



SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

1550 EAST KING AVENUE | CHAMBERLAIN, SD 57325

April 8, 2019

Dylan Peterson
PO Box 547
Onida, SD 57564

Dear Dylan:

Congratulations on your successful completion of the Wildlife Training Officer Program. By this letter, I am advising that effective April 9, 2019 you will be permanently assigned to the vacant conservation officer duty station in Onida. District Conservation Officer Supervisor Josh Carr will serve as your immediate supervisor. There is no salary adjustment associated with this transfer, your hourly wage will remain ~~\$18.09~~ ^{\$19.09}.

Once you have relocated your residence to Onida, but no later than May 7, 2019, your assigned duty station will become your home station for purposes of travel reimbursement expenses. State rules allow the agency to pay per diem (meals & lodging) up to a maximum of 20 working days during this timeframe from April 9 – May 7, 2019 while you are relocating.

Because we feel it to be important for our conservation officers to form close relationships with citizens in the communities they serve, I strongly encourage you to live within the community designated as your home duty station. We do have an "Employee Living Distance Policy" which states the following:

"Except upon prior authorization from the Wildlife Division Director, conservation officers and other law enforcement staff who are assigned agency vehicles must live within 10 miles of the community designated as their assigned duty station. Officer requests to live more than 10 miles from their assigned duty station or outside of their designated work district will be evaluated to ensure the distance will not interfere with job duties, not affect response time, not hamper public services, and is appropriate considering all factors. The Wildlife Division Director may stipulate the state be reimbursed for use of the assigned vehicle as a condition of approval."

You should have been provided a Household Moving Allowance application, along with copies of the applicable statutes/rules pertaining to moving expenses, via email. If you have not received this please let me know and I will get a copy to you immediately. Please complete this form as soon as possible once your move is complete and submit the forms and supporting documentation to Rachel Comes. She will process your application and gain approval for your move from the Board of Finance at their next regular meeting. Please note that the Board of Finance only meets once a month.





SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

1550 EAST KING AVENUE | CHAMBERLAIN, SD 57325

As per the rules governing moves, you may contact a household moving company and have them move you or you may rent a moving truck or trailer and move your household goods yourself. Please be sure to keep any bills or receipts associated with your move. Finally, the state will reimburse you high rate mileage one time (one way) to move your personal vehicle to your new duty station, so please be sure to include that reimbursement request on your travel reimbursement request.

We are excited to have you permanently assigned to the Onida WCO duty station and welcome you as a new Region 2 employee. If you have any questions, don't hesitate to contact your immediate supervisory staff or me.

Sincerely,

Mark Ohm
Regional Supervisor

cc: Jeff Wilson, Human Resources Manager
Tony Leif, Wildlife Division Director
Andy Alban, Law Enforcement Administrator
Brandon Gust, Law Enforcement Training Supervisor
Steve Rossow, Regional Conservation Officer Supervisor
Josh Carr, District Conservation Officer Supervisor
Rachel Comes, Executive Secretary



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

<p><u>DAVID CAMPBELL</u> Name of Applicant</p> <p><u>\$63,939 (\$3,74 x 2000) / Gregory, SD</u> Yearly Salary City/State Moving From</p> <p><u>66665H</u> Bureau of Human Resources Class Code</p>	<p><u>Sergeant unit</u> New Position Title</p> <p><u>Pierre, SD</u> New Post of Duty (City)</p> <p><u>11/22/11</u> Employment Date with the State</p>	<p><u>SDHP</u> Agency Employed By</p> <p><u>June 2019</u> Expected Month/Year of Move</p>
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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.

David Campbell
Signature of Applicant

5/21/19
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.

Angela Lemieux
Name of Authorized Agent

Angela Lemieux 5/22/19
Signature of Authorized Agent Date

Director of Admin. Services
Position/ Title of Authorized Agent

Dept. of Public Safety
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



SOUTH DAKOTA
DEPARTMENT
OF PUBLIC SAFETY
prevention — protection — enforcement

SOUTH DAKOTA HIGHWAY PATROL

DIVISION HEADQUARTERS
118 West Capitol Avenue · Pierre, South Dakota 57501
Telephone: 605-773-3105 Fax: 605-773-6046
Web: dps.sd.gov/enforcement/highway_patrol/

December 19, 2018

Dave Campbell
202 E 11th St.
Gregory, SD 57533

Dear Dave,

Please accept this letter as “congratulations” and official notice of your promotion to Sergeant. Effective December 24, 2018, you will fill the Sergeant position for the Executive Protection Unit.

