

APPENDIX II: BUSINESS OFFICE & HUMAN RESOURCES PROCEDURES

Preparing students to step forward with confidence and a vision of lifetime success



SD School for the Blind
and Visually Impaired

Partners in educational success



South Dakota School for the Deaf

Dear State of South Dakota Employees,

Public service is essential to maintaining our democratic society, providing services to our citizens, and helping the state and country prosper. Thank you for your dedication to the State of South Dakota and its citizens.

Beyond day-to-day duties, each State employee, regardless of title or pay grade, is responsible to help maintain the public trust. Any misappropriation of resources, conflict of interest or other illegal activity, undermines the confidence citizens have in our State government. It overshadows the otherwise good work being done for society.

In addition to reading and abiding by the personal responsibility policies outlined here, you are asked to report acts that you believe violate these policies. If you see something, please say something. To create a comfortable atmosphere for recounting such concerns, an internal control officer has been appointed in each department. If you do not feel comfortable discussing your concerns with the internal control officer in your department, you may reach out to an internal control officer from another department or contact your human resources manager.

Thank you in advance for representing yourself and your fellow State employees with integrity.

Sincerely,

Governor Dennis Daugaard

Dear Board of Regents Employees,

Integrity. Ethics. Transparency. Protecting the public trust. You and I not only have the responsibility to maintain the very highest standards in these areas, but also to pass these values along to our students. Our society has long depended on higher education to enhance the ability of our democracy to function effectively and fairly for all of the people that call our nation and state home. We must assist students in their search for knowledge, in understanding themselves and their cultural and physical environments, and in developing the wisdom and skills necessary to function as responsible citizens in society.

As a Regental system employee, you play an integral role in carrying out that mission. Each and every employee has a responsibility to demonstrate to each other, our students, and the citizens of the State of South Dakota, a commitment to making stewardship and ethical behavior a part of our everyday activity. Thank you for representing the Board of Regents and your institution with honesty and integrity, and leading by example for the future leaders of South Dakota.

Sincerely,

A handwritten signature in black ink that reads "Mike Rush". The signature is written in a cursive, flowing style.

Mike Rush
Executive Director and CEO

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AGENCY PROPERTY (August 2016)

At the time of employment, an employee will be issued equipment required to perform his/her job. An acknowledgement of the receipt of state property will be completed at that time and signed by the employee and their direct supervisor. Upon termination, the supervisor will be required to make sure all issued equipment/property is returned in good working order by the employee's last day and the acknowledgement form signed again by both parties. If the employee is located off campus, the supervisor will travel to that location to complete the required check in process and paperwork. Employees are expected to return all agency property at the time of his/her departure from service. Employee debts may be satisfied through voluntary or involuntary deductions from salary, or they may be referred to a collection agency. SDSBVI and SDSD may assess interest on delinquent accounts at the category F specified in SDCL 54-3-16.

ADDRESS CHANGE

Each employee is required to notify the Director of Human Resources of any change of address or phone number. This is extremely important and should be done immediately.

COPYRIGHT

Copyright laws apply to printed materials, video and audiotapes, and computer disks. Unless materials are public domain or you have obtained written permission from the copyright holder, reproduction of such materials is unlawful. You must comply with guidelines (such as APA – American Psychological Association) for citing and referencing the work of others, whether it is obtained from other print sources or the internet. If you have questions, contact the Superintendent.

COMPUTER USE

Employees must follow state policy regarding the use of computers, laptops and other technological equipment, as well as the email and internet access. Its primary purpose is to be used to enhance the education of our students and to make our job of communication more efficient. This equipment is also provided to assist teachers in instruction, record keeping, and management of information. Violation of the policy could constitute grounds for disciplinary action. Please remember that the e-mail system is state property and as such, can be monitored.

COPY MACHINE POLICY

The copy machine is for school-related business. Personal items may be copied at 10 cents a copy. Money is to be given to the Business Office.

FAX MACHINE

The FAX machine is for school-related business. Personal use of the FAX machine is 25 cents per page. Money is to be given to the Business Office.

