



RESOURCES AT NDSU FOR
**WORK-LIFE
SATISFACTION**

NDSU NORTH DAKOTA
STATE UNIVERSITY



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NDSU recognizes the increasingly complex roles and responsibilities of our faculty and staff, and we are committed to enabling balance between work and home. We also are committed to continuously working to provide a welcoming and inclusive campus environment.

NDSU promotes and supports work/life satisfaction with a variety of policies and services. These policies and services are designed to address personal and family needs and circumstances, as well as professional development and academic needs, and they reflect NDSU's recognition of changing family structures and needs.

Select policies, benefits and resources are briefly described in this publication. Be sure to read the complete policy online as policies are revised from time to time, and to view complete details and applicability to various circumstances. Visit ndsuhumanresources.com for policies, benefits and resources.

Institutional benefits, policies and support for individuals and families

■ ACCOMMODATIONS ON THE BASIS OF DISABILITY (NDSU POLICY 168)

As part of its commitment to equal opportunity, the university has established a process by which a faculty or staff member with a disability may request reasonable accommodation. Contact Human Resources and Payroll to request accommodations.

■ CENTER FOR CHILD DEVELOPMENT

➔ ndsuhumanresources.com/childcenter

The Center for Child Development is operated as an education and research facility and as a service to NDSU faculty and staff. The Center for Child Development serves children aged six weeks through five years. The center is licensed by the North Dakota Department of Human Services and is accredited.

■ DISABILITY SERVICES

➔ ndsuhumanresources.com/disabilityservices

Disability Services serves as a resource to the many university administrative units and academic departments that have responsibility for or obligations to accommodate faculty, staff and campus visitors with disabilities.

■ DUAL CAREER HIRES (NDSU POLICY 103.1.6.4 AND 103.2.2.4.4)

When a faculty or staff member has a spouse or partner who is fully qualified and interested in a university position, a dual career exception to the search process may be made.

■ EMPLOYEE ASSISTANCE PROGRAM

➔ ndsuhumanresources.com/hr/benefits/eap

The Employee Assistance Program is designed to assist faculty, staff and their families with personal problems by providing problem assessment and short-term referral to community resources when appropriate.

■ EMPLOYEE DISCOUNTS

➔ ndsuhumanresources.com/hr/benefits/discounts

A number of local and national vendors offer discounts for NDSU employees.

■ ERGONOMIC ASSESSMENTS

Assessments are available to enhance employee performance by recognizing, identifying and correcting ergonomic hazards.

■ FLEXIBLE SPENDING ACCOUNTS PROGRAM (NDSU POLICY 136)

The flexible spending account (FSA) program is available to all eligible faculty and staff. The program offers the employee an opportunity to deduct from gross income certain federally approved expenses in the following areas: insurance premiums, medical expense reimbursements, dependent care expenses.

■ GENDER-NEUTRAL, FAMILY RESTROOMS AND LACTATION ROOMS

➔ ndsuhumanresources.com/fileadmin/facilities/Gender_Neutral_Family_Lactation.pdf

Gender-neutral and family restrooms and lactation rooms are available across campus.

■ INSURANCE BENEFITS (NDSU POLICY 138)

A variety of insurances (including group health, dental, vision, long-term care, long-term disability and life) are available for eligible faculty and staff with premiums paid either by the university or by the employee depending on the employee's status and/or on the type of insurance.

NDSU pays the group health premium for regular employees for either single or family coverage.

■ INTERNATIONAL FACULTY

➔ ndsuhumanresources.com/facultyaffairs/immigration

The Faculty Immigration office provides services to facilitate the hiring of permanent and temporary teaching and research faculty and hosts visiting scholars from around the world.

■ LGBTQ RESOURCES

➔ ndsuhumanresources.com/hr/empltoolbox/lgbt_information

In addition to offering a variety of resources for individuals who are lesbian, gay, bisexual and transgender, NDSU has several policies and programs that are inclusive to same-gender partners. Employees also can become part of the Safe Zone program which offers several levels of training for faculty, staff and students to serve as allies to individuals who are lesbian, gay, bisexual or transgender.

■ MULTICULTURAL PROGRAMS

Serves underrepresented students and employees by providing support for retention programs and initiatives focused toward helping this population feel connected to campus. The department also provides campuswide programs and training opportunities to help create a diverse campus community.

