

INTERN EMPLOYEE HANDBOOK
State of South Dakota

Make your Career
.....
here 

Table of Contents

| | |
|---|-----------|
| Welcome | 1 |
| Attendance | 2 |
| Time Off | 2 |
| Compensation | 2 |
| Paychecks..... | 2 |
| Overtime Pay | 3 |
| Holidays | 3 |
| Travel Reimbursements..... | 3 |
| Workers' Compensation | 3 |
| Evaluations..... | 3 |
| Policies | 4 |
| Anti-Harassment Policy..... | 4 |
| Arrest Policy | 5 |
| Bomb Threat Policy..... | 5 |
| Drug and Alcohol Testing Policy | 6 |
| Drug-Free Workplace Policy | 6 |
| Fraud or theft in the work place | 6 |
| General Reference Policy..... | 7 |
| Seat Belt Policy | 7 |
| Technology Use Policy | 7 |
| Use of Video or Still Cameras by State Employees in the Workplace | 8 |
| Tobacco Free Environment Policy | 8 |
| Workplace Safety Policy | 9 |
| Risk Management | 10 |

This handbook is intended to provide general information to interns. The policies and information described in this handbook are subject to change. Employees must abide by federal and state laws, rules and regulations, as well as any other internal policies, procedures, and guidelines. If you have any questions about the handbook, please contact your human resource manager by calling 605.773.3148.

The State of South Dakota is an Equal Opportunity Employer. Discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, age, or disability is strictly prohibited. If an employee believes that he/she has been denied equal opportunity or discriminated against, the employee needs to notify his/her supervisor and/or human resource manager.

Welcome

Welcome to your internship with the State of South Dakota!

As an intern, you can expect to work on substantive projects, develop professional skills, and learn about state government operations. This handbook provides you with information pertinent to all interns and is your first source for answers to many of the questions you may have. Take some time to review the material included and if you need more information, please contact the human resource specialist for your department by calling 605.773.3148.

Good Luck!

Attendance

You and your supervisor will determine what your actual working hours will be. You'll want to discuss when you are allowed to take a lunch break, as well as any other breaks that may apply.

Time Off

If you need to take any time off from work, you'll need to get prior approval from your supervisor. This can be done in person, or by email. Just be sure to provide him/her with enough notice so your request can be approved.


Compensation

Paychecks

The State of South Dakota offers two options to receive your paycheck. You can choose to have your paycheck deposited directly into your checking or savings account or you may choose to receive your paycheck on a MasterCard debit card, referred to as a payroll card. Your supervisor can direct you to your human resource specialist who can provide you with more information about both options.

You may elect to receive an electronic copy of your pay stub (e-Stub). This e-Stub will be sent to either your personal or work email address, whichever you indicate when setting up your direct deposit/payroll card. The e-Stub is typically sent out one to two days prior to each pay date. If you choose not to receive an e-Stub, you always have the option of viewing your pay stub in the Employee Self Service. You will receive more information about the Employee Self Service shortly after your first day of work.

