



ST. CLOUD STATE UNIVERSITY

EDUCATION FOR LIFE.

Onboarding Checklist

New Employee Tasks

Welcome to St. Cloud State University! We are thrilled to have you part of the Husky Pack! To ensure you have a smooth start to your new position, please complete this checklist below. If you have questions, please contact Human Resources at humanresources@stcloudstate.edu.

YOUR INFORMATION

Employee Name:	Star ID:
Job Title:	Tech ID:
Date of Hire:	State ID:
Bargaining Unit (if applicable) :	Email:

ON YOUR FIRST DAY

Tasks

- ☐ Meet with Human Resources to complete orientation

- ☐ Complete I-9 form with Human Resources
 - This must be completed within the first 3 business days of your hire date

- ☐ Sign and return the following forms to Human Resources
 - Policies, Procedures, Statutes and Regulations
 - Official Transcript Request
 - Tennessean Warning

- ☐ Computer Access
 - If you are unable to log in to your computer, use your phone or access email, please contact Husky Tech by calling 8-7000 or submit a ticket requesting assistance at www.stcloudstate.edu/huskytech



ST. CLOUD STATE
UNIVERSITY

Onboarding Checklist

New Employee Tasks

1st TWO WEEKS

Tasks

- ☐ **Register for STAR Alert**
 - For weather related alerts, campus closings and other emergencies, register at www.stcloudstate.edu/emergency

- ☐ **Receive State ID**
 - An email from noreply@minnstate.edu will be sent to you on the payday after your start date providing your ID
 - Temporary password for Self Service is last 4 of SSN followed by MN!! Ex) 1234MN!!

- ☐ **Staff/Faculty ID**
 - Visit Husky Tech in the James W. Miller Center. Bring a photo ID of yourself along with your Tech ID and Star ID for identification

- ☐ **Parking Permit**
 - You may park on the street however if you are interested in a parking permit for once of the surface lots or ramp, visit Public Safety which is located behind James W. Miller Center. Visit www.stcloudstate.edu/parking for rates

- ☐ **Keys**
 - Your supervisor will provide these to you or direct you to pick them up at Public Safety

- ☐ **Direct Deposit**
 - Once State ID is received, complete this through the Employee Self Service Portal

- ☐ **W4**
 - Once State ID is received, complete this through the Employee Self Service Portal



ST. CLOUD STATE
UNIVERSITY

Onboarding Checklist

New Employee Tasks

1st Month

Tasks

- ☐ **Provide Official Transcripts to Human Resources**
 - Transcripts can be emailed to humanresources@stcloudstate.edu ** *Must be received within 30 days of hire date***

- ☐ **ELM Training (Employee Learning Management)**
 - Completed within 30 days of hire date.
 - Questions can be sent to Courtney Graber Courtney.graber@stcloudstate.edu

- ☐ **Benefits Enrollment**
 - Complete only if benefits eligible through Employee State Self Portal. Benefits must be elected OR waived within 30 days of hire date

1 Year

Tasks

- ☐ **C.A.R.E Training (Community Anti-Racism Education Initiative)**
 - Must complete within 1 year of hire.
 - Visit <https://www.stcloudstate.edu/care/workshops/default.aspx> for more information. There is a link on the website to register for an upcoming CARE session through [Huskies Connect](#)
 - Questions can be sent to care@stcloudstate.edu

HUMAN RESOURCES
720 Fourth Avenue South
St. Cloud, MN 56301-4498
tel 320.308.3203
fax 320.308.1607
www.stcloudstate.edu/humanresources

Congratulations and welcome to St. Cloud State University!

We are very pleased that you have chosen to share your talents with our university community.

The forms below are all documents that need to be signed and returned to Human Resources during your new hire orientation meeting. You will have access to a PDF copy of this new hire packet and all of these forms.

