



Adjunct & Temporary Faculty Handbook 2019-2020

*This handbook **should not be considered** an employment contract. All policies and procedures are subject to change at any time by appropriate action of the College administration, the Minnesota State Colleges and Universities Board of Trustees, or the Minnesota Legislature. The collective bargaining agreements govern the employment relationship and supersede any information contained in this handbook.*

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WELCOME

Welcome to MN State College Southeast! This handbook has been developed as a guide to answer some of the many questions you will have about the College. Please review the handbook and keep it available as a reference. If you have any questions, please ask either your supervisor or a Human Resource employee.

It is the policy of the State of Minnesota to implement and maintain an affirmative action program designed to eliminate underutilization of qualified protected group members within the state civil service through a series of specific, result-oriented procedures combined with good faith effort. A good faith effort minimally includes consideration of affirmative action goals on all staffing and personnel decisions.

The information in this guidebook is current as of the time of publication; however, policies may be subject to change between editions. Any revisions will take priority over the contents of this edition and will be given the necessary publicity to inform members of the college community about them. It is the responsibility of all employees to make note of such changes. This guidebook does not constitute a contract between an employee and Minnesota State College Southeast.

If you have questions about Southeast, our policies or procedures, please contact Human Resources by phone at 507-453-2673, 507-453-2673 or by email at humanresources2@southeastmn.edu

About Minnesota State College Southeast

We pride ourselves in being a friendly, student-centered college. We have experienced significant growth over the last ten years, yet our average student-to-faculty ratio is in the 18:1 range. This allows for a more personal and interactive educational experience.

Our Vision Statement - serving individual and regional needs for lifelong learning and career development - reflects our rich history of providing excellence in technical training and the liberal arts. You can select from almost 30 programs in six major fields: business & management; health & medicine; human services; liberal arts & sciences; musical instrument repair & building; trades; and transportation. Job placement rates for our graduates have averaged 95% over the last five years.

MSC Southeast delivers applied learning with personal attention from faculty and staff. Our signature programs draw students from across the state of Minnesota and beyond. We have campuses in Red Wing and Winona, set sixty miles apart along the Mississippi River. The two campuses have distinctive characteristics, but are one college in structure, policies, procedures, and mission. Both campuses offer small class sizes, state-of-the-art facilities, and an environment that is friendly and supportive.

**Winona Campus - PO Box 409, 1250 Homer Rd.,
Winona, MN**



**Red Wing Campus - 308 Pioneer Road, Red
Wing, MN**



President's Welcome

Welcome to Minnesota State College Southeast!

We are delighted that you have joined our College Community, which is made up of students, faculty, staff and administrators at two locations: Winona and Red Wing. Although there are two campuses, it is **one college** and you will quickly learn that working at both campuses is the way we do business.

The College's Mission:

Minnesota State College Southeast is dedicated to providing education for employment, skill enhancement, and retraining. The primary focus is to anticipate and meet the education and training needs of students and employers.

As a "College Community," referred to by many as a "family," we take the College's Mission to heart and do our best to meet students where they are educationally, provide the necessary resources and educational learning opportunities that they need to be successful whether they are pursuing a degree and/or transfer education. In essence, we are committed to aligning our daily duties to fulfilling this mission.

MSC Southeast is an exciting place to be! We are committed to ensuring that our students are prepared, informed and supported from application to graduation. We also adhere to the Minnesota State Colleges and Universities' (MnSCU) Charting the Future goals, which include:

- Ensuring access to an extraordinary education for all Minnesotans,
- Be the partner of choice of meet Minnesota's workforce and community needs
- Deliver to students, employees, communities and tax payers the highest value and most affordable higher education option.

Welcome again to Southeast! We hope you will agree, it is a great community.

