

EMPLOYEE HANDBOOK



The official edition of this handbook resides online. The online version will be updated as expeditiously as possible. Changes, deletions, and additions to the document will be sent to faculty and staff at the time updates are made.

Revised: 8-2026

PREFACE

This handbook is intended to serve as a guide that outlines routine operating procedures for Dakota College at Bottineau (DCB). It is also a reference containing general information that is beneficial for staff orientation. As such, it does not constitute a contract. DCB will revise this handbook as it deems necessary.

The handbook does not provide enough information to address all aspects of day-to-day operations or its customs and conduct. Other resources, such as the ND State Board of Higher Ed (SBHE) Policy and Procedures Manuals (<https://ndus.edu/state-board-of-higher-education/sbhe-policies/>), the North Dakota University System (NDUS) Human Resource Policy Manual (<https://ndus.edu/human-resource-policy-manual>), along with DCB department handbooks, policies, and procedures are also available.

EQUAL OPPORTUNITY

DCB is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws for all individuals without regard to race, color, national origin, religion, gender, disability, age, sexual orientation, marital status, or veteran status.

DCB abides by the requirements of Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Inquiries concerning compliance may be directed to the Equal Opportunity Officer, Human Resource Coordinator located in Thatcher Hall, dcbhuman.resources@dakotacollege.edu, (701) 228-5480, or Human Resource Director located at Minot State University, 701-858-4610, hr@minotstateu.edu or the Chicago Office of Civil Rights –U.S. Department of Education John C. Kluczynski Federal Building 230 South Dearborn St, 37th Floor, Chicago, IL 60604, telephone 312-730-1560 https://ocras.ed.gov/contact-ocr?field_state_value=652

Inquiries concerning the Americans with Disabilities Act (ADA) may be directed to Human Resources, Thatcher Hall, (701) 228-5409.

NON-DISCRIMINATION STATEMENT

Dakota College at Bottineau (DCB) does not engage in discrimination or harassment against any person because of race, color, religion or creed, sex, gender, gender identity, pregnancy, national or ethnic origin, disability, age, ancestry, marital status, sexual orientation, veteran status, political beliefs or affiliations, or information protected by the Genetic Information Nondiscrimination Act (GINA); and complies with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations, including remaining compliant and consistent with the Civil Rights Act, the Americans with Disabilities Act, the



Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. This policy on non-discrimination applies to admissions, enrollment, scholarships, loan programs, participation in college activities, employment, and access to participation in, and treatment in all college programs and activities.

DCB prohibits retaliation against any individual or group who exercises its rights or responsibilities protected under the provisions of state law, federal law, and/or DCB policy. Employees or students who violate this policy may face disciplinary action up to and including separation from DCB. Third parties who commit discrimination or harassment may have their relationships with DCB terminated and/or their privileges of being on college premises withdrawn.

Questions, comments, or complaints regarding sexual discrimination or sexual harassment may be directed to the Title IX Office. All other forms of discrimination or harassment may be directed to the appropriate associate dean or director of human resources. Complaints may also be filed with the U.S. Department of Education, Office for Civil Rights.

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CHAPTER I ~ DCB EMPLOYEE POLICIES AND PROCEDURES

1. Campus Services

1.1 Basic Purchasing

Basic purchases may be made within departments with supervisory approval. A receipt must accompany a payment voucher and be presented to the Business Office for payment. The payment voucher form may be found on the DCB website under forms.

DCB follows the NDUS procurement process. The requirements for this process are located on the NDUS website – NDUS Procedures, Financial Affairs, Section 803.1.

Please contact the DCB Business Office with any questions or for assistance with the purchasing procedures.

1.2 Buildings and Grounds Work Request

All employees requesting work to be done by the Physical Plant staff must complete a Minor Repair Order found on the DCB website under the Faculty and Staff section.

1.3 Library Services

The library is centrally located on the campus on the first floor of the east wing in Thatcher Hall. This facility provides students, faculty, staff, and residents of the surrounding communities with access to traditional library materials, computer databases, and informational resources via the internet. The library circulates a variety of individual items and current subscriptions to many periodicals.

Access to the library's collection is through ODIN (Online Dakota Information Network), a computerized database listing holdings of all North Dakota public college and university libraries, as well as a wide variety of public, school, and special libraries. The combined collection of these libraries numbers more than 1,500,000 unique records. In addition, ODIN accesses similar databases in Minnesota and South Dakota and this interface gives patrons access to more than 6,000,000 bibliographic records. Also available through ODIN membership are a wide variety of databases that provide indexing and full-text articles to many newspaper and magazine titles.

During the regular academic year, the library is available for student use six days a week. There are a variety of areas for both individual and group study and computers for student research activities. Library staff and student workers are available to assist students with their research efforts.

2. Committees, Faculty and Staff Appointments

Faculty and staff committees are assigned to conduct business. Membership is updated annually. Contact the Academic Affairs office for a current appointment list. The Faculty Senate operates according to the Faculty Senate Constitution. Staff Senate operates according to the Staff Senate Constitution.

3. Communications

3.1 Mailroom Services

Incoming Mail - U.S. mail is distributed to campus mailboxes in the Business Office daily between 10:30 a.m. and 12:00 noon. Articles received by Airborne Express, Federal Express, and United Parcel Service (UPS) are also routed through the Business Office.

Outgoing Mail – Items to be mailed should be brought to the mailroom by 9:30 am. Each item must be marked with a fund number for postage charges. DCB provides services to UPS and Federal Express. The Bookstore is available to process UPS, and the Business Office may process Federal Express packages.

3.2 Internal Communications

During the school year, weekly campus communication is published and sent via e-mail to all faculty and staff. Events or news to be published may be submitted to the Dean's Office by 8:00 a.m. Monday for inclusion in the publication.

3.3 Telephone Communications

To set up a phone extension or to report problems with the telephone system, contact Information Technology Services.

4. Contract Review

Only the Campus Dean or an appropriate Associate Dean may sign contracts, contract amendments, Memorandums of Understanding, or any other documents that commit or obligate the institution. In most instances, these documents will be sent to the SBHE legal counsel for review.

5. Copyright

Faculty and staff members are encouraged to avoid infringement of the Copyright Act and exercise good judgment in serving the best interests of students. The Fair Use doctrine of the Copyright Act allows for limited usage of photocopied materials for supplemental research and teaching, so long as these materials are solely used for educational purposes. Under Fair Use, photocopies may not be utilized to replace the normal purchase of course materials by students. In addition, consumable materials, such as workbooks and standardized tests, may not be copied. There shall be no charge to students when photocopied material is utilized under Fair Use. Further details may be found at the .gov website, www.copyright.gov/fair-use

6. Emergency Notifications

Dakota College provides timely information and instructions directly to students, faculty, staff, and others during emergencies or urgent situations. In the event of an emergency, safety instructions will be sent through the NDUS notification system to contact faculty, staff, and students in case of an emergency.