NEW EMPLOYEE FORMS/DOCUMENTATION

Please complete following forms and return to Human Resources:

- ☐ **Agreement to Review and Comply with SCSU Policies, Procedures, Statutes and Regulations**
- ☐ **Agreement to provide a copy official transcript for your highest degree**
- ☐ **Tennessee Warning – Notice of Intent to Collect Private Data (2 pages)**
- ☐ **I-9 Employment Eligibility Verification will be completed at your orientation with Human Resources.** *(Please bring current/non-expired documentation with you. To view acceptable documents, click [HERE](#))*
- ☐ **Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice**
- ☐ **Earned sick and safe time employee notice**

On your first day of work, If you have any questions, please call or email our office.

Human Resources | St. Cloud State University
Administrative Services 204
Office: 320-308-3203
humanresources@stcloudstate.edu
<https://www.stcloudstate.edu/humanresources>

BOLD | INNOVATIVE | FOCUSED



AGREEMENT TO REVIEW AND COMPLY WITH SCSU POLICIES, PROCEDURES, STATUTES AND REGULATIONS

SCSU Administrative Policies	<ul style="list-style-type: none">• Office Coverage• HIV/AIDS Policy• Use of Drugs & Alcohol• Tobacco Policy
MinnState Board Policies	<ul style="list-style-type: none">• 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education• 1B.3 Sexual Violence• 1C.0.1 Employee Code of Conduct• 1C.2 Fraudulent or other Dishonest Acts• 5.22 Acceptable Use of Computers & Information Technology Resources
Minnesota Statutes, Policies and Notices	<ul style="list-style-type: none">• Code of Ethics Outside Employment, MN Statute 43A.38• Mandated Reporting Policy, MN Statute 626.556 (Protection of Minors)• Zero Tolerance of Workplace Violence, MN Statute 1.5• Appropriate Use of Electronic Communication & Technology, MN Statute 43A• Vehicle User Agreement• Employee Assistance Program• Pregnant Workers & New Parents
Federal Regulations and Notices	<ul style="list-style-type: none">• Family Medical Leave Act Employees Rights & Responsibilities• Workers Compensation• COBRA (Continuation Coverage Rights)• MNsure and Other Marketplaces; Coverage Options and your Health Coverage

I acknowledge that I will review and comply with St. Cloud State University's Administrative Policies, MinnState Board Policies Minnesota Statutes and Policies, and Federal Regulations which can be found with the links above and under "New Employees" at www.stcloudstate.edu/humanresources

Print Name: _____

Signature: _____

Date: _____



ST. CLOUD STATE

U N I V E R S I T Y

Human Resources

720 Fourth Avenue South

St. Cloud, MN 56301-4498

tel 320.308.3203

fax 320.308.1607

<https://www.stcloudstate.edu/humanresources>

We must receive a copy of your official transcript for your highest degree. The official transcript must be sent in a sealed envelope directly from the granting institution to the Office of Human Resources, or it can be sent electronically from the granting institution to humanresources@stcloudstate.edu. We will need unofficial transcript copies for all other lower degrees if applicable.

St. Cloud State University
Human Resources
204 Administrative Services Building
720 4th Avenue South
St. Cloud, MN 56301-4498

Official transcripts must be received by Human Resources no later than 30 days after your hire date.

By signing below I understand that I must provide official transcripts to Human Resources at St. Cloud State University per the conditions above, and I agree to do so within 30 dates of my hire date.

Printed Name

Other Names Used

Signature

Date

For SCSU Graduates Only

By signing below, you are granting St. Cloud State University Records Office permission to release ONE official copy of your academic transcript directly to the SCSU Office of Human Resources for your employment record. No payment is required for this copy. However, should you wish to receive additional official copies, you will need to request them via the standard process outlined on SCSU's website and be subject to the associated release fee.