PRINTERS

The printers are for school related business. Personal items may be printed in color at 25 cents a copy, or in black and white at 10 cents a copy. The 3-D printer is NOT to be used for personal use. It can only be used for school related business. Money is to be given to the Business Office.

CELLULAR PHONE POLICY AND PROCEDURES

OVERVIEW - Cellular telephones (cell phones) may be issued to employees who have a frequent need for remote phone access. For the purposes of this policy, cell phone use includes all forms of cell phone use including but not limited to voice calls, internet access, and text messaging. Employees shall use their provided cell phones for necessary and business related purposes. Each employee shall be responsible for the safekeeping, care, and custody of the provided cell phone.

The Superintendent and Business Manager reserve the right to monitor the use of all provided cell phones. Repeated employee misuse of provided cell phones may lead to disciplinary action.

Employees should avoid talking on a cell phone while driving a motor vehicle due to safety concerns. Employees should be aware that cell phone conversations are not secure and should use discretion in relaying confidential information.

ACQUISITION PROCEDURE - Employees who wish to acquire the use of a cell phone and service shall request approval from their supervisor. Upon approval the request shall be submitted to the Business Manager for processing.

TAX CONSEQUENCES

Overview - IRS Code provides that no deduction shall be allowed with respect to “listed property”, unless a taxpayer substantiates such deduction by adequate records regarding the amount, time, and business purpose. Listed property includes any cell phone or similar telecommunications equipment. Listed property, by IRS definition, means the very nature of the property subjects itself to personal use and is subject to strict substantiation requirements in order to be excluded as a taxable benefit.

In general this means that unless the employee keeps records to substantiate the business use of the phone, the value of the use of the phone will be income to the employee.

Taxability - Effective **January 2009**, the monthly service plan amount paid for an employer provided cell phone will be treated as taxable income to the employee **unless** the employee signs a cell phone usage agreement, and agrees to only use the cell phone for school business”.

In order to exclude the provided cell phone value from taxable income, the employee must sign a written agreement that the usage of the provided cell phone is solely for business purposes. The employee must maintain auditable records on a monthly basis showing that all calls made or received on the school provided cell phone have a business purpose.

For purposes of this policy, inadvertent or infrequent personal use of a provided cell phone of up to 10 minutes per month will be considered to be a “de minimis” fringe benefit and will not be considered as a taxable benefit to the employee.

PERSONAL CELL PHONES – If an employee elects to use their personal cell phone, SDSBVI will reimburse the employee \$15 per month during the months they are on duty. Arrangements must be made through the Business office.

Note: Staff members who are deaf and hard of hearing are required to carry a school phone with text capabilities for safety reasons. These phones need to be worn and be functioning at all times.

DOCUMENTS FOR PUBLIC INSPECTION

The South Dakota School for the Blind and Visually Impaired and South Dakota School for the Deaf provide the following documents for public inspection.

These documents are available on the South Dakota Board of Regents website www.sdsbor.edu.

- Minutes from the South Dakota Board of Regents
- Budget Information
- Fact Book

These documents are available at SDSBVI campus (423 17th Ave SE, Aberdeen, SD) and SDSD campus (2001 E 8th St, Sioux Falls, SD).

- Comprehensive Plan
- Strategic Plan
- Accreditation Self-Study
- Report of On-Site Accreditation Team
- School Improvement Plan (only SDSBVI)
- Parent/Student Handbook (only SDSBVI)
- Employee Handbook

Public notice of the availability of these documents is published annually in the Aberdeen American News and Sioux Falls Argus Leader.

SOUTH DAKOTA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

CASH BOX

Money in the cash box is to be used for making change and cashing small checks made out to SDSBVI for the SDSBVI students and staff. Two party checks cannot be cashed. This fund is not to be used to pay any expenses.