In the event of a threat, such as severe weather or other threatening emergencies, alerts will be sent directly via the NDUS notification system. Emergency notifications and alerts are authorized and sent by the Campus Dean or their designee, and by the Associate Dean for Administrative Affairs or their designee.

Extreme weather may necessitate a decision to cancel all classes and events and close offices on campus or operate on a delayed schedule during inclement weather conditions. The safety of DCB's students, faculty, and staff is a priority. A decision will be made by DCB's Campus Dean and Associate Deans.

The following information will be considered:

- ND DOT Road conditions website
- Condition of campus parking lots and sidewalks, including whether the physical plant has been able to adequately clear most areas
- Assessments by physical plant on campus, such as tree damage, sidewalks, etc.
- Local school district closure decisions.

Notifications:

- In the event of a campus closure, delayed start, or early dismissal, the ND University System notification system will be used, alerting students, faculty, and staff. Whenever possible, notifications will be sent out by 6:00 am.

Essential personnel must report in person where possible.

7. Timely Warning

A Timely Warning will be issued to students, staff, and faculty on the Dakota College campus or off-campus locations when a serious and/or ongoing crime or threat occurs on campus or in the surrounding area as soon as relevant information is available.

Timely Warnings may be made available to the campus community through email, text messaging, phone, and/or the Dakota College website.

Timely Warnings are authorized and sent out by the Director of Student Services or their designee, the Associate Dean for Administrative Services or their designee or the Campus Dean or their designee.

8. Employee Separation and Exit

DCB requires that faculty and staff who separate from employment complete the actions listed on the Employee Separation Checklist by their last workday. DCB asks all employees who voluntarily terminate their employment to complete an Exit

Survey. The checklist and survey are in the forms section of the Faculty and Staff page on the DCB website. Upon completion, the form is filed in the employee's personnel file.

9. Equipment Requests (software, hardware, furniture, etc., over \$750)

The following describes how equipment requests for the next fiscal year will proceed. Only purchases of \$750 and over are classified as equipment.

9.1 Processing for Next Fiscal Year

- a.** By March 1, the Associate Dean for Administrative Services will send a reminder for all equipment requests to be submitted to the Business Office by April 1.
- b.** Faculty and staff are expected to work collaboratively to request items that can be used in multiple areas to reduce redundancy and waste. Fund group signatories are responsible for organizing and conducting collaborative meetings.
- c.** Requests will be collected by the Business Office and disseminated to the Technology Committee, Assessment Committee or other designated committees for review and recommendations.
- d.** Equipment requests pertaining to the DCB athletic program are to be submitted to the Athletic Director for consideration for inclusion in the athletic budgets.

Recommendations will be reviewed by the Leadership Council and finalized by May 15. Individuals and groups may be asked to provide further information to the Leadership Council regarding the item(s) requested.

During June or after annual budgets have been finalized (whichever is sooner), the Associate Dean for Administrative Services will provide a final list of approved purchases with funding sources to the Leadership Council. The Associate Deans and Campus Dean will inform faculty and staff in their respective areas if budget requests have been approved for purchase. The policy and procedure for consideration of purchase requests arising after the completion of the fiscal year request process is as follows:

9.2 Processing for After Completion of Fiscal Year

- a.** Fill out the equipment request form and attach additional information for consideration. Follow procurement process if necessary and include documentation.
- b.** Turn the form into the Business Office. (Note: form must be signed by fund group signatory)

- c. The form will be presented to the Leadership Council for approval.
- d. Criteria/priority for elements for review process:
 - Request is for items necessary for health, life, or safety. Mandated change to teaching and learning process. Examples: new program, new process, new discipline, etc.
 - Emergency replacement of existing equipment.
 - Mandated initiatives by outside entities. Examples: Higher Learning Commission (HLC), SBHE, ND Department of Health (NDDH) etc.

10. The Family Education Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records. Faculty and staff are responsible for safeguarding this information and may access student records only for legitimate educational purposes. Student information should **never be shared** without proper authorization, except as allowed by law. Employees should follow college procedures when handling or disclosing records and ensure that all records, both physical and electronic, are stored securely. For more information, contact the Registrar's Office.

11. Funeral Leave

Absence from work because of a death in the immediate family of the employee or their spouse may be excused without loss of pay up to twenty-four working hours. Funeral leave for employees working less than forty hours per week will be prorated. The immediate family includes spouse, child, foster children, grandchildren, parents, foster parents, grandparents, siblings, in-laws, and all family associated with the employee. Reference may be found under SBHE Human Resource Policy 20. Other Paid Leave.

12. Governance – Organizational Information

12.1 North Dakota University System

Mission - To enhance economic growth, social vitality and quality of life for North Dakota through the discovery, sharing, and application of knowledge.

Vision - To lead the nation in educational attainment through access, innovation, and excellence.

12.2 Administrative Structure

General Administration

The SBHE is the policy-setting and advocacy body for the NDUS and the governing body for North Dakota's 11 publicly supported colleges and universities.

The SBHE is a policy-making body with broad powers that retains any authority it does not delegate to the 11 publicly supported colleges and universities. The Board appoints a commissioner who serves as the chief

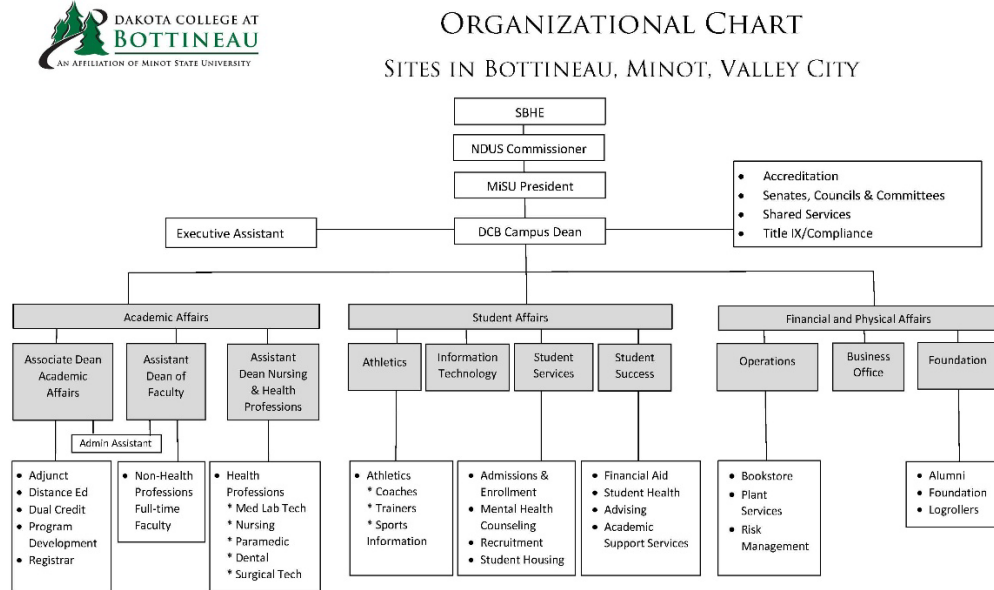
executive officer of the ND University System and who executes and administers the policies, decisions, procedures, and rules of the Board.

