Policy & Procedures

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CHAPTER I – POLICY STATEMENTS

POLICY: POLICY STATEMENT
DATE: January 1994
Chapter I, Section 1

OBJECTIVE/PHILOSOPHY:

These policies are designed to bring a high degree of understanding, cooperation, efficiency, and unity through systematic personnel and financial practices.

REFERENCE:

PROCEDURE/CONTENT:

Objectives of College personnel and financial management policies are:

1. To promote high morale among the employees of the College.
2. To increase efficient responsiveness to the public in the College service area.
3. To provide fair and equal opportunity for qualified individuals.
4. To encourage each employee to give his/her best effort to the College and to the public.
5. To maintain consistent, up-to-date, position classification and compensation plans based on duties and responsibilities.
6. To practice sound fiscal management.
7. To guide, direct, and protect the College, students, staff, and faculty.
8. To assure that in all College activities there shall be no personal or financial gain on the part of any individual employee.

RESPONSIBILITY: President

REVISED: July 2008

POLICY: **STATEMENT ON NON-DISCRIMINATION/EQUAL OPPORTUNITY**
DATE: January 1994
Chapter I, Section 2

OBJECTIVE/PHILOSOPHY:
It is the policy of Sitting Bull College (SBC) to afford equal employment opportunities to all qualified individuals, without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression, or any other characteristic or status that is protected by federal, state or local law. This also applies to Sitting Bull College's admission practices, financial aid practices, athletics events, clubs, research, recreation activities, public events or other College policies and programs.

We recognize that some applicants may require reasonable accommodations during the recruitment, admissions and employment process due to disabilities or other needs. For students please contact SBC Disabilities Coordinator at 701-854-8040 or Disabilities.Coordinator@sittingbull.edu, for employment contact HR Director at 701-854-8004 or HR.director@sittingbull.edu. We will work with you to ensure that your needs are met and that you have equal access to our programs and services.

REFERENCE:
SBC operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973.

PROCEDURE/CONTENT:
1. Specific complaints alleging discrimination shall be in written form and referred to one of the following complaint receivers:

TITLE IX/504 COORDINATORS/CIVIL RIGHTS REPRESENTATIVES

For Student Information
Jerl Thompson, Vice President of Operations
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8055

For Employee Information
Elisabeth Hertel, Human Resources Manager
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8004

COMPLAINT RECEIVERS:

Fort Yates Campus
Science and Technology Center
Jerl Thompson, Vice President of Operations
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8055

Fort Yates Campus
Financial Center
Elisabeth Hertel, Human Resources Manager
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8004

Fort Yates Campus Student /Library Center
Sami Claymore Gates, Dean of Students
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8017

Fort Yates Campus Entrepreneurial Center
Jalyssa McLaughlin, Coordinator to President
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8014

Fort Yates Campus Trades Center /Welding Center
Scott Gates, Maintenance Director
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8030

Fort Yates Ag Center
Joe Dunn, Ag Director
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8068

Fort Yates Campus Family Support
Chris Fried, Director Division of Education
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8040

Fort Yates Campus Transit Center
Pam Ternes, Transportation Director
9299 Highway 24
Fort Yates, ND 58538
(701) 845-8075

Fort Yates Research Center
Mafany Mongoh, Science Faculty
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8051

Mobridge Site
Jerl Thompson, Vice President
414 6th Street West
Mobridge, SD 57601
(701) 854-8055

2. The complaint receiver will provide the written discrimination allegation to the President within three days of the incident. The President then has five working days to establish and convene a hearing committee to review the alleged complaint. The committee shall consist of a faculty member, a staff member, and an administrator. The complainant will be allowed to select one member of the hearing committee, and the President will appoint the other two.
3. The hearing committee shall meet with the complainant within five working days and complete their investigation within ten working days.
4. Findings of the hearing committee shall be given to the President within twenty-four hours of the completion of the investigation.
5. If the findings indicate that discrimination occurred, the violator will be subject to appropriate disciplinary action within three days by the President. The complainant will be informed of the disciplinary action.
6. If specific complaint alleging discrimination is against the President of SBC it shall be in written form and addressed to the Board of Trustees.
7. If the individual filing a complaint wishes to further pursue the complaint, a written report can be filed with the Office of Civil Rights, US Department of Education, Midwestern Division, 111 North Canal Street, Suite 1053, Chicago, Illinois, 60606-7204. Phone number (312) 886-8434, fax number (312) 353-4888.

RESPONSIBILITY: Human Resources Manager
REVISED: October 2026

POLICY: **PERSONNEL MANAGEMENT**
DATE: January 1994
Chapter I, Section 3

REFERENCE:

OBJECTIVE/PHILOSOPHY:

These policies apply to all SBC employees. An "employee" is any individual employed by SBC. A consultant or a person on retainer is not considered an employee of the College in the absence of a specific agreement to that effect.

REFERENCE:

PROCEDURE/CONTENT:

1. With the exception of matters reserved for the Board of Trustees, the authority for personnel management rests with the President. The President may delegate this authority as necessary and proper.
2. The President has the responsibility for developing, administering, and interpreting personnel policies and procedures as they apply to all departments and employees, subject to review and approval of the Board of Trustees. The President, Vice-President of Operation, Dean of Academics and Dean of Students shall work closely to develop positive employee management relations, which include the following:
   a. Provide employee training.
   b. Promote career development for employees.
   c. Promote employee health and safety and provide a positive working atmosphere, which leads to positive staff morale.
3. Supervisors are responsible for enforcing the provisions of these policies and for cooperating with administration on all related matters pertinent to their organizational units.
4. Dissemination of policies and procedures will be completed during the orientation session for a new employee.
5. The Governance Committee will review all policies annually. Individual policies will be reviewed and added as needed. The Committee will seek input from all employees on the policies the Committee will be reviewing, adding, changing, deleting, etc. A meeting agenda will be sent to all employees one week prior to the meeting for employee comments.
6. Any amendments to these policies will be presented to the Board of Trustees in accordance to the policy in Chapter I, Section 8, Establishment and Amendment to Policy.

RESPONSIBILITY: President/Human Resources Manager

REVISED: July 2012

POLICY: **PERSONNEL RECORDS**
DATE: January 1994
Chapter I, Section 4

OBJECTIVE/PHILOSOPHY:

Official records for all SBC employees will be maintained in the personnel office.

REFERENCE:

PROCEDURE/CONTENT:

1. Unless otherwise provided by law, personnel files and information shall be confidential and may not be used or divulged for purposes unconnected with the College personnel management system except with the written permission of the employee involved. Nothing herein shall prevent the dissemination of impersonal statistical information, which may be required for tribal or federal reporting.
2. An employee of SBC may review their individual personnel file by following the procedures listed below:
    a. Make an appointment with the Human Resources Manager to review your personnel file.
    b. Provide the Human Resources Manager with the proper identification, which shall match the information in your personnel file. (Photo identification)
    c. Shall review the file in the presence of the Human Resources Manager or designee.
    d. May not remove any item or documentation from the file. Photocopies may be made with a written request.
    e. After the employee has reviewed the file, the file will be returned to the general personnel file.
3. All personal records and files are to be stored in locked fireproof cabinets.
4. Supervisors and directors are responsible for submitting documentation of an oral reprimand reduced to writing and a copy of the written reprimand to the Human Resources Manager. These documents shall be kept in the employee's file for two years.
5. Supervisors may maintain working files as necessary for day-to-day administration.
6. Employee records will be kept for seven years after separation, after that the record will be shredded.

RESPONSIBILITY: Human Resources Manager

REVISED: July 2012

POLICY: **CONFIDENTIALITY**
DATE: May 2001
Chapter I, Section 5

OBJECTIVE/PHILOSOPHY:

SBC will ensure the employees and students that personal information will be kept confidential to the extent allowed by law.

REFERENCE:

See appendix for confidentiality signature page.

PROCEDURE/CONTENT:

SBC requires all employees to sign a confidentiality agreement as a condition of employment, due to the possibility of being privy to information that is confidential and/or intended for college use only. All employees are required to maintain such information in strict confidence. This policy benefits you, as an employee, by protecting the interests of SBC in the safeguard of confidential, unique, and valuable information.

Should an occasion arise in which an employee is unsure of their obligations under this policy, it is the responsibility of the employee to consult with his/her immediate supervisor. Failure to comply with this policy could result in disciplinary action, up to and including termination.

RESPONSIBILITY: Supervisor/Human Resources Manager

REVISED:

POLICY: **CONFLICT OF INTEREST**
DATE: September 2019
Chapter VI, Section 6

OBJECTIVE/PHILOSOPHY:

Sitting Bull College employees shall avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of Sitting Bull College may conflict with the employee's own personal interests. Sitting Bull College's property, information or business opportunities may not be used for personal gain.

A conflict of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with Sitting Bull College.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a customer or potential customer, competitor or supplier, unless equally available to all Sitting Bull College employees.

PROCEDURE/CONTENT:

1. An employee with a potential conflict of interest questions shall seek advice from their supervisor.
2. An employee shall seek approval from the President before engaging in any activity, transaction or relationship that might give rise to a conflict of interest.
3. Employees who violate the Conflict-of-Interest policy are subject to corrective action.

RESPONSIBILITY: Supervisor/President

REVISED:

POLICY: **MEETINGS AND REPORT POLICIES**
DATE: January 1994
Chapter I, Section 7

OBJECTIVE/PHILOSOPHY:

Monthly meetings of the Board of Trustees will be held on the date to be established by the Board.

REFERENCE:

Board of Trustees manual

PROCEDURE/CONTENT:

1. Special meetings may be called according to the by-laws.
2. Reports: At board meetings the following reports will be given:
    a. President
    b. Vice President of Operations – Including Finances
    c. Dean of Academics
    d. Dean of Students
    e. Quarterly reports including general fund department, grants, and strategic plans/Standing Committees.

RESPONSIBILITY: President

REVISED: July 2023

POLICY: **DESIGNATION OF AUTHORITY**
DATE: August 1988
Chapter I, Section 8

OBJECTIVE/PHILOSOPHY:

The SBC Board of Trustees recognizes the possibility of absences by senior level administrators of the College for travel, leave, meetings, etc.

REFERENCE:

PROCEDURE/CONTENT:

1. One of the senior level administrators shall be on campus at all times when the college is open, unless approved by the President.
2. Line of authority shall be as follows:
    a. President
    b. Vice President of Operations
    c. Dean of Academics
    d. Dean of Students
    e. Official as designated by memorandum or email from the President or other administrator.

RESPONSIBILITY: President

REVISED: July 2023

POLICY: **ESTABLISHMENT AND AMENDMENT OF POLICY**
DATE: January 1994
Chapter I, Section 9

OBJECTIVE/PHILOSOPHY:

The Board of Trustees recognizes the need to change, amend, or update policies.

REFERENCE:

PROCEDURE/CONTENT:

1. These policies may be changed, supplemented, or superseded at any time at the discretion of the Board of Trustees, but no such change or amendment shall apply retroactively to divest any employee of a benefit acquired under these policies prior to any such change.
2. Policy can only be changed, amended, or updated at a regular or special meeting of the Board of Trustees.
3. Five board members all in favor, is needed to change, amend, or update a policy of SBC.
4. A copy of the proposed policy changes will be presented in writing for review by administration for final review and approval and then presented to the Board of Trustees.
5. President may recommend new policies or policy amendments at any Board meeting if the policy item or items are officially on the meeting agenda.

RESPONSIBILITY: President/Board of Trustees

REVISED: February 2001

CHAPTER II – RECRUITMENT, SELECTION, TRAINING

POLICY: **POSITION DESCRIPTION**
DATE:
Chapter II, Section 1

OBJECTIVE/PHILOSOPHY:

To provide directions to all employees, a description of a position shall be developed and approved for each position at Sitting Bull College.

REFERENCE:

PROCEDURE/CONTENT:

1. All positions, including volunteers, temporary, part-time and full-time with Sitting Bull College shall have a job description. Federal Work Study positions are exempt.
2. All new full and part-time permanent position descriptions shall be approved by the supervisor, administration, and the Board of Trustees.
3. All positions should be funded and budgeted positions either through general fund or grant funds.
4. All position descriptions need to have a job title, location of position, supervisor, salary scale level, specific duties and responsibilities, and qualifications.
5. The Human Resources Manager will provide a template in which to follow for the job description.
6. An approved position description will be filed in each employee's personnel file.
7. All job descriptions will be reviewed every two years on a staggered schedule, faculty one year and staff the next year. The review will be completed by the employee and the supervisor.
8. Any job description revision shall be approved by an administrator.

RESPONSIBILITY: Human Resources Manager/Supervisor

REVISED: July 2012

POLICY: VACANCY ANNOUNCEMENTS AND APPLICATION
DATE: February 1994
Chapter II, Section 2

OBJECTIVE/PHILOSOPHY:

The President has the responsibility for developing, administering, and interpreting personnel policies and procedures as they apply to all departments and employees subject to review and approval of the Board.

REFERENCE:

PROCEDURE/CONTENT:

1. Qualifications and selection criteria
   a. The President and Vice-President shall work closely to develop positive employee management relations. This responsibility includes training, career development, promoting employee health, safety, and providing positive morale in the workplace.
   b. Supervisory personnel are responsible for enforcing the provisions of these policies and for cooperating with the administration.
2. Vacant positions
   a. Upon receipt of a written resignation, the supervisor will immediately report the resignation to the Human Resources Manager.
   b. After being determined by the President and supervisor that the position is essential in the operation of the College and that there are adequate financial resources to pay for the position, the Human Resources Manager will be notified to advertise for the position.
      - Based upon varies advertising rates (See appendix A), the supervisor shall notify the Human Resources Manager where and how long to advertise the vacant position.
      - The supervisor shall provide the Human Resources Manager with account information for charging of advertising.
      - If no applicants are received during the first round of advertising the supervisor shall work with the Human Resources Manager for continued advertising needs.
      - All vacant positions will be posted on Sitting Bull College's web site.
   c. Determination to be filled in-house by transfer/promotion will be reviewed prior to posting. All vacancies that have been officially approved to fill shall be posed in-house for three days before public posting. Only permanent full-time and permanent part-time employees are eligible for the in-house application.
3. Preparing a vacancy notice for a new or existing position shall include the following:
   a. Title, classification, salary range, job duties, qualifications, deadline for submitting application, the application process and shall contain an EEO statement and SBC crime statistics website.
4. Application requirement

a. A completed and signed Sitting Bull College Application for Employment for support staff positions needs to be submitted. A cover letter and up-dated resume for paraprofessional and professional positions are required.
b. Certified academic transcripts from accredited colleges and universities indicating the degrees earned by the applicant**.** For applicants that owe a debt to Sitting Bull College, the Registrar's office will submit a letter verifying degree completion and/or official transcript to the Human Resources Director. This information is property of Sitting Bull College and will not be release to the potential applicant. If the applicant is selected for the position, he/she will be required to complete a payment debt agreement and follow the current policy of payment of debt within one year from date of employment.
c. Name, address, and telephone number of three current references. One reference shall be a current or recent supervisor.
d. Three current (within six months) letters of recommendation signed and dated.
e. A background release form will be required by all applicants.
f. Any other documents that support the application for employment such as Indian preference or veteran's preference.
g. Only original documentation will be accepted.
h. No documentation will be accepted after the closing date.

RESPONSIBILITY: Human Resources Manager/Supervisor

REVISED: November 2018

POLICY: **COLLEGE PRESIDENT VACANCY ANNOUNCEMENT, APPLICATION, SCREENING, AND INTERVIEWING PROCESS**

DATE: March 2023

Chapter II, Section 3

OBJECTIVE/PHILOSOPHY:

SBC Board of Trustees will make every effort to recruit and hire the most qualified individual for the President's position. Per policy SBC reserves the right to evaluate all applications for the President's position and to disqualify any applicant if the application does not meet the stated criteria for employment.

REFERENCE:

PROCEDURE/CONTENT:

1. When a vacancy occurs in the College President position, the Board of Trustees will commence the process to select a new President.
2. The current job description for the College President will be reviewed by the Board of Trustees, and any needed revisions will be approved by the Board of Trustees. The Board of Trustees will determine the closing date for the submission of an application.
3. Once approved by the Board of Trustees, the Human Resources Director will start advertising for the position, following SBC's application process.
4. As soon as the President's Vacancy Announcement has been posted, the Vice-President of Operations will announce to the College Community that a Search and Screen Committee shall be operational by the closing date of the President's vacancy announcement.
5. Search and Screen Committee: The committee shall be comprised of 8 members: (1) One faculty member chosen by faculty members; (2) One staff member chosen by staff members; (3-6) Administrative Staff (Vice President & Deans); (7) Student Government President; (8) Board of Trustees Chair. The Vice-President of Operations will coordinate the selection process for the faculty and staff member of the Search and Screen Committee. The committee shall convene for initiating search and screen procedures. A chairperson will be appointed from among and by the members. The responsibility of the chairperson shall be to facilitate the meetings and coordinate the functions and responsibilities of the committee.
6. The search and screen committee will determine the evaluation criteria for screening purposes. The criteria should be weighted, based upon the requirements of the Vacancy Announcement.
7. The Search and Screen Committee will select three candidates based on the criterion for screening developed for consideration.
8. A public forum moderated by the chair of the Search and Screen Committee will be held for the three candidates, with questions submitted prior to the forum, by the staff, faculty, and students of SBC. Each candidate will have an opportunity to answer each question. The Board of Trustees, will have the opportunity to listen to the candidate's answers, but will not ask questions at this time.

9. After the forum, the top three candidates will be interviewed by the Board of Trustees. If one or more of the three candidates declines to be considered for the President's position, only the remaining candidates will be interviewed by the Board of Trustees. The Board of Trustees shall make the final selection of the next President.
10. In following SBC's nepotism policy, if any member of the Search and Screen Committee or Board of Trustees is related to any of the potential applicants, they shall recuse themselves from the hiring process.

RESPONSIBILITY: Board of Trustees

REVISED:

POLICY: **EVALUATION, DISQUALIFICATION, AND SELECTION**
DATE: February 1994
Chapter II, Section 3

OBJECTIVE/PHILOSOPHY:

SBC reserves the right to evaluate all applications for positions within the College and to disqualify any applicant if the application does not meet the stated criteria for employment.

REFERENCE:

PROCEDURE/CONTENT:

1. Incomplete applications will not be considered for evaluation.
2. Applicants shall provide any information and complete any examinations or provide proficiency documentation if required to meet the qualification standards for appointment to the position involved.
3. An applicant will be disqualified from consideration for appointment if:
    a. The qualifications deemed necessary for the performance of duties of the position involved are not met.
    b. A false statement of material fact on the application form or supplemental documents has been made.
    c. An attempt to commit a fraudulent act at any point in the selection process has been made.
    a. An applicant may be disqualified from consideration upon other reasonable grounds relating to job requirements. Each case shall be individually evaluated in relation to reasonable standards for the type of position involved.
4. The following is the order of preference SBC will use when selecting from a pool of two or more equally qualified candidates for each vacant full-time position:
    a. A qualified enrolled member of a federally recognized tribe who is a veteran.
    b. A qualified enrolled member of a federally recognized tribe.
    c. An honorably discharged veteran determined by DD214 document for most recent enlistment.
5. The Human Resources Manager and supervisor will screen all applications to identify applicants-who will move forward to the interviewing process.
6. In the case of selection of the Vice President, the Board of Trustees officers in conjunction of the President and outgoing Vice President will screen all applications to identify applicants-who will move forward to the interviewing process.
7. If not selected for an interview the full applications will be sent back to the applicants.

RESPONSBILITY: Human Resources Manager/Supervisor/President/Vice President.

REVISED: May 2026

POLICY: **INTERVIEWING**
DATE: February 1994
Chapter II, Section 4

OBJECTIVE/PHILOSOPHY:

SBC will make every effort to recruit and hire the most qualified individuals available for all positions.

REFERENCE:

See appendix for rating form and interviewing questions.

PROCEDURE/CONTENT:

1. All positions will utilize a selection committee. The selection committee will include three or more members selected by the President, Vice-President of Academics, or Vice President of Finance, from the following College employee groups:
   a. At least one administrator
   b. Supervisor or designee
   c. Board member
2. In the case of the Vice President the Board of Trustees will serve as the selection committee.
3. Interviewing process:
   a. The selection committee will utilize an interview rating form related to the position to reflect the answers to the questions and any other areas the committee feels appropriate.
   b. Each applicant is asked the same set of interview questions.
   c. After the interview is completed, the selection committee will meet and tally the ratings for each applicant. The committee will select the candidate along with an alternate for the position. The committee rating sheets of those not selected will be shredded following the interview.

RESPONSIBILITY: Human Resources Manager/Selection Committee

REVISED: May 2026

POLICY: **PRE-EMPLOYMENT BACKGROUND CHECKS**
DATE: October 2015
Chapter II, Section 5

POLICY STATEMENT:
Sitting Bull College (SBC) is committed to ensuring that its academic mission is supported by qualified employees and that its community is as safe as possible. SBC is committed to taking meaningful actions to protect finances, property, and other assets. This policy sets forth SBC's procedures for conducting pre-employment background checks for all staff/faculty positions.

STATEMENT ABOUT BACKGROUND CHECKS AND DISCRIMINATION:
Information discovered through the background check process will be used solely for evaluating a finalist's suitability for employment. It will not be used to discriminate against a finalist based on race, color, religion/creed, sex/gender, age, sexual orientation, gender identity/expression, national origin, genetic information, marital/family status, disability, military, or veteran status.

DEFINITIONS AND RESPONSIBLE DEPARTMENTS:
1. Finalist: The applicant selected by the hiring department for a staff/faculty position at SBC who:
    a. is currently not employed by SBC, or
    b. is currently employed by SBC, who is either;
        i. not undergone the background check process, or
        ii. not undergone the additional background checks required by a new position.
2. Background check: Checking all parts of the finalist's employment references and employment, educational, criminal, sex and violent offender, credit, and license histories. The nature and scope of the background will be determined by SBC and will be appropriate to the position.
3. Criminal history check: Verifying that the finalist does not meet any of the criminal guidelines as stated above. [To be completed by Human Resources director]
4. Sex and violent offender check: Verifying with state and federal registries that the finalist does not have any convictions of certain sex or violent crimes. [To be completed by Human Resources Director]
5. Educational history check: Verifying that the finalist possesses all the relevant educational credentials cited by him/her or listed on/in the application, resume, or cover letter. [To be completed by Human Resources Director]
6. Employment history check: Verifying that the finalist worked in the positions cited by him/her or listed on/in the application, resume, or cover letter. This verification will include dates of employment and the reason for leaving each position. [To be completed by Human Resources Director]
7. Employment reference check: Ensuring that the hiring department receives positive feedback about the finalist's character and performance at work from persons familiar with both. [To be completed by Human Resources Director]
8. License history check: Verifying, if required by the position, that the finalist possesses all the licenses cited by him/her or listed on/in the application, resume, or cover letter. Verification includes establishing the current status of the relevant licenses. This includes

checking, for example, any motor vehicle driver's license required by the position. [To be completed by Human Resources Director]

PROCEDURES:

1. A Federal, State, and Tribal (if applicable) criminal background check is required before beginning employment.
2. Sitting Bull College will waive the criminal background check and drug screening, if an applicant has undergone an acceptable background check and drug screening with other agencies within six months from starting employment with Sitting Bull College. A copy of the background check shall be provided before employment begins.
3. Consent to Conduct Background Checks and Confidentiality:
    a. Finalists will be informed during the pre-employment process that an offer is subject to completion of background checks with results acceptable to SBC, as appropriate to each position and as stated in the position/job description. Prior to conducting a background check, a signed, written consent will be obtained from the finalist. Refusal by the finalist to authorize the background check will make him/her ineligible for employment.
    b. The information obtained through background checks is confidential and will be shared only with individuals with an essential need to know. Records of the background check will be maintained in the office of Human Resources in a file that is separate from the personnel file.

The following exception is for positions that can begin employment before the background check is received: Employees in short term employment positions who currently are licensed teachers and can show proof of a valid teaching license (examples: Sunday Academy and Adjunct Faculty, including online Adjunct Faculty).

Employees in short term employment positions lasting less than six continuous months per year, if they return within 15 months from the end of employment, they will not be required to complete another pre-employment background check.

The following exceptions are exempt from a pre-employment background check: work study positions and students fulfilling class requirements.

Employees that will be working with children or public transit will always need to have a background check performed before employment may begin.

The offer is contingent upon successful completion of a background check. The Finalist for all positions at SBC is subject to employment references, education, and criminal, sex and violent offender histories.

RESPONSIBILITY:

Human Resource Manager/Administration

REVISED: September 2023

CRIMINAL BACKGROUND CHECK AND DISQUALIFYING OFFENSES

The purpose of a Background Investigation is to maintain a safe and productive educational environment. Any applicant who refuses to comply with the Background Investigation process will be denied employment with any Sitting Bull College program.

NOTE: No applicant will be considered or offered employment until all elements pertaining to their Background Investigation are received and reviewed by the college; this includes a Criminal Background Check and Drug Screen.

Disqualifying Criminal Offenses: Any conviction, plea of guilty or no contest, or deferred prosecution of the following criminal offenses (Felony or Misdemeanor) that appears on any part of a Criminal Background Check at the time of the application for employment is submitted will disqualify an applicant. Applicants who have successfully completed the terms of a deferred adjudication will not be disqualified from employment. Applicants who have a disposition of "dismissed after successful completion," regardless of the crime, will not be disqualified from employment.

An applicant will be disqualified from employment with Sitting Bull College based on the following guidelines:

1. Any violent felony convictions of homicide (no time limit).
2. Any registered sex offender (no time limit).
3. Any crime of child abuse (no time limit).
4. Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) in the ten years immediately preceding the submittal of an application.
5. Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence in the seven years immediately preceding the submittal of an application.
6. Any crime relating to the sale, possession, distribution, or transfer of narcotics or controlled substances within the seven (7) years preceding the submission of an application. Consideration may be given to offenses occurring within a lesser period based on reference letters or other evidence of rehabilitation or reform, as determined by the SBC administration on a case-by-case basis. Applicants and employees must remain in compliance with this requirement throughout the duration of their employment. Any conviction for such an offense during employment may be grounds for disciplinary. action, up to and including termination, subject to applicable law and SBC policies.
7. Non-negative drug screen. An applicant may reapply again after six months and obtain a second drug screen.
8. Any felony theft crimes in the seven years preceding the submittal of an application.
9. Any misdemeanor theft crimes in the five years preceding the submittal of an application.
10. Misdemeanor or felony crimes of moral turpitude in the seven years preceding the submittal of an application, which include but are not limited to prostitution, sexual exploitation of a minor, and criminal invasion of privacy.
11. Any offense, regardless of the type, which is still pending in the courts (without official legal disposition) at the submittal of an application.

In addition to the above, an applicant will be disqualified from employment with SBC for any daycare position based upon the following guideline:

The SBC will not employ any individual in any position where he/she has contact with or control over children, if that individual has been found guilty of or entered a plea of nolo contendere or guilty to any offense under Tribal, federal or state law involving a crime of violence, sexual assault, molestation, exploitation, contact or prostitution or other crimes against persons.

POLICY: **APPLICANT SELECTED FOR POSITION**
DATE: May 1994
Chapter II, Section 6

OBJECTIVE/PHILOSOPHY:

Upon completion of the selection process, the successful candidate will be notified in a timely manner.