SCSU Tech ID

Signature

Date

TENNESSEN WARNING
Notice of Intent to Collect Private Data from New Employees

As a new employee, you are asked to provide to your hiring agency the private data listed below for purposes noted to share with Minnesota Management and Budget (MMB). The data collected under this notice will be used to administer your employment with the State including verifying your employment eligibility. You are not required to provide all of the data but certain data must be collected. If you do not provide the requested data, in addition to the consequences listed below, your employment may be delayed or disrupted or you may not be able to receive important information related to your employment and benefits. If you do provide the data, it will be used as described and may be shared with other state and federal entities including: State employees who perform personnel or payroll functions whose work assignments reasonable require access, the Legislative Auditor, the Attorney General, Departments of Administration, Employment and Economic Development, and Labor and Industry, law enforcement agencies with statutory authority, and any other person or entity authorized by state or federal law or court order may access the data.

Home Address and Telephone Number: You are not legally required to provide these data except as provided below (see Continuity of Operations Data). The State is legally obligated to provide your home address to the Social Security Administration, Internal Revenue Service, applicable State Department of Revenue, applicable State retirement system, and Department of Human Services. Additionally, the applicable labor organization and applicable insurance carriers may have access to this data. If you do not provide a home address, you may not receive important documents, the State cannot fulfill its legal obligations and your eligibility for employment may be affected. If you do not provide a home telephone number, your agency may not be able to contact you when necessary.

Continuity of Operations Data (Personal Home Contact Information): Personal home contact information (including home mailing address, home telephone, personal cell/pager telephone numbers, and personal email addresses) may also be used to ensure the continuity of operation in an emergency or other work disruption. (Minnesota Statutes, section 13.43, subd. 17.) This information can be shared with other Minnesota government agencies as needed to ensure the continuity of operations of this or other state agencies. Depending on your terms of employment, providing data for continuity of operations may be voluntary or mandatory. Check with your supervisor to determine the obligations for your job description. The following describes the consequences in both instances:

Voluntary: If you are not required to provide this data and you choose to provide it, you can be contacted and participate in continuity planning and response for this agency. If you do not provide this data, your office may not be able to reach you if there are events impacting your agency's operations or the agency needs to contact you.

Mandatory: If participating in continuity planning and response is an essential aspect of your position, you are required to provide this data. If you do not provide the information needed, it will impact your continued employment with the agency due to your inability to perform all the functions of your position.

Social Security Number (SSN): If you are a new employee, your SSN is needed for reporting earnings and taking deductions, as required by law. You are legally obligated to provide your SSN so that the State may employ you. The Immigration Reform and Control Act of 1986, 8 U.S.C. 1324a Requires a SSN for completion of the Federal Employment Eligibility Verification form (I-9). The Tax Reform Act of 1976, 42 U.S.C., 40(c)(2)(c) requires the State to provide your SSN to the Social Security Administration, Internal Revenue Service, and applicable state Department of Revenue. The following also have a legal right to your SSN: applicable State retirement system (Minnesota Statutes, Chapters 352-356), Department of Human Services (Minnesota Statutes, section 256.998). Department of

TENNESSEN WARNING
Notice of Intent to Collect Private Data from New Employees

Employment and Economic Development (Minnesota Statutes, section 268.044), and applicable insurance carriers (Minnesota Statutes, sections 43A.23, 62J.54, and 13.05). Known consequences of refusing to provide a SSN are that you cannot begin or continue employment with the Stat and you may not receive benefits for which you are eligible.

Birth Date/Age: Used to ascertain your retirement status, to determine your cost for certain optional insurance coverage, to determine actuarial rates and administer equal employment/age discrimination programs and issues. It is also required for completion of the Feder Employment Eligibility Verification form (I-9). You are not legally required to provide your birth date. The Minnesota Department of Human Services, applicable insurance carriers, applicable State retirement system have a legal right to this information. Your eligibility for employment may be affected if you do not provide this data. Additionally, it would not be possible to determine your eligibility for retirement, severance pay, and certain optional insurance coverage if you do not provide this data.

Marital Status: Your marital status is needed to determine eligibility for insurance and death benefit payments. You are not legally required to provide your marital status. However, without this information, certain insurance eligibility determinations and death benefit payments may not be possible. Applicable insurance carriers and State retirement system have a right to this information. This information is not needed if your position is not eligible for insurance or retirement benefits.

