State Board of Finance
Meeting Agenda

Tuesday, June 16, 2020 Call in information: 1-312-626-6799
2:00 p.m. Meeting ID: 897 4290 8240
Password: 286805

A) Call to order
B) Approve monthly meeting agenda
C) Approve minutes from the meeting on May 19, 2020
D) State Transfers
   • Department of Game, Fish, and Parks
     o Trevor Michael Johnson
     o Jason Tonsfeldt
   E) Professional Recruitment
      • South Dakota State University
        o Chun-Ming (Jimmy) Lin
        o Tamer Sharaf El Din
      • University of South Dakota
        o Caleb Christensen
        o Aubrey Jones
        o Cassie Kay Hoppas
        o Xu “Steven” Wu
      • Dakota State University
        o Erik Pederson
        o Bhaskar Prasad Rimal
        o Matthew Ingram
        o Peter Britton
      • Department of Game, Fish, and Parks
        o Faren R. Wolter
      • Black Hills State University
        o John David Allred
      • South Dakota School of Mines & Technology
        o Brett Carlson
        o Ilke Celik
        o Nathaniel Fox
        o Robert Hall
        o Tugba Ozdemir
        o Tula Paudel
        o Gleb Sinev
        o Neil Steinburg
        o Bryce Tellmann
        o Jingbo Wang
        o Weibing Xing
      • Bureau of Information & Telecommunications
        o Aaron Caveny

NOTE: This meeting is being held in a physically accessible place. Individuals needing assistance, Pursuant to the Americans with Disabilities Act, should contact the Secretary of State’s Office at (605) 773.3537 in advance of the meeting to make any necessary arrangements.
• Department of Tourism
  o Sarah Carlson

F) Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2
  • Department of Game, Fish, and Parks
    o Collaborative partnership meeting with SDSU and Department of Game, Fish, and Parks held on October 29, 2019 in Pierre.

G) Debt Write Off Requests
  • Department of Transportation is requesting five debt write offs totaling $2,711.27.

H) Public Comment

I) Adjournment
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 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

Name of Applicant: Michael Johnson

Yearly Salary: $46,913 (19.16%) Huron, SD

City, State Moving From: Huron, SD

Conservation Officer: SD GFP

New Position Title: Flandreau, SD

Agency Employed By: December 2019

New Post of Duty (City): Expected Month/Year of Move:

12/24/2019

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.

Signature of Applicant: 

Date: 4/25/2020

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.

Name of Authorized Agent: Kelly R. Hepler

Position/Title of Authorized Agent: Cabinet Secretary

Agency of Authorized Agent: Game, Fish & Parks

Signature of Authorized Agent: 

Date: 

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.
Date: October 21, 2019

Trevor Johnson
Wildlife Conservation Officer
Huron, SD 57350

Dear Trevor,

By this letter, I am advising you that you have been selected to fill the Conservation Officer Position in Flandreau, SD. As you are aware, we are asking to you remain in the Huron duty station to finish out the fall. Your official start date for Flandreau will be December 24, 2019.

Your salary will remain $19.67 per hour and I will serve as your District Conservation Officer Supervisor.

As we discussed, housing will be within Moody County or Dell Rapids area. Once you find a location, please update me and forward me your new address. You will be eligible to use moving allowance.

If you have any questions, Trevor, don’t hesitate to contact me or RCOS Roe. Congratulations and best wishes in your new duty station.

Respectfully,

Jeremy Rakowicz

District Conservation Officer Supervisor

CC: Jeremy Roe, Regional Conservation Officer Supervisor
    Tom Kirschenmann, Division Director
    Jeff Wilson, Human Resources Manager
    Emmett Keyser, Regional Supervisor
    Brandon Gust, Law Enforcement Training Supervisor
Household Moving Allowance
State of South Dakota

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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.

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Application

Jason Tonsfeldt
Name of Applicant

44,387 Lake City
Yearly Salary City, State Moving From
90521

Bureau of Human Resources Class Code

Parks
Agency Employed By

New Position Title

Parks
Lake City
New Post of Duty (City)

04/2020
Expected Month/Year of Move

05/09/2020
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.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency’s finance officer for options.

Jason Tonsfeldt
Signature of Applicant

04/20/2020
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.

Kelly R. Hepler
Name of Authorized Agent

4/8/20
Signature of Authorized Agent

Cabinet Secretary
Position/Title of Authorized Agent

GFP
Agency of Authorized Agent

Approval by State Board of Finance

Date
Signature of Secretary, State Board of Finance

Household Moving Allowance 20191015
April 8, 2020

Jason Tonfeldt
11907 484th Avenue
Lake City, SD 57247

Dear Jason:

As you have discussed with Willy Collignon, I have approved a reorganization of the District and the location of the District Park Supervisor’s office. With the Department's recent purchase and planned operation of Roy Lake Resort, we have increased the operational demand upon the current Roy Lake State Park staff. This addition has created the need for two new permanent staff to be located at Roy Lake State Park: an Assistant Manager and Building Maintenance Specialist. This growth in operation has made it evident that Roy Lake State Park needs to be the District Headquarters with the District Supervisor present at the park to assure operations are cared for properly and chain of communication and command are made clearer.

For these reasons, I am changing your residence from the Roy Lake State Park to the residence at Fort Sisseton effective June 1, 2020. You will still report for work in the Roy Lake Office. Your duties will remain as currently assigned and Lori Skadsen will remain as your supervisor.

You will be allowed up to 30 days (May 31, 2020) from the date of assignment (May 1, 2020) to relocate to the Fort Sisseton residence. Roy Lake State Park will remain your home duty station for purposes of per diem and lodging.

Commensurate with this assignment, the department will pay for moving expenses associated with your personal household items associated with the transfer to the Fort Sisseton residence as allowed by the following two state rules (a copy of the entire rules for moving expenses is enclosed).

3-9-9. Household moving allowance--Persons entitled. The provisions of any other statutes notwithstanding, all full-time officers and employees, except elected constitutional officers of the State of South Dakota, may receive a household moving allowance as provided by this section. Paygrade F

If a full-time officer or employee has been continuously employed by the state for a period of not less than six months and is ordered by the department, institution, board, commission, or other state agency to move from a headquarter duty station in South Dakota to another headquarter duty station in South Dakota, and if such transfer is made at the request and for the benefit of the State of South Dakota, the officer or employee shall be reimbursed for household moving expenses incurred, as approved by the Board of Finance.

6:01:07:02. Reimbursement limits for a private carrier. Except for professional recruitment moves which are limited by SDCL 3-9-12 to one month’s salary of the recruited employee, reimbursement for allowable moving expenses incurred through a private carrier may not exceed the
cost of moving 11,000 pounds by a for hire carrier. The employee shall document the moving expenses before reimbursement is made.

5:01:07:05. Allowable travel pay in addition to moving expenses. In addition to the moving expenses allowed by §§ 5:01:07:03 and 5:01:07:04, each state employee is eligible for mileage and per diem allowance for travel from the old post of duty to the new post of duty. Any newly hired professional employee may receive an allowance for travel expenses as provided by § 5:01:07:11.

Prior to moving, please provide us with three bids for moving your personal items for the allowable amounts listed in ARSD 5:01:07:02. Willy will work with you on choosing one of the three bids to complete moving your personal items from Roy Lake State Park to Fort Sisseton.

If you have any questions, please contact Willy Collignon at (605)882-5200 or Jeff Wilson at (605)773-6946.

Sincerely,

Scott Simpson, Director
Division of Parks and Recreation

CC: Jeff Wilson, Human Resources Manager, SD Bureau of Personnel
Willy Collignon, Regional Parks Supervisor Division of Parks & Recreation
Household Moving Allowance
State of South Dakota

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Application

<table>
<thead>
<tr>
<th>CHUN-MING (JIMMY) LIN</th>
<th>PATHOLOGIST</th>
<th>VET SCIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Applicant</td>
<td>New Position Title</td>
<td>Agency Employed By</td>
</tr>
<tr>
<td>103,863</td>
<td>GRAFTON, MA</td>
<td>BROOKINGS, SD</td>
</tr>
<tr>
<td>Yearly Salary</td>
<td>City, State Moving From</td>
<td>New Post of Duty (City)</td>
</tr>
<tr>
<td>05/03</td>
<td></td>
<td>07/22/2020</td>
</tr>
</tbody>
</table>

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 income, I am responsible for the proper reporting of any tax liability of this reimbursement.

[Chun-Ming Lin]
Signature of Applicant
5/13/2020 | 15:59 PDT

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.

Jane Hennings
Name of Authorized Agent
5/14/2020 | 09:08 CDT
Signature of Authorized Agent

DEPARTMENT HEAD
Position/Title of Authorized Agent

DEPARTMENT OF VETERINARY & BIOMEDICAL SCIENCE
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.
DATE: May 12, 2020
TO: Dr. Chun-Ming Lin
FROM: Jane Christopher-Hennings, DVM, MS
Head, Department of Veterinary & Biomedical Science /Director, ADRDL
South Dakota State University
RE: Appointment with the Department of Veterinary & Biomedical Science
South Dakota State University

On behalf of the South Dakota State University, I am very pleased to offer you, subject to approval by the
President, an appointment as Assistant Professor of the Department of Veterinary & Biomedical Science in the
College of Agriculture, Food, & Environmental Sciences. This is a 12-month, 100%-time tenure-track position.
This appointment and rank is also contingent on support and approval of the College Tenure & Promotion
Committee, University Tenure & Promotion Committee, the South Dakota Board of Regents’ Chief Academic
Officer, and the South Dakota Board of Regents. The effective date of this appointment is 07/22/2020. Annual
appointment dates are June 22nd to June 21st. Dr. Jane Christopher-Hennings will be your direct supervisor. As
with all employees, you will be evaluated annually.

