

# Employee Resource Guide



MINNESOTA STATE  
UNIVERSITY  
MANKATO

July, 2002

**T**his employee resource guide is intended to provide only a general source of helpful information and referral for employees of Minnesota State University, Mankato. Nothing in this resource guide creates any contractual rights for any employee. Employees are directed to consult the applicable collective bargaining agreement or personnel plan, and other MnSCU or State law and policy regarding employee rights and privileges. The information provided or referenced in this guide is subject to change at any time. All prior employee handbooks or information/resource guides are hereby expressly revoked. Any questions should be directed to the Office of Human Resources.

This document is available in alternative format to individuals with disabilities by calling Human Resources at 507-389-2015 (V) or 9-711 (MRS/TTY).

MSU is an Affirmative Action/Equal Opportunity University.



MINNESOTA STATE  
UNIVERSITY  
M A N K A T O

EMPLOYEE RESOURCE GUIDE  
JULY, 2002

MISSION STATEMENT

Minnesota State University, Mankato promotes learning through effective undergraduate and graduate teaching, scholarship and research in service to the state, the region, and the global community.

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# Message From the Resource Guide Development Team

June, 2002

Dear Colleagues:

The Employee Resource Guide is being distributed to every employee to provide information on the benefits and services available to you through MSU. Please take time to browse through the Guide.

The staff in the Office of Human Resources is committed to providing all MSU employees with the assistance necessary to help you do a top-quality job. The combined efforts of all employees—faculty, staff, administrators—is what makes the campus function well and provide an excellent education to our students.

Please feel free to call us with questions. Best wishes for continuing success at MSU.

Sincerely yours,

Deborah Bittinger Anderson, HRIS Manager  
Sue Ehlers, Personnel Assistant  
Colleen Isaacs, Payroll Coordinator  
Mary Ellen Kamas, Assistant Director, Classified Employment  
Therese Mullins, Assistant Director, Benefits  
Gwyn Outka, Assistant Director, Unclassified Employment  
Diane Roggow, Personnel Assistant, Workers' Comp  
Wendy Schuller, Personnel Assistant  
LuAnn Struck, Secretary  
Phyllis Wisen, Interim Director

A black and white photograph showing a group of people, including children and adults, gathered around a large sign. The sign reads "UNION STATE TEACHERS COLLEGE" and "FOUNDED 1862". The scene is outdoors, and the people are dressed in simple, light-colored clothing. The overall atmosphere is one of a community event or a school-related gathering.

# History

In 1866, the Minnesota legislature authorized the establishment of a normal school in Mankato on the condition that the city donate \$5,000 for the school. The city had difficulty raising the needed funds, but legislation passed in 1867 authorized the city to issue and sell bonds to raise the money. Mankato attorney Daniel Buck, a member of the state legislature, was a key figure in the authoring of this legislation. Mankato Normal School opened its doors on October 7, 1868, with 27 enrolled students.

The three-story Old Main complex, completed in 1870, became a permanent home for Mankato Normal School with a curriculum of 14 subjects taught over a one to two-year period.

George Gage was the school's first principal, succeeded in 1872 by Julia Sears. Julia Sears was the country's first woman principal of a coeducational public institution of higher education. In her address to the female graduates of Mankato Normal School in December, 1872, Sears said, "You are stepping out into life at a time when you hear not the sound, 'thus far in education may you go and no farther, this place you may fill, but not that'; but, instead, universities and colleges open wide their doors and bid you enter, and any place you are fitted to fill is no longer denied you." A short time later, however, the *Mankato Weekly Union*, reported, "A woman's a woman for all that, and...her delicate organism does not admit of a faithful performance of many of the details for which a man seems best suited." Amid controversy, in 1873, David John, a retired Methodist minister, replaced Sears.

Edward Searing became the institution's first president in 1880. Under Searing's tenure, Mankato Normal School experienced 18 years of expansion and curriculum development.

Charles Cooper succeeded Searing in 1899. Dormitories were built: Daniel Buck Hall in 1913, and Cooper and Searing Halls in 1921. Mankato Normal School became Mankato State Teacher's College in 1921, offering a four-year curriculum. In 1927, the college awarded its first bachelor of education degree.

Frank McElroy became president of the college in 1930, and in 1933, initiated a tuition plan. Students paid \$10 per quarter; nonresidents paid \$15. Between 1930 and 1945, enrollment averaged from 600 to 700 students. An extended campus program was developed around 1943. Night classes were also established around this time.

In 1946, Clarence Crawford became president. Together with state senator Val Imm, Crawford envisioned a confined campus located in a farm field on Mankato's hilltop, known as the Highland. Crawford's and Imm's vision proved its merit when, in 1957, high enrollment strained the capacity of the downtown campus. Construction began on the Highland campus. New facilities coincided with a new name for MSU, Mankato State College.



The fifties brought rapid expansion for the college. Wilson Campus School, now Wiecking Center, opened in 1959. On lower campus, Lincoln Library and the Nichols Hall addition opened in 1958 and 1960. A surge in enrollment caused a severe housing shortage on the Highland campus which resulted in the construction of Crawford and McElroy residence halls in 1959 and 1961. Armstrong Hall, the first classroom building on the Highland campus, opened for classes in 1964.

James Nickerson served as president from 1966-1972, and enrollment grew to more than 12,000 students. Mankato State joined many other universities around the country in protesting U.S. involvement in the Vietnam war.

Douglas Moore was president of Mankato State from 1973-1978. During Moore's tenure, the Inter Faculty Organization signed its first contract with Mankato State (July 1, 1975). Moore is credited with the 1978-79 consolidation of the lower and upper campuses. The school's growing reputation for academic excellence led to another name change, Mankato State University, in 1975.

Margaret Preska became president in 1979 and served in that role through 1991. Increasing enrollment resulted in expansion and remodeling of many campus facilities. New and expanded programs, and the availability of a master's degree in several colleges, contributed to MSU's largest enrollment ever between 1989-1992 with over 16,300 students. Facilities and landmarks built during Preska's tenure include Standeford Observatory, Pennington Hall, Ostrander Bell Tower, Wissink Hall, Alumni Foundation building, an addition to Memorial Library, and Andreas Observatory.

