



Supervisor's Reference Guide



Main BHR P: 605.773.3148
W: <https://bhr.sd.gov/>

Disclaimer

This guide is intended to provide general information to state employees. The content is meant to be general in nature and should not be read as including all the details on the subject discussed. Federal and state laws, regulations, and administrative rules supersede information provided within this guide.

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Alternate Work Schedule (AWS)

What: A work schedule that is different from the norm or specific to an individual; the schedule may impact hours worked per day, days worked per work, etc.

How: The Alternate Work Schedule form is to be completed by the employee, approved by the direct supervisor, and sent to the HR Manager for placement in the personnel file. When considering an AWS request the supervisor should discuss with their immediate manager and human resources.

When: This can be submitted at any time.

Alternate Work Schedule: <https://bhr.sd.gov/policies-forms/forms/#empforms>

Americans with Disabilities Act (ADA)

Title I of the Americans with Disabilities Act prohibits employment discrimination against “qualified individuals with disabilities.”

1. A qualified individual with a disability is:

One who meets the skill, experience, education and other job-related requirements of a position held or desired and who, with or without reasonable accommodation, can perform the essential functions of a job.

2. An individual with a disability is:

One who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; is regarded as having such an impairment.

3. Reasonable Accommodations:

- a. An employer is required to make reasonable accommodation for a known disability of a qualified applicant or employee if it would not impose an “undue hardship” on the operation of the employer’s business.
- b. Reasonable accommodations are adjustments or modifications provided by an employer to enable people with disabilities to enjoy equal employment opportunities. Accommodations vary depending on the needs of the individual applicant or employee.
- c. When an employee or applicant requests an accommodation or it is determined that an accommodation may be required, the supervisor must contact their agency Human Resource Manager before making the accommodation.

Americans with Disabilities Act (ADA): <https://bhr.sd.gov/job-seekers/people-with-disabilities/>

Anti-Harassment and Discrimination

The State of South Dakota will not tolerate harassment, discrimination, or offensive behavior based on:

- Race
- Color
- Religion
- National Origin
- Sex (including pregnancy)
- Age
- Genetic Information
- Disability

Or any other legally protected status or characteristic.

The person who receives a harassment or discrimination complaint shall immediately report the matter to his or her supervisor (or higher-level supervisor if his/her supervisor is allegedly involved in the harassment) and the agency's Human Resource Manager. The Bureau of Human Resources will investigate all complaints.

Anti-Harassment and Discrimination Policy: <https://bhr.sd.gov/policies-forms/policies/#harassment>

Conflict of Interest

These laws apply to state employees and officers who recommend approval, approve, award or administer contracts or supervise someone who does, and would derive a direct benefit from a contract.

Deriving a direct benefit means the employee, officer, others with whom the person lives, commingles or has combined assets cannot:

- Receive a benefit from a contract that is within the person's scope of duties while in office;
- Derive contract benefit for a year after leaving office;
- Enter, into a contract with any state agency, except an employment contract, for a year after leaving office.

A waiver process is available

Conflict of Interest: <https://bhr.sd.gov/policies-forms/policies/#conflict>

Continuous Performance Communication (CPC)

CPC is the state's performance management system aimed at developing communication, openness, and trust between employees and their supervisors. CPC consists of check-ins and a year-end appraisal. A check-in is a meeting between a supervisor and employee to discuss what's going well, what could be improved, and what the employee needs from the supervisor. Check-ins are conducted at three and five months with new employees and minimally two times a year thereafter.

The year-end appraisal consists of two ratings, Work Knowledge & Job Results and Interpersonal Behavior. Work Knowledge & Job Results relates to what the employee does, such as their work quality, thoroughness, correctness, accuracy, timeliness, and knowledge. Interpersonal Behavior relates to how the employee completes their job, such as customer service, teamwork, professionalism, and attitude.

