WESTERN DAKOTA TECHNICAL COLLEGE

2026-2027

EMPLOYEE HANDBOOK

Approved by WDTC Cabinet May, 2026

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Western Dakota Technical College reserves the right at any time to revise, amend or remove all provisions to this Handbook, without prior notice.

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, ancestry, national origin, pregnancy, marital status, religion, creed, age, sex, sexual orientation, genetic information, citizenship, political affiliation, disability, status as a veteran, or any other status protected under applicable federal, state or local law.

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.
- 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.

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.

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 9015 - Code of Ethics for Faculty, Staff, and Administration

B. Integrity and Dignity

Western Dakota Technical College (WDTC) employees are expected to exemplify integrity, dignity, and ethical conduct in their professional responsibilities, as their actions reflect on the institution and higher education as a whole. Employees must uphold high standards by demonstrating respect, honesty, fairness, and professionalism while safeguarding privileged information, avoiding conflicts of interest, and continually striving for excellence. They should support WDTC's mission, communicate ethical standards to colleagues, and adhere to all applicable codes of ethics and conduct. In return, employees have the right to a professional work environment, clear employment expectations.

C. Discrimination and Harassment

WDTC 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 9025- Discrimination and Harassment sets a precedent to ensure non-discriminatory treatment of

employees, students, and guests. Policy 9025 - Discrimination and Harassment

D. Drug Free Workplace

WDTC is committed to a drug-free workplace and learning environment. WDTC 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.

Employees must notify Human Resources in writing within five days of a conviction for a violation of criminal drug statute that occurs in the workplace. Policy 5000 - 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 9020 – Conflict of Interest and 9020.Exhibit.002 – Employee Conflict of Interest Form

F. Dress Requirements

Employee appearance contributes to Western Dakota Technical College's culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by students, clients, visitors, and customers. 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. Appropriate workplace dress does *not* include clothing that is too tight or revealing; clothing with rips, tears or frays; or any extreme style or fashion in dress, footwear, accessories or fragrances.

All employees are expected to wear their nametags daily to assist students in identifying employees whom they can ask for assistance.

G. WDTC Policies

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

H. WDTC AI Use Pledge

At Western Dakota Technical College, we recognize the transformative potential of Artificial Intelligence (AI) to enhance both educational and administrative processes. We are committed to using AI responsibly and ethically across all areas of the college. By participating in the use of AI, all members of the WDTC community pledge to:

1. Enhance Outcomes and Efficiency: Use AI tools to improve learning experience, support curriculum development, and enhance operational efficiencies that benefit the WDTC community.
2. Ethical Application: Use AI-driven tools that align with the college's ethical standards, including fairness, non-bias, and respect for all users.
3. Data Security: Users will adhere to data security standards, protecting personal and sensitive information in compliance with FERPA and other relevant privacy laws.
4. Transparency and Accountability: The Human-in-the-Loop (HITL) approach will be used to ensure

that all AI-driven decisions are subject to human oversight, maintaining both transparency and accountability in the decision-making process.

5. Informed Participation: Users understand the expectations, responsibilities, and impact of AI in both learning and administrative contexts. Users are responsible for proactively seeking out guidance and understanding the expectations for AI usage in their specific roles.
6. Continuous Evaluation and Feedback: Users will evaluate AI tools to determine their effectiveness in enhancing outcomes and meeting the college's goals. Feedback from WDTC community will be encouraged to address concerns, improve AI systems, and make necessary adjustments.

I. Social Media

WDTC employees should always communicate respectfully and professionally when engaging with social media on behalf of the College. It is the employee's responsibility not to share or disclose any confidential, proprietary, or sensitive college information, including but not limited to student or employee details, financial data, or internal communications on social media.