The SBHE publishes policy and procedure manuals governing the institutions under its control. Copies of the manuals are available on the North Dakota University System website. Executive officers of the college manage the institution in accordance with SBHE and other appropriate policies.

Participation in the decision-making process is engendered by faculty, staff, students, and others in those areas in which their interests are affected, e.g., Student Senate, Faculty Senate, Staff Senate, and College Council.

DCB is an operationally and fiscally separate institution, affiliated with Minot State University (MiSU). As a result, the operation of DCB is under the jurisdiction of the MiSU president, and the Campus Dean reports to the MiSU president. The Campus Dean is the chief executive officer of DCB and, along with other officers, carries out policies and delegated duties. A Memorandum of Understanding between MiSU and DCB provides general procedural relationships between the institutions.

12.3 Organizational Chart



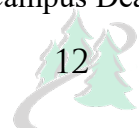
12.4 Campus Administration

The Campus Dean of DCB is the chief executive officer of DCB and is responsible to the President of MiSU for all institutional activities. The Campus Dean represents students, faculty, and staff. The Campus Dean has full authority to administer the affairs of the institution with oversight provided by the President.

Academic Affairs reports directly to the Campus Dean; Associate Dean for Academic Affairs, Assistant Dean of Faculty, and Assistant Dean of Nursing & Health Professions. These individuals are responsible for providing appropriate instructional pathways for students to utilize in achieving their academic goals. Programming includes courses, certificates, and degrees that can be either transfer or terminal, all of which are assessed for quality and relevance regularly. Responsible for personnel, programs, budget, evaluations, facilities, and overall general management of academics. Academic Affairs will meet weekly, and the Campus Dean will meet with them monthly during a regularly scheduled weekly meeting.

Student Affairs reports directly to the Campus Dean; Athletics, Information Technology, Student Services, and Student Success. These individuals are responsible for personnel, budgets, evaluations, and overall general management of the departments within the Student Affairs division. Student Affairs will meet weekly, and the Campus Dean will meet with them monthly during a regularly scheduled weekly meeting.

Financial and Physical Affairs reports directly to the Campus Dean; Operations, Business Office, and Foundation. These individuals are responsible for personnel, budgets, evaluations, facilities, and overall general management of the Financial and Physical Affairs division. Financial and Physical Affairs will meet weekly, and the Campus Dean will meet with them monthly during a regularly scheduled weekly meeting.



The **College Council** facilitates the general flow of information throughout the organization. Members serve as liaisons for their representative groups. They will review and recommend institutional policies and procedures and ensure compliance with governmental regulations and accreditation standards. They will establish, review, and sunset college-wide committees and task forces, receive and consider feedback from college committees, and make recommendations on planning, budgeting, and assessment. The Council will provide advice to the Campus Dean regarding major decisions.

The Council consists of the Campus Dean, one representative from each division: Academic Affairs, Student Affairs, and Financial and Physical Affairs. The Student Senate advisor, the Director of Accreditation/ALO, the Faculty Senate President and Faculty Senate appointee, and the Staff Senate President and Vice President.

The **Strategic Planning and Institutional Council for Effectiveness (SPICE)** develops the college strategic plan with input from constituents, aligning it with the college mission and the NDUS strategic planning goals. The council supports ongoing connections between strategic planning, budgeting, assessment, and evaluation. They monitor, evaluate, and document progress toward fulfillment of the college's strategic plan goals. They monitor, evaluate, and document progress toward addressing audit findings.

Recommendations and updates are provided to the Campus Dean. They keep the college community informed of progress toward the achievement of the strategic plan goals.

SPICE consists of the Director of Accreditation/ALO and DCB priority leaders chosen per priority as designed annually, the Campus Dean, the Associate Dean for Academic Affairs, Assessment Co-chair, and one representative from each division: Academic Affairs, Student Affairs, and Financial and Physical Affairs.

The **Faculty Senate** functions for the purpose of establishing an orderly process whereby faculty may share in the determination of academic and professional policy. The faculty of DCB has the responsibility to express concern for the welfare of the institution, to discuss and develop ideas for growth within the institution, to contribute to the formulation of policy, and to provide for reliable channels of communication among all segments of the college. The DCB Faculty Senate accepts the responsibility of recommending academic and professional policies to the Campus Dean, subject to the policies of the SBHE.

The **Student Senate** acts as a liaison between DCB's student body and the college's faculty, administration, and staff. The Student Senate promotes development and protection of student rights as designed by the Student Handbook and fosters participation and coordination of college activities.

The **Staff Senate** is established to be a representative body of college staff. The Staff Senate shall strive to promote communication between the Campus Dean, other administrators, and staff. The Staff Senate shall inform and serve the staff of DCB.

13. Graduation Remarks – Selection of Student

The student selected to speak at the commencement ceremony will best represent the DCB graduate profile listed below.

In addition, the committee has approved the following selection criteria:

- a. The student nominated must be in good academic standing, have a cumulative GPA of 3.00 or higher, and participate in the graduation ceremony.
- b. The student nominated must be in good social standing both on and off campus.
- c. The student nominated must be active in campus and community life.
- d. The Student, Faculty, and Staff senates will each nominate two students for the recognition. The presidents of the respective groups will determine the method of selection for their group.
- e. The student nominated must have been enrolled at DCB for four semesters, either full-time or part-time (at least nine credits), immediately prior to and including the semester in which they are nominated. For example, for a student nominated to provide remarks at commencement 2016, the start date for satisfying the enrollment criteria is fall, 2014.
- f. The student chosen to provide commencement remarks will be selected by a Faculty Senate vote conducted at a scheduled meeting. The faculty will select a first choice and a first and second alternate from the ballot of nominees.