REFERENCE:

PROCEDURE/CONTENT:

1. After reviewing the recommendation and concurring with the selection committee, the President will authorize the Human Resource Manager to verbally make an offer of employment, followed by a written offer. The applicant will have five working days to accept or decline the position.
2. An applicant who is not a legal resident or naturalized citizen of the United States will have eight weeks to obtain and submit H1B petition status.
3. If the first selected applicant declines the position the Human Resources Manager, with the approval of the President, will offer the position to the alternate applicant if one is selected or can request to extend the search.
4. After an employee is hired a personnel file will be created with the application and related documents for the position.
5. Candidates that accept a job offer will be required to pass pre-employment drug and alcohol testing, background checks and any other job-related requirements unless otherwise exempt from testing (See Pre-Employment Background Checks policy page 22 and Substance Abuse policy page 125).
    a. For more information see Pre-employment Background Checks Policy and Criminal Background Check and Disqualifying Offenses
    b. Also note that the background and drug testing may take up to 14 days, so please plan accordingly when determining the need for a position to be filled.
6. The Human Resources Manager will notify applicants interviewed but not selected for the position in writing within five working days and will return their application.

RESPONSIBILITY: President/Human Resources Manager

REVISED: July 2023

POLICY: VACANCY ANNOUNCEMENTS AND APPLICATION
DATE: February 1994
Chapter II, Section 2

OBJECTIVE/PHILOSOPHY:

The President has the responsibility for developing, administering, and interpreting personnel policies and procedures as they apply to all departments and employees subject to review and approval of the Board.

REFERENCE:

PROCEDURE/CONTENT:

1. Qualifications and selection criteria
   a. The President and Vice-President shall work closely to develop positive employee management relations. This responsibility includes training, career development, promoting employee health, safety, and providing positive morale in the workplace.
   b. Supervisory personnel are responsible for enforcing the provisions of these policies and for cooperating with the administration.
2. Vacant positions
   a. Upon receipt of a written resignation, the supervisor will immediately report the resignation to the Human Resources Manager.
   b. All vacancies that have been officially approved to fill shall be posted in-house for three working days before public posting. Only permanent full-time and permanent part-time employees that have been employed for one year or more and show satisfactory performance at current position are eligible for the in-house application.
   c. After being determined by the President and supervisor that the position is essential in the operation of the College and that there are adequate financial resources to pay for the position, the Human Resources Manager will be notified to advertise for the position.
      - Based upon varies advertising rates (See appendix A), the supervisor shall notify the Human Resources Manager where and how long to advertise the vacant position.
      - The supervisor shall provide the Human Resources Manager with account information for charging of advertising.
      - If no applicants are received during the first round of advertising the supervisor shall work with the Human Resources Manager for continued advertising needs.
      - All vacant positions will be posted on Sitting Bull College's web site.

3. Preparing a vacancy notice for a new or existing position shall include the following:
    a. Title, classification, salary range, job duties, qualifications, deadline for submitting application, the application process and shall contain an EEO statement and SBC crime statistics website.
4. Application requirement
    a. A completed and signed Sitting Bull College Application for Employment for support staff positions needs to be submitted. A cover letter and up-dated resume for paraprofessional and professional positions are required.
    b. Certified academic transcripts from accredited colleges and universities indicating the degrees earned by the applicant**.** For applicants that owe a debt to Sitting Bull College, the Registrar's office will submit a letter verifying degree completion and/or official transcript to the Human Resources Director. This information is property of Sitting Bull College and will not be release to the potential applicant. If the applicant is selected for the position, he/she will be required complete a payment debt agreement and follow the current policy of payment of debt within one year from date of employment.
    c. Name, address, and telephone number of three current references. One reference shall be a current or recent supervisor.
    d. Three current (within six months) letters of recommendation signed and dated.
    e. A background release form will be required by all applicants.
    f. Any other documents that support the application for employment such as Indian preference or veteran's preference.
    g. Only original documentation will be accepted.
    h. No documentation will be accepted after the closing date.

RESPONSIBILITY: Human Resources Manager/Supervisor

REVISED: July 2023

POLICY: **FULL-TIME POSITION APPOINTMENTS**
DATE: April 1988
Chapter II, Section 7

OBJECTIVE/PHILOSOPHY:

SBC recognizes the need to make appointments for positions within the College and reserves the right to make those appointments.

REFERENCE:

PROCEDURE/CONTENT:

1. Appointment by reinstatement to an open position shall be made to an individual who resigned in good standing from a former type of position within one year following the resignation, provided the individual remains qualified to perform the duties of the position and such reinstatement would be in the best interest of the college.
2. Appointments can be made for an employee who was laid off, including a former temporary employee separated upon completion of duties. Individuals may be routinely recalled to work at any time, provided the individual remains qualified to perform the duties of the position.
3. An individual selected for appointment is required to undergo a pre-employment drug and alcohol test and background checks to be paid and scheduled by the College. Employment may be contingent upon successful completion of the pre-employment drug test.
4. Residency for appointments shall not be required. To ensure efficiency in the delivery of service, employees in specified positions may be required to reside within reasonable commuting distance of the work site.

RESPONSIBILITY: Human Resource Manager/President

REVISED: July 2023

POLICY: **STAFF POSITIONS**
DATE: April 2023
Chapter II, Section 8

OBJECTIVE/PHILOSOPHY:

SBC recognizes the need to make permanent appointments for staff positions within the College and reserves the right to make those appointments.

REFERENCE:

PROCEDURE/CONTENT:

1. Staff positions will be as follows:
   a. Full-time permanent – 40 hours per week. Full-time permanent staff positions are eligible for the College's full fringe benefits and leave.
   b. Part-time permanent – 40-56 hours per pay period. Part-time permanent staff positions are eligible for ½ of the College's fringe benefits, prorated sick and annual leave of two (2) hours per pay period, and administrative leave only for the number of hours scheduled to work on days the college is closed, due to weather, holidays, and others as approved by President. The employee, if they choose fringe benefits, such as health, will be responsible for the other ½ portion.
   Note: If an employee does not continue to work the minimum of 40 hours, they will be ineligible for fringe benefits and prorate leave.
2. An individual selected for initial position will be required to undergo a pre-employment drug and alcohol test and background checks to be paid and scheduled by the College. Employment may be contingent upon successful completion of the pre-employment drug test.
3. Residency for appointments shall not be required. To ensure efficiency in the delivery of service, employees in specified positions may be required to reside within reasonable commuting distance of the work site.

RESPONSIBILITY: Human Resource Manager/President/Supervisors

REVISED: April 2023

POLICY: **FACULTY POSITIONS**
DATE: March 2018
Chapter II, Section 9

OBJECTIVE/PHILOSOPHY:

SBC recognizes the need to make permanent appointments for faculty positions within the College and reserves the right to make those appointments.

REFERENCE:

PROCEDURE/CONTENT:

1. Faculty positions are designated as contractual. Contractual positions will be subject to final approval of the President. The President will offer contracts based on available funding for the positions and instructional or operational needs of the college.
2. Faculty positions will be as follows:
   a. Full-Time Permanent Faculty (face to face) - 24 to 30 credit hours of instruction per academic year are required to be on campus Mon-Thurs for instruction with a minimum of one office hour per day, Monday through Friday, for a minimum of seven hours a week (virtual office hours be used on Fridays). The remaining hours outside of class and office hours are for flextime, committee or faculty meetings. Faculty are required to be present on campus for college committee meetings, in-service, student orientation, pre-registration, registration, graduation, and other mandatory meetings. Faculty are recommended to be present for other student activities per supervisor. Full-time permanent faculty positions are eligible for the College's full fringe benefits and leave.
   b. Full-time online permanent – Same requirements as full-time permanent but will be allowed to connect via zoom to faculty, committee meetings, and new moon meetings.
      Exceptions:
      1. Shall be physically present for all employee in-service in the fall, and employee appreciation/graduation in the spring.
      2. Shall have reliable internet service.
      3. When connecting via zoom for office hours, faculty, committee meetings, and new moon meetings, faculty shall have cameras on and actively participate in the meetings. If cannot have camera on or actively participate due to other obligations, the faculty will be required to take leave.
      4. The faculty member will be responsible for their own travel for face-to-face requirements, but SBC will provide housing at the Mobridge site, if space is available. Faculty will be required to bring own bedding, bath items, etc.
      5. All other policies and procedures will apply.
   c. Three/fourth permanent – 18 to 23 hours of instruction per academic year, along with a required five office hours per week. In addition, to other duties as outlined

in job description. Three/fourth permanent faculty positions are eligible for ¾ of the College's fringe benefits and prorated leave. The employee, if they choose fringe benefits, such as health, they will be responsible for the other ¼ portion.

d. Half-time permanent – 10-17 hours of instruction per academic year, along with a required 3.5 office hours per week. In addition, to other duties as outlined in job description. Half-time permanent faculty positions are eligible for ½ of the College's fringe benefits and prorated leave. The employee they choose fringe benefits, such as health, they will be responsible for the other ½ portion.

e. Adjunct temporary – 1-9 credit hours of instruction per semester. No office hours required. Adjunct faculty are only eligible for the required benefits such as FICA.

3. Faculty appointments will be based on the faculty qualifications as outlined in the faculty credential standards and documented through the Instructor Credentialing Assessment form and placed in employee's human resources file.
4. Faculty appointments will be made by contract signed by both employee and employer. Contract appointments will normally be limited to an academic year, semester or other specified period.
5. An individual selected for appointment for initial appointment is required to undergo a pre-employment drug and alcohol test and background checks to be paid and scheduled by the College. Employment may be contingent upon successful completion of the pre-employment drug test. Adjunct faculty that teach face-to-face or on-line will be required to complete the pre-employment drug and alcohol test and background check every two years.
6. Residency for appointments shall not be required. To ensure efficiency in the delivery of service, employees in specified positions may be required to reside within reasonable commuting distance of the work site.
7. The employee and the President shall sign all faculty contracts, except for adjunct contracts signed by Dean of Academics, before the employee will be placed on the payroll and enrolled in any benefits.

RESPONSIBILITY: Human Resource Manager/President/Dean of Academics

REVISED: April 2023

POLICY: **FACULTY CREDENTIALING STANDARDS**
DATE: March 2018
Chapter II, Section 9

OBJECTIVE/PHILOSOPHY:

Credentialing refers to Sitting Bull College (SBC) academic standards based on criteria established by the Higher Learning Commission (HLC), the accrediting agency of SBC. Faculty teaching General Education courses need at a minimum a master's degree in the discipline or a master's degree in any field with a minimum of 18 graduate credits in the discipline.

For example: To be credentialed to teach General Education English course such as ENGL 110 Composition I and ENGL 120 Composition II, the individual shall hold a master's degree with a minimum of 18 Liberal Arts graduate credits in English, Communications, Communication Arts, Writing, Business Writing, Journalism, Speech, Literature, reading, or a combination of those disciplines. The related disciplines shall have a direct correlation to the subject areas in which faculty are teaching. For example: Graduate credit in Business Writing or a graduate credit Education course in English as a Second Language may be used towards English credentialing.

REFERENCE:

PROCEDURE/CONTENT:

Credits earned in related disciplines not specifically listed in this document can be counted toward meeting credentialing requirements by submission of a letter written by the Dean of Academics or in their absence the Vice President of Operations. The Dean of Academics or the Vice President of Operations shall provide a written determination to the Human Resources Director at the time that the credentialing is requested.

Human Resources will maintain records of such documentation, and interdepartmental acceptance of credits becomes part of the standards used for future credentialing decisions.

Review and Update: This policy should be reviewed and updated annually by a meeting of the Human Resources department, the Dean of Academics, and the Vice President Operations. The meeting should take place around March of each year so updated information can be in place prior to the majority of hiring decisions for the following year.

Department	Courses	Required Credentials
Division of Agriculture	Agricultural Economics	**Educational Priority Requirement:** • Master's degree in Agriculture or Natural Resources • **or** Bachelor's degree with minimum of 18 graduate credits in Agriculture or Natural Resources, or related instructional areas

		Occupational Experience Requirement: Two full-time years (or equivalent) of verified related paid work experience **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Agriculture	Animal and Range Science	**Educational Priority Requirement:** • Master's degree in Animal Science, Agriculture or Natural Resources • **or** Bachelor's degree with minimum of 18 graduate credits in Animal Science, Agriculture or Natural Resources, or related instructional areas • **or** tested experience as certified by authorized expert in content area **Occupational Experience Requirement:** Two full-time years (or equivalent) of verified related paid work experience **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Agriculture	Plant Science & Soils	**Educational Priority Requirement:** • Master's degree in Biology, Agriculture or Natural Resources • **or** Bachelor's degree with minimum of 18 graduate credits in Biology, Agriculture or Natural Resources, or related instructional areas **Occupational Experience Requirement:** Two full-time years (or equivalent) of verified related paid work experience **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Arts & Humanities	ART 107, 110, 121, 122, 130, 220, 221, and 250	**Educational Priority Requirement:** • Master's degree with a major in Fine Arts • **or** Master's degree in related discipline with a minimum of 18 graduate credits in Art **Occupational Experience Requirement:** Two full-time

		years (or equivalent) of verified related paid work experience **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Arts & Humanities	Native American Traditional Techniques: Art 106, 145, 146, 243, 244, 245, 246, and 247.	**Educational Priority Requirement:** • Master's degree with a major in Fine Arts • **or** Master's degree in related field with a minimum of 18 graduate credits in Art related courses • **or** Bachelor's degree in Art or related field **and** tested experience as certified by authorized tribal expert in content area • **or** Associate degree in Native American Studies **and** tested experience as certified by authorized tribal expert in content area • **or** tested experience as certified by authorized tribal expert in content area **Occupational Experience Requirement:** Two full-time years (or equivalent) of verified related paid work experience **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Arts & Humanities	Communication	**Educational Priority Requirement:** • Master's degree in Communications • **or** Master's degree with a minimum of 18 graduate credits in English, Communications, Communicating Arts, Writing, Journalism, Speech, Literature, Reading, Education, Business Writing or a combination of credits in these disciplines **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience in teaching English **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.

Division of Arts & Humanities	English	**Educational Priority Requirement:** • Master's degree in English • **or** Master's degree with a minimum of 18 graduate credits in English, Communications, Communicating Arts, Writing, Journalism, Speech, Literature, Reading, Education, Business Writing or a combination of credits in these disciplines **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience in teaching English **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Arts & Humanities	History	**Educational Priority Requirement:** • Master's degree in History • **or** Master's degree with a minimum of 18 graduate credits in History or related Social Science area **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience in teaching History **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Arts & Humanities	Humanities	**Educational Priority Requirement:** • Master's degree in Humanities • **or** Master's degree with a minimum of 18 graduate credits in Humanities related area **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience in teaching Humanities **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of	Music	**Educational Priority Requirement:**

Arts & Humanities		• Master's degree in Music Education • **or** Master's degree with a minimum of 18 graduate credits in Music related area **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience in teaching music **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Business	ECON 201, 202, 310	**Educational Priority Requirement:** • A Master's degree in Economics • **or** a Master's degree in Business Administration with a minimum of 18 graduate liberal arts credits in economics or a closely related field such as Economic History, Political Economy, Business Administration, Economic Geography, or a combination of credits in these disciplines • **or** Bachelor's degree with a minimum of 18 graduate credits in Economics or Political Science or related area **Occupational Experience Requirement:** Two full-time years (or equivalent) of verified related paid work experience in economic development. **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Business	Business Administration 103 and 405	**Educational Priority Requirement:** • Juris Doctorate • **or** Master's degree in Business Administration or Political Science **Occupational Experience Requirement:** Two full-time years (or equivalent) of verified related paid work experience in law related professions. **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years

		of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Business	Computer Science 101	**Educational Priority Requirement:** • Master's degree in Information Technology or related instructional areas such as Business; • or Bachelor's degree in Information Technology or related area • **and** hold ND CTE certification **Occupational Experience Requirement:** Two full-time years (or equivalent) of verified related paid work experience in law related professions. **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Business	Business &, Computer Information systems, and Computer Science courses	**Educational Priority Requirement:** • Master's degree in Computer Science, MIS, Data Processing, Business Education, Business Administration or related degree; • **or** Master's degree in with a minimum of 18 graduate credits in Computer Science, MIS, Data Processing, Business Education, Business Administration or related degree; • **or** Bachelor's degree in Computer Science, MIS, Data Processing, Business Education, Business Administration, Business Micro Computing or Telecommunications or related area • **and** hold ND CTE certification • Additional software program certification may be required for certain courses. Occupational Experience Requirement: Two full-time years (or equivalent) of verified related paid work experience in installation and troubleshooting computers, computer trainer in a business or industrial setting, or programming. Recency Requirement: At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Construction	ARCT, CARP, CDL, ECAL,	**Educational Priority Requirement:** • Bachelor's degree in Construction Technology area

Technology	HAZ, HEO OSHA, and WELD	• **or** Associate degree in Construction Technology area • **and** hold ND CTE certification • **and** completion of ND Clinical Practice CTE course within the first year of teaching **Occupational Experience Requirement:** Two full-time years (or equivalent) of verified related paid work experience Recency Requirement: At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Education	Communications Disorders	**Educational Priority Requirement:** • Master's degree in Speech Pathology or related area • **or** Master's degree with a minimum of 18 graduate credits in Speech Pathology **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience in education or early childhood education **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Education	Early Childhood Education	**Educational Requirement:** • Master's degree in Early Childhood Education • **or** Master's degree with a minimum of 18 graduate credits in Early Childhood Education or Elementary Education **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience in education or early childhood education **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Education	Elementary Education and Curriculum and Instruction	**Educational Priority Requirement:** • PhD in Education or related field required for 500 and 600 level Education courses • Master's degree in Elementary Education or related

		degree for 100 – 400 level courses • **or** Master's degree with a minimum of 18 graduate credits in Elementary Education for 100 – 400 level courses **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience in education or early childhood education **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Education	Middle School Endorsement	**Educational Priority Requirement:** • Master's degree in Elementary Education or related field with a Middle School Endorsement **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience in middle school teaching **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Education	Special Education	**Educational Priority Requirement:** • Master's degree in Special Education or related degree **or** Master's degree with a minimum of 18 graduate credits in Special Education **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience in special education **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Engineering	Engineering	**Educational Priority Requirement:** • Master's degree in Engineering or Physics • **or** Master's degree with a minimum of 18 graduate credits in Engineering or Physics **Occupational Experience Requirement**: Two full-time

		years (or equivalent) of verified related paid work experience in special education **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Health, Physical Education, and Recreation	First Aid /CPR/AED	**Occupational Experience Requirement**: Two full-time years (or equivalent) of verified paid work experience related to CPR (e.g. EMT, Paramedic, Nurse). **Additional Requirements**: • Current certification as a CPR instructor or instructor trainer by the American Heart Association, American Red Cross, or National Safety Council. • Current certification as a first aid instructor or instructor trainer by the American Red Cross or National Safety Council.
Division of Health, Physical Education, and Recreation	All other courses	**Educational Priority Requirement:** • Bachelor's degree in Health-related field • **or** Associate degree in Health-related field • **or** hold special credentials or documented expertise in the area of instruction such as Aerobics, Bowing, Archery **Occupational Experience Requirement:** Two full-time years (or equivalent) of verified related paid work experience Recency Requirement: At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Math & Science	Math	**Educational Priority Requirement:** • Master's degree in Mathematics or Statistics; • **or** Master's degree with a minimum of 18 graduate credits in mathematics, engineering, physics, statistics, or a combination of credits in these disciplines. **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience in teaching Math **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one

		year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Math & Science	Biology	**Educational Priority Requirement:** • Master's degree in one of the Life Sciences • **or** a Master's degree with a minimum of 18 graduate credits in life sciences, biology, bio-chemistry, endocrinology, pathology, physiology, medicine, pharmacy, biotechnology, or a combination of credits in these disciplines **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Math & Science	Chemistry	**Educational Priority Requirement:** • Master's degree in one of the Chemistry • **or** a Master's degree with a minimum of 18 graduate credits in physics, physical sciences, chemistry, engineering, environmental science, biophysics, geophysics, or a combination of credits in these disciplines **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Math & Science	Environmental Science	**Educational Priority Requirement:** • PhD in Environmental Science or related field to teach 500 and 600 level courses • Master's degree in Environmental Science or related field to teach 300 and 400 level courses • **or** a Master's degree with a minimum of 18 graduate credits in Environmental Science **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience **Recency Requirement:**

		At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Science	Geology	**Educational Priority Requirement:** • Master's degree in GIS, Natural Resources, Natural Science, Geography or a Natural Resources/Science related field • **or** a Master's degree with a minimum of 18 graduate credits in GIS **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Science	Physical Sciences:	**Educational Priority Requirement:** • Master's degree in one of the Physical Science • **or** a Master's degree with a minimum of 18 graduate physics, physical sciences, chemistry, engineering, environmental science, biophysics, geophysics, or a combination of credits in these disciplines **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Native America Studies	Remaining NAS courses	**Educational Priority Requirement:** • Master's degree in Education, Anthropology or related field • **and** tested experience as certified by authorized tribal expert in content area **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience **Recency Requirement:** At least one year of relevant occupational experience shall be

		within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Nursing	Nursing	**Educational Priority Requirement:** • Master's degree in Nursing • **or** a Master's degree with a minimum of 18 graduate credits in Nursing • **and** hold an unencumbered active license to practice as a Registered Nurse in North Dakota. • **and** hold ND CTE certification **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Social Sciences	Psychology	**Educational Priority Requirement:** • Master's degree in Psychology • Master's degree with a minimum of 18 graduate credits human services, social work, clinical psychology, counseling psychology, school psychology, or human development • **or** Bachelor's degree with a minimum of 18 graduate credits in Psychology **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Social Sciences	Social Work	**Educational Priority Requirement:** • Master's degree in Social Work • **and** hold an active Social Work licensure for the State of North Dakota **Occupational Experience Requirement:** Two full-time years (or equivalent) of verified related paid work experience in Social Work **Recency Requirement:**

		At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Division of Social Sciences	Sociology	**Educational Priority Requirement:** • Master's degree in Sociology • Master's degree with a minimum of 18 graduate credits in sociology, rural/urban sociology, criminal justice, social work, or a combination of credits in these disciplines. • **or** Bachelor's degree with a minimum of 18 graduate credits in sociology **Occupational Experience Requirement**: Two full-time years (or equivalent) of verified related paid work experience **Recency Requirement:** At least one year of relevant occupational experience shall be within five years prior to date of hire. The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.
Basic Education	Developmental Math, English Psyc 100 First Year Learning Soc 100 Transition from College and Beyond	**Educational Priority Requirement:** Bachelor's degree in Elementary Education, Secondary Education, Adult Education or related field

RESPONSIBILITY: Human Resource Manager/Vice President of Operations/Dean of Academics

REVISED:

INSTRUCTOR CREDENTIAL ASSESSMENT

Name:	☐	Full-Time	
Supervisor:	☐	3/4t-Time	**Date:** Click here to enter text.
	☐	1/2-Time	
	☐	Adjunct	

Approved Instructional Area(s) and/or Course(s)	
Click here to enter text.	Click here to enter text.

Instructional Program/Course Level	
☐	**General Education Course work** Master's degree required in area of instruction or Master's degree + 18 graduate credits in area of instruction
☐	**Master's Degree** PhD required in area of instruction
☐	**Bachelor's Degree** Master's required in area of instruction
☐	**Associate Arts** Master's degree required in area of instruction or Master's degree + 18 graduate credits in area of instruction
☐	**Associate of Science – CTE** Master's degree required in area of instruction **or** Master's degree + 18 graduate credits in area of instruction preferred **or** Bachelor's degree required in area of instruction (specific program areas may require higher standards according to other specific program accrediting agencies or determined as preferred or required at the discretion of the hiring supervisor) **and** hold ND CTE certification **and** completion of ND Clinical Practice CTE course within the first year of teaching Date Completed: _____
☐	**Associate of Applied – CTE** Bachelor's degree in related area **or** Associate degree in Construction Technology area **and** hold ND CTE certification **and** completion of ND Clinical Practice CTE course within the first year of teaching Date Completed: _____
☐	**Certificate (CTE)** Bachelor's degree or equivalent (Equivalency to a bachelor's degree is seven years of occupational experience in the area of instruction and/or a combination of training and occupational experience.) **and** hold ND CTE certification **and** completion of ND CTE Clinical Practice course within the first year of teaching Date Completed:
☐	**Native American Studies – Traditional Techniques, Arts (process), or Lakota/Dakota Language** Bachelor's Degree in area of instruction and/or tested experience as certified by authorized tribal expert in content area
☐	**Native American Studies – Remaining course work** Master's degree required in area of instruction or Master's degree + 18 graduate credits in area of instruction

☐	**Developmental Education /First Year Learning/Transitions from College and Beyond** Bachelor's degree in Elementary Education, Secondary Education, Adult Education or related field

Educational Credentials			
	Degree	**Institution/Area of Study**	**Date Conferred**
☐	One-Year Technical	Click here to enter text.	Click here to enter a date.
☐	Two-Year Technical	Click here to enter text.	Click here to enter a date.
☐	Associate Degree	Click here to enter text.	Click here to enter a date.
☐	Bachelor's Degree	Click here to enter text.	Click here to enter a date.
☐	Master's Degree	Click here to enter text.	Click here to enter a date.
☐	Education Specialist	Click here to enter text.	Click here to enter a date.
☐	PhD	Click here to enter text.	Click here to enter a date.
☐	Other	Click here to enter text.	
If Graduate Degree earned is not in area to be taught, please list 18 credits of graduate level courses:			
	Instructional Area(s)	**Institution(s)**	**Course # and title(s)**
☐	Click here to enter text.	Click here to enter text.	Click here to enter text.
☐	Click here to enter text.	Click here to enter text.	Click here to enter text.
☐	Click here to enter text.	Click here to enter text.	Click here to enter text.
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☐	Click here to enter text.	Click here to enter text.	Click here to enter text.
☐	Click here to enter text.	Click here to enter text.	Click here to enter text.

Occupational Experience Requirements	
☐	Two years (4,000 hours) of occupational experience related to the area of instruction, of which at least one year (2,000 hours) is within five years prior to date of hire. (One year of occupational experience is required for General Education instructors).
	Position/dates:
	Position/dates:
	Position/dates:
☐	One year (2,000 hours) of occupational experience related to the area of instruction, with at least two years of post-secondary teaching experience* related to the area of instruction within 5 years prior to date of hire.
	Position/dates:
	Position/dates:
	Position/dates:
	Teaching Experience/dates:
	Teaching Experience/dates:

*Two years post-secondary teaching experience is equivalent to 8 semesters of part-time teaching or 4 semesters of full-time teaching at an accredited post-secondary degree granting institution

Notes:

Name of Reviewer: **Date:**

TESTED EXPERIENCE CERTIFICATION

To demonstrate commitment to effective teaching and learning and to preserve and protect the future of the Ochethi Sakowin language and culture, Sitting Bull College maintains consistent procedures to carefully consider qualifications for all instructional faculty. In some cases, faculty credentials are established using tested experience based on relevance of the experience both to the degree level and to the specific content of the course(s) for which the faculty member is responsible.

Name of Faculty Member:

_____

Your demonstration of the skills in the following areas has been validated by an Ochethi Sakowin language and/or cultural expert. By demonstrating your competence, you have been deemed an eminent scholar and certified as an appropriately qualified instructor in the following areas:

_____

_____

The testing process utilized to reach this determination is as follows:

_____
_____
_____
_____
_____
_____
_____
_____
_____

Your knowledge, experience and ability to effectively teach these skills to Sitting Bull College students will ensure the integrity of the language and culture for the future.

_____ _____

Ochethi Sakowin Language and/or Cultural Expert **Date**

For office use only:

Dean of Academics **Date**

POLICY: **FACULTY GRADUATE THESIS ADVISOR PAY/WORKLOAD**
DATE: March 2018
Chapter II, Section 10

OBJECTIVE/PHILOSOPHY:

SBC recognizes the need to compensate faculty who advise graduate students in their research, theses, or scholarly projects.

