

Household Moving Allowance State of South Dakota

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501 Phone: 605-773-3537

Please check one:

- State Transfer (SDCL 3-9-9)
Full-time continuous employment for 6 months.
- Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and of payment of moving expenses.

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Tyler Neuharth

Name of Applicant

\$81,399.30

Yearly Salary

688805

Bureau of Human Resources Class Code

Mitchell, SD

City, State Moving From

DCI Supervisory Special Agent

New Position Title

Pierre, SD

New Post of Duty (City)

08/18/2008

Employment Date with the State

Office of Attorney General

Agency Employed By

June 2019

Expected Month/Year of Move

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

Signature of Applicant

4/26/2019

Date

Authorization

The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Wendy Guindon

Name of Authorized Agent

Signature of Authorized Agent

4/26/2019

Date

Human Resource Manager

Position/ Title of Authorized Agent

Office of Attorney General

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance

STATE OF SOUTH DAKOTA



OFFICE OF ATTORNEY GENERAL

1302 East Highway 14, Suite 1
Pierre, South Dakota 57501-8501

Phone (605) 773-3215

Fax (605) 773-4106

TTY (605) 773-6585

<http://atg.sd.gov/>

JASON R. RAVNSBORG
ATTORNEY GENERAL

CHARLES D. McGUIGAN
CHIEF DEPUTY ATTORNEY GENERAL

March 26, 2019


Tyler Neuharth
2808 Maui Dr
Mitchell, SD 57301-6419

Dear Tyler,

Congratulations! I am pleased to announce that you have been promoted to the Central Region Supervisory Special Agent effective April 9, 2019. Your starting salary will be \$81,399.30 and you will be eligible for a discretionary 5% pay increase after six months.

I look forward to your leadership, ideas, and service to the Office of Attorney General/Division of Criminal Investigation and to the citizens of South Dakota.

Sincerely,


Jason R. Ravensborg
ATTORNEY GENERAL

JRR/lde



Bureau of Human Resources
500 East Capitol Avenue
Pierre, South Dakota 57501-5070
Phone: 605.773.3148 Fax: 605.773.4344
<http://bhr.sd.gov>

April 10, 2019

Julie Muldoon
1204 S Main St
Chamberlain SD 57325
Email: julie.muldoon@outlook.com; julie.muldoon@hotmail.com

Dear Julie,

This letter is to confirm your appointment to the Communications & Social Media Manager position with the Bureau of Information and Telecommunications. Your employment will begin on April 24, 2019, at a semi-monthly salary of \$2,083.33 (\$50,000.00 annually). Your immediate supervisor, Carrie Tschetter, will contact you regarding your schedule on your first day of employment. **This offer is conditional based upon you successfully completing and passing a background investigation.**

As discussed, the Bureau of Information & Telecommunications will pay up to one month's salary, approximately \$4,166.66, for actual moving expenses based on the rules established by the Board of Finance. Receipts are required and expenses must be eligible expenses. Attached, please find the guidelines for household moving allowances and the moving expense form. Please sign the Household Moving Allowance form and return it to me as soon as possible.

Prior to your first day of work, we invite you to take the time to complete the on-line orientation process. If you decide to forego the on-line process prior to beginning work, you will be asked to complete the same process on your first day of work.


Please go to the following link to complete the new employee forms:
<https://onlineorientation.sd.gov/new.aspx>

You can log into the system using the below ID and password:
Employee ID - IDJM10474
Employee Password - password

This is a secured system that is user name & password protected. You can save the information that you enter as you go through the process. If you need to come back to complete the process at a later date or time, you may do so. You will need to disable the pop-up blocker on your computer in order to access the material.

On your first day of work, you will be required to provide two forms of identification to establish both identity and authorization to work in the United States. **Bring your social security card and driver's license.** Direct deposit is mandatory and you are asked to provide a voided check blank or your bank routing and account numbers.

Welcome to the Bureau of Information and Telecommunications. Please contact Carrie or myself if you need any assistance.