You total annual salary is $103,863 based on 12-months of work at 100% time. This salary is comprised of a
faculty salary of $103,863 based on the 12-month faculty rate.

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

This offer is contingent on verifying credentials and other information required by law and/or university policies,
including but not limited to a criminal background check, as well as your delivery to Human Resources of an
official transcript for your highest degree within 30 days of accepting this position. Withholding statements (W-
4’s) and United States employment eligibility verification documents (I-9) are available from the Payroll Office.

Your portion of these forms must be completed on or before your first day of employment. The Board of Regents
requires direct deposit of payroll checks for all employees.

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 State
University. The terms of appointment include a continuing nondisclosure obligation relating to personally
identifiable information, access codes, and proprietary information made accessible to you in the course of your
employment with the university that survives this appointment.

Rev. 04/13/2020
In accordance with Board of Regents Policy 4:34, the Board manages employee-created intellectual property. The provisions of this policy are enclosed. Also enclosed is a Conflict of Interest form that must be completed pursuant to Board of Regents Policy 4:35. Please review the policies and forms, sign the forms where provided and return the forms fully executed with this offer memo.

As an Assistant Professor, your position is eligible for state benefits to include household moving allowance of up to 1-month salary as outlined in SDCL 3-9-12. A Household Moving Allowance form and instructions have been enclosed.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing and dating below and returning this memo. Expectations of Employment Document, a signed copy of the enclosed Agreement to Assign Intellectual Property, and a signed copy of the Conflict of Interest Form to my attention no later than June 22, 2020, retaining a copy for your records.

Sincerely,

Jane Christopher-Hennings

I accept the job offer outlined above.

Signature of Appointee

cc: Supervisor, Dr. Jane Christopher-Hennings
    Human Resources
    Provost and Vice President of Academic Affairs, Dr. Dennis Hedge

Encl: Expectations of Employment Document
      Intellectual Property Policy & Intellectual Property Form
      Conflict of Interest Policy and Form
      Household Moving Allowance Form & Instructions
Household Moving Allowance
State of South Dakota

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Pierre SD 57501 Phone: 605-773-3537

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Application

TAMER SHARAF EL DIN
Name of Applicant

$103,863
Yearly Salary

SAINT PAUL, MN
City, State Moving From

BROOKINGS, SD
New Post of Duty (City)

06/01/2020
Expected Month/Year of Move

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

TAMER SHARAF EL DIN
Signature of Applicant

5/13/2020 07:21 PDT
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.

Jane Hennings
Name of Authorized Agent

5/13/2020 09:35 CDT
Date

DEPARTMENT HEAD
Position/Title of Authorized Agent

DEPARTMENT OF VETERINARY & BIOMEDICAL SCIENCE
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.
DATE: April 24, 2020

TO: Dr. Tamer Sharaf El Din

FROM: Jane Christopher-Hennings, DVM, MS
Head, Veterinary and Biomedical Sciences Dept/Director, ADRDL
South Dakota State University

RF: Appointment with the Veterinary and Biomedical Sciences Department/Animal Disease Research and Diagnostic Laboratory, South Dakota State University

I am pleased to offer you, subject to approval by the President, an appointment as Assistant Professor. The effective date of this appointment is 06/01/2020. Annual appointment dates are June 22nd to June 21st. Your salary is $103,863 based on 12-months at 100%. Dr. Jane Christopher-Hennings will be your direct supervisor. As with all 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.

You are required to provide an official transcript for your highest degree within 30 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 and return with this offer memo, 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 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 State University. This offer is contingent on the university’s verification of credentials and other information required by law and/or university policies, including but not limited to a criminal background check. 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 your Payroll 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.
As an Assistant Professor, your position is eligible for state benefits to include household moving allowance of up to 1-month salary as outlined in SDCL 3-9-12.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter, a signed copy of the enclosed agreement to assign Intellectual Property, and the Conflict of Interest Form to my attention no later than May 8, 2020, retaining a copy for your records.

Sincerely,

Jane Christopher-Hennings

[Signature]

4/25/2020 | 11:38 CDT
Date

I accept the job offer outlined above.

[Signature]

4/24/2020 | 09:59 CDT
Date

cc: Supervisor
    Human Resources

Encl: Intellectual Property Policy
      Intellectual Property Form
      Conflict of Interest Form
      Expectations of Employment Document
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.

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Application

Caleb Christensen
Name of Applicant

36,000 Vermillion, SD
Yearly Salary City, State Moving From

00346
Bureau of Human Resources Class Code

USD Athletics
Aast Director of Sports Information Agency Employed By
New Position Title Vermillion, SD
New Post of Duty (City) Jan 2020
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.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency’s finance officer for options.

Caleb Christensen
Signature of Applicant

3/3/2020
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.

Emery Wasley
Name of Authorized Agent

Assistant Vice President, HR
Position/Title of Authorized Agent

University of South Dakota
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

Household Moving Allowance 201901015
DATE: December 23, 2019

TO: Caleb Christensen

FROM: David Herbster, Athletic Director, Intercollegiate Athletics

SUBJECT: Appointment with the University of South Dakota

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Director of Sports Information. The effective date of this appointment is January 2, 2020. Your salary will be at an annualized rate of $36,000. This offer of employment is contingent on the favorable results of a background check. As with all administrative employees, you will be evaluated annually.

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.

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 letter, retaining a copy for your records. In addition to the intellectual properties, I have also included a conflict of interest and an employee information form, please complete these forms (retaining a copy for your records) and return with this letter.

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 the University. Withholding statements (W-4’s) are available in your benefit packet and should be completed, signed and returned to the Payroll Office prior to receiving your first paycheck. You will be expected to provide proof of identity and eligibility to work in the United States, pursuant to the Immigration Reform laws. Your supervisor or HR office will have an I-9 Form that will be used for this purpose. Your portion of that form must be completed on your first day of employment. The Board of Regents requires direct deposit of payroll checks for all employees. As the Assistant for Marketing and Promotions, your position is eligible for state benefits to include household moving allowance of up to 1/12 of your annualized salary as outlined in SDCL 3-9-12. The University of South Dakota will provide up to $1,000 in moving expenses.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter and a signed copy of the enclosed agreement to assign Intellectual Property, Conflict of Interest and the employee information form to the attention of:
Jeannette Hubert  
University of South Dakota  
Sanford Coyote Sports Center 304V  
414 E Clark  
Vermillion, SD 57069  

Please retain a copy of these documents for your files.  

David Herbst  
Encs.  

I accept the job offer outlined above.  

Calib Christensen  
Signature  

1/2/20  
Date.
Household Moving Allowance
State of South Dakota

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Pierre SD 57501
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Application

Aubrey Jones
Name of Applicant

74,500
Yearly Salary

Knoxville, TN
City, State Moving From

Assistant Professor
New Position Title

USD
Agency Employed By

Sioux Falls
New Post of Duty (City)

July 2020
Expected Month/Year of Move

08/2020
Employment Date with the State

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.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency's finance officer for options.

Signature of Applicant

Date

4/19/2020

Authorization

Emery Wasley
Name of Authorized Agent

Assistant Vice President, HR
Position/Title of Authorized Agent

University of South Dakota
Agency of Authorized Agent

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.

Signature of Authorized Agent

Date

4/15/20

Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance
DATE: January 22, 2020

TO: Aubrey E. Jones

FROM: Francis Zavadil, Chair, Addiction Counseling & Prevention/Social Work

RE: Appointment with Social Work, University of South Dakota

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor in the Department of Social Work. The effective date of this appointment is August 22, 2020. Annual appointment dates are August 22nd through May 21st. Your annual salary is $74,500 based on 9 months at 100% time. I will serve as your direct supervisor. Dr. Kelly Bass serves as the Program Director for the Masters of Social Work, where your primary teaching load will be. As with all employees, you will be evaluated annually. This offer is contingent on the favorable results of a background check.

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

You are required to provide an official transcript for your highest degree within 30 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 and return with this offer memo, 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 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 the University of South Dakota. 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 your Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. The Board of Regents requires direct deposit of payroll checks for all employees.

Your position is eligible for state benefits to include household moving allowance of up to 1 month salary as outlined in SDCL 3-9-12. The University of South Dakota will provide up to $8278.00 in moving expenses. Reimbursed moving expenses are considered taxable income.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by electronically signing and returning this letter and the attached documents no later than January 31, 2020.
I accept the job offer outlined above.

[Signature of Appointee]  
1/29/2020

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:
☐ 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

Cassie Kay Hoppas  
Name of Applicant

45,000  
Yearly Salary

Olath, KS  
City, State Moving From

00800  
Bureau of Human Resources Class Code

Visiting Assistant Professor  
New Position Title

USD  
Agency Employed By

Design  
New Position Designation

Vermillion  
New Post of Duty (City)

August 2020  
Expected Month/Year of Move

8/22/2020  
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.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency’s finance officer for options.

Cassie Kay Hoppas  
Signature of Applicant

5/25/2020  
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.

Emery Wasley  
Name of Authorized Agent

6/2/20  
Signature of Authorized Agent

Assistant Vice President, HR  
Position/Title of Authorized Agent

University of South Dakota  
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

Household Moving Allowance 20191013
DATE: 5/6/2020

TO: Cassie Hoppas

FROM: Bruce Kelley, Dean, College of Fine Arts, University of South Dakota

RE: Appointment with the Theatre Department, University of South Dakota

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Visiting Assistant Professor of Costume Design in the Theatre Department. The effective date of this appointment is 8/22/2020. Annual appointment dates are August 22nd to May 21st. Your annual salary is $45,000 based on 9 months at 100% time. Raimondo Genna is your direct supervisor. As with all employees, you will be evaluated annually. This offer is contingent on the favorable results of a background check.