REFERENCE:

PROCEDURE/CONTENT:

1. Sitting Bull College will compensate faculty who advise student's research, theses, or scholarly projects at the rate of .333 credit per student for a one credit thesis/research course. This equates to one credit hour added to load for every three students completing research/theses.

RESPONSIBILITY: Vice President of Operations/Dean of Academics

REVISED:

POLICY: **RESPONSIBLE CONDUCT OF RESEARCH (RCR)**
DATE: March 2018
Chapter II, Section 11

OBJECTIVE/PHILOSOPHY:

The role of research in TCU institutions has increasingly taken an important significance. SBC in its strategic goals plan has identified research as a main component the college shall develop within the next decade or two. There is an increased public awareness and support for research in the community. With growing awareness and support for research has come an understandable concern about the way it is conducted. Public-funded research needs to be conducted in a responsible manner.

SBC will be building its research capacity by establishing the RCR training. The college will also be preparing potential faculty, staff, and students to comply if they are interested in potential research funded by public agencies.

REFERENCE:
As part of its efforts to promote research integrity, institutions wishing to conduct public-funded research, or seek public funds for research are required to undertake activities and support programs that enhance education in RCR. The importance of RCR education was first recognized in 1989 in biomedical research. It has since been endorsed by other groups and members of the research community at large. There is ample literature and many resources available that provide avenues to train and prepare potential researchers in RCR such as: formal courses, web-based instruction programs, books, and trainings from experienced and established researchers.

PROCEDURE/CONTENT:
RCR training will: create an environment that fosters open communication, develop a common foundation for research, promote best practices for research, provide a forum for sharing research ideas, increase understanding of what is good research, and finally establish a culture of concern during the conduct of research. Ultimately, the training will eliminate the perceived lack of guidance, and the uncertainty that can slow down the growth of a research culture at SBC.

ORI supports programs designed to promote education and training in RCR that covers nine instructional areas. The general components of the RCR training will include:

- Data Acquisition, Management, Sharing and Ownership
- Conflict of Interest and Commitment
- Human Subjects
- Animal Welfare
- Research Misconduct
- Publication Practices and Responsible Authorship
- Mentor / Trainee Responsibilities
- Peer Review

Steps for training:

1. The training will take place yearly at the beginning of the academic year.
2. The training will last for three hours depending on group interaction.
3. The training will apply to the following groups:
    - All employees and students at SBC intend to conduct research on federally funded projects from agencies like the NSF, NIH, EPA, and USDA to name a few.
    - The training will apply to faculty and staff at the college interested in submitting research proposal for funding.
    - The training will be mandatory for students in the graduate MS programs at the college. It will be incorporated into the research methods or seminar courses.
    - The training will also apply to SBC faculty, staff, and students involved in federally sponsored collaborative research ventures with other institutions.
    - The training can be extended to tribal employees if the tribe finds a need for the training; especially given that some tribal departments do apply for federal funding and take part in collaborative research.
    - The tribe will make the decision as to what tribal employees need to do.
4. The training module and material will be validated by the IRB Committee.
5. The research committee at SBC will oversee the training.
6. CEUs and/or completion certificates can be issued to validate participation or serve as proof of training.
7. The training is good for a minimum of three years.

RESPONSIBILITY: Vice President of Operations/Dean of Academics

REVISED:

POLICY: **TEMPORARY POSITION APPOINTMENTS FULL AND PART TIME**
DATE: July 2008
Chapter II, Section 8

OBJECTIVE/PHILOSOPHY:

SBC recognizes the need to make temporary appointments for positions within the College and reserves the right to make those appointments.

REFERENCE:

PROCEDURE/CONTENT:

1. The President may temporarily appoint a capable person for a period not to exceed one fiscal year without regard to conflicting or limiting provisions of these rules. Temporary appointments:
   a. may be full-time or part-time positions requiring continuous, seasonal or intermittent service;
   b. not eligible for fringe benefits;
   c. not eligible for holiday pay;
   d. shall follow the application process when position is advertised;
   e. do not have the right to appeal;
   f. are not eligible for travel status; and
   g. may be laid off without notice.
2. Part-time appointments are less than 28 hours per week and not to exceed one fiscal year.
3. Temporary and part-time appointments will be required to pass pre-employment drug and alcohol testing, background checks and other job-related requirements**.**

RESPONSIBILITY: Human Resource Manager/President

REVISED: July 2023

POLICY: **RECLASSIFICATION**
DATE: February 1994
Chapter II, Section 9

OBJECTIVE/PHILOSOPHY:

Administration may see the need for reclassification of an employee's current position.

REFERENCE:

PROCEDURE/CONTENT:

1. Administration may reclassify as needed. Administrative reclassification shall neither be considered a promotion nor disciplinary action and is not grievable.
2. A revised job description shall be developed by supervisor to reflect new job responsibilities and placed in employee's personnel file.
3. Only the President upon approval of appropriate supervisor may waive the training period for an employee that has been reclassified.

RESPONSIBILITY: Supervisor/President

REVISED: July 2023

POLICY: **EMPLOYEE ORIENTATION**
DATE: February 1994
Chapter II, Section 10

OBJECTIVE/PHILOSOPHY:

SBC welcomes all new full and permanent part-time employees and will provide an orientation.

REFERENCE:

See appendix for employee orientation check list.

PROCEDURE/CONTENT:

1. Upon hire, a new employee will report to the Human Resources Manager to complete employment forms and to review policies and procedures.
2. Upon completion of employment forms the employee will meet with their immediate supervisor to complete an orientation and supervisor checklist.
3. The supervisor may assign a mentor to answer questions and to complete the orientation.

RESPONSIBILITY: Human Resources Manager/Supervisor

REVISED: July 2023

POLICY: **TRAINING PERIOD**
DATE: February 1994
Chapter II, Section 11

OBJECTIVE/PHILOSOPHY:

All new full and part time permanent employees of SBC will be placed on a training period.

REFERENCE:

PROCEDURE/CONTENT:

1. All newly hired, reclassified, in-house transfer**,** or promoted employees in the college will be required to successfully complete a training period of 90 calendar days from the date of employment.
2. During their training period an employee will not be allowed to travel, unless approved by administration in conjunction with the supervisor.
3. During a training period staff will accumulate but cannot take any annual leave.
4. The supervisor will be responsible for completing a training period evaluation prior to the end of 90 calendar days and will submit evaluations to the Human Resources Manager.
5. The training period will be used to closely observe and evaluate the work and fitness of the employee and to encourage adjustment to the job. Only those employees who satisfactorily meet performance standards during the training period shall be retained in the position. If an additional training period is deemed necessary, upon recommendation of the supervisor, the President may extend up to 30 calendar days.
6. An employee in training will be separated if at any time during the training period the employee's fitness or the quality of work is judged insufficient to merit continuation in the position. The President shall concur before an employee is officially separated.
7. In cases where excess sick leave (over 24 hours) and leave without pay is taken the employee's training period may be extended by those hours/days used.
8. An employee, not successfully completing training period, has no right of appeal.

RESPONSIBILITY: President

REVISED: July 2023

POLICY: **NEPOTISM**
DATE: May 1994
Chapter II, Section 12

OBJECTIVE/PHILOSOPHY:

For the best interest of the College, it is the policy that no immediate family may be involved in the hiring, appointment, advancement, or promotion of an employee.

REFERENCE:

A "relative" is defined as a parent, spouse, sibling, other household members, blood relatives, relatives by marriage and adoption, including step family members and foster family members. The "camp fire rule" applies to applicants or employees that are in a relationship and/or are living in the same residence.

PROCEDURE/CONTENT:

1. SBC will not hire or permit the hiring of a family relative applicant for employment unless the following conditions are met:
   a. The applicant is not directly supervised or directly affected by the supervision of a relative.
   b. An SBC employee or a Board of Trustees member may not take part in the screening, interviewing, or hiring of an applicant who is a relative.
   c. Employees who are related as defined by "relative" under the reference section cannot supervise each other. This may be construed as a conflict of interest.
   d. Any deviation from this policy shall be approved by the Board of Trustees.

RESPONSIBILITY: Administration

REVISED: July 2023

POLICY: **VOLUNTEERS**
DATE: July 2008
Chapter II, Section 13

OBJECTIVE/PHILOSOPHY:

Sitting Bull College will use volunteers when available and needed.

PROCEDURE/CONTENT:

1. Each department of the college will inform the business office and Campus Security when using volunteers in their area and submit volunteer form.
2. Each department will develop position duties.
3. Volunteer shall meet qualifications of position in that department.
4. Volunteers are not eligible for any benefits under Sitting Bull College.
5. Volunteers are covered by liability insurance under Sitting Bull College.
6. Volunteers shall take a pre-employment drug and alcohol test prior to becoming a volunteer.
7. Volunteer shall pass a background check and meet minimum qualifications prior to performing work.
8. Volunteers shall understand that wages will not be paid.
9. Each department will provide an orientation for the volunteer.
10. Volunteers are not eligible to drive college vehicles.
11. Employees paid by an outside agency that assist Sitting Bull College for approved activities, will be considered a volunteer and shall complete the following steps:
    a. The outside agency, volunteer, and Sitting Bull College shall all sign the approved Volunteer Release and Waiver of Liability form and turned into the College's Human Resources department before volunteer is allowed on campus.
    b. Complete pre-employment drug and alcohol test per the signed form which specifies that the agency is responsible for the volunteer's drug test and federal and tribal background checks and ensures the agency has cleared the volunteer following Sitting Bull College's disqualifying offensives.
12. All volunteers shall be issued a Sitting Bull College volunteer badge.

RESPONSIBILITY: Supervisors/President/Human Resources Manager

REVISED: July 2023

VOLUNTEER RELEASE AND WAIVER OF LIABILITY FORM

This Release and Waiver of Liability (the "release") executed on _____ (date) by _____ (Agency)_____ vowing for (Volunteer)_____, between Sitting Bull College a nonprofit corporation organized existing under the Stranding Rock Sioux Tribe. The Volunteer desires to provide volunteer services for Sitting Bull College specific for the (activity) _____ for the period of timeframe of _____. Volunteer and agency understand that the scope of Volunteer's relationship with Sitting Bull College is limited to a volunteer position and that no compensation is expected in return for services provided by Volunteer by Sitting Bull College.

1. Waiver and Release: I, the Volunteer and Agency, release and forever discharge and hold Sitting Bull College and assigns from all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to Nonprofit. I understand and acknowledge that this Release discharges Sitting Bull College from any liability or claim that I may have against Nonprofit with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to Sitting Bull College or occurring while I am providing volunteer services.

2. Insurance: Further I understand that Sitting Bull College does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of Sitting Bull College beyond what may be offered freely by Nonprofit in the event of injury or medical expenses incurred by me.

3. Photographic Release: I grant and convey to Sitting Bull College all right, title, and interests in all photographs, images, video, or audio recordings of me or my likeness or voice made by Nonprofit in connection with my providing volunteer services to Nonprofit.

4. The (Agency) accepts responsibility for the (Volunteer's) drug and alcohol test and federal and tribal background checks adjudicated and was cleared according to Sitting Bull College's disqualifying offensives.

By signing below, (Agency) and (Volunteer) express Sitting Bull College's understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

_____ _____

Signature (Agency) Date

_____ _____

Signature (Volunteer) Date

_____ _____

Signature (Sitting Bull College) Date

DISQUALIFYING OFFENSES

A volunteer will be disqualified for volunteering with Sitting Bull College based on the following guidelines:

12. Any violent felony convictions of homicide (no time limit).
13. Any registered sex offender (no time limit).
14. Any crime of child abuse (no time limit).
15. Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) in the ten years immediately preceding the submittal of an application.
16. Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence in the seven years immediately preceding the submittal of an application.
17. Any crime relating to the sale, possession, distribution or transfer of narcotics or controlled substances in the seven years preceding the submittal of an application.
18. Non-negative drug screen. An applicant may reapply again after six months and obtain a second drug screen.
19. Any felony theft crimes in the seven years preceding the submittal of an application.
20. Any misdemeanor theft crimes in the five years preceding the submittal of an application.
21. Misdemeanor or felony crimes of moral turpitude in the seven years preceding the submittal of an application, which include but are not limited to prostitution, sexual exploitation of a minor, and criminal invasion of privacy.
22. Any offense, regardless of the type, which is still pending in the courts (without official legal disposition) at the submittal of an application.

In addition to the above, a volunteer will be disqualified for volunteering with SBC for any daycare position based upon the following guideline:

The SBC will not allow volunteers in any position where he/she has contact with or control over children, if that individual has been found guilty of or entered a plea of nolo contendere or guilty to any offense under Tribal, federal or state law involving a crime of violence, sexual assault, molestation, exploitation, contact or prostitution or other crimes against persons.

POLICY: **PROFESSIONAL DEVELOPMENT**
DATE: November 2022
Chapter II, Section 14

OBJECTIVE/PHILOSOPHY:

POLICY STATEMENT

Sitting Bull College fosters educational and service excellence through continuous improvement of the College's most valuable resource, its employees. All employees will participate in professional development annually as identified within the performance review and evaluation process.

PROCEDURE

Sitting Bull College offers a variety of professional development opportunities to all permanent full and part-time employees throughout each academic year, including employee in-service and new moon meetings.

The College extends responsibility for professional development and training to all levels of the organization as follows:

- The College is responsible for providing opportunities that enhance and build the capacity, skills, and professionalism of employees, enabling them to contribute effectively and creatively to the College's mission.
- Administration is responsible for identifying and communicating priorities and goals, as well as relevant developments and trends affecting the College.
- Administration and supervisors are responsible for adopting flexible strategies which promote participation in professional development activities. They are also responsible for working with their employees to identify needs and creating a professional development plan that will benefit the unit as well the individual employees.
- Supervisors are responsible for assessing and communicating the professional development needs of individual employees. Supervisors should plan for, and support participation in, appropriate professional development activities that occur during work hours. Supervisors are also responsible for ensuring that employees have completed legally mandated, compliance-related, and College-required professional development in a timely manner.
- Employees are responsible for participating in designated learning experiences; actively completing legally mandated, compliance-related, and College-required training.
- Employees are also responsible for assessing their job-related skills and knowledge, maintaining a high level of performance throughout their employment, and seeking appropriate professional development opportunities in collaboration with their supervisors.

Professional Development Opportunities
Sitting Bull College actively promotes employee participation in activities designed to support, maintain, and develop academic and professional expertise. Examples include, but are not limited to, the following:

- Training in academic research, teaching methods, and culturally responsive pedagogy;
- Participation in professional networks, associations, or accreditation opportunities related to employees' job responsibilities, community colleges, or higher education;
- Conferences, seminars, workshops, classes, teleconferences, or webinars to support those who teach with content development, discipline acumen, and/or pedagogy expertise, or those who serve with program development, service professional expertise; and/or
- Education to obtain professional licensures and maintain continuing education credits.

The College also actively promotes learning directly related to an employee's optimal job performance, including activities focused on or involving the following:

- Knowledge and skills related to acting as an inclusive and respectful member of an ethnically and culturally diverse College community and workforce;
- Knowledge of College policies, procedures, mission, and governance structures;
- Communication skills, including basic skills, conflict management and resolution, negotiation, team-building, and facilitation;
- Knowledge and skills related to recognizing and effectively responding to discrimination and harassment;
- Business skills, including financial stewardship, human resource management, and strategic leadership; and
- Knowledge and skills related to using technology to increase the efficiency and effectiveness of the College's business and/or educational practices.

Professional development opportunities may also include any other activities as agreed upon by employees and supervisors that support teaching, learning, service excellence, student success, the College's mission.

External professional development opportunities, shall follow Sitting Bull College financial management policies and procedures, for travel, payment of registration fees, course fees, etc.

RESPONSIBILITY: Supervisor/Administration

REVISED:

CHAPTER III – EMPLOYEE SEPARATION

POLICY: **RESIGNATION**
DATE: May 1994
Chapter III, Section 1

OBJECTIVE/PHILOSOPHY:

An employee who leaves the College service in good standing shall submit a letter of resignation to their supervisor.

REFERENCE:

PROCEDURE/CONTENT:

1. Per succession plan:
   Level One Positions:
   President
   Vice President
   Level one positions – require if all possible a planned departure. These positions should allow for a minimum of one-year for planning. This will allow for an extensive search of potential candidates, vetting and interviewing, hiring, and a shadowing/training period of six months. In cases of unplanned/sudden departures, SBC Board of will appoint a current employee to fulfill the obligations, until the process of hiring a qualified candidate is completed.
   Level Two Positions:
   Dean of Academics
   Dean of Students
   Level two positions – require if all possible a planned departure. These positions should allow for a minimum of six-months for planning. This will allow for an extensive search of potential candidates, vetting and interviewing, hiring, and shadowing/training period of three months. In cases of unplanned/sudden departures, SBC Administration will appoint a current employee to fulfill the obligations, until the process of hiring a qualified candidate is completed.
   Level Three Positions:
   Facilities Director
   IT/Finance Director
   Human Resources Director
   Financial Aid Director
   Registrar
   Level three positions – require if all possible a planned departure. These positions should allow for a minimum of three-months for planning. This will allow for search of potential candidates, vetting and interviewing, hiring, and shadowing/training period of one months. In cases of unplanned/sudden departures, SBC Administration will appoint

a current employee to fulfill the obligations, until the process of hiring a qualified candidate is completed.

Level Four Positions:

Other key Director positions

Level four positions – require if all possible a planned departure. These positions should allow for a minimum of two-months for planning. This will allow for search of potential candidates, vetting and interviewing, hiring, and shadowing/training period of two weeks. In cases of unplanned/sudden departures, SBC Administration will appoint a current employee to fulfill the obligations, until the process of hiring a qualified candidate is completed.

2. All other non-contractual employees shall provide a two-week signed written notice to their appropriate supervisor.
3. Once the appropriate supervisor receives the resignation, the supervisor will immediately accept the resignation, date it, and sign it.
4. Once the resignation is accepted, a meeting with the Human Resources Manager along with the employee will be held to discuss separation requirements**.**
5. An employee who resigns without the required notice may be ineligible for reinstatement but may be considered for future employment with the College on a competitive basis with other applicants for employment.
6. Payment for annual leave will be made up to a maximum of 48 hours for employees who resign before three years. Employees who have been employed between three to five years may be paid for a maximum of 96 hours. Employees who have been employed more than five years may be paid for a maximum of 200 hours. Ten or more may be paid for a maximum of 240 hours. Employees not submitting a two-week notice will forfeit accrued leave.
7. Faculty will be compensated for unused personal leave upon separation from the college.
8. An employee's final check will be held until the departure form is completed and all SBC property is returned.
9. An employee who has a financial obligation to the College shall have the amount owed withheld from their last paycheck and/or annual leave
10. The President may waive any portion of the notice period for an employee in good standing.

RESPONSIBILITY: Supervisor/Human Resources Manager/President

REVISED: July 2023

POLICY: **LAYOFFS**
DATE: May 1994
Chapter III, Section 2

OBJECTIVE/PHILOSOPHY:

An employee may be laid off because of changes in job position, changes in the organizational structure of the College or for lack of funds.

REFERENCE:

PROCEDURE/CONTENT:

1. Whenever possible, at least two weeks' notice shall be given to an employee prior to layoff.
2. Temporary employees may be laid off without a two-week notice.
3. Whenever possible, an employee laid off from one department may be transferred to an appropriate position elsewhere in the College at the same position classification.
4. Seniority with the College may be used to determine the order of layoffs among employees with substantially equivalent records of performance and efficiency.
5. Layoffs shall not be considered disciplinary action.
6. A person, who was laid off, including a former temporary employee separated upon completion of duties, may be routinely recalled to work at any time, provided the person remains qualified to perform the duties of the position.
7. Funding shall be available for the position before a laid off employee is called back to work at the College.

RESPONSIBILITY: President

REVISED: October 2003

POLICY: **TERMINATION**
DATE: October 2006
Chapter III, Section 3

OBJECTIVE/PHILOSOPHY:

An employee may be terminated for just cause. Just cause includes but is not limited to illegal, unethical, abusive, or unsafe acts; violation of College policies and procedures; neglect or abandonment of duties; failure to follow chain of command; participation in prohibited political activities as outlined in the political activity policy or solicitation; abuse of sick leave or other benefits; tardiness or absences without leave; falsification of official documents or records; being under the influence of drugs or intoxicating beverages while on duty; unauthorized use of college property; theft/fraud and or use of unauthorized/confidential college information.

REFERENCE:

PROCEDURE/CONTENT:

1. The President has the authority to immediately terminate an employee when it is in the best interest of the College.
2. The employee may be terminated through the disciplinary procedures as outlined in Chapter VIII.
3. An employee has the right to appeal their termination as outlined in Chapter IX.
4. If a terminated employee has a financial obligation the amount will be deducted from their final pay check or annual leave.
5. The President shall concur before an employee is officially terminated.

RESPONSIBILITY: President

REVISED: July 2012

POLICY: **FIT FOR DUTY**
DATE: November 2024
Chapter III, Section 4

OBJECTIVE/PHILOSOPHY:

The purpose of this policy is to ensure that employees are physically, mentally, and emotionally fit to perform their duties, especially when working with children. Sitting Bull College is committed to fostering a safe, productive, and supportive environment for all students, children, and staff. This policy applies to all college employees, contractors, and volunteers who engage in direct or indirect work with college students and minors.

Definitions:

- Fit for Duty: The ability to perform assigned tasks competently and safely without compromising the well-being of others.
- Working with Children: Any activity involving supervision, instruction, or interaction with children (typically under 18 years of age).
- Impairment: A diminished physical, mental, or emotional state that may affect work performance or safety, including but not limited to fatigue, mental health issues, substance use, or medical conditions.

REFERENCE: This policy complies with all relevant federal, state, and local laws, including but not limited to the Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), and child protection laws. This policy will be reviewed annually to ensure compliance with changing laws and to address emerging needs within the college community.

PROCEDURE/CONTENT:

1. **Employee Responsibilities:**
   a. Employees must report to work fit for duty and capable of performing their job responsibilities safely and effectively.
   b. Employees are required to disclose any condition (e.g., illness, injury, medication) that may impair their ability to perform tasks safely.
   c. Employees working with children must always maintain appropriate boundaries and professional conduct.

2, **Pre-Employment Requirements:**
   a. Background Checks: The College will follow all its pre-employment policies.
   b. Medical Assessments: For certain positions (e.g., childcare staff), pre-employment medical assessments may be required to confirm fitness for the role.

3. **Ongoing Monitoring:**
   a. Supervisors are responsible for monitoring employees for signs of impairment (e.g., changes in behavior, unexplained absences, safety incidents).
   b. Random or reasonable-suspicion drug and alcohol testing may be conducted if impairment is suspected.
   c. Annual health assessments may be required for roles with specific physical demands (e.g., childcare).

4. **Mental Health and Well-being:**
    a. Employees must report significant mental health issues that may impact their ability to work safely with children.
    b. The college will provide access to Employee Assistance Programs (EAPs) for confidential counseling and mental health support.
5. **Reporting Concerns:**
    a. Employees or supervisors must report any situation where an individual appears unfit for duty.
    b. Immediate action may be taken, including removal from duties involving children, until the issue is resolved.
6. **Accommodation and Return-to-Work Process:**
    a. Employees who experience a temporary impairment (e.g., due to injury, surgery, or mental health leave) may request reasonable accommodations.
    b. A fitness-for-duty evaluation may be required before an employee returns to work with children to ensure they can perform their duties safely.
7. **Confidentiality:**
    a. Medical and personal information disclosed by employees will be kept confidential and shared only on a need-to-know basis in compliance with privacy laws.

RESPONSIBILITY: President/Supervisor/Human Resources Director

REVISED:

POLICY: **REASONABLE ACCOMODATIONS**
DATE: November 2024
Chapter III, Section 5

OBJECTIVE/PHILOSOPHY:

To provide guidelines for requesting and granting reasonable accommodations for students and employees with a disability(s) to ensure equal access to educational and employment opportunities.

Definitions:

- **Reasonable Accommodation:** Modifications or adjustments to a job, work environment, or educational setting that enable individuals with disabilities to perform essential functions or participate fully.
- **Disability:** A physical or mental impairment that substantially limits one or more major life activities.

PROCEDURE/CONTENT:

1. **Eligibility:**
   - Individuals must provide documentation of a disability from a medical physician to be considered for accommodations. The documentation needs to provide suggested workplace accommodations that are fit for the current position in which the employee holds. However, SBC has the right to access the feasibility and effectiveness of the recommendations. An employee must be fit for duty to qualify for reasonable accommodation under the Americans with Disabilities Act. This means that they must be able to perform the essential functions of their job, with or without reasonable accommodations.
2. **Requesting Accommodations:**
   - Employees should submit requests to the Human Resources Department. The request should include relevant documentation and be made as early as possible.
3. **Interactive Process:**
   - Upon receiving a request, the college will engage in an interactive process with the individual to understand their needs and explore potential accommodations.
4. **Types of Accommodations:**
   - Flexible work schedules, modified duties, assistive devices, and access to ergonomic equipment.
5. **Decision-Making:**
   - The college will evaluate the requested accommodations based on:
     - Documentation of the disability.
     - The essential functions of the role (for employees) or course requirements (for students).
     - The feasibility and impact of the accommodation on the college community.
6. **Confidentiality:**
   - All information related to accommodation requests will be kept confidential and shared only with individuals directly involved in the accommodation process.
7. **Appeals Process:**

- If a request for accommodation is denied, individuals have the right to appeal the decision. The appeal must be submitted in writing to the President within three working days.

8. **Non-Retaliation:**
   - The college prohibits retaliation against any individual who requests an accommodation or participates in the accommodation process.

Implementation

- **Training:** Faculty and staff will receive training on disability awareness and the accommodation process annually.
- **Communication:** The policy will be widely communicated to employees through orientation sessions, handbooks, and the college website.

Review and Revision

This policy will be reviewed annually and updated as necessary to ensure compliance with federal and state laws and to reflect best practices in accommodating individuals with disabilities.

RESPONSIBILITY: Vice President/Supervisor/Human Resources Director

REVISED:

POLICY: **REINSTATEMENT**
DATE: May 1994
Chapter III, Section 6

OBJECTIVE/PHILOSOPHY:

An employee who resigned in good standing, was laid off, or was separated for incapacity may be reinstated in his/her former position or similar position within one year following the separation if it is in the best interest of the College.

REFERENCE:

PROCEDURE/CONTENT:

1. Before an incapacitated employee is reinstated, a document shall be submitted to Administration by a certified medical doctor declaring that the employee is mentally and physically fit to perform the duties of the position.
2. Administration, in concurrence with the supervisor, will make the final decision on all other separated employees in good standing or laid off to allow an employee to return to work.

RESPONSIBILITY: Administration

REVISED: July 2023

POLICY: **SERVICE CREDIT**
DATE: June 2001
Chapter III, Section 7

OBJECTIVE/PHILOSOPHY:

An employee returning to service under good standing will be eligible for service credit determination.

REFERENCE:

PROCEDURE/CONTENT:
1. In determining classification on the salary scale, service shall be credited based on employee status at the time of separation.
2. Service credit for annual leave calculation is available based on years of service at the time of the employer separation date based upon approval of supervisor and Administration

RESPONSIBILITY: Supervisor/Administration

REVISED: July 2023

POLICY: **VETERANS' RE-EMPLOYMENT RIGHTS LAW**
DATE: May 1994
Chapter III, Section 8

OBJECTIVE/PHILOSOPHY:

Under the Veterans' Re-employment Rights (VRR) law, an employee who leaves a civilian job to enter active duty in the Armed Forces, voluntarily or involuntarily, is entitled to return to his/her civilian job after discharge or release from active duty if the basic eligibility criteria of the VRR are met.

