

Chapter 4: Human Resources

4.1 Personnel Plan for Minnesota State Administrators

POLICY

The Board of Trustees, in accordance with Minnesota Statutes 43A.18, will establish and maintain a compensation plan for MnSCU administrators called the Personnel Plan for MnSCU Administrators.

4.2 Appointment of Presidents

POLICY

Part 1. Presidents

The president is the chief executive officer of the college or university. The president shall report to the chancellor and is responsible for leading the college and/or university faculty, staff, and students in developing and implementing the college or university mission, consistent with the board mission and goals. The president is the primary spokesperson for college or university interests and shall consult regularly with students, faculty, staff, and members of the community. The president shall advise the chancellor, the staff of the system office, and the Board of Trustees on matters of system policy as appropriate, and otherwise administer and support all Minnesota State Colleges and Universities policies and programs. The president shall also lead in generating and sustaining the college/university vision as an integral part of the Minnesota State Colleges and Universities system. The duties and responsibilities of the president include, but are not limited to, adhering to board policies and system procedures, employing personnel, providing innovative educational leadership, allocating campus resources, and implementing the board's strategic plan.

Part 2. Presidential Appointments

Presidents are appointed by the board upon the recommendation of the chancellor. The chancellor shall use one of the following options in recommending a presidential appointment to the board.

Subpart A. Acting President

Upon advance notification to the board chair, the

chancellor may appoint an acting president for the period of an incumbent president's approved leave of absence.

Subpart B. Interim President

An interim president may be appointed, upon the recommendation of the chancellor and approval by the board, to temporarily fill a vacant presidency for a term of up to one year with the option to extend the appointment for additional periods.

Subpart C. President

Minnesota State Colleges and Universities is committed to hiring extraordinary leaders who meet the needs of colleges, universities, and their communities through a selection process that is broadly consultative and transparent. The board chair and chair of the board's human resources committee oversee the presidential selection process. The chancellor will provide regular updates to the chairs throughout the process. The chancellor shall use one of the following options in recommending a presidential appointment to the board.

1. **Search.** When there is a presidential vacancy, it is the board's expectation that a search will be conducted. An acting or interim president may be considered as a candidate in a search process for the presidency at of the searching college or university.
2. **Search Waiver.** The board may waive the search process and appoint a candidate who best fits the needs of the college or university and the system. Consideration of a waiver is initiated by a written recommendation to the board by the chancellor. The board must determine the waiver is in the best interests of the system.

Part 3. Search Process

Subpart A. Initial consultation

At the start of each search, the chancellor shall solicit input from internal and external constituent groups at the affected college or university about the qualities sought in the new president.

Subpart B. Appointment of search advisory committee

The chancellor shall appoint a local presidential search advisory committee and name the chair of the committee. The committee will identify presidential

candidates and make recommendations of candidates to the chancellor.

Subpart C. Application review and screening interviews

The search advisory committee shall have access to all application materials received. The committee shall select candidates to interview and conduct initial screening interviews. The committee shall forward to the chancellor the names of the candidates they believe should be considered to continue in the process, along with detailed assessments of the relative strengths and weaknesses of each candidate.

Subpart D. Identification of candidates to visit campuses

Following receipt of input from the committee, the chancellor shall consider the committee's assessment, as well as any reports from confidential referencing and background checks. The chancellor shall select two to four candidates to visit the college or university and participate in public meetings. The chancellor shall communicate with the committee on the rationale for the chancellor's selection from the committee's recommendations.

Subpart E. Opportunity for constituent group meetings with candidates and constituent group feedback

Once the finalists are publicly identified, internal and external constituent groups at the affected college or university shall be invited to meet with the candidates on campus. All internal and external constituent groups shall be invited to give confidential feedback directly to the chancellor following the candidate visits to campus.

Subpart F. Trustee participation

At least two and up to three members of the Board of Trustees will participate in interviews for the purpose of providing counsel to the chancellor in the formation of the chancellor's recommendation to the board.