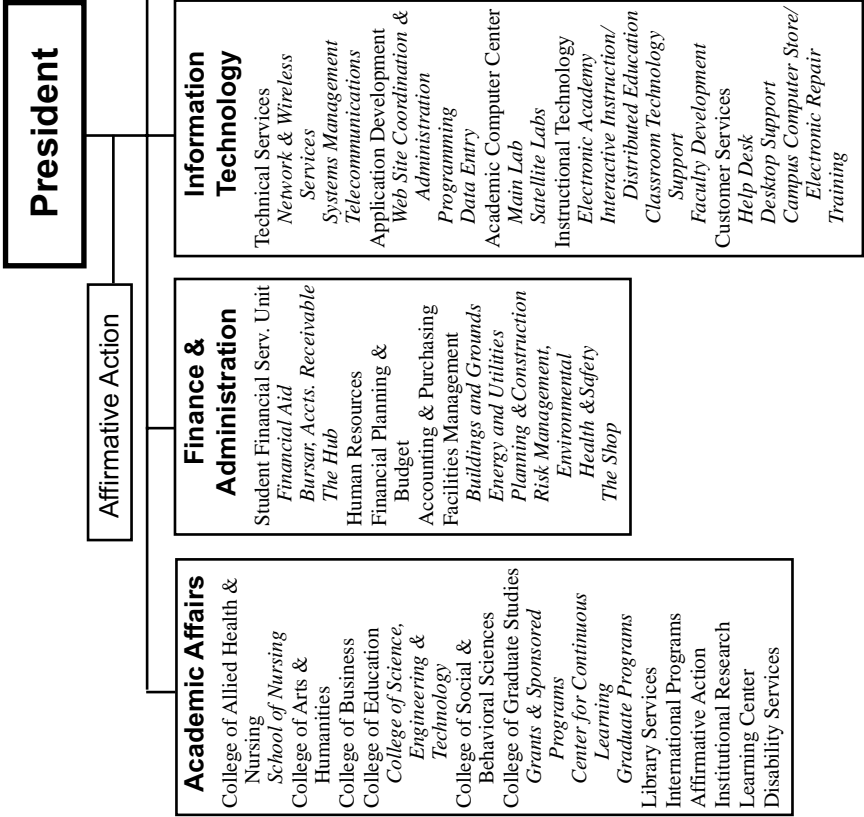
From 1992-2001, President Richard Rush served MSU. During his tenure, the university added a master's degree in nursing and a master of fine arts degree in creative writing, and established a number of successful programs that include the Center for Continuous Learning, Center for Rural Policy Research and Development, Minnesota Space Image Processing Center, Minnesota Center for Automotive Research, and Minnesota River Basin Data Center. Additionally, new facilities have been constructed including Taylor Center, phase three of the Centennial Student Union, Andreas Theatre, and phase two of the student athletic facility project which includes the recently opened Myers Field House. From 1994-2001, Dr. Rush's dedication to fund-raising campaigns resulted in over \$35 million raised.

In 1998 Dr. Rush led a charge to have the University's name changed to Minnesota State University, Mankato to reflect the institution's expanding mission in a global economy.

President Rush left MSU in June, 2001. Dr. Karen A. Boubel, senior vice president and vice president of Academic Affairs, served as interim president until July 2002, when Dr. Richard Davenport, recently appointed as MSU's 12th president, began serving our community. Previously, Dr. Davenport served as provost and vice president for Academic Affairs at Central Michigan University, Mt. Pleasant, Michigan.

# Organizational Chart for University Administration

# University Administration Organizational Chart



# Employment Policies and Procedures

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This section represents certain human resources policies and procedures and is in no way to be construed as a complete listing of all the policies and procedures in place at MSU.

## Collective Bargaining Units and Personnel Plans

Information in this section is intended only as a general description of bargaining group and personnel plan assignments. For more detailed information, consult the applicable agreement or plan.

### Classified

Classified civil service employees at Minnesota State University, Mankato, whose employment equals or exceeds fourteen hours per week or thirty-five percent of a forty-hour week for sixty-seven days or more a year are assigned to one of the following bargaining units by the Bureau of Mediation Services. The organizations listed below are certified as exclusive representatives for the following bargaining units by the director of Mediation Services.

*American Federation of State, County and Municipal Employees (AFSCME),*

*Council 6* - craft, maintenance and labor, service units, nonprofessional health care, clerical and office unit, and technical unit.

*Commissioner's Plan* - Staff not represented by a bargaining unit.

*Minnesota Nurses Association (MNA)* - Registered nurses.

*Managerial Plan* - Classified managerial staff.

*Middle Management Association (MMA)* - Supervisor unit.

*Minnesota Association of Professional Employees (MAPE)* - Professional unit.

*Minnesota Government Engineer's Council (MGEC)* - Engineering staff.

### Unclassified

Other employees who do not have civil service classification are considered unclassified. Their collective bargaining agreements/personnel plans include:

*Inter Faculty Organization (IFO)* - Teaching faculty, librarians, counselors.

*Minnesota State University Association of Administrative and Service Faculty (MSUAASF)* - Administrative and service faculty.

*MnSCU Administrators* - Administrative staff not represented by a bargaining unit.

Since exclusive representatives negotiate each bargaining unit's employment conditions, salary, and benefits, it is recommended that each employee refer to his or her appropriate collective bargaining agreement/personnel plan for

additional information. All faculty and staff should contact Human Resources for clarification and counseling on matters pertaining to contract administration, labor relations, and grievance procedures.

## Data Privacy

MSU fully complies with the spirit and intent of Minnesota statutes and federal rules governing data practices. The Data Practices Act states that “all government data collected, created, received, maintained, or disseminated” by the University shall be public unless otherwise classified by state statute or federal law. Data on individuals shall be private or confidential. Requests for personnel data should be directed to the department of Finance and Administration, WA 236, 507-389-6621.

The following information is taken verbatim from the Department of Employee Relations Web site ([www.doer.state.mn.us](http://www.doer.state.mn.us)), dated January, 2001:

### **MINNESOTA DEPARTMENT OF EMPLOYEE RELATIONS CLASSIFICATION OF DATA UNDER THE MINNESOTA GOVERNMENT DATA PRACTICES ACT**

#### I. PERSONNEL DATA

##### A. *Definition (Minn. Stat. 13.43, Subd. 1)*

“Personnel data” means data on individuals collected because the individual is or was an employee of or an applicant for employment by, performs services on a voluntary basis for, or acts as an independent contractor with a state agency, statewide system or political subdivision or is a member of or an applicant for an advisory board or commission. In general, personnel data on individuals is assumed to be private or confidential unless it has specifically been designated public.

##### B. *Public Data - Employees (Minn. Stat. 13.43, Subd. 2)*

Only the following data on current and former employees\*, volunteers, independent contractors, and members\*\* of advisory boards or commissions is public. It must be given to anyone who asks for it.

- Name
- Employee identification number, (which must not be the employee’s social security number)
- Actual gross salary
- Salary range
- Contract fees
- Actual gross pension
- The value and nature of employer-paid fringe benefits

- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary job title
- Bargaining unit
- Job description
- Education and training background
- Previous work experience
- Date of first and last employment
- The existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action
- The final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body
- The terms of any agreement settling any dispute arising out of the employment relationship
- Work location
- Work telephone number
- Badge number
- Honors and awards received
- Payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data
- City and county of residence

*\*EXCEPTION: All data related to individuals who are employed as undercover law enforcement officers is private.  
(Minn. Stat. 13.43, Subd. 5)*

*\*\*NOTE: In addition to the data listed above, the home address of a member of an advisory board or commission is public. (Minn. Stat. 13.43, Subd. 3)*

*C. Public Data - Applicants for Employment - Current and Former  
(Minn. Stat. 13.43, Subd. 3)*

The name of an applicant for employment is private until the applicant is certified as eligible for appointment to a vacancy or unless and until the applicant is considered as a finalist for a position. (A finalist is an applicant selected to be interviewed by the appointing authority prior to selection.) Once this occurs, the following information about applicants\* for employment is public.

- Veteran status
- Relevant test scores
- Rank on eligible list
- Job history
- Education and training
- Work availability

\*EXCEPTION: Data on individuals who are undercover law enforcement applicants is private. (*Minn. Stat. 13.43, Subd. 5*)

*D. Public Data - Applicants for Appointment to an Advisory Board or Commission, Current or Former (Minn. Stat. 13.43, Subd. 3)*

The name of an applicant for appointment to an advisory board or commission is public regardless of the applicant's status. In addition, the home address and all of the following information is public.