- CPC is housed in Manager/Employee Space: <https://bfm.sd.gov/hr/ms.aspx>
- Guides and FAQ's can be found here: <https://bhr.sd.gov/policies-forms/forms/#cpcforms>

Employee Discipline

Contact Human Resources for assistance in all disciplinary actions to ensure appropriate documentation and consistent treatment. The State of South Dakota provides a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Verbal Counseling:

If informal conversations with an employee regarding performance are not effective, it may be appropriate to conduct a verbal counseling session. A verbal counseling session is a meeting held between the supervisor and employee to discuss general work performance and specific areas in need of improvement. The verbal counseling session must be documented.

A follow-up email or agency approved counseling form should be prepared after a counseling session to clarify and/or emphasize certain points and to provide documentation if you need to take further action. The employee should receive a copy of the documentation.

Written Warning/Letter of Reprimand:

Contact Human Resources to prepare written warnings/letters of reprimand whether for an isolated incident or series of unacceptable work conduct. Generally, letters of reprimand are used for an infraction of a state or department policy or procedure, where the employee's actions are viewed as serious but not to the extent of requiring disciplinary action.

Work Improvement Plan (WIP):

If performance problems persist, an employee should be put on a WIP. A WIP advises the employee of:

- Specific performance concerns,
- What action is required to meet performance standards,
- Specific timelines for completion of job responsibilities, and
- Consequences for not taking required action.

A work improvement period shall be at least 30 days and may not exceed six months. Contact Human Resources to develop and document the WIP.

Notice of Intent to Discipline:

Disciplinary action may include suspension without pay, reduction in salary, demotion, or termination. A civil service employee may be disciplined for cause at any time or for unsatisfactory performance after a work improvement plan to address performance issues. Before the civil service employee is disciplined, he or she will be notified verbally and in writing of the specific reasons for the proposed actions and provided an opportunity to present reasons why he or she should not be disciplined.

Appeals and Grievances:

A civil service employee may appeal dismissals, demotions, suspensions, reduction in pay, termination, or classification. A probationary employee may only appeal on the grounds of discrimination.

A current copy of the grievance procedure for your agency may be obtained from your Human Resources Manager.

Types of Disciplinary Actions:

- **Dismissal/Termination** – This is a permanent action in which the supervisor initiates the employee’s termination of employment by submitting a recommendation to the Human Resource Manager. This action may be the result of one serious act of misconduct or as the result of an accumulation of minor offenses, or failure to satisfactorily perform job duties.
- **Involuntary Demotion** – This action moves an employee to a lower position at a lower pay grade. When an employee is demoted to a position of decreased responsibility or complexity of duties requiring a change of title to one with a lower salary range, the employee’s salary may be adjusted to be an appropriate level within the new salary range. An employee may be demoted for cause after the employee has been presented with the reasons for the demotion in writing and has been allowed up to 14 days to initiate the department grievance procedure.
- **Suspension Without Pay** – Disciplinary suspension is the temporary release of an employee from duty, without pay, although benefits may still be in effect. The employee is relieved of his/her job assignment because of serious or repeated instances of misconduct. Generally, suspensions without pay are from one to three days of time off without pay.
- **Reduction in Salary**- Reduction of pay for disciplinary reasons to an amount in the designated salary grade no lower than the minimum entry rate.

Documentation:

Informal documentation be kept by supervisors throughout the year to support formal documentation such as performance reviews or letters of reprimand, disciplinary actions, etc. This documentation is not kept in an employee’s personnel file.

Informal notes kept by the supervisor should include customer complaints and compliments,, opportunities for growth or improvement such as training provided/offered, exceptional performance actions, minor infractions relating to misconduct, tardiness, verbal warnings, etc. and other conversations that could be important in the future regarding discipline, performance appraisals, promotion, demotion, etc..

Employee Discipline: <https://sdlegislature.gov/Rules/DisplayRule.aspx?Rule=55:10:07>

Emergency Office Closings

State government will never close completely as it must continue to provide emergency services, coordinate government responses to disasters, and care for citizens who are entrusted to our institutions. However, in the event of emergency or weather-related event, state government will do whatever possible to accommodate state employees, while maintaining adequate staffing to ensure the safety of citizens and continue necessary state operations.