Sincerely,

Eric Hildebrandt
Human Resource Manager

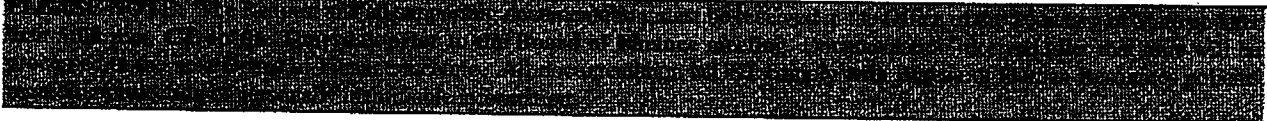
Household Moving Allowance State of South Dakota

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Attach a written copy of the offer of employment and of payment of moving expenses.



Application

<u>Ann Elder</u> Name of Applicant	<u>Director of Theater/Instructor of Speech</u> New Position Title	<u>Dakota State University</u> Agency Employed By
<u>\$44,000.00</u> Yearly Salary	<u>Loveland, CO</u> City, State Moving From	<u>August 2019</u> Expected Month/Year of Move
<u>00900</u> Bureau of Human Resources Class Code	<u>Madison, SD</u> New Post of Duty (City)	<u>August 22, 2019</u> Employment Date with the State

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

The IRS regulation for reporting moving expenses for employee states, "Employer reimbursement of an employee's moving expenses constitutes fringe benefits excludable from the employee's gross income if (1) the amounts would be deductible by the employee if they had directly paid or incurred these expenses, (2) the employee did not deduct the expenses in a prior year, and (3) if the move is 50 miles or more from the employee's former residence.

I certify that I have met the above listed criteria. I understand the reimbursement by the State of South Dakota for payment of the eligible moving expense will not be reported as taxable income to the IRS. While this reimbursement will not be reported as taxable, I acknowledge that ultimately I am responsible for the proper reporting of any tax liability of this reimbursement.

Ann Marie Elder
Signature of Applicant

Ann Marie Elder

April 29, 2019

Date

Authorization

The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Stacy Krusemark
Name of Authorized Agent

April 29, 2019

Stacy Krusemark
Signature of Authorized Agent Date

VP Business & Admin Services
Position/ Title of Authorized Agent

Dakota State University
Agency of Authorized Agent

Approval by State Board of Finance

Approved by the
State Board of
Finance on

_____ Date

_____ Signature of Secretary, State Board of Finance

Note: When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor's Office.



Dakota State University • 820 North Washington Ave. • Madison, SD 57042

MEMORANDUM

DATE: April 18, 2019

TO: Ann Elder
redlema@gmail.com

FROM: José-Marie Griffiths, Ph.D.
Dakota State University President

RE: Appointment with the College of Arts and Sciences
Dakota State University

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Director of Theater/Instructor of Speech in the College of Arts and Sciences. The effective date of this appointment is August 22, 2019. New hire and faculty orientation will begin on August 19, 2019 in accordance with the collective bargaining agreement between the South Dakota Board of Regents and the Council of Higher Education (COHE). Annual appointment dates are August 22nd, 2019 through May 21st, 2020. Your salary will be at an annualized rate of \$44,000.00 for the period of August 22, 2019, to May 21, 2020, and is based on 9 months at 100% time. Contract dates reflect the payroll period which is the 22nd of the month through the 21st of the following month, with deposits issued on the last working day of the month. You will receive your first paycheck for August 22 – September 21 on September 30th. Your supervisor will be Dr. Ben Jones, Dean of the College of Arts and Sciences.

The employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The appointment shall commence on August 22, 2019 and shall not extend beyond May 21, 2020. The employment may be renewed for the next fiscal year at the sole pleasure of the Board. If the Board elects to renew an appointment, it may do so under whatever changed or additional terms and conditions it chooses. As with all administrative, professional, CSA, and Faculty employees, you will be evaluated annually. This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

This offer is contingent on approval by the South Dakota Board of Regents, the successful completion of a pending background authorization check and successful receipt of employment authorization paperwork. Should the background report come back with information that would change the contents of this contract, or you are unable to provide employment authorization documents, DSU has the right to take additional action which may include requesting additional information from you or rescinding of the job offer.