14. Incident Reports

An incident is an unplanned occurrence that resulted or could have resulted in injury to people or damage to property, specifically involving the public and state employees. An incident can also involve issues such as harassment, violence, and discrimination. In addition, incidents may be referred to as an accident or near miss. Prompt reporting of incidents involving injury or property damage adds tremendous value to the risk management process by helping to identify risks, limiting liability, and offering timely handling of claims.

14.1 Reporting Requirements

All incidents or near misses involving staff, faculty, students, or visitors that occur on campus must be reported within 24 hours of the incident. Incidents are reported on the ND OMB website as a General or Motor Vehicle case. The link

and reporting instructions are on the DCB website under Faculty and Staff. Reporting is done by the individual employee. If assistance is needed, contact your supervisor or the DCB Risk Manager.

14.2 Injury Reporting – Workers Compensation

Employees must report all work-related injuries to their supervisor immediately. The supervisor reports each work-related injury to DCB Risk Manager within 24 hours of notification or at the beginning of the next regularly scheduled workday (whichever is appropriate). Incidents are reported on the ND OMB website. The link and reporting instructions are on the DCB website under Faculty and Staff. Reporting is done by the individual employee. If you need assistance, contact your supervisor or the DCB Risk Manager. When medical assistance is required, the supervisor or assigned person is encouraged to accompany the injured worker to the medical facility rendering service. In all cases, the worker or person accompanying the worker shall notify the medical facility that this is a work-related injury and that the injured is a DCB employee.

15. Jury Duty

An employee will be allowed to leave with pay for jury or other legal duty when subpoenaed for such service. Any compensation received for such duty may be retained by the employee.

When an employee is called as a witness on behalf of the state, where the employee's department is a party to the action, and where the department reimburses the employee for mileage, sustenance and room (which it may do), no witness fees or mileage shall be charged by said employee and no time shall be deducted from the absence of said employee and said employee shall be deemed to be performing duties or services for the state.

Where an employee is called as a witness when the department is not a party to the action and the department does not reimburse such employee for mileage, sustenance and room, the employee may collect fees and mileage from the proper party and retain same without any loss of time or pay provided said employee remains current with assigned duties, responsibilities, and work. Reference may be found under SBHE Human Resource Policy 20. Other Paid Leave.

16. Parking

The college has several parking lots available for faculty, staff, and students. DCB requires the display of a DCB parking permit on all vehicles. These permits are free to faculty and staff and are issued in the Business Office.

17. Payroll Administration

The following is an explanation of the salary plan administered:

17.1 Contracts & Notification of Salary

Benefited faculty are offered an annual contract with terms identified; for example, a 9-month faculty contract will have a start date one week prior to the first day of classes and an end date on the Monday following graduation. Benefited staff receive an annual Notification of Salary for the fiscal year, July 1-June 30, or per a negotiated term that may be less than 12 months.

Payroll is distributed via direct deposit semi-monthly to the financial institution of the employee's choice. Exceptions to payment of wages by direct deposit are permitted if an employee is not able to lawfully maintain a bank account, is employed for two pay periods or less in a calendar year or upon written approval from the system office. If a pay day is on a Saturday, Sunday, or holiday, the preceding workday shall be pay day.

The required deductions of federal and state taxes, social security, and retirement are deducted from each paycheck. Optional deductions such as life insurance, Flex Comp, etc., are also deducted over the salary period.

Faculty and staff on a less than 12-month term will be paid over 12 months. Employees may opt out of the over-12 payment program by completing a request to the Payroll Specialist.

17.2 Fringe Benefits

Details are available on the Faculty and Staff page of the DCB website under Employee Resources.

17.3 Employee Self Service

Employees may review their personal information and update their personal profile, and make changes to their direct deposit, and tax withholding as needed on the HCM Self Service in Peoplesoft. The link is available on the Faculty and Staff page of the DCB website under the Human Resources link to the HCM portal. This portal is provided for the employees' reference for earning statements, payment, and benefit reward information, along with time management.

17.4 Social Security

All employees participate in the Federal Social Security Program. The Payroll Specialist deducts from the salary check whatever annual rate is in effect at the time, and DCB contributes the required amount. Benefits paid are contingent on federal statute. Information regarding this deduction may be secured from the Social Security Administration Office.

17.5 Withholding

The Federal Income Tax and North Dakota Income Tax assessments are automatically withheld from each salary check. New employees complete their withholding, and benefit choices upon onboarding through the Employee Self

Service portal. Changes may be made as needed by the employee through the Employee Self Service portal at any time.

17.6 Other Deductions

Other automatic deductions may be arranged. Arrangements for these services can be made with the Payroll Specialist.

18. Pets in the Workplace

Pets, other than certified service animals, will not be allowed in campus facilities, other than pets that fall under the Service Animal policy guidelines.

19. Posting Materials on Campus

This is a guideline in terms of the place and manner of postings on campus. DCB reserves the right to address concerns or make suggestions related to the content of postings to reinforce the educational mission of the college. The intent of this policy is to contribute to an orderly presentation of information.

Postings include flyers for DCB or community events. They may stay up for a maximum of two weeks. Posting is limited to bulletin boards and clip strips located throughout the campus. Postings may not be applied to glass entrance doors.

20. Professional Development

Professional Development is encouraged and funds available for benefited employees. Employees must submit an application to their supervisor, which will be reviewed by the Professional Development committee. Guidelines for financial assistance for professional development may be found on the DCB website under Faculty and Staff quick link and forms.

Benefited employees may also receive a waiver or tuition assistance, limited to three approved for-credit undergraduate or graduate courses during each calendar year. Details may be referenced in the ND SBHE policy manual SBHE policy 820.

21. Publicity and Public Information

All publication information regarding students, instructional programs, and public service announcements should be channeled through the Campus Dean's office, which serves as the clearing house for media releases.

22. Risk Management Handbook

The following policies and procedures are outlined in the Campus Emergency Procedures pamphlet:

- Disclaimer and Purpose
- Responding to an Emergency and Emergency Numbers
- Emergency Management
- News Media Communication
- Fallen Aircraft

- Hazardous Material Spills
- Fire
- Armed Intruder
- Threatening Calls
- Bomb Treat
- Medical Emergency
- College closing
- Tornado Watch/Warning
- Behavior Intervention Team
- Title IX
- Suicide
- Suspicious Package
- Explosives
- Violent Events

23. Scholarship Program Guidelines – Vinje

The Vinje Scholarship is used to help defray tuition and fees for dependents of DCB employees who are employed by the college based on at least 17 hours or more per week. Dependents are defined as those legally claimed by an employee as a deduction for income tax purposes.