Sincerely,

Larry Lundblad

Larry Lundblad
Interim President

DEFINITION OF ADJUNCT FACULTY

An adjunct faculty member is defined as a faculty member with a part-time assignment of fewer than five (5) credits for a semester or fewer than three (3) for a summer session. Such faculty do not accrue seniority and are not probationary. Such employment terminates at the end of the stated appointment period except as provided in Article 25 of the MSCF Contract.

DEFINITION OF TEMPORARY FACULTY

A temporary full-time faculty (TFT) member is defined as a faculty member who has been hired for a full-time assignment for an academic year. A temporary full-time faculty member must meet the minimum qualifications for the credential field of the position. Such employment terminates at the end of the stated appointment.

A temporary part-time faculty (TPT) member is defined as a faculty member with a Part-time assignment of five (5) or more credits in a semester or more than three (3) credits in a summer session. Such employment terminates at the end of the stated appointment period except as provided in Article 25 of this Contract. Temporary part-time faculty members will be hired in accordance with Minnesota State policies and procedures.

IDENTIFICATION NUMBERS

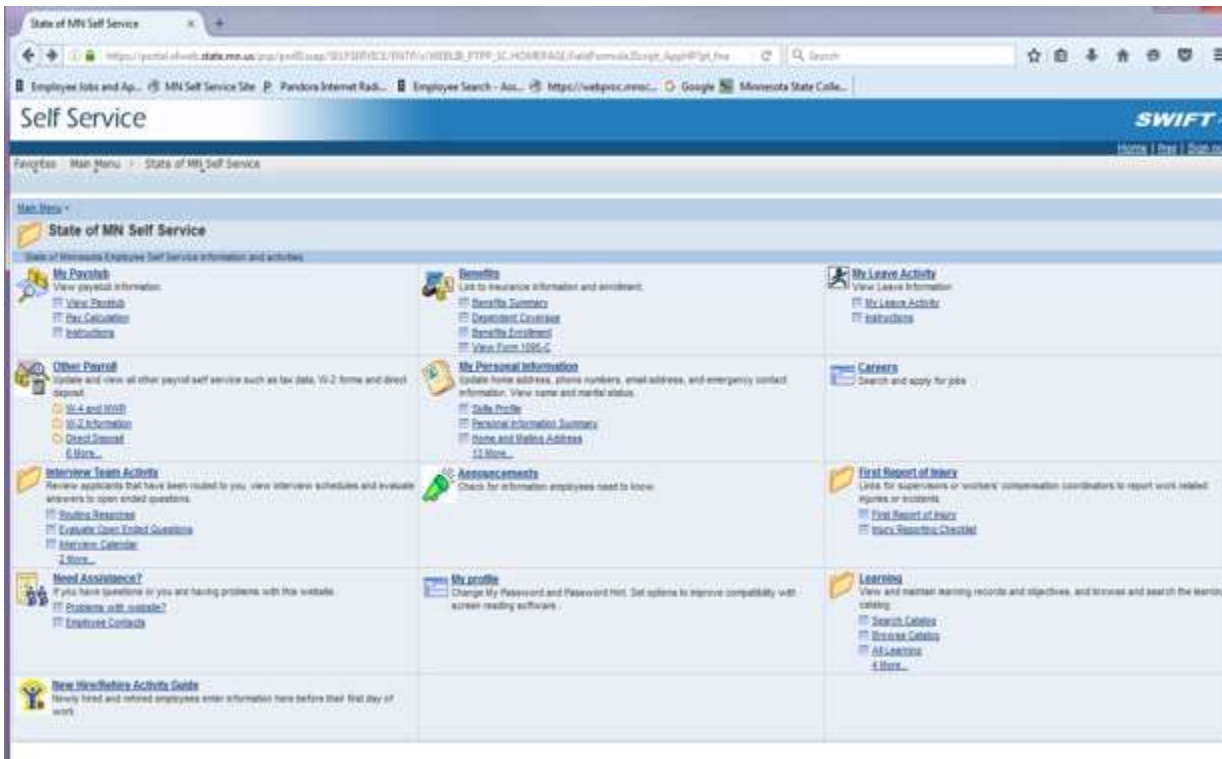
SEMA4 ID (State ID)