- Veteran status
- Relevant test scores
- Rank on eligible list
- Job history
- Education and training
- Work availability

*E. Private Data - Employees and Applicants (Minn. Stat. 13.43, Subd. 4)*

- All personnel data not listed as public in Minn. Stat. 13.43, Subd. 2 is private. This would include, for example, medical information, names of references, and performance reviews.
- Private data may be released pursuant to a court order.
- Generally, neither a subpoena issued by an administrative agency nor by a clerk of court is a court order for purposes of this provision. Instead, generally, an agency may release private data only pursuant to an order of a judge. (This is because the law contemplates that before ordering disclosure, a court will have the opportunity to review the data and balance the requester's need to know against the subject's privacy interests. If appropriate, the court may then limit the disclosure of potentially sensitive information and/or impose protective safeguards.)
- Private data may be released pursuant to informed consent of the subject.
- All personnel data maintained on individuals applying for or employed as undercover law enforcement officers is private. (*Minn. Stat. 13.43, Subd. 5*)



- Private data may be released when authorized by law. For example, some federal and state agencies have specific statutory authority to obtain private data for some purposes either with or without a subpoena. (*Minn. Stat. 363.05, Subd. 2(b)*)

*F. Personnel Data Which Can Be Shared with Labor Organizations*

Personnel data may be disseminated to labor organizations to the extent that the responsible authority determines that the dissemination is necessary to conduct elections, notify employees of fair share fee assessments, and implement the provisions of chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and to the Bureau of Mediation Services to the extent the dissemination is ordered or authorized by the commissioner of the Bureau of Mediation Services.

## Employees with Disabilities

It is the policy of MSU to encourage the employment and promotion of any qualified individual including qualified individuals with disabilities. The University will not discriminate in providing reasonable accommodations to qualified individuals with a disability in regard to job application procedures, hiring, advancement, discharge, employee compensation, job training, or other terms, conditions, and privileges of employment. Please refer to MnSCU Procedure 1B.0.1, Reasonable Accommodations in Employment, available through Human Resources, or online at [www.mnscu.edu](http://www.mnscu.edu).

Inquiries regarding reasonable accommodations shall be referred to the ADA/504 Coordinator's Office, Armstrong Hall 112, 507-389-2986 (V) or 9-711 (MRS/TTY).

## Employment Definitions

### *Classified Employees*

The following terms are defined by AFSCME, Council 6, but used consistently with all classified bargaining units and personnel plans.

*Regular full time* - an employee who regularly works eighty hours in a biweekly payroll period.

*Regular part time* - an employee who is scheduled to work fewer than eighty hours in a biweekly payroll period.

*Intermittent* - an employee who works an irregular and uncertain schedule which alternately begins, ceases, and begins again as deemed necessary by the University.

*Temporary* - an employee who works for a specified, limited period of time, up to twelve months. A temporary employee receives no benefits except paid legal holidays, provided he or she is in pay status the work day before and the work day following the legal holiday.

*Seasonal* - an employee appointed for no more than ten months during any twelve consecutive months, but who is expected to return to work on a year after year basis.

*Emergency* - an employee who is appointed for no more than forty five aggregate working days in any twelve-month period for any single appointing authority within the state system.

*Exempt* - an employee who holds an executive, administrative, or managerial position and to whom employers are not required to pay overtime.

*Nonexempt* - an employee who holds a position which does not fall into an exempt category and who is eligible for overtime compensation.

## **Equal Employment Opportunity/ Nondiscrimination**

Minnesota State University, Mankato, is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Discrimination because of race, sex, or disability is prohibited by state and federal law. Discrimination because of sexual orientation is prohibited by state law. Discrimination is defined as conduct that is directed at an individual because of his or her race, color, national origin, sex, sexual orientation, mental or physical disability or that of his or her partner and which subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the University, or otherwise adversely affects the individual's employment or education.

Any individual who believes discrimination or harassment has occurred may make a report or file a complaint with the designated officer, in accordance with MnSCU Procedure 1.B.1.1. Contact the office of Affirmative Action, AH 112, 507-389-2986, MRS/TTY 9-711.

## General Harassment

### *AFSCME Council 6 Employees*

Intentional behavior(s) whether physical or verbal by one employee toward another employee that has the purpose of interfering with the employee's work performance, or creates an intimidating, hostile, or offensive environment constitutes a violation of University policy.

Complaints shall be filed according to the chain of supervisory or administrative responsibility at the first appropriate level except in cases where the supervisor or administrator is the alleged harasser. For more information, contact Human Resources or visit MnSCU online at [www.mnscu.edu](http://www.mnscu.edu).

## Guidelines for Layoff and Recall

When an indefinite layoff or reduction in the work force is necessary, guidelines, as outlined in various collective bargaining agreements/personnel plans, will be followed.

## How Your Seniority Works

Please refer to your specific collective bargaining agreement/personnel plan for details on state and job seniority.

## Job Posting Program

### *Classified Employees*

Classified employees within a given bargaining unit and job classification may bid on job openings within that bargaining unit and job classification in accordance with the applicable collective bargaining agreement. To bid on a job posting, employees should obtain a bid form from Human Resources or from the HR Web site, and return the signed and dated form to Human Resources within the allotted time. Please refer to your collective bargaining agreement/personnel plan for more details.

Except in limited circumstances, job openings are posted on the MSU Human Resources Web site, [www.mnsu.edu/humanres](http://www.mnsu.edu/humanres).

### *Administrative Employees and Faculty*

Job openings for administrative employees and faculty are found on the MSU Web site home page, [www.mnsu.edu](http://www.mnsu.edu).

## Legal Work Status

Federal law requires that all new employees furnish documentation of their identity and employment eligibility within the first three days of starting work. This is done through completion of the Employment Eligibility Verification

Form (Form I-9). You must provide acceptable legal documentation to verify your identity, in accordance with Immigration and Naturalization regulations. Please consult with the office of Human Resources for additional information.

## Payroll and Direct Deposit

Payroll checks are mailed by the state to the employee's home address listed on file in Human Resources. For this reason, it is important to notify Human Resources when your address changes.

You are encouraged to utilize direct deposit of your payroll checks. Pay stub information is no longer mailed to state employees; it must be accessed via the Internet. To access your pay stub information, follow these instructions:

1. Access the Internet.
2. Go to [www.state.mn.us/employee](http://www.state.mn.us/employee)
3. On the sign-in page, enter your User ID and password. Press ENTER or click SIGN IN.
4. Click on VIEW ADVICES/CHECKS.
5. Be sure to log out when you are finished.

Enrollment forms for direct deposit are available on the Human Resources Web site ([www.mnsu.edu/humanres](http://www.mnsu.edu/humanres)) or in Human Resources, WA 325. If you have questions regarding your payroll check, contact the payroll coordinator at 507-389-2191 or 9-711 (MRS/TTY).

## Process for Requesting Leave

All requests for leaves of absence or extensions thereof must be submitted by you in writing to your immediate supervisor or dean as soon as you become aware of your need for leave. Authorization for or denial of the request for leave shall be promptly given to you in writing by your supervisor or dean. Refer to your collective bargaining agreement/personnel plan for further details.

*Request for Temporary Absence* forms are available through Office Supplies and can be ordered online at [www.mankato.msus.edu/dept/theshop](http://www.mankato.msus.edu/dept/theshop).