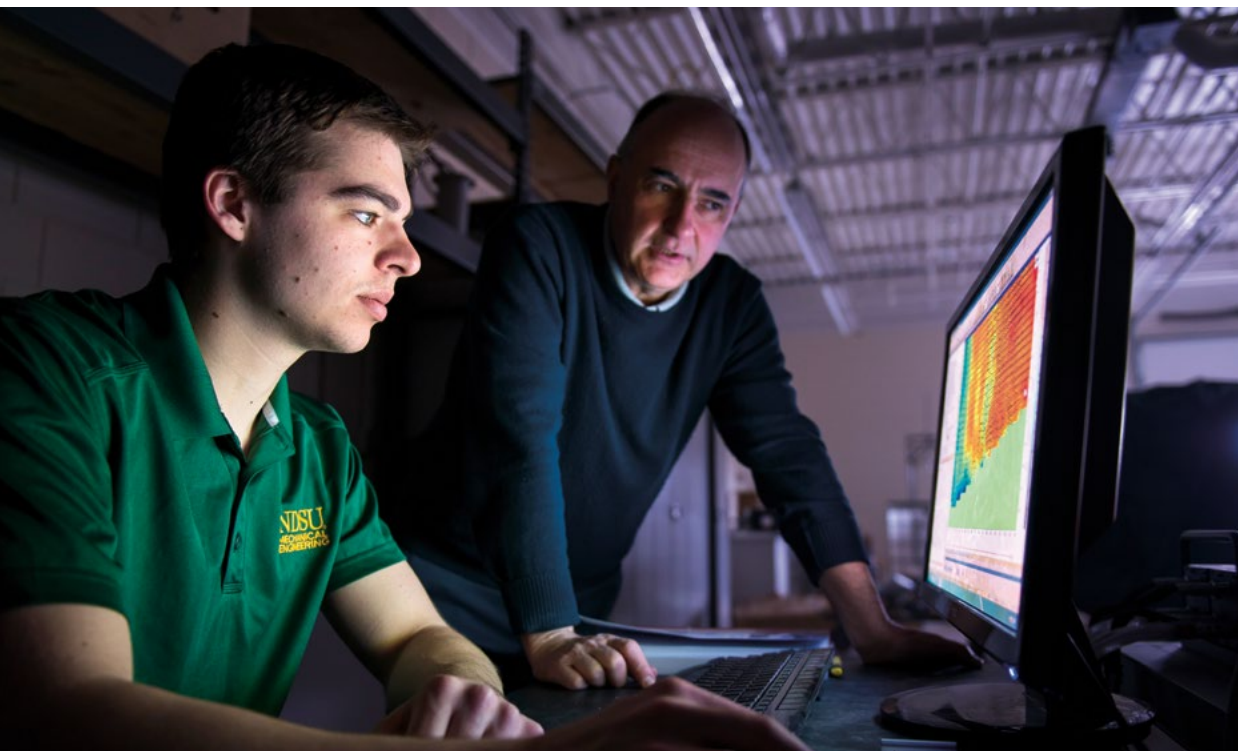
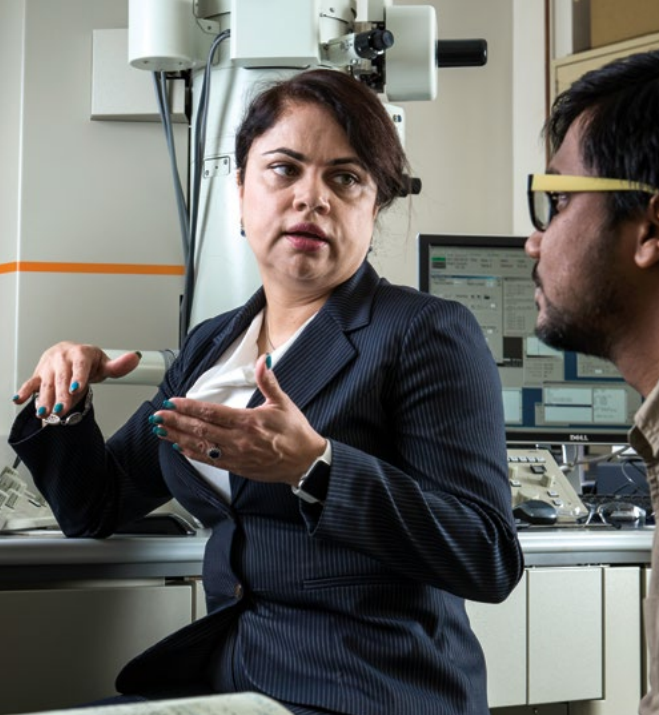
■ MODIFIED DUTIES (NDSU POLICY 320.6)