Ethnic Group, Disability Status, Gender: Used to determine if the State has a diverse workforce that is representative of all Minnesotans. You are not legally required to provide these data. However, without this information, the State may not be able to effectively carry out state and federal equal opportunity and affirmative action mandates. Applicable insurance carriers and State retirement system have a legal right to obtain your gender.

Emergency Contact Information: Needed so that someone may be contacted if an emergency occurs and you need assistance. You are not legally required to provide this information. However, if you do not provide it, we will not be able to contact anyone in case of an emergency. Your agency and MMB staff that perform personnel and payroll functions may have access to this data.

Medical Insurance Information: This information will be used in case of a medical emergency within your first 35 days of employment. Completing this information within your first 30 days of employment. Completing this information is optional. You are not legally required to provide this information. However, if you do not provide, we will not be able to contact applicable health and dental carriers or medical personnel if the data is not provided.

I HAVE READ THE ABOVE INFORMATION

Print Name

Date

Signature

Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law.

Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.

I HAVE READ THE ABOVE INFORMATION

Print Name

Date

Signature

Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is: a fiscal year, July 1-June 30.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

This document contains important information about your employment. Check the box at the left to receive this information in this language.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduqaan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້ງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສານີ້.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደኩመንት አጥጋቢ የሚመለከት አስፈላጊ መረጃ የያዘ ነው። ይህንን ደኩመንት በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጥ ከፈለጉ በዛው በስተግራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።
Karen / ကညီကျိာ်	လံာ်တိလံာ်မိတ်ခါအံပာ်သုတ်တံဂုဏ်ကျိအကါခိဉ်လၢအဘဉ်သးဒီးန့တံခံဘၢယုန့ဉ်လီၤ. တံခါန့ဉ်တံခါလၢအစုဉ်တကယလၢတံကဒီးန့တံဂုဏ်ကျိလၢကျိတခါအံအဂီၢ်တက့ၢ်.
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.

I HAVE READ THE ABOVE INFORMATION

Print Name _____

Date _____

Signature

The next pages, the “Safety and Compliance Training Summary” section, are for your records. Please return all the previous forms to the HR representative, but retain the Safety and Compliance Training Summary for yourself.



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At the end of the packet is information on required labor and safety law notices.



MINNESOTA STATE

Reference Information
May 2022
Human Resources
Safety and Compliance Training Summary

Safety and Compliance Training Summary

Minnesota State is committed to providing a safe and inclusive work environment. The policies, procedures and safety information in this document support that goal.

The following is a summary and provides resource links for the Required Annual Compliance Training for All Employees of Minnesota State. Please refer to the hyperlinks for official versions of Board policies and procedures. This document only summarizes the following policies, procedures, and safety policies:

- Employee Code of Conduct - System Procedure 1C.0.1
- Data Privacy and Security
- Equal Opportunity and Nondiscrimination in Employment and Education – Board Policy 1B.1
- Respectful Workplace - System Procedure 1C.0.2
- Employee General Safety Awareness

Please read the information provided here and, in the hyperlinks, provided. All employees are expected to be familiar with this information and to complete your assigned required safety and compliance training.

Employee Code of Conduct - System Procedure 1C.0.1

- Compilation of conduct and ethics statutes and policies, system values
- Applies to ALL system employees
 - Procedure: <https://www.minnstate.edu/board/policy/1c01.html>
 - Frequently Asked Questions: https://mnscu.sharepoint.com/sites/hr/Resources/Guide_PER0004_q_and_a.pdf

Principle 1: Public Resources

- Public resources may not be used for personal purposes or interests

Minnesota State is an affirmative action, equal opportunity employer and educator.