REFERENCE:

Department of Labor Fact Sheet OASVET No. 90-10 "Veterans' Re-employment Rights Law"

PROCEDURE/CONTENT:

CRITERIA 1 - The employee shall hold an "other than temporary" civilian job. The job need not be "permanent".
CRITERIA 2 – The employee shall leave the civilian job for going on active duty.
CRITERIA 3 – The employee shall not remain on active duty longer than four years, unless the period beyond four years (up to an additional year) is "at the request and for the convenience of the Federal Government".
CRITERIA 4 – The employee shall be discharged or released from active duty "under honorable conditions".
CRITERIA 5 – The employee shall apply for re-employment with the pre-service employer or successor in interest within 90 days after separation from active duty.

An employee meeting these criteria is entitled to reinstatement within a reasonable time to a position of like seniority, status, and pay. Additionally, a returning veteran may be entitled to a better job than the one he/she left. In its first case construing the VRR Law, the Supreme Court stated, "The returning veteran does not step back on the seniority escalator at the point he stepped off. He steps back on at the precise point he would have occupied had he kept his position continuously during (his military service)." Congress later expressly ratified this explanation, which is known as the "escalator principle". Benefits generally found to be based on seniority, i.e. length of service, are pensions, pay increases, missed promotions, and missed transfers. Additionally, a veteran who returns from the service to a different employer in the same industry covered by the same multi-employer pension plan remains covered by that plan and is entitled to military service pension credit.

Although the "escalator" normally goes up or remains in place, there are times when it goes down. If the employer can establish that the veteran would have been downgraded if he had remained continuously employed, he will be entitled to reemployment in the lower job. If the employer can establish that the veteran would have been laid off in accordance with seniority, he may be entitled to "reinstatement" into a layoff position, with recall rights. If the employer

can establish that the veterans' pre-service employment relationship would have been severed altogether, the veteran may be entitled to no job at all, but he might be entitled to severance pay. The whole point of the VRR law is to place the returning veteran in the job he or she would have attained if he or she had remained continuously employed instead of going on active duty. Upon reemployment, a veteran may not be discharged without cause for a period of one year.

The VRR law applies to persons who are inducted (drafted) into the Armed Forces, to persons who volunteer directly for active duty, and the Reservists and members of the National Guard who are called to active duty voluntarily or involuntarily. In addition to performing active duty, reservists and members of the National Guard also perform initial active duty training, active duty for training, and inactive duty training.

RESPONSIBILITY: President

REVISED: June 2001

CHAPTER IV – PERFORMANCE EVALUATION

POLICY: PERFORMANCE EVALUATION

DATE: March 1987
Chapter IV, Section 1

OBJECTIVE/PHILOSOPHY:

Each employee of the College shall be evaluated annually on their work performance.

REFERENCE:

PROCEDURE/CONTENT:

1. Performance evaluation is designed to help the supervisor and employee measure how well the employee is doing on his/her job, to identify areas for performance improvement, and to provide a tool for management decisions regarding training, assignment, promotion, retention, and salary increases.
2. Staff is evaluated annually by their supervisor with the use of a uniform evaluation form.
    a. The evaluation form consists of two parts: Part one is based on general work performance and part two is based on actual job duties as described in the job description.
    b. The supervisor and employee shall both sign the evaluation.
3. The faculty evaluation process is as follows:
    a. The Dean of Academics will do evaluations prior to contract renewal during spring semester.
    b. The purpose of the evaluation is for contract renewal and professional development.
    c. Student evaluations are completed each semester for the purpose of instructional and professional improvement.
4. Evaluation will be completed by June 15 of each subsequent year for all employees.
5. All staff positions will be evaluated prior to completion of a training period.
6. The supervisor shall discuss the report with the employee regarding his/her career and any improvements in performance that appear desirable or necessary. Each employee shall be provided a copy of his/her performance evaluation report, with the original placed in the employees personnel file.

RESPONSIBILITY: Supervisor/President

REVISED: October 2025

POLICY: **PRESIDENT'S EVALUATION PROCESS**
DATE: August 2005
Chapter IV, Section 2

OBJECTIVE/PHILOSOPHY:

The evaluation is a comprehensive, multi-part process that reviews the College President's progress on meeting job duties and responsibilities, competencies, College leadership, and community relations. The Board of Trustees will conduct an evaluation of the College President each year, the College President will complete a self-assessment each year and faculty, staff, and students every other year.

PROCEDURE:

The evaluation will consist of the following:

1. Survey Feedback from College Stakeholders
   a) An evaluation form will be distributed to all Board of Trustees annually near the end of the fiscal year. A new President will be evaluated after 90 days from start of employment, and then again at the end of the fiscal year. If the 90 day evaluation coincides with the end of the fiscal year, only one evaluation will be completed.
   b) Internal stakeholders will provide feedback to the President on their performance every two years, selected by the President in consultation and with the approval of the Board of Trustees Chair, as detailed more fully below. A minimum of ten shall be selected from staff, faculty, and students. The selection process will insure that stakeholders are not related to the President and stakeholders have a neutral connection to the President (ex. The stakeholder was not reprimanded by President). The questionnaire is designed to solicit feedback on the President's performance and progress toward achieving identified job duties and responsibilities, competencies, College leadership, and community relations. The questionnaire is delineated by section so that questions are directed and tailored to the appropriate audience.
   c) Confidentiality is paramount. Therefore, the results of the evaluation will be tabulated by the Secretary of the Board of Trustees and only review with the Board of Trustees and President.
2. President's Self-Evaluation
   a) The President will complete a self-evaluation report of his/her performance and progress toward the following:
      - Job duties and responsibilities, competencies, College leadership, and community relations, during the period under evaluation and provide this to the Board
      - An assessment of strengths and areas of opportunity in his/her development as an institutional leader
      - A consideration of his/her impact on College culture, including but not limited to collaboration and shared governance

- A review of his/her relationships with Sitting Bull College and the community at large, including key partners in legislative, educational, nonprofit, business communities, etc.

3. Evaluation Forms and Structure
    a) The evaluation forms can be changed/revised with approval of Governance Committee and the Board of Trustees.
    b) The structure of how the President is evaluated can be modified by the Governance Committee with approval of the Board of Trustees.

TIMETABLE:

- December - the President will complete her/his self-evaluation and makes a mid-year report to the full Board on progress made on job duties and responsibilities, competencies and any recommendations from previous evaluation review. A new President will be evaluated after 90 days from start of employment, and then again at the end of the fiscal year. If the 90-day evaluation coincides with the end of the fiscal year, only one evaluation will be completed.
- April every other year - the President meets with the Chair of the Board of Trustees for selection of internal stakeholders to feedback. A minimum of ten shall be selected from staff, faculty, and students. The selection process will insure that stakeholders are not related to the President and stakeholders have a neutral connection to the President (ex. The stakeholder was not reprimanded by President).
- May–the Board of Trustees complete presidential evaluation form.
- May– the Secretary of the Board of Trustees tallies all the results.
- June - The Board meets in executive session to review and make recommendations, as appropriate, set the terms for the extension of the President's contract, annual salary, and other terms and conditions subject to annual adjustment and present the information to the College's Human Resources Director.

RESPONSIBILITY: Board of Trustees
REVISED: April 2023

CHAPTER V –CLASSIFICATION AND COMPENSATION

POLICY: CLASSIFICATION AND COMPENSATION
DATE: February 2001
Chapter V, Section 1

OBJECTIVE/PHILOSOPHY:

The SBC Board of Trustees has determined that each full-time and part-time permanent employee be given a specific classification within SBC's organizational structure and compensation appropriate for such classification.

REFERENCE:

PROCEDURE/CONTENT:

1. Classification
   a. It will be the responsibility of the Vice President of Operations to maintain a classification plan that accurately classifies each regular position in the college service (salary scale) based on:
      - program dollars,
      - number of employees supervised, and
      - job responsibility.
   b. Salaried employees consist of all professional staff from an Administrative Level I through Executive Level IV.
   c. Faculty consists of all full-time contracted employees for instructional purposes.
   d. Non-salaried (hourly) employees consist of Support Staff.
   e. The President may initiate classification reviews or appoint a qualified person to implement a review of departments, occupation groups, or individual positions.
   f. Administrators and supervisors may request such reviews when it comes to their attention that one or more positions under their supervision are possibly misclassified.
   g. An employee may request, in writing to their supervisor, a review of their position for reclassification.
   h. The President shall respond to all requests for classification reviews that have been submitted in writing with reasonable promptness.
   i. A new employee shall be classified at the appropriate step based upon experience and qualifications set for the position being filled. A maximum of nine years prior experience will be granted, twelve for hard to fill positions that have been advertised for a year or longer.
   j. All new job description/positions will be classified according to the policy outlined in item (a).

2. Compensation
    a. A new employee of the college shall be compensated at the appropriate step based upon experience and qualifications set for the position being filled. A maximum of nine years prior experience will be granted.
    b. Based upon exceptional circumstances the President may grant a new employee higher than normal compensation for a position being filled. The exception should be based upon degree of difficulty in filling a particular position. This exceptional circumstance procedure should be used with great care and deliberation and only on the recommendation of the Supervisor for the positions and available funds.
    c. An internally promoted employee shall be compensated at the lowest step of the new salary range that would be equal to or an increase in pay above their previous salary or the individual may be eligible for a maximum of six years' experience credit on the current salary scale.
    d. The Board of Trustees shall decide annually at a regular scheduled board meeting if funds are available to give raises for the year as outlined in annual budget.
    e. Adjunct faculty will be compensated based upon the adjunct salary scale.
    f. Other part-time positions will be compensated based on job duties and experience as approved by supervisor and administration.
3. Employees who write grants to expand their program or benefit the college may be eligible for additional compensations. (See Financial Management Policies) Compensation will be dependent upon:
    a. An abstract shall be submitted to administration, prior to approval.
    b. If permission is granted, employee will be given a contract.
    c. Proposals cannot be written during regular working hours.
    d. Before submission the grant shall be approved by the Governance Committee.
    e. Compensation will be determined by a scale developed by administration on a yearly basis. See Grants Management Manual.
    f. Twenty percent (20%) will be paid when proposal is written and submitted and balance paid when and if grant is awarded. Every effort should be made to make compensation part of the proposal.
    g. All written grants are property of SBC.
    h. Plagiarism is not acceptable.
4. Administration will approve compensation for staff and faculty for coordinating grants, division chair duties, and for participating as a club advisor**.** These positions will be paid according to a predetermined scale as established by administration.
5. The President will approve compensation for standing committee chairs. These positions will be paid according to a predetermined scale as established by administration.

RESPONSIBILITY: Administration

REVISED: July 2023

POLICY: SALARY SCALE
DATE: February 1994
Chapter V, Section 2

OBJECTIVE/PHILOSOPHY:

A salary scale shall be developed by administration and approved by the Board of Trustees to provide a fair and equitable salary.

REFERENCE:

PROCEDURE/CONTENT:

1. Staff--the method of movement on the pay scale is set in increments as follows:
   a. To qualify for a step increase, the staff member shall attain a minimum of 3.5 on their annual evaluation.
   b. Staff shall have been employed for at least twelve months prior to the beginning of the fiscal year to qualify for a step increase.
   c. Staff will be given an increase to the next degree level when achieving an associates, bachelors, masters, or doctorate. Staff shall provide documentation of educational credentials by August 31 in order to receive an increase in the new fiscal year. This increase will be retroactive to the beginning of the fiscal year. By May 1, staff shall inform their supervisor of potential degree change for budget purpose.
   d. An individual may be hired for a position without required credentials, such as a director's position requiring a bachelor's degree. The required credential shall be achieved within an appropriate timeframe as approved by supervisor. If not achieved within the appropriate timeframe administration has the right to freeze the employee's salary or to re-advertise the position.
   e. Staff may bring in six years of related work experience.
   f. Six steps may be given to positions designated as hard to fill (six months or longer).
2. Faculty--the method of movement on the pay scale is set in increments as follows:
   a. To qualify for a step increase, the faculty member shall attain a minimum of a satisfactory rating on their annual evaluation.
   b. Faculty salary scale is based upon education and years of experience.
   c. An increment will be given for each block of nine semester hours of college credit. The faculty member shall be enrolled in an advanced degree program. (Limited by faculty salary scale).
   d. An individual may be hired for a faculty position requiring a bachelors, masters, or PhD degree without the required credentials. The required credential shall be achieved within appropriate timeframe as approved by supervisor. If not achieved within the appropriate timeframe administration has the right to freeze the faculty salary or to re-advertise the position.
   e. Faculty may bring in nine years of teaching experience.

f. Up to twelve increments may be given to positions designated as hard to fill (six months or longer).
g. Faculty shall provide documentation of educational credentials by August 31 to receive an increase on their new contract.

3. All increases staff and faculty will be based on funds available in the budget, with Board of Trustee approval.
4. Administration may elect to give a calendar yearend cash incentive. To qualify for a yearend cash incentive an employee shall meet the following:
    a. Be a full-time or permanent part-time employee.
    b. Staff member shall attain a minimum of 3.5 on their most recent performance evaluation.
    c. Faculty member shall attain a satisfactory rating on their most recent performance evaluation.
    d. Been employed for at least six months or by the first day of classes for the beginning of the academic school year to qualify for yearend cash incentive.
    e. The amount of the yearend cash incentive will be determined by administration and approved by the Board of Trustees will be based on available funds.

RESPONSIBILITY: Human Resource Manager

REVISED: December 2023

POLICY: COMPENSATORY TIME AND OVERTIME (NON-EXEMPT/HOURLY EMPLOYEES)

DATE: April 1989

Chapter V, Section 3

OBJECTIVE/PHILOSOPHY:

All hourly employees shall be compensated for overtime hours in excess of 40 actual work hours per week at 1 ½ time.

REFERENCE:

Hourly employees shall refer to all positions that are not professional in nature. (Section 541 FLSA, title 20 CFR).

PROCEDURE/CONTENT:

1. All overtime shall be approved by supervisor in advance.
2. Approved overtime hours will be paid within the pay period earned.
3. Compensation time will be given for weekend, holiday, and regular/travel upon prior approval of their supervisor and shall be used in week earned. The maximum work time will be eight hours per day.

RESPONSIBILITY: Supervisor/Human Resources Manager

REVISED: July 2023

POLICY: NON-COMPENSATORY TIME (EXEMPT/SALARIED EMPLOYEES)
DATE: April 1989
Chapter V, Section 4

OBJECTIVE/PHILOSOPHY:

Compensatory time may be given to professional staff not covered by the Fair Labor Standards Act.

REFERENCE:

Professional staff refers to any position at this institution that requires at least a bachelor's degree in a specific field(s), including program directors, administrators, instructors, or any specialists in a particular field.

PROCEDURE/CONTENT:

1. Compensatory time for weekend, holiday, and regular travel for professional staff:
    a. Compensatory time may be given, at the discretion of the supervisor, for weekend or holiday travel not to exceed eight hours per day.
    b. If an employee requests the time off, time shall be allowed within a reasonable time-period and should be in a manner as to not interrupt quality of service by the unit or department.
    c. No compensatory time will be given for travel during the normal workweek.

RESPONSIBILITY: Supervisor/Human Resources Manager

REVISED: February 2001

CHAPTER VI – EMPLOYEE BENEFITS

POLICY: MANDATORY BENEFITS
DATE: March 1994
Chapter VI, Section 1

OBJECTIVE/PHILOSOPHY:

Sitting Bull College is required to pay mandatory benefits which include FICA, Medicare, Workman's Compensation, and unemployment insurance for all full-time and part-time staff and faculty.

REFERENCE:

PROCEDURE/CONTENT:

1. SBC will adhere to all federal employment laws.

RESPONSIBILITY: Human Resources Manager

REVISED: July 2023

POLICY: HEALTH AND RETIREMENT BENEFITS
DATE: June 1989
Chapter VI, Section 2

OBJECTIVE/PHILOSOPHY:

Sitting Bull College will pay health, life, disability, and retirement benefits for full time permanent faculty and staff.

REFERENCE:

PROCEDURE/CONTENT:

Changes in health benefits can be made once a year prior to October 1, which is the anniversary date of the health plan. The Human Resources Manager will notify employees when changes can be made.

1. Health, life, and disability insurance benefits will be covered according to guidelines set by the Board.
    a. Employees shall sign a waiver form if they are requesting exemption from health insurance benefits.
    b. SBC will only pay the cost of single coverage. Employees who elect to carry single with dependent or family coverage will be required to pay the cost for the additional dependent and family coverage.
    c. SBC offers an optional dental plan with SBC paying 75% for single and 70% for family coverage.
    d. SBC offers an optional vision plan with SBC paying 100% for single and 75% for family coverage.
    e. SBC pays life and disability insurance coverage of for full-time faculty and staff with an option for the employee to carry additional coverage.
    f. For newly hired full-time permanent staff health benefits will begin immediately upon hire.
    g. Contracted personnel such as faculty are eligible for health benefits at the time of the signing of the contract.
2. Retirement benefits (401K) will be covered according to guidelines set by the Board.
    a. SBC will annually contribute 5% of salary to retirement for qualified employees who have worked a full 12 months (one year).
    b. SBC offers employees an option to contribute up to the maximum amount allowable by the plan administrator to their retirement fund at the start of employment.
    c. An employee's College contribution is considered 40% vested between 12 and 36 months of employment, 60% vested between 37 through 60 months, and 100% vested after 60 months.
    d. Employees that cease employment may withdraw their funds after they have received their final check. The employee will be responsible for sending the

withdrawal request to the appropriate financial management firm. The management firm will explain the withdrawal procedure.

e. Employee contribution can be changed monthly.

3. Benefits will be provided for faculty through the summer provided a signed contract is on file with the college by June 30th. Benefits will cease at the end of signed contract year for faculty not returning.

RESPONSIBILITY: Human Resources Manager

REVISED: June 2016

POLICY: HOLIDAYS
DATE: March 1994
Chapter VI, Section 3

OBJECTIVE/PHILOSOPHY:

SBC employees will be entitled to the following holidays: Martin Luther King Day, Presidents' Day, Thursday & Friday of Spring Break, Good Friday, Easter Monday, Memorial Day, Juneteenth (June 19), Battle of Little Big Horn Day, week of Independence Day, Labor Day, Indigenous Day (October 11), Veterans' Day, one-half day before Thanksgiving, Thanksgiving Day and the day after, Chiefs' Day, two week Christmas break covering Christmas Eve through New Year's Day.

SBC faculty will be entitled to the following holidays: Martin Luther King Day, Presidents' Day, Spring Break week as outlined in academic calendar, Good Friday, Easter Monday, Labor Day, Indigenous Day (October 11), Veterans' Day, one-half day before Thanksgiving, Thanksgiving Day and the day after and, Chief's day through New Year's Day holiday.

SBC transit employees will be entitled to the same holidays as SBC employees, with the exception of the two-week Christmas break. Due to the needs of the transit customers, transit employees will be entitled to only one week of Christmas break covering Christmas Eve through New Year's Day. Instead, transit employees will be granted the same number of paid days off, one day per week, starting the first Friday of June.

REFERENCE:

PROCEDURE/CONTENT:

1. Full-time and part-time permanent employees will be entitled to paid holidays. Part-time will be compensated for their normal hours worked for the holiday.
2. Temporary or part-time employees are not entitled to paid holidays.
3. If a holiday falls on a Saturday, the preceding Friday will be observed. If a holiday falls on a Sunday, the following Monday will be observed.
4. An employee who is AWOL (absent without leave) on the working day immediately preceding and/or following a holiday will lose pay for the holiday as well as for the other day(s).
5. Holidays falling within an employee's vacation period or within a period of absence properly charged to illness will not be counted against annual or sick leave.
6. The President may grant additional holidays.

RESPONSIBILITY: President

REVISED: June 2023

POLICY: **ANNUAL/PERSONAL LEAVE**
DATE: May 1987
Chapter VI, Section 4

OBJECTIVE/PHILOSOPHY:

SBC full-time staff will earn annual leave and SBC full-time faculty will be granted personal leave.

REFERENCE:

PROCEDURE/CONTENT:

1. SBC full-time staff will earn annual leave at the rate of four (4) hours per pay period for the first two years, six (6) hours per pay period at the beginning of the third year, and eight (8) hours per pay period at the beginning of the sixth year of employment that may not be used within the pay period in which it is earned. Temporary employees are not eligible for annual leave.
2. Annual leave will not be earned while the employee is absent without leave status (AWOL) unauthorized absence or on leave without pay status (LWOP) authorized absence,
3. Permanent faculty will not be granted annual leave but will be allowed personal leave per contract period of 40 hours for the first two years, 60 hours at the beginning of the third year, and 80 hours at the beginning of the sixth year of employment. Faculty will also observe the holidays and vacation periods as outlined in the policy.
4. Annual leave may be used and charged in ½ -hour increments. Personal leave for faculty shall be used in ½ - hour increments, faculty that are not physically on campus during a day for personal reasons will be required to use 8 hours of leave. Exception will be made if faculty member is on Family Medical Leave and is physically/mentally capable of teaching their coursework on-line per medical physician. In this case the hours granted as working hours shall be approved by their supervisor.
    a. Excess leave as of June 30th shall be used by August 31st, unless approved by their supervisor in writing and submitted to the finance office by August 1st to allow excess leave as of June 30th to be used through September 30th.
    b. Full-time staff employed less than three years may carry over a maximum of 48 hours or six days.
    c. Full-time staff employed more than three years may carry over a maximum of 96 hours or 12 days.
    d. Full-time staff employed more than five years may carry over a maximum of 200 hours or 25 days.
    e. Full-time staff employed more than ten years may carry over a maximum of 240 hours or 30 days.
    f. Permanent faculty employed during their first two years may carry over a maximum of 20 hours, three to five years may carry over a maximum of 30 hours, and sixth year or more may carry over a maximum of 40 hours of personal leave per year.

5. During a training period staff will accumulate but cannot take any annual leave.
6. Staff requesting annual leave of more than eight hours shall notify their supervisor at least three days in advance of anticipated leave.
7. Supervisors will schedule and approve annual leave, taking due account of both service requirements and staff members' interests.
8. Upon separation from the College, payment will be made for annual leave up to a maximum of 240 hours or 30 days after ten years, maximum of 200 hours or 25 days after five years of employment**,** 96 hours or 12 days after three years of employment, and 48 hours or 6 days of leave for up to three years employment. Two weeks' written notice is required for annual leave to be paid.
9. Faculty will be compensated for unused personal leave upon separation from the college.

RESPONSIBILITY: Supervisor/Human Resources Manager

REVISED: October 2026

POLICY: SICK LEAVE
DATE: March 1994
Chapter VI, Section 5

OBJECTIVE/PHILOSOPHY:

Full-time staff and contracted faculty will earn sick leave. Temporary and part-time employees are not eligible for sick leave.

REFERENCE:

PROCEDURE/CONTENT:

1. Sick leave for staff will be earned at the end of each pay period at the rate of 4 hours and may not be used within the pay period in which it is earned.
2. Sick leave for faculty will be earned at the rate of 4 hours per pay period during their contract period from August to May and may not be used within the pay period in which it is earned.
3. Sick leave will not be earned while the employee is absent without leave status (AWOL) unauthorized absence or on leave without pay status (LWOP) authorized absence.
4. Sick leave may be taken for illness, injury, or routine medical or dental appointments incurred by an employee or a member of their relative (As defined in Nepotism policy, which cannot be reasonably scheduled outside of working hours.
5. In the event of prolonged or extreme medical emergencies of other family members not in the household, sick leave may be granted upon approval of the supervisor.
6. Sick leave for staff shall be used in ½ hour increments.
7. Sick leave for faculty shall be used in ½ - hour increments. Faculty that are not physically on campus during a day due to an illness will be required to use 8 hours of leave.
8. Employees taking sick leave will call their immediate supervisor at the earliest opportunity. Failure to ensure proper notification without valid reason shall constitute absence without leave (AWOL) hours.
9. The supervisor may request and obtain verification of the circumstances surrounding use of sick leave without proper cause. Employees will be subject to disciplinary action if this leave is abused.
10. Employees using 24 or more consecutive work hours of sick leave shall have verification from a physician.
11. A pregnant employee is expected to make her own decision, in consultation with her physician, as to when she will cease working and when she will return. Sick leave and annual leave may be used for these purposes. The employee shall notify her supervisor of leave two weeks prior to her intended departure as to the period of time she expects to be on leave and at that time placed on FMLA (Family Medical Leave Act) status. If an employee's pregnancy prevents her from properly performing the duties of her position, or causes a hazard to person or property, and the employee refuses to take leave, the President may place her on annual or sick or absent without leave status until such time

as certified able to return to work by a designated physician. In the event of prolonged absence due to pregnancy the absent employee's position may be temporarily filled.

12. If an employee's earned sick leave has been exhausted, employee may choose to use earned annual leave; faculty may choose to use earned personnel leave.
13. All employees can carryover up to 480 hours of sick leave at the end of a fiscal year.

RESPONSIBILITY: Supervisor/Human Resources Manager

REVISED: July 2023

POLICY: DONATED SICK LEAVE
DATE: April 3, 2023
Chapter VI, Section 6

OBJECTIVE/PHILOSOPHY:

Sitting Bull College recognizes that, on occasion, an employee may exhaust their accrued leave due to their own, or a family member's serious illness or injury. This policy allows, with approval, an employee to donate unused sick leave for use by another employee as sick leave, allowing the receiving employee with a lack of accrued leave to benefit from donated leave.

REFERENCE:

PROCEDURE/CONTENT:
To donate sick leave, an employee shall:

1. Be eligible to accrue sick leave.
2. Maintain a sick leave balance of at least (480) hours by the end of the fiscal year.
3. Transfer amount over 480 hours up to a maximum of forty (40) hours to the sick leave bank at the end of the fiscal year for employees and at the end of the contract period for faculty. The IT/Finance Director will contact eligible employees at the end of the fiscal year or end of contract period, to see if they want to donate to the employee sick leave bank for the amount of their eligible hours.

An employee may request to use donated sick leave under the following conditions:

1. Request shall have doctor's statement attached for the period employee will be off work due to an illness. See attached form.
2. Employees shall use up their own annual and sick leave, to be eligible to request donated sick leave.
3. Donated sick leave is a one-time employee request of up to 80 hours.
4. Donated sick leave is restricted to employees who have successfully completed their training period.

RESPONSIBILITY: Supervisor/Human Resources Manager

REVISED:

Request for Sick Leave Donation Health Care Provider Medical Certification

I authorize my licensed health care provider_____ to release the information requested on this form, and/or any additional relevant information concerning my health condition, to the Human Resources Director.

Patient's Printed Name: _____

Patient's
Signature:_____

Date:

_____

Employee's Printed Name (if different than Patient's Name):_____

To be completed by provider:

Answer, fully and completely, all applicable sections. Your answers should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "unknown or indeterminate" may not be sufficient to determine if pool donation criteria is met. The information requested will be used solely to determine the employee's eligibility for a sick leave direct donation benefit. Please be sure to sign this form.

Please indicate dates or date range of absences anticipated due to this condition. Continuous:

From: _____To:_____

1. Diagnosis: _____

_____

_____

_____

___

2. Is the condition arising from Occupational injuries or illness related to current employment? If so, the employee is not eligible for an award of Donation. The employee should contact their supervisor to report a work-related condition. _____Yes _____No

Medical Emergency. "Medical emergency means" a medical condition of the employee that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave. Does this condition meet the definition of Medical Emergency? _____Yes _____ No

Licensed Provider Signature: _____

Print Name: _____

Date: _____

Office telephone #: _____

Office Fax #: _____

POLICY: **FAMILY AND MEDICAL LEAVE**
DATE: March 1999
Chapter VI, Section 7

OBJECTIVE/PHILOSOPHY:

Full-time regular and contract employees will be entitled to family and medical leave in compliance with the Family and Medical Leave Act.