You are required to provide an official transcript for your highest degree within 60 days of accepting this position. The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. The provisions of this policy are enclosed. Please review the policy, sign where indicated in DocuSign, retaining a copy for your records. In addition to the intellectual properties, also enclosed is a conflict of interest form. Please review the policy, sign where indicated in DocuSign.

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of Dakota State University. Withholding statements (W-4's) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from the Human Resources Office.

As a Director/Instructor, your position is eligible for state benefits. Benefits could include household moving reimbursement allowance of up to 1 month salary as outlined in SDCL 3-9-12 as long as the State's Auditor Office grants approval. Dakota State University will provide up to \$4,888.89 in moving expense reimbursement.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing this letter of acceptance through DocuSign, which offers an electronic, legally binding signature. Also included in the DocuSign envelope that will require information and signature are the Agreement to Assign Intellectual Property, Conflict of Interest and the employee background check authorization forms. DocuSign will route the signed forms to the attention of Human Resources. Please sign the electronic file within 20 days. Be sure to retain a copy for your files if you wish. I look forward to having you continue with the team at Dakota State.

Sincerely,



José-Marie Griffiths, Ph.D.
Dakota State University President

Enclosures

c: HR Office
Dean of the College of Arts and Sciences
Provost Office

I accept the job offer outlined above.

Signature of Appointee (Full legal name)

Date

Household Moving Allowance State of South Dakota

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Application

Jim Moran

Name of Applicant

Intern Provost/Vice President for Academic Affairs

New Position Title

Dakota State University

Agency Employed By

\$200,000.00

Vermillion, SD

Madison, SD

June 2019

Yearly Salary

City, State Moving From

New Post of Duty (City)

Expected Month/Year of Move

00145

June 22, 2019

Bureau of Human Resources Class Code

Employment Date with the State

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

The IRS regulation for reporting moving expenses for employee states, "Employer reimbursement of an employee's moving expenses constitutes fringe benefits excludable from the employee's gross income if (1) the amounts would be deductible by the employee if they had directly paid or incurred these expenses, (2) the employee did not deduct the expenses in a prior year, and (3) if the move is 50 miles or more from the employee's former residence.

I certify that I have met the above listed criteria. I understand the reimbursement by the State of South Dakota for payment of the eligible moving expense will not be reported as taxable income to the IRS. While this reimbursement will not be reported as taxable, I acknowledge that ultimately I am responsible for the proper reporting of any tax liability of this reimbursement.

Jim Moran

May 8, 2019

Signature of Applicant

Date

Authorization

The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Stacy Krusemark

VP Business & Admin Services

Name of Authorized Agent

Position/ Title of Authorized Agent

Stacy Krusemark 5-9-19

Dakota State University

Signature of Authorized Agent

Date

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date

Signature of Secretary, State Board of Finance

Note: When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor's Office.



Dakota State University • 820 North Washington Ave. • Madison, SD 57042

MEMORANDUM

DATE: May 8, 2019

TO: Jim Moran
Jim.Moran@usd.edu

FROM: José-Marie Griffiths, Ph.D.
Dakota State University President

RE: New Appointment within Dakota State University

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Interim Provost/Vice President for Academic Affairs at Dakota State University. The effective date of this appointment is June 22, 2019. Your salary will be \$200,000.00 for the period of June 22, 2019 to June 21, 2020 and is based on 12 months at 100%. Contract dates reflect the payroll period which is the 22nd of the month through the 21st of the following month, with deposits issued on the last working day of the month. Therefore, you will receive your first paycheck for June 22nd – July 21st on July 31st. Your supervisor will be José-Marie Griffiths, President of Dakota State University. As with all administrative, professional, CSA, and Faculty employees, you will be evaluated annually. This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

The employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The appointment shall commence on June 22, 2019. The employment may be renewed for the next fiscal year at the sole pleasure of the Board. If the Board elects to renew an appointment, it may do so under whatever changed or additional terms and conditions it chooses. As with all administrative, professional, CSA, and Faculty employees, you will be evaluated annually. This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

This offer is contingent on approval by the South Dakota Board of Regents, the successful completion of a pending background authorization check and successful receipt of employment authorization paperwork. Should the background report come back with information that would change the contents of this contract, or you are unable to provide employment authorization documents, DSU has the right to take additional action which may include requesting additional information from you or rescinding of the job offer.