Employees will be required to submit the name(s) of the dependent(s) for whom they are requesting a Vinje Scholarship by July 1 for the upcoming academic year.

The money available in the trust for the upcoming academic term will be determined July 1. The amount of the scholarship awarded to each eligible dependent will be determined by dividing the number of eligible dependents into money available for the upcoming academic term.

The maximum amount for an individual dependent's scholarship is equivalent to tuition and fees for a five-credit class. For dependents receiving federal financial aid, the Vinje Scholarship will be calculated with their aid package.

24. Scheduling Instructional and Other Campus Facilities

Meeting rooms and classrooms are used for classes and to host meetings and events of varying scope. This requires special scheduling considerations. Those who plan activities are asked to observe the scheduling meetings and events guidelines found on the website under forms – the Facilities Scheduling Form.

At least 72 hours before the event, schedule the room, time, and date by contacting one of the following Ad Astra (room scheduling system) users:

- Administrative Assistant, Academic Support: all faculty
- Athletic Department Representative: Athletic personnel and gymnasium requests
- Dean's Office Executive Assistant: Dean's Office personnel

- Distance Education Coordinator: Distance Education Personnel
- Physical Plant Administrative Assistant: Plant Services personnel and off-campus requests
- Student Services Administrative Assistant: Student Services, staff personnel

Rooms will be reserved up to two months in advance. Any events scheduled later than two months in advance must have a need, such as a large group, event registration is required, or speakers need to be confirmed. An example event is graduation commencement. Those who use the facility must take responsibility for minimum care of the room, e.g., reporting spills, reporting malfunctions, and placing food waste/containers in the garbage can.

Off-campus requests must be processed through the Rental Agreement. A rental fee will be assessed, and liability insurance must be provided per agreement.

25. School Colors and Logos

Branding information is found on the DCB website. Go to www.dakotacollege.edu – Faculty & Staff – Brand Guidelines. You can download the official logos and fonts on this page.

25.1 Official Colors

Brand Guidelines for colors and fonts may be found on the DCB website. Academics, athletic uniforms, publications, and materials that describe and promote DCB will use these guidelines. Officially designating school colors and fonts helps emphasize that DCB is a cohesive school representing DCB academics and athletics.

25.2 Official Academic Logo

The academic logo for DCB has optional layouts with and without the MiSU affiliation. Brand Guidelines for colors and fonts may be found on the DCB website. This is a trademarked logo.

25.3 Official Athletic Team Logo

The logo for DCB athletic teams is depicted in the Brand Guidelines. Lumberjacks or Jacks will be used exclusively to characterize DCB athletics on uniforms, publications, and other representations and materials that describe and promote varsity sports.

26. Social Media Guidelines

DCB provides guidelines covering social media services. The social media guidelines may be found on the DCB website under Faculty and Staff, Quick Link, and forms. All social media accounts must be approved by the Campus Dean, the appropriate supervisor and the DCB Marketing Committee. DCB reserves the right to enforce the deletion of any unapproved or unmaintained social media page, account, or site.

Students and employees must adhere to DCB guidelines, SBHE and NDUS policies and procedures, including but not limited to NDUS 1901.2 Computer and Network Usage and SBHE 840 Contract Review. Students and employees must also adhere to their respective Codes of Conduct. Users of social media accounts must follow the terms of service outlined by the service providers.

27. Student Organization Funds

The Business Office has the responsibility of accounting for the monies of student organizations. All monies generated by these groups must be recorded by a receipt by the Business Office, which will act as the comptroller of those funds. A separate fund is established for each individual club. A financial report is available monthly and upon request. All Request for Payment forms must be signed by both the advisor and club president.

28. Travel, Student

28.1 Field Trip Reports

A request to take students on a field trip should be placed with approval granted by the Associate Dean for Academic Affairs prior to taking the trip. This does not pertain to regularly scheduled labs at sites away from the institution. Travel must be done by the most practical means and with the least cost to DCB. When the request is filed online through the Travel Report Form, the names of all participants are submitted, along with the departure date, destination, and duration of the trip. This report is submitted prior to travel to the Associate Dean for Academic Affairs, the residence halls, the faculty, and the Business Office for medical expense insurance. The institution bears the cost of insurance.

No travel expenses for students can be authorized or claimed on state appropriations. If reimbursement is claimed for students on local funds, then the names must be included on the travel authorization request, along with a notation that there will be no expense to the state.

28.2 Major Student Travel (Funds)

A major Student Travel Fund provides monies for student travel for national academic and athletic competitions. These funds are intended to supplement fundraising activities.

Normal activities for a group or organization include regularly scheduled conferences, meetings, conventions, and athletic yearly schedules (which include normally scheduled playoff tournaments, regardless of the site).

Major activities for a group or organization include national competitions, which require winning at a regularly scheduled state or regional site.

Any DCB group or organization may request funds if the nature of the request meets the description of a major activity.

The following steps must be followed before funds will be approved:

- Each group or organization must submit a written request to the Campus Dean. All requests must be received no later than one month prior to the date needed. (The only exception is where the next level of competition begins 1-30 days after the local, state, or regional competition.)
- A copy of the written request must be submitted with details of all expenditures and sources of funds, including a list of all fundraising activities.
- After completion of the event, the group or organization must fill out a Student Activity/Athletic Trip Report, which will be maintained on file.

CHAPTER I ~ FACULTY RESPONSIBILITIES & WORKLOAD

Faculty appointments carry those responsibilities and privileges traditionally identified with academic positions. While a minimum of specific restrictions is imposed on the activities of faculty members, employees are under obligation to render DCB the most effective service of which they are capable. Moreover, they are expected to increase their depth and range of competency with increased length of service. All members of the faculty have a continuous responsibility to develop their professional proficiency. The essence of faculty obligations is captured in the institution's core values.

1. Professional Obligations

- a. Share student progress evaluations with students in a timely manner.
- b. Continuously update course content.
- c. Prepare and update course syllabi each semester the course is taught.
- d. Assess student learning using appropriate methods that align with course and program outcomes and submit assessment reporting by the required deadline.
- e. Provide instruction for courses as scheduled, or make appropriate arrangements when exceptions are required. Final exams must be administered according to the published final exam schedule.
- f. Adhere to deadlines for midterm and final grades.
- g. Contribute to the effective functioning of the DCB community by carrying a fair share of institutional responsibilities.
- h. Support the overall mission and goals of the North Dakota University System by promoting student success and institutional excellence.
- i. Maintain proficiency in the appropriate discipline.