REFERENCE:

PROCEDURE/CONTENT:

1. The Board of Trustees shall permit qualified employees to take up to 12 work weeks of leave in a 12-month period for family and medical reasons. Employees qualifying for family medical leave shall have been employed by SBC for the previous 12 months prior to the date of the leave to be taken. Forms for the family and medical leave are available from the Human Resources Manager**.** It is the responsibility of the employee to submit paperwork to the Human Resources Manager prior to taking leave, as requested by the employer. For the purposes of this policy the 12-month period shall be the same as the fiscal year, July 1 to June 30. Such unpaid leave may only be taken for the following reasons:
   - The birth of the employee's child and subsequent care within 12 months;
   - The placement of a child with the employee for adoption or foster care within 12 months;
   - To care for a spouse, child or parent of the employee who has a serious health condition;
   - When the serious health condition of the employee renders the employee unable to work.

   The twelve (12) work week begins at the request of the employee for leave or upon reasonable information received by the employer.
2. Generally time taken for family and medical leave shall be on a continuous basis. However, the employee shall be permitted to take leave on an intermittent or reduced basis to care for a seriously ill family member or the employee's own illness when medically necessary. An employee may take intermittent leave for the birth or adoption of a child only with the approval of the President.
3. If a faculty's period of absence on intermittent leave amounts to more than 20% of class time, the instructor may be required to take continuous leave throughout the family and medical leave period or be placed in an equivalent position that would not be so disruptive to the classroom.
4. An instructor may be required to extend leave through the end of the semester if the intended date of return is within the last two or three weeks of the semester, depending on the date on which leave began and the length of the leave.

5. An employee shall be required to request leave by providing the President at least 30 days' notice prior to any leave being taken for the birth or adoption of a child, or for any treatment, or circumstances where 30 days' notice cannot be provided, the employee shall notify the President as soon as possible. Medical certification may be required at the time the leave is requested.
6. The employee will be required to use accumulated sick, personal and/or annual leave for any part of the 12-week period. If an employee uses paid leave, the President shall provide only enough unpaid leave time to total the allowed 12-week period.
7. Any employee taking family and medical leave shall have the right to return to their previous position or an equivalent position with no loss in benefits at the end of the leave period. An employee returning to service at the end of their leave period for personal medical reasons shall be required to present a letter from their doctor certifying that the employee is able to return to work.

RESPONSIBILITY: President//Human Resources Manager/Supervisor

REVISED: October 2003

POLICY: **BREASTFEEDING/LACTATING MOTHERS**
DATE: November 2017
Chapter VI, Section 8

OBJECTIVE/PHILOSOPHY:
The Patient Protection and Affordable Care Act, enacted March 23, 2010, requires employers subject to the Fair Labor Standards Act (FLSA)—which is most employers—to provide unpaid, reasonable break time for an employee to express breast milk for a year after her child's birth. Sitting Bull College supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.
REFERENCE:
PROCEDURE/CONTENT:
Accommodation for Lactating Mothers
For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. SBC has designated the following rooms as available for expression of milk for students and employees:
Science & Technology Center: office space
Entrepreneurial Center: office space
Family Support Center: office space
Student Center: office space
Finance Center: office space
Transit Center: locker room
Visitor Center: office space
Mobridge Site: room behind Director's office
McLaughlin Site: office space

Nursing mothers wishing to use the designated room shall request/reserve the room by contacting the building receptionist. Employees and students shall bring their own coolers and storage containers for the appropriate storage of expressed milk. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

Bring Infants to Work
Fulltime employees may be allowed to bring their infants to work until three months of age if

- The mother is providing her infant breast milk
- The supervisor deems the policy fits the needs of the department and the employee's job duties
- Presence of the infant does not interfere with the mother's job duties
- Flexibility and interpretation is on an individual basis between supervisor and employee.

RESPONSIBILITY: Supervisor/Human Resources Manager
REVISED:

POLICY: **WORKFORCE SAFETY COVERAGE**
DATE: March 1994
Chapter VI, Section 9

OBJECTIVE/PHILOSOPHY:

Employees of Sitting Bull College are subject to Workforce Safety procedures in the event of an injury on the job.

REFERENCE:

PROCEDURE/CONTENT:

1. When an employee is injured on the job, the employee is required to report the injury to his/her supervisor immediately.
2. The supervisor shall investigate and file a written report with the Human Resources Manager.
3. The Human Resources Manager will contact Workforce Safety Office reporting the injury.
4. Claims will have to be submitted to Workforce Safety by both the injured employee and the supervisor.
5. Sick leave and annual leave may be used for time off for the injury.
6. Depending on the injury of the employee, Sitting Bull College will make every effort to work with the injured employee and Workforce Safety on all eligible benefits until the employee returns to his/her job.
7. Sitting Bull College may require a doctor's statement before the employee may return to work.

RESPONSIBILITY: Supervisor/Human Resources Manager/Employee

REVISED: July 2023

POLICY: **ADMINISTRATIVE LEAVE**
DATE: March 1994
Chapter VI, Section 10

OBJECTIVE/PHILOSOPHY:

Administrative and emergency leave is paid leave, which is not charged against annual leave or sick leave. The Board of Trustees recognizes that administration may grant leave for various administrative and emergency purposes.

REFERENCE:

PROCEDURE/CONTENT:

1. **National Guard/Reserve** - An employee who is a member of the National Guard or of any of the Reserve components of the Armed Forces of the US shall be entitled to leave of absence from assigned duties for as many as 15 days in one calendar year to participate in military training. Employees called to participate in military training shall furnish the President with verification that they were called to duty by proper authority.
2. **Jury Duty** - An employee called to jury duty shall be granted administrative leave. If money is received from the court, the employee shall take annual leave.
3. **Voting -** An employee may be allowed one hour of administrative leave with pay in order to vote in any official election.
4. **Professional Development** -Administration in conjunction with a supervisor may grant an employee administrative leave, annual leave, or leave without pay to accept an invitation to participate in a conference or workshop not to exceed two weeks per fiscal year. If an honorarium is offered, it may be accepted by the employee if he/she is on approved annual leave or leave without pay status. Acceptance and participation in a conference or workshop during work hours without proper approval may be grounds for disciplinary action including termination.
5. **Student Professional Development -** Administration in conjunction with a supervisor and proper documentation may grant administrative leave to an employee who is a student of SBC to attend student related activities or conferences. Leave will be limited to 24 hours per fiscal year. Per diem and travel expenses will not be paid unless it is an SBC sponsored event.
6. **Inclement Weather -** Administrative leave for College sites may be granted if the College is closed for inclement weather or other situations. However, job responsibilities shall be fulfilled as required by supervisor before administrative leave is granted.
7. **Bereavement Leave** – Administrative leave not to exceed ten days per fiscal year for bereavement may be granted to an employee by administration with approval of supervisor for a death in the immediate family. "Immediate family" is defined as a parent, spouse, sibling, other household members, blood relatives, relatives by marriage and adoption, including step family members and foster family members.
8. **Funeral Leave -** A supervisor may grant funeral leave, not to exceed 8 hours per fiscal year for other than immediate family or under special circumstances.

9. **Maternity Leave –** Permanent employees shall be authorized administrative leave not to exceed eighty (80) hours (two weeks) for maternity purposes. Maternity leave shall be used prior to with a Doctor's statement or immediately following delivery. The leave shall be taken consecutively. Maternity leave will be granted only after three months of full-time, regular employment.

10. **Paternity Leave -** Permanent employees shall be authorized administrative leave not to exceed eighty (80) hours (two weeks) for paternity purposes. Paternity leave shall be used prior to with a Doctor's statement or immediately following delivery. The leave shall be taken consecutively. Paternity leave will be granted only after three months of full-time, regular employment. Employees claiming leave for paternity purposes shall provide proof of relationship to the child either through submission of a marriage license or other documentation attesting to the parental relationship to the child.

11. **Spiritual or Religious Leave –** Administrative leave not to exceed five days per fiscal year for spiritual or religious reasons may be granted upon the approval of the supervisor in conjunction with administration. This leave shall not interfere with the employee's regular duties.

12. **Educational Leave -** An employee seeking a certificate, associate, baccalaureate or masters from SBC may be granted administrative leave up to four hours per week to attend courses during regular working hours. An employee who is attending a course for more than four credits/hours per week shall submit a written request to use annual leave to cover these hours or use leave without pay.

14. **Employees Children's Activities -** An employee (parent/guardian) is allowed twelve hour of administrative leave per fiscal year to attend school activities and functions of their child or grandchild as approved by their supervisor.

15. **Volunteer Boys and Girls Club -** An employee is allowed one hour weekly to volunteer for the Boys and Girls Club or any other established programs on the reservation as approved by their supervisor.

16. **Training Period -** In cases where administrative leave is granted to an employee in training, the supervisor in conjunction with administration may extend the employee's training period by the number of days of administrative leave.

17. **Wellness –** an employee will be granted up to 1½ hours for a five-day work week, one hour for a four-day work week to be used on campus (Fort Yates) for the purpose of achieving and maintaining overall wellness. Notification will be made to the supervisor before wellness leave is taken. Job duties and responsibilities take priority over this privilege.

RESPONSIBILITY: Supervisor/President/Administration

REVISED: December 2022

POLICY: **EDUCATIONAL ADVANCEMENT**
DATE: May 2001
Chapter VI, Section 11

OBJECTIVE/PHILOSOPHY:

SBC strives to provide the students with the best education possible. To achieve this goal, it is important that employees be allowed to further their education beyond a baccalaureate degree.

REFERENCE:

PROCEDURE/CONTENT:

1. A committee will be formed for each employee requesting leave to work toward an advanced degree. This committee will review the request for leave and make a determination. This committee will consist of:
   a. One Board of Trustee member
   b. One member of the administration
   c. Supervisor of the employee
   d. One staff/faculty member selected by the employee
2. An employee working toward an advanced degree may request time off to attend classes. Administrative/educational leave may be granted with the following conditions:
   a. The employee will be allowed to take no more than 144 hours of administrative/educational leave per academic year.
   b. The employee shall have been employed by SBC for at least three years.
   c. The employee shall seek approval from funding agency to continue receiving salary throughout educational leave.
   d. The employee shall have received at least a rating of 3 on his/her annual evaluation.
   e. The employee shall provide proof of acceptance into an accredited education program in a field related to their duties at SBC.
   f. The employee shall assure the committee that assigned duties can be covered during the time the leave is granted.
   g. The degree advancement will be necessary for SBC accreditation improvement.
3. Continuation of leave from year to year is contingent upon satisfactory course work that will be reviewed annually by the supervisor.
4. The employee will be required to pay back two years of service for each 144 hours of leave granted. If the employee resigns from SBC before the pay back is completed, the remainder of the pay back will be prorated and deducted from salary or accumulated annual leave.

RESPONSIBILITY: President
REVISED: June 2001

POLICY: **EDUCATIONAL WAIVER**
DATE: May 2001
Chapter VI, Section 12

OBJECTIVE/PHILOSOPHY:

SBC will provide financial support to its employees through a waiver of tuition, books, and fees to further their education at SBC to gain the skills and knowledge necessary to meet the goals and objectives of the philosophy of SBC. This support will be provided if the funds are available.

REFERENCE:

PROCEDURE/CONTENT:

1. Full-time employees who have not earned a baccalaureate degree shall be eligible to receive an educational waiver for courses at SBC provided:
   a. The employee is enrolled in course work leading to a certificate or associate degree at SBC.
   b. The certificate or degree is in the area of work for which the employee is hired.
   c. The course is taken for credit (audited courses are not eligible for a tuition waiver).
   d. The employee applies for financial aid and is denied assistance for those funds. Employees who are awarded financial aid funds from any source shall be required to use those funds to pay for the education costs.
   e. The employee educational waiver budget is not expended for the fiscal year. Employees who have not earned a baccalaureate degree shall receive priority consideration for a waiver of tuition.
2. Full-time employees who have earned a baccalaureate degree shall be eligible to receive a tuition waiver and allowed 4 hours of administrative leave for courses at SBC provided:
   a. The employee is enrolled in courses in Native American Studies.
   b. The employee is required by his/her supervisor to enroll in a course and that course will enhance his/her job performance.
   c. The employee can demonstrate to his/her supervisor that completion of the course will provide the employee with skills that will benefit SBC or further its goals and objectives.
   d. The employee educational waiver budget is not expended for the fiscal year.
   e. Employees who are awarded financial aid funds from any source shall be required to use those funds to pay for the education cost.
3. The employee shall complete the course with a letter grade of A, B, or C to qualify for the waiver. The employee shall authorize SBC to withhold the cost of the tuition, books, and fees from the employee's payroll account in the event the employee does not meet this requirement. The tuition, books, and fees shall be withheld from the employee's first payroll check immediately following the end of the term in which the employee enrolled in the course.

4. An educational waiver shall only be granted for up to $1,000 per year.
5. Application process for tuition waiver is as follows:
    a. Complete application from financial aid office for educational waiver.
    b. An employee who has not earned a baccalaureate degree shall apply for federal, state, and tribal financial aid.
    c. The employee shall meet with his/her supervisor to determine if funds are available in the budget to pay for these costs.
    d. The employee shall meet with his/her supervisor to determine if the course meets the criteria outlined in the educational waiver policy. The employee shall receive written approval to enroll in a course during regular working hours and shall submit leave slips to use annual leave or leave without pay if the employee will be attending class more than four hours per week.
    e. The employee will submit the completed application for tuition, books, and fees waiver to the Financial Aid Officer.

RESPONSIBILITY: Supervisor/Financial Aid Officer

REVISED: February 2017

POLICY: EDUCATIONAL BONUS
DATE: December 2002
Chapter VI, Section 13

OBJECTIVE/PHILOSOPHY:

The SBC Board of Trustees recognizes the importance of educational advancement.

REFERENCE:

PROCEDURE/CONTENT:

1. An educational bonus may be given to staff enrolled in an advanced degree program relevant to their job position**,** salary scale level and approved by supervisor. The amount of a bonus will be determined from a scale approved by the Board of Trustees.
2. To be eligible for a bonus, employees shall pass 12 credit hours with a 2.00 GPA.
3. A written request along with a degree plan and a transcript shall be submitted to supervisor for review upon completion of every 12 hours. Supervisor will submit documentation to business office for payment.
4. Payment of a bonus will be added to an employee's salary and required taxes will be deducted. Bonuses will be paid twice during a fiscal year (once in June and once in January); credit hours may not be banked and paid in one bonus.

RESPONSIBILITY: Supervisor/Administration

APPROVED: December 2005

POLICY: EXEMPTIONS FOR ALL FULL-TIME EMPLOYEES SEEKING ASSOCIATE DEGREE IN NATIVE AMERICAN STUDIES

DATE: December 2005

Chapter VI, Section 14

OBJECTIVE:

The SBC Board of Trustees recognizes the importance of affording all full-time employees the ability to seek experience and/or training in the Native American culture.

REFERENCE:

The SBC Board of Trustees approved an exemption of general education requirements for all full-time employees seeking an Associate of Arts degree in Native American Studies**.**

PROCEDURE/CONTENT:

1. Only employees that have obtained at least a Bachelor**'s** degree will be eligible for the exemption.
2. Release time will be granted based on the administrative leave policy in Chapter VII, Section 8 for employees to take the courses necessary to complete the degree program.
3. All regular core requirements and prerequisites of the NAS degree will be completed according to the degree program.
4. In addition to the regular core requirements of 22 credits for Associate degree in Native American Studies, exempted employees shall also complete NAS 101 Lakota/Dakota Language I.
5. Exempted employees will receive a tuition waiver for classes necessary for Native American Studies degree.
6. Upon completion of the degree or certificate, the employee will receive an additional step increment on the salary scale. An employee may receive both the degree and certificate, but only one step increment will be granted on the salary scale.

RESPONSIBILITY: Administration

APPROVED: July 2012

CHAPTER VII – EMPLOYEE MANAGEMENT

POLICY: LAKOTA VALUES
DATE: September 2012
Chapter VII, Section 1

REFERENCE: Sitting Bull College Board of Trustees has adopted the following Lakota Values as a guide for faculty and staff to follow within the workplace.

OBJECTIVE/PHILOSOPHY:

1. Wóohola (Respect): SBC family should be thoughtful and considerate towards property, policies and people including themselves, fellow students, faculty, staff, and visitors.
2. Wówačhaŋtognake (Generosity): SBC family should assist others in need without expecting anything in return.
3. Wówauŋšila (Compassion): SBC family should display empathy for those less fortunate.
4. Wóowotȟaŋla (Integrity): SBC family should show honesty and truthfulness for their actions and work.
5. Wówačhiŋtȟaŋka (Patience): SBC family should show endurance under difficult situations.
6. Wówičakȟe (Honesty) SBC family should display integrity, truthfulness and straightforwardness in their educational studies and activities.
7. Wóuŋšiič'iye (Humility): SBC family should be modest and respectful to themselves, fellow students, faculty, staff, and visitors.
8. Wóksape (Wisdom): SBC family should strive to gain the understanding to apply perceptions, actions, and judgment in a good way.
9. Wóohitike (Bravery): SBC family may face uncertainty and need to find courage in order to succeed.
10. Wówalitake (Fortitude): SBC family need to find the mental and emotional strength in difficult times.

RESPONSIBILITY: All SBC faculty and staff

REVISED:

POLICY: **ATTENDANCE**
DATE: May 1994
Chapter VII, Section 2

OBJECTIVE/PHILOSOPHY:

SBC employees will adhere to work attendance requirements.

REFERENCE:

PROCEDURE/CONTENT:

1. The standard work week has transitioned to four 8-hour days, Monday through Thursday with Fridays being a work from home day as job duties require or 8-hour admin leave. There will be no exchanging of workdays, meaning that an employee cannot work Tuesday through Friday and take Monday off.
2. An employee who is AWOL (absent without leave) or LWP (leave with pay) on the working day immediately preceding and/or following a Friday will lose pay for the Friday as well as for the other day(s).
3. Standard hours for the College will be 8:00 AM – 4:30 PM (with a 30-minute unpaid lunch break) Monday through Thursday. With supervisor's approval employees can work 7:30 AM to 4:00 PM or 9:00 AM to 5:30 PM. If employees are not available during these times, they will be required to take either vacation or sick leave. Faculty hours are based on current policies Monday through Thursday.
4. Important Note: All full-time and permanent part-time employees will be required to work on Fridays for the following examples (not inclusive): in-service, four new moon meetings (schedule will be set in advance), new student orientation (administration, faculty, student support staff, IT staff), outside meetings/conferences, business office staff may be required to work a Friday during the College's schedule audit, maintenance and janitorial staff will be required to work on a Friday if the campus needs snow removal, or other Fridays based on supervisor request. The scheduled Fridays will not be overtime or comp time, but part of an employee's regular 40-hour work week. The Transit program employees are not required to follow the schedule of on campus Fridays but are highly encouraged to attend SBC schedule events and activities.
5. Employees shall speak with immediate supervisor or leave a voice message if tardy or requesting leave. An employee should make every effort to call before 8:15.
6. An employee may not take more than one 15-minute break in the morning and one 15-minute break in the afternoon during each full workday. An employee's break shall be considered a privilege and not a right and shall never interfere with proper performance of the work responsibilities of each department.
7. All employees with the exception of the care givers (daycare workers), bus drivers and dispatcher(s), lab technicians and temporary and part-time workers will be required to serve on a designated committee. Employees who do not have supervisor approval for missing a committee meeting, will be required to take leave.

RESPONSIBILITY: Supervisor
REVISED: October 2026

POLICY: **WORK STANDARDS**
DATE: May 1994
Chapter VII, Section 3

OBJECTIVE/PHILOSOPHY:

It shall be the duty of each employee to maintain high standards of cooperation, efficiency, and economy while working for the College.

REFERENCE:

PROCEDURE/CONTENT:

1. Supervisors shall organize and direct the work of their department to achieve their department/grant objectives.
2. All employees are required to follow chain of command in all work-related issues. Chain of command is defined as addressing work issues with immediate supervisors.
3. If work habits, attitude, performance, or personal conduct of an employee fall below appropriate standards, supervisors should point out the deficiencies at the time they are observed.
4. Counseling and warning the employee in enough time for improvement should ordinarily precede formal disciplinary action.
5. Nothing in this section shall prevent immediate formal disciplinary action if it is in the best interest of the College.

RESPONSIBILITY: Supervisor

REVISED: February 2004

POLICY: **CHILDREN IN THE WORKPLACE**
DATE: July 2008
Chapter VII, Section 4

OBJECTIVE/PHILOSOPHY:

Sitting Bull College has established a daycare facility on the Fort Yates campus for use by employees. For safety and liability issues and respect for others, employees should not bring their children to work and should make use of a daycare facility.

PROCEDURE/CONTENT:

1. Children of employees will not be allowed in the workplace during regular work hours. Exception would be family-oriented events sponsored by the College.
2. Safety of children in the workplace is a concern especially in terms of liability insurance.
3. A 10% discount per child will be provided to employees whose children attend the College's daycare facility.
4. An employee who brings their child to the work site may be subject to disciplinary action.

RESPONSIBILITY: Supervisor

REVISED: February 2015

POLICY: **ABSENCES**
DATE: May 1994
Chapter VII, Section 5

OBJECTIVE/PHILOSOPHY:

The Board of Trustees recognizes that employees may be absent from work for various reasons.

REFERENCE:

PROCEDURE/CONTENT:

1. Leave Without Pay (LWOP)
   a. The supervisor may grant an employee a leave of absence without pay for any good reason upon request if this employee's leave is not detrimental to the operation of the College.
   b. The Board of Trustees shall approve leave in excess of one month or extensions of previously authorized leave for the President.
   c. Extended leave that unreasonably impedes the work program of the College may be denied.
   d. Employee will not accrue annual or sick leave.
2. Absent Without Leave (AWOL)
   a. An employee failing to report to work as scheduled without proper notifications, authorization, or excuse shall be considered AWOL and shall not be paid for the period involved.
   b. Being AWOL for 16 consecutive scheduled work hours for an employee's constitutes abandonment of duties. This will subject the employee to disciplinary action or termination by the President.
3. Leave records will be maintained for all employees.

RESPONSIBILITY: Supervisor/Human Resources Manager

REVISED: July 2023

POLICY: **EXTRACURRICULAR ACTIVITIES**
DATE: May 1994
Chapter VII, Section 6

OBJECTIVE/PHILOSOPHY:

SBC Board of Trustees recognizes that employees may be involved in extracurricular activities on behalf of SBC.

REFERENCE:

PROCEDURE/CONTENT:

1. Extracurricular activities shall be approved of in advance by administration.
2. Extracurricular activities shall have a budget approved by the administration.
3. Any use of SBC facilities or equipment shall have administrative approval in advance of such use.

RESPONSIBILITY: Administration

REVISED: August 2012

POLICY: **COLLEGE VEHICLES**
DATE: December 1988
Chapter VII, Section 7

OBJECTIVE/PHILOSOPHY:
SBC vehicles are to be used for official College business only.

REFERENCE:
PROCEDURE/CONTENT:

1. All drivers of motor vehicles owned or used by SBC shall be legally licensed operators and full-time permanent or approved part-time temporary employees of SBC. SBC students are not allowed to drive a college vehicle. Determination of eligible drivers rests with the vehicle insurance company that reviews the policy annually.
2. All employees who drive SBC vehicles or are being paid mileage for using their private vehicle on College business shall register their driver's license number and expiration date with the business office.
3. When reserving a SBC vehicle from Student Services, an employee shall sign-out and sign-in the vehicle.
4. Ridership in SBC vehicles is limited to individuals participating in college related activities or business.
5. Operators of all motorized equipment used in the service of the college who become involved in any accident will be subject to disciplinary action if, upon investigation, it is determined that the employee is responsible for the accident through carelessness or recklessness. The driver of the vehicle shall contact their supervisor and law enforcement for police report.
6. Use of a college vehicle for private business by an employee will subject that employee to disciplinary action or termination. SBC employees may take a college vehicle home from work with the approval of supervisor or the Maintenance Director.
7. Driving under the influence of alcohol or drugs is strictly prohibited while operating a college vehicle.
8. All college and program vehicles are to be parked in the appropriate designated site. Employees using the vehicles will be responsible for returning them to the site.
9. If an employee is utilizing their personal vehicles to transport any other staff or students their personal insurance will be liable. Transportation program operates under separate policies and only transportation employees are eligible to operate these vehicles.
10. The college pontoon can only be used for classes and not recreational purpose.

RESPONSIBILITY: President/Supervisor
REVISED: July 2023

POLICY: **USE OF COLLEGE PROPERTY**
DATE: April 2005
Chapter VII, Section 8

OBJECTIVE/PHILOSOPHY:

All SBC property will only be used for College functions.

REFERENCE:

PROCEDURE/CONTENT:

Personal usage of all SBC property including grant equipment will not be allowed. This includes all maintenance equipment, tables, chairs, electronic devices, etc.

If an employee damages College property, you shall notify your supervisor immediately, who shall notify administration.

RESPONSIBILITY: President

REVISED: July 2023

POLICY: **USE OF SITTING BULL COLLEGE LOGOS**
DATE: July 2009
Chapter VII, Section 9

POLICY AND OBJECTIVES:

SBC Board of Trustees does not allow illegal and detrimental use of Sitting Bull College logo.

PROCEDURE/CONTENT:

1. SBC logos including SBC entity logos are property of Sitting Bull College and shall not be used without the written consent of the College's President.
2. Use of the logo shall be limited to the College's departments, i.e. bookstore; recruitment; College's publications, and shall not be used in a disparaging or derogatory manner.
3. Any illegal or objectionable use of a SBC logo shall be referred to SBC's lawyer for resolution.

RESPONSIBILITY: President

REVISED: July 2023

POLICY: **USE OF COLLEGE FACILITIES**
DATE: April 2005
Chapter VII, Section 10

OBJECTIVE/PHILOSOPHY:

SBC will allow use of facilities after regular working hours for staff, faculty, committees, and clubs for College related activities.

REFERENCE:

PROCEDURE/CONTENT:

1. Activity shall be scheduled in advance with the receptionist of the respective building in which the activity is being planned.
2. Staff and faculty shall make arrangements with Campus Security for opening and closing doors and setting alarm system.
3. Staff and faculty will be responsible for the conduct of their attendees.
4. Staff and faculty are responsible to ensure that the facility is cleaned in an acceptable manner after use.
5. Failure to comply will result in denial of use of facilities and may include charging your program, club, or committees with appropriate costs for cleanup.

RESPONSIBILITY: President

REVISED: July 2023

POLICY: **POLITICAL ACTIVITY**
DATE: May 1994
Chapter VII, Section 11

OBJECTIVE/PHILOSOPHY:

SBC employees will adhere to the political activity policy.

REFERENCE:

PROCEDURE/CONTENT:

1. Unless otherwise provided by law, all employees will refrain from using their positions or influence in any way for or against any partisan candidate for public office during business hours.
2. Use of SBC equipment, facilities, and supplies for political activity is prohibited unless approved by administration.
3. Full-time permanent employees running for tribal council are not allowed to do campaigning on college time, on college property or during college related activities.
4. Full-time permanent employees will not be allowed to hold a public office, i.e. tribal council, which requires commitment during the working hours (8-4:30).
5. Employees shall not sign petitions during work hours.

RESPONSIBILITY: President

REVISED: May 2005

POLICY: SOLICITATION
DATE: May 1994
Chapter VII, Section 12

OBJECTIVE/PHILOSOPHY:

SBC employees will adhere to the following solicitation policy.

REFERENCE:

PROCEDURE/CONTENT:

1. Solicitation of funds for SBC for any purpose shall have approval of the President and shall follow the guidelines for soliciting, receiving, recording, and acknowledgment of gifts at SBC.
2. No employee can be required to make any contribution, be penalized or rewarded in any way according to his or her response to the solicitation.
3. Solicitation of funds from SBC will be limited to $50 per request. Requests in excess of $50 need to be approved by the President.
4. SBC will not accept funding from an organization that does not participate in the national watch dog group.