For faculty, duties and goals may be changed for a period of time under certain circumstances that include becoming a parent through childbirth, adoption or foster placement of a child; a health condition making the faculty member unable to perform regular duties (but not necessitating a reduction in workload); or caring for a child, spouse/partner or parent who has a serious health condition.

■ NON-DISCRIMINATION AND HARASSMENT (NDSU POLICIES 156, 156.1 AND 162)

NDSU is committed to providing a safe and non-discriminatory learning, living and working environment for all members of its university community.





■ OMBUDSPERSON

➔ ndsu.edu/ombud

The office provides a safe place for faculty, academic staff and graduate students to discuss their concerns and think through the potential courses of action to situations affecting them.

■ PREGNANCY AND LACTATION RESOURCES

➔ ndsu.edu/equity/resources/pregnancy_lactation

NDSU provides designated, on-campus lactation areas for expectant mothers, breastfeeding/pumping mothers or partners of nursing/expectant mothers.

■ PROFESSIONAL DEVELOPMENT

Additional resources and professional development programs are available through the Office of the Provost/Faculty Affairs, focused on recruiting, retaining and promoting faculty. More information is available at ndsu.edu/facultyaffairs.

■ REFLECTION ROOMS

Work is underway to identify Reflection Rooms that offer quiet spaces for students, faculty, staff and visitors. These campus spaces will be available to be used for reflection, meditation, prayer or quiet disengagement. Information will be posted on ndsu.edu/equity/resources as details are confirmed.

■ REMOTE WORK

➔ ndsu.edu/hr/managers_toolbox/telecommuting

When the need presents itself, NDSU may allow flexibility in a location where work is performed by staff and faculty.

■ RETIREMENT PLANS (NDSU POLICY 142)

By virtue of North Dakota law, faculty and staff whose appointments are at least half time automatically participate in a retirement plan.

■ SERVICE ANIMALS (NDSU POLICY 100.2)

NDSU allows use of a service animal in campus buildings by persons with disabilities who rely on the assistance of a service animal.

■ STAFF AND FACULTY RECRUITMENT AND MOVING EXPENSE (NDSU POLICY 171)

This policy describes the conditions in which recruitment and/or moving expenses are paid.

■ TUITION WAIVERS AND DISCOUNTS (NDSU POLICIES 133 AND 133.1)

A tuition waiver for up to three degree-eligible courses (regardless of delivery system) per calendar year for eligible faculty and staff. Spouse, partner and dependent tuition waivers of 50 percent are available for benefited faculty and staff. Details and restrictions are outlined fully in the policy.

■ WELLNESS BENEFIT

Employees are provided the opportunity to earn up to \$250 per year for both the employee and their participating spouse using the health club reimbursement program, the points system or a combination of both programs. Health club option includes a \$20 per month reimbursement for both the employee and spouse.

Policies related to faculty tenure and promotion

■ PART-TIME TENURED APPOINTMENTS (NDUS POLICY 605.1)

Faculty who accept a part-time appointment after being awarded tenure in a full-time position shall continue to have such tenure recognized.

■ PROMOTION, TENURE AND EVALUATION (NDSU POLICY 352)

This policy describes the process for achieving promotion and/or tenure at NDSU.

■ TENURE CLOCK EXTENSION (NDSU POLICY 352)

At any time during the probationary period prior to the sixth year, a faculty member may request an extension of the probationary period based on personal or family circumstances which impede satisfactory progress toward tenure (see Sections 3.6 and 3.6.1 of this policy). An automatic one-year extension is provided for a tenure track faculty member who becomes a parent (birth or adoption) during the year prior to the year in which the portfolio is due.