2. Instructional Responsibilities

- a. Develop and deliver curricula required to meet the needs of students and support the mission of DCB.
- b. Assess student learning outcomes to support continuous improvement and maintain the academic integrity of programs.
- c. Evaluate instructional programs in accordance with applicable State Board of Higher Education policies and DCB procedures.

3. Service Responsibilities

- a. Participate in committee work and attend meetings as assigned.
- b. Contribute to the daily operations of the college and academic programming.
- c. Maintain an appropriate presence in the community, reflecting the institution's values and strengthening DCB's role as a community partner.

- d. Support institutional initiatives and accreditation efforts as needed.

4. Workload Guidelines

- a. Workload guidelines provide a framework for equitable assignment of faculty responsibilities. These guidelines are flexible, recognizing that faculty work varies daily and cannot be fully captured by a single set of rules.
- b. The purpose of workload guidelines is to promote fairness, clarity, and consistency in expectations across the institution. Workload guidelines provide a framework for determining a faculty member's teaching, service, and professional expectations.
- c. Workload assignments are determined in consultation with administration, and may include teaching, advising (if applicable), committee service, professional development, assessment activities, and other duties that support the institutional mission.
- d. Faculty members are expected to carry a fair and equitable share of responsibilities necessary for program quality and institutional effectiveness.

5. Scheduling Considerations

- a. The first priority in scheduling is meeting student and institutional needs, which may require evening, distance, or other non-traditional delivery methods.
- b. DCB may assign faculty to develop and teach distance education courses based on institutional and constituent needs.
- c. The institution may alter or reduce the number of sections offered based on enrollment and resource needs. Under-enrolled sections may be cancelled, particularly when multiple sections of the same course exist.

6. Workload by Credit Hour

- a. Lecture courses follow a 1:1 ratio: one credit equals 45-50 minutes of lecture per week for approximately 15 weeks.
- b. Most labs follow a 1:2 ratio: one credit equals two 45-50-minute lab periods per week for approximately 15 weeks. (Not all lab class is lecture; a component of the lab is based on hands-on work. Labs require the instructor to be present in the classroom, teaching or observing.)
- c. A full-time load consists of 15 credit hours per semester (30 credit hours during an academic year) or 20 contact hours per week (40 contact hours during an academic year) when teaching a combination of lecture and laboratory classes.
- d. Whichever threshold (credit hours or contact hours) is reached first defines full-time load. Field studies, special topics, internships, and independent study coursework are

not calculated in the workload equation. Special assignments may be used as part of the load. A full-time load does not typically include online classes, or other classes for which separate teaching contracts are issued.

7. Overloads

- a. Faculty teaching beyond their regular workload will receive overload compensation according to the Adjunct and Overload Pay Schedule, available upon request from the Associate Dean for Academic Affairs. All overloads must be approved in advance.
- b. Overload limits are typically restricted as follows:
 - The maximum overload during fall and spring semesters is 12 semester hour credits.
 - The maximum overload during the summer session (8 weeks) is 3 classes for the term – up to 12 semester hour credits.
 - Faculty Teaching Load forms must be approved by the Associate Dean for Academic Affairs and then forwarded to the Campus Dean for final approval.

8. Types of Appointments

Academic appointments to DCB shall be classified as probationary, tenured, or special, consistent with Section 605.1 of the State Board of Higher Education (SBHE) Policy Manual.

- a. Probationary appointments are renewable annually and yield credit toward tenure.
- b. Tenured appointments recognize an expectation, subject to SBHE and institutional policies, to continuous academic year employment in an academic unit or program area as defined by DCB and stated on the contract.
- c. Special appointments do not confer either tenure status or accrue credit toward tenure. All appointments other than probationary and tenured appointments are classified as special. Special appointments may include, but are not limited to, adjunct, visiting, clinical, or other non-tenure-track positions as defined by institutional policy. Faculty holding special appointments may request consideration for a change in appointment type in accordance with DCB policies and procedures; such consideration does not guarantee eligibility for or award of tenure-track status.
- d. All Faculty appointments shall be confirmed in a written contract stating the appointment type (probationary, tenured, or special). Contracts are issued for one academic year at a time, consistent with SBHE policy.
- e. The academic ranking of faculty shall be at the rank of lecturer, instructor, assistant professor, associate professor, or professor.
- f. Provisions regarding required notices, evaluations, nonrenewal, termination, dismissal, and related procedures are governed by Section 605.1 and related policies of the SBHE and the NDUS. Faculty members are responsible for familiarity with these policies as published and amended.

Consistent with Policy 431 of the State Board of Higher Education, the institution may confer emeritus status upon faculty members who have retired or are about to retire, in accordance with institutional policies and procedures. Criteria for emeritus status may include but are not limited to, length of service to the institution, significant contributions to the institution and the State of North Dakota, or particularly distinguished service to an academic discipline. Emeritus status shall not include salary or other compensation and does not carry formal duties or responsibilities. Emeritus faculty may be granted privileges as specified in institutional policies or procedures.

CHAPTER II ~ FACULTY RESPONSIBILITIES

1. Office Hours

Faculty members are professional personnel responsible for accomplishing the tasks for which they are employed. They are responsible for making time available for students and are expected to post and schedule a minimum of five office hours throughout the week at times that reasonably meet students' needs.

- a. A schedule of instructional and office hours must be posted outside the faculty member's office and posted in their Microsoft Outlook calendar each semester.
- b. The combination of classroom contact hours and office hours does not define the number of hours faculty are to spend on campus per week. Additional time will be spent for classroom preparation, committee work, program development, assessment, and scholarship, and other professional activities.

2. Academic Honesty & Dishonesty

DCB operates within a framework of honesty, integrity, and fair academic practice. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This section will serve as the guideline for cases where cheating, plagiarism, or other academic improprieties have occurred.

Primary Responsibilities: The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned.

- Faculty Responsibilities: Faculty must provide students with clear guidelines regarding cheating and plagiarism at the beginning of each course and should take appropriate preventative measures in situations where academic misconduct may occur.
- Student Responsibilities: Students are responsible for submitting their own work. Unauthorized collaboration or assistance on academic work constitutes a violation of academic integrity. Students who knowingly participate in or assist others in dishonest behavior share responsibility, regardless of enrollment status in the course where the violation occurred.

Procedural Fairness: Faculty and administrators share responsibility for ensuring fairness and due process when academic misconduct is suspected.

- Initial Faculty Action: Faculty who suspect academic misconduct has occurred in their classes have an initial responsibility for informing the student or students involved of their suspicion, for allowing them a fair opportunity for explanation, and for making an impartial judgment upon the

basis of substantial evidence.