Individuals using personal social media accounts indicating they are affiliated with Western Dakota Technical College are responsible for ensuring that their audience understands the individual is speaking as a private citizen and not in the capacity of a WDTC employee. Employees may use personal social media on their own time and in their individual capacity. Nothing in this section is intended to prohibit employees from maintaining or using personal social media accounts, provided such use is consistent with this section

WDTC shall not be responsible for comments or posts made by social media users. Unofficial comments and posts are not statements of WDTC and do not necessarily represent the College's opinions or policies.

Employees are expected to use personal social media in a manner that does not violate College policies, including but not limited to WDTC's Discrimination and Harassment Policy 9025. An employee's personal social media activity may be subject to review or disciplinary action when it includes discriminatory, threatening, harassing, or retaliatory conduct, or when it substantially or materially interferes with the employee's job performance, working relationships, or the College's work or learning environment.

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 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 employee: A student hired to work in accordance with the financial aid work study program.
   b. Student Employee: A student hired utilizing institutional funds who may work up to 20 hours per week during the fall and spring semesters, with the option to work up to 30 hours per week during the summer semester. Annual hours will average out to a non-benefited-eligible position that does not qualify for overtime or holiday pay. A student 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 are 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 by WDTC 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 the 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 the 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

WDTC must comply with the Immigration and Control Act of 1986.

The following describes recruitment and hiring policies and employment restrictions for all WDTC 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. WDTC will post openings competitively except as noted in Employee Handbook Section 4.D.3. 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 considered for rehire into on-call, temporary, or regular positions when their skills, training, experience, and knowledge meet the needs of the position. Rehire decisions will be based on the individual's qualifications, prior employment history, eligibility for rehire, the needs of the College, and compliance with applicable laws and retirement system requirements.
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 reviewed and approved by the department supervisor, applicable Vice President, and Human Resources. The President will be notified and may provide input as appropriate.
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 current and receiving department agree and the transfer has been reviewed by the department supervisor, applicable Vice President and Human Resources. The President will be notified and may provide input as appropriate.
6. Promotion: Employees may be promoted to positions within a higher salary range based on organizational need, qualifications, and performance. All promotions are reviewed by the

supervisor, applicable Vice President, and Human Resources. Employees must be in good standing with favorable performance. The President will be notified and may provide input as appropriate.

7. Presidential Authority: The President has the authority and discretion to make decisions related to hiring, organizational changes, and involuntary termination, in accordance with Hiring Process Policy 9045; 9045.Procedure01.Policy; and 9045.Exhibit01-Hiring Process.

E. Employment of Relatives and Domestic Partners

According to Policy 9000, relatives and domestic partners may be employed at Western Dakota Technical College (WDTC) if they do not work in a direct supervisory relationship with one another and their employment does not create challenges for supervision, security, safety, morale, or business operations. For the purposes of this policy, relatives include spouses, domestic partners, anyone in a romantic relationship, and whether by blood, adoption, marriage or domestic partnership, children, parents, grandparents, siblings, grandchildren, aunts, uncles, nieces, nephews, or anyone living in the same household, including relatives of a spouse or domestic partner.

A domestic partnership is generally defined as a committed relationship between two individuals who share a home or living arrangements. Employees who marry, become domestic partners, or otherwise develop a relationship covered by this policy after employment begins may continue working at WDTC if they are not in a direct reporting relationship covered by this policy or creating a conflict as described above. Any such relationship must be disclosed to Human Resources, and a management plan may be required to outline reporting and supervision structures. Failure to disclose a relationship or follow this policy may result in disciplinary action, up to and including termination. Policy 9000 - Anti Nepotism

F. 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 date of hire in a position.

All staff and full-time faculty 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, and ALICE training. The Human Resources Office will assign this training to new employees in MyWDT and monitor their progress.

G. 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 in May or June.

H. Progressive Discipline Guidelines

WDTC utilizes a progressive discipline approach to provide employees with an opportunity to identify, reflect on, and correct any deficiencies in performance or behavior. This process is designed to support employee success while maintaining the organization's standards and expectations.