Your work reporting date is August 17th, 2020. Your work release date is May 14th, 2021. In the event the University has to modify the method of course delivery and/or adjust the academic calendar for fall semester due to the COVID-19 pandemic, the University reserves the right to modify the reporting dates of this appointment. If such modification is necessary, the University will provide notice at least 30 days prior to the current report date or new report date, whichever is earlier, and additional compensation and/or contract working days will be added to total compensation at the same salary rate as set forth in the current appointment. Reporting dates for international employees are dependent on work authorization.

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

You are required to provide an official transcript for your highest degree within 30 days of accepting this position. Please send your official transcript to the College of Fine Arts. 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 and sign electronically where indicated. In addition, you will receive a conflict of interest form via email. When you receive it, please review and sign where indicated.

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 the University of South Dakota. 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 your Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. The Board of Regents requires direct deposit of payroll checks for all employees.

Your position is eligible for state benefits to include household moving allowance of up to 1 month salary as outlined in SDCL 3-9-12. The University of South Dakota will provide up to $2,000 in moving expenses. Reimbursed moving expenses are considered taxable income.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by electronically signing this offer, and the accompanying documents, by 5/8/2020.

I accept the job offer outlined above.

[Signature of Appointee]

5/6/2020

Date
Encs: Personal Data Sheet
I-9 (Employment Eligibility Verification)
W-4
Direct Deposit Form
Intellectual Property Policy

cc: Kurt Hackemer, Provost
Raimondo Genna, Supervisor
Ashley Hobza, Human Resources
Monica Tiahrt, Department payroll representative
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 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

Xu 'Steven' Wu
Name of Applicant

$67,000
Yearly Salary

Grand Forks, ND
City, State Moving From

08/2020
Bureau of Human Resources Class Code

Assistant Professor
New Position Title

Vermillion
New Post of Duty (City)

August 22, 2020
Employment Date with the State

University of South Dakota
Agency Employed By

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.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency's finance officer for options.

[Signature]
Signature of Applicant

5/20/2020
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.

Emery Wasley
Name of Authorized Agent

[Signature]
Signature of Authorized Agent

6/1/20
Date

Assistant Vice President, HR
Position/Title of Authorized Agent

University of South Dakota
Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on

[Signature]
Signature of Secretary, State Board of Finance

Household Moving Allowance 20191013
MEMORANDUM

DATE: December 30, 2019
TO: Xu Steven Wu
FROM: Michael Kruger, Dean
RE: Appointment with the Department of Chemistry, College of Arts and Sciences

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor in the Department of Chemistry at the University of South Dakota (USD). The effective date of this appointment is August 22, 2020. Annual appointment dates are August 22nd through May 21st. Your salary is $67,000 based on nine months at 100% time. Andrew Sykes, Chair, USD Chemistry is your direct supervisor. As with all employees, you will be evaluated annually. This offer is contingent on the favorable results of a background check.

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

You are required to provide an official transcript for your highest degree within 30 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 and return with this offer memo, retaining a copy for your records. In addition to the intellectual properties form, also enclosed is a conflict of interest form. 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 the University of South Dakota. 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 your Human Resources Office. Your portion of these forms must be completed on or before your first day of employment. The Board of Regents requires direct deposit of payroll checks for all employees.

As an Assistant Professor, your position is eligible for state benefits. Your position is eligible for state benefits to include household moving allowance of up to 1 month salary as outlined in SDCL 3-9-12. The University of South Dakota will provide up to $2,500 in moving expenses. Reimbursed moving expenses are considered taxable income. Once paid, Payroll will be contacting you regarding any options available to you with regards to the deduction.
If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter and a signed copy of the enclosed agreement to assign Intellectual Property and Conflict of Interest Form no later than January 6, 2020, retaining a copy for your records. Please email the signed scanned documents, followed by paper copies, to:

Katherine Price, Program Assistant
Office of the Dean
University of South Dakota
414 E. Clark Street
Vermillion, SD 57069
Katherine.Price@usd.edu

Encs: Intellectual Property Policy
Intellectual Property Form
Conflict of Interest Form
Employee Personal Data Sheet

cc: Dr. Andrew Sykes, Chair, Department of Chemistry
    Mr. Nathan Gotto, Human Resources Representative

I accept the job offer outlined above.

[Signature of Appointee]  1/2/2020  [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:
☐ 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 proof 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

Erik Pederson
Name of Applicant
$61,000.00 Sun Prairie, WI
Yearly Salary City, State Moving From
00800
Bureau of Human Resources Class Code

Assistant Professor of Computer Game Design
DSU
New Position Title
New Post of Duty (City)
August 22, 2020
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.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency’s finance officer for options.

Erik Pederson
Signature of Applicant
June 1, 2020
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

Signature of Authorized Agent
Date

VP for Business & Admin Services
DSU
Position/Title of Authorized Agent
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

Household Moving Allowance 20191015
MEMORANDUM

DATE: May 15, 2020

TO: Erik Pederson  
epederson9@gmail.com

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

RE: Appointment with the Beacom College of Computer and Cyber Sciences  
Dakota State University

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor of Computer Game Design in the Beacom College of Computer and Cyber Sciences. The effective date of this appointment is August 22, 2020. New hire and faculty orientation will begin on August 17, 2020. Annual appointment dates are August 22nd, 2020 through May 21st, 2021. Your salary will be at an annualized rate of $61,000.00 for the period of August 22, 2020, to May 21, 2021, 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. Patrick Engebretson, Dean of the Beacom College of Computer and Cyber Sciences. DSU will work with the Information Technology Services department to have an e-mail account and access to software programs to create course work upon completion of this signed contract. DSU does not expect nor will provide additional compensation for any preparation course work completed prior to August 22, 2020.

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, 2020 and shall not extend beyond May 21, 2021. 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. You will work with the Human Resources Office to provide the transcripts necessary. 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 link to an online conflict of interest form. Please review the policy and follow the steps necessary to complete your annual conflict of interest statement.
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 will 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 $6,777.00 in moving expense reimbursement.

As you know, we are facing many unknowns about the 2020-2021 academic year due to the current COVID-19 pandemic. My greatest hope is that we can resume our on-campus residential program in the fall of 2020, following the recommended best health practices around the COVID-19 pandemic. However, Dakota State University leadership and the Board of Regents will be developing contingency plans for the fall semester in the case we cannot safely resume on campus programs as scheduled. Those contingency plans may include plans for an earlier or later start in the fall, and the potential for continued remote learning for some, or all programs. Without knowing which plan will ultimately materialize it’s impossible to know what report date(s) might be necessary and appropriate. As an example, if the decision is to continue remote delivery for some or all of the courses in the fall of 2020, there may be a need for an earlier report date for some to allow for the preparation and submission of the necessary curriculum and course materials to adjust for remote delivery.

Due to these uncertainties, you will note in your contract that there is a reference to the right to modify reporting dates of the attached contract to accommodate any changes to the academic calendar resulting from COVID-19. The alternative option was to refrain from issuing contracts until the way forward for fall 2020 was known, but we thought that would result in even more consternation and uncertainty. Our principal focus remains sustaining the health and safety of our community and supporting the success of our students, and we trust you can appreciate the fluidity of the situation and need for flexibility at present.

Thank you for your patience in this challenging time. Our goal is to have a plan in place that will give everyone enough time to conduct a careful and well-thought-out implementation. I look forward to working with you in the upcoming year.

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, and Conflict of Interest. 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 Beacom College of Computer and Cyber Sciences
    Provost Office

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 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

Bhaskar Prasad Rimal                                  Assistant Professor of Computer & Cyber Sciences
Name of Applicant                                      DSU
$85,000.00                                              New Position Title
Nashville, TN                                          Madison, SD
Yearly Salary                                          New Post of Duty (City)
00900                                                  August 22, 2020
City, State Moving From                                 Employment Date with the State
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.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency’s finance officer for options.

Bhaskar Prasad Rimal
Signature of Applicant
May 14, 2020
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 for Business & Admin Services
Name of Authorized Agent                           Position/Title of Authorized Agent
DSU                                                DSU
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
MEMORANDUM

DATE: April 28, 2020

TO: Bhaskar Prasad Rimal
    bhaskar.rimal@ieee.org

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

RE: Appointment with the Beacom College of Computer and Cyber Sciences
      Dakota State University

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor of Computer and Cyber Sciences in the Beacom College of Computer and Cyber Sciences. The effective date of this appointment is August 22, 2020. New hire and faculty orientation will begin on August 17, 2020. Annual appointment dates are August 22nd, 2020 through May 21st, 2021. Your salary will be at an annualized rate of $85,000.00 for the period of August 22, 2020, to May 21, 2021, 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. Patrick Engebretson, Dean of the Beacom College of Computer and Cyber Sciences. DSU will work with the Information Technology Services department to have an e-mail account and access to software programs to create course work upon completion of this signed contract. DSU does not expect nor will provide additional compensation for any preparation course work completed prior to August 22, 2020.

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, 2020 and shall not extend beyond May 21, 2021. 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. You will work with the Human Resources Office to provide the transcripts necessary. 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 link to an online conflict of interest form. Please review the policy and follow the steps necessary to complete your annual conflict of interest statement.
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 will 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 $9,000.00 in moving expense reimbursement.