Example e-Stub

|  | | Payment No. 99999999 | | | | |
|---|---|--------------------------|----------------------------|-------------|----------|------------------|
| | | Payment Date: 01/01/2017 | | | | |
| PAY TO | | Last, First M | | | | |
| THE ORDER OF | | \$575.79 | | | | |
| | | NON-NEGOTIABLE | | | | |
| <i>This e-mail is notification that the above payment will be deposited in your account(s) on the date specified.</i> | | | | | | |
| HR Contact List | SEA Manager/Employee Service Center | | e-Stub FAQ | | | |
| EMPLOYEE NAME | EMP # | DEPT | PERIOD END | RATE OF PAY | | |
| Last, First M | 999999 | XXX-0000 | 01/01/2012 | \$8.00 | | |
| AUTO DEPOSIT DISTRIBUTIONS | | | TIME ACCRUAL PLANS | | | |
| BANK ACCOUNT | DESCRIPTION | AMOUNT | PLAN NAME | EARNED | BALANCE | |
| XXXXX1234 | BANKWEST | \$575.79 | Personal | 0.0000 | 0.0000 | |
| <th>EARNINGS</th> <th>HOURS</th> <th>CURRENT</th> <th>YTD</th> | | | EARNINGS | HOURS | CURRENT | YTD |
| | | | Regular | 88.00 | \$704.00 | \$1408.00 |
| | | | <th>TAXES/DEDUCTIONS</th> | | | TAXES/DEDUCTIONS |
| | | | Type | CURRENT | YTD | |
| Total Gross | | | FIT | Tax | \$74.35 | \$148.70 |
| Total Deductions | | | Med EE | Tax | \$10.21 | \$20.42 |
| Total Net | | | Soc Sec | Tax | \$43.65 | \$87.30 |
| | | | Med ER | State Paid | \$10.21 | \$20.42 |
| | | | UI | State Paid | \$2.13 | \$4.26 |
| | | | Soc Sec | State Paid | \$43.65 | \$87.30 |
| | | | W Comp | State Paid | \$2.32 | \$4.64 |

Overtime Pay

Overtime pay is paid at one and one-half times your hourly rate for all hours worked over 40 hours in a work week. Overtime must be pre-approved. Please visit with your supervisor regarding your designated work schedule.

Holidays

You may or may not be asked to work on a holiday. If you do work on a holiday, you will be paid for those hours at your regular pay rate. In some cases, you may be given the option to take an alternate day off during that same work week. Your supervisor will let you know if your work schedule will include any working holidays.

Travel Reimbursements

If your job requires you to travel away from your home station, you will be reimbursed for food and lodging in accordance with state rates. Your supervisor can provide those rates to you and assist you with completing the necessary paperwork for reimbursement. <https://bhr.sd.gov/files/travelrates.pdf>

Workers' Compensation

If you are injured on the job, you should notify your supervisor immediately. Your supervisor can assist you with completing the First Report of Injury form. It is extremely important that you complete this form within three days from the time the injury occurred.

Evaluations

The State of South Dakota wants to ensure that you have a meaningful experience during your time as an intern. Therefore, it's important that we get your feedback. Near the end of your internship, you will be asked to complete an evaluation form. The purpose of the evaluation is to see how the State of South Dakota can improve the program from the intern's perspective.

Your supervisor will also complete an evaluation. This evaluation will be sent to the Bureau of Human Resources.

Policies

As an employee of the State of South Dakota, it's required by law that we provide you with a copy of our current statewide policies. In addition to these, your supervisor may also go over some policies that are specific to the particular agency that you will be working for as an intern. If you have any questions or concerns regarding any of these policies, please contact your human resource manager.

Anti-Harassment Policy

The State of South Dakota will not tolerate harassment, discrimination or offensive behavior based on race, color, religion, national origin, sex (including pregnancy), age (40 years or older), genetic information, disability or any other legally protected status or characteristic.

Employees must not engage in harassment, discriminatory or offensive behavior. Additionally, because of the State's strong commitment to keeping the workplace free from harassing, discriminatory, and offensive behavior, employees must avoid any conduct that could be viewed as harassing, discriminatory, or offensive even if the conduct does not violate federal or state law.

Harassment includes conduct that creates a hostile work environment or that results in a "tangible employment action," such as hiring, firing, promotion or failure to promote, demotion, work assignments, benefits, or compensation decisions. This prohibition against harassment and discrimination also encompasses sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when: (1) submission to the harassment is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the harassment is used as the basis for employment decisions affecting an individual, or (3) the harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment, discriminatory, or offensive behavior may take different forms and may be verbal, nonverbal, or physical in nature. To aid employees in identifying inappropriate conduct, the following examples of harassment, discriminatory or offensive behavior are provided (these examples are not all-inclusive):

- unwelcome physical contact such as kissing, fondling, hugging, or touching;
- demands for sexual favors; sexual innuendoes, suggestive comments, jokes of a sexual nature, sexist put-downs, or sexual remarks about a person's body; sexual propositions, or persistent unwanted courting;
- swearing, offensive gestures, or graphic language made because of a person's race, color, religion, national origin, sex, age, or disability;
- slurs, jokes, or derogatory remarks, email, or other communications relating to race, color, religion, national origin, sex, age, or disability;
- calendars, posters, pictures, drawings, display, cartoons, images, lists, e-mails, or computer activity that reflects disparagingly upon race, color, religion, national origin, sex, age, or disability; or
- refusing to hire someone because you know the applicant has the breast cancer gene.