Individual employees should make decisions regarding their ability to safely report to work or travel home at the end of the scheduled workday. If there is a concern for their safety, they may be granted vacation leave or request to work remotely if possible.

Emergency Office Closing: <https://bhr.sd.gov/policies-forms/policies/#weather>

Family and Medical Leave Act (FMLA)

State administrative rules and the Family and Medical Leave Act (FMLA) of 1993 provides eligible employees with up to 12 weeks of unpaid, job-protected family and medical leave each year for certain family and medical reasons. In addition to family and medical leave, eligible employees are entitled to two types of military family leave: qualifying exigency leave of up to 12 weeks or military caregiver leave of up to 26 weeks to care for a covered servicemember with a serious injury or illness. Employees are eligible if they have worked for at least 12 months and have at least 1,250 hours of service during the 12-month period immediately before the start date of the FMLA leave.

When determining whether a situation is eligible for FMLA, it is important to talk to the Human Resource Manager.

Family and Medical Leave Act: <https://bhr.sd.gov/policies-forms/forms/#fmla>

Leave Accrual and Usage

Vacation

Permanent Full-time Employees: with less than 15 years of service earn 5 hours vacation per pay period, with a max of 240 hours. With greater than 15 years of service earn 6.6667 hours vacation per pay period with a max of 320 hours.

Permanent Part-time Employees: Leave accrual is prorated based on the number of hours worked.

Sick

Permanent Full-time Employees: Earn 4.6667 hours of sick per pay period, with no maximum limit.

Permanent Part-time Employees: Leave accrual is prorated based on the number of hours worked.

Examples of sick leave usage include but are not limited to personal illness, medical appointments, birth or adoption of a child, temporary care of immediate family member, exposure to contagious disease, counseling and treatment, and the death of an immediate family member (five days per death).

Active Military Leave

Five days of sick leave for active military duty.

Military Training Leave

Permanent employees are entitled to 15 days per calendar year of paid leave who must obtain written orders indicating dates of activation or training period. This notice shall be submitted to the appointing authority at least 15 days before the date of the employee's departure for training.

Paid Family Leave (PFL)

- Permanent full-time and part-time employees are eligible
- Must be employed for a minimum of six continuous months

Employees who are full-time are paid 24 hours per work week for eight weeks, or a total of 192 hours. Part-time employees will receive prorated hours, based on the number of hours worked. PFL may be taken within one year following the birth or adoption of a child. Sick or vacation leave may be used to supplement the remaining hours in the work week. If you and your spouse both work for the state, both employees are eligible for PFL. When using PFL, if you do not use the full 24 hours in the work week, you forfeit the hours that were not used.

Leave Accrual and Usage: <https://sdlegislature.gov/Rules/DisplayRule.aspx?Rule=55:09:04>

Paid Family Leave policy: <https://bhr.sd.gov/PaidFamilyLeaveFAQ.html>

Manager's Space

Manager Space: General

Bureau of Human Resources
605.773.3148
careers@state.sd.us
<http://bhr.sd.gov/>

Log in to Manager Space

1. Go to <https://bfm.sd.gov/hr/ms.aspx>.
2. Click Proceed to Manager Space
3. Click Azure
4. Enter your state email address
5. Click Next
6. Enter the same password you use to log onto your computer each day.

Manager Main Screen


Select Manager from the Dropdown. The icons you will use are My Staff and Birthdays & Anniversaries



My Staff

View and manage your staff

Provides a point of access to all the information about your employees.

1. The information in this icon is for reference only.
2. Click on the  icon and it will allow you to view subordinates staff information.



View Applications

1. Click the + next to Acquire Talent on the left menu.
2. Select Requisitions from the drop down.

Search Requisitions

Search by:

- Keyword:** Enter partial job title and press Enter.
- Job ID:** Enter the Job ID number and press Enter.
- Location:** Click the magnifying glass. Type the name of the city in the Location field and press Enter.
- Agency:** Click the down arrow and select an agency.
- Hiring Manager:** Enter the employee ID or click the magnifying glass, enter first and last name and press Enter.



Searching by a specific Job ID or Hiring Manager employee number will load the job requisition faster.