- Employee not to use or allow private use of public resources except as specifically authorized
- Limited exception for private use of technology resources

Principle 2: Gift Prohibitions

- Employees are not to use their position to directly or indirectly receive, or agree to receive, any payment of expense, gift, reward, service, employment, etc.
 - From any source other than the state
 - For any activity related to the employee's duties (unless otherwise allowed by law)

Principle 3: Conflict of Interest

- It is prohibited to use or attempt to use the employee's position to secure benefits, privileges, exemptions, or advantages
 - For the employee, family, or organization with which the employee is associated
 - Which are different than those available to the general public

Data Privacy and Security

Protecting Government Data

As employees, we are stewards of government data including private information about students, employees, community partners, and others. No matter what our role, we all may encounter private data in our daily work.

State and Federal laws classify government data as public or not public. Minnesota State Board Policies, System Procedures, and Operating Instructions implement the laws and provide standards and guidelines for maintaining confidentiality, integrity, and availability of data.

What Data is Public?

Public government data is defined by federal law, state law, and Minnesota State policy. Public data is information about colleges and universities that includes course offerings, budgets, invoices and purchase orders, and other summary or statistical data that does not identify individuals.

What Data is Private?

While government data is generally public, most data on students or employees is private. Private government data is available to you if you need it to do your assigned work, but not to the public unless authorized by the data subject (the person the data is about) or the law.

Data Security in the workplace

Whatever your job, you have a role in supporting data security. We all may encounter private data in offices, work areas, photocopy machines, shared paper files and electronic servers.

Reporting Breaches in Security

If you know or suspect that a breach of security has occurred, it is critical to report it to your supervisor and System Office IT Security as quickly as possible.

FERPA – Family Educational Rights and Privacy Act

Governs Educational Records of All Students

The default rule is that all educational records are private, unless it is “directory information” as defined by each institution. This means that all student records are not to be shared unless it is specifically labeled as directory information by the institution’s specific FERPA policy. If you have questions, please work with your HR Office or Data Security Officer.

Equal Opportunity and Nondiscrimination in Employment and Education – Board Policy 1B.1

- Policy - [Equal Opportunity and Nondiscrimination in Employment and Education](#)
- Procedure - [Report/Complaint of Discrimination/Harassment Investigation and Resolution](#)

Harassment and Discrimination are prohibited based on:

Race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or familial status is prohibited.

Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

Discrimination

Discrimination means conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services,

activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

Harassment

Harassment means verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

Sexual Harassment

Sexual harassment is a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose or effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Retaliation is Prohibited

Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she:

- a. made a complaint under this policy;
- b. assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated;
- c. associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation, gender identity, gender expression, or national origin; or
- d. Made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or stated nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.

Respectful Workplace – System Procedure 1C.0.2

- Procedure - [Respectful Workplace](#)

Minnesota State Colleges and Universities is committed to providing a collaborative and respectful workplace as an important component of fulfilling the system's vision and ability to carry out its mission. Accordingly, all employees of Minnesota State Colleges and Universities are expected to treat each other, members of the public, and others doing business with the system with professionalism and respect.

Professionalism

Displaying the good judgment and proper behavior that is reasonably expected in the workplace.

Respect

Behavior or communication that demonstrates positive consideration and treats individuals in a manner that a reasonable person would find appropriate.

Third parties

Volunteers, contractors, and other non-employees in the workplace or in remote or virtual locations.

Employees and third parties are expected to:

- Conduct themselves in a manner that demonstrates professionalism and respect for others in the workplace, including in remote or virtual locations;
- Use informal means to address issues with the individual(s) involved whenever possible;

Examples of prohibited conduct include but are not limited to:

- Exhibiting aggressive behaviors including shouting, abusive language, threats of violence, or other non-verbal expressions of aggression;
- Behavior that a reasonable person would find to be demeaning, humiliating, or bullying;
- Deliberately destroying, damaging, or obstructing someone's work performance, work product, tools, or materials; and/or
- Using this procedure to make knowingly a false complaint.

Employee General Safety Awareness Information

The following topics address common safety awareness items for Minnesota State colleges and university employees. For more information about campus specific policies and procedures please contact your supervisor or safety administrator on campus.

Incident Reporting

If you are injured on job, immediately report all work-related injuries, illnesses or property damage incidents to your supervisor and/ or Human Resources Department. When reporting, please provide as much information as you can about the details of the incident.