RESPONSIBILITY: President

REVISED: August 2012

POLICY: **OUTSIDE EMPLOYMENT**
DATE: May 1994
Chapter VII, Section 13

OBJECTIVE/PHILOSOPHY:

SBC employees will adhere to the following outside employment policy.

REFERENCE:

PROCEDURE/CONTENT:

1. Outside employment including contractual agreements shall be reported to, and approved by, the President with recommendation of the supervisor.
2. An employee may engage in outside employment if such employment does not create a conflict of interest, or affect the employee's performance or the interests of the College or the public.

RESPONSIBILITY: Supervisor/President

REVISED: May 2005

POLICY: **FINANCIAL OBLIGATIONS**
DATE: December 1989
Chapter VII, Section 14

OBJECTIVE/PHILOSOPHY:

All employees are expected to keep their financial affairs in good order.

REFERENCE:

PROCEDURE/CONTENT:

4. Employees who owe past due funds to the College will be notified in writing of their outstanding debt. They will have ten working days to set up a Debt Payment Agreement, if after the ten days, they fail to do so, they will be notified in writing that an automatic payroll deduction will be initiated and remain in effect until the entire obligation is paid in full.
5. Employees who charge with SBC Transit, will follow the payroll deduction authorization schedule as signed.
6. Employees who charge with SBC Bookstore will follow the payroll deduction scheduled as posted in the bookstore.
7. For employees who owe funds to the College, transcripts will not be issued until the entire outstanding obligation has been paid in full.
8. If a terminated employee has a financial obligation the amount will be deducted from their final pay check or annual leave. (From termination policy)
9. The college will only honor outside payroll deductions that are court ordered or from Tribal entities.

RESPONSIBILITY: Finance/Payroll Department

REVISED: July 2023

POLICY: **SALARY LOANS**
DATE: June 1987
Chapter VII, Section 15

OBJECTIVE/PHILOSOPHY:

Full-time employees of SBC may request salary loans using their earned annual leave as collateral.

REFERENCE:

PROCEDURE/CONTENT:

1. An employee may request a salary loan for up to $2,000 a maximum of four times per fiscal year. The amount that may be requested is limited to the value of the employee's earned annual leave.
2. A 5% service charge will be charged for each loan, which will be deducted along with the first repayment payroll deduction.
3. The first repayment payroll deduction will occur within 30 days of the loan disbursement date.
4. Loans shall be paid off via payroll deduction within 22 pay periods starting with the first repayment payroll deduction.
5. The repayment amount will be calculated based on the number of pay periods the employee chooses to pay back the loan. The minimum repayment amount is $25 per pay period. The employee may make larger payments than calculated if they so choose. If an employee chooses larger deductions the amount cannot be reduced after the first repayment. If an employee chooses to pay off the loan early they may do so via personal check or cash.
6. The employee shall have at all times earned annual leave at the end of each pay period that is greater than or equal to their loan balance. If an employee does not have enough annual leave at the end of a pay period any annual leave used during that pay period will be switched to LWOP until the required annual leave balance is met.
7. The employee may only have one active loan at a time.
8. If an employee switches from a full-time position to a part time or temporary position, or their employment is terminated, their annual leave will immediately be reduced by the remaining balance of their salary loan.

RESPONSIBILITY: HR/Payroll Department

REVISED: April 2022

POLICY: SMOKING ON COLLEGE PROPERTY
DATE: 1990
Chapter VII, Section 16

OBJECTIVE/PHILOSOPHY:

Sitting Bull College employee smoking policy outlines the rules regarding smoking in the workplace. The College prohibits use of tobacco products including cigarettes, smokeless tobacco, and electronic cigarettes inside any College facilities or vehicles. In addition, the use of tobacco products is prohibited up to 20 feet from any entrances, exits, open windows, and ventilations systems of the Sitting Bull College. This policy aims to protect non-smokers without unreasonably depriving smokers from their right to smoke.

What is covered under the Employee Smoking Policy?
Our employees who smoke need to follow this policy so they will:

- Protect non-smokers from second-hand smoking
- Avoid setting off alarms and smoke detectors
- Preserve an image of a clean workplace
- Avoid fires from discarded cigarettes

Scope
This policy applies to all employees of Sitting Bull College as well as to visitors, contractors, volunteers, temporary staff and students at all times.

Policy elements
Our policy refers to all tobacco products including cigarettes, smokeless tobacco, and electronic cigarettes. As a rule, smoking is not allowed indoors. This rule refers to:

- Entry doorways outside/inside
- Working areas
- Hallways
- Restrooms
- Company vehicles
- Kitchen areas

Sitting Bull College will establish designated areas that are properly ventilated and secluded. Smoking is prohibited indoors at any time, not just during working hours. If an employee stays late at work, they're still obligated to follow this policy.

Areas where smoking is permitted
Sitting Bull College permits smoking during normal **breaks** at:

- Designated smoking areas
- Open-air verandas
- Any outer premises including designated smoking areas, yards and sidewalks outside of our buildings

Sitting Bull College also advise our employees to:

- Extinguish their cigarettes and discard them only in appropriate containers
- Avoid smoking when they have scheduled meetings with clients or vendors
- Avoid smoking near flammable objects and areas

Sitting Bull College actions

- Signage at all areas where smoking is and is not allowed
- Communicate this policy through bulletin boards/internal newsletters/emails
- Offer smoking cessation seminars as part of our employee wellness program

Any employee/student who has a complaint regarding this policy can contact one of Sitting Bull College's Security Officers or Vice President of Operations.

Disciplinary Consequences

Non-compliance of this policy for employees will be brought to the attention of the appropriate supervisor and for students to the Vice President of Operations for further action.

- Employees who violate this policy frequently or cause severe problems (e.g. fires) may face consequences up to and including termination. Students who violate the policy may face expulsion.

Depending of the severity of the damage an employee or students may face charges for crimes against property as indicated below:

Crimes against Property

A person who:

- **Intentionally** starts or maintains a fire or causes an explosion that destroys or damages a building or occupied structure, motor vehicle, field, livestock, crop or standing timber of another;
- **Recklessly** starts or maintains a fire or causes an explosion that destroys or damages a building or occupied structure, motor vehicle, field, livestock, crop or standing timber of another; or
- **Negligently** starts or maintains a fire or causes an explosion that destroys or damages a building or occupied structure, motor vehicle, field, livestock, crop or standing timber of another; is guilty of arson.

Intentional arson is a felony; reckless or negligent arson is a Class A misdemeanor.

- **Felony**- for which a maximum penalty of one (1) year imprisonment, a fine of five thousand dollars ($5,000), or both, may be imposed.
- **Class A misdemeanor**- for which a maximum penalty of six (6) months imprisonment, a fine of one thousand dollars ($1,000), or both, may be imposed.

Further reading: **Federal Laws and Policies and Tribal Laws** – U.S. Dept. of Health and Human Services

- https://betobaccofree.hhs.gov/
- https://www.hhs.gov/
- https://www.standingrock.org/content/title-iv-4-criminal-offensessex-offenders

RESPONSIBILITY: Campus Security/Human Resources/Vice President of Operations
REVISED: September 2019

POLICY: **ANIMALS ON CAMPUS**
DATE: September 2019
Chapter VII, Section 17

OBJECTIVE/PHILOSOPHY:
Sitting Bull College (SBC) is committed to maintaining a healthy and safe environment for students. Based on reasons of health, sanitation and safety, animals are not allowed inside any campus facilities without prior approval. SBC complies with the Americans with Disabilities Act (ADA) in the use of Service Animals for students/employees. SBC complies with the Fair Housing Act in allowing students/employees the use of Service Animals that are approved as a disability-related accommodation. This document describes the procedures for the use of Service Animals by students/employees on the SBC campus and its site campuses.

Definitions
Pet— A pet is a dog or other animal that does not meet the ADA definition of a Service Animal.

Service Animal— A Service Animal is a dog or miniature horse individually trained to provide a specific service to an individual with a disability. Service Animals are not considered pets and are explicitly permitted under federal civil rights laws. The tasks performed by a Service Animal shall be directly related to the owner's disability. Service Animals shall be appropriately marked while on campus.

https://www.ada.gov/regs2010/service_animal_qa.html

Therapy Animal— A Therapy Animal is an animal owned by a licensed therapist who uses it as part of their practice.

Approval Process to have a Service Animal on SBC Campus/Sites:

For a student to have a Service Animal on campus, he or she
- Shall register with Disability Services.
- Shall have a disability as defined by the ADA.
- Shall inform Disability Services what specific task the Service Animal performs.
- Shall register the Service Animal with Student Housing if student resides on campus

For an Employee to have a Service Animal on campus, he or she
- Shall register with Human Resources.
- Shall have a disability as defined by the ADA.
- Shall inform Human Resources what specific task the Service Animal performs.
- Shall register the Service Animal with Student Housing if employee resides on campus.

Residents in SBC Dormitories (Efficiency Apartments) and Family Housing:
- Students/Employees shall complete the Application for an Animal on Campus, and Animal Registration Form.
- Current vaccination records are required, including rabies.

- A current photo of the animal is required.

Visitors with Animals on SBC's Campus:

While SBC welcomes all visitors to campus, we are private property and hold the expectation that all visitors who bring animals to campus will follow the Animals on Campus Procedure. Leashes are required at all times for all animals using campus facilities, both inside and outside.

RESPONSIBILITIES OF ALL ANIMALS AND THEIR OWNERS/USERS:

Individuals who have been approved under the SBC Animals on Campus Procedure shall comply with the following requirements:

- The owner/user shall have completed all requirements outlined in this procedure, including the Application for an Animal on Campus and Animal Registration Form.
- Animals shall be a minimum of nine months old, and have an established relationship with the owner/user.
- Animals shall be housebroken to be allowed in SBC facilities, including Housing units. The use of "puppy pads" is not permitted.
- The animal shall be accompanied by the owner/user at all times.
- Animals shall wear a leash, collar, cape, harness, backpack or other appropriate visible identification that identifies, in writing, that the animal is a Service Animal
- The owner/user shall be in full and positive (non-abusive) control of the animal at all time
- The animal's behavior may not be disruptive, such as barking or displaying aggressive behavior.
- Animals cannot pose a direct threat to the health and safety of others, or create conflicts with another animal.
- The owner/user will be liable for any accident or property damage caused by the animal while on campus.
- The owner/user shall clean up after the animal, including the sanitary disposal of animal wastes.
- The user/owner is responsible for the health of the animal and shall provide documentation from a qualified veterinarian that all vaccinations, including rabies, appropriate for the type of animal are current.
- All vaccination and care documentation shall be in the name of the current owner.
- The owner/user is responsible for the care necessary for the animal's wellbeing. The arrangements and costs of the care are the sole responsibility of the owner/user at all times, including bathing and grooming, as needed.
- Students/Employees will not be approved to have more than one (1) animal per household, unless it is necessary under the ADA.
- Animals are not to be in private living areas other than their owner/user's.
- In shared living spaces, the animal should be in an appropriate kennel/crate if it is left alone.
- Animals shall leave campus with the owner anytime the owner leaves overnight and/or during breaks.

Students/Employees should contact the Human Resources/Housing and/or Disability Services Office if it is suspected that an animal does not meet the aforementioned responsibilities. Failure to meet any conditions will result in an animal's removal from a facility, including a classroom. If a housing tenant is found responsible for not adhering to any of these responsibilities, he or she will face a lease violation, and/or removal of the animal from campus and/or housing.

Conflicts over the Use of Animals on Campus
The use of animals may negatively affect others with allergies, respiratory impairments and other relevant disabling conditions. SBC Administration will manage all conflict resolution.

IMPORTANT CONSIDERATIONS:

A Service Animal can be asked to leave or not be allowed participation on campus if:

- The animal is found to be out of control or disruptive and the animal's owner does not take immediate and effective action to control it.
- The animal is not housebroken, or kept in a kennel/crate where waste can be managed effectively.
- The animal is found to be neglected or mistreated and prompt corrective action is not taken.
- The animal is physically ill.
- The animal is unreasonably dirty.
- An animal attempts to enter any place on campus where its safety is compromised.

RESPONSIBILITY: Human Resources Manager for employees & Disabilities Coordinator for students

REVISED:

APPLICATION FOR SERVICE ANIMAL ON SBC CAMPUS/SITES

As the Owner/User of an animal on campus:

- I understand that I shall follow all procedures and responsibilities as outlined in the SBC Animals on Campus Procedure.
- I understand my animal shall be at least 9 months old and that I have an already established relationship with it.
- I understand that I shall complete the Animal Registration Form and provide a current photo of my animal.
- I have provided a current health certificate signed by a licensed veterinarian indicating that my animal is up-to-date on all vaccinations, including rabies, and is on a wellness program. The health records are in my name.
- I understand my animal shall wear a valid rabies tag at all times.
- I understand my animal shall wear a leash, collar, cape, harness, backpack or other visible identification that identifies it as a Service Animal.
- I understand that my animal is spayed/neutered and I shall provide verification from a licensed veterinarian.
- I understand my animal shall be housebroken, well-groomed, odor free, and not infected with external parasites (i.e. ticks, fleas or lice).
- I understand that I am responsible for my animal's behavior and activities while on campus, and will be financially liable for property damage or injuries.
- I understand I shall notify Disability Services/Human Resources if the animal is no longer needed or is no longer residing in SBC housing. If the animal will be replaced, I shall submit a request for the other animal.

Owner/User's Signature: _____ Date: _____

Owner/User's Printed Name: _____

Sitting Bull College Approval Signature: _____Date: _____

Sitting Bull College Approval Printed Name: _____

Department: _____Title: _____

All forms will be kept on file in the Disability Services Office and or Human Resource Office

ANIMAL REGISTRATION FORM
FOR ANIMALS APPROVED TO BE ON SBC CAMPUS/SITES

Date: _____

Animal Owner's Name: _____

Phone: (_____) _____ SBC ID:_____

Campus Address:_____

City: _____ State: _____ Zip Code: _____

☐ Attached is a copy of the approved APPLICATION for an ANIMAL ON CAMPUS, and a current photo of animal

Animal's Name: _____

Type of Animal: ☐ Dog ☐ Other _____

Age: _____ Breed: _____ Size: _____

Color/Markings: _____

If the animal is a registered Therapy Animal (e.g. TDI, TD Inc, Delta Society-Pet Partners, etc.), list registering organization and number:

Organization: _____Registration #: _____

Students return all forms to the Dean of Students Office – Student Support Services Building

Employees return all forms to the Human Resources Office – Finance Building

POLICY: **OFFICE DOOR/WINDOWS**
DATE: July 2023
Chapter VII, Section 18

OBJECTIVE/PHILOSOPHY:

The purpose of this policy is to allow visibility into offices to promote the safety of Sitting Bull College faculty, staff, and students

REFERENCE:

PROCEDURE/CONTENT:

1. Office Doors with single glass pane and/or upper glass pane in doors or doors with a door-length pane glass within three feet of the door shall remain clear in accordance with the following
   a. Four-inch strip (or width of glass if less than 4 inches wide), from top to bottom, shall be clear of coverings of any type.
   b. Remainder of upper glass pane may be covered with posters, curtains, etc., provided the covering is approved by Supervisor.
2. Any variation shall allow clear view into an office and shall be approved by Supervisor.

RESPONSIBILITY: Supervisors

REVISED:

POLICY: **WORKPLACE ALCOHOL AND DRUG STANDARDS**
DATE: April 2019
Chapter VII, Section 19

OBJECTIVE/PHILOSOPHY:

Sitting Bull College is dedicated to providing a safe, drug-free environment for the employees, students, and Board of Trustees, as well as for the community to gain the essential knowledge for a successful future. The Objective contained in this Policy seeks to reinforce previous Objectives and Philosophy while also realizing changes to the law and community standards have shifted and require the Sitting Bull College to adapt to these changes while also promoting a safe and healthy environment in the Workplace for employees, students and community.

REFERENCE:

1. The 49 CFR Part 29, "The Drug-Free Workplace Act of 1988" requires the establishment of drug-free workplace policies.
2. The Controlled Substance Act (21 U.S.C. 812) identifying substances which are defined illegal along with 21 CFR 1300.11 – 1300.15.
3. The Standing Rock Sioux Tribe, Code of Justice, Title XV, Section 4-803.

PROCEDURE/CONTENT:

This policy applies to all employees of SBC. This Policy is separate from the Standing Rock Public Transit Policy and those employees in the transportation system with the College.

1. Prohibited substances shall include the following:
   a. The use of any illicit drugs, misuse of legally prescribed drugs, and the use of illegally obtained prescription drugs.
2. Use of legal drugs:
   a. Appropriate use of legally prescribed drugs and nonprescription medications is not prohibited. Use of a substance that carries a warning label that may adversely affect mental functioning, motor skills, or judgment shall be reported to the supervisor. Employees who do not notify their supervisor, will be subject to disciplinary action.
   b. Legally prescribed drugs are from a licensed physician and shall have the name of the patient, name of the substance, quantity to be taken, and period of authorization on the label.
3. Use of alcohol:
   a. Employees will not report to duty or remain on duty when his/her ability to perform assigned functions is affected by alcohol or when the alcohol concentration in the blood is greater than 0.00. Employees shall not use alcohol during the hours that they are on call for the college. Violation of these provisions is prohibited and cause for disciplinary action up to and including termination.

4. Use of Medical Cannabis:
    a. Appropriate use of medical cannabis is not prohibited. Pursuant to the laws of the Standing Rock Sioux Tribe, Code of Justice, (SRST COJ), Title IV, Section 4-803, the use of "drugs", is permitted provided a, "valid prescription order from a practioner, while acting in the course of the practioner's professional practice, or except as otherwise authorized by a practioner." These drugs include all Controlled Substances as set forth in 21 U.S.C. Section 812, et seq.. *See,* SRST COJ, Section 4-803(1).
    b. There is hereby established a classification for all employees. There are Eligible and Non-eligible employees. At the end of this policy are the non-eligible categorizes of Sitting Bull College. Eligible employees shall not be subject to Random Testing, but shall be subject to all other Testing requirements provided by this Policy. A Presumptive Positive for Pre-employment purposes shall not be a disqualifying factor for an Eligible employee.
    c. Non-Eligible employees will be prohibited from the use of medical cannabis. See list at end of policy.
    d. An Eligible employee who intends to use medical cannabis must first provide notice to the appropriate Supervisor and proof that they possess a government issued medical cannabis card from either a state government issued card or a tribally issued medical cannabis card. The smoking of medical cannabis on campus and in vehicles owned by the Sitting Bull College is strictly prohibited. Edibles are the only acceptable method of ingestion of medical cannabis for Eligible Employees.
    e. Use of medical cannabis to such a degree that affects mental functioning, motor skills, or judgment shall be reported to the supervisor. Employees who do not notify their supervisor will be subject to disciplinary action.
4. Drug and alcohol testing fees:
    a. SBC will pay for all tests that are required by the testing program. The employee will pay for any test requested by the employee, unless the second test result proves the invalidity of the test required by SBC. All drug and alcohol evaluations and rehabilitation programs will be the expense of the employee.
5. Pre-employment testing:
    a. All individuals who have been selected by SBC for employment shall undergo urine drug testing prior to employment**.** Students completing an internship are exempt from drug testing unless it is a requirement for their program. The test shall be completed within three working days of receiving the letter from the Human Resources Manager on the drug testing requirement.
    b. SBC will schedule the testing and assume the cost.
    c. Failure to test, canceling a test, or a positive test result will disqualify an applicant for employment. An individual who would be a Non-eligible employee and who does not take the test or who fails the test shall not be considered for future positions at College for a period of six months from the date of test.
    d. Adjunct teaching online only will not be required to complete the pre-employment testing.
6. Reasonable suspicion testing:

a. All employees, including full-time and part time, may be subject to a fitness for duty evaluation, which may include appropriate urine and/or breath testing when there are reasons to believe that drug or alcohol use is affecting job performance.

A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances. Reasonable suspicion should be referred to the employee's supervisor. Examples of reasonable suspicion include, but are not limited to the following:

1. Adequate documentation of unsatisfactory work performance or on-the-job behavior.
2. Physical signs and symptoms consistent with prohibited substance use.
3. Occurrence of an accident that may have been caused by human error.
4. Fights (to mean physical contact), assaults, and flagrant disregard of accepted social behavior.

7. Disciplinary Procedures:
   a. An employee who tests positive for drugs or alcohol, above the minimum threshold of 0.00**,** shall be referred by his/her supervisor to a Substance Abuse Professional (SAP) for a possible evaluation. SBC employees have access to an Employee Assistance Program, which may be utilized.
   b. An employee who has tested positive will be required to retest within a sixth-month time frame.
   c. An employee who tests positive at the follow-up test will be required by SBC to enter a treatment program, with a retest within six months.
   d. An employee who tests positive for a third time will be terminated from employment with the college.
   e. An employee whom refuses to tests, attempts to disguise or in any way cause an invalid test shall be immediately terminated.
8. Random testing:
   a. Permanent employees will be subject to random, unannounced drug and/or alcohol testing.
   b. Twenty-five percent (25%) of the permanent employees will be randomly tested quarterly within each fiscal year.
   c. Employees will be selected using a scientifically valid method of selection generated by a computer.
   d. The Human Resources Manager will notify the employee selected on the date the drug or alcohol test is scheduled. When the employee has been notified, he/she will then proceed to the testing site immediately for sample collection. The employee shall have a picture ID to present at the collection site. The employee shall follow all instructions given to them at the collection site.
   e. After a successful drug collection and negative alcohol test has been completed, the employee should immediately return to work.
9. Self-referral to employee assistance program:
   a. A permanent employee who feels that he/she has a problem with the use of alcohol or controlled substances may refer themselves for evaluation and any needed rehabilitation through the Employee Assistance Program. No employee will be subject to disciplinary action for self-referral. However, repeated work

absences due to repeated self-referral could result in a determination of unsatisfactory attendance and work performance. All expenses shall be the responsibility of the employee.

b. All documentation will be kept confidential. Only the Human Resources Manager will have access to these files. In the event of a positive reading, the supervisor will be notified by the Human Resources Manager and have access to the file of the employee. No other person will have access to these files without written consent from the employee involved or as defined by North Dakota State law.

c. All drug-alcohol related documentation will be maintained in a locked file in a secure area, with only the Human Resources Manager having access to these files.

10. Negative test documentation:
    a. The Human Resources Manager will retain all documentation for one year for all negative test results including:
        1. Alcohol test results of 0.00%
        2. Verified negative drug tests
        3. Negative dilute will be considered a negative test
11. Positive test documentation:
    a. The Human Resources Manager will retain all documentation for five years for all positive test results including:
        1. Alcohol test results of greater than 0.00%
        2 Drug test results with verified positives
        3. Calibration documentation of the evidentiary breath testing device
        4. SAP evaluations and referrals of employees for drug/alcohol use
        5. Refusals to test
        6. Quarterly annual statistical reports from certified lab
12. Drug and alcohol education training:
    a. All employees will receive a minimum of 60 minutes of training annually at the employee in-service on the effects and consequences of prohibited drug use on the personal health, safety, and the work environment and on the signs and symptoms that may indicate prohibited drug and alcohol use.
    b. All supervisors will receive two hours of reasonable suspicion training, to identify speech, behavioral, and performance suspicions and how to approach the employee with their findings for possible abuse.
13. Random Drug Searches:
    a. All people on SBC properties are liable to be searched at random which may or may not include drug dogs. If drugs are found, the accused will be subject to Tribal Law.
    b. SBC forbids the possession and/or use of alcohol and/or drugs on campus or at any SBC sponsored activity. Sitting Bull College will specify those standards of behavior, which it considers essential to its educational mission and its community life. These specific regulations shall be designed to represent reasonable standards of student conduct.

RESPONSIBILITY: President/Human Resources Manager
REVISED: September 2023

List of Non-Eligible Employees:

Non-eligible employees are those that are responsible for the cares, safety, and security of people including children, animals, and SBC property. There positions include the following:

Maintenance and Janitorial Staff
Campus Security
Ag Staff
Daycare and Nest Staff and Teachers
Trades, Nursing, and Vet Faculty

POLICY: **HARASSMENT**
DATE: February 1994
Chapter VII, Section 20

OBJECTIVE/PHILOSOPHY:

Harassment comes in many forms, some of which are listed below under reference. It is the policy of SBC that harassment of any type is unacceptable and shall not be tolerated and that no member of the College community may harass another.

REFERENCE:

Bullying

A complex phenomenon of unwanted offensive and malicious behavior which undermines an individual or group through persistently negative attacks. There is typically an unpredictable and irrational abuse of power or position that can manifest itself in physical, verbal or non-verbal forms. There is usually an element of vindictiveness attached to bullying and the behavior is calculated to undermine, patronize, humiliate, intimidate or demean the recipient.

Stalking

A form of harassment which is being more commonly reported. It involves pestering an individual, either in person or in writing or electronic formats or on the telephone. Stalking can also involve following an individual or spying on them, alarming the recipient or causing them distress and may involve violence or fear of violence.

Sexual Harassment

Unwanted behavior of a sexual nature. It includes unwanted attention of a sexual nature that denigrates or ridicules or is intimidating. This may be physical, ranging from unwanted touching, groping or the invasion of personal space to sexual assault, rape or indecent exposure. Sexual harassment can be verbal and may include unwanted personal comments or sexual slurs, belittling, suggestive, lewd or abusive remarks, explicit 'jokes' or innuendo, and compromising invitations, including demands for sexual favors. Examples of non-verbal sexual harassment include: suggestive looks, leering, explicit gestures, sending sexually explicit emails or the display of pornographic material on College equipment or premises. Most commonly, the reported incidents refer to the sexual harassment of women by men, although there are reports of women sexually harassing men and of same sex sexual harassment.

Racial Harassment

Unwanted behavior based on race, ethnic or national origin. It includes written or verbal threats or insults based on race, ethnicity or skin color, abusive comments about racial origins, ridicule based on cultural grounds, derogatory name calling, racist jokes, damage to property, the display of offensive graffiti or insignia and incitement of others to commit any of the above.

Religious Harassment

Unwanted behavior based on religious beliefs or practices. This may take many forms including ridiculing items worn for religious reasons, denigrating cultural customs and dismissive treatment of requests for holidays for religious or cultural festivals, or derisory comments

against an individual's beliefs. It includes the incitement or persistent pressure through forms of evangelism and religious propaganda that suggests the answer no is unacceptable to the person trying to spread their ideas on religion or recruiting to their particular group.

Disability Harassment

Unwanted behavior based on disability, impairment or additional need. Such behavior may include comments that are patronizing or objectionable to the recipient or which creates an intimidating, hostile or offensive environment for people with disabilities. Disability harassment includes inappropriate reference to disability, unwelcome discussion of the impact of disability, refusal to work with and exclusion of people with disabilities from social events or meetings.

Sexual Orientation Harassment

Unwanted behavior based on known or presumed sexual orientation. Such behavior includes name calling, stereotyping, assault, verbal abuse, actual or threatened unwanted disclosure of sexuality, derogatory comments, excluding same-sex partners from social events or intrusive questioning about a person's domestic circumstances.

Cases of Physical Assault

Physical assault is a criminal offence and if you have been attacked, it is important that you seek help immediately. Contact the Vice President of Operations or an SBC Counselor and they will offer support and help you decide what to do. You will be advised about the choices that are open to you.

CONTENT:

Confidentiality
Any allegation of harassment brought to the attention of SBC will be promptly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

Timeframe for Reporting Complaint
SBC requires reporting of complaints within three working days so that rapid response and appropriate action may be taken. All complaints should be reported to the Human Resource Manager, if this individual is involved in the complaint, it should be reported to the President. If a specific complaint alleging harassment is against the President of SBC it shall be in written form and addressed to the Board of Trustees. If specific complaint alleging discrimination is against any member of the Board of Trustees it shall be in written form and addressed to the Secretary of the Standing Rock Sioux Tribe.