- Faculty Authority to Impose Penalties: Faculty have the authority to determine the penalty for academic misconduct in their classes. Penalties may include a failing grade on an assignment or test, a failing grade for the course, a recommendation that the student drop the course, or other appropriate academic sanctions. Faculty should consider the specific circumstances of each case when determining an appropriate response.
- Referral for Additional Sanctions: Faculty may recommend additional disciplinary action to the Associate Dean for Academic Affairs. The Associate Dean may issue an academic warning or academic probation or may recommend suspension or expulsion to the Student Conduct Committee.
- Student Appeals: A student who has received a penalty or a disciplinary action for academic misconduct may appeal the decision. Before requesting a hearing before the Academic Standards Committee, the student must:
 1. Consult with the instructor.
 2. If the matter is not resolved, consult with the Associate Dean for Academic Affairs.
 3. If the matter remains unresolved, the student may request a hearing before the Academic Standards Committee.

Suspension or Expulsion Procedures: The student may be suspended or expelled for academic misconduct by the Student Conduct Committee in accordance with the following procedure:

1. The Associate Dean for Academic Affairs must notify the student that they will recommend suspension or expulsion to the Student Conduct Committee.
2. The student has two school days to file a written notice of appeal with the Academic Standards Committee before the recommendation is presented to the Student Conduct Committee
3. The student may appeal the recommendation of suspension or expulsion to the Academic Standards Committee as described on Section I, Chapter II.5.
4. The Student Conduct Committee may impose suspension or expulsion if an appeal with the Academic Standards Committee is not in progress.

3. Grade Appeals

The Grade Appeals Committee handles cases in which students allege inequitable or prejudiced academic evaluation has occurred. The composition of the committee is determined by Faculty Senate. It is to be utilized only after the student has contacted the instructor first, and then with the Associate Dean for Academic Affairs before initiating a formal appeal.

a. Grade Appeals Procedures

Step 1: Instructor Consultation

Within three calendar weeks following issuance of the grade in question, the student shall confer with the instructor who issued the grade and outline the reasons why they believe the grade is incorrect. Following the student-instructor conference, the instructor shall advise the student of the outcome of the course grade review and shall process a grade change if appropriate.

Step 2: Appeal to Associate Dean

If the student still considers the grade to be incorrect, the student may appeal the grade to the Associate Dean for Academic Affairs within 14 calendar days following the completion of Step 1. During Step 2 of the appeal process, the student again needs to outline the reasons why they believe the grade is incorrect. The Associate Dean will decide on the appeal by discussing it with as many individuals as they deem appropriate and/or by reviewing documents and evidence at the Associate Dean's discretion.

In the event the Associate Dean for Academic Affairs is the instructor involved, they need only be consulted in the capacity of instructor.

Step 3: Grade Appeals Committee Hearing

If the student is still dissatisfied, the student may request that a case be reviewed at a hearing by the Grade Appeals Committee. The formal (written) request for the hearing must be received by the Associate Dean for Academic Affairs by 14 calendar days after the completion of Step 2. The Grade Appeals Committee shall meet within 10 calendar days of being notified by the Associate Dean for Academic Affairs. The chair of the Committee shall report the Committee's decision in writing to the Associate Dean for Academic Affairs within two calendar days after the hearing. The Associate Dean for Academic Affairs shall report the Committee's decision to the student within five calendar days. The decision of the Grade Appeals Committee shall be considered final.

4. Grade Reporting

a. Midterm Grades

Midterm grades must be submitted in Campus Connection and are due at least five days

before the last day to drop classes. A grade must be submitted for each student enrolled in the course; a grade of "W" is not permitted for midterm reporting.

b. Final Grades

Final grades must be submitted in Campus Connection and are due each semester by the deadlines established on the academic calendar. A final grade must be submitted for each student enrolled in the course. A grade of "W" may only be assigned by the registrar, if the student officially withdrew from the course in accordance with college procedures.

c. Incomplete Work

Incomplete grades (I) may be assigned only when a student:

- Has been in attendance and performed satisfactory work on a substantial portion of the course;
- Has completed classwork up to a time within three weeks of the close of the semester; and
- Is unable to complete the remaining coursework due to circumstances acceptable to the instructor.

The student must fulfill all requirements of the course within thirty (30) calendar days from the date final grades were due for the semester in which the "I" was received. Eight-week sessions have a 15-calendar day requirement.

If the "I" is not removed within the designated timeframe, the grade is automatically changed to "F." Students are responsible for completing the required coursework and removing incomplete grades from their record.

5. Class Rosters

Faculty members may access class rosters for all courses they are assigned to teach through Campus Connection. Faculty are encouraged to review class rosters periodically to ensure they are working with the most current enrollment information.

6. Term Schedules & Final Examinations

- a. Term schedules are developed using the prior academic year's schedule as a framework. The Associate Dean for Academic Affairs will request faculty input regarding the new academic year's class schedule. Class schedules are finalized and published by the Academic Affairs office.
- b. Requests for changes to established class schedules require approval through the Associate Dean for Academic Affairs. The intent is to minimize changes from year-to-year so student schedule conflicts can be avoided.

- c. Faculty and advisors are responsible for reviewing draft schedules and resolving time conflicts for students in their programs. They are also responsible for ensuring course offerings align with approved curriculum requirements published in the college catalog.
- d. A final examination or equivalent assessment is required for all classes that are scheduled at a specific time and a specific day on the semester class schedule. The final exams will be administered in accordance with the published final exam schedule.

7. Initiation, Termination, and Modification of Courses and Programs

a. Course Proposals and Changes

Proposals for new courses, termination of courses, or changes in existing courses (credits, titles, course #'s) originate with faculty in consultation with the appropriate academic department. Following approval, the proposal is submitted to the Curriculum Committee, which makes a recommendation to the Faculty Senate. Following approval by the Faculty Senate, the proposal is submitted to the Associate Dean for Academic Affairs and the Campus Dean for final approval.

b. Program Proposals and Changes

- Approval by the State Board of Higher Education (SBHE) or the Commissioner is required for the following:
 1. Establishing a new academic program.
 2. Terminating an academic program.
 3. Adding a new course prefix.
 4. Placing a program on inactive status.
 5. Course inventories and title changes (variable).
 6. Changing a program title.
 7. Offering a program through distance education.
 8. Implementing organizational changes affecting academic programs.
 9. Other program changes as required by SBHE policy and North Dakota University System (NDUS) requirements.

Any proposed action pertaining to the above issues needs to be coordinated with the Associate Dean for Academic Affairs to ensure proper SBHE and NDUS procedures are followed.

