee participates in the College's insurance plans, the College will pay the employer share of insurance benefits for the length of leave. It is the employee's responsibility to make arrangements with the Accounting Coordinator for employee contributions during any unpaid portion of leave.
5. Termination of employment may occur if an employee fails to return from leave at the time agreed upon or if the employee is found to have taken leave on a fraudulent basis.

C. Bereavement Leave

Employees will be granted 24 hours (3 days) of leave with pay for each death in the immediate family of the employee. This leave will be taken from the Sick Leave Bank. Immediate family is defined as the spouse or domestic partner, child or stepchild, grandchild, parent or stepparent, sister or stepsister, brother or stepbrother, grandparent, son-in-law or daughter-in-law, sister-in-law or brother-in-law, mother-in-law or father-in-law or others who reside in the same household with the employee.

If additional leave is necessary, the employee may take leave from any accrual category.

D. Jury Duty and Court Appearances

1. Leave with full pay will be granted to regular full and part-time employees for court legal processes including jury duty, response to subpoena, or other legal processes which require absence from duty for other than personal matters.
2. The employee may retain any stipend received from the courts for their service.

E. Military Leave

1. An employee shall be granted military leave in accordance with Uniformed Services Employment and Reemployment Rights Act.
2. Upon advanced notice, a leave of absence shall be granted for reservists for training purposes. Leaves for training will be granted for up to 15 days without pay.

F. Sabbatical Leave

The College President may grant a sabbatical leave to full time faculty and administrators, who have been on staff for at least six (6) consecutive years, for the purpose of study and/or for such other purpose dependent upon budget capabilities. The leave granted shall not exceed one (1) contract year.

1. The employee, upon return from sabbatical leave, shall be restored to his/her original position or to one (1) of like status.
2. The employee, upon return from sabbatical leave, shall make such reports as may be designated by the President.

Section VIII. Employee Benefits

A. Employee Assistance Program (EAP)

Personal, family, and work-related challenges can have an adverse effect on employee work performance. WDTC is committed to helping its employees cope with these challenges by offering an Employee Assistance Program (“EAP”). The sole purpose of the EAP is to help WDTC, and its employees manage challenging situations by providing guidance and counseling. This service is provided by a third-party vendor with a network of trained professionals. All employees and their household members/dependents are eligible for EAP services at no cost.

B. Insurance Benefits

Eligible employees may purchase health, dental, life, and disability insurance coverage through the College’s group insurance plan. A portion of the health and dental costs are paid by the College with the remaining cost paid by the employee. The College pays 100% of the basic life premium.

1. Eligibility

- a. Employees who are employed in regular positions that require 20 or more hours of work per week, or 86 hours a month on average, are considered benefits eligible employees.
- b. Employees who are employed in temporary positions that require 30 or more hours of work per week, or 130 hours a month, on average during the Measurement period are considered benefits eligible employees.
- c. Insurance benefits are not available to federal work study students, Board members, or independent contractors or consultants.

2. Enrollment

- a. To participate in any of the insurance plans, the employee must enroll within 31 days of becoming eligible. Coverage will begin on the first day of the following month.
- b. Elections remain in effect until open enrollment or qualifying life event.

3. Premiums: Current premiums can be found in the Employee Benefits Guide. The employee portion of the insurance premium is processed through payroll deduction.

4. Continued Coverage

- a. Continuation of Insurance (COBRA): Employees who leave employment or lose eligibility may apply for continued coverage. The rights to continue coverage under COBRA will be mailed by the benefits administrator.
- b. Retirees: Any WDT employee who has attained the minimum age of 55, has been employed by the College for at least ten (10) consecutive years, and is benefits eligible at the time of retirement may continue their participation in the WDT benefits plan until age 65. Such employee shall pay 100% of the premium. Election to continue participation must be made 31 days prior to or after the effective retirement date.

C. Professional Development

1. The College recognizes the need for personal and professional growth and is committed to providing opportunities for all employees through professional development.
2. Employees must have supervisor approval and must submit a Staff Development Fund Request form in order to receive funding for professional development opportunities.
3. Employees shall reference the Travel Handbook for any professional development that requires travel.

D. Tuition Discount and Reimbursement

1. Western Dakota Technical College Courses

- a. Employees are eligible to enroll in any credit or non-credit course offered by WDTC on a space-available basis. The employee is responsible for the cost of the textbook, tools, and any required consumable supplies.
- b. Employee family members and retired employees are eligible to enroll in any credit or non-credit course offered by WDTC on a space-available basis. The enrollee is responsible for tuition, state fees, textbooks, tools, and any required consumable supplies. Local fees will be waived.
- c. An Employee Tuition Discount Request Form must be completed and approved prior to enrolling in any courses.