REQUIRED INFORMATION FOR REQUESTING A CONSULTANT CONTRACT (SDSBVI) (August 2016)

The information below is required to request a consultant contract to be prepared by the SDSBVI Business Office. The information is required by the SDSBVI Business Office **30 days** prior to the contractual dates of services to insure compliance with state consultant requirements. NO related processes with the contract can begin prior to a completed contract and approval from the Auditor's office. All contracts are to be in place prior to beginning date of service. If the services are expected to exceed \$50,000, SDSBVI will need to complete the RFP process prior to awarding a contract.

1. Full name, address, phone, and email address of consultant
2. Dates of contractual duties – (should not cross over fiscal year)
3. Scope of work or service – Must be itemized or numbered and include specific requirements of duties and results expected.
4. Fee to be paid – Should be based on an hourly amount and include the number of hours expected to work and the total amount for the fee based on the hourly rate and number of hours. In some specific situations a contract may be based on a set amount for a specific project instead of an hourly rate. Fees for consultants are considered 1099 reportable and the consultant will be provided a 1099 statement for the appropriate tax year in which the fees were paid.
5. Proof of Insurance – Consultant must provide certificate of commercial liability insurance of not less than \$1,000,000 along with contract. The only exception that will be made are for those working directly with students with direct supervision with the understanding that they **cannot** be left alone with a student at any time. Violation of this agreement will result in immediate termination of the contract. Speakers coming in to speak to a large group would also be an exception to this requirement.
6. W-9- The attached W-9 form must be submitted with each contract request to verify tax identification information and insure the vendor is properly loaded on our accounts payable system.
7. Signatures- Once the requestor of the contract approves the draft, the SDSBVI Business Office will request the consultant to sign two copies of the contract and return both copies to the SDSBVI Business Office for the Superintendent's and the Business Manager's signature. Once all signatures are in place, a copy is returned to the consultant and the originals are given to the SDSBVI Business Office for processing with the State Auditor's office.

PURCHASING POLICY (revised September 2016)

Requisition for supplies or services to be purchased off-campus shall be made on the Purchase Order forms available from the Business Office.

1. All Purchase Orders should be filled out completely: vendor name and address, fax number, employee name, quantity, unit, item description, unit cost, line total, shipping/handling, and total amount. It is the responsibility of the person making the request to cost the items.
2. Submit the completed Purchase Order form to your supervisor.
3. The supervisor will sign (if approves) and route the Purchase Order to the Business Manager for approval/disapproval of the expenditure. If the Purchase Order is not approved, it will be routed to the Superintendent for review. If the purchase is not approved, the employee will be contacted.
4. The original copy of the approved Purchase Order form will then be mailed/faxed or hand delivered to the vendor.
5. A copy of the approved Purchase Order form is filed in the Business Office and a copy is given to employee requesting the purchase.
6. If a vendor does not take a purchase order a request will be submitted via email to the employee's direct supervisor and the Business Manager with the items being requested and the approximate cost. Both the supervisor and the Business Manager still have to approve this request prior to the purchase of the item or service being requested. Once approval has been received, the purchase can be made and the employee will be reimbursed upon presenting a valid receipt.

The SDSBVI will only pay for those expenditures for which a Purchase Order has been completed and proper authorization obtained. In the case of educational non-consumable material, the Principal will route all requests through the Librarian for an inventory check prior to forwarding them to the Superintendent.

SDSBVI Apps Purchasing Process

The Technology Specialist is the administrator for SDSBVI. They receive an email with the voucher.

When staff request an app they contact the Technology Specialist. An email is sent out to all the instructional staff to see if others want the same app (allow about a 5-7 day deadline). If it is a cheap app (\$5 or less), an order can be placed with no additional approval. Over \$5 approval needs to be received from the Business Manager prior to proceeding with the purchase. An email will be sent with a link to redeem the requested app. The Technology Specialist also has the ability to see if a link has been redeemed. The Technology Specialist will keep a spreadsheet of all apps that have been purchased and who has received them.

It appears now that you can assign apps and keep them within the institution even after an employee leaves. So apps can be revoked and reassigned to different users.