Available leaves

■ ANNUAL LEAVE (NDSU POLICY 130)

Eligible faculty and staff earn annual leave with pay for the purpose of rest and recreation or to attend to personal matters.

Faculty with 12-month contracts: NDSU Policy 313.1

Faculty with less than 12-month contracts: NDSU Policy 320.3

■ SICK/DEPENDENT LEAVE (NDSU POLICY 143)

Paid leave is available for personal illness, injury or the illness/injury of a family member.

Faculty with 12-month contracts: NDSU Policy 313.2

Faculty with less than 12-month contracts: NDSU Policy 320.4

■ CHILDBEARING LEAVE (NDSU POLICY 320.5)

Childbearing leave is available for faculty with less than 12-month contracts since they do not earn sick leave. Faculty include professors, associate professors, assistant professors and senior lecturers.

■ CONFERENCE OR CONVENTION LEAVE (NDSU POLICY 139.3)

Two days paid leave may be allowed for attending an employee organization conference/convention.

■ DEVELOPMENTAL LEAVE (NDSU POLICY 132)

Developmental leave for retraining and/or professional development is available for eligible faculty and staff after a minimum of three years of service at NDSU.

■ FAMILY MEDICAL LEAVE (NDSU POLICY 135)

Family leave is an unpaid leave of absence (up to 12 weeks of leave) available to all eligible faculty and staff for qualifying events such as birth, adoption or foster placement of a child; caring for seriously ill family members or personal serious health conditions.

■ FUNERAL LEAVE (NDSU POLICY 139.1)

Paid leave is provided to make arrangements for, or to attend, the funeral of an eligible family member.

■ HOLIDAYS (NDSU POLICY 137)

The university observes 10 legal holidays and any other days designated as public holidays by the president of the United States or the governor of North Dakota.

■ HONOR GUARD LEAVE (NDSU POLICY 139.5)

Honor guard leave is provided for employees to participate in an honor guard for a funeral service for a veteran.

■ INSTITUTIONAL CLOSURES (NDSU POLICY 139.4)

There may be times the institution is closed due to severe weather. Such closures will be communicated to employees and regular employees will be granted leave with pay during the closure.

■ JURY OR OTHER LEGAL DUTY (NDSU POLICY 139.2)

Paid leave for jury or other legal duty when subpoenaed for such service.

■ LEAVE SHARING PROGRAM (NDSU POLICY 147)

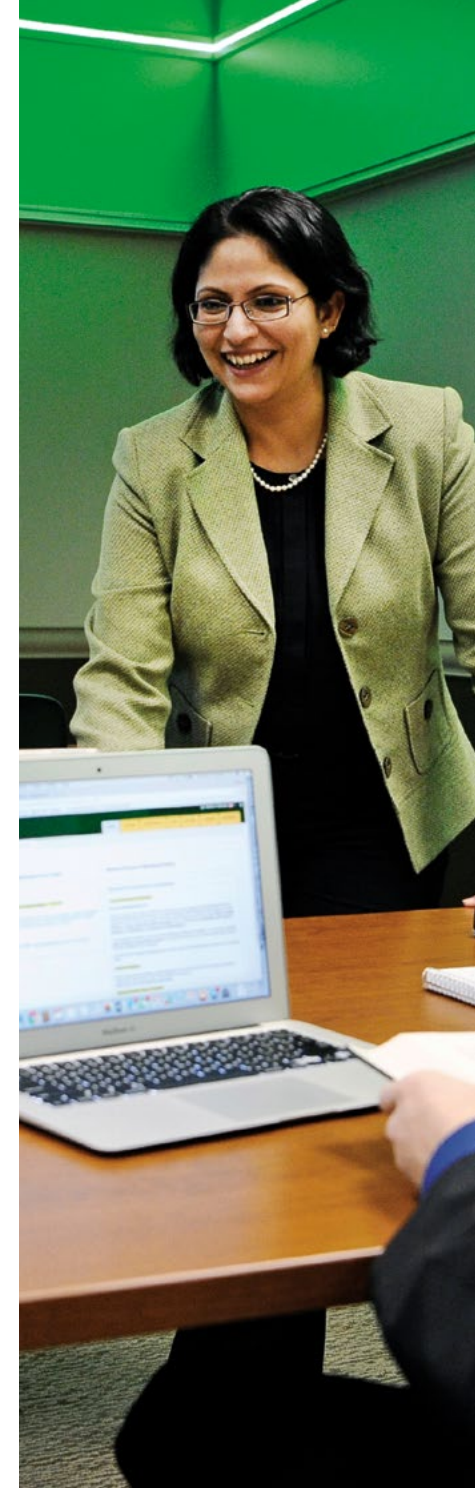
This policy describes conditions where employees who earn annual and sick leave may donate a portion of their annual or sick leave to another employee when such donation has been approved by the office of Human Resources and Payroll.