2. Tuition reimbursement

- a. Employees may receive up to \$800 tuition reimbursement, per fiscal year, for credit granting taken at an accredited college.
- b. The granted reimbursement must be approved through the Staff Development Request process.
- c. Proof of payment and successful completion of the course must be provided prior to reimbursement.

E. Workers' Compensation

Any employee who is injured in the line of duty shall receive such compensation and expenses as are prescribed by the Workers' Compensation Law of the State of South Dakota.

F. South Dakota Retirement System (SDRS)

Participation in the South Dakota Retirement System is mandatory for all employees who work twenty (20) hours or more per week and at least six (6) months a year. Participation requires a 6% contribution from the employee and a 6% match by WDTC. Employees are automatically enrolled in the plan. The rules and regulations governing the retirement system are provided by the State of South Dakota.

G. Supplemental Retirement Plans

1. Employees are automatically enrolled in the SDRS Supplemental Retirement Plan (SDRS-SRP) which is a 457(b) plan. The automatic enrollment is a contribution of \$25 per month but employees are able to increase or opt-out of the plan after the first month.
2. WDTC collaborates with annuity companies to facilitate a 403(b) option for employees. A list of eligible companies is available through the WDTC Business office.

Section IX. Separation from Employment

A. Voluntary Termination

1. All resignations from employment shall be in written form directed to the employee's direct supervisor. Resignation notices shall include the position being vacated and the effective date. Failure to follow the timelines established below will result in forfeiture of any paid time off accrual payout.
 - a. Faculty: 45-day notice
 - b. Exempt Staff: 30-day notice
 - c. Non-exempt Staff: 14-day notice

2. All retirements from employment shall be in written form directed to the President no later than February 1 of the fiscal year in which such retirement shall occur.

B. Exit Interview

Employees are offered the opportunity to participate in an exit interview on or before their final working day. The interview is composed of two parts: an online questionnaire and an in-person meeting with the Director of Human Resources. During this time, there will be an opportunity for the employee to ask any questions, provide feedback, and ensure that a forwarding address is on file.

C. Return of College Property

Employees are required to return all WDTC by the end of their last working day. WDTC property often includes, but is not limited to, laptop, charging cord, key, key fob, credit card, and graduation cap and gown.

1. Severance Pay – Paid Time Off (PTO) If the requirements set forth in Section IX.A.1 are met, employees will be entitled to a payout of accrued leave as detailed below:
 - a. Employees accrue PTO leave per pay period so are entitled to all accrued leave.

D. Severance Pay – Sick Leave

1. Full-time Faculty

- a. Upon resignation, retirement, death, disability, or termination due to low enrollment or program enrollment, an eligible instructor (or their beneficiaries) shall receive severance pay according to the following policy:
 - i. One-half of up to 180 days accumulated unused sick leave.
- b. To be eligible, the instructor must have served a minimum of ten (10) consecutive years with the College and have notified the President in writing of his/her intention to resign or retire not later than February 1 of the fiscal year in which such resignation/retirement shall occur. The February 1 date does not apply to eligible instructors terminated due to low enrollment or program elimination.
- c. The current daily rate as calculated from the total contract amount of the individual at the time of separation is required for payment of accrued sick leave.
- d. This benefit shall not be paid to instructors dismissed for cause.

2. Full-time Staff

- a. Upon resignation, retirement, death, or disability, eligible staff (or their beneficiaries) shall receive severance pay. Upon resigning, an eligible employee shall receive severance pay as long as they have been employed a minimum of ten (10) consecutive years. Severance pay shall be calculated as One-half (1/2) of accumulated unused sick leave.
- b. The amount of severance pay shall be determined by the employee's basic salary at the time he/she leaves employment.

3. Payment

Upon qualifying the employee's severance payment, if the employee is at least 55 years of age with \$600 or more, will be transmitted to the South Dakota Retirement System Special Pay Plan (IRS 401a plan). If the employee's severance payment amount is less than \$600, it will be paid directly to the employee, less applicable payroll taxes. The amount contributed to the 401a plan for any individual employee may not exceed the IRS 415c limit in any one (1) calendar year.

Section X. Voluntary Early Retirement

The early retirement option does not apply to anyone hired after January 1, 2017, other than an employee hired full-time in another position before January 1, 2017, and who has had continuous full-time service with WDTC since that time.