Emergency Action Plan

The purpose of an Emergency Action Plan is to organize and employer and employee actions during workplace emergencies such as fire, severe weather, etc. Each campus has a site-specific Emergency Action Plan that addresses the necessary actions during various emergencies.

You will get additional instruction on your campus-specific plan in a separate training. In addition, evacuation maps are posted throughout campus buildings and should be reviewed when entering an unfamiliar setting.

Slips, Trips and Falls

Falls from the same level such as slipping on ice or catching your foot on a concrete heave are the leading cause of injuries in the System. Slips, trips & falls can happen anywhere in workplace and the resulting injuries can range from minor abrasions to severe fractures and possible fatality.

Try to avoid these common campus slip/trip/fall hazards and report any issues to your facilities department:

- Cords, wires, and/or cables running across
 - Aisles
 - Walkways
 - Exit route pathways
- Uneven flooring/walking surfaces
- Wet or Icy walking surfaces
- Damaged flooring surfaces such as torn carpet
- Poor Lighting

By maintain good housekeeping and reporting any issues with flooring or other walking surfaces, these hazards can be minimized.

Electrical Hazards

Electricity presents one of the most common and potentially deadly hazards in any work environment. Even in an office or classroom environment, electrical hazards may be present. Some of the most common include:

- Improper use of extension and flexible cords (i.e. daisy chaining or using as permanent wiring)
- Equipment with damaged cords and plugs
- Lack of ground fault protection – particularly around water sources

Safety Signs and Tags

There are various safety signs posted throughout the campus. There are specific words and colors used on these signs to indicate the level of hazard.

Danger signs indicate an immediate hazard exists and are color-coded Red, Black, & White.



Caution signs indicate a possible hazard may exist and are generally color-coded Yellow and Black.



Campus Security Awareness

Employees should be aware of what to do in the case of an active shooter on campus. This 20 minute video "[Shots Fired on Campus](#)" is available on Media Space.

Waste Management

All employees should know how to properly dispose of the waste they generate. Some wastes are considered hazardous and cannot be thrown in the regular garbage. If you generate wastes as part of your role and are unsure of how to dispose of them properly, please ask your supervisor or campus safety administrator.

Right to Know/Hazard Communication

The purpose of the Right to Know standard is to provide employees with information about potential hazards that may be present in their work areas including:

- hazardous chemicals,
- harmful physical agents and
- infectious agents

If you are performing tasks where there is exposure and/ or have potential exposure to hazards listed above, your campus will have a written & implemented Right to Know program and you will receive appropriate RTK training.

Personal Protective Equipment

Personal Protective Equipment, commonly referred to as PPE, is equipment worn to minimize exposure to hazards that cause serious injuries and illnesses. Common PPE includes:

- Safety Glasses/Goggles
- Gloves
- Ear Plugs/Muffs
- Safety Shoes

If you are required to wear PPE during your employment, additional specific training will be provided.

Lockout/Tagout Awareness

Lockout/Tagout is a safety procedure used to ensure that machines are shut down and inoperable during completion of maintenance work. Only "Authorized" workers are allowed to perform LOTO activities. In order to become "Authorized", additional training is required. If you see a lock/tag on a piece of equipment, do not attempt to remove it.

Confined Spaces

Many campuses have “Confined Spaces” on site. A confined space is large enough to bodily enter, has limited or restricted means for entry or exit and is not designed for employee occupancy. Confined Spaces will be identified with a sign such as this:



No one is allowed to enter these spaces unless they received additional training and follow the campus' confined space entry procedures.

THANK YOU VERY MUCH FOR YOUR ATTENTION

Minnesota State is an affirmative action, equal opportunity employer and educator.

Labor Law Posters



SCSU complies with federal and state law for required labor law and safety notice postings. All required postings are maintained in the Human Resources office, in the Administrative Services Building, room 204. You can stop in to review required notices at any time during normal business hours, Monday-Friday, 8 AM-4:30 PM.