An employee who has a complaint of harassment, discriminatory, or offensive behavior by anyone, including supervisors, co-workers, or non-employees, should immediately notify his or her supervisor, a higher-level supervisor, the agency's human resource manager, or the EEO officer for the Bureau of Human Resources at 605.773.4918. The person who receives a harassment or discrimination complaint shall immediately report the matter to his or her supervisor (or a higher-level supervisor if his or her supervisor is allegedly involved in the harassment) and the agency's human resource manager.

The State will investigate all complaints. If the investigation supports charges of harassment, discrimination, a violation of this policy, or inappropriate behavior, appropriate corrective action will take place. The employee engaging in the improper behavior will be subject to discipline, up to and including termination.

The State will protect the confidentiality of harassment/discrimination allegations to the maximum extent possible, and

information will only be shared with those individuals who need to know about it. While the State cannot guarantee complete confidentiality because it cannot conduct an effective investigation without revealing certain information to the alleged harasser and potential witnesses, it will keep information as confidential as possible.

The State will not tolerate adverse treatment of employees because they report harassment, oppose discrimination in the workplace, participate in the complaint process, or provide information related to complaints. If an employee feels that he or she has been subjected to retaliation, the employee should immediately report the alleged retaliation to his or her supervisor, a higher-level supervisor, the agency's human resource manager, or the EEO officer for the Bureau of Human Resources.

In addition to reporting alleged harassment or discrimination to the State, an employee may file a charge of discrimination based on race, color, religion, national origin, sex, disability, or protected activity with the South Dakota Division of Human Rights (Human Rights) or may file a charge of discrimination based on race, color, religion, national origin, sex, age, disability, genetic information, or protected activity with the United States Equal Employment Opportunity Commission (EEOC). A charge of discrimination based on race, color, religion, national origin, sex, disability, or protected activity must be filed with Human Rights or with the EEOC within 300 days of the violation. A charge of age discrimination or discrimination based on genetic information must be filed with the EEOC within 180 days of the violation. These deadlines run from the last date of unlawful conduct and not from the date of the complaint to the State if resolved. Please contact the EEO officer for the Bureau of Human Resources at 605.773.4918 if you have any questions about harassment, unlawful discrimination, or this policy.

Arrest Policy

Any employee who has been arrested or charged with or has reasonable knowledge to believe they will be arrested or charged with: 1.) any felony; or 2.) any crime (including misdemeanors) involving a sex offense or illegal drugs or illegal use of legal drugs shall immediately report this information to his or her supervisor. The supervisor is required to immediately report this information, through the chain of command, to the appropriate department secretary, bureau commissioner, or institution administrator who shall report it to the Commissioner of the Bureau of Human Resources. Department Secretaries and Bureau Commissioners may approve more extensive reporting requirements.

Bomb Threat Policy

The following policy and procedure was developed to provide direction in a time of crisis. The outline will assist the contacted individual to take the necessary steps in getting the affected employees to safety as soon as possible, and to contact the appropriate administrative and security agencies and provide them with the most detailed information possible regarding the bomb threat.

This document should be posted in a conspicuous place within each of the various offices and divisions. The below policy is the official policy to be followed in the event that a bomb threat is received.

This document is self-explanatory; however, persons within the office should be made aware of its location and be directed to read it.

Drug and Alcohol Testing Policy

The State has implemented a drug testing procedure for applicants and employees in 1) safety sensitive positions and 2) positions requiring a commercial driver's license.