Every state of Minnesota employee is given a State ID number, which does not change. You may find your SEMA4 ID number by contacting the Human Resources Office: 507.453.2673 or humanresources2@southeastmn.edu

Use your STATE ID (SEMA4) number to log into the State of Minnesota Employee Self Service Website which gives you access to the following items:

- Insurance benefit sign-up
- View your pay stub
- Change your W-4
- Access copies of your W-2
- Enter and/or change your direct deposit
- View insurance beneficiary/dependent listings
- Enroll in tax sheltered annuity (403)b

Link: www.state.mn.us/employee



Initial Login: Your user name is your eight digit SEMA4 ID number and your initial password is the last four digits of an employee’s SSN followed by the letters MN and two exclamation points (For example, 1234MN!!). After your first sign-in, you can change this password at any time.

STAR ID (MN State ID)

Every employee in the Minnesota State College and Universities System (MN State) is given a MN State ID, which remains the same even if employed on multiple campuses. Please note that this does not replace your State ID number. You will obtain your STAR ID through the initial process of entering your data, which will be done when the Dean sends you a link as a new employee shortly after you are hired.

Use your MN State ID (STAR ID) number to access to the following items:

- Employee Email
- Network Printers
- Desire2Learn (D2L)
- E-Time
- Tuition Waivers

TECH ID (School ID)

Every Southeast employee gets a Tech ID number. You should receive this information with your New Employee Network Account.

BENEFITS AND COMPENSATION

Compensation

Prior to accepting a Part-time appointment, the applicant(s) shall provide the college with information pertaining to current or anticipated employment at another state college. Rates for adjunct faculty range from \$525-1400 per semester credit as established in the 2017-2019 MSCF contract.

When an adjunct faculty member's workload increases to five (5) or more credits after the semester has begun, the pay rate shall be adjusted from a per credit rate to a proration of the appropriate position on the salary schedule (pro-rata) as established in Section 15, Subd 1 of the MSCF contract.

Insurance Benefits

Adjunct faculty are not normally eligible for insurance benefits. However, adjunct faculty who had or will have separate teaching appointments at multiple MnSCU institutions may be eligible to participate in the State Employee Group Insurance Program (SEGIP). A faculty member must report all appointments to the Human Resources Office.

Temporary Employees are eligible under certain scenarios such as:

- A. Holds a temporary full-time, an unlimited full-time or an unlimited part-time appointment with annual guarantee of at least twelve (12) semester credits or its equivalent: or
- B. Holds a temporary part-time appointment and meets the following conditions:

1. Initial qualification requires an appointment at one (1) institution totaling at least six (6) credits per semester over two (2) consecutive academic year semesters. Such eligibility starts at the beginning of the second semester.
2. Once qualified, the faculty member remains qualified for each semester in which his/her appointment at one (1) institution equals at least six (6) credits.
3. When the faculty member's semester appointment drops below six (6) credits, insurance eligibility will cancel for that semester, but will be reinstated when the semester appointment at one (1) institution returns to at least six (6) credits.
4. Once a break in service (defined as no assignments for one (1) full academic year) occurs (excluding summer session) initial qualification in Subd. 1B.1. above must be re-met.

The level of employer contribution for health, dental, and life insurance is fully defined in Article 19 (Section 3) of the MSCF 2017-2019 Contract and varies based upon part-time temporary, full-time temporary and the number of credits assigned to the faculty member.

Payroll

The State of Minnesota pays bi-weekly and each payroll period covers a two-week span starting on a Wednesday and ending on a Tuesday. Your direct deposit will take place on a Friday, ten days after the payroll period ends. Your pay will be spread out over the period of your appointment.

Your first check will be issued via paper check and will be sent to your home address on file. This may appear, as junk mail so be sure to watch for it. You will then want to sign up for direct deposit and the paperwork will be provided to you in your new hire packet from Human Resources.