You are required to provide an official transcript for your highest degree within 60 days of accepting this position. The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. The provisions of this policy are enclosed. Please review the policy, sign where indicated in DocuSign, retaining a copy

for your records. In addition to the intellectual properties, also enclosed is a conflict of interest form. Please review the policy, sign where indicated in DocuSign.

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of Dakota State University. Withholding statements (W-4's) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from the Human Resources Office.

As Interim Provost/Vice President for Academic Affairs, your position is eligible for state benefits. Benefits could include household moving reimbursement allowance of up to 1 month salary as outlined in SDCL 3-9-12 as long as the State's Auditor Office grants approval. Dakota State University will provide up to \$16,666.67 in moving expense reimbursement.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing this letter of acceptance through DocuSign. DocuSign will route the signed forms to the attention of Human Resources.

I look forward to having you join the team at Dakota State in this new role.

Sincerely,



José-Marie Griffiths, Ph.D.
Dakota State University President

Enclosures:

Intellectual Property Form
Conflict of Interest Form
Background Authorization Form

c: Human Resources/Payroll
Personnel File

I accept the job offer outlined above.



May 8, 2019

Signature of Appointee (Full legal name)

Date

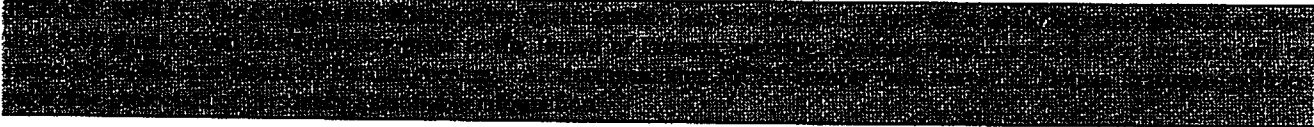
Household Moving Allowance State of South Dakota

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Please check one:

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- Professional Recruitment (SDCL 3-9-12)
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Application

<u>Andrew Roland</u> Name of Applicant	<u>Esports Head Coach</u> New Position Title	<u>Dakota State University</u> Agency Employed By
<u>\$41,000.00</u> Yearly Salary	<u>Fort Worth, TX</u> City, State Moving From	<u>May 2019</u> Expected Month/Year of Move
<u>00510</u> Bureau of Human Resources Class Code	<u>Madison, SD</u> New Post of Duty (City)	<u>May 22, 2019</u> Employment Date with the State

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

The IRS regulation for reporting moving expenses for employee states, "Employer reimbursement of an employee's moving expenses constitutes fringe benefits excludable from the employee's gross income if (1) the amounts would be deductible by the employee if they had directly paid or incurred these expenses, (2) the employee did not deduct the expenses in a prior year, and (3) if the move is 50 miles or more from the employee's former residence.

I certify that I have met the above listed criteria. I understand the reimbursement by the State of South Dakota for payment of the eligible moving expense will not be reported as taxable income to the IRS. While this reimbursement will not be reported as taxable, I acknowledge that ultimately I am responsible for the proper reporting of any tax liability of this reimbursement.

Andrew Roland

Signature of Applicant

April 23, 2019

Date

Authorization

The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Stacy Krusemark

Name of Authorized Agent

VP Business & Admin Services

Position/ Title of Authorized Agent

Stacy Krusemark 4-25-19

Signature of Authorized Agent Date

Dakota State University

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date

Signature of Secretary, State Board of Finance

Note: When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor's Office.



Dakota State University • 820 North Washington Ave. • Madison, SD 57042

MEMORANDUM

DATE: April 23, 2019

TO: Andrew Roland
andrew.roland@tcu.edu

FROM: José-Marie Griffiths, Ph.D.
Dakota State University President

RE: New Appointment within Dakota State University

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as the Esports Head Coach at Dakota State University. The effective date of this appointment is May 22, 2019. Your salary will be \$41,000.00 for the period of June 22, 2018 to June 21, 2019 and is based on 12 months at 100%. This salary will be prorated to reflect the later starting date, May 22, 2019 and period left in the current fiscal year.