Under state law, a safety sensitive position is any law enforcement officer authorized to carry firearms and any custody staff employed by any agency responsible for the rehabilitation or treatment of any adjudicated adult or juvenile. State statutes and administrative rules govern the drug testing of persons in safety sensitive positions, and these statutes and rules may be obtained from your agency's human resource manager.

Federal law requires drug and alcohol testing of applicants and employees who must have a commercial driver's license (CDL) to perform their jobs. The State has implemented an alcohol and drug-testing program for CDL holders and has published a CDL drug-testing handbook and policy entitled "State of South Dakota CDL Policy, Rules and Educational Information." Your agency's human resource manager can answer questions about the program and provide you with a copy of the handbook and policy.

Other employees may be tested for drugs and alcohol if the test does not violate federal or state law.

Drug-Free Workplace Policy

The State of South Dakota has a drug free workplace policy for all state employees. As a condition of your employment with the state, you must agree to abide by the terms of this policy.

The dangers of drug abuse in the workplace include accidents and injuries; reduced productivity; absenteeism and increased healthcare costs; loss of public confidence in the State; and adverse effects on the abuser, family, friends, co-workers, and persons receiving services from the State.

The policy prohibits the unlawful manufacture, dispensation, possession, or use of a controlled substance by an employee in the workplace. If you are convicted of a violation of a criminal drug law or admit in court to a criminal drug law violation, you will be subject to appropriate disciplinary action, which includes termination. You must comply with the arrest policy if you are arrested, charged, or believe you may be charged with any crime involving illegal drugs.

Fraud or theft in the work place

The State of South Dakota prohibits fraud and theft in the work place.

Fraud or **fraudulent** means an intentional deception designed to obtain a benefit or advantage or to cause denial of some benefit that is lawfully due. Examples of fraud include:

- Forgery or alteration of a check, bank draft, or any other financial document;
- Theft of a check or other diversion of a payment made to the State;
- Improper or dishonest handling of funds, supplies, or other assets;
- Improper handling or reporting of financial transactions;
- Profiteering as a result of insider knowledge of State operations; and
- Selling or using confidential State information in the conduct of an outside business activity.

Theft means the act of taking something from someone unlawfully. An example of theft is taking equipment or supplies belonging to the State and keeping it for personal use.

The Bureau of Human Resources relies on South Dakota Codified Law and the Administrative Rules of discipline regarding what constitutes fraud in the workplace. These laws establish control and aid in the prevention and detection of fraud against State property. These laws apply to any actual or suspected fraud or theft an employee. These laws include: salaried state officers are prohibited from retaining money received by theft (SDCL 3-8-3); dual salaries for state employees are prohibited with limited exceptions (SDCL 3-8-4); dual compensation for state duties is also prohibited (ARSD 55:10:01:07); outside employment for state employees may occur with proper approval (ARSD:55:10:01:06); and

employees who are negligent with money or other state property belonging to any person receiving services from the state or have stolen or attempted to steal money or property of the state or property belonging to any person receiving services from the state will be disciplined and or terminated (ARSD 55:10:07:04).

Responsibility to Report

Employees who suspect fraud or theft is happening in the workplace should report the matter immediately to their supervisor or the attorney general's office. SDCL 3-6D-22 provides whistleblower protections for the employee who reports fraud in the workplace.

3-6D-22. Grievance for retaliation against whistleblower. An employee may file a grievance with the Civil Service Commission if the employee believes that there has been retaliation because of reporting a violation of state law through the chain of command of the employee's department or to the attorney general's office or because the employee has filed a suggestion pursuant to this section.

General Reference Policy

References for Employers Outside of State Government

One person in the agency, typically the human resource manager, is designated to respond to all requests for information on current and former employees (including interns). More than one person may be designated to provide responses to requests, however person(s) responding should be the human resource manager or someone at a managerial level within the agency such as program directors, division directors, or department secretaries. If two or more people are responding to requests, the human resource manager should coordinate the response.