Direct Deposit

Direct deposit is mandatory for all employees. The 2003 Legislature passed legislation in Minnesota Statute 16,4,17, Subd. 10, that requires all state employees to receive 100% of their net pay through direct deposit. Direct deposit can be sent to more than one account or financial institution. For example, you can send a direct deposit to a savings account at a credit union and also send a direct deposit to a checking account at a bank.

Privacy: Direct deposit transactions are conducted using a secure transfer process and the Department of Finance treats all banking information as private. **Exceptions to 100% direct deposit are allowed for a limited number of situations, including:**

- Temporary and emergency employees who are employed for 30 days or less from the date of hire
- Deceased employees
- A check may need to be produced for one or two pay periods in select family dispute cases.
- Other limited exceptions may be considered on a case-by-case basis.

Exceptions not allowed: An employee's checkbook, purse or wallet has been lost or stolen. Resolution: The employee should work with the credit union or bank and with HR staff to change their account number and direct deposit as soon as possible. Losses during non-payday week provide adequate time to change account numbers. Losses during payday week require prompt attention since the direct deposit file has already been created. To access your paycheck information, log on to www.state.mn.us/employee.

A most recent [payroll calendar](#) is provided in the index of this booklet

Required Training

New employees are required to complete online training, which may include the following: training.

Code of Conduct: The Employee Code of Conduct establishes expectations for all employees and draws together commonly used employment-related policies and procedures, including ethics, nondiscrimination, fraud and other dishonest conduct and more.

Sexual Harassment Prevention: The goal of eliminating sexual harassment in the workplace must begin with prevention. This training is designed to help employees recognize and prevent sexual harassment in the workplace.

Public Jobs: Private Data: As employees of the Minnesota State Colleges and Universities, we are stewards of government data, including private information about students, employees, corporate clients, and others. Handling this information in a responsible manner requires careful attention, due diligence, and ongoing respect for the proper balance between privacy and public accountability.

Log into **Employee Self-Service** to complete the online training sessions. Human Resources will provide you with a link and list of training specific to your job duties.

Employee Applications

- eTimesheet - Request, review, or approve employee time and leave
- Faculty - Student Advisees, Class Lists, Grading and LDA, Grade Changes, Overrides
- Security Administration - Requesting and approving ISRS security requests
- Tuition Waiver - View and request employee tuition waiver

Some Useful Links

- State of MN Employee Self-Service
- State Employee Group Insurance Program (SEGIP)
- Retirement
- Employee Contracts/Plans
- SharePoint (ISRS-HR Products)
- Job Opportunities
- Payroll Calendar
- HR Office Contact Information

Tuition Waiver

Adjunct faculty are not normally eligible for tuition waiver. However, adjunct faculty who have separate teaching appointments at multiple MnSCU institutions (college and/or university) may be eligible to participate based on the combined total. A faculty member must report all appointments to the human resources office for each reporting institution.

TEACHING RESOURCES

Course Syllabi

A course syllabus that provides information about the content of the course, textbook(s) and reading assignments, examinations, and access to the instructor beyond classroom hours is encouraged. Consult with the chairperson or Dean for department policies and sample syllabi.

Office Hours

Reasonable time may be allotted beyond classroom hours to meet with students, or communicate via email or telephone.

Grade System

The normal grade method according to the MN State system is: A, B, C, D, F. Other administrative indicators are: NC (no credit), P (pass), I (incomplete), IP (In Progress), AU (Audit), CR (Credit by Examination) and W (Withdraw).

Reserve Books and Textbook Requisition

Prior to the beginning of the year you should submit your textbook requisition to the appropriate bookstore.

Winona Campus

Extension: 2686

Email: nskroch@southeastmn.edu

Red Wing Campus

Extension: 6366

Email: mschroeder@southeastmn.edu

Academic Calendar

Academic Calendars are available online: <http://www.southeastmn.edu/Calendar.aspx>

Technical Support Helpdesk

Information Technology (IT) provides the technology-based foundation to support and empower Southeast Technical users.