Your rate of pay will increase to \$30.74 per hour. You will be eligible for an increase to the base pay for Sergeant after you have been filling the role for 1 year which is December 24, 2019. The increase to base pay will be at the discretion of the Superintendent.

Dave, I am sure you are anxious to begin this new challenge and I am confident that you are prepared for the commitment this supervisory staff position requires. Please feel free to contact me should any questions arise.

Regards,

Colonel Craig Price
SDHP Superintendent

CP:ao

cc: Susan Isaacson, BHR
Mary Walter
Personnel file



Household Moving Allowance State of South Dakota

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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 on the Thursday prior to the Board of Finance meeting. 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

<u>Cathy Dean</u>	<u>O.D. Consultant</u>	<u>BHR</u>
Name of Applicant	New Position Title	Agency Employed By
<u>\$49,000</u>	<u>Pierre, SD</u>	<u>04/2019</u>
Yearly Salary	City, State Moving From	Expected Month/Year of Move
<u>Exempt K</u>		
Bureau of Human Resources Class Code		

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.

<u>Cathy Dean</u>	<u>5/19/2019</u>
Signature of Applicant	Date

Authorization

The undersigned agent hereby certifies that the above 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 my knowledge and belief the request and authorization for reimbursement of actual household moving expenses are true and correct.

<u>Laurie R. Gill</u>	<u>Commissioner</u>
Name of Authorized Agent	Position/ Title of Authorized Agent
<u>Laurie R. Gill 6-11-19</u>	<u>BHR</u>
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.



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>

December 28, 2018

Cathy Dean
6430 Orion Rd
Rochester Hills MN 48306

Dear Ms. Dean,

This letter is to confirm your appointment to the position of Exempt Human Resource Analyst with the Bureau of Human Resources, in Pierre, SD. This position will begin effective January 22, 2019 at \$49,000/annually. You may contact Heather Perry, your immediate supervisor if you have any questions.

Prior to your first day of work, we invite you to take the time to complete the on-line orientation process. Completion of the on-line orientation process is voluntary. 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:
<http://onlineorientation.sd.gov/new.aspx>

You can log into the system using the following ID and password:

Employee ID – IDCD10157

Employee Password – Password

***You will be prompted to set and confirm a new password upon entering the above and selecting, "login".**

***This is a secured system that is user name & password protected.**

NOTE: You can complete this on-line orientation as time permits. You can save the information that you enter as you step through the process. Therefore, if you need to come back to complete the process at a later date or time, you may do so by entering your user ID and password. You may need to disable the pop-up blocker on your computer in order to access the orientation material.

In compliance with the Immigration Reform and Control Act of 1986, the State of South Dakota hires only citizens and nationals of the United States and aliens authorized to work in the United States. Upon reporting to work, you will be required to provide identification and proof of citizenship or authorization to work per the list on the I-9 Form, which you can find on the above website. In addition, please provide us a copy of your social security card for payroll purposes. Direct Deposit is mandatory and you will need to provide a voided check blank to your supervisor.

The Bureau Human Resources has agreed to pay actual moving expenses and will seek approval through the State Board of Finance within the allowable guidelines. Reimbursement of expenses up to one month's salary or based on the rules established by the Board of Finance, is part of this employment offer. Receipts attached must be for eligible expenses.

If you should terminate your employment prior to six months, you would be required to repay the moving allowances. Attached is the household moving expense form. Please sign the form, and return it to:
Lexi Peters, HR Specialist, Bureau of Human Resources, 500 E Capitol Avenue, Pierre SD 57501, for further processing.

Congratulations on your hire and welcome to the Department of Health. If you have any questions, please contact myself or Lexi Peters in the Human Resource office at (605) 773-4918.

Sincerely,

A handwritten signature in cursive script that reads "Susan Isaacson".