Subpart G. Chancellor's recommendation to the Board of Trustees

The chancellor shall present a recommendation with a detailed explanation to the board which includes what the internal and external constituent groups expressed about the qualities the new president needs and how the chancellor's recommended candidate fits that description.

Subpart H. Communication throughout the search process

The chair of the search advisory committee is

responsible for communication about the search. Throughout the search process, the chair shall provide regular updates to the committee and shall work with college or university staff to post updates on the search website, as appropriate, so that the broader community has the opportunity to follow the public process from start through completion. Following the conclusion of the search, the committee may meet to be debriefed on the search.

Subpart I. Notification to the board of unsuccessful search

The chancellor shall notify the board in writing that a search was unsuccessful when none of the interviewed candidates are acceptable.

Part 4. Search Advisory Committee

Subpart A. Charge. The search advisory committee is advisory to the chancellor as the chancellor develops a recommendation to the board. Committee members shall serve as stewards on behalf of the interests of the entire college or university community.

Subpart B. Composition

Committee members shall be knowledgeable of the duties and responsibilities of the position to be filled and broadly representative of the interests of the faculty, staff, students, administration, community, alumni, and friends of the college or university.

1. **Chair.** The committee shall be chaired by a Minnesota State Colleges and Universities sitting or former president appointed by the chancellor.
2. **Members.**
 - a. The chancellor will invite nominations for members of the committee from all internal constituent groups and from external constituent groups in the community.
 - b. The chancellor shall seek to balance the committee to the extent possible in areas such as gender and other diversity; geographic diversity (multiple campuses); liberal arts and technical programs; and student-facing and back office staff. To facilitate committee balance, each constituency nominating a committee member shall submit more nominations than slots attributed to the constituency.

- c. The committee shall be comprised as follows:
 - i. two members of the teaching faculty at an affected college or university selected by the faculty organization;
 - ii. one member of the service faculty at an affected university nominated by the service faculty organization;
 - iii. one student (two students for multi-campus colleges or universities) nominated by the campus student association;
 - iv. one member from each additional affected college or university bargaining unit nominated by their bargaining unit;
 - v. up to three members of the public with a connection to the affected college or university having knowledge of the affected college or university and its needs nominated by the public; and vi. two administrators who are employees at the affected college or university.

Subpart C. Committee support

The system office shall coordinate the overall search process and provide training to the committee. The chief human resources officer of the affected college or university will be the liaison between the affected college or university and the committee and will provide professional human resources support to the committee. The chancellor may engage a professional search consultant to assist in the recruitment of candidates.

Subpart D. Expense reimbursement allowed

Members of the committee shall receive no compensation for their services, but shall be reimbursed for actual expenses incurred in performing services for the committee, consistent with expense procedures for state employees.

Part 5. Salaries

In consultation with the board chair and the chair of the human resources committee, the chancellor shall determine salaries for the position of president within the parameters of the Personnel Plan for MnSCU Administrators as approved by the board and within board approved salary ranges. The chancellor is the designated appointing authority for all other personnel actions pursuant to Minnesota statutes.

Part 6. Terminations and Contract Expiration

Adopted at 6/3/21 FLW and 6/9/21 President’s Cabinet

Subpart A. Termination of employment

The chancellor, upon advance notification to the board chair, may terminate a president in accordance with the Personnel Plan for MnSCU Administrators and, if applicable, the president’s employment contract.

Subpart B. Contract expiration

A president’s employment ends upon expiration of the employment contract, unless otherwise provided in the employment contract. Expiration of a contract without extension or renewal does not constitute termination under this policy.

4.4 Weather/Short-Term Emergency Closings

POLICY

Part 1. Cancellation of Classes due to Weather or other Short-Term Emergencies.