- Approval by the Higher Learning Commission (HLC) is required for the following:
 1. Establishing a new academic program.
 2. Terminating an academic program.
 3. Placing a program on inactive status.

4. Course inventories and title changes (variable).
5. Changing a program title.
6. Offering a program through distance education.
7. Implementing organizational changes affecting academic programs.
8. Offering a program through a contractual arrangement.
9. Offering a program at a new or additional location.
10. Other substantive changes as defined by HLC policies.

Any proposed action pertaining to the above issues needs to be coordinated with the Director of Accreditation to ensure proper HLC-related paperwork is submitted and approved.

CHAPTER III ~ FACULTY LEAVE AND SUPPORT SERVICES

1. Leave

Faculty members who will be absent from campus during their scheduled work responsibilities must receive approval from the Associate Dean for Academic Affairs and submit an absence report prior to leaving campus when such absence involves missing a class or being gone for a significant period of time.

Faculty who are absent for professional purposes also must comply with DCB travel policies and submit all required travel forms regardless of the funding source.

a. Developmental Leave (Sabbatical)

Developmental leave may be granted in accordance with applicable North Dakota University System policies and institutional procedures providing:

- Institutional resources are available.
- Workload is absorbed within the existing faculty resource allocations.
- A written proposal describing the planned use of the leave and its anticipated benefits to the institution, to the State, and to the employee is approved. The proposal should also include the detail of the source of funds for the total stipend.
- The employee signs an agreement to return to the system upon completion of the leave for a period of time at least equal to the leave time or refund the stipend payment.
- To assist in retrenchment efforts, developmental leave may be granted without a signed agreement to return. The employee must execute a resignation effective at the termination of the developmental leave.
- Developmental (sabbatical) leave may not exceed twelve (12) months and the base stipend may not exceed the salary scheduled for the leave period.

2. Faculty Absences from Scheduled Classes

- a. Planned Absences: The faculty member must complete the Faculty Absence Report and submit it to the Associate Dean for Academic Affairs at least three (3) business days prior to the scheduled absence.
- Faculty are expected to provide a meaningful educational experience for students during their absence. Examples may include guest speakers, examinations, recorded lectures, supervised discussions, library instruction sessions, instructional activities facilitated by another qualified employee, or alternative learning assignments.
- For absences of more than three (3) consecutive business days, the faculty member must obtain approval from both the Associate Dean for Academic Affairs and Campus Dean.

b. Unplanned Absences: Faculty members who are unexpectedly unable to teach a scheduled class must notify the Associate Dean for Academic Affairs as soon as reasonably possible. If the Associate Dean for Academic Affairs cannot be reached, the faculty member should contact the Academic Affairs Office.

- Whenever possible, faculty should arrange for an appropriate educational experience for students and only cancel class when no reasonable alternative exists. If a class must be cancelled, the Associate Dean for Academic Affairs or their designee will communicate the cancellation to students.

- The faculty member must submit a Faculty Absence Report upon returning.

c. Absences from Classes Taught Through Video Conferencing Technology: Faculty teaching through Video Conferencing Technology, such as Interactive Video Network (IVN) or Microsoft Teams, must follow all applicable leave and absence procedures. In addition, faculty are responsible for notifying:

- DCB Instructional Technology Coordinator
- Appropriate contact person(s) at all participating sites, including high school contacts for dual credit courses and any designated classroom support personnel.
- Students enrolled at all sites.

3. Leave of Absence

Faculty members may request a leave of absence for a short period of time without loss of pay by obtaining approval from the Associate Dean for Academic Affairs and by making satisfactory arrangements for classes and other assigned responsibilities. College business, professional obligations, and emergencies are common reasons for such requests.

A leave of absence from one to two semesters may be approved by the Campus Dean. The faculty member receives no salary for leaves of this type. A substitute is hired by DCB to take the instructor's place. The faculty member may return at the end of the leave without jeopardizing tenure status.

4. Sick Leave

Faculty sick leave is governed by DCB Policy 607 – Sick Leave. Benefitted faculty May use sick leave when illness or injury prevents them from performing their professional responsibilities or when they need to care for an eligible family member, as outlined in the policy. Faculty members are expected to notify the Associate Dean for Academic Affairs as soon as reasonably possible when an illness or qualifying circumstance will result in missed work responsibilities. For complete information regarding eligibility, reporting requirements, short-term and long-term sick leave, dependent and parental leave, and related procedures, refer to DCB Policy 607 – Sick Leave.

5. Textbook and Instructional Materials Orders

Each faculty member is responsible for the selection of textbooks and instructional materials required for each course they teach. The DCB bookstore distributes a request form each semester to obtain information necessary for ordering. The purchasing and selling of books for instruction is the responsibility of the bookstore.

6. Faculty Oath

Before beginning their duties, all faculty members must execute the oath or affirmation required by North Dakota Century Code (NDCC) section 15-10-13.2. The oath shall be filed in the faculty member's personnel file.

CHAPTER I ~ STAFF POLICIES & PROCEDURES

1. Benefits

Details are available in a Summary of Benefits for DCB Benefited Staff located on the website on the Faculty and Staff quick link.

2. Pool Position Employment

Employees hired to work pool positions cannot average more than 19.5 hours per week during a month. Supervisors have the responsibility to ensure that the employee does not exceed this monthly average. It is important to pay special attention as pay periods may begin and end mid-week.

Supervisors should monitor the hours worked on a weekly basis. This will make it easier to make the necessary adjustments during the succeeding week to keep the weekly average for the month at no more than 19.5 hours.

It is permissible that pool position employees can average, for limited duration, more than 19.5 hours per week for a month. Temporary needs for additional hours such as a special project or seasonal workload can cause the monthly hours to exceed the 19.5 weekly average. However, additional hours cannot occur during more than 5 months in any 12-month period. In other words, supervisors must review the hours worked by month for the past 11 months before deciding to have the employee work additional hours during the current month. Keep in mind that any month that exceeds the weekly average of 19.5 counts toward the five-month limit.

The reason for the 19.5 hour per week limitation is to comply with state law governing temporary staff employment and employee benefits.

3. Probationary Employee Salary Adjustments

DCB grants probationary employees who don't meet the six-month employment minimum a pro-rated adjustment based on months of service prior to the end of the fiscal year. Salary adjustments are not automatic. They are at the discretion of the employee's supervisor and must be triggered by the supervisor.

Months of Service	Adjustment
7+	Non-probationary status
6+	6/12 of across-the-board adjustment & consideration for market merit
5+	5/12
4+	4/12
3+	3/12
2+	2/12
1+	1/12