Susan Isaacson
Human Resource Manager

Cc: Heather Perry

An Equal Opportunity Employer

Household Moving Allowance State of South Dakota

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State Board of Finance
Office of Secretary of State
Capitol Building 500 E Capitol Ave
Pierre SD 575701 Phone: 605-773-3538

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.

Application

Teresa Phillipson

Name of Applicant

Deputy Superintendent

New Position Title

Veteran's Home

Vet Affairs

Agency Employed By

72,500

Yearly Salary

Galesburg, IL

City, State Moving From

Hot Springs

New Post of Duty (City)

January 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.

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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.

Teresa Phillipson

Signature of Applicant

March 4, 2019

Date

Authorization

I hereby certify that the above stated agency ordered the applicant to move as indicated and that the move will be for the benefit of the State of South Dakota. I further declare that to be best of my knowledge and belief the request and authorization for reimbursement of actual household moving expenses are true and correct.

Greg Whitlock

Name of Authorized Agent

Secretary, SD Dept of Veterans Affairs

Position/ Title of Authorized Agent

[Signature]

Signature of Authorized Agent

Apr 16, 2019

Date

SD Dept of Veterans Affairs

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on _____

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 Office.



South Dakota Department
of Veterans Affairs
Michael J. Fitzmaurice
State Veterans Home
2500 Minnekahta Ave
Hot Springs, SD 57747
Phone 605.745.5127
Fax 605.745.5547

<http://vetaffairs.sd.gov>



January 2, 2019

Teresa Phillipson
156 East Mary Street
Galesburg, IL 61401

Dear Teresa,

This letter is to confirm your acceptance of employment with the South Dakota State Veterans Home. You have been selected to fill the full-time position of Administrator. Your annual salary will be \$72,500.00. Your benefited hire date with the State of South Dakota will be January 28, 2019. This offer is contingent upon completion of a successful UA screening, background check, and personal reference checks.

You will not be eligible to use your accrued annual (vacation) leave during the first six months of employment. Also, please note that your health insurance coverage will not begin until 1 month and 1 day after your hire date.

In order to comply with the Immigration Reform and Control Act of 1986, you will need to provide documents to verify your eligibility to be employed with the State of South Dakota. You will need to submit the required documents to the Human Resource Office for verification of employment eligibility within three days of beginning employment. Failure to present the required documents may result in you not being able to continue your employment. If you currently do not have your Social Security Card, you will need to apply for a replacement card and bring in proof of your application to receive a duplicate Social Security Card. The Social Security Office will give you a letter verifying that you have requested a new card.

As a condition of employment, you will be required to obtain a TB test at the expense of the State Veterans' Home. Also, for your protection, a voluntary hepatitis B vaccine is recommended. It consists of a series of three injections over six months. Both procedures are provided free of charge at our facility. You also must provide a copy of your immunization records, please bring that record with you on your first day of work.

We're excited to have you join the team and we're looking forward to your arrival. You will receive an on-line orientation packet via email from our Human Resource Specialist, Brian Berger. Please complete all required information prior to your arrival. Please let me know if you have any additional questions or concerns.

Sincerely,
Brad Richardson, Superintendent

Accredited Representatives for: American Legion - American Ex-Prisoners of War, Inc. - Blinded Veterans of America - Military Order of Purple Heart - SD Dept. of Veterans Affairs - The Retired Enlisted Association - Veterans of Foreign Wars of the U.S.

Household Moving Allowance State of South Dakota

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500 E Capitol Ave
Pierre SD 57501

Phone: 605-773-3537

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Application

Scott R. Beeler

Name of Applicant

Research Scientist II, EMES, Analytical Chemistry

New Position Title

SD School of Mines & Technology

Agency Employed By

\$67,196.

Yearly Salary

St Louis, MO

City, State Moving From

Rapid City

New Post of Duty (City)

June, 2019

Expected Month/Year of Move

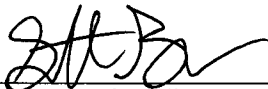
00504

Bureau of Human Resources Class Code

June 3, 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.