## Promotions

### *Classified*

Qualifications and seniority are two determining factors in the selection of employees for training, transfer, promotion, or upgrading, depending on collective bargaining or non-bargaining unit agreement language. Promotion, transfer, and upgrade procedures adhere to the language outlined in the various bargaining agreements.

### *Unclassified*

Please see your respective dean and/or vice president regarding promotions.

## **Security Background Checks**

Certain positions at MSU are subject to criminal or other background checks. For further information, contact Human Resources.

## **Sexual Harassment/Violence**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature. Sexual harassment may occur when it is directed at members of the opposite sex or when it is directed at members of the same sex.

Acts of sexual violence are criminal behaviors that create an environment contrary to the goals and missions of MSU. These acts will be investigated and may subject an individual to complaints and disciplinary sanctions as well as possible referral to appropriate law enforcement agencies. Inquiries should be referred to Affirmative Action, 112 Armstrong Hall, 507-389-2986 (V) or 9-711 (MRS/TTY).

## **Termination of Employment**

Refer to your bargaining unit agreement or personnel plan for specific details regarding termination of employment.

## **Weather and Emergency Closure Policy**

Cancellation of classes means that classes are not in session, and all other activities and operations are conducted as usual. Employees may take personal leave, vacation leave, or use earned compensatory leave when classes are canceled and they choose to be absent from work.

Closing University offices means that, with the exception of those considered “weather essential,” employees are excused from duty with full pay. All University functions cease except those deemed essential to the well-being of students, those service activities available for students living on campus, and those functions deemed essential to the protection of life and property.

Respective vice presidents have the authority to identify employees assigned to weather essential functions.

## **Your Orientation Period**

Orientation for employees new to MSU is a three-stage process involving the office of Human Resources, your department or division, and the University.

University orientation is coordinated by the office of Human Resources and focuses on the overall mission, organization, and operation of MSU.

During your first few days of employment, you will participate in an orientation program conducted by members of the Human Resources office and by various members of your department or division, including your supervisor. During this program, you will receive important information regarding the performance requirements of your position, basic University policies, the nondiscrimination policy, your compensation and benefits programs, plus other information necessary to acquaint you with your job and the University. You will also be asked to complete all necessary paperwork at this time, such as benefit plan enrollment forms, beneficiary designation forms, and appropriate federal and state tax forms. At this time, you will be required to present information establishing your identity and your eligibility to work in the United States in accordance with applicable federal laws.

Please use this orientation program to familiarize yourself with the University and our policies and benefits. We encourage you to ask any questions you may have during this program so that you will understand all the guidelines that affect and govern your employment relationship with us.

Orientation with the office of Human Resources is offered on a weekly basis and includes information about payroll, insurance, retirement, and various benefit programs.

Orientation with your department or division is provided by your supervisor or department head and support staff. The combination of these programs will help you become a well-informed, productive, and enthusiastic member of the University community.

## Your Performance Evaluation

It is the policy of MSU to provide employee evaluations on a regular basis, consistent with the requirements of the applicable bargaining agreements or personnel plans.

A callout box consisting of a thin grey oval border containing text.

Fast fact:  
The first men's basketball team  
organized in 1922.

# Your Employee Benefits

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**B**enefits vary by collective bargaining agreements/personnel plans and are subject to change based on contractual revisions. Please refer to your specific collective bargaining agreement/personnel plan, or contact the Human Resources office for comprehensive benefit plans.

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

EAP is a resource designed to assist in the identification and resolution of personal, family, and worksite problems faced by state employees. This state-wide professional service is offered free of charge so that employees and their families can get help when they need to—easily and confidentially.

EAP services are provided to state employees and their immediate family members at no cost. If assistance beyond the scope of EAP services is needed, the employee is responsible for the cost. However, in many cases, an employee's health insurance covers costs for ongoing counseling needs. EAP counselors can recommend low cost community-based resources whenever possible.

In the greater Mankato area, contact LSS LifeWorks at 507-625-7660. For a list of providers statewide, call toll free 800-657-3719.

## **Family Medical Leave Act**

MSU endeavors to provide a work environment that affirms you and your role as part of the University community, as a family member, and as an individual. Certain life events such as your illness, disability or injury, a family member's illness, or the birth or adoption of a child are particularly significant. For this reason, we strive to reasonably accommodate your needs for periods away from work, and have adopted policies and benefits that support you and your family.

The following information is excerpted from the State of Minnesota's Department of Employee Relations Web site and can be found in its entirety, including frequently asked questions, at [www.doer.state.mn.us](http://www.doer.state.mn.us).

### **FAMILY MEDICAL LEAVE ACT POLICY**

In accordance with the Family and Medical Leave Act (FMLA), every fiscal year MSU will grant a leave of absence of up to twelve weeks of job-protected leave to eligible employees for certain family and medical reasons consistent with the FMLA, relevant state law, and collective bargaining agreements/personnel plans.



This is intended only as a general summary of the FMLA. The actual provision of the law will govern requests made under the FMLA. Please consult the office of Human Resources for more information.

## **A. Definitions**

Listed below are the definitions of specific words and phrases as used in the Family Medical Leave Act. These definitions are intended to be used solely in relation to the provisions of the Family Medical Leave Act, and should not be expanded to any other situation. Following each heading is a citation number from the regulations published in 1995.

### ***Employee is Needed to Care for a Family Member (825.116)***

This encompasses both physical and psychological care including situations where:

1. Because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic, nutritional needs or safety; or is unable to transport himself or herself to the doctor.
2. The employee is needed to provide psychological comfort and reassurance which would be beneficial to a child, spouse or parent with a serious health condition who is receiving either inpatient or home care.
3. The employee may be needed to fill in for others who are caring for family members, or to make arrangements for changes in care, such as transfer to a nursing home.

### ***Health Care Provider (825.118)***

1. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices.
2. Others capable of providing health care services including only:
  - Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice in the state of Minnesota
  - Nurse practitioners and nurse-midwives who are authorized to practice under state law
  - Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts
  - Clinical social worker
  - Any health care provider from whom an employer or the employer's group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits, including a foreign physician

***Incapable of Self-Care (825.113)***

Incapable of self-care means that the individual requires active assistance or supervision to provide daily self-care in three or more of the “activities of daily living” (ADLs) or “instrumental activities of daily living” (IADLs).

***In Loco Parentis (825.113)***

Persons who are *in loco parentis* include those with day-to-day responsibilities to care for and financially support a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

***Parent (825.113)***

A biological parent or an individual who stands or stood *in loco parentis* to an employee when the employee was a child. This term does not include parents *in law*.

***Physical or Mental Disability (825.113)***

A physical or mental impairment that substantially limits one or more of the major life activities of an individual.

***Serious Health Condition (825.114)***

For purposes of the FMLA, serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care, i.e., an overnight stay in a hospital, hospice, or residential care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
2. Continuing treatment by a health care provider that involves:
  - a. A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom) of more than three consecutive calendar days; and
  - b. Any subsequent treatment or period of incapacity relating to the same condition, that also involves:
    - i. Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under order of, or on referral by, a health care provider; or
    - ii. One treatment session by a physician which results in a regimen of continuing treatment by a health care provider, or at least under the medical supervision of a health care provider; or

- c. Pregnancy—any period of incapacity due to pregnancy, or for prenatal care. This absence qualifies for FMLA leave even though the employee does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days; or
- d. Chronic serious health condition—any period of incapacity or treatment for such incapacity due to a chronic serious health care condition. This absence qualifies for FMLA leave even though the employee or immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days.