All Requisitions

Requisition Dashboard

A screenshot of the 'Requisition Dashboard' search form. It includes input fields for Keyword, Job ID, Location (with a magnifying glass icon), End (with a calendar icon), Status (a dropdown menu), Agency (a dropdown menu), Recruiter (with a magnifying glass icon), and Hiring Manager (with a magnifying glass icon). There are also icons for home, back, refresh, and search.

Good News: Supervisors have automatic access to their requisitions plus all subordinates' requisitions.

Proxy

To grant access to another employee to view your requisitions see the [Proxy Guide](#).

Requisition Dashboard

Requisition Dashboard

Hiring Manager Review: 27 Quality: 0 Hire: 0 Disposition: 0

Keyword:

Job ID:

Location:

End:

Status:

Agency:

Revisitor:

Hiring Manager:

HR Contact:

#6357 - 010422 Director
Location: PIERRE

Records Per Page: 10

C...	Name	Candidate	Emp...	Applica...	Selection...	Type	Source	Education	
111									Resume
100									Resume
114								High School Diplom	Resume
114								High School Diplom	Resume
959								High School Diplom	
825								Technical School	
112								High School Diplom	Resume
811									Resume
870								Masters Degree	Resume
947								High School Diplom	Resume

View ALL Applicants:
Hiring Manager Review = 27 applicants.
Records per page = 20
Use the highlighted arrows in the lower right corner to advance.


View Candidates' Applications

Double-click candidate to view job application & attachments.

Home My Staff Acquire Talent Take Notes

John Smith (105849) - 402183 Nurse II

Actions Options Drill Around

 John Smith external
dafruck@gmail.com

Resume CV Correspondence 1 Interviews 0 Screenings 0 Notes 1 Attachments 1

All A Glance

- Talent Profile
- Question Results
- Correspondence
- Interviews
- References
- Contact Information
- Personal Information

View and send correspondence.

Click here to review notes.

Application Detail Tabs

Screening Questions

Review candidates' responses to screening questions while previewing applications by going to the Question Results page.

Attachments

To open attachments, click Attachments from the candidate screen. Then click Open Document in the attachments screen.

Attachments


Type	Create	Update	Delete
Type Of Document	File Name	Date Uploaded	
Resume	David Allen Mags.docx	8/10/2017	<input type="button" value="Send Email"/> <input type="button" value="Open Document"/>
Cover Letter	CoverLetter.docx	8/10/2017	<input type="button" value="Send Email"/> <input type="button" value="Open Document"/>

Print Applications

Documents under attachments titled EXT HIR SUMMARY or INT HIR MGR SUMMARY will contain most of the candidates application info.

Responses to screening questions as well as other attachments are not part of the application Word document and must still be accessed in Manager Space within the electronic application.

To print question responses or a candidate list – click Options or All Actions Menu > Print to File. This will create a PDF document. To access, click My Print Files and View.

 NAME Manager

Manager Space – Proxy Management

Manager Space: Proxy Management

Bureau of Human Resources
805.773.3148
careers@state.sd.us
<http://bhr.sd.gov/>

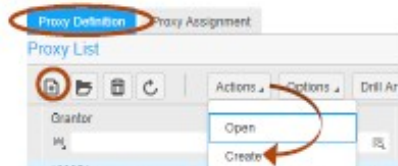
Assign Proxy Management

1. Log in to Manager Space.
2. Select Proxy from the left menu.
3. On the pop-up screen select Proxy Management. A new window will open.

- Click the plus sign to create a Proxy.

Or

- Click the Actions button and select Create.



4. Use your employee # as Grantor and enter the name of the person who needs to review your requisitions.
 - Start and End dates are optional.