The authority to cancel classes due to weather conditions or other short-term emergencies resides with the college or university president or the president's designee. Policy 1A.10 Emergency Management is applicable for long term closures. Cancellation of classes does not excuse any employee from work. Employees of the college, including faculty, may take personal leave, vacation leave or use earned compensatory time when classes are canceled and they choose to be absent from work.

Part 2. Campus Closing due to Weather or other Emergency.

A president or designee may close a college or university campus due to a weather or other short-term emergency of 6 calendar days or less in accordance with this policy. Policy 1A.10 Long Term Emergency Management is applicable for long term closures. The closure of state agencies by the Commissioner of the Department of Employee Relations does not apply to MnSCU institutions. The Governor of Minnesota has emergency powers to issue an executive order to change the work schedule of executive branch employees in cases of natural disaster or other emergencies [M.S. Section 12.21 - [see related documents below](#)]. This does apply to Minnesota State Colleges and Universities employees.

Subpart A. Weather emergencies. The college or university president shall develop written procedures which will be used to determine when weather conditions constitute a threat to the health and safety

of college or university employees and students. The written procedures shall identify the following:

1. Processes for assessment of weather and travel conditions (temperature, wind, precipitation, condition of roads). At a minimum, one state and one local authority should be contacted as part of an assessment of weather and travel conditions. The following offices are suggested as authorities to contact:
 - State Highway Patrol District Office
 - Minnesota Department of Transportation district offices
 - County and city law enforcement offices
 - County and city highway maintenance offices
2. Positions and employees of the college or university who provide services that are essential to protect life and property during campus closings due to weather conditions. These "weather essential" employees will not be excused from work duty during campus closings.
3. Methods of notification of campus closings appropriate to employees, students and the public.

Subpart B. Filing. A copy of the written procedures shall be filed with the Chancellor.

Subpart C. Other emergencies. The college or university president shall maintain a list of emergency situations other than those which are due to weather conditions for which campus closure would be an appropriate action. A list of essential employees that would not be excused from work duty during campus closings due to identified emergency conditions shall be maintained by the president.

Subpart D. Effect of closure. When a campus closing is declared, college or university employees are excused from work with pay. An employee's absence with pay for an individual emergency situation shall not exceed the equivalent of two work days unless the Chancellor authorizes a longer period. A campus closure applies to all employees without regard to labor contract. Weather or other emergency essential employees who are not excused from work will be paid at their regular rate of pay.

Subpart E. Timeframe. The declaration of a campus closure shall, whenever possible, clearly identify the timeframe when employees are excused from work.

Subpart F. Notice to the Chancellor. Each college or university shall notify the Chancellor or designee after the decision is made to close a campus due to weather conditions or other emergency conditions. This notice will be used by the system office to respond to inquiries regarding campus closures.

Part 3. System Office . The Commissioner of the Department of Employee Relations has authority to excuse employees of the system office with pay due to weather or other emergencies. The Chancellor may also excuse employees of the system office due to weather or other emergencies and may pay employees with the approval of the Commissioner of the Department of Employee Relations for such absence. Decisions by a president to close a campus apply to employees of the system office assigned to a work station at that campus.

Statutory Authority: 1994 Minnesota Statutes, section 43A.05, subdivision 4 ([see related documents below](#)).

4.5 Student Employees

POLICY

Part 1. Definitions.

Work study: A type of financial aid which is primarily need-based and for which a student must be employed in a position identified for this purpose. The financial aid funds for these positions are provided by either or both federal and state financial aid programs. Work study employment must conform to the applicable federal and/or state work study program regulations which address source of funds for the positions, placement on payroll and other terms and conditions of employment.

Student help: A category of employment at a college, university, or the system office, for students enrolled in any Minnesota State Colleges and Universities institution. The hiring college, university, or system office sets criteria for employment such as credit load, wages, and maximum hours. The hiring entity will also determine whether selection of a student will be determined on student need. Positions may be funded by any appropriate source of campus funds, and are processed through the campus student payroll system. Student eligibility is verified each enrollment term.