Email: helpdesk@southeastmn.edu
Phone: (507) 453-2408
Location: Winona – Room 211 / Red Wing – Room 205
Website: www.southeastmn.edu/IT

D2L (Desire 2 Learn) Brightspace

Visit the site directly at <https://southeastmn.ims.mnscu.edu>. If you have any questions about D2L Brightspace contact the helpdesk.

Email Address

Your campus email address is your first name and your last name separated by a period. @southeastmn.edu i.e., john.smith@southeastmn.edu. The Technical Support Center creates your email account as soon as you are active in the personnel database. If you have any questions and/or concerns regarding your email account, or other services contact the IT department at (507) 453-2408.

CAMPUS RESOURCES

Keys

Your supervisor requests keys prior to your arrival. Adjunct faculty members who have checked out keys must return them at the end of the last semester in which they are teaching.

Phone

If your department has not already set up a phone for you, contact the Information Technology Department at (507) 453-2408 to request a phone line, voicemail and a long distance dialing code. To dial any campus phone number from your on-campus line dial the last four digits of the number.

Parking

Faculty/staff pay a parking fee each fall. Fees are based on the faculty/staff member's selection of employee or reserved parking preference. Parking is only allowed in designated parking spaces.

For further information, please contact Nancy Skroch:

Email: nskroch@southeastmn.edu
Phone: ext. 2686

Copy Machines

Copiers available for faculty and staff use and are located throughout the buildings. Instructions for use are posted near the machines.

Safety and Security

At Minnesota State College Southeast, we watch out for one another. However, we realize that a safe, secure campus isn't achieved through good intentions alone. Minnesota State College Southeast has plans and measures in place and is prepared to protect its students, faculty and staff, and its property.

Contact: Chris Cichosz, Director of Security Email: cchioz@southeastmn.edu
Phone: Winona 507-457-5158 or 507-457-5555 Website: <http://www.southeastmn.edu/security/>

Emergency Notification System

Southeast students, faculty, and staff are automatically signed up for Blackboard Connect which delivers emergency and campus closure information via text or email. If you would like to manage the phone numbers and email addresses that receive alerts, visit the [Blackboard Connect Portal](#).

Fleet Vehicle Usage

State employees must have an active, valid, appropriate driver's license if they drive a state-owned or leased vehicle. Every employee who will be driving or riding in a state-owned or leased vehicle must complete the Vehicle Use Agreement and Consent to Obtain Driving Record(s). If you need forms, please contact Human Resources (507.453.2673 / 651.385.6409 / humanresources2@southeastmn.edu). Annual reviews will occur.

REGULATIONS, POLICIES, & PROCEDURES

Southeast Policies and Procedures

Southeast posts policies and procedures online to ensure you ready access to well-developed and understandable information.

- Section 100: [Student Affairs](#)
- Section 200: [Education / Academic](#)
- Section 300: [Administration](#)
- Section 400: [Human Resources](#)
- Section 500: [Finance and Business](#)
- Section 600: [Operational](#)
- Section 700: [Health and Safety](#)

MN State Policies and Procedures

As part of MN State, Southeast must abide by policies and procedures in place. These policies and procedures are available online at the address below and will ensure you ready access to well-developed and understandable policies.

- Equal Opportunity and Nondiscrimination in Employment and Education
- Report/Complaint of Discrimination/Harassment Investigation and Resolution
- Access and Accommodation for Individuals with Disabilities
- MN [State](#) Policies and Procedures:

<http://www.minnstate.edu/system/its/security/policies-procedures-guidelines/index.html>

MMB Laws, Rules and Policies

As part of MMB, Southeast staff must abide by policies and procedures in place. These are available online to ensure you ready access to well-developed and understandable policies.

<https://mn.gov/mmb/employee-relations/laws-policies-and-rules/statewide-hr-policies/>