5. Click Save (found on the toolbar).



A box will pop saying Proxy has been created. **KEEP GOING! You are not done yet!**

6. From Proxy Roles click the plus sign to create a Proxy Role.

7. Click the magnify glass next to Role and select SD_HiringManager.

8. Click Save.

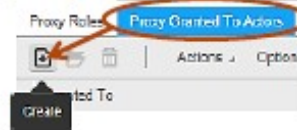


A box will pop saying Proxy has been created. **KEEP GOING! You are not done yet!**

9. Click the Back button on your browser.

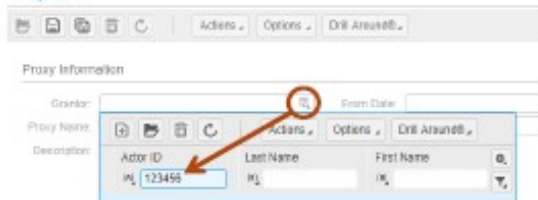


10. Select Proxy Granted to Actors Tab and click the plus sign to assign the employee's number.



11. To locate your proxy click the magnify glass and enter his/her employee number. (Do not search by their name.)

Proxy Details

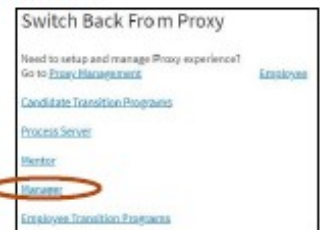


12. Enter
13. Select the correct name and click Save.
14. Close the Proxy window to return to Manager Space.

If you need assistance with proxy setup, BHR can help. We will have to schedule a Teams meetings and you will have to share your screen with our staff.

Access Proxy Management

1. Log in as yourself to Manager Space.
2. Select Proxy from the Left Menu.
3. Select the employee name for whom you want to perform proxy work and choose Manager.
4. Click the + next to Acquire Talent on the Left Menu.
5. Select Requisitions from the list.
6. To switch back to your account, click Proxy on the Left Menu and select Manager.



Outside Employment

Employees of the State of South Dakota, may engage in outside employment subject to the following conditions as determined by the employee's agency:

1. The outside employment shall not interfere with the work hours or efficient performance of the employee's state position.
2. The outside employment shall not conflict with the interests of the agency or the State of South Dakota.
3. The outside employment shall not be the type that would give rise to criticism or suspicion of conflicting interests or duties.

Outside Employment: <https://bhr.sd.gov/policies-forms/forms/#empforms>

Position Types

Positions with the State of South Dakota are classified as one of the following:

- **Probationary:** New employees appointed to civil service positions who have not completed their probationary period.
- **Civil Service or Status:** Employees appointed to civil service positions who have completed their probationary period. The positions are covered by the provisions of the Civil Service Act (SDCL 3-6D).
- **Exempt:** Positions that are excluded from the provisions of SDCL 3-6D.
- **Temporary:** Positions that are temporary or seasonal in nature. This type of position is not entitled to the benefits or rights of a status employee.

Position Types: <https://bhr.sd.gov/forms/policies/Handbook.pdf>

Probationary Period

Civil service employees serve a six-month probationary period or one year for law enforcement. Employees are not eligible for vacation leave payout if employment ceases before completing this period.

- Two performance reviews should be completed during the probationary period, one at three months and one at five months.
- During the probationary period, the supervisor will ensure clear expectations of performance expectations have been identified and discussed. The supervisor will also observe and assess the employee's job performance and work methods.
- The employee is an at-will employee who can be dismissed for any reason, at any time. Before finalizing this decision, the situation should be reviewed with the Human Resources Manager. The employee shall be notified of this action in writing. This action is not appealable except in accordance with Administrative Rule of South Dakota (ARSD) 55:10:08:04.

Probationary Period: <https://bhr.sd.gov/forms/policies/Handbook.pdf>

Reference Requests

Outside State Government

All reference requests from outside employers for both current and former employees should be sent to Human Resources and need to include a written request for. Written requests should have a signed authorization/release of information.

References for Outside Employers: <https://bhr.sd.gov/policies-forms/policies/#reference>

Inside State Government

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

References Within State Government: <https://bhr.sd.gov/policies-forms/policies/#reference>

Remote Work

The ability to work remotely is discretionary on the part of management and voluntary on the part of the employee. The opportunity to work remotely is not an employee benefit or right; it does not change the terms and conditions of employment with the state, and it is not appealable under the Civil Service rules.