Progressive discipline may include, but is not limited to:

- Verbal warnings
- Corrective Action
- Performance Improvement Plan (PIP)
- Termination, depending on the severity of the issue

A Corrective Action is issued when an immediate change in performance or behavior is required. The form outlines the specific issue, expectations for immediate improvement, and potential consequences, if the issue is not addressed. Employees must take corrective action promptly to remain in good standing. A Performance Improvement Plan (PIP) serves as an action-based guide for addressing performance concerns that can be improved given time. It outlines specific steps an employee must take to meet established goals and provides an opportunity to request additional resources or training to support success. The intent of this process is to develop and strengthen the relationship between the employee and WDTC while ensuring performance expectations are met. If an employee is not meeting the criteria of the PIP, then WDTC can terminate at any time. In some cases, the severity of the violation may warrant immediate termination. While WDTC typically follows a progressive discipline process, it reserves the right to skip or adjust steps as necessary, including moving directly to termination when warranted. Each situation is evaluated individually, and actions taken do not establish a precedent for future cases.

Section V. Wage and Salary Policies

A. Advanced Degree Attainment Guidelines

Western Dakota Technical College encourages employees to pursue career-related advanced degrees that enhance their professional growth and institutional contributions.

1. Advanced Degree Eligibility Criteria
   - A. The employee must obtain written approval from their supervisor, the appropriate Vice President and President before beginning any coursework using the WDTC Degree Attainment Approval form. If you have started coursework prior to this Guideline, please submit the approval form to your supervisor. The completed form must be submitted to Human Resources for inclusion in the employee's personnel file.
   - B. The Approval Process is as follows: Supervisor > Applicable Vice President > President.

C. If an employee, in good standing, obtains an advanced degree and meets the following guidelines during their employment with the College, they will be considered for a salary increase based on:

1. It is directly related to the employee's current position or within their current scope.
2. Enhances the employee's ability to perform current duties.
3. If the degree is at a higher level than required for the employee's current position or at a higher level of employee's current degree attainment (to avoid repeat awards at the same level).
4. Is awarded from an institution accredited by one of the U.S. regional accreditation agencies.

2. Advanced Degree Salary Increase

A. Salary increases for each level of degree earned will be added to the base pay in the next pay period. Employees must notify Human Resources of degree completion and submit official transcripts to be eligible for the increase.

Degree Earned	Salary Increase
Associate's Degree	$1,000.00
Bachelor's Degree	$2,000.00
Master's Degree	$3,000.00
Doctoral Degree	$4,000.00

Part-time benefited employees are eligible for a pro-rated Educational Incentive Award.

B. Compensation

WDTC remains committed to fair and competitive compensation practices. Compensation is determined based on the duties, responsibilities, relevant education, industry experience, internal equity, available institutional resources and market data.

Promotions, interim appointments, or other role changes may result in compensation adjustments and are subject to institutional review and approval to ensure alignment with HR practices and compensation guidelines. Annual review processes are intended to allow for ongoing evaluation of market conditions, position responsibilities, institutional needs, and compensation alignment.

Employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information.

Grade	Min	Mid	Max
1	34,300	40,100	45,900
2	38,900	46,100	53,300
3	44,200	53,000	61,900
4	50,200	61,000	71,800
5	57,000	70,100	83,200
6	64,800	80,700	96,500
7	73,600	92,800	111,900
8	83,700	106,700	129,700
9	95,100	122,700	150,200
10	108,500	141,100	173,600
11	124,800	162,200	199,700
12	143,500	186,600	229,600

C. 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.

D. Reporting and Call Back Pay

Non-exempt employees who are called back to work outside of their regular schedule will receive a minimum of two (2) hours of pay, even if the task takes less time. This pay is provided to recognize the inconvenience of being called in. For example, if an employee is called in to shovel a sidewalk and the task only takes 30 minutes, the employee is still paid for two (2) hours.

Similarly, if a non-exempt employee reports to work at their regularly scheduled time without having been notified in advance not to report, and is then sent home, they will also receive two (2) hours of pay or pay for the hours actually worked, whichever is greater.