Unclassified student worker: A category of state employment defined by the Department of Employee

Relations for students who are enrolled in colleges or universities, including those that are not part of the Minnesota State Colleges and Universities. Positions may be funded by any appropriate source of campus funds, and are processed through the state SEMA4 payroll system. Eligibility as a student must be verified every six months. Other criteria for employment are outlined in DOER Administrative Procedures.

Graduate assistant: A form of employment at a system college or university for graduate students enrolled at a system university. Usually a graduate student assists in instruction, research, or other activities related to his/her graduate program. Positions may be funded by any appropriate source of campus funds, and are processed through the campus student payroll system.

Part 2. Wage Rates. Work Study, Student Help and Graduate Assistants: The president of each college or university, or the chancellor for the system office, is granted authority to establish wage rates for work-study students, student help, and graduate assistants at or above the minimum wage rate required by law. The president, and in the case of the system office, the chancellor, shall consult with the campus student association and may consult with other student groups as appropriate prior to changing wage rates.

Unclassified Student Worker: The wages and other terms and conditions of employment are prescribed within the applicable state collective bargaining agreement.

4.6 Re-Employment of Early Retirees

POLICY

Part 1. Board Determination. The Board recognizes that there may be situations where the re-employment of a retiree who received early separation incentives is deemed necessary in order to provide program continuity or expertise not otherwise readily available. In such situations, a retiree can be re-employed for a limited period with the chancellor's or campus president's personal approval.

4.7 Sabbatical Leaves

POLICY

Part 1. Purpose of Sabbatical Leaves. Sabbatical leaves are provided to maintain the high level of academic excellence necessary to meet the missions of the Minnesota State Colleges and Universities and its institutions. Sabbatical leaves may be awarded for various reasons related to scholarly or professional growth, development, or renewal, including creative endeavors that promise to enhance the professional effectiveness of the applicant. Typical sabbatical undertakings include, but are not limited to, activity that enhances teaching or research, writing, work related to the visual and performing arts (creation or performance), post-terminal degree study, and travel for the purpose of study or research.

Part 2. General Principles Regarding Sabbatical Leaves

Subpart A.

1. Employees accrue sabbatical leave credit under the relevant collective bargaining agreements or the Personnel Plan for Minnesota State Colleges and Universities Administrators.
2. Application to take a sabbatical leave is made to the President, Chief Academic Officer or the Chancellor as specified in the collective bargaining agreement or the Personnel Plan for Minnesota State Colleges and Universities Administrators. The application should contain a description of the project, including an elaboration of the benefits to the college, university, or the Minnesota State Colleges and Universities system.
3. The faculty member or administrator awarded such a leave is required, within a specified period of time following return from leave, to submit a report of sabbatical leave activities.
4. Following sabbatical leave, all employees are required to return to college, university, or Minnesota State Colleges and Universities system service in accordance with the collective bargaining agreement or Personnel Plan for Minnesota State Colleges and Universities Administrators.

Subpart B.

1. Salary while on sabbatical leave varies within the provisions of the collective bargaining

agreement or Personnel Plan for Minnesota State Colleges and Universities Administrators.

2. Sabbatical leave pay may be supplemented by fellowships, grants, or other sources provided that activities resulting from additional compensation are not in conflict with the purposes of the sabbatical leave.
3. Sabbatical leave pay may be supplemented by continued normal consulting arrangements, provided they do not conflict with the purpose and spirit of the sabbatical program.

Part 3. Annual Report. The Sr. Vice Chancellor for Academic Affairs and the Vice Chancellor for Human Resources will provide a Sabbatical Leaves Report to the Board of Trustees each year. The report shall include, but is not limited to, the number of leaves, the types of leaves taken, the cost of such leaves and a summary of the results achieved.