According to state law, written references given in response to written requests are presumed to be given in good faith. This means if a former employee files a lawsuit regarding giving of bad references, the agency can rely on a defense of good faith if the reference was in writing. Telephone inquiries are answered by telling the caller that it is the policy of the state to respond only to written requests. Written requests should be accompanied by an authorization, release and waiver.

Employees must not give references on inmates or former inmates. These references must be handled by the appropriate person at the Department of Corrections.

References within State Government

If a reference request comes from another state agency, the designated person may respond either in writing, verbally, or by email. A signed authorization, release, and waiver is not necessary. All other guidelines apply to giving references within state government.

Intern References

Human resource managers may authorize those persons who supervise interns to respond in writing to written reference requests relating to interns who they have supervised.

Seat Belt Policy

All state employees who are driving or are passengers in state-owned vehicles covered by the state's automobile liability insurance policy are required to wear seat belts, both in the front and back seats. (SDCL 32-38-5; Executive Order 88-7)

Technology Use Policy

Employees shall use state technology (telephones, computers, Internet, email, etc.) at their disposal in an appropriate manner. As it applies to the state's e-mail and phone system(s), emergency communications are allowed. Reasonable and appropriate personal communications are allowed. Under no circumstances are employees allowed to use the state's technology to engage in outside business interests, inappropriate, offensive, or illegal activities. Abuse of the system is not acceptable. Employees should not expect privacy or confidentiality when using state resources. Use common sense. If in doubt, do not use state resources.

Statewide Remote Technology Access Policy

- Hourly employees are not required or expected to check email while outside normal or assigned working hours. Unless hourly employees are directed to provide an immediate response, emails or phone calls should be responded to only during the individual's normal working hours.
- Hourly employees, who are required to work outside of their normal work hours using mobile technology, are required to record and submit to their manager all time spent responding to emails or answering phone calls while out of the office. This must be reported to the manager the next business day.
- Hourly employees must have overtime approved by their manager. If overtime is not approved, the employees are required to flex the time.
- Employees must receive pre-approval from their manager for remotely accessing any non-public state government technology resource during the individuals' non-standard business hours. This includes state-owned or non-state owned devices. (Once approved by manager, all employees must submit a Remote Access Device (RAD) approval form for having this privilege during the individuals' non-standard business hours. The form is located at <http://intranet.bit.sd.gov/forms/rad/> and is submitted to the BIT Help Desk.)

Use of Video or Still Cameras by State Employees in the Workplace

The purpose of this policy is to set out the allowable uses of video, recording devices, or still photography by state employees and to protect the right of privacy of patients, inmates, coworkers, and the public.

State Owned Cameras, Video or Recording Devices for Authorized uses: Employees are allowed to use state owned video, recording devices, or still cameras (including camera phones) when authorized as part of their job duties. Such usage should be with the knowledge and consent of the employee's supervisor.

Personal Video, Recording Devices or Cameras at Work: Personal video, recording devices or still cameras may be used to commemorate awards, retirements or similar events when authorized by the employee's supervisor or department head. The use of personal video, recording devices or still cameras, (including camera phones) by state employees at work for any other purpose is prohibited.

Prohibited uses:

The use of any video, recording devices, or still cameras (including camera phones) is prohibited by state employees while at work for any of the following purposes:

1. As part of or in furtherance of any illegal activity.
2. For recording any image which is lewd, obscene, or pornographic.
3. For taking any image or recording of any patient, inmate, or other person without their express written consent unless taken for an authorized purpose within the scope of the employee's duties.
4. Any purpose that reflects unfavorably on the state, destroys confidence in the operation of state services, or adversely affects the public trust in the state.

Tobacco Free Environment Policy

The State of South Dakota is dedicated to providing a healthy, comfortable, and productive environment for employees, clients, and visitors.

Smoking, e-cigarettes, and the use of all tobacco products is prohibited on all real property or portions thereof owned by the Executive Branch of state government under the direction and control of the Governor and all real property leased by the state where the state is sole occupant.