E. 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.

F. 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 are expected to submit a minimum of 40 hours per week.

Non-exempt employees are not permitted to perform any work outside of their scheduled hours that are not recorded and compensated. "Off-the-clock" work refers to any work performed but not reported or included in the employee's total hours for the workday.

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

- Regular and reliable attendance is an essential function of all positions at the College and is critical to maintaining effective operations and service to students and employees.
- Frequent, excessive, unexcused 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.
- Employees are expected to follow established call-in procedures when unable to report to work. Failure to notify the appropriate supervisor of an absence for three (3) consecutive scheduled workdays will be considered job abandonment and may result in termination, except in verified emergency circumstances.
- The College reserves the right to review attendance for patterns of use that may indicate misuse or abuse of leave.
- Employees who are away from work for three or more consecutive workdays due to illness or injury may be asked by their immediate supervisor to provide a provider's note or other appropriate medical documentation, which must be submitted to Human Resources.

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 allow employees to go into or maintain a negative PTO or sick leave balance.
- PTO Maximum accrual hours are calculated at one and a half times the annual accrual rate.
- Sick leave and Paid Time Off (PTO) accrue biweekly.
- All leave may be taken in one quarter (1/4) hour increments.
- When payroll is processed for a given pay period, leave taken during that pay period will be deducted prior to the accrual being applied.
- The hire date for all full-time faculty, exempt and non-exempt full-time staff, and part-time

employees shall be used as the anniversary date for the purposes of Paid Time Off (PTO) accrual.

- An employee's PTO leave accrual category, if applicable, is based on the number of years the employee is currently in. For example, during an exempt full-time staff's tenth year of employment, the employee would be in the 0-10 category. On the employee's next anniversary date, the employee will move to the 11+ category.
- Employees move to the next PTO accrual category, if applicable, the next full pay period following their anniversary date.
- Employees are responsible for monitoring their leave balances to make sure any leave taken during a pay period plus leave accrued during that pay period results in a balance less than or equal to the maximum accrual amount.
- To calculate leave, please use the following formula:
  Balance on pay stub – leave taken during pay period for next payroll run + accrual (up to max accrual limit) = balance on next pay stub

To view details of the hours accrued each pay period for full-time and part-time work groups, please see the Employee Hub tab located on the MyWDT site.

PTO and Sick Leave are granted according to the following schedule:

a. Full-time Faculty

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

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	240 hours	276 hours

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	156 hours	216 hours	276 hours

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	78 hours	108 hours	138 hours

26 Hours Worked Weekly	Sick Leave	Paid Time Off (PTO)		
		0-5 years	6-10 years	11+ years
Yearly Accrual	83.2 hours	67.6hours	93.6 hours	119.6 hours
Maximum Accrual	936 hours	101.4hours	140.4hours	179.4hours

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	117 hours	162 hours	207 hours

2. Sick Leave Guidance
    a. Sick leave is designated as an emergency for when time is needed off work due to unforeseen personal circumstances. Examples of situations in which sick leave constitutes an emergency could include, but are not limited to, an employee recovering from a physical or mental health symptom, illness in the family, etc.
    b. If the WDTC campus work location is closed due to a natural disaster or inclement weather, it will be considered an act of nature, and employees will not be required to request Sick Leave to be paid for the unexpected time off work. Classified employees will enter hours on their timesheet as regular work hours.
    c. When practical, foreseeable leave should be scheduled in advance, and at a time least disruptive to operations. Employees are expected to communicate with their supervisor regarding planned and/or unexpected time off work.

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 Human Resources 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. Policy 9100 - 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. Bereavement hours will not be counted as hours worked in the calculation of overtime.