Signature of Applicant

06/04/2019

Date

Authorization

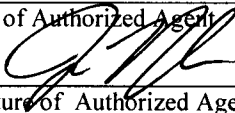
The undersigned agent hereby certifies that the above individual is employed in a full-time position with the above agency, that the agency ordered the applicant to move as indicated, and that the move will be for the benefit of the State of South Dakota. The Agent further declares that, to the best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

James M. Rankin

Name of Authorized Agent

President

Position/ Title of Authorized Agent



Signature of Authorized Agent

6-3-19

Date

SD School of Mines & Technology

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

SOUTH DAKOTA



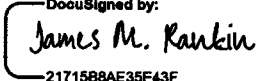
SCHOOL OF MINES
& TECHNOLOGY

OFFICE OF THE PRESIDENT

REVISED

DATE: May 17, 2019

TO: Scott R. Beeler

FROM: James M. Rankin 
President
South Dakota School of Mines and Technology

RE: Appointment with Engineering and Mining Experiment Station,
South Dakota School of Mines & Technology

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Research Scientist II, Engineering and Mining Experiment Station, Analytical Chemistry in Engineering and Mining Experiment Station, ME9813. The effective date of this appointment is June 3, 2019. Annual appointment dates are June 22 through June 21. Your salary is \$67,196.00 based on 12 months at 100% effort. Dr. Edward F. Duke, Professor/Manager of Analytical Services, is your direct supervisor. As with all employees, you will be evaluated annually.

In addition to your base rate, the approximate value of the benefit package you receive is an additional \$18,331 or 27%. The benefit package includes employer contributions for health, life, worker's compensation, unemployment and PEPL insurance, and matching contributions for social security and retirement. Full-time employees earn 120 hours of vacation time each year (15 days). This vacation allowance is accrued at the rate of 10 hours per month based on a full month of service. According to policy, no vacation leave may be used until you have completed six months of employment. You may accumulate up to a total of 240 hours of vacation time. Once this maximum accumulation is reached, accrual of vacation leave ceases until such time as you make use of part or all of the accumulated time. Full-time employees accrue sick leave at the rate of 9.34 hours per month based on a full month of service. There is no maximum accumulation of sick leave.

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 June 3, 2019 and shall not extend beyond June 21, 2019. The administrative employment may be renewed 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.

This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

Your supervisor will review your position description with you when you begin your employment. A written performance and planning review document will be completed by you and your supervisor annually by March 15th.

Scott R. Beeler
May 17, 2019
Page Two

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 and return with this offer memo, retaining a copy for your records.

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 South Dakota School of Mines & Technology. Withholding statement (W-4) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from your Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. BOR requires direct deposit of payroll checks for all employees. Human Resources will schedule a time for you to complete the necessary new employee paperwork. Enclosed you will find a memo with additional information that you will need to bring. You will also find a General Information form to complete and return with this offer memo.

According to current state regulations (SDCL 3-9-12) concerning moving expenses, we are authorized to reimburse you for the cost of moving your household goods up to one month's salary. However, due to budgetary constraints, we are authorized to reimburse you up to \$800 for your moving costs. We are bound by current state regulations concerning moving expenses. No specific allowance is provided for crating and packing, per se. If you should elect to perform the move using U-Haul or similar rental facilities, you can be reimbursed for expenses up to a maximum of one month's salary (original receipts and gas receipts required). Information on moving expense reimbursement and allowable household moving expenses is included for your information. Per Diem expenses (meals, lodging (original receipts required), mileage, airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated and return with this offer memo, retaining a copy for your records.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below. Please return this letter, a signed copy of the enclosed Agreement to Assign Intellectual Property, a signed copy of the Household Moving Allowance form, and the completed General Information form, retaining a copy for your records.

I accept the job offer outlined above.

DocuSigned by:
Scott R. Beeler 5/17/2019 | 3:28:04 PM PDT

230C6157517D48E...
Signature of Appointee & Date Signed

JR:nlf

Enclosures: Intellectual Property Agreement
Household Moving Allowance form and information
General Information form
Information needed to complete payroll paperwork

cc: E Duke
J Puszynski
Human Resources
Budget/Payroll Office

Household Moving Allowance State of South Dakota

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Pierre SD 57501 Phone: 605-773-3537

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Application

Emily M. Berry

Name of Applicant

Assistant Director of the Museum of Geology

New Position Title

SD School of Mines & Technology

Agency Employed By

\$45,529.40

Yearly Salary

Kyle, SD

City, State Moving From

Rapid City

New Post of Duty (City)

May, 2019

Expected Month/Year of Move

00346

Bureau of Human Resources Class Code

May 28, 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.