MAIL

- A. INCOMING – The Administrative Assistant assigns each staff member a mailbox in the Lounge (except Residential Program Staff). Residential Program Staff have mailboxes in the Dormitories Supervisor’s Office. The large mailboxes in the Lounge have been assigned for Herseth Hall, Liaison for Services, Library, Low Vision Specialist, Outreach Vision Consultants, Spicer Hall, Transition Specialist, and SDSD Outreach. Mailboxes are for the distribution of mail and for leaving messages or information for a fellow employee. They should be checked daily and should NOT be used for storage.
- B. OUTGOING - School related business letters should be placed in the top basket in the office. Any other mail, including letters written by students, should have a stamp on them and be placed in the bottom basket in the office. The deadline for all outgoing mail, including packages, is 12:25 PM. Stamps may be purchased from the Administrative Assistant for personal mail.

PACKAGES

- A. INCOMING - All packages and orders received at the SDSBVI must be taken to the counter in the Work Area. The Director of Human Resources will check the packages against the invoices before informing the individual their items can be used, except large packages received in our Maintenance Department and Food Service Department. We need all invoices for these orders (packing slips) or bills cannot be paid.
- B. OUTGOING - All packages needing to be shipped must have a note attached indicating whether it is to go through the Post Office, by UPS, or by FedEx, the name of the item, the amount insured for, and the declared value.

MEALS (revised October 2015)

Meals eaten at the SDSBVI, other than meals given as a condition of employment, must be paid for in advance at a cost of \$3.00 for each full meal or salad bar. Meal tickets are available in the Business Office/Human Resource Office at a cost of \$30.00 for 10 punches or \$15.00 for 5 punches. Single meal tickets of \$3.00 are also available.

The SDSBVI Student Council has made it possible for students here for an evaluation to eat free of charge. Parents, siblings (age 5 and above) and guests of the student must pay for each meal eaten.

MEALS FOR EMPLOYEES ON DUTY (revised August 2016)

There are four (4) categories of employees who may receive free meals at the SDSBVI on days meals are served by the kitchen staff. Employees are responsible for their own meal on days the kitchen staff is not serving meals. (Please note this would apply to one meal per workday for each eligible employee.) This list will be provided to the Business Manager, Director of Human Resources, Food Service Supervisor, all other supervisors, Civil Service Representative, and COHE Representative. The list is updated each fall by the Business Office based on requests received from supervisors and evaluated using state and federal guidelines.

Category I: Employees who are scheduled by their supervisor and approved by the Business Office to work for a straight eight (8) hour shift during which a regular mealtime would occur "mid-shift" and are required to stay on campus due to the scope of their job. Employees who receive approval from their supervisor to leave the building during the mealtime are required to use leave. The employee may use annual leave and/or reschedule time. If your supervisor is not available, please follow the chain of command.

Category II: Anyone substituting for someone who falls in Category I.

Category III: The Foster Grandparents will be entitled to a free noon meal as a part of our contract with them as a volunteer position.

Category IV: Volunteers who are scheduled to work during a mealtime.

SOUTH DAKOTA SCHOOL FOR THE DEAF

REQUIRED INFORMATION FOR REQUESTING A CONSULTANT CONTRACT (SDSD) (August 2016)

The information below is required to request a consultant contract to be prepared by the SDSD Business Office. The information is required by the SDSD Business Office **30 days** prior to the contractual dates of services to insure compliance with state consultant requirements. NO related processes with the contract can begin prior to a completed contract and approval from the Auditor's office. All contracts are to be in place prior to beginning date of service. If the services are expected to exceed \$50,000, SDSD will need to complete the RFP process prior to awarding a contract.