4.8 Emeritus Status

POLICY

Part 1. Purpose. The award of emeritus status is intended as a special honor for system employees who have served with great distinction. Recognition as emeritus shall not be awarded as a matter of due course, and is granted only to those whose service has been most exemplary.

To be awarded emeritus status, an employee must have:

- a. Separated, or be separating, from the position with the Minnesota State Colleges and Universities system for which emeritus status would be conferred;
- b. Established a record of distinguished service while employed in the position; and
- c. Completed employment in the position in good standing.

Part 2. Chancellor. The Board may confer by appropriate resolution the honorary office of Chancellor Emeritus upon a chancellor or former chancellor who meets the requirements set forth in Part 1.

Part 3. Presidents. Upon recommendation of the chancellor following the chancellor's consultation with

the Board Chair and Human Resources Committee Chair, the Board may confer by appropriate resolution the honorary office of President Emeritus upon a president or former president who meets the requirements set forth in Part 1.

Part 4. Faculty and Staff.

Subpart A. The president of a college or state university or the chancellor for the system office may confer emeritus status upon a faculty or staff member who meets the requirements set forth in Part 1 and the policies in Subpart B.

Subpart B. Each college or university and the system office shall establish guidelines for the designation of emeritus status consistent with this policy.

4.9 Employee Evaluation

POLICY

Part 1. Responsibility. Each Minnesota State Colleges and Universities institution and the system office shall have in place a procedure for evaluating employees, including faculty and administrators, on an annual basis.

Supervisors have the responsibility and authority for evaluation of employees under their supervision unless the college or university procedure provides for another process. This is consistent with requirements in Minnesota Statutes, Chapter 43A.20 ([see related documents below](#)).

Part 2. Process. Evaluations are to be completed in a manner consistent with any requirements found in Minnesota Statutes and the applicable collective bargaining agreements or personnel plan. A procedure may provide for evaluations of a limited scope in certain years if that is consistent with the language of a collective bargaining agreement.

4.10 Nepotism

POLICY

Part 1. Nepotism Employees of Minnesota State Colleges and Universities shall not participate in the selection, hiring, supervision, or performance review of, or decisions regarding compensation or staff

complement for, any person who is a member of the employee's family or household and is an applicant for employment with, or employed by, Minnesota State Colleges and Universities, except as permitted under procedures adopted by the chancellor.

4.11 Board Early Separation Incentive Program

POLICY

Part 1. Purpose. The purpose of this policy is to implement time-limited early separation incentives authorized by Minnesota Statutes section 136F.481 (2009 Laws of Minnesota, Chapter 169, Article 6, Sections 1 and 2). The goal of the incentive program is to encourage early separation of selected employees from employment with Minnesota State Colleges and Universities, in order to:

1. Reduce salary and benefit obligations in anticipation of reduced state funding;
2. Reallocate resources to departments and programs in response to changing needs or strategic objectives; or
3. Achieve other cost savings or efficiencies.

This early separation incentive is intended to supplement the range of budget management options available to the presidents and chancellor. Nothing in this policy shall be construed to create an employee right or entitlement to an early separation incentive.

Part 2. Definitions.

Subpart A. Board early separation incentive. Board early separation incentive means the total amount provided under this policy to an eligible employee through a contribution to the health care savings plan administered by the Minnesota State Retirement System or cash payment, or both, in exchange for the employee's voluntary separation from employment on a specified date.

Subpart B. Continuing position. A continuing position means an employment position of a classified or unclassified employee of Minnesota State Colleges and Universities that:

1. Has no specified end-date and is occupied by an employee with tenure, probationary, non-tenure track, or permanent status; or
2. Is an unclassified position occupied by an at-will employee on other than a temporary, interim or acting basis.
3. Is not held by an at-will employee with an individual employment agreement under Minnesota Statutes § 136F.40.