DocuSigned by:

Emily M. Berry

Signature of Applicant

5/10/2019 | 2:33:17 PM PDT

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.

James M. Rankin

Name of Authorized Agent

President

Position/ Title of Authorized Agent

DocuSigned by:

James M. Rankin

Signature of Authorized Agent

5/10/2019 | 3:00:41 PM MDT

Date

South Dakota School of Mines & Technology

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

SOUTH DAKOTA



SCHOOL OF MINES
& TECHNOLOGY

OFFICE OF THE PRESIDENT

DATE: May 9, 2019

TO: Emily M. Berry

FROM: James M. Rankin
President
South Dakota School of Mines and Technology

DocuSigned by:
James M. Rankin
21715B8AE35E43F...

RE: Appointment with Museum of Geology,
South Dakota School of Mines & Technology

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Director of the Museum of Geology in the Museum of Geology, ME9752. The effective date of this appointment is May 28, 2019. Annual appointment dates are June 22 through June 21. Your salary is \$45,529.40 based on 12 months at 100% effort. Dr. Laurie C. Anderson, Department Head/Professor/Director Museum of Geology, is your direct supervisor. As with all employees, you will be evaluated annually.

In addition to your base rate, the approximate value of the benefit package you receive is an additional \$15,321 or 34%. The benefit package includes employer contributions for health, life, worker's compensation, unemployment and PEPL insurance, and matching contributions for social security and retirement. Full-time employees earn 120 hours of vacation time each year (15 days). This vacation allowance is accrued at the rate of 10 hours per month based on a full month of service. According to policy, no vacation leave may be used until you have completed six months of employment. You may accumulate up to a total of 240 hours of vacation time. Once this maximum accumulation is reached, accrual of vacation leave ceases until such time as you make use of part or all of the accumulated time. Full-time employees accrue sick leave at the rate of 9.34 hours per month based on a full month of service. There is no maximum accumulation of sick leave.

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 May 28, 2019 and shall not extend beyond June 21, 2019. The administrative employment may be renewed 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.

This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime.

Your supervisor will review your position description with you when you begin your employment. A written performance and planning review document will be completed by you and your supervisor annually by March 15th.

Emily M. Berry
May 9, 2019
Page Two

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 and return with this offer memo, retaining a copy for your records.

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 South Dakota School of Mines & Technology. Withholding statement (W-4) and proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws (I-9) are available from your Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. BOR requires direct deposit of payroll checks for all employees. Human Resources will schedule a time for you to complete the necessary new employee paperwork. Enclosed you will find a memo with additional information that you will need to bring. You will also find a General Information form to complete and return with this offer memo.

According to current state regulations (SDCL 3-9-12) concerning moving expenses, we are authorized to reimburse you for the cost of moving your household goods up to one month's salary. No specific allowance is provided for crating and packing, per se. If you should elect to perform the move using U-Haul or similar rental facilities, you can be reimbursed for expenses up to a maximum of one month's salary (original receipts and gas receipts required). Information on moving expense reimbursement and allowable household moving expenses is included for your information. Per Diem expenses (meals, lodging (original receipts required), mileage, airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated and return with this offer memo, retaining a copy for your records.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below. Please return this letter, a signed copy of the enclosed Agreement to Assign Intellectual Property, a signed copy of the Household Moving Allowance form, and the completed General Information form, retaining a copy for your records.

I accept the job offer outlined above.

DocuSigned by:
Emily M. Berry 5/10/2019 | 2:33:17 PM PDT
C488D21C5B9545E...

Signature of Appointee & Date Signed

JR:nlf

Enclosures: Intellectual Property Agreement
Household Moving Allowance form and information
General Information form
Information needed to complete payroll paperwork

cc: L Anderson
Provost Office
Human Resources
Budget/Payroll Office