D. Jury Duty and Court Appearances

1. WDTC supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence. The supervisor will email the jury duty summon to Human Resources at wdthumanresources@wdt.edu for their personnel files.
2. Employees will be provided leave with full pay to regular full and part-time employee for legal processes including jury duty, response to subpoena, or other legal processes which require absence from duty other than personal matters.
3. Time for appearance in court for personal business will be the individual employee's responsibility. PTO will be used for this purpose.
4. 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, vision, 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 employees, 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
    a. Current premiums can be found in the Employee Benefits Guide.
    b. 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 WDTC 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 WDTC 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 to their respective Vice President to be considered for funding for professional development opportunities.

D. Travel Handbook

1. Employees shall reference the Travel Handbook for any professional development that requires travel.

E. Tuition Discount and Reimbursement

1. Western Dakota Technical College Courses
    a. Eligible Full-Time Staff, defined as employees regularly scheduled to work 40 hours or more per week, and eligible Full-time Faculty who are in good standing may enroll in credit or non-credit courses offered by WDTC on a space-available basis for tuition discount and reimbursement. For purposes of this benefit, “good standing’ generally means the employee is not subject to active disciplinary action, is not currently on a

Performance Improvement Plan, and is meeting attendance, conduct, and job performance expectations. WDTC reserves the right to review eligibility on a case-by-case basis.

b. Part-time employees and Adjunct Faculty may enroll in credit or non-credit courses offered by WDTC, but are ineligible for tuition discount and reimbursement.
c. Participants are responsible for the cost of textbooks, tools, and any required consumable supplies.
d. Participants may not attend courses during their regularly scheduled work hours without supervisor and applicable Vice President approval.
e. Family members of Full-Time Staff and Faculty, as well as WDTC retirees, are eligible to enroll in credit or non-credit courses 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.

The pre-approval process is as follows:
Full-time staff and faculty members requesting a tuition discount must complete the electronic **Full-Time Staff & Faculty/Family Tuition Discount Request** form. Once submitted, the form will be routed to Human Resources for review and electronic signature. The form will then be routed to the employee's supervisor and applicable Vice President for approval. After all required approvals are complete, the form will be sent to the Student Accounts Coordinator to enter the eligible discount. Once the process is complete, all participants will receive an email with the completed form.

2. Tuition reimbursement for classes outside of WDTC
    a. A Tuition Discount Request form must be completed and approved by the required parties prior to enrollment. Contact Human Resources for the form.
    b. Full-Time Staff and Faculty may receive up to $1,000 in tuition reimbursement per fiscal year for credit-bearing courses taken at an accredited college or university.
    c. The granted reimbursement must be approved through the Staff Development Request process.
    d. Proof of payment and successful completion of the course must be provided prior to reimbursement.

F. 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.

G. 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.

H. 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 Finance Specialist.

Section IX. Separation from Employment

A. Voluntary Resignation

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 of termination, which is the last day worked. Human Resources will conduct an exit interview on or before the last day of employment and collect all company property. The interview is composed of an online survey, followed by an in-person meeting when returning company property. 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. Return of College Property

1. 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.

C. Severance Pay – Paid Time Off (PTO)

1. If the requirements set forth in Section IX.A.1 are met, employees will be entitled to a payout for 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 1,440 hours 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 no 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 amount of severance pay shall be determined by the employee's basic salary at the time he/she leaves employment.
    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 according to the following policy:

i. One-half of up to 1,440 hours accumulated unused sick leave.

b. To be eligible, the employee shall receive severance pay as long as they have been employed a minimum of ten (10) consecutive years.

c. The amount of severance pay shall be determined by the employee's basic salary at the time he/she leaves employment.

E. Payment

If the employee is at least 55 years of age with $600 or more, the employee's severance payment will be transmitted to the South Dakota Retirement System Special Pay Plan (IRS 401a plan). If the employee is less than 55 years of age or 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. WDTC 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. This benefit is separate from the South Dakota Retirement System and is offered through Western Dakota Technical College.

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 between the minimum age of fifty-five (55) and maximum age of sixty-four (64) 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 between the minimum age of fifty-five (55) and maximum age of sixty-four (64) 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 between the minimum age of fifty-five (55) and maximum age of sixty-four (64) 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.