Subpart C. Continuous service. Continuous service means five years of continuous employment service with Minnesota State Colleges and Universities that meets one of the following:

1. Non-faculty employees with academic seasonal appointments and faculty members must have completed ten consecutive semesters of employment with Minnesota State Colleges and Universities immediately prior to separation from employment. The ten consecutive semesters includes any paid or unpaid leaves of absence, but does not include summer academic terms.
2. An administrator or other employee with a full year appointment must have five years of continuous employment, including any paid or unpaid leaves of absence, with Minnesota State Colleges and Universities immediately prior to separation.
3. Employees who have a combination of faculty, academic seasonal, and full year employment in the five years immediately prior to separation may meet the five-year continuous service requirement if their employment history is reviewed and approved by the chancellor or designee as meeting the intent of the law and this policy.

Part 3. Eligibility.

Subpart A. Intent. A board early separation incentive shall be approved by a president or the chancellor only if the incentive is designed to meet the intent and purposes of this policy.

Subpart B. Authority.

1. The president or chancellor has sole discretion over whether to provide a board early separation incentive.
2. Presidents may identify positions at their college or university for elimination or replacement. The chancellor may identify positions for elimination or replacement within the system office.

Subpart C. Employee eligibility. An employee may be provided a board early separation incentive only if all of the following conditions are met:

1. The employee occupies a continuing position within Minnesota State Colleges and Universities at the time of separation from employment;
2. The employee's position is identified for elimination or replacement by the president or chancellor;
3. The employee is at least 55 years of age at the time of separation from employment;
4. The employee has completed at least five years of continuous service as provided in this policy;
5. The employee is eligible for employer contributions for health and dental insurance premiums, whether or not the employee chooses to receive them; and
6. The employee voluntarily accepts the board early separation incentive and signs a statement indicating his or her voluntary acceptance of the board early separation incentive and the date of the separation from employment.

Part 4. Amount and Form of Incentive. The president or chancellor shall determine the amount of the board early separation incentive and the separation date, subject to the limitations and requirements of this policy.

Subpart A. Maximum amount. The total cost of a board early separation incentive paid under this policy shall not exceed the employee's annual base salary rate in effect at the time of separation. When determining the amount of a board early separation incentive, the president or chancellor shall consider any other separation payments or incentives available to affected employees.

Subpart B. Allocation of incentive. The board early separation incentive shall be allocated between health care savings plan contributions and cash payments as follows:

1. To the health care savings account, to the extent that:
 1. The president or chancellor has made available board early separation incentive funding for the individual in accordance with this policy; and
 2. Projected health care insurance premiums from the date of separation to age 70 (age 65 for faculty members represented by the Inter Faculty Organization and the Minnesota State College Faculty) would not otherwise be covered by the individual's applicable collective bargaining agreement or compensation plan.
2. If the board separation incentive exceeds the amount necessary to meet the contribution in paragraph 1 of this part, payment shall be made in cash to the individual. A cash payment shall not exceed the lesser of:
 1. The amount of the board early separation incentive available to the individual after contributions made under 1, above; or
 2. The established limitations on cash payments in Minnesota Statutes sections 136F.481 and 43A.17, Subd. 11.
 3. If any portion of the identified board early separation incentive remains following allocation under paragraphs 1 and 2 above, the remainder shall be contributed to the individual's health care savings plan.

Subpart C. Notice Period. An employee shall be provided not fewer than 21 calendar days to consider whether to accept a board early separation incentive.

Part 5. Other Separation Incentives. The receipt of a board early separation incentive under this policy shall not affect an employee's eligibility, if any, for severance pay, early separation incentives, early notice of

retirement incentives or other separation payments available to the employee.

Part 6. Re-employment. An employee who accepts and receives a board separation incentive pursuant to this policy shall not be re-employed or enter into a contract for services within Minnesota State Colleges and Universities, including its colleges, universities or the system office, for at least one year following separation from employment, unless authorized by the chancellor or designee because of exigent circumstances facing the college, university, or system office. Thereafter, employment of a recipient of a board early separation incentive is subject to Board Policy 4.6.