Contract dates reflect the payroll period which is the 22nd of the month through the 21st of the following month, with deposits issued on the last working day of the month. Therefore, you will receive your first paycheck for May 22nd – June 21st on June 28th. Your supervisor will be Jeff Dittman, Athletic Director at Dakota State University. As with all administrative, professional, CSA, and Faculty employees, you will be evaluated annually. This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

The employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The appointment shall commence on May 22, 2019. The employment may be renewed for the next fiscal year at the sole pleasure of the Board. If the Board elects to renew an appointment, it may do so under whatever changed or additional terms and conditions it chooses.

This offer is contingent on approval by the South Dakota Board of Regents and successful completion of a pending background authorization check. Should the background report come back with information that would change the contents of this contract, DSU has the right to take additional action which may include requesting additional information from you or rescinding of the job offer.

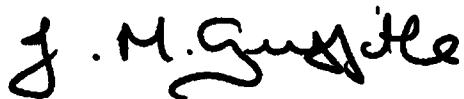
The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. The provisions of this policy are enclosed. In addition to the intellectual properties, I have also included a conflict of interest and an employee background check authorization form. Please indicate your acceptance of this appointment by signing this letter of acceptance and all related employment documents through DocuSign, which offers an electronic, legally binding signature. The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of Dakota State University.

As an Esports Head Coach, your position is eligible for state benefits. Benefits could include household moving reimbursement allowance of up to one-month salary as outlined in SDCL 3-9-12 as long as the State's Auditor Office grants approval. Dakota State University will provide up to \$3,000.00 in moving expense reimbursement.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing this letter of acceptance through DocuSign. DocuSign will route the signed forms to the attention of Human Resources.

I look forward to having you join the team at Dakota State in this new role.

Sincerely,



José-Marie Griffiths, Ph.D.
Dakota State University President

Enclosures:

Intellectual Property Form
Conflict of Interest Form
Background Authorization Form

cc: Jeff Dittman
Human Resources/Payroll
Personnel File

I accept the job offer outlined above.

Signature of Appointee (Full legal name)

Date

Household Moving Allowance State of South Dakota

When Application and Authorization sections are completed, please submit the original to:

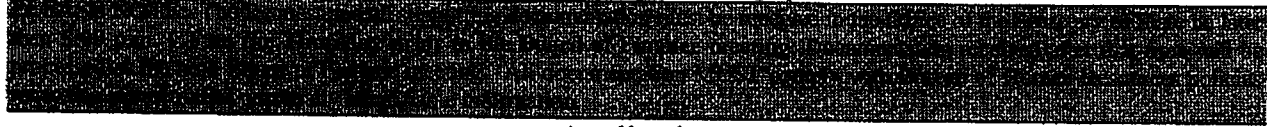
State Board of Finance
Office of Secretary of State
500 E Capitol Ave
Pierre SD 57501

Phone: 605-773-3537

Please check one:

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Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and of payment of moving expenses.



Application

Robert Seaback

Name of Applicant

Assistant Professor in Digital Sound Design

New Position Title

Dakota State University

Agency Employed By

\$51,500.00

Yearly Salary

Gainesville, FL

City, State Moving From

Madison, SD

New Post of Duty (City)

August 2019

Expected Month/Year of Move

00800

Bureau of Human Resources Class Code

August 22, 2019

Employment Date with the State

I hereby request authorization and approval to submit a voucher for reimbursement of actual household moving expenses subject to the limitations established by South Dakota law. I shall attach to said voucher evidence of actual household moving expenses.

The IRS regulation for reporting moving expenses for employee states, "Employer reimbursement of an employee's moving expenses constitutes fringe benefits excludable from the employee's gross income if (1) the amounts would be deductible by the employee if they had directly paid or incurred these expenses, (2) the employee did not deduct the expenses in a prior year, and (3) if the move is 50 miles or more from the employee's former residence.