1. Full name, address, phone, and email address of consultant
2. Dates of contractual duties – (should not cross over fiscal year)
3. Scope of work or service – Must be itemized or numbered and include specific requirements of duties and results expected.
4. Fee to be paid – Should be based on an hourly amount *and* include the number of hours expected to work and the total amount for the fee based on the hourly rate and number of hours. In some specific situations a contract may be based on a set amount for a specific project instead of an hourly rate. Fees for consultants are considered 1099 reportable and the consultant will be provided a 1099 statement for the appropriate tax year in which the fees were paid.
5. Proof of Insurance – Consultant must provide certificate of commercial liability insurance of not less than \$1,000,000 along with contract. The only exception that will be made are for those working directly with students with direct supervision with the understanding that they **cannot** be left alone with a student at any time. Violation of this agreement will result in immediate termination of the contract. Speakers coming in to speak to a large group would also be an exception to this requirement.
6. W-9- The attached W-9 form must be submitted with each contract request to verify tax identification information and insure the vendor is properly loaded on our accounts payable system.
7. Signatures- Once the requestor of the contract approves the draft, the SDSD Business Office will enter the request into DocuSign for electronic signatures. Once all signatures are in place, DocuSign will automatically send everyone a fully executed copy. The SDSD Business Office will forward the contract for processing to the State Auditor's office.

PURCHASING POLICY

Requisition for supplies or services to be purchased off-campus shall be made on the Requisition/Purchase Order. Forms can be located on SNAP (Go to Groups, click SDDS, and click files).

1. Complete: vendor name, address, and phone and fax number (If no contact information is listed for the vendor, the requisition will be returned.), requested by (your name), quantity, unit, item description, unit costs, and total cost. It is the responsibility of the person making the request to cost the items and do not forget to include shipping.
2. Submit the complete Requisition/Purchase Order form to your supervisor.
3. The supervisor will route the Requisition/Purchase Order form to the SDDS Business Office for approval/disapproval of the expenditure. If the Requisition/Purchase Order form is not approved, it will be routed to the Business Manager for review. If the purchase is not approved, requisitions will be returned to the supervisor.
4. The original copy of the Requisition/Purchase Order form will then be mailed or hand delivered to the vendor.
5. A duplicate copy of the Requisition/Purchase Order form is filed in the Business Office.
6. Staff who purchase items or services in advance without proper authorization are assuming a risk of not being reimbursed. They can submit a Purchase Order to their supervisor, but the Business Manager and Superintendent will have final determination in whether to approve or disapprove.

SDDS Apps Purchasing Process

An Outreach Consultant appointed by the Director of Outreach will administrator for SDDS. The consultant will receive an email with the voucher.

When staff request an app they contact the designated Outreach Consultant. They send out an email to all the outreach staff to see if others want the same app (allow about a 5-7 day deadline). If it is a cheap app (\$5 or less), an order can be placed with no additional approval. Over \$5 approval needs to be received from the Director of Outreach before proceeding with a purchase or denial of the app. An email will be sent with a link to redeem the requested app. The Outreach Consultant also has the ability to see if a link has been redeemed. The designated consultant will keep a spreadsheet of all apps that have been purchased and who has received them.

It appears now that you can assign apps and keep them within the institution even after an employee leaves. So apps can be revoked and reassigned to different users.

MAIL

- A. INCOMING – Each staff member is assigned a mailbox in the Administrative Workroom. Mailboxes are for the distribution of mail and for leaving messages or information for a fellow employee. They should be checked daily and should NOT be used for storage.
- B. OUTGOING – If you place your mail with postage (metered or stamped) in the container by the mailboxes in the Administrative Workroom before the mailman delivers mail in the morning, it will go out around 10:30-11:00 AM. Otherwise, we use Qualified Presort and have 3 baskets to use. Please keep all like mail in the same basket. NOTE: Specific requirements and procedures for outgoing mail are posted in the workroom.

PACKAGES

- A. INCOMING - All packages and orders received at SDSD must be taken to the Administrative Workroom. The Business Office will check the packages against the invoices before informing the individual their items can be used, except large packages received in our Maintenance Department. We need all invoices (packing slips) for these orders or bills cannot be paid.
- B. OUTGOING - All packages needing to be shipped must have a note attached indicating whether it is to go through the Post Office, by UPS, or by FedEx, the name of the item, the amount insured for, and the declared value.