Part 7. Report. The chancellor shall establish annual reporting requirements concerning board early separation incentives paid, and annually shall submit a report to the board and legislature.

4.xx Animals on Campus

POLICY

Purpose

It is the policy of the Northeast Higher Education District to establish regulations for authorized animals on campus that provide a safe environment for all students, employees, visitors and guests. The Colleges of the Northeast Higher Education District recognizes and supports the assistance a trained service animal can provide a student, employee, visitor, or guest with a disability. As of March 15, 2011, only dogs are recognized as service animals under titles II and III of the American with Disabilities Act (ADA).

Policy

The Colleges of the Northeast Higher Education District shall provide a safe environment for all students, employees, visitors and guests by establishing and enforcing regulations for animals on campus. With the exception of those animals specifically exempted and defined by this document, animals are not allowed in college buildings or state vehicles. This policy and any related procedures apply to all buildings and all members of the campus community, as well as all individuals using campus buildings, including off-campus and leased properties

Exemption Definitions

Adopted at 6/3/21 FLW and 6/9/21 President's Cabinet

Subpart A. Service Animals: The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric disabilities by preventing or interrupting impulsive or destructive behaviors. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition. According to the Americans with Disabilities Act (ADA), Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Subpart B. Animals for Educational Purposes: Animals and animal cadavers utilized for teaching and learning or for special events and instructional demonstrations. Written pre-approval is required from lead campus Administrator.

Subpart C: On-duty police dogs: Police dogs are allowed on campus.

Responsibility

The College is NOT responsible for the care or supervision of a service animal. Under the ADA, service animals must be harnessed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case the individual must maintain control of the animal through voice, or other effective controls. All service animals must be housebroken. If college

personnel discover an animal not under control, they may call the police.

Enforcement

If an employee is found in violation of this policy, discipline action may be taken.

If a student is found in violation of this policy, they will be in violation of the student code of conduct.

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card, or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task. Individuals are encouraged to have the service function displayed on the dog's service vest/patch.

4.xx Tobacco-Free Campus/No Smoking

POLICY

Philosophy

Minnesota North College is committed to creating a clean, safe, and healthy living, learning, and working environment, for all students and employees of the College.

Official Policy

Smoking and the use of tobacco and tobacco-like products (including cigarettes, e-cigarettes/vapor cigarettes, cigars, pipes, smokeless tobacco and other tobacco products) by students, faculty, staff, contractors, vendors and visitors is always prohibited on all College properties, including, but not limited to:

- In all interior spaces on college property.
- On all outside property or grounds controlled, managed, or maintained by the College, including parking lots.
- In all College-owned, leased, or rented vehicles, including charter buses and vans, and all other College vehicles.
- At all events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using College facilities. Organizers of such events are responsible for communicating

the policy to attendees and for enforcing the policy.

Definitions

Smoking: The burning of any type of lighted pipe, cigar, cigarette, electronic cigarette (e-cigarette/vapor cigarette) or any other smoking equipment, whether filled with tobacco or any other type of material.

Smokeless tobacco products: Smokeless tobacco consists of the use of snuff, chewing tobacco, dissolvable tobacco, smokeless pouches, or other forms of loose-leaf tobacco.

Policy Exceptions

Smoking and tobacco use is permitted inside personal vehicles with doors closed in college parking lots if the vehicle is at least 50 feet from a college building.

This policy does not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 USC sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of the college or his/her designee. Any other research, educational, and/or artistic purposes that involve the use of tobacco on campus, must be approved in advance by the College President or designee. Such use must be preceded by reasonable advance notice to the public.

Policy Enforcement

Enforcement of this policy will depend upon the cooperation of all faculty, staff, and students not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a clean, safe, and healthy environment in which to work, study, and live.

If an employee is found in violation of this policy, discipline action may be taken.

If a student is found in violation of this policy, they will be in violation of the student code of conduct.