A chronic serious health condition is defined as one which:

- i. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; and
  - ii. Continues over an extended period of time; and
  - iii. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy); or
  - iv. Permanent or long term condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider, (e.g., Alzheimer's, a severe stroke, or the terminal stages of a disease); or
  - v. Multiple treatments by a health care provider or a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention such as cancer (radiation, chemotherapy, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).
- Specific Exclusions: Routine physical, eye, or dental examinations, cosmetic treatments, cold, flu, and earaches are excluded.

Specific Inclusions: The following conditions are included in the definition of serious health condition

- 1. Mental illness resulting from stress or allergies; and
- 2. Substance abuse if the conditions of the FMLA rules are met. Leave may only be taken for treatment of substance abuse by a health care provider or by a

provider of health care services on referral by a health care provider. Absence due to an employee's use of the substance does not qualify for FMLA leave.

***Son or Daughter (825.113)***

A biological, adopted, foster, or stepchild, a legal ward, or a child of a person standing in *loco parentis*, who is either under age eighteen, or age eighteen or older and "incapable of self-care" because of a mental or physical disability.

***Spouse (825.113)***

A spouse means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriage in states where it is recognized.

***Unable to Perform Functions of the Position of the Employee (825.115)***

Where the health care provider finds the employee is unable to work at all, or is unable to perform any of the essential functions of the employee's position within the meaning of the Americans with Disabilities Act.

**B. Procedures and Responsibilities**

1. Eligibility

a. Employee Eligibility

- The employee must have worked for the State of Minnesota for at least one year; and
- The employee must have worked at least 1,250 hours during the twelve months immediately preceding the request. The Fair Labor Standards Act requires employers to count hours of work only, not paid hours such as vacation, holidays, sick pay, unpaid leave of any kind, or periods of layoff.

b. Reasons For Taking a Qualifying Leave

- The birth of an employee's child, and to care for such child
- The placement of a child with an employee for adoption or for foster care
- To care for the employee's seriously ill spouse, child, or parent
- A serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job

Circumstances may require that leave for the birth of a child, or for placement for adoption or foster care, be taken prior to the actual birth or placement.

c. Medical Certification

- Where FMLA qualifying leave is foreseeable and thirty days notice has been provided, an employee must provide medical certification before leave begins.
- Where FMLA qualifying leave is not foreseeable, an employee must provide notice to the employer of the need for leave as soon as practicable (one or two working days is expected except in extraordinary circumstances). The employee must then provide medical certification within a reasonable time frame established by the employer.
- An appointing authority may require medical certification to support an FMLA qualifying leave request either to care for an employee's seriously ill family member, or for leave due to a serious health condition that makes the employee unable to perform the functions of his or her job.
- The appointing authority may require a fitness for duty report upon the employees return.

d. Designating Leave

- An employer may make a preliminary designation of leave as FMLA qualifying if medical certification was not provided prior to the beginning of leave, or if the employer is waiting for a second or third medical opinion.
- Where an employer has knowledge that an employee's leave qualifies as FMLA leave and does not designate the leave as such, the employer may not designate leave retroactively as FMLA leave unless:
  - i. The employee has been out of work and the employer does not learn of the reason for the leave until after the employee returns (in which case the employer must designate the leave upon the employee's return to work); or
  - ii. The employer has provisionally designated leave as FMLA leave and awaits receipt of a medical certification or other reasonable documentation.

If the employee gives notice of the reason of the leave later than two days after returning to work, the employee is not entitled to the protections of the FMLA.

2. Coordination With Collective Bargaining Agreements/Personnel Plans

- a. FMLA qualifying leaves of absence will be identified as those authorized under collective bargaining agreements/personnel plans i.e., disability leave or personal leave, dependent on which leave is appropriate.

- b. The FMLA provides for an unpaid leave under certain circumstances. The employer shall require an employee to use sick leave for situations required by the collective bargaining agreements/personnel plans. The employer shall only require an employee to use vacation in specific instances allowed by the collective bargaining agreements. However, the employee may request and the employer shall grant vacation or compensatory leave. All paid sick leave time and vacation leave time counts toward the twelve weeks of FMLA qualifying leave. However, any absences which are paid from the employee's accrued compensatory time account shall not be counted against the employee's FMLA leave entitlement.

### 3. Job Benefits and Protection

- a. During an FMLA qualifying leave, employee and dependent health and dental insurance is maintained on the same basis as coverage would have been provided if the employee had been continuously employed during the entire leave period.
- b. An eligible employee returning from an FMLA qualifying leave is entitled to be restored to the same position and shift that the employee held when the FMLA qualifying leave began, or to an equivalent position and shift with equivalent benefits, pay, and other terms and conditions of employment.
- c. Provided the employee returns to work immediately following his or her FMLA qualifying leave (i.e., does not follow the FMLA qualifying leave with additional unpaid leave), benefits must be resumed upon the employee's return to work at the same level as provided when leave began. Any new or additional coverage or changes in health benefits must be made available to an employee while on FMLA qualifying leave.

### 4. Extensions Beyond the FMLA Entitlement Period

- a. Extensions of Employee Medical Leave  
Employee Medical Leaves may be extended beyond the FMLA entitlement period as a result of Worker's Compensation leave, eligibility for long-term disability insurance benefits, or the terms of the collective bargaining agreements/personnel plans. MSU will grant extended medical leaves of absence for up to one year with reinstatement rights and continuation of medical, dental, and life insurance benefits when a serious health condition prohibits an employee from working.

b. Extensions of Family Medical Leave


If an employee has exhausted his or her FMLA entitlement and needs additional leave time to care for a spouse, parent, or child with a serious health condition, a personal leave of absence must be requested in writing. Personal leaves may be granted on different terms and conditions than FMLA leaves.

c. Extensions of Parental Leave

If an employee has exhausted his or her FMLA entitlement and needs additional leave to care for a newborn or newly placed adoptive or foster child, a personal leave of absence must be requested in writing. Personal leaves may be granted on different terms and conditions than FMLA leaves.

## Other Types of Leave

For other types of leave (e.g., sabbatical, leave without pay, sick leave, and professional leave), please refer to your collective bargaining agreement/ personnel plan.

A light gray oval-shaped callout box containing text.

Fast fact:  
The Alumni Association  
organized in 1874.

# Your Responsibilities

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**E**mployees of Minnesota State University, Mankato are expected to perform their jobs efficiently, safely, in a professional, businesslike manner, and in accordance with policies of MSU, MnSCU, and the State of Minnesota.

## **Alcohol and Drug Use/Abuse**

No employee shall report to work under the influence of alcohol, marijuana, controlled substances, or other drugs which affect his or her alertness, coordination, reaction, response, judgment, decision-making, or safety.

No employee shall operate, use, or drive any equipment, machinery, or vehicle of the state while under the influence of alcohol, marijuana, controlled substances, or other mood-altering drugs. An employee is under an affirmative duty to immediately notify his or her supervisor if he or she is not in appropriate mental or physical condition to operate, use, or drive state equipment.