To qualify for an early retirement, benefit hereunder, the employee shall notify the President in writing of their intention to retire no later than February 1 of the year in which such retirement shall occur. Failure to notify the President of such intent by February 1 shall delay payment of the first installment of benefits for one (1) year.

A. Faculty

1. Any instructor who is in or beyond his/her twelfth (12) full term of employment at the College, and who has attained the minimum age of fifty-five (55) on or before June 30 of any school year, shall have the option to elect early retirement. An Instructor electing early retirement shall receive a cash benefit in accordance with the following complete school year prior to retirement. The instructor's current degree status shall determine the ratio used for retirement benefits as outlined below. The Early Retirement Factor shall be multiplied by the employee's current base salary in the year the instructor elects early retirement.

Educational Attainment	Early Retirement Factor
Less Than BA	0.25
BA/BS or BA/BS + 1-14 graduate credits	0.50
BA/BS + 15-29 graduate credits	0.588
BA/BS + 30 or more graduate credits	0.676
MA/MS or MA/MS + 1-29 graduate credits	0.851
MA/MS + 30 or more graduate credits	1.03
PhD/EdD	1.20

B. Administrator (Leadership or Professional work group)

1. Any administrator who has attained the minimum age of 55 and who has been employed by the College as an administrator for at least ten (10) consecutive years, and who has complied with the terms and conditions of this Article, shall have the option to elect early retirement. This cash benefit will be in the amount of such individual administrator's last contract salary, exclusive of extra pay for extra work salary, if any.
2. Alternatively, any administrator who has attained the minimum age of 55 and who has been employed with the College for at least ten (10) consecutive years but not for ten (10) consecutive years in this work group, shall have the option to elect retirement at the end of such school year. The administrator would then be entitled to receive the amount outlined below, exclusive of extra pay for extra work salary, if any.
 - a. Six (6) consecutive years within administration 40 percent of salary
 - b. Seven (7) consecutive years within administration 50 percent of salary
 - c. Eight (8) consecutive years within administration 60 percent of salary
 - d. Nine (9) consecutive years within administration 75 percent of salary

C. Payment

1. Upon retirement as provided above, the employee is entitled to receive an enhanced 403(b) non-ERISA employer-funded benefit plan in the amount determined in this article, exclusive of any stipend or extra pay for extra work salary, if any.
2. In no event will any individual be entitled to receive the benefit provided by this policy more than once.
3. No employee is eligible for retirement benefits unless during the school year retirement is elected, the employee has actually received regular monthly salary from the College.
4. The enhanced 403(b) non-ERISA employer-funded benefit plan shall not exceed section 415(c) limit in any one (1) year and will be payable in six (6) equal semi-annual installments. The first installment will be paid after July 1 immediately following retirement, with subsequent payments every six (6) months thereafter, until paid in full. At the College's discretion, due to the section 415(c) limit, the first installment may be delayed until January six (6) months after retirement. No interest shall be payable.
5. In the event an employee entitled to a benefit hereunder shall die while all or part of such benefit remains unpaid, such unpaid benefit or part thereof shall be paid to the estate of the deceased.

Appendix A

Master Salary Schedule - Faculty

Level	Hourly Rate	Contract Salary	Level	Hourly Rate	Contract Salary
1	\$25.18	\$35,252.00	14	\$28.69	\$40,166.00
2	\$25.46	\$35,644.00	15	\$28.96	\$40,544.00
3	\$25.73	\$36,022.00	16	\$29.22	\$40,908.00
4	\$26.00	\$36,400.00	17	\$29.50	\$41,300.00
5	\$26.27	\$36,778.00	18	\$29.76	\$41,664.00
6	\$26.53	\$37,142.00	19	\$30.05	\$42,070.00
7	\$26.81	\$37,534.00	20	\$30.31	\$42,434.00
8	\$27.07	\$37,898.00	21	\$30.58	\$42,812.00
9	\$27.35	\$38,290.00	22	\$30.85	\$43,190.00
10	\$27.61	\$38,654.00	23	\$31.12	\$43,568.00
11	\$27.88	\$39,032.00	24	\$31.39	\$43,946.00
12	\$28.15	\$39,410.00	25	\$31.66	\$44,324.00
13	\$28.42	\$39,788.00	26	\$31.92	\$44,688.00

Note: This is based upon a 175-day annual contract at 8 hours per day (1,400 hours)