Investigation Process
The complaint will be thoroughly investigated, keeping the complainant informed as to the status of the investigation. Steps to be taken in the investigation include:

1. Confirm name and position of the complainant.
2. Identify the alleged harasser.
3. Thoroughly ascertain all facts that explain what happened.
4. Questions should be asked in a non-judgmental manner.

5. Determine frequency/type of alleged harassment and, if possible, the dates and locations where alleged harassment occurred.
6. Find out if there were witnesses who observed the alleged harassment.
7. Ask the individual how he/she responded to the alleged harassment.
8. Develop a thorough understanding of the professional relationship, degree of control and amount of interaction between the alleged harasser and complainant. (Does the person control compensation, terms of employment or promotions? Do these individuals work in close proximity to one another and/or on the same projects?
9. Determine whether the alleged harasser has carried out any threats or promises directed at the complainant.
10. Does the complainant know of or suspect that there are other individuals who have been harassed by the alleged harasser?
11. Has the complainant informed other partners or supervisors of the situation? What response, if any, did complainant receive from these individuals?
12. Ask complainant what action he/she would like the employer to take as a consequence of the harassment.
13. When first interviewing the alleged harasser, remind him/her of the employer's policy against retaliation for making a complaint of harassment.

PROCEDURE:

1. The Human Resource Manager will complete the investigation of a harassment complaint and will communicate its findings and intended actions to the complainant and alleged harasser within ~~t~~three (3) working days.
2. If the Human Resource Manager finds that harassment occurred, the harasser will be subject to appropriate disciplinary procedures, as listed below. The complainant will be informed of the disciplinary action taken.
3. If the Human Resources Manager determines that no harassment has occurred, this finding will be communicated to the complainant in an appropriately sensitive manner. The Human Resources Manager will set-up a meeting between all involved parities within three (3) working days to discuss and resolve any behaviors perceived as harassment.
4. If the Human Resources Manager cannot determine whether or not harassment has occurred, this finding will be communicated to the complainant and the alleged harasser, and the matter will be recorded as unresolved. Both the complainant and the alleged harasser will be informed again of the procedures set forth in this harassment policy, including the grievance procedure of SBC.

Sanctions

Individuals found to have engaged in misconduct constituting of harassment will be severely disciplined, up to and including discharge. The President and Vice Presidents of SBC will determine appropriate sanctions. In addressing incidents of harassment, SBC response at a minimum will include reprimanding the offender and preparing a written record that will be placed in the employees' personnel file located in the Business Office.

Additional action may include: referral to counseling, withholding of a promotion, reassignment, and temporary suspension without pay, financial penalties or termination.

This policy is designed to protect all employees from harassment in any way associated with the workplace or work environment, no matter who the harasser is.

Although SBC's ability to discipline a non-employee harasser may be limited by the degree of control, if any, that the employer has over the alleged harasser, any employee who has been subjected to sexual harassment should file a complaint with the President and be assured that action will be taken. Such action may include closing business with a client, reporting a client contact to his or her employer, reporting a public official to an appropriate agency, or any other appropriate action to protect employees.

Protection Against Retaliation
SBC will not in any way retaliate against an individual who makes a complaint of harassment or against any participant in the investigation, nor permit any partner or employee to do so. Retaliation is a serious violation of this harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting harassment will be subject to the same disciplinary action provided for harassment offenders.

Awareness Procedures to Inform Employees of Harassment Policy
SBC prescribes to a proactive approach to its Harassment policy in that on-going training will take place through trained specialists on yearly basis.

RESPONSIBILITY: Human Resources Manager

REVISED: January 2025

POLICY: **SEX OFFENDER POLICY**
DATE: July 2008
Chapter VII, Section 21

OBJECTIVE/PHILOSOPHY:

Sitting Bull College and its Board of Trustees shall assure that its staff, faculty, students and children will be protected from any sex offenders.

PROCEDURES/CONTENT:

1. Campus Security will be the point of contact for local law enforcement agencies for any sex offenders in the area.
2. Campus Security will also check online registry of sex offender site on a monthly basis.
3. Registered sex offenders will not be allowed on any SBC property.

RESPONSIBILITY: Campus Security

REVISED: July 2023

POLICY: CRIME AWARENESS ON COLLEGE PROPERTY
DATE: February 1994
Chapter VII, Section 22

OBJECTIVE/PHILOSOPHY:

SBC will report and maintain separate records of any criminal actions occurring at the Fort Yates and the McLaughlin and Mobridge property.

REFERENCE:

PROCEDURE/CONTENT:

1. The following are on-campus criminal offenses that need to be reported to the Vice President of Operations, Campus Security, and the Police Department:
   - Murder
   - Rape
   - Robbery
   - Aggravated assault
   - Burglary
   - Motor vehicle theft
   - Theft/fraud
2. Statistics concerning the number of arrests for the following crimes occurring on campus also need to be maintained by the Campus Security.
   - Liquor law violations
   - Drug abuse violations
   - Weapons possessions
3. Any criminal action or other emergency should be reported immediately to Campus Security.
4. SBC does not have security personnel on campus; therefore, all criminal activity should be reported immediately to appropriate police officials.
5. The emergency number is "911" for Operator and the Fort Yates Police Department number is (701) 854-7241. The McLaughlin number is (605) 823-4444 for the Police Department. The Mobridge number is (605) 845-5000 for the Police Department.
6. SBC will compile an annual security report in August of each year and post it on the SBC website.
7. Information regarding campus security is available in the Vice President of Operations office.

RESPONSIBILITY: President

REVISED: July 2023

POLICY: **WEAPONS ON COLLEGE PROPERTY**
DATE: March 2006
Chapter VII, Section 23

OBJECTIVE/PHILOSOPHY:

The Sitting Bull College Weapons and Firearms Policy are to ensure the safety of the students, faculty, staff, residents, and visitors to the college property.

REFERENCE:

The unauthorized possession of weapons or firearms or the unreported knowledge of such items, on the College's premises or during College-sponsored programs off college property, is considered a serious offense and may be subject to disciplinary action. Concealed firearm permits are not valid on the property of the Sitting Bull College or at sanctioned events.

This Policy shall apply to all faculty, staff and students of SBC and to all visitors on property of the College.

EXEMPTIONS:

The SBC Weapons Policy does not apply to authorized law enforcement officials in the lawful discharge of their duties or the Sitting Bull College Criminal Justice and Campus Security Programs for security and training purposes. Temporary exemptions may be granted by written permission only by the Campus Security for job related, educational, or demonstration purposes.

DEFINITIONS:

Weapon: Any switchblade or gravity knife, machete, scimitar, stilletto, sword, dagger, or knife with a blade of five inches or more; any throwing star, nunchaku, or other martial arts weapon; any billy club, blackjack, sap, bludgeon, cudgel, metal knuckles, or sand club; any slingshot; or spear; stun gun, and any object intended to be used as a weapon.

Firearm: Any device that will expel, or is readily capable of expelling, a projectile by the action of an explosive or other propellant, loaded or unloaded; and any projector of a bomb, or any object containing, or capable of producing and emitting any explosive or incendiary charge, noxious liquid or gas.

PROCEDURE:
Any visitor, faculty member, staff member of Sitting Bull College who has a weapon or firearm in violation of this Policy will be escorted to the office of the Human Resource Manager to proceed with one of the following actions:

1. A violation of this Policy by Faculty and Staff is considered a violation of the SBC Policies and Procedures Manual, Chapter IX, Discipline Procedure, Section 1, which

requires compliance with all College Policies. Any incident involving faculty members or staff employees in possession of a weapon or firearm in violation of this Policy will be reported to the Faculty member or staff employee's immediate supervisor.

2. If the immediate supervisor deems the possession of the weapon is without justification, the supervisor will immediately call the BIA Tribal Police or Sheriff's office, as appropriate.
3. The immediate supervisor shall then handle the matter as a violation of College Policy and utilize the provisions of the SBC Policies and Procedures Manual, Chapter IX., First Step Procedure.
4. Subsequent violations by the same faculty member or staff employee shall be handled according the Discipline Procedure in Chapter IX.

Exception: If the faculty member or staff employee possessing a weapon is malicious in intent and harms another person or property, the College has the authority to terminate employment immediately and permanently.

Visitors:

1. A visitor who is in violation of this Policy will be asked to turn the weapon or firearm over to the College security or staff during the course of their stay on campus. If the visitor refuses, the BIA Tribal Police or Sheriff's office will be contacted and the visitor will be escorted off the premises.
2. Subsequent violations of this Policy by the visitor during the academic year will result in the expulsion of the visitor for the remainder of the academic year.
3. The College also reserves the right to seek injunctive relief in the Tribal Court to prevent a visitor from entering the College premises as may be determined by the Tribal Court.

RESPONSIBILITY: Vice President of Operation/Campus Security

REVISED: July 2023

POLICY: **CONTAGIOUS DISEASE**
DATE: January 2008
Chapter VII, Section 24

OBJECTIVE/PHILOSOPHY:
SBC will make decisions regarding contagious diseases based on the best available information and professional judgment on a case-by-case basis. The college remains open to re-examination of the issues as new or/and additional information becomes available.

DEFINITION: Contagious disease (Communicable disease) - A disease whose causative agents may pass or be carried from one person to another directly or indirectly. Modes of transmission include (1) direct contact with body excretions or discharges from an ulcer, open sore, or respiratory tract; (2) indirect contact with inanimate objects such as drinking glasses, toys, computer keyboards; and (3) vectors such as flies, mosquitoes, or other insects capable of spreading the disease.

REFERENCE:
PROCEDURE/CONTENT:

1. An employee who is aware of being infected with a contagious disease is required to report the disease to the Vice President of Operations.
2. A team of college personnel, directed by the Vice President of shall be responsible for institutional decisions relative to any person with a contagious disease who is known to us and is part of, or has applied to become part of, the college community. This group shall rely heavily on advice and information from the Center for Disease Control (CDC).
3. As a general rule, employees with a contagious disease who do not pose a health risk to others should not be segregated from their normal involvement in the college community.
4. An employee with a contagious disease may be required to submit to regular monitoring and medical attention to maintain an up-to-date record of their condition.
5. Such persons' names shall not be disclosed to the public unless it is the desire of the person to have such information known.
6. The college may require, in certain circumstances, that such persons disclose his or her medical condition to others with whom he or she might have especially close contact (e.g. instructors and Indian Health Service personnel or other hospital personnel).
7. The college shall provide to the college community up-to-date information and educational programming with regards to contagious disease.
8. In those instances where the employee may create health concerns to others or may risk infecting others by their mere physical presence on campus, the employee will not be allowed to report to work on campus.
9. A doctor's statement indicating that the employee is no longer contagious will be required before the employee is allowed back in the workplace.

RESPONSIBILITY: Vice President of Operations
REVISED: July 2023

POLICY: **WHISTLEBLOWER POLICY**
DATE: April 2024
Chapter VII, Section 2

OBJECTIVE/PHILOSOPHY:
Sitting Bull College is committed to lawful and ethical behavior and expects members of the College community (which includes, but is not limited to students, employees, Trustees, etc.) to act in accordance with all College policies as well as with all applicable laws, rules, and regulations. The purpose of this policy is to encourage College employees - and all members of the College community - to report what they, in good faith, believe or suspect to be violations of College policy, violations of law, dishonesty, fraud, or other misconduct (collectively referred to herein as "Wrongful Conduct") and to protect the person making the report (i.e., "whistleblower") from retaliatory action.

REPORTING:
A. Activities to Report
The College encourages reports of suspected Wrongful Conduct, which can include, but is not limited to, the following:

- Theft, misuse, or other misappropriation of College property, resources, or assets;
- Mismanagement or waste of College funds or College-related funds;
- Improper records destruction;
- Providing inaccurate, false or misleading information;
- Unethical activities;
- A substantial and specific danger to public health or safety;
- Violation of any law, regulation, rule, policy, etc.;
- Forgery or unauthorized alteration of documents; and
- Concealing any of the above actions.

B. Reporting Procedure
An employee or other member of the College community, wishing to make a report of Wrongful Conduct under this policy should do so to an appropriate College supervisor as soon as he or she becomes aware of such conduct. The supervisor is then expected to immediately forward the report to the President. If, for any reason, an employee finds it difficult to make a report to a supervisor, he or she may file the report directly with the President.

A report involving Wrongful Conduct by the President should be reported as follows:
If the subject of the report is the President, the Vice President will immediately notify the Chair of the Board of Trustees ("Board Chair") upon receipt of the report.

To preserve the integrity and effectiveness of an investigation into an allegation of Wrongful Conduct, individuals making a report should refrain from discussing the situation with anyone other than the person to whom the report was made and with appropriate individuals designated by the College during the investigation of the matter. Likewise, a supervisor forwarding on a report should not further discuss the matter other than with appropriate College personnel as directed by the College. The exception to this section is in instances of potential criminal

conduct, in which case complaints may also be reported to appropriate law enforcement officials or external entities.

C. Good Faith Reporting
An individual making a report must do so in good faith and have reasonable grounds for believing/suspecting Wrongful Conduct is involved. Individuals making reports are not expected to and should not conduct their own investigation prior to making a report; however, making allegations that are knowingly false will be viewed as a serious offense and may result in discipline, up to and including termination.

D. Anonymous Reporting
Anonymous and confidential reports can be submitted to the President. It is essential that anonymous reports contain as much specific information as possible to justify the commencement of an investigation. An investigation of unspecified wrongdoing or broad allegations will not be undertaken without reasonable and verifiable evidentiary support. In addition, since an investigation of an anonymous report will not include an interview with the reporting individual (because they are anonymous), it may be more difficult to evaluate the credibility of the allegations. Therefore, the nature of anonymous reports may decrease the likelihood of the College's ability to conduct a full investigation into the alleged Wrongful Conduct.

INVESTIGATION
Following the receipt of a report, the College – or the Board Chair in the case of a report made about the President – will appoint an appropriate investigator(s) trained in conducting investigations and free from any conflicts of interest (the College may engage outside legal counsel for these service) who will conduct a preliminary assessment and determine whether an investigation should be commenced based on the facts provided. Prior to initiating a preliminary assessment or investigation, consideration will be given to whether or not the matter should involve law enforcement authorities and whether or not law enforcement authorities should be contacted before proceeding. If an investigation is deemed appropriate, an internal and/or external investigator(s) will proceed with an investigation. The scope and timing of the investigation will vary by circumstance, but an investigation will generally involve a review of relevant documents and other records (e.g., physical documents, emails, browser histories, voicemails, text messages, etc.) and interviews with individuals who may have knowledge of the situation.

If through the course of an investigation the College determines that Wrongful Conduct has occurred, a written finding will be presented to the President or Board for appropriate responsive action. Responsive action will be based, in part, on the nature and scope of the Wrongful Conduct.

A person making a report of Wrongful Conduct may be informed of the disposition of the report and the findings of any investigation, although there may be reasons, such as legal limitations/consideration, not to do so. Additionally, any action taken against an employee as a consequence of the findings of an investigation may be personal and confidential, in which case the reporter will not be informed of such consequences.

CONFIDENTIALITY
Reports of suspected Wrongful Conduct, and investigations of such reports, must be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation, the College cannot guarantee complete confidentiality. Disclosure of information related to a report and investigation by College personnel to other uninvolved individuals will be viewed as a serious offense and may result in discipline, up to and including termination.

NO RETALIATION
The College will use its best efforts to ensure that an employee who, in good faith, reports actual or suspected Wrongful Conduct does not suffer an adverse employment action or other retaliation because of making such report. An employee, who retaliates against another employee for making a good faith report of Wrongful Conduct, or for participating in an investigation, is subject to discipline, up to and including termination.

RESPONSIBILITY: President & Human Resources Manager

REVISED:

CHAPTER VIII: TECHNOLOGY USAGE POLICIES AND PROCEDURES

POLICY: COMPUTER AND COMMUNICATIONS TECHNOLOGY ACCEPTABLE USE (AUP)
DATE: September 2000
Chapter VIII, Section 1

OBJECTIVE/PHILOSOPHY:

Use of the IT environment is a privilege, not a right. This AUP is intended to inform IT environment users of their responsibilities and of unacceptable usage. Given the rapid changes in IT, the policy cannot address all potential scenarios. Therefore, users must always keep in mind the purpose of the policy when accessing the IT environment. The IT environment is administered by the IT Department, and by individual departments, laboratories, and other college-based entities. All users are required to comply with this policy and the accompanying rules.

PURPOSE
The purpose of this policy is to ensure that the Sitting Bull College (SBC) Information Technology (IT) environment promotes the fundamental mission of the campus of teaching, learning, research, and administration. This Acceptable Use Policy (AUP) aims to promote the following specific goals:

- To ensure the integrity, reliability, availability, and superior performance of the IT environment in a manner that can be administered efficiently.
- To ensure the IT environment is used for their intended purposes.
- To establish processes for addressing policy violations and sanctions for violators.
- To ensure the users have the appropriate access for remote work and distance learning.

SCOPE
This policy applies to all aspects of the IT environment for all users – including, but not limited to - students, faculty, and staff. The IT environment includes all IT equipment, systems, networks, devices and facilities. This policy specifically applies to all of the SBC-sponsored websites and social media accounts and is extended to social media content created or posted by members of the SBC community in a personal capacity if that user created the impression they are posting as part of their role at SBC.

DEFINITIONS
TCU IT Environment – The IT environment consists of all SBC-owned and/or operated IT-related equipment, devices, network, servers, storage, IT facilities, software and services. Examples include – but are not limited to – all components of SBC's computing network, email accounts, cloud-based applications or storage, learning management systems, ERP/student information systems, ancillary applications, and all SBC-issued PCs, laptops, servers, phones, tablets, etc.

Users – Individuals currently assigned a computing account by SBC, or others provided access approved by the SBC IT Department.

Mass Email Messages – Email messages sent to all students, all staff, all faculty, or when individual recipient addresses are not defined.

GenAL Tools – Software tools that use generative models leveraging artificial intelligence to generate content. Examples include Microsoft CoPilot, OpenAI, Google Gemini, and Chat GPT.

USER RESPONSIBILITIES

- Understand that users cannot possess an expectation of privacy regarding computer files, email, or internet usage (including social media) within the IT environment. SBC reserves the right to monitor all computer files, email, and internet usage without prior notice.
- Understand that usage of GenAI tools requires adherence to all laws and SBC policies.
- Comply with all federal, state, and tribal or other local laws.
- Replace SBC-owned equipment that is damaged, lost or stolen when the user has signed a contract to use that equipment (laptops, tablets, etc.).
- Respect and comply with applicable copyright, licensing and intellectual property restrictions. Proof of compliance must be made available upon request.
- Limit personal use of the IT environment and personal social media activity to incidental and occasional activity that does not violate any of SBC policies, including the 'Prohibited Uses' listed in this policy.
- Only use devices updated with current patches and security-related updates applied.
- Limit hard copy printing only to essential items and by printing only selected content (instead of the entire document) when possible.
- Protect passwords and any other information that another person or group could use to access unauthorized systems or services.
- Comply with all SBC policies when using the IT environment
- Become acquainted with and adhere to all SBC IT policies located on the SBC website sittingbull.edu, under about, policies and handbooks.
- Remain professional and in good taste when using SBC social media accounts.
- Adhere to all applicable SBC, Tribal, and federal privacy and confidentiality policies.
- Food and drink are strictly prohibited in the computer labs and near the Library computers. If you bring any food or drink into these areas you may be asked to leave. You will be responsible for the cost of any repairs or equipment replacement due to damage caused by spilled food or drink.

PROHIBITED USES (*"UNACCEPTABLE USE"*)

- Attempting to gain access beyond their authorized access, including attempts to log in through another person's account. It is prohibited even if only for the purposes of "browsing."
- Reading, deleting, copying, forwarding or modifying the email of other users.
- Making deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

- Downloading, copying, and/or installing any games or unauthorized software on any of the SBC-owned computers. Any unauthorized software and games, if found on these computers, will be removed by the IT Department.
- Using the IT environment (including, for example, e-mail, web pages, or newsgroups) to defame, harass, intimidate or threaten any other person(s), or to promote bigotry or discrimination.
- Using the IT environment to solicit for commercial ventures, religious or political causes, or for personal gain.
- Using private or restricted data (as defined in the SBC Data Classification Policy) in conjunction with GenAI tools without written pre-approval from the Data Governance committee.
- Attempting to negate and/or circumvent security controls, policies and procedures (e.g., disabling virus protection or tunneling a protocol through a firewall).
- Providing false or misleading information to obtain or use a computing account owned by SBC or other IT resources of SBC.
- Using the IT environment to transmit unsolicited and unwanted or threatening messages to any recipient.
- Sending messages using a false identity (such as 'spoofing').
- Sending unsolicited messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material. This includes spam, electronic chain or mail bomb messages.
- Sending mass email messages unrelated to an individual's administrative or academic activity.
- Using the IT environment (programs, services, systems, processes, etc.), either as a single user or group of users, in a manner that may substantially degrade network performance or accessibility.
- Using the IT environment and/or personal web pages to offer goods or services of a business or commercial nature except for those consistent with SBC's fundamental mission in teaching, learning, research, and administration.
- Sharing login information with another person or group.
- All users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Restrictions against inappropriate language apply to public messages, private messages, and material posted on social media sites.
- All users will not post private information about another person.
- All users will not knowingly or recklessly post false or defamatory information about a person or organization.
- Any emails that discriminate against employees by virtue of any protected classification including race, color, gender, religion, national origin, sexual orientation, age, or disabilities, will be dealt with according to the harassment policy.
- Using SBC's name or image on social media to endorse an opinion, product, cause, business, or political candidate.
- Using social media if incorrectly giving the appearance of representing SBC.
- Using social media to reveal confidential or proprietary information about SBC students, employees, or alumni.

COMPLIANCE (*"WHAT HAPPENS WHEN SOMEONE VIOLATES THIS POLICY?"*)
Users who violate this policy may be denied access to institution computing resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal. Alleged violations will be handled through the institution disciplinary procedures applicable to the user. The institution may suspend, block, or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so as to protect the integrity, security, or functionality of institution or other computing resources or to protect the institution from liability. The institution may also refer suspected violations of applicable law to appropriate law enforcement agencies.

RESPONSIBILITY: Vice President of Operations/ IT/Finance Director

REVISED: May 2025

POLICY: **DATA BACKUP**
DATE: September 2000
Chapter VIII, Section 2

POLICY: Data Backup Policy
DATE: November 2003 Chapter I, Section 2

OBJECTIVE/PHILOSOPHY:

Sitting Bull College recognizes the importance of data storage and security. This policy is created to ensure the safety and recoverability of data in case of natural or other disaster, operator error or equipment malfunctions.

REFERENCE:

PROCEDURE/CONTENT:

Backup Schedule

All file, database, and other servers are backed up nightly. A copy of the backup is saved to the Barracuda backup appliance as well as to the Barracuda cloud storage. In addition, a separate backup is taken of the shared folders and saved to the Amazon S3 cloud. Backups are stored in the cloud in a secure encrypted format.

Individual desktops or laptops are not backed up. It is a general policy of SBC that all data is stored to either the file server or to Microsoft OneDrive.

Backup Retention Policy
Daily backups are available for up to two months if not longer depending upon storage location and size. In the event data needs to be restored it may be restored from the local backup appliance or downloaded from the Barracuda/Amazon cloud.

RESPONSIBILITY: IT Manager
REVISED: July 2023

POLICY: **SIGN CONTENT**
DATE: July 2007
Chapter VIII, Section 3

OBJECTIVE/PHILOSOPHY:

Sitting Bull College (SBC) has for public notification purposes, an electronic sign located near the entrance of the campus. The College has created a policy regarding sign content and procedures for displaying of sign content.

REFERENCE:
PROCEDURE/CONTENT:

Following are guidelines for the posting of content on the SBC Electronic Sign. This sign was purchased for public announcement of college activities. The sign can display up to 6 lines of text at a time, but it is suggested to only do a maximum of 3 lines, as the text gets very small.

Only College sponsored activities or announcements are permitted to be on the sign. Events held at the Sitting Bull College campus are also permitted.

College sponsored activities are defined as activities or events conducted or sponsored by College employees and/or students.

Sign announcements can be posted up to 7 days before the event occurs. If there are no other announcements currently being displayed events can be posted up to 10 days before the day of the event. (Special notifications maybe posted for longer periods at discretion of Executive Coordinator to the President or IT Manager as deemed necessary. Ex: Funding application notices/ workshops)

As a general rule, up to five different announcements can be displayed on the sign in rotation. If there are more than five announcements, they will be prioritized as follows:

- College events – notices such as College closings, registration announcements, or other items affecting the college as a whole.
- Student events – notices such as club announcements (culture club, etc.) or student activities such as diversity week.
- Public events – notices for activities the public is invited to, such as guest speakers, Thanksgiving feast, board meetings, etc.

No matter what the priority, events will be displayed 24 hours before the event occurs. The prioritization rules are for helping to determine which events are displayed should there be too many requests that can be displayed at one time. To request an announcement to be displayed on the sign, send the following information to helpdesk@sittingbull.edu at least 48 hours in advance:

Exactly what you would like displayed on the sign:

- If you want 3 lines of text, each line can have up to 10-12 characters
- Two lines of text can have up to 8-10 characters
- One line of text can have up to 6 characters

Requests submitted with less than 48 hours' notice may not be on the sign when requested, but every effort will be made to fulfill the request.

You can have up to two different screens for your information. If you would like, you can request a different announcement for the day of the event that includes the time and location of the event. The days before the event you can announce the event, date and contact info.

If you would like different transitions for your text, please see the Executive Coordinator to the President or IT Manager for examples. Once your announcement is displayed on the sign, please check for spelling errors. If you would like any changes contact the Executive Coordinator to the President or IT Manager.

RESPONSIBILITY: Outreach Coordinator/IT Manager

REVISED: September 2012

POLICY: **WEB SITE NEWS & EVENT CONTENT**
DATE: July 2007
Chapter VIII, Section 4

OBJECTIVE/PHILOSOPHY:

Sitting Bull College (SBC) has an internet web site. The College has created a policy regarding sign content and procedures for displaying of sign content. This policy covers news and events that are time sensitive. This policy has been created to define the types of content that should appear on the web site.

REFERENCE:

PROCEDURE/CONTENT:

Only College sponsored activities or announcements are permitted to be on the website. Events held at the Sitting Bull College campus are also permitted.

College sponsored activities are defined as activities or events conducted or sponsored by the College employees or it's students. These include club meetings, registration notices, guest speakers, College closings, etc. The Vice President of Operations is responsible for determining whether an event or news posting will be allowed.

Events are defined as items that will appear on the website under the "Events" section. These are for items that have specific dates. News items appear on the website under the "News" section. You can have an event item that references a news item, such as a notice of a public speaker that refers to a news release announcing the engagement.

News items are events or announcements that may not be date specific. Examples of this include news releases, job announcements or other college news. Even though the news item may not be event specific, please suggest a date range for the news item to appear on the website.

Any college sponsored event or activity can be posted on the website. There is no deadline for submitting items although your request may not be posted immediately. Events can be submitted a year in advance if you so wish.

To submit an event or news item, please email your request to helpdesk@sittingbull.edu. Include in your email the pertinent information, such as dates and times of events, contact information and other narrative. Narrative needs to be submitted so that it can be copied directly to the web site. The help desk is not responsible for creating narrative or re-wording of any submissions. All submissions shall be submitted electronically. If you have attachments such as posters or copies of the actual news release they should be attached to the email.

When the notice appears on the website, please review for spelling errors or inaccuracies. Please remember you are also responsible to pass along any changes to your posting, such as date or time changes, cancellations, etc.