No employee shall unlawfully manufacture, distribute, dispense, possess, transfer, or use a controlled substance in the workplace or wherever the University's work is performed. During work hours or while on state premises, no employee shall use, sell, possess, or transfer alcoholic beverages. Additionally, employees shall not participate in these activities during rest breaks or during overtime work.

When an employee is taking medically authorized drugs or other substances which may alter job performance, he or she has a duty to notify the appropriate supervisor of that information.

MSU may impose sanctions pertaining to alcohol and drug abuse consistent with federal, state, and local laws. Violations of the policy may constitute just cause for discipline, up to and including expulsion or termination of employment and referral for prosecution for violations.

## **Attendance**

Regular attendance and punctuality contribute significantly toward better team effort and productivity. Each of us is an integral part in the daily operation of the University. Good attendance is an essential component of solid employee performance, as well as essential to the successful operation of the University.

We realize that, on occasion, it may be necessary for you to be absent from work as a result of injury, illness, or for personal reasons. In such cases, call your supervisor or department chair as much in advance as possible to request an authorized absence. If you must leave work early, your supervisor must be contacted as far in advance as possible to request an authorized absence.

## Electronic Communication and Technology

Employee access to and use of electronic tools such as e-mail and the Internet is intended for business-related purposes. Limited and reasonable use of these tools for occasional personal use that does not result in any additional costs or loss of time or resources is permitted in accordance with state law and policy. For the complete statewide policy, see [www.doer.state.mn.us](http://www.doer.state.mn.us).

## Ethics

MSU's reputation and the trust and confidence of those we serve are vital resources. MSU is committed to conducting business in a consistently ethical manner. Doing so requires adherence to all laws, regulations, and normal ethical practices that apply to MSU's varied activities. For your information, portions of these laws are excerpted below.

*Minnesota Statutes, section 43A.38 Code of Ethics for Employees in the Executive Branch*

**Subdivision 1. Definitions.** For the purpose of this section, the following definitions shall apply:

- a) *Business* - any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages either in nonprofit or profit-making activities.
- b) *Confidential information* - any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of an individual or a business.
- c) *Private interest* - means any interest, including but not limited to a financial interest, which pertains to a person or business whereby the person or business would gain a benefit, privilege, exemption or advantage from the action of a state agency or employee that is not available to the general public.

**Subdivision 2. Acceptance of Gifts, Favors.** Employees in the executive branch, in the course of or in relation to their official duties, shall not directly or indirectly receive or agree to receive any payment or expense, compensation, gift, reward, gratuity, favor, service, or promise of future employment, or other future benefit from any source except the state, for any activities related to the duties of the employee unless otherwise provided by law. However, the acceptance of any of the following shall not be a violation of this subdivision:

- a) Gifts of nominal value or gifts of textbooks which may be accepted pursuant to section 15.43.

- b) Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause.
- c) Payment of reimbursement expenses for travel or meals, not to exceed actual expenses incurred, which are not reimbursed by the state and which have been approved in advance by the appointing authority as part of the work assignment.
- d) Honoraria or expenses paid for papers, talks, demonstrations, or appearances made by employees on their own time for which they are not compensated by the state.
- e) Tips received by employees engaged in food service and room cleaning at restaurant and lodging facilities in Itasca State Park.

**Subdivision 3. *Use of Confidential Information.*** An employee in the executive branch shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use information deemed as confidential.

**Subdivision 4. *Use of State Property.*** An employee shall not use or allow the use of state time, supplies, or state-owned or leased property and equipment for the employee's private interests or any other use not in the interest of the state, except as provided by law.

**Subdivision 5. *Conflicts of Interest.*** The following actions by an employee in the Executive Branch shall be deemed a conflict of interest and subject to procedures regarding resolution of the conflicts, Section 43A.39 or disciplinary action as appropriate:

- a) Use or attempted use of the employee's official position to secure benefits, privileges, exemptions or advantages for the employee or the employee's immediate family or an organization with which the employee is associated which are different from those available to the general public.
- b) Acceptance of other employment or contractual relationship that will affect the employee's independence of judgment in the exercise of official duties.
- c) Actions as an agent or attorney in any action or matter pending before the employing agency except in the proper discharge of official duties or on the employee's behalf.
- d) The solicitation of a financial agreement for the employee or entity other than the state when the state is currently engaged in the provision of the services which are the subject of the agreement or where the state has expressed an intention to engage in competition for the provision of the services, unless the affected state agency waives this clause.

**Subdivision 6. *Determination of Conflicts of Interest.*** When an employee believes the potential for a conflict of interest exists, it is the employee's duty to

avoid the situation. A conflict of interest shall be deemed to exist when a review of the situation by the employee, the appointing authority, or the commissioner determines any one of the following conditions to be present:

- a) The use for private gain or advantage of state time, facilities, equipment or supplies or badge, uniform, prestige or influence of state office or employment;
- b) Receipt or acceptance by the employee of any money or other thing of value from anyone other than the state for the performance of an act which the employee would be required or expected to perform in the regular course or hours of state employment or as part of the duties as an employee;
- c) Employment by a business which is subject to the direct or indirect control, inspection, review, audit, or enforcement by the employee;
- d) The performance of an act in other than the employee's official capacity which may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement by the employee.

**Subdivision 7. *Resolution of Conflict of Interest.*** If the employee, appointing authority, or commissioner determines that a conflict of interest exists, the matter shall be assigned to another employee who does not have a conflict of interest. If it is not possible to assign the matter to an employee who does not have a conflict of interest, interested persons shall be notified of the conflict and the employee may proceed with the assignment.

**Subdivision 8. *Precedence of Chapter 10A.*** Where specific provisions of Chapter 10A apply to employees and would conflict with this section, the provisions of Chapter 10A shall apply.

**Subdivision 9. *Limits.*** This section shall not be interpreted to apply to any activity which is protected by sections 179A.01 to 179A.25 and collective bargaining agreements and practices thereunder not to prevent a current or former employee from accepting employment with a labor or employee organization representing employees.

*Minnesota Statutes section 15.43 states that:*

No employee of the state in direct contact with suppliers or potential suppliers to the state, or who may directly or indirectly influence a purchasing decision or contract by establishing specifications, testing purchased products, evaluating contracted services, or otherwise, has official involvement in the purchasing or contracting process may:

- Have any financial interest or have any personal beneficial interest directly or indirectly in contracts or purchase orders for goods or services used by, or purchased for resale or furnished to the system office, college, or university; or

- Accept directly or indirectly from a person, firm, or corporation to which a contract or purchase order has been or may be awarded a rebate, gift, money, or anything of value other than items of nominal value. No such employee may further accept any promise, obligation or contract for future reward.

Textbooks, software, and other course materials authored by an employee of the MnSCU system may be used as required course material. Instructors may accept free samples of textbooks and related teaching materials.

## **Injury Reporting**

When you have been injured or suspect you have been injured on the job, you must notify your supervisor immediately. Your supervisor will help you evaluate the situation and assist you in obtaining appropriate medical assistance should it be necessary. If the injury is life or limb-threatening, call University Security or call 911. Medical practitioners must be notified that the injury was sustained on the job. Injuries and accidents must be reported to the Worker's Compensation coordinator in Human Resources at 507-389-2017, within 24 hours.