As you know, we are facing many unknowns about the 2020-2021 academic year due to the current COVID-19 pandemic. My greatest hope is that we can resume our on-campus residential program in the fall of 2020, following the recommended best health practices around the COVID-19 pandemic. However, Dakota State University leadership and the Board of Regents will be developing contingency plans for the fall semester in the case we cannot safely resume on campus programs as scheduled. Those contingency plans may include plans for an earlier or later start in the fall, and the potential for continued remote learning for some, or all programs. Without knowing which plan will ultimately materialize it’s impossible to know what report date(s) might be necessary and appropriate. As an example, if the decision is to continue remote delivery for some or all of the courses in the fall of 2020, there may be a need for an earlier report date for some to allow for the preparation and submission of the necessary curriculum and course materials to adjust for remote delivery.

Due to these uncertainties, you will note in your contract that there is a reference to the right to modify reporting dates of the attached contract to accommodate any changes to the academic calendar resulting from COVID-19. The alternative option was to refrain from issuing contracts until the way forward for fall 2020 was known, but we thought that would result in even more consternation and uncertainty. Our principal focus remains sustaining the health and safety of our community and supporting the success of our students, and we trust you can appreciate the fluidity of the situation and need for flexibility at present.

Thank you for your patience in this challenging time. Our goal is to have a plan in place that will give everyone enough time to conduct a careful and well-thought-out implementation. I look forward to working with you in the upcoming year.

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, and Conflict of Interest. 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 at Dakota State in this new role.

Sincerely,

[Signature]

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

Enclosures
c: HR Office
   Dean of the Beacom College of Computer and Cyber Sciences
   Provost Office

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:
□ 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

Matthew Ingram
Name of Applicant

$55,760.00 Hattiesburg, MS
Yearly Salary City, State Moving From
00600

Bureau of Human Resources Class Code

Assistant Professor of Communications

New Position Title

Madison, SD

New Post of Duty (City)

August 22, 2020

Employment Date with the State

DSU
Agency Employed By
August 2020
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.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency's finance officer for options.

Matthew Bruce Ingram
Signature of Applicant

May 12, 2020

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 for Business & Admin Services
Position/ Title of Authorized Agent

DSU
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

Household Moving Allowance 20191015
MEMORANDUM

DATE: April 28, 2020

TO: Matthew Ingram
    matthew.ingram@usm.edu

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 appointment as Assistant Professor of Communications in the College of Arts & Sciences. The effective date of this appointment is August 22, 2020. New hire and faculty orientation will begin on August 17, 2020. Annual appointment dates are August 22nd, 2020 through May 21st, 2021. Your salary will be at an annualized rate of $55,760.00 for the period of August 22, 2020, to May 21, 2021, 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. David Kenley, Dean of the College of Arts & Sciences. DSU will work with the Information Technology Services department to have an e-mail account and access to software programs to create course work upon completion of this signed contract. DSU does not expect nor will provide additional compensation for any preparation course work completed prior to August 22, 2020.

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, 2020 and shall not extend beyond May 21, 2021. 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. You will work with the Human Resources Office to provide the transcripts necessary. 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 link to an online conflict of interest form. Please review the policy and follow the steps necessary to complete your annual conflict of interest statement.
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 will 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 $6,195.00 in moving expense reimbursement.

As you know, we are facing many unknowns about the 2020-2021 academic year due to the current COVID-19 pandemic. My greatest hope is that we can resume our on-campus residential program in the fall of 2020, following the recommended best health practices around the COVID-19 pandemic. However, Dakota State University leadership and the Board of Regents will be developing contingency plans for the fall semester in the case we cannot safely resume on campus programs as scheduled. Those contingency plans may include plans for an earlier or later start in the fall, and the potential for continued remote learning for some, or all programs. Without knowing which plan will ultimately materialize it’s impossible to know what report date(s) might be necessary and appropriate. As an example, if the decision is to continue remote delivery for some or all of the courses in the fall of 2020, there may be a need for an earlier report date for some to allow for the preparation and submission of the necessary curriculum and course materials to adjust for remote delivery.

Due to these uncertainties, you will note in your contract that there is a reference to the right to modify reporting dates of the attached contract to accommodate any changes to the academic calendar resulting from COVID-19. The alternative option was to refrain from issuing contracts until the way forward for fall 2020 was known, but we thought that would result in even more consternation and uncertainty. Our principal focus remains sustaining the health and safety of our community and supporting the success of our students, and we trust you can appreciate the fluidity of the situation and need for flexibility at present.

Thank you for your patience in this challenging time. Our goal is to have a plan in place that will give everyone enough time to conduct a careful and well-thought-out implementation. I look forward to working with you in the upcoming year.

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, and Conflict of Interest. 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 at Dakota State in this new role.

Sincerely,

Jose-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.

________________________________________
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:
☐ State Transfer (SDCL 3-9-9)
☐ Professional Recruitment (SDCL 3-9-12)

Full-time continuous employment for 6 months.
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

Peter Britton
Name of Applicant

$60,000.00 St. Joseph, MO
Yearly Salary City, State Moving From

00700

Bureau of Human Resources Class Code

Assistant Professor of Computer Game Design
New Position Title

Madison, SD
New Post of Duty (City)

August 22, 2020
Employment Date with the State

DSU
Agency Employed By

August 2020
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.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency's finance officer for options.

Peter Britton
Signature of Applicant

May 13, 2020
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 for Business & Admin Services
Position/Title of Authorized Agent

DSU
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

Household Moving Allowance 20190105
MEMORANDUM

DATE: May 4, 2020

TO: Peter Britton
geniusprime@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 appointment as Assistant Professor of Computer Game Design in the College of Arts & Sciences. The effective date of this appointment is August 22, 2020. New hire and faculty orientation will begin on August 17, 2020. Annual appointment dates are August 22nd, 2020 through May 21st, 2021. Your salary will be at an annualized rate of $60,000.00 for the period of August 22, 2020, to May 21, 2021, 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. David Kenley, Dean of the College of Arts & Sciences. DSU will work with the Information Technology Services department to have an e-mail account and access to software programs to create course work upon completion of this signed contract. DSU does not expect nor will provide additional compensation for any preparation course work completed prior to August 22, 2020.

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, 2020 and shall not extend beyond May 21, 2021. 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. You will work with the Human Resources Office to provide the transcripts necessary. 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 link to an online conflict of interest form. Please review the policy and follow the steps necessary to complete your annual conflict of interest statement.
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 will 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 $6,666.00 in moving expense reimbursement.

As you know, we are facing many unknowns about the 2020-2021 academic year due to the current COVID-19 pandemic. My greatest hope is that we can resume our on-campus residential program in the fall of 2020, following the recommended best health practices around the COVID-19 pandemic. However, Dakota State University leadership and the Board of Regents will be developing contingency plans for the fall semester in the case we cannot safely resume on campus programs as scheduled. Those contingency plans may include plans for an earlier or later start in the fall, and the potential for continued remote learning for some, or all programs. Without knowing which plan will ultimately materialize it’s impossible to know what report date(s) might be necessary and appropriate. As an example, if the decision is to continue remote delivery for some or all of the courses in the fall of 2020, there may be a need for an earlier report date for some to allow for the preparation and submission of the necessary curriculum and course materials to adjust for remote delivery.

Due to these uncertainties, you will note in your contract that there is a reference to the right to modify reporting dates of the attached contract to accommodate any changes to the academic calendar resulting from COVID-19. The alternative option was to refrain from issuing contracts until the way forward for fall 2020 was known, but we thought that would result in even more consternation and uncertainty. Our principal focus remains sustaining the health and safety of our community and supporting the success of our students, and we trust you can appreciate the fluidity of the situation and need for flexibility at present.

Thank you for your patience in this challenging time. Our goal is to have a plan in place that will give everyone enough time to conduct a careful and well-thought-out implementation. I look forward to working with you in the upcoming year.

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, and Conflict of Interest. 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.

________________________________________
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:  
☐ 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  

Faren R. Wolter  
Name of Applicant  
62,953.20  
Yearly Salary  
Aiken, SC  
City, State Moving From  

Human Dimensions Specialist  
New Position Title  
Pierre, SD  
New Post of Duty (City)  
02/24/2020  
Employment Date with the State  

Game, Fish & Parks  
Agency Employed By  
02/2020  
Expected Month/Year of Move  

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.  

Signature of Applicant  
Faren R. Wolter  
Date  
3 March 2020  

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.  

Name of Authorized Agent  
Kelly R. Heapler  
Position/ Title of Authorized Agent  
Department Secretary  
4/10/20  
Agency of Authorized Agent  

Signature of Authorized Agent  
Date  

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.
January 17, 2020

Faren Wolter
302 Charleston Street SE
Aiken, SC 29801

Dear Faren,

Congratulations! This letter will serve as official confirmation of your appointment to be the Human Dimensions Specialist for the Department of Game, Fish and Parks in the Division of Administration.

Your duty station will be Pierre, SD and I will serve as your immediate supervisor. This is a salaried position with a starting annual wage of $62,953.20. Your first official day in this position will be February 24, 2020.

As a permanent employee, you are eligible for paid leave, retirement, health and life benefits. Upon approval from the state finance board, you are also eligible for moving allowance in the amount no greater than one month's salary. Please keep all receipts for reimbursement purposes.

I am looking forward to working with you. If you need to contact me for any reason, my office number is 605-773-2705 and my cell number is 605-484-6142.

Faren, I am very excited about you joining the GFP team and hold great optimism of your potential to provide inference-based recommendations to our leadership team to assist them in making social management decisions. I look forward to working with you to achieve success in pursuit of the GFP mission.