Appendix B

Master Salary Schedule – Staff

Step	A	B	C	D	E	F	G	H
1	\$15.07	\$16.18	\$17.26	\$19.43	\$26.55	\$29.18	\$32.94	\$38.70
2	\$15.74	\$16.90	\$18.02	\$20.28	\$27.73	\$30.47	\$34.39	\$40.41
3	\$16.41	\$17.62	\$18.78	\$21.13	\$28.91	\$31.76	\$35.84	\$42.12
4	\$17.08	\$18.34	\$19.54	\$21.98	\$30.09	\$33.05	\$37.29	\$43.83
5	\$17.75	\$19.06	\$20.30	\$22.83	\$31.27	\$34.34	\$38.74	\$45.54
6	\$18.42	\$19.78	\$21.06	\$23.68	\$32.45	\$35.63	\$40.19	\$47.25
7	\$19.09	\$20.50	\$21.82	\$24.53	\$33.63	\$36.92	\$41.64	\$48.96
8	\$19.76	\$21.22	\$22.58	\$25.38	\$34.81	\$38.21	\$43.09	\$50.67
9	\$20.43	\$21.94	\$23.34	\$26.23	\$35.99	\$39.50	\$44.54	\$52.38

Step	A	B	C	D	E	F	G	H
1	\$31,345.60	\$33,654.40	\$35,900.80	\$40,414.40	\$55,224.00	\$60,694.40	\$68,515.20	\$80,496.00
2	\$32,739.20	\$35,152.00	\$37,481.60	\$42,182.40	\$57,678.40	\$63,377.60	\$71,531.20	\$84,052.80
3	\$34,132.80	\$36,649.60	\$39,062.40	\$43,950.40	\$60,132.80	\$66,060.80	\$74,547.20	\$87,609.60
4	\$35,526.40	\$38,147.20	\$40,643.20	\$45,718.40	\$62,587.20	\$68,744.00	\$77,563.20	\$91,166.40
5	\$36,920.00	\$39,644.80	\$42,224.00	\$47,486.40	\$65,041.60	\$71,427.20	\$80,579.20	\$94,723.20
6	\$38,313.60	\$41,142.40	\$43,804.80	\$49,254.40	\$67,496.00	\$74,110.40	\$83,595.20	\$98,280.00
7	\$39,707.20	\$42,640.00	\$45,385.60	\$51,022.40	\$69,950.40	\$76,793.60	\$86,611.20	\$101,836.80
8	\$41,100.80	\$44,137.60	\$46,966.40	\$52,790.40	\$72,404.80	\$79,476.80	\$89,627.20	\$105,393.60
9	\$42,494.40	\$45,635.20	\$48,547.20	\$54,558.40	\$74,859.20	\$82,160.00	\$92,643.20	\$108,950.40

Appendix B cont.)

Level A

- Administrative Assistant III
- College Dining Services Assistant
- Environmental Programs Lab Specialist
- Facilities Technician

Level B

- Administrative Assistant IV
- Admissions Assistant

Level C

- Administrative Assistant V
- Admissions Specialist
- Data Support Technician
- Student Success Coach
- Technology Technician I
- Student Engagement Specialist

Level D

- Accounting Coordinator
- Associate Registrar
- Campus Store Coordinator
- College Dining Services Coordinator
- Community Relations Specialist
- Corporate Education Coordinator
- Executive Administrative Assistant
- Financial Aid Coordinator
- High School Outreach Specialist
- Marketing and Website Coordinator
- Scholarship Outreach Specialist
- Student Accounts Coordinator
- WR AHEC Coordinator

Level E

- Applications System Analyst
- Assistant Director of Financial Aid
- Assistant Director of Scholarships
- Assistant Director of Simulation
- Assistant Director of Student Success
- Assistant Director of WR AHEC
- Senior Executive Assistant to the President and Secretary of the Board of Trustees

Level F

- Director of Accounting
- Director of Admissions
- Director of Program Development/Registrar
- Director of Simulation
- Director of Western Statewide CTE Consortium
- Director of WR AHEC
- Foundation Director

Level G

- Director of Compliance and Financial Aid
- Director of Facilities
- Director of Human Resources
- Director of Industry Relations and Grant Management
- Director of Information Systems
- Director of Instructional Support and Professional Development
- Director of Nursing
- Director of Strategic Communications and Marketing
- Director of Student Success

Level H

- Vice President for Data Strategy and Enrollment Management
- Vice President for Finance and Operation
- Vice President for Institutional Effectiveness and Student Success
- Vice President for Teaching and Learning