## **Picture ID/MavCard**

The MavCard is the official identification card for MSU. New employees are urged to obtain an identification card from the MavCard office, 143 Wigley Administration Building. When on campus after regular business hours you are required to have your MavCard on your person for purposes of identification. For information pertaining to available features on the MavCard, see the Campus Resources section.

## **Resignation Procedures**

You are required to give written notification to Human Resources and your supervisor/dean of your intent to resign from Minnesota State University, Mankato. It is advantageous for you to consult with Human Resources staff well in advance so that you are informed about the termination of your pay and benefits, the opportunity to continue insurance coverage (COBRA), retirement fund options, and policies about payoff of unused leave balances.

## **Telephone Usage**

Cellular phones purchased by the University are provided to selected employees to better accommodate instant communication among employees, supervisors, and the customers they serve. Cell phones are not to be used to make or receive personal calls. A low-cost personal cell phone option exists for employees who wish to make and receive personal calls.

Telephone facilities in offices are maintained for business purposes. Personal phone calls should be limited to matters of emergencies. State law prohibits all personal use of long distance phone service at University expense.

## Tobacco Usage

In compliance with the Minnesota Clean Indoor Air Act and Minnesota Statute 16B.24 (Smoking in State Buildings), smoking is prohibited in all University buildings unless posted “smoking permitted.” There is one approved indoor smoking area on campus located in the basement of the Centennial Student Union, rooms 42A and B. No smoking is permitted in any University passenger or maintenance vehicle or other motorized piece of equipment.

## Use of University Property

Minnesota Statutes chapter 43A.38 Subdivision 4 - Use of State Property, states: “An employee shall not use or allow the use of state time, supplies or state owned or leased property and equipment for the employee’s private interests or any other use not in the interest of the state, except as provided by law.”

The use of stationery, envelopes, or other material containing MSU’s name and/or logo is restricted to official University business.

Product or service endorsements or critiques by employees of MSU who are identified as MSU staff in the endorsement/critique require prior approval from the office of Marketing and Communications.

Theft or misappropriation of University property is not tolerated. Persons found stealing or misusing University property are subject to disciplinary action as well as criminal prosecution.

## Weapons

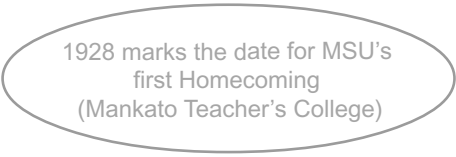
Possession of any type of dangerous firearms or weapons such as rifles, shotguns, pistols, bow and arrow, knives, pellet guns, etc. is prohibited on University property, except where authorized.

## Your Personnel Record

The office of Human Resources maintains your official personnel record. Typically, this record contains your employment application, performance evaluations, and any formal disciplinary documentation. In general, a personnel file will not contain any material that has not been reviewed with the employee. Certain contents of your personnel file are considered private, and access is limited to authorized individuals.

We strongly encourage you to notify Human Resources whenever there is a change in your address, name, telephone number, marital status, number of dependents, beneficiary information, or the person you wish to have notified in case of an emergency.

If you wish to review your personnel record, contact Human Resources to make an appointment.



1928 marks the date for MSU's  
first Homecoming  
(Mankato Teacher's College)

# Campus Resources

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The following campus resources are available to all members of the campus community.

## **Affirmative Action**

507-389-2986 • 112 Armstrong Hall

[affirmative-action@mnsu.edu](mailto:affirmative-action@mnsu.edu) • [www.mnsu.edu/dept/AffAct/AAwww.html](http://www.mnsu.edu/dept/AffAct/AAwww.html)

The Affirmative Action Office is responsible for monitoring the recruitment and employment process and for assisting faculty, staff, and students who believe they have been harassed or treated unfairly because they are a member of a protected group.

## **Barnes and Noble University Bookstore**

507-389-1649 • 144 Centennial Student Union

[sm373@bccollege.com](mailto:sm373@bccollege.com) • [www.bkstore.com/msus-mankato/](http://www.bkstore.com/msus-mankato/)

The Barnes and Noble University Bookstore provides an extensive selection of new and used textbooks, trade books, school supplies, and school spirit merchandise. Authorized departmental charge purchases are given a twenty percent discount on various supplies and general books. Full time faculty and staff receive a ten percent discount on various items in the store. MSU receives a ten percent commission on sales. This commission goes towards scholarships and the Centennial Student Union.

## **Campus Computer Store**

507-389-1907 • 118 Centennial Student Union

[store@mnsu.edu](mailto:store@mnsu.edu) • [www.store.mnsu.edu](http://www.store.mnsu.edu)

The Campus Computer Store is a nonprofit store that sells computers, software, and accessories to students, faculty, and staff of MSU at academic pricing. Hours are generally from 9 A.M. - 4 P.M. Monday through Friday.

## Computer Help Desk

507-389-6654

*HelpDesk@mnsu.edu e-mail • [www.mnsu.edu/its/help](http://www.mnsu.edu/its/help)*

The Information and Technology Services Help Desk fields questions via telephone, e-mail, its online Trackit server, and campus mail. The Help Desk services administrative, academic and student computer questions involving campus computers. The Help Desk's hours of operation are Monday through Friday, 8 A.M. to 5 P.M. , but e-mail and phone messages may be left any time. You may also submit a request for help through their online Track-It system, [trackit.mnsu.edu](http://trackit.mnsu.edu).

## Copy Shops

507-389-2702 • [www.mnsu.edu/printing/ph\\_serv/nn/index.htm](http://www.mnsu.edu/printing/ph_serv/nn/index.htm)

Copy Shops provide photocopying services for MSU students, faculty, and staff. Visit the MSU Photocopying web site (URL above) for shop locations and pricing information.

## Environmental Health and Safety

507-389-5568 • 103 Wiecking Center

*ehs@mnsu.edu*

The Environmental Health and Safety office (EHS) is dedicated to ensuring a safe, healthful work environment for faculty, staff, students, and guests of MSU. EHS is responsible for hazardous waste, workplace safety, ergonomics, safety training programs, MPCA rules and regulations, and risk management plans.

## The Hub

507-389-1866 • 143 Wigley Administration Center

*thehub@mnsu.edu • [www.mnsu.edu/thehub](http://www.mnsu.edu/thehub)*

The Campus Access Hub provides various forms, unofficial and official transcripts, parking appeals forms, parking permit applications and sales, bus passes, student payroll checks, as well as general information about MSU.

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*People who are deaf, hard of hearing, and/or speech impaired may use:  
9-711 (MRS/TTY)*

## Human Resources

507-389-2015 • 325 Wigley Administration Center  
[human-resources@mnsu.edu](mailto:human-resources@mnsu.edu) • [www.mnsu.edu/humanres](http://www.mnsu.edu/humanres)

The Office of Human Resources is responsible for the management and coordination of personnel programs and functions for all components of University employment. It provides administrative support to campus departments and units for recruitment and selection of classified employees; processing of appointments and other personnel transactions; maintenance of the human resources information systems; labor relations and administration of collective bargaining agreements; position evaluation and allocation; administration of compensation plans and schedules; coordination of worker's compensation administration; and management of all employee benefit programs.

## Library Services

507-389-6201 • Memorial Library  
[www.lib.mnsu.edu](http://www.lib.mnsu.edu)

The mission of Library Services is to support the curricula by providing students and faculty with information resources available through traditional methods and evolving technologies. Assistance and instruction in the use of information resources are available through reference services, formal classes, web access, and individual consultations.