Sincerely,

[Signature]

Kevin Robling
Deputy Secretary

Cc: Jeff Wilson, BHR
    Personnel File
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

John David Allred
Name of Applicant

175,000.00
Yearly Salary

Cedar City, UT
City, State Moving From

00180

Bureau of Human Resources Class Code

VP for Enrollment Mgmt.
New Position Title

Spearfish
New Post of Duty (City)

6/22/2020
Employment Date with the State

BHSU
Agency Employed By

6/2020
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.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency’s finance officer for options.

Signature of Applicant
5/18/2020 | 5:05:40 PM MDT
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.

Brandon Bentley
Name of Authorized Agent

Controller/Director of Business Services
Position/Title of Authorized Agent

5/19/2020 | 7:51:02 AM MDT
Signature of Authorized Agent
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

Household Moving Allowance 20191015
Office of the President

Black Hills State University
1200 University Street, Unit 9500
Spearfish, South Dakota 57799-9500

May 7, 2020

John David Allred
4319 W. 1325 S.
Cedar City, UT 84720

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Vice President for Enrollment Management at Black Hills State University. The effective date of this appointment is Wednesday, July 1st, 2020. Annual appointment dates for this position are June 22nd to June 21st. Your annual salary is at the rate of $175,000 and I will be your direct supervisor. As with all professional 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 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 letter, retaining a copy for your records. In addition to the intellectual properties, I have also included the conflict of interest and an employee information forms; please complete these forms (retaining a copy for your records) and return with this letter.

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 Black Hills State University. 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 changes or additional terms and conditions it chooses.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter, as well as a signed copy of the enclosed agreement to assign Intellectual Property, Conflict of Interest (sent via email), and employee information forms (sent via DocuSign) within 20 days.

The staff in the Human Resources Office will be happy to help you with any questions you may have in your transition.

Sincerely,

Laurie Nichols
President

I accept the offer of employment as outlined above.

John Allred
Employee's Signature

5/12/2020 1:09:04 PM MDT

Date

BHSU is an Equal Opportunity/Affirmative Action Employer.
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 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

Brett Carlson
Name of Applicant
$77,000 Swansea, Wales-UK (Great Britain)
Yearly Salary City, State Moving From
00800

Assistant Professor - MME Dept. South Dakota School of Mines & Technology
New Position Title Agency Employed By
Rapid City January 2021
New Post of Duty (City) Expected Month/Year of Move
01/07/2021 Employment Date with the State

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.

5/13/2020 | 9:36:07 AM MDT

Signature of Applicant

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 Rankin
Name of Authorized Agent

5/8/2020 | 2:38:25 PM MDT South Dakota School of Mines & Technology
Signature of Authorized Agent Agency of Authorized Agent

President
Position/Title of Authorized Agent

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.
I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor in the Materials and Metallurgical Engineering Department, position ME9360.

The effective date of this appointment is January 7, 2021. Your salary is $77,000 based on 9 months at 100% effort.

Dr. Michael West is your direct supervisor. As with all employees, you will be evaluated annually. Annual appointment dates are August 22nd to May 21st.

The date on which faculty will be required to report for assigned duties will be no earlier than 5 (five) working days prior to the first day of classes for the first academic term of their contract. Faculty will be released from duties incidental to their assigned courses no later than 5 (five) working days after the last day of final examinations in the last academic term of their appointment.

In addition to your base rate, the approximate value of the benefit package you will receive is an additional $20,996 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 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.

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

Enclosed, you will find the Expectations of Employment document. Please review the document, sign where indicated, and return with this offer memo. A memo outlining the details of your start-up package is enclosed, as well.

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.

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. Please contact Human Resources at (605) 394-1203 to schedule a time to complete the necessary new employee paperwork.

Enclosed you will find a memo with additional information you will need to bring. You will also find a General Information form to complete and return with this offer memo, and the academic year 2020-2021 calendar.

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 to include: meals, lodging (original receipts required), mileage and airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated on the Household Moving Allowance form and return with this offer memo.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter, a signed copy the Expectations of Employment document, a signed copy of the enclosed agreement to assign Intellectual Property, the completed General Information form, and a signed copy of the Household Moving Allowance form to the Human Resources Office via DocuSign no later than 15 (fifteen) calendar days from the date of this memo.

I accept the job offer outlined above.

Signature of Appointee & Date Signed

5/13/2020 | 9:36:07 AM MDT

JR: mll
Encl: Expectations of Employment Document
      Start-up Memo
      Intellectual Property Agreement
      Memo from HR – Benefit Orientation / Payroll Paperwork Completion
      SDBOR New Hire General Information form
      Academic Year 2020-2021 Calendar
      Household Moving Allowance form and information

cc: Dr. Michael West
    Office of the Provost
    Human Resources
    Budget/Payroll
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 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

Ilke Celik
Name of Applicant

$84,000 Platteville, WI
Yearly Salary City, State Moving From

00800
Bureau of Human Resources Class Code

Assistant Professor - CEE Dept. South Dakota School of Mines & Technology
New Position Title Agency Employed By

Rapid City August 2020
New Post of Duty (City) Expected Month/Year of Move

08/22/2020 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.

I hereby certify the following:

Ilke Celik
Signature of Applicant

5/12/2020 | 1:36:22 AM MDT
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 Rankin
Name of Authorized Agent

James M. Rankin
Signature of Authorized Agent

5/4/2020 | 11:14:31 AM MDT South Dakota School of Mines & Technology
Position/Title of Authorized Agent 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.

TO: Ilke Celik

FROM: James Rankin

President
South Dakota School of Mines & Technology

RE: Appointment with Department of Civil and Environmental Engineering
South Dakota School of Mines & Technology

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor in the Civil and Environmental Engineering Department, position ME9508.

The effective date of this appointment is August 22, 2020. Your salary is $84,000 based on 9 months at 100% effort.

Dr. Scott Kenner is your direct supervisor. As with all employees, you will be evaluated annually. Annual appointment dates are August 22rd to May 21st.

The date on which faculty will be required to report for assigned duties will be no earlier than 5 (five) working days prior to the first day of classes for the first academic term of their contract. Faculty will be released from duties incidental to their assigned courses no later than 5 (five) working days after the last day of final examinations in the last academic term of their appointment.

In addition to your base rate, the approximate value of the benefit package you will receive is an additional $21,972 or 26%. 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 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.

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

Enclosed, you will find the Expectations of Employment document. Please review the document, sign where indicated, and return with this offer memo. A memo outlining the details of your start-up package is enclosed, as well.

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.

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota.
Ilke Celik  
5/4/2020 | 11:14:31 AM MDT  
Page Two  

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. Please contact Human Resources at (605) 394-1203 to schedule a time to complete the necessary new employee paperwork.

Enclosed you will find a memo with additional information you will need to bring. You will also find a General Information form to complete and return with this offer memo, and the academic year 2020-2021 calendar.

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 to include: meals, lodging (original receipts required), mileage and airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated on the Household Moving Allowance form and return with this offer memo.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter, a signed copy the Expectations of Employment document, a signed copy of the enclosed agreement to assign Intellectual Property, the completed General Information form, and a signed copy of the Household Moving Allowance form to the Human Resources Office via DocuSign no later than 15 (fifteen) calendar days from the date of this memo.

I accept the job offer outlined above.

Signature of Appointee & Date Signed

5/12/2020 | 1:36:22 AM MDT

JR: mjl
Encl: Expectations of Employment Document
      Start-up Memo
      Intellectual Property Agreement
      Memo from HR – Benefit Orientation / Payroll Paperwork Completion
      SDBOR New Hire General Information form
      Academic Year 2020-2021 Calendar
      Household Moving Allowance form and information

cc: Dr. Scott Kenner
    Office of the Provost
    Human Resources
    Budget/Payroll
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 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

Nathaniel Fox
Name of Applicant
$69,500.00 Merced, CA
Yearly Salary City, State Moving From
00345

Associate Director
New Position Title
Rapid City
City, State Moving From
August 2020
Agency Employed By
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.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency’s finance officer for options.

Signature of Applicant

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
SD School of Mines & Technology
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
DATE: May 14, 2020

TO: Nathaniel Fox

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

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 Associate Director in the Museum of Geology, position MB9572. The effective date of this appointment is August 24, 2020. Annual appointment dates are June 22 through June 21. Your yearly salary is $69,500 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 $19,951 or 29%. 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 August 24, 2020, and shall not extend beyond June 21, 2021. 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.
Nathaniel Fox
May 14, 2020
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. Please see the enclosed memo regarding the date and time we will meet to complete the necessary new employee paperwork. The memo also includes additional information regarding items you will need to bring to this meeting. 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, and a signed copy of the Household Moving Allowance form, retaining a copy for your records.

I accept the job offer outlined above.

Nathaniel Fox
5/15/2020  |  1:30:51 PM MDT
Signature of Appointee & Date Signed

JR:nlf

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

cc: C Cox
    L Anderson
    L Roberts
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 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

Robert Hall
Name of Applicant

$170,000
Yearly Salary

Spruce Grove, AB, Canada
City, State Moving From

00250
Bureau of Human Resources Class Code

Dept Head and Professor - MEM Dept
South Dakota School of Mines & Technology

New Position Title
Rapid City

Agency Employed By
June 2020

New Post of Duty (City)
06/22/2020

Expected Month/Year of Move
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.