■ LEAVE WITHOUT PAY (NDSU POLICY 149)

Leave without pay may be requested for purposes such as education, research, temporary employment with another university, governmental or private agency when such employment will contribute to the employee's expertise in their field and make the employee more effective upon return. This leave also may be granted for necessary absences due to illness or other important matters.

■ MILITARY LEAVE (NDSU POLICY 146)

Military leave is provided for an employee who is in the National Guard or Armed Forces Reserves and is ordered to active duty* in accordance with relevant sections of the North Dakota Century Code.



On-campus resources and recreational opportunities

■ ATHLETICS

➔ gobison.com

NDSU is an NCAA Division I program featuring 16 varsity sports with multiple opportunities to view athletic events.

■ PERFORMANCE ARTS

➔ nds.edu/performingarts

Musical and theatre performances are provided throughout the year.

■ RECREATIONAL AND EDUCATIONAL PROGRAMS FOR CHILDREN

A variety of recreational and educational activities and programs are offered for children by NDSU as well as other Fargo-Moorhead institutions and agencies including 4-H, technology, music and sports camps. Information about some of these opportunities through NDSU can be found at these websites:

Sports camps: gobison.com

4-H North Dakota: nds.edu/4h

NDSU Stem Kids: nds.edu/coe/outreach/stem_kids_camp

NDSU Music Academy: nds.edu/performingarts/music/academy

■ THUNDAR'S GAME ROOM

➔ nds.edu/mu/rec_outing

Thundar's Game Room, located in the basement of the Memorial Union, has daily activities (such as billiards, table tennis and bowling) and specials during the school year and is available for rental.

■ WALLMAN WELLNESS CENTER

➔ nds.edu/wellness

This center provides access to state-of-the-art fitness equipment for a modest fee, and it sponsors recreation, intramural and effective wellness education programs. Wellness Center members enrolled in the Sanford Health Club Credit program are eligible to receive a \$20-a-month credit (reimbursement) for membership fees.

The NDSU community prioritizes and values diversity and inclusion. We take collective responsibility for ensuring a sense of belonging, respect and justice that supports each person's success.



Some tips to help you achieve work-life satisfaction*

Cultivate a strong support system using tools such as networking, mentoring, coaching and online resources. A strong support network can include colleagues, mentors, friends and family.

Plan and prioritize as a way to reduce stress

Identify your top five priorities and rank them in order of importance. Then align priorities with your personal and professional goals and choose the best actions based on your plan. Leave time for unexpected issues. Celebrate your successes. Remember, the goal is not perfection. When you consider an opportunity or request (and feel obligated to say "yes"), **ask yourself these questions:** Must this be done? (who says?); must this be done by me? (if not me, who else?); must this be done right now?; must this be done this way? (why?); if I say "yes" to this, what am I saying "no" to? And, consider the option of agreeing to a portion of the request but not all of it? (saying "no" by saying "yes"). And, remember that sometimes you may need to say "no."

Shift your mindset (mental toughness) to positive thinking.

Anticipate in advance and prepare alternatives; use different strategies (playful, serious, conforming, etc.). Don't be afraid to take risks or make mistakes – learn from them.

Establish guilt-free boundaries. Avoid rigid boundaries between personal life-career-community; they often overlap. In fact, explore ways to overlap personal and professional life, but understand your limits and remember to prioritize.

Recharge your batteries by building in rituals to renew your energy: laughter, exercise, adequate sleep and breaks, and draw on your support network when you need it.

*Adapted from materials developed by the Association of Women in Science (AWIS) and used with permission.

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