Memorial Library is a depository for Minnesota state documents, federal government documents, U.S. Army Map Service, and U.S. Geological survey regional maps.

Additional library services include Web access from over 50 dedicated terminals, and wireless Internet access for personal laptop computers in study areas of the library.

## MavCard Office

507-389-1701 • 143 Wigley Administration Center  
[mavcard-office@mnsu.edu](mailto:mavcard-office@mnsu.edu) • [www.mankato.msus.edu/dept/mavcard/](http://www.mankato.msus.edu/dept/mavcard/)

The MavCard office is responsible for creating and distributing MSU's official identification card. Features of the card include:

*Bank card stripe* - The wide magnetic stripe on the back of the MavCard has two functions. It serves as a bank card for either US Bank or Affinity Plus Federal Credit Union, and allows access to campus dining services meal plans and flex dollars.

*Cash card stripe* - Up to \$20 may be added to the cash card stripe in \$1, \$5, \$10, and \$20 increments. Monies (MavCash) are then debited from the card for various vendors located on campus such as Campus Dining, Copy Shops, Hermel snack/beverage vending machines, the Maverick Game Room, parking in the pay lot, soft drink vending machines, photocopy machines, and residence hall laundry facilities. Discounts are offered by many vendors as an incentive to use the MavCard debit card service.

*Barcode* - The barcode feature allows you to check out materials in Memorial Library, check out computer work stations in the Academic Computer Center, and attend some MSU-sponsored events at reduced rates.

*Calling card* - Using the MavCard as a calling card is an option that can be added at the MavCard office.

## **Office of Graduate Studies and Research (Grants and Testing of Human Subjects)**

507-389-2321 • 125 Wigley Administration Center  
grad@mankato.msus.edu • [www2.mnsu.edu/graduate](http://www2.mnsu.edu/graduate)  
Grants (507-389-5275) • [www.mankato.msus.edu/dept/grantso](http://www.mankato.msus.edu/dept/grantso)

Services provided by the Grants office include seeking and making contacts with funding sources, securing proposal guidelines and application materials, planning projects, outlining projects, providing editorial advice, preparing institutional budgets, securing administrative (institutional) approval, copying, packaging, and mailing proposals.

### *Testing of human subjects*

As outlined in the Research Guidelines Handbook published by the Office of Graduate Studies and Research, “all research involving human subjects must be submitted to the Institutional Review Board (IRB), [www2.mnsu.edu/graduate/facstaff/irbForms.shtml](http://www2.mnsu.edu/graduate/facstaff/irbForms.shtml), and approval must be documented before submitting the proposal for external funding. Contact the Research Compliance Coordinator, 507-389-2321, well in advance of the sponsor deadline for guidance and assistance, allowing at least six weeks before proposal due dates during the academic year and at least eight weeks in the summer.”

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*People who are deaf, hard of hearing, and/or speech impaired may use:  
9-711 (MRS/TTY)*

## Parking Policy Information

507-389-1866 • 143 Wigley Administration Center  
[thehub@mnsu.edu](mailto:thehub@mnsu.edu) • [www.mnsu.edu/parking](http://www.mnsu.edu/parking)

For information on obtaining a parking permit, fees, or regulations and guidelines, call The Hub. Parking services are part of a three-tier system. The *Parking Advisory Committee*, comprised of six volunteers, provides recommendations to the president on policies, budget, map changes, signage, and construction. Officers for *Parking and Traffic Services* enforce parking policy, coordinate special event parking, and provide vehicle jump starts and door unlock services at no cost. Citation appeals are reviewed by the *Parking Citation Appeals Board*.

## Personal Safety Hotline

507-389-2594

The Personal Safety Hotline notifies campus community members of threats to personal safety. Incident information, both on campus and within the city of Mankato, is reviewed to identify potential or perceived safety threats. Once identified, factual information about the incident is placed on the hotline. Callers to the hotline hear a recorded message that provides specific information, including personal safety tips.

## Printing Services

507-389-1181 • 309 Wiecking Center  
[printing-services@mnsu.edu](mailto:printing-services@mnsu.edu) • [www.mnsu.edu/printing](http://www.mnsu.edu/printing)

Printing Services provides in-house graphics design, layout, and scanning services, as well as sophisticated printing capability. Their Graphics Standards Manual (style-manual) explains in detail acceptable use of MSU's logo and name, color guidelines, mailing information, publications, advertisements, and editorial consistency. They also provide MSU letterhead, envelopes, and business cards. If you would like a copy of the Graphics Standards Manual, contact them. Replacement copies of the Graphics Standards Manual cost \$50.

## Publications

### *MSU Today*

*Today at Minnesota State* is a magazine published twice annually. It is sent to all alumni and friends of MSU. The magazine brings readers news on academic programs, athletics, the arts, and campus construction, as well as updates on alumni programs.

### *Reporter*

[www.msureporter.com](http://www.msureporter.com)

The *Reporter* is a student-run newspaper published twice a week during the academic year, and once weekly during the summer. It is free to students, staff, and faculty.

### *Campus Buzz*

*The Campus Buzz* is MSU's employee newsletter. Its mission is to share good news and happenings with colleagues. *The Buzz* is printed nine times a year through the Office of Marketing and Communications.

### *Partners in Safety*

[www.mnsu.edu/~safety](http://www.mnsu.edu/~safety)

A brochure published annually, *Partners in Safety* provides information regarding the safety of our campus. The brochure includes, among other things, policy statements, building access information, victims' rights information, reporting procedures, and crime statistics. The brochure may be accessed online (address above), or a hard copy may be requested by calling University Security at 507-389-2111 (V/TTY).

## Security Department

507-389-2111 • 222 Wiecking Center

[university-security@mankato.msus.edu](mailto:university-security@mankato.msus.edu) • [www.mnsu.edu/security/](http://www.mnsu.edu/security/)

The Security Department serves as the primary unit supporting the personal safety of students, employees, and visitors. Security is responsible for building and grounds security, vehicle and foot patrol, parking enforcement, community safety education and crime prevention, locking and keys systems, emergency medical services, and emergency communications. To file a report with Security, call 507-389-2111 (V/TTY).

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9-711 (MRS/TTY)*

## The Shop

507-389-7467 • 358 Wiecking Center  
[theshop@mnsu.edu](mailto:theshop@mnsu.edu) • [www.mnsu.edu/theshop](http://www.mnsu.edu/theshop)

The Shop offers “MSU’s one stop fix-it Web site.” From The Shop’s Web site, you can submit work orders and requests for maintenance and repairs, reserve an MSU vehicle, and order office supplies.

## The Women’s Center

507-389-6146 • 218 Centennial Student Union  
[womens-center@mnsu.edu](mailto:womens-center@mnsu.edu) • [www.csu.mnsu.edu/womensc/index2.htm](http://www.csu.mnsu.edu/womensc/index2.htm)

The Women’s Center is committed to promoting feminist issues and providing educational programs and referrals to advocacy in areas such as sexual assault and sexual harassment. The Center also works to challenge sexism by analyzing policy and making recommendations that affect academic, living, and work environments for women. In addition to providing direct services to the campus community, they strive to end all forms of oppression, especially that which is based on race, class, economic status, occupation, ethnicity, sexual orientation, age, physical abilities, cultural backgrounds, and spiritual beliefs.



Did you know that...purple and gold were adopted as our school colors in 1892?