5/28/2020 | 7:30:23 AM MDT

Signature of Applicant

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 Rankin
Name of Authorized Agent

5/27/2020 | 10:12:51 AM MDT
South Dakota School of Mines & Technology

Position/Title of Authorized Agent
Agency of Authorized Agent

President

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.
DATE: 5/27/2020 | 10:12:51 AM MDT

TO: Robert Hall

FROM: James Rankin
President
South Dakota School of Mines & Technology

RE: Appointment with the Department of Mining Engineering and Management
South Dakota School of Mines & Technology

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Department Head and Professor in the Mining Engineering and Management Department, position ME9740/ME9803.

This is a Tenured appointment, which was approved by the Board of Regents at their May 21, 2020 meeting. The effective date of this appointment is June 22, 2020. Your salary is $170,000 based on 12 months at 100% effort. This offer is contingent upon your ability to procure the appropriate visa for legal employment in the United States by June 22, 2020.

Dr. Lance Roberts is your direct supervisor. As with all employees, you will be evaluated annually. Annual appointment dates are June 22nd to June 21st.

In addition to your base rate, the approximate value of the benefit package you will receive is an additional $33,955 or 20%. 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 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. 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.

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 22, 2020 and shall not extend beyond June 21, 2021. 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.

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.

501 E. Saint Joseph St. Rapid City, SD 57701-3995 1.605.394.2411 FAX: 1.605.394.3388 www.sdsmt.edu
An Equal Opportunity and Affirmative Action Institution
Robert Hall  
5/27/2020  |  10:12:51 AM MDT  

Page Two

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. Please contact Human Resources at (605) 394-1203 to schedule a time to complete the necessary new employee paperwork. Enclosed you will find a memo with additional information you will need to bring. You will also find a General Information form to complete and return with this offer memo, and the academic year 2020-21 calendar.

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 to include: meals, lodging (original receipts required), mileage and airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated on the Household Moving Allowance form and return with this offer memo.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter, a signed copy the Expectations of Employment document, a signed copy of the enclosed agreement to assign Intellectual Property, the completed General Information form, and a signed copy of the Household Moving Allowance form to the Human Resources Office via DocuSign no later than 15 (fifteen) calendar days from the date of this memo.

I accept the job offer outlined above.

\[Signature\]  
5/28/2020  |  7:30:23 AM MDT

\[Signature of Appointee & Date Signed\]

JR: mill  
Encl: Expectations of Employment Document  
Intellectual Property Agreement  
Memo from HR – Benefit Orientation / Payroll Paperwork Completion  
SDBOR New Hire General Information form  
Academic Year 2020-21 Calendar  
Household Moving Allowance form and information  

cc: Dr. Lance Roberts  
Office of the Provost  
Human Resources  
Budget/Payroll
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 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

Tugba Ozdemir
Name of Applicant

$82,000 Izmir, Turkey
Yearly Salary City, State Moving From
00800
Bureau of Human Resources Class Code

Assistant Professor - CBE Dept. South Dakota School of Mines & Technology
New Position Title Agency Employed By

Rapid City August 2020
City, State Moving To Employment Date with the State

August 17, 2020
New Post of Duty (City) 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

4/6/2020 | 11:49:16 AM MDT
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 Rankin
Name of Authorized Agent

4/3/2020 | 4:07:22 PM MDT South Dakota School of Mines & Technology
Signature of Authorized Agent Agency of Authorized Agent

President

Position/Title 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.
I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor in the Chemical and Biological Engineering Department, position ME9125. The effective date of this appointment is August 17, 2020. The first year of this appointment will be August 17, 2020 to May 14, 2021. Subsequent annual appointment dates will be August 22nd to May 21st. Your salary is $82,000 based on 9 months at 100% effort. This offer is contingent upon your ability to procure the appropriate visa for legal employment in the United States by August 17, 2020.

Dr. Robb Winter is your direct supervisor. As with all employees, you will be evaluated annually.

The date on which faculty will be required to report for assigned duties will be no earlier than 5 (five) working days prior to the first day of classes for the first academic term of their contract. Faculty will be released from duties incidental to their assigned courses no later than 5 (five) working days after the last day of final examinations in the last academic term of their appointment.

In addition to your base rate, the approximate value of the benefit package you receive is an additional $21,693 or 26%. 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 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.

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

Enclosed, you will find the Expectations of Employment document. Please review the document, sign where indicated, and return with this offer memo. A memo outlining the details of your start-up package is enclosed, as well.

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.

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.
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. Please contact Human Resources at (605) 394-1203 to schedule a time 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, and the academic year 2020-21 calendar.

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 to include: meals, lodging (original receipts required), mileage and airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated and return with this offer memo.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter, a signed copy the Expectations of Employment document, a signed copy of the enclosed agreement to assign Intellectual Property, the completed General Information form, and a signed copy of the Household Moving Allowance form to the Human Resources Office via DocuSign no later than 15 (fifteen) calendar days from the date of this memo.

I accept the job offer outlined above.


Signature of Appointee & Date Signed

JR: mI

Encl:  Expectations of Employment Document
       Start-up Memo
       Intellectual Property Agreement
       Memo from HR – Benefit Orientation / Payroll Paperwork Completion
       SDBOR New Hire General Information form
       Academic Year 2020-21 Calendar
       Household Moving Allowance form and information

cc:  Dr. Robb Winter
     Office of the Provost
     Human Resources
     Budget/Payroll
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 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

Tula Paudel
Name of Applicant

$73,000 Lincoln, NE
Yearly Salary City, State Moving From

00800
Bureau of Human Resources Class Code

Assistant Professor - Physics Dept. South Dakota School of Mines & Technology
New Position Title Agency Employed By

Rapid City August 2020
New Post of Duty (City) Expected Month/Year of Move

08/22/20 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.

Tula Paudel
Signature of Applicant

4/28/2020 | 12:24:26 PM MDT
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 Rankin
Name of Authorized Agent

4/28/2020 | 11:54:57 AM MDT South Dakota School of Mines & Technology
Signature of Authorized Agent 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.
I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor in the Physics Department, position ME9896.

The effective date of this appointment is August 22, 2020. Your salary is $73,000 based on 9 months at 100% effort.

Dr. Richard Schnee is your direct supervisor. As with all employees, you will be evaluated annually. Annual appointment dates are August 22nd to May 21st.

The date on which faculty will be required to report for assigned duties will be no earlier than 5 (five) working days prior to the first day of classes for the first academic term of their contract. Faculty will be released from duties incidental to their assigned courses no later than 5 (five) working days after the last day of final examinations in the last academic term of their appointment.

In addition to your base rate, the approximate value of the benefit package you will receive is an additional $20,439 or 28%. 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 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.

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

Enclosed, you will find the Expectations of Employment document. Please review the document, sign where indicated, and return with this offer memo. A memo outlining the details of your start-up package is enclosed, as well.

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.

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. Please contact Human Resources at (605) 394-1203 to schedule a time to complete the necessary new employee paperwork.

Enclosed you will find a memo with additional information you will need to bring. You will also find a General Information form to complete and return with this offer memo, and the academic year 2020-21 calendar.

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 to include: meals, lodging (original receipts required), mileage and airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated on the Household Moving Allowance form and return with this offer memo.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter, a signed copy the Expectations of Employment document, a signed copy of the enclosed agreement to assign Intellectual Property, the completed General Information form, and a signed copy of the Household Moving Allowance form to the Human Resources Office via DocuSign no later than 15 (fifteen) calendar days from the date of this memo.

I accept the job offer outlined above.

Signature of Appointee & Date Signed

JR: mll
Encl: Expectations of Employment Document
      Start-up Memo
      Intellectual Property Agreement
      Memo from HR – Benefit Orientation / Payroll Paperwork Completion
      SDBOR New Hire General Information form
      Academic Year 2020-21 Calendar
      Household Moving Allowance form and information

cc: Dr. Richard Schnee
    Office of the Provost
    Human Resources
    Budget/Payroll
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
Pierce 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.

Gleb Sinev
Name of Applicant

$55,000.00
Yearly Salary

Durham, NC
City, State Moving From

00502
Bureau of Human Resources Class Code

Postdoctoral Researcher on DUNE/LZ
New Position Title

SD School of Mines & Technology
Agency Employed By

Rapid City, SD
New Post of Duty (City)

June 2020
Expected Month/Year of Move

June 1, 2020
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.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency’s finance officer for options.

Gleb Sinev
Signature of Applicant

4/9/2020 | 10:31:42 AM MDT
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

4/2/2020 | 4:48:46 PM MDT
Date

President
Position/Title of Authorized Agent

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
DATE: April 1, 2020

TO: Gleb Sinev

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

RE: Appointment with Physics
South Dakota School of Mines & Technology

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Postdoctoral Researcher on DUNE/LZ in Physics, position ME9157. The effective date of this appointment is June 1, 2020. Annual appointment dates are June 22 through June 21. Your yearly salary is $55,000 based on 12 months at 100% effort. South Dakota School of Mines & Technology has received a letter from Duke University which states you have completed your PhD requirements for graduation. This offer is contingent upon South Dakota School of Mines & Technology's receipt of official transcript from Duke University indicating you have been awarded your PhD, when available, approximately August 1, 2020. Juergen Reichenbacher, Assistant Professor, 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 $17,931 or 33%. 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 1, 2020, and shall not extend beyond June 21, 2020. 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.
Gleb Sinev  
April 1, 2020  
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. Please see the enclosed memo regarding the date and time we will meet to complete the necessary new employee paperwork. The memo also includes additional information regarding items you will need to bring to this meeting. 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 $3,000 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, and a signed copy of the Household Moving Allowance form, retaining a copy for your records.

I accept the job offer outlined above.