RESPONSIBILITY: Vice President of Operations/IT Manager

REVISED: July 2023

POLICY: APPROVED SOFTWARE
DATE: February 2004
Chapter VIII, Section 5

OBJECTIVE/PHILOSOPHY:

Sitting Bull College maintains a list of approved software for institutional usage. Students with personal computers should be aware of this list if they wish to use their personal computer for homework. Employees do not necessarily have the software available to view documents that have been created in software other than listed below.

REFERENCE:

PROCEDURE/CONTENT:

If you need to send electronic documents to your instructor or other SBC faculty or staff, you will need to make sure these documents are compatible with the College's software. Faculty and/or the College's IT department will not convert documents for students, and the College will not be purchasing special software to fit individual student's needs.

Students who wish to purchase software or computers can contact the College's IT Department to make sure the software is compatible. Software and/or computers can also be purchased through the school.

Approved Software

Software Maker & Name	Approved Versions
Microsoft Word	2016, 2019, Office 365
Microsoft Excel	2016, 2019, Office 365
Microsoft PowerPoint	2016, 2019, Office 365
Microsoft Access	2016, 2019, Office 365
Microsoft Publisher	2016, 2019, Office 365

RESPONSIBILTIY: IT Manager

REVISED: September 2012

POLICY: **TECHNOLOGY SUPPORT**
DATE: July 2007
Chapter VIII, Section 6

OBJECTIVE/PHILOSOPHY:

Sitting Bull College recognizes the need to have consistent and compatible hardware, software and other technology throughout the college. By having consistency the College is able to reduce costs by purchasing from the same vendor(s) and lower support costs.

REFERENCE:

PROCEDURE/CONTENT:

The use of technology at the College continues to grow at a rapid pace. A variety of hardware and software is being used by a diverse group of people to achieve a variety of goals. The Information Technology Department is charged with supporting those endeavors to the best of their abilities and in a manner consistent with the Information Technology Mission Statement.

Such support requires that a consistent set of technology be used and, when this is not possible, that the members of the college community consult with Information Technology before purchasing unsupported products. This allows IT and the faculty member, staff member, or student to come to agreement on the level of support that is desired and that can be expected.

All College technology purchases are to be approved by the IT Department. The College prefers that the IT Department purchases all technology items to ensure compatibility, licensure and support. Unapproved purchases may not be supported if deemed incompatible with current systems. The IT Department will not reduce or bypass current security practices to support unapproved software. All software shall be legally licensed for each computer the software will be installed on.

RESPONSIBLTIY: IT Manager

REVISED: September 2012

POLICY: **SECURITY REVIEW**
DATE: July 2008
Chapter VIII, Section 7

OBJECTIVE/PHILOSOPHY:

Sitting Bull College operates a variety of security and monitoring related technologies in its facilities and transit vehicles. These include video surveillance, card key door access, and security alarms. These systems are monitored by the IT Department. This policy defines the monitoring and review of video recordings, data logs, or other information obtained from these systems.

PROCEDURE/CONTENT:

SYSTEMS ACCESS

The IT Manager/Campus Security are responsible for the monitoring of all security systems. These systems include, but are not limited to video surveillance archives, card key door access and security (motion and door sensors) systems. The frequency that these systems are monitored is dependent upon the type of system, current events, or if an incident occurs that prompts review.

Upon written request from an SBC Administrator, the IT Manager or Campus Security will review the appropriate archives and assemble documentation for Administration based upon the request. To ensure confidentiality and to protect the college in case of lawsuits or other actions, only the Vice President of Operations/IT Manager/Campus Security have access to these systems. If other parties wish to have access to security archives or logs, they shall make a written request to an SBC Administrator, who will relay the request to the IT Manager, upon approval by the SBC President. The one exception to this rule is the SBC Daycare Supervisor has access to a live video feed of the surveillance system for the daycare facilities.

SYSTEMS ARCHIVAL

Each security system archives data for a specified period of time. This period of time may be limited by the capabilities or storage available for the system, but is a minimum of two months. These periods may be extended or shortened due to college events, such as whether classes are in session, weekend events, etc.

RESPONSIBILITY: President

REVISED: September 2012

POLICY: **SOCIAL NETWORKING**
DATE: September 2012
Chapter VIII, Section 8

OBJECTIVE/PHILOSOPHY:
Sitting Bull College allows employees to access personal websites, blogs, and the use of social networking websites, such as Facebook, Twitter and other similar sites for College purposes during working hours. Employees may access personal websites and social networking websites for personal use only during their lunch time or approved breaks. Employees should observe the following guidelines to ensure that their public activities on personal websites, blogs, and social networking sites do not conflict with their responsibilities toward Sitting Bull College and its students, including their duties of confidentiality.

PROCEDURE/CONTENT:
As an employee of SBC, you are legally required to identify yourself as a Sitting Bull College employee if you post any comment that promotes or endorses Sitting Bull College products in any way on any personal website, web blog, or social networking website, whether your own or that of another person or entity.

If you choose to identify yourself as a Sitting Bull College employee in personal websites, social networking websites or blogs, you are expected to also make clear to your readers that the views expressed on your site do not reflect the views of Sitting Bull College by posting a disclaimer in a prominent place – for example, "The views expressed are mine alone and do not necessarily reflect the views of my employer."

If you choose to discuss Sitting Bull College-related information in any posting, you shall not publish copyrighted material, including photographs, logo, artwork, et cetera without the permission of the copyright owner, which could be Sitting Bull College or a third party. Sitting Bull College follows all copyright obligations under the HEOA of 2008.

You may not disclose the confidential, sensitive and/or proprietary information of Sitting Bull College, its employees, students, alumni, vendors, or other third parties. This includes, but is not limited to information protected by FERPA, as well as financial, marketing, performance and other business information about Sitting Bull College. If you are unsure whether it is appropriate to post certain information, please check with Human Resources.

You may not post any comments regarding Sitting Bull College, its students, employees, or alumni that are obscene, defamatory, profane, libelous, threatening, harassing, abusive, or hateful. Sitting Bull College will not allow employees to post personal attacks, disagreements, or controversies associated with SBC, its employees, or students.

We request that you refrain from posting inappropriate information or content that would potentially bring disrepute either to Sitting Bull College or to yourself in your capacity as a Sitting Bull College employee. Since your site is a public space, we request that you be respectful to Sitting Bull College, our employees, students, alumni and third parties as Sitting Bull College itself endeavors to be.

Violations of these policies will be dealt with in the same manner as violations of other college policies, and may result in disciplinary review.

RESPONSIBILITY: President

REVISED: July 2023

POLICY: **DATA PRIVACY**
DATE: November 2024
Chapter VIII, Section 9

OBJECTIVE/PHILOSOPHY:
This privacy policy discloses the privacy practices for https://sittingbull.edu/. It applies solely to information collected by this website. It will notify you of the following:

1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

Information Collection, Use, and Sharing

- We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.
- We will use your information to respond to you regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order.
- Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

Cookies
We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site. Usage of cookies is in no way linked to any personally identifiable information on our site.

Links
This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Your Access to and Control over Information
You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Security
We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information, that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact SBC IT Manager immediately via telephone or email.

RESPONSIBILITY: Vice President/IT Manager

REVISED:

CHAPTER IX – DISCIPLINE PROCEDURE

POLICY: GROUNDS FOR DISCIPLINARY ACTION
DATE: 1990
Chapter VIII, Section 1

I. OBJECTIVE/PHILOSOPHY:

The purpose of this policy is to establish consistent, fair, and appropriate procedures for addressing employee misconduct, unsatisfactory performance, and violations of college policies and procedures.

The College shall administer disciplinary action for just cause. Disciplinary action is intended, when appropriate, to correct deficiencies, improve employee performance and conduct, maintain a safe and productive working environment, protect College resources and operations, and uphold the integrity and mission of the College.

The College generally follows a progressive disciplinary process. However, the nature, seriousness, or circumstances of a particular matter may warrant by passing one or more disciplinary steps, up to and including termination of employment.

II. DEFINITIONS

A. Just Cause
Just cause means a legitimate, work-related basis for disciplinary action supported by the facts and circumstances of the matter. The determination may consider the nature and seriousness of the conduct, the employee's work history, applicable policies and expectations, prior corrective action, and relevant mitigating or aggravating circumstances.

B. Insubordination
Insubordination includes the intentional refusal to comply with a lawful and reasonable work-related directive issued by an authorized supervisor or administrator, or other conduct that constitutes a serious failure to follow established supervisory authority.

C. Neglect or Abandonment of Duties
Neglect of duties means failure to perform assigned responsibilities with reasonable care or in accordance with established expectations. Abandonment of duties means leaving assigned responsibilities or the workplace without authorization when authorization is required or otherwise failing to fulfill assigned duties without an acceptable explanation.

D. Progressive Discipline
Progressive discipline is a process through which disciplinary action generally increases in severity when misconduct or unsatisfactory performance continues or when prior corrective measures have not resolved the issue.

E. Immediate Disciplinary Action
Immediate disciplinary action means disciplinary action imposed without completing one or more earlier steps of the progressive disciplinary process when the circumstances reasonably warrant a more significant or immediate response.

III. GROUNDS FOR DISCIPLINARY ACTION

Disciplinary action may be taken for just cause, including, but not limited to, the following:
A. Insubordination or failure to follow lawful and reasonable work-related directives.
B. Violations of College policies, procedures, rules, or established work expectations.
C. Neglect or abandonment of assigned duties.
D. Illegal, unethical, abusive, threatening, or unsafe conduct.
E. Failure to follow established supervisory or administrative procedures.
F. Participation in prohibited political activities or unauthorized solicitation, as defined by applicable law and College policy.
G. Abuse or misuse of sick leave, annual leave, or other employee benefits.
H. Excessive tardiness, unauthorized absences, or failure to follow attendance and leave procedures.
I. Falsification, alteration, or unauthorized destruction of official documents, records, reports, or other College information.
J. Reporting to work under the influence of alcohol or prohibited drugs, or possessing or using such substances in violation of applicable law or College policy.
K. Unauthorized use, misuse, damage, or removal of college property, equipment, funds, or resources.
L. Theft, fraud, dishonesty, or misappropriation of college resources.
M. Unauthorized access to, use of, or disclosure of confidential College information.
N. Harassment, discrimination, retaliation, or other prohibited workplace conduct.
O. Breaches of confidentiality, professional responsibilities, or applicable ethical standards.
P. Other conduct or performance deficiencies that provide just cause for disciplinary action.
This list is not exhaustive. Disciplinary decisions shall be based on the facts of the matter and applicable College policies and requirements.

IV. AUTHORITY AND RESPONSIBILITY

A. Supervisors
Supervisors are responsible for identifying performance deficiencies and misconduct, communicating expectations, documenting relevant incidents, recommending appropriate corrective or disciplinary action, and submitting required documentation to Human Resources.

Supervisors shall follow the approval requirements established by this policy before imposing disciplinary action.

B. Human Resources
Human Resources is responsible for reviewing disciplinary documentation, advising supervisors and administrators regarding policy requirements, maintaining disciplinary records, and helping ensure consistent application of this policy.

Human Resources review does not replace any approval required from the President or another authorized administrator.

C. President
The President retains the authority to approve disciplinary action as provided in this policy, including suspension without pay and termination of employment.

The President may bypass one or more steps of the progressive disciplinary process when the nature, seriousness, or circumstances of the conduct reasonably warrant a more significant disciplinary response.

The President's authority shall be exercised consistently with other governing College policies.

V. PROGRESSIVE DISCIPLINARY PROCESS

The College generally uses the following steps to address misconduct or unsatisfactory performance. Depending on the circumstances, the College may repeat a step, proceed to a later step, or bypass one or more steps.

Step One: Oral Reprimand

A. An oral reprimand may be issued by the employee's supervisor to address a performance deficiency, misconduct, or violation of College expectations.
B. The supervisor shall document the matter sufficiently to demonstrate the nature of the concern, the corrective expectations communicated to the employee, and good-faith efforts to resolve the matter informally.
C. The supervisor shall submit written documentation to the Human Resources Manager.
D. Documentation of an oral reprimand shall be retained in the employee's personnel file for two years, subject to applicable records-retention requirements.

Step Two: Written Reprimand

A. A written reprimand may be issued when a deficiency or infraction warrants formal written discipline, including when prior corrective action has not resolved the matter.
B. The written reprimand shall describe the deficiency or infraction, identify applicable expectations or policies when appropriate, state the corrective action required, and explain the likely consequences of continued unsatisfactory performance or conduct.
C. The supervisor shall submit the written reprimand and supporting documentation to the Human Resources Manager.
D. The written reprimand shall be retained in the employee's personnel file for two years, subject to applicable records-retention requirements.

Step Three: Formal Disciplinary Action

A. One or more of the following actions may be imposed, as appropriate to the circumstances.
    1. Disciplinary Training Period

a. An employee may be placed on a disciplinary training period by the immediate supervisor with prior approval from an authorized administrator.
b. Written notice shall be provided to the employee describing the deficiency or infraction, the required corrective measures, applicable performance expectations, the duration or review period when established, and the likely consequences of continued unsatisfactory performance or conduct.
c. The supervisor shall monitor the employee's progress and document the results of the disciplinary training period.
d. The disciplinary training period shall be permanently documented in the employee's official personnel file.
e. Failure to meet the stated expectations may result in further disciplinary action.

2. Suspension Without Pay
   a. An employee may be suspended without pay for up to 30 calendar days in any calendar year.
   b. A suspension may be initiated by the employee's supervisor but must be approved in advance by the President.
   c. Written notice shall be provided to the employee describing the deficiency or infraction, the basis for the suspension, the effective dates, and the likely consequences of further unsatisfactory performance or conduct.
   d. The suspension notice and supporting documentation shall be permanently retained in the employee's official personnel file.
   e. An employee suspended for disciplinary reasons shall not accrue annual or sick leave during the period of suspension.

3. Dismissal from College Service
   a. Dismissal may be initiated by the employee's supervisor but must be approved in advance by the President.
   b. Written notice of dismissal shall be provided to the employee and shall describe the basis for the action and its effective date.
   c. An employee charged with a felony may be suspended when warranted by the circumstances and permitted by governing College policies. The status and duration of any suspension shall be determined by the authorized decisionmaker in accordance with applicable requirements.
   d. An employee convicted of a felony may be subject to dismissal when the conviction provides a lawful and sufficient basis for that action, taking into account for applicable college policies.
   e. A dismissed employee may pursue a termination appeal applicable College policy within three (3) working days.

VII. BYPASSING PROGRESSIVE DISCIPLINARY STEPS

The President reserves the right to bypass one or more steps of the progressive disciplinary process when the nature, seriousness, or circumstances of the conduct reasonably warrant a more significant disciplinary response.

Depending on the circumstances, disciplinary action may include a written reprimand, disciplinary training period, suspension without pay, or termination of employment without prior completion of earlier disciplinary steps.

Circumstances that may warrant bypassing one or more steps include, but are not limited to:

A. Serious misconduct that threatens the health or safety of students, employees, or others.
B. Theft, fraud, dishonesty, or significant misuse of college funds, property, or resources.
C. Serious violations of law or College policy.
D. Harassment, discrimination, retaliation, threats, violence, or other serious workplace misconduct.
E. Unauthorized disclosure or misuse of confidential information that creates significant risk to the College or others.
F. Conduct that materially disrupts College operations or undermines institutional integrity.
G. Repeated misconduct or failure to correct a deficiency after prior corrective or disciplinary action.
H. Other circumstances in which a less disciplinary response would not reasonably address the seriousness of the conduct or protect the College's interests.

The examples above are illustrative and do not limit the President's authority under this policy.

When progressive disciplinary steps are bypassed:

A. The supervisor shall document the allegations, relevant facts, supporting evidence, and reasons for recommending the proposed disciplinary action.
B. The supervisor shall submit the supporting documentation to Human Resources for review.
C. All approvals required by this policy must be obtained before disciplinary action is imposed.
D. The employee shall receive written notice of the disciplinary action and its basis.
E. The President retains the authority to approve disciplinary action, including termination, as provided in this policy.

VIII. INVESTIGATION AND EMPLOYEE RESPONSE

The College shall review allegations of misconduct or unsatisfactory performance as appropriate to the nature and seriousness of the matter.

The review may include examination of relevant records, interviews, written statements, and other available evidence.

When practicable and consistent with college policy, the employee shall be informed of the allegations and given one day to respond before a final disciplinary decision is made.

The College may take appropriate interim measures when necessary to protect individuals, preserve evidence, maintain operations, or address an immediate risk. Interim measures shall be distinguished from final disciplinary action and administered within college policy.

The College shall document the basis for its disciplinary decisions and retain relevant supporting records in accordance with applicable requirements.

IX. CONSISTENCY AND NONRETALIATION

Disciplinary action shall be administered consistently and without unlawful discrimination or retaliation.

No employee shall be disciplined for engaging in legally protected activity, including making a good-faith report of suspected misconduct, raising workplace concern, participating in an authorized investigation, or exercising a right protected by applicable law.

The College may discipline employees for independently established misconduct or performance deficiencies, provided the action is supported by the facts and is consistent with applicable law and policy.

X. NOTICE AND DOCUMENTATION

Written disciplinary notices shall identify as appropriate to the action:

A. The conduct, performance deficiency, or infraction at issue.
B. The relevant College policy, procedure, or work expectation.
C. The disciplinary action imposed and its effective date.
D. Required corrective measures and applicable deadlines, when relevant.
E. The consequences of continued unsatisfactory performance or conduct.
F. Any applicable grievance or appeal rights and the procedure for exercising them.
G. Supervisors shall submit required documentation to Human Resources. Human Resources shall maintain records in accordance with applicable confidentiality, access, and records-retention requirements.

XI. TERMINATION APPEALS

An employee may pursue a termination appeal to the extent permitted by the applicable College grievance policy within three (3) working days.

Employees shall follow the applicable procedures and filing deadlines.

XII. POLICY ADMINISTRATION AND REVIEW

Human Resources shall be responsible for administering this policy in consultation with the President and other authorized College administrators.

The College may review and revise this policy as necessary to maintain compliance and support effective personnel administration.

RESPONSIBILITY: President
REVISED: October 2026

CHAPTER X – GRIEVANCE PROCEDURE

POLICY: GRIEVANCE PROCEDURE
DATE: March 1999
Chapter IX, Section 1

OBJECTIVE/PHILOSOPHY:

A formal grievance procedure will allow employees the right to appeal step three of the disciplinary or termination action. To assist management in arriving at fair and unbiased decisions, the College establishes this formal grievance process, which an employee may use to assist in resolving disputes about employment terms and conditions.

REFERENCE:

PROCEDURE/CONTENT:

1. The employee and his/her immediate supervisor shall discuss the grievance verbally within (3) three working days of the incident. If the matter pertains to a co-worker, the supervisor will strive to settle the matter to the mutual satisfaction of both employees involved. If grievance is not brought forward within three working days, the employee is not allowed to move to step 2.
2. If the employee is not satisfied with the verbal conference, the employee may submit written grievance to the supervisor within (3) three working days of the conference. The supervisor then has (3) three working days to respond in writing. If employee does not agree with the supervisor's response, they have (3) three working days to move to step 3.
3. If the employee is not satisfied with the written response of the supervisor, the employee has the right to request in writing that a grievance committee hear the matter. This request is given to the President, who has (3) three working days to establish and convene a hearing committee. The committee shall consist of a faculty member, a staff member, and an administrator. The employee will be allowed to select one member of the hearing committee, and the President will appoint the other two. The employee selection shall follow the College's Nepotism policy in which the employee selected cannot be related to the employee with the grievance. The hearing will be moderated by the Human Resources Director.
4. Recommendation of the grievance committee shall be given to the President within twenty-four hours. Upon receiving the recommendation, the President has three working days to accept the recommendation of the committee or render a different decision.
5. The President will have the final decision on any grievance filed and the employee shall have no right to further mediation. If the grievance is against the President, then the responsibility will be with the Board of Trustees.

RESPONSIBILITY: President

REVISED: May 2026

Revisions

12/7/17 Added Breastfeeding/Lactating Mother Policy
12/7/17 Additions to Administrative Leave for Maternity & Paternity Leave Policy
12/7/17 Additions to Salary Scale Policy
12/7/17 Revisions to Administrative Leave to separate types of leave.
5/1/18 Added Full-Time Position Appointments Policy
5/1/18 Added Faculty Credentialing Standards Policy
5/1/18 Added Faculty Thesis Advisor Pay/Workload Policy
5/1/18 Added Responsible Conduct of Research (RCR) Policy
11/2/18 Revision to Vacancy Announcement and Application
4/4/19 Added Adjunct Research Policy
5/2/19 Revision to Volunteers on Campus Policy
9/6/19 Added Conflict of Interest Policy
9/6/19 Revision to Smoking on Campus Policy
9/6/19 Added Animals on Campus Policy
11/3/22 Added Professional Development Policy
4/7/22 Revised Annual Leave Policy
4/7/22 Revised Salary Loans Policy
12/1/22 Revised Administrative Leave Policy
3/3/23 New Policy College President Vacancy Announcement, Application, Screening, and Interviewing Process
3/3/23 New Policy on Staff Positions Policy
3/3/23 Add definition of on-line faculty to Faculty Positions Policy
4/13/23 Revised President's Evaluation Policy
4/13/23 Added Donated Sick Leave Policy
6/1/23 Revised Holiday Policy
7/28/23 Revised Statement on Non-Discrimination/Equal
7/28/23 Added Dean of Students to Meetings and Report Policy
7/28/23 Added Dean of Students to Designation of Authority Policy
7/28/23 Removed the HR Manager from the selection committee in the Interviewing Policy
7/28/23 Revised the Pre-Employment Background Check Policy
7/28/23 Clarified on Pre-Employment Background Checks on the Applicant Selected for Position Policy
7/28/23 Revised qualifications on who can apply for in house positions on the Vacancy Announcements and Application Policy
7/28/23 Removed # 1 & #5 from Full-Time Position Appointments Policy
7/28/23 Revised part-time appointments from 32 to 28 hours per week on Temporary Position Appointments Full and Part Time Policy
7/28/23 Deleted Promotion Policy
7/28/23 Removed #3 from Reclassification Policy
7/28/23 Deleted Transfer Policy
7/28/23 Added part-time to Employee Orientation Policy
7/28/23 Added part-time to Training Period Policy
7/28/23 Revised immediate family to relative to Nepotism Policy
7/28/23 Added Campus Security to notification to Volunteer Policy (also drug testing and background checks must be completed prior to volunteering)

7/28/23 Added Succession Plan levels to Resignation Policy and cleaned up wording on financial obligations to the College
7/28/23 Removed Retirement Policy
7/28/23 Replaced President with Administration on Reinstatement Policy
7/28/23 Revised Service Credit Policy to be based on employee status at the time of separation
7/28/23 Revised Performance Evaluation to both supervisor and employee must sign the evaluation and must be done by June 15th
7/28/23 Revised Classification and Compensation Policy to allow nine years of experience with 12 for hard to fill positions. Revision to the grant writing policy – revised payment scale and revision to pay 20% at time of application, 80% when funded.
7/28/23 Revised Salary Scale Policy to add faculty must have a satisfactory rating to qualify for a step increase.
7/28/23 Revision to Compensatory Time and Overtime Policy – all overtime must be approved by supervisor. Compensation time must be used in pay period earned.
7/28/23 Removed #2 on new employees will meet with HR from Mandatory Benefits Policy
7/28/23 Revised Health & Retirement – Retirement can change contribution monthly instead of quarterly
7/28/23 Removed Sick Leave is not transferable on Sick Leave Policy
7/28/23 Revised Workforce Safety Coverage Policy – must notify HR
7/28/23 Revised Attendance Policy – required ½ hour unpaid lunch break
728/23 Revised Absences Policy – AWOL 16 consecutive schedule work hours
7/28/23 Revised College Vehicles Policies - Reserve two College vehicles with Student Services, if in an accident must notify supervisor and law enforcement for a police report, if using personal vehicle, it falls under own insurance.
7/28/23 Revised Use of College Property Policy - if in an accident must notify supervisor and law enforcement for a police report
7/28/23 Revised Use of Sitting Bull College Logos – includes all entities of SBC
7/28/13 Revised Use of College Facilities – added notification of Campus Security
7/28/23 Revised Financial Obligations Policy to Clarify payroll deductions
7/28/23 Added new Policy on Office Door/Windows – must remain clear
7/28/23 Revised Substance Abuse Policy – Employee must notify supervisor if on a prescription medication that carries a warning label that may adversely affect mental functions, motor skills or judgement. Student completing internships are exempt from testing unless program requires. Change full-time to permanent employees.
7/28/23 Revised Sex Offender Policy – from HR to Campus Security as the point of contract
7/28/23 Revised Crime Awareness on College Property Policy – from HR to Campus Security as the point of contract
7/28/23 Revised Weapons on College Property Policy - from HR to Campus Security as the point of contract
7/28/23 Revised Contagious Disease Policy - from HR to Vice President of Operations as the point of contract
7/28/23 Added Technology Usage Policies and Procedures to Personnel Policies and Procedures
7/28/23 – Revised Computer and Communication Technology Policy – added two step authentication process
7/28/23 Revised Date Backup Policy

7/28/23 Revised Social Media Policy – Employee may access personal website and social mediate for personal use ONLY during their lunch time and approved breaks.
9/8/23 Revised Pre-Employment Background Check to include all employees and contract workers such as adjunct and Sunday Academy
9/8/23 Revised Substance Abuse to workplace alcohol and drug Standards and approved use of medical marijuana with proof of medical card. Sensitive positions exempt from use of medical marijuana.
12/31/24 Revision to Salary Scale - Been employed for at least six months added or by the first day of classes for the beginning of the academic school year to qualify for yearend cash incentive.
4/4/24 Revision to spiritual leave from three days to five days.
4/4/24 Revision to attendance policies for transit.
4/4/24 Revision to attendance policies to virtual offices can be used on Friday, if no on campus meetings or student activities are scheduled.
5/2/24 Approval of new Whistle Blower policy.
11/7/25 Revision to Grievance and Harassment policy to add three days from incident.
11/7/25 Replace Incapacity policy with Fit for Duty policy.
11/7/25 Added Fit for Duty policy
11/7/25 Approval of Reasonable Accommodations policy
11/7/25 Approval of Recruitment & Outreach: Title IX, Civil Rights (Section 504), and Non-Discrimination Compliance
11/7/25 Approval of Data Privacy policy
1/30/26 Revision to change Grievance and Harassment policy to change five days in all steps to three days.
1/30/26 Added to Grievance policy that SBC will follow nepotism policy in the select of members of grievance committee members.
1/30/26 Removed that if an employee is not satisfied with the outcomes of the Harassment findings, they are allowed to go through the grievance process. Felt it was a duplication.
4/2/26 Changed attendance policy for transition to a four-day work week.
5/7/26 Added policy of screening for Vice President to the evaluation, disqualification, and selection policy
5/7/26 Add the Board of Trustees will interview for the Vice President as part of the interviewing policy.
5/7/26 Changed the grounds for disciplinary action policy to an employee will only be allowed to grieve the disciplinary action at step three.
5/7/26 Combined the grievance and termination polices, added that HR will moderate the grievance hearing and that an employee cannot file a grievance on the President's decision.
6/4/26 Revision of #6 in criminal background check and disqualifying offices, to consideration based on evidence.
10/1/26 Revision to annual leave policy – to use excess leave beyond August 31, must have written approval from supervisor and submit to finance office by August 1st to extend through September 30.
10/1/26 Revision to Nondiscrimination policy – changed Koreen Ressler to Jerl Thompson
11/4/26 Revision to attendance policy – addition of #2 on AWOL and LWP before and after a Friday.
11/4/26 Revision to disciplinary policy – major changes refer to pages 158-164.