Not all work situations or positions are appropriate for remote work, nor is remote work appropriate for all employees.

Remote Work Policy: <https://bhr.sd.gov/policies-forms/RemoteWorkPolicy.pdf>

TKS Manager's Guide



Bureau of Human Resources Intranet

Building, Developing & Retaining a Productive State Workforce

[Home](#) | [Manager's Toolkit](#) | [Careers](#) | [Benefits](#) | [Training](#) | [Class & Comp](#)

SD Time Keeping System

- ▶ [Forms & Documents](#)
- ▶ [BHR Policies & Procedures](#)
- ▶ [Classification Process](#)
- ▶ [Interview & Selection Tools](#)
- ▶ [HIPAA Training Orientation](#)
- ▶ [Manager's Toolkit](#)

Bureau of Human Resources State Capitol

500 East Capitol Avenue
Pierre, SD 57501-5070
605.773.3148
605.773.4344 (fax)
[More Contact Information](#)

The South Dakota Time Keeping System is a web-enabled electronic time entry, time study, and leave approval system. It allows employees to electronically enter their leave requests and hours worked. Once entered, supervisors can electronically approve leave and sign off on employee's time forms.

▶ [Run SD Time Keeping System](#)

1. [Open CSG.](#)
2. Enter your computer's **UserName & Password**. Click **Login**.
3. Click on SDTKS icon.

▶ [SD Time Keeping Help for Employees](#)

▶ [SD Time Keeping Help for Supervisors](#)

Questions?

If you are experiencing any problems signing on or running SD Time Keeping System, please contact your Human Resource Specialist.



South Dakota Time Keeping System Help -

- Forms & Documents
- BHR Policies & Procedures
- Classification Process
- Interview & Selection Tools
- HIPAA Training Orientation
- Manager's Toolkit

Bureau of Human Resources
State Capitol
500 East Capitol Avenue
Pierre, SD 57501-5070
605.773.3148
605.773.4344 (fax)
[More Contact Information](#)

Supervisor responsibilities include leave slip approval and timeform approval tasks. The information below provides help for supervisors only.

Choose one of the following of more information.

- Accessing TKS
 - Accessing TKS
 - Changing Employee's Time Form

- Leave
 - Approving Leave
 - Leave Reports

- Leave Request Report
- Leave Balances Report
- Leave Scheduling Report

- Approving Time Forms
 - Viewing Time Form Status
 - Reviewing Time Forms For Accuracy
 - Approving Time Forms

- Selecting an Alternate
 - Selecting an Alternate

- Reviewing Employee Information
 - Reviewing Employee Information

- Other Reports in TKS
 - Average Daily Hours
 - Employee Time and Leave Summary Report
 - Weekly Hours
 - Employee Hours by Work Period
 - Timeform Detail

Workers' Compensation

You are responsible to notify the Workers' Compensation Program, your supervisor, Human Resource Specialist, and Human Resource Manager of any changes in your work status or employment status. Failure to provide this information may delay processing of disability benefit payments. It is the responsibility of the supervisor to ensure accurate and timely completion of the First Report of Injury (FROI); required reports and documents; and arrangements for emergency medical care if needed, including transportation.

1. Any supervisor receiving notice of a work-related injury/illness is responsible for making sure the FROI form is completed on the BHR website within seven days of notice of injury. It is important when completing the online FROI to be very specific when providing injury/illness information – how, where, and when the incident happened. Also, it is important to provide a good contact phone number for the employee.

- a. FROI Website: <https://benefits.sd.gov/workerscompensation.aspx>.
2. If the employee is unable to work for a period, of time, it is the supervisor's responsibility to notify the Workers' Compensation Program when the employee returns to work.
3. Employees may return to work under modified duty (light duty) when the employee's medical provider issues a medical release work note with the employee's current limitations. Work with your Human Resources Manager to develop any modified duty or accommodating restrictions. Employees may be required to complete a Medical Release of Information form or obtain specific information/clarification regarding the employee's restrictions/limitations to perform essential job functions.

Workers' Compensation: <https://bhr.sd.gov/benefits/workers-comp/>