[Signature]  
[Date: 4/9/2020]  
10:31:42 AM MDT

Signature of Appointee & Date Signed

JR:nlf

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

cc: C Cox  
J Reichenbacher  
R Schnee  
Office of the Provost
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 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

Neil Steinburg  
Name of Applicant

$60,000  
Yearly Salary

Des Moines, IA  
City, State Moving From

00800  
Bureau of Human Resources Class Code

Assistant Professor - Mathematics Dept.  
New Position Title

South Dakota School of Mines & Technology  
Agency Employed By

Rapid City  
New Post of Duty (City)

August 2020  
Expected Month/Year of Move

08/22/20  
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

4/27/2020  | 4:21:41 PM MDT  
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 Rankin  
Name of Authorized Agent

Signature of Authorized Agent  
4/27/2020  | 3:41:23 PM MDT  
Date

South Dakota School of Mines & Technology  
Agency of Authorized Agent

President

Position/ Title 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.
I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor in the Mathematics Department, position ME9334.

The effective date of this appointment is August 22, 2020. Your salary is $60,000 based on 9 months at 100% effort.

Dr. Robert T. Kowalski is your direct supervisor. As with all employees, you will be evaluated annually. Annual appointment dates are August 22nd to May 21st.

The date on which faculty will be required to report for assigned duties will be no earlier than 5 (five) working days prior to the first day of classes for the first academic term of their contract. Faculty will be released from duties incidental to their assigned courses no later than 5 (five) working days after the last day of final examinations in the last academic term of their appointment.

In addition to your base rate, the approximate value of the benefit package you receive is an additional $18,627 or 31%. 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 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.

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

Enclosed, you will find the Expectations of Employment document. Please review the document, sign where indicated, and return with this offer memo.

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.

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
Neil Steinburg  
4/27/2020 | 3:41:23 PM MDT
Page Two

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. Please contact Human Resources at (605) 394-1203 to schedule a time 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, and the academic year 2020-21 calendar.

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 to include: meals, lodging (original receipts required), mileage and airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated and return with this offer memo.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter, a signed copy the Expectations of Employment document, a signed copy of the enclosed agreement to assign Intellectual Property, the completed General Information form, and a signed copy of the Household Moving Allowance form to the Human Resources Office via DocuSign no later than 15 (fifteen) calendar days from the date of this memo.

I accept the job offer outlined above.

Signed by:

Neil Steinburg  
4/27/2020 | 4:21:41 PM MDT

Signature of Appointee & Date Signed

JR: mll
Encl: Expectations of Employment Document
      Intellectual Property Agreement
      Memo from HR – Benefit Orientation / Payroll Paperwork Completion
      SDBOR New Hire General Information form
      Academic Year 2020-21 Calendar
      Household Moving Allowance form and information

cc: Dr. Robert T. Kowalski
    Office of the Provost
    Human Resources
    Budget/Payroll
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 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

Bryce Tellmann  
Name of Applicant

$45,000  
Yearly Salary

State College, PA  
City, State Moving From

00905  
Bureau of Human Resources Class Code

Bryce Tellmann  
Instructor - Humanities Dept.

New Position Title

Rapid City  
New Post of Duty (City)

08/22/2020  
Employment Date with the State

South Dakota School of Mines & Technology  
Agency Employed By

August 2020  
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.

        4/24/2020 | 1:14:05 PM MDT
        Signature of Applicant

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 Rankin  
Name of Authorized Agent

        4/23/2020 | 1:50:52 PM MDT
        Signature of Authorized Agent

President

Position/Title of Authorized Agent

South Dakota School of Mines & Technology  
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’s Office.
DATE: 4/24/2020 | 1:04:23 PM MDT

TO: Bryce Tellmann

FROM: James Rankin

President
South Dakota School of Mines & Technology

RE: Appointment with Department of Humanities
South Dakota School of Mines & Technology (SDSMT)

I am pleased to offer you, subject to approval by the Board of Regents (BOR), an appointment as Instructor in the Humanities Department, position ME9762. The effective date of this appointment is August 22, 2020. Your salary is $45,000 based on 9 months at 100% effort.

Upon completion of your Ph.D., a rank adjustment request will be submitted with the university’s annual tenure and promotion recommendations to the BOR, which are due to the BOR by April 15 each year. Upon BOR approval, your contract for the following academic year will reflect the rank of Lecturer and will accompany the standard salary adjustment for promotion from Instructor to Lecturer.

Dr. Allison Gilmore is your direct supervisor. As with all employees, you will be evaluated annually. Annual appointment dates are August 22nd to May 21st.

The date on which faculty will be required to report for assigned duties will be no earlier than 5 (five) working days prior to the first day of classes for the first academic term of their contract. Faculty will be released from duties incidental to their assigned courses no later than 5 (five) working days after the last day of final examinations in the last academic term of their appointment.

In addition to your base rate, the approximate value of the benefit package you receive is an additional $16,537 or 37%. 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 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.

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

Enclosed, you will find the Expectations of Employment document. Please review the document, sign where indicated, and return with this offer memo.

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.
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. Please contact Human Resources at (605) 394-1203 to schedule a time 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, and the academic year 2020-21 calendar.

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 to include: meals, lodging (original receipts required), mileage and airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated and return with this offer memo.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter, a signed copy the Expectations of Employment document, a signed copy of the enclosed agreement to assign Intellectual Property, the completed General Information form, and a signed copy of the Household Moving Allowance form to the Human Resources Office via DocuSign no later than 15 (fifteen) calendar days from the date of this memo.

I accept the job offer outlined above.

[Docusigned by: Bryce Tellmann 4/24/2020 | 1:14:05 PM MDT]

Signature of Appointee & Date Signed

JR: mill

Encl: Expectations of Employment Document
      Intellectual Property Agreement
      Memo from HR – Benefit Orientation / Payroll Paperwork Completion
      SDBOR New Hire General Information form
      Academic Year 2020-21 Calendar
      Household Moving Allowance form and information

cc: Dr. Allison Gilmore
    Office of the Provost
    Human Resources
    Budget/Payroll
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 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

Jingbo Wang
Name of Applicant

$75,000
Yearly Salary

Davis, CA
City, State Moving From

00800
Bureau of Human Resources Class Code

Assistant Professor - Physics Dept.
New Position Title

Rapid City
New Post of Duty (City)

08/22/20
Employment Date with the State

Jingbo Wang
Signature of Applicant

4/29/2020 | 8:16:20 AM MDT
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 Rankin
Name of Authorized Agent

President
Position/Title of Authorized Agent

4/27/2020 | 5:11:47 PM MDT
South Dakota School of Mines & Technology

Signature of Authorized Agent
Date

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's Office.
DATE: 4/27/2020 | 5:11:47 PM MDT

TO: Jingbo Wang

FROM: James Rankin
        President
        South Dakota School of Mines & Technology

RE: Appointment with Department of Physics
        South Dakota School of Mines & Technology

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor in the Physics Department, position ME9342.

The effective date of this appointment is August 17, 2020. The first year of this appointment will be August 17, 2020 to May 14, 2021. Subsequent annual appointment dates will be August 22nd to May 21st.

Your salary is $75,000 based on 9 months at 100% effort. This offer is contingent upon your ability to procure the appropriate visa for legal employment in the United States by August 17, 2020.

Dr. Richard Schnee is your direct supervisor. As with all employees, you will be evaluated annually.

The date on which faculty will be required to report for assigned duties will be no earlier than 5 (five) working days prior to the first day of classes for the first academic term of their contract. Faculty will be released from duties incidental to their assigned courses no later than 5 (five) working days after the last day of final examinations in the last academic term of their appointment.

In addition to your base rate, the approximate value of the benefit package you receive is an additional $20,718 or 28%. 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 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.

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

Enclosed, you will find the Expectations of Employment document. Please review the document, sign where indicated, and return with this offer memo. A memo outlining the details of your start-up package is enclosed, as well.

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.

The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota.
Jingbo Wang  
4/27/2020 | 5:11:47 PM MDT
Page Two

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. Please contact Human Resources at (605) 394-1203 to schedule a time 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, and the academic year 2020-21 calendar.

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 to include: meals, lodging (original receipts required), mileage and airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated and return with this offer memo.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter, a signed copy the Expectations of Employment document, a signed copy of the enclosed agreement to assign Intellectual Property, the completed General Information form, and a signed copy of the Household Moving Allowance form to the Human Resources Office via DocuSign no later than 15 (fifteen) calendar days from the date of this memo.

I accept the job offer outlined above.

---

Signature of Appointee & Date Signed

4/29/2020 | 8:16:20 AM MDT

DocuSign Envelope ID: 6171CB22-0E03-4E2C-BA4F-7480CE931E47

JR: mjl
Encl: Expectations of Employment Document
Intellectual Property Agreement
Start-up Memo
Memo from HR – Benefit Orientation / Payroll Paperwork Completion
SDBOR New Hire General Information form
Academic Year 2020-21 Calendar
Household Moving Allowance form and information

cc: Dr. Richard Schnee
Office of the Provost
Human Resources
Budget/Payroll
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

Weibing Xing
Name of Applicant
$135,000 Littleton, CO
Yearly Salary City, State Moving From
00700
Bureau of Human Resources Class Code

Associate Professor/Pearson Endowed Chair
New Position Title
South Dakota School of Mines & Technology

Rapid City
New Post of Duty (City)

August 2020
Expected Month/Year of Move

08/22/2020
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.