I certify that I have met the above listed criteria. I understand the reimbursement by the State of South Dakota for payment of the eligible moving expense will not be reported as taxable income to the IRS. While this reimbursement will not be reported as taxable, I acknowledge that ultimately I am responsible for the proper reporting of any tax liability of this reimbursement.

Robert Seaback

Signature of Applicant

May 9, 2019

Date

Authorization

The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best of the Agent's knowledge and belief, the request and authorization for reimbursement of actual household moving expenses are true and correct.

Stacy Krusemark

Name of Authorized Agent

VP Business & Admin Services

Position/ Title of Authorized Agent

[Signature] 5-9-19

Signature of Authorized Agent

Date

Dakota State University

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the
State Board of
Finance on

_____ Date

_____ Signature of Secretary, State Board of Finance

Note: When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor's Office.



REVISED

DATE: May 6, 2019
TO: Robert Seaback
seaback.r@gmail.com
FROM: José-Marie Griffiths, Ph.D.
Dakota State University President
RE: Appointment with the College of Arts & Sciences
Dakota State University

I am pleased to offer you, subject to approval by the Board of Regents, an tenure-track appointment as Assistant Professor in Digital Sound Design and DSU Live Coordinator in the College of Arts & Sciences. The effective date of this appointment is August 22, 2019. New hire and faculty orientation will begin on August 19, 2019 in accordance with the collective bargaining agreement between the South Dakota Board of Regents and the Council of Higher Education (COHE). Annual appointment dates are August 22nd, 2019 through May 21st, 2020. Your salary will be at an annualized rate of \$51,500 for the Digital Sound Design role and \$5,000.00 for the DSU Live Coordinator role for the period of August 22, 2019, to May 21, 2020, and is based on 9 months at 100% time. Contract dates reflect the payroll period which is the 22nd of the month through the 21st of the following month, with deposits issued on the last working day of the month. You will receive your first paycheck for August 22 – September 21 on September 30th. Your supervisor will be Dr. Ben Jones, Dean of the College of Arts & Sciences.

The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The administrative appointment shall commence on August 22, 2019 and shall not extend beyond May 21, 2020. The administrative employment may be renewed for the next fiscal year at the sole pleasure of the Board. If the Board elects to renew an administrative appointment, it may do so under whatever changed or additional terms and conditions it chooses. As with all administrative, professional, CSA, and Faculty employees, you will be evaluated annually. This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

This offer is contingent on approval by the South Dakota Board of Regents, the successful completion of a pending background authorization check and successful receipt of employment authorization paperwork. Should the background report come back with information that would change the contents of this contract, or you are unable to provide employment authorization documents, DSU has the right to take additional action which may include requesting additional information from you or rescinding of the job offer.

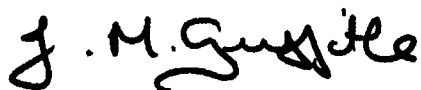
You are required to provide an official transcript for your highest degree within 60 days of accepting this position. The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34. The provisions of this policy are enclosed. Please review the policy, sign where indicated in DocuSign, retaining a copy for your records. In addition to the intellectual properties, also enclosed is a conflict of interest form. Please review the policy, sign where indicated in DocuSign.

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of Dakota State University. Withholding statements (W-4's) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from the Human Resources Office.

As an Assistant Professor, your position is eligible for state benefits. Benefits could include household moving reimbursement allowance of up to 1 month salary as outlined in SDCL 3-9-12 as long as the State's Auditor Office grants approval. Dakota State University will provide up to \$5,722.22 in moving expense reimbursement.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing this letter of acceptance through DocuSign, which offers an electronic, legally binding signature. Also included in the DocuSign envelope that will require information and signature are the Agreement to Assign Intellectual Property, Conflict of Interest and the employee background check authorization forms. DocuSign will route the signed forms to the attention of Human Resources. Please sign the electronic file within 20 days. Be sure to retain a copy for your files if you wish. I look forward to having you continue with the team at Dakota State.

Sincerely,



José-Marie Griffiths, Ph.D.
Dakota State University President

Enclosures

c: HR Office
Dean of the College of Arts & Sciences
Provost Office

I accept the job offer outlined above.



May 7, 2019

Signature of Appointee (Full legal name)

Date