This policy applies to employees and visitors, and includes all vehicles, parking lots, and walkways leading into state buildings throughout South Dakota. The following are exceptions: clients at the State Developmental Center in Redfield, residents of the State Veterans Home in Hot Springs, visitors to campsites in state parks, and upon state highways and outdoors at state highway rest stops. The Bureau of Administration and/or appropriate Department Secretary may grant

limited exceptions for specific special events.

Enforcement of this policy is the shared responsibility of all Executive branch personnel. All employees are encouraged to communicate this policy with courtesy, respect, and diplomacy. Incidents of smoking and/or tobacco use by employees will be documented for supervisor follow-up.

Workplace Safety Policy

It is the policy of the State of South Dakota to promote a safe environment for its employees. The State is committed to working with our employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior that affect the working environment will not be tolerated. All reports of such incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, expressions or any other behavior that communicates a direct or indirect threat of physical harm or damage to state or personal property, either on duty or off-duty. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

All employees shall cooperate to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by any state employee on or off state premises, report it immediately to a supervisor or manager. Supervisors and managers who receive such reports shall contact the agency human resource manager or the Bureau of Human Resources at 605.773.6363. Severe threats or assaults that require immediate attention shall be reported to police by calling 911.

Risk Management

A part of the Bureau of Administration, the Office of Risk Management focuses on protecting the state's assets and resources by identifying exposures to loss and providing alternative methods to finance, transfer, reduce, or eliminate those losses. The office provides the following services: developing safety and loss control programs, conducting loss control audits, educating through seminars and assistance information, and negotiating insurance coverages.

Each agency and institution has a risk management contact and a loss control committee to direct risk management efforts. Requests for training and other technical assistance from the Office of Risk Management are made by the contact.

Managed by the Director of the Office of Risk Management, the Public Entity Pool for Liability (PEPL) Fund is a self-insured program which provides coverage for general liability, law enforcement liability, public official's errors and omissions liability, automobile liability, and some medical malpractice liability.

The coverage extends to all current and former employees and elected and appointed officers of the state and applies to any accident, act, error, omission, or event during the coverage period which results in damages and arises within the scope of the employee's duties for the state.

There are, however, limits to the state's coverage. For example, the state: does not pay for injuries covered by other insurance; does not pay when agencies or employees were not legally responsible to prevent accidents; does not cover liability arising out of the employee's willful and wanton misconduct including but not limited to reckless disregard for the safety of others and intentional disregard of a duty under laws, rules, policies, or regulations the employee is governed by; maintains a limit of \$1,000,000 per occurrence.

When state employees are driving state vehicles on state business, they are covered by workers' compensation. Non-state employees who are on official business for the state are covered by automobile liability through the PEPL Fund. Liability to other persons for bodily injury or property damage due to negligence in operating state vehicles is also covered through PEPL. Belongings in the vehicle are not insured by the state. When employees use their personal vehicles, their automobile insurance policy provides coverage for physical damage, loss, or liability. Both the workers' compensation and personal property coverages are the same as when operating a state vehicle. In situations where the loss exceeds personal policy limits, the state will cover the excess liability under certain terms of the PEPL agreement.

State employees are expected to promptly and properly report accidents, incidents, unsafe conditions, as well as claims made against the State of South Dakota. All accidents involving a fatality, serious bodily injury, or serious property damage should immediately be reported to Claims Associates, Inc., the state's claims adjusting service, at their 24-hour emergency number: 1.888.430.2249. All accident reporting information is located in the glove compartment or other convenient place in every state vehicle. If you have any questions regarding the above information, please contact the Office of Risk Management at 605.773.5879.

Please do not hesitate to contact the Bureau of Human Resources if you have any questions, comments or concerns.

Bureau of Human Resources
500 East Capitol
Pierre, SD 57501
Phone: 605.773.3148
Fax: 605.773.4344
Email: BHRInfo@state.sd.us
Website: bhr.sd.gov