5/12/2020 | 9:51:04 PM MDT
Signature of Applicant

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 Rankin
Name of Authorized Agent

5/12/2020 | 5:40:38 PM MDT
Signature of Authorized Agent

President
Position/Title of Authorized Agent

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

Note: When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor’s Office.
I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Associate Professor in the Mechanical Engineering Department, position ME9512. The appointment includes the Pearson Endowed Chair for a period of 5 (five) years, which may be renewed by the Pearson Chair Committee. The effective date of this appointment is August 22, 2020. Your salary is $135,000 based on 9 months at 100% effort. 

Please find a separate offer memo for your temporary appointment for July 1, 2020 — August 21, 2020 included at the end of this offer package.

The South Dakota School of Mines & Technology will support a request for up to 3 years of prior service credit toward tenure and 2 years toward promotion to Full Professor. You may submit the request for prior service credit after your employment begins. The request will be subject to approval by the Board of Regents.

Dr. Pierre Larochelle is your direct supervisor. As with all employees, you will be evaluated annually. Annual appointment dates are August 22nd to May 21st.

The date on which faculty will be required to report for assigned duties will be no earlier than 5 (five) working days prior to the first day of classes for the first academic term of their contract. Faculty will be released from duties incidental to their assigned courses no later than 5 (five) working days after the last day of final examinations in the last academic term of their appointment.

In addition to your base rate, the approximate value of the benefit package you will receive is an additional $29,078 or 22%. 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 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.

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

Enclosed, you will find the Expectations of Employment document. Please review the document, sign where indicated, and return with this offer memo.

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.
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. Please contact Human Resources at (605) 394-1203 to schedule a time to complete the necessary new employee paperwork.

Enclosed you will find a memo with additional information you will need to bring. You will also find a General Information form to complete and return with this offer memo, and the academic year 2020-21 calendar.

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 to include: meals, lodging (original receipts required), mileage and airfare (boarding pass and itinerary required) are reimbursable. Please sign where indicated on the Household Moving Allowance form and return with this offer memo.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter, a signed copy the Expectations of Employment document, a signed copy of the enclosed agreement to assign Intellectual Property, the completed General Information form, and a signed copy of the Household Moving Allowance form to the Human Resources Office via DocuSign no later than 15 (fifteen) calendar days from the date of this memo.

I accept the job offer outlined above.

Signature of Appointee & Date Signed

5/12/2020 | 9:51:04 PM MDT

Weibing Xing

JR: mll

End: Expectations of Employment Document
Intellectual Property Agreement
Memo from HR – Benefit Orientation / Payroll Paperwork Completion
SDBOR New Hire General Information form
Academic Year 2020-21 Calendar
Household Moving Allowance form and information
Offer memo for temporary appointment

cc: Dr. Pierre Larochelle
Office of the Provost
Human Resources
Budget/Payroll
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 3-9-5)
Purport-time continuous employment for 6 months.
☒ Professional Recruitment (SDCL 3-9-12)
Attach a written copy of the offer of employment and or 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

Aaron Carney
Name of Applicant

$45,455.76
Yearly Salary

Minneapolis
City, State Moving From

BIT
Agency Employed By

Tech Engineer
New Position Title

Pierre
City of Duty

6/10
Expected Month/Year of Move

4/1, 2020
Employment Date with the State

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.

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.

Jeffrey Clines
Name of Authorized Agent

BIT
Agency of Authorized Agent

Jeffrey Clines 06/01/2020
Commissioner
Position/Title 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

Household Moving Allowance 20170701.doc
Note: When completed, retain one copy in employee personnel file and attach original to voucher to be sent to Auditor’s Office.
April 6, 2020

Aaron Caveny
10 Deer Valley Rd
Duluth MN 55811
Email: apcaveny@gmail.com

Dear Aaron,

This letter is to confirm your appointment to the Technical Information and Telecommunications in Pierre. You will begin your employment on June 1, 2020, at an hourly salary of $21.77. Your immediate supervisor will contact you regarding your schedule on your first day of work. Your rate will be based upon you successfully completing/passing a background check.

As discussed, the Bureau of Information & Telecommunications has approved a moving allowance of $3,788.00, for actual moving expenses based on the rates 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://ionlineorientation.sd.gov/new.aspx

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

[Redacted]

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 Bonnie or myself if you need any assistance.

Sincerely,

[Signature]
Eric Hildebrandt
Human Resource Manager
5:01:07:03. Allowable household moving expenses. Reimbursement of allowable household moving expenses for state employees and for newly hired professional employees applies only to expenses for moving household furnishings, appliances, and personal effects of the individual and the individual's family. Allowable moving expenses include the following:

(1) Packing containers, packing, and unpacking;
(2) Extra pickup or delivery;
(3) Labor charges;
(4) Auxiliary service necessary for pickup;
(5) Service bulky articles, loading and unloading charges;
(6) Piano or organ carry charges;
(7) Waiting time, not the fault of the carrier, per vehicle;
(8) Empty mileage charge;
(9) Elevator, stair, and excessive distance carry charge involved in pickup or delivery;
(10) Overtime loading and unloading;
(11) Reweighing charge;
(12) Storage-in-transit and warehouse handling charges;
(13) Valuation charges;
(14) Service of household appliances or other articles requiring special servicing for safe transportation, carrier servicing of appliances or articles at origin, and carrier reservicing of appliances or articles at destination;
(15) Paping and padding;
(16) Wrapping or metal banding or both; and
(17) Skirting, blocking, and other necessary expenses incurred in the transportation and relocation of a mobile home.


General Authority: SDCL 3-9-11.
Law Implemented: SDCL 3-9-9, 3-9-11, 3-9-12.
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

Sarah Carlson
Name of Applicant
$46,488 (22.35/hr) Lead, SD
Yearly Salary City, State Moving From
030566
Bureau of Human Resources Class Code

Arts Program Coordinator
New Position Title Pierre, SD
Lead, SD New Post of Duty (City)
May 1, 2020 Employment Date with the State

Tourism-Arts
Agency Employed By
March-May 2020 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.

I understand that household moving allowance is considered taxable income according to IRS regulations, and I am responsible for all applicable payroll taxes. I know I may contact my agency’s finance officer for options.

Signature of Applicant

June 3, 2020
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 Hagen
Name of Authorized Agent

Signature of Authorized Agent

Date 6.1.20

Cabinet Secretary
Position/Title of Authorized Agent
S.D. Tourism-Arts Council
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

Household Moving Allowance 20191015
April 30, 2020

Sarah Carlson
1702 Abbey Road Apt 106
Pierre SD 57501

Dear Sarah,

This letter is to confirm your appointment to the position of Arts Program Coordinator with the state of South Dakota Department of Tourism. Your employment will begin, Friday May 1st, 2020. This will be at an hourly rate of $22.35.

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.

*This is a secured system that is user name and 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.

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.

Welcome to the Department of Tourism. If you have any questions, please contact me or Alex Wester in the personnel office at (605) 773-3148.

Sincerely,

Dawn Slama
Human Resource Manager

Cc: Patrick Baker
   Personnel File
Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:
State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

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

Date: 4/4/20

Agency: Game, Fish and Parks

Agency Address: 523 E. Capitol Avenue
Agency Phone Number: 605.773.3718
Employee Requesting Reimbursement: Rachel Comes

Total Amount of Reimbursement: 46.64
Date(s) of Expense: 10/29/2019
Event Leave Time: 11:00 am
Event Return Time: 1:00 pm

Explanation of official business performed:
Collaborative Partnership Meeting with SDSU & GFP
Attendees: Kelly Hepler, Kevin Robling, Tony Leif, Dennis Hedge & John Killefer

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Rachel Comes 4/4/20

Signature of Employee

Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee’s participation in the event was in the furtherance of state interests.

Kelly R. Hepler
Name of Department/Office Head

Cabinet Secretary
Position/Title of Agency Official

Signature of Cabinet Secretary

4/4/20

Date

State Board of Finance Approval

Approval Date: __________________________
Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor’s Office.
# Employee Reimbursement

**Claimant**: Beth

**AP**: EMPLOYEE EXPENSE WORKSHEET 1

**EWS-IT**: 04/13/2020 17:22:53

**FUNCTION**: _____  **ACTION**: _____

**REQUEST**: ____________________________________________

---

<table>
<thead>
<tr>
<th>LINE</th>
<th>AMOUNT</th>
<th>PERCENT</th>
<th>EXP CO</th>
<th>ACCOUNT</th>
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<th>Proj-Co</th>
<th>NUMBER</th>
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**GROSS AMOUNT**: 46.64

---

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

---

**Claimant**: Beth

**Date**: 04/13/2020

**Authorization**: Signatures

**Date**: 04/13/2020
## STATE OF SOUTH DAKOTA
### TRAVEL PAYMENT DETAIL
Not Valid Unless Accompanied by a Travel Voucher Coding Form.

<table>
<thead>
<tr>
<th>Name</th>
<th>Rachel Comes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee #</td>
<td>128419</td>
</tr>
<tr>
<td>License #</td>
<td>X</td>
</tr>
<tr>
<td>Home Station</td>
<td>Pierre</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>DESCRIPTION OF TRAVEL DESTINATION</th>
<th>Miles, Misc. Expense, etc.</th>
<th>Time</th>
<th>Auto</th>
<th>Trans.</th>
<th>Day Trip</th>
<th>Meals over nights</th>
<th>Lodging</th>
<th>Misc. Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.29.19</td>
<td>Collaborative Partnership Meeting w/ SDSU</td>
<td>11:00 AM - 1:00 PM</td>
<td>Leave</td>
<td>Return</td>
<td>Miles</td>
<td>Cost</td>
<td>Meals</td>
<td>nights</td>
<td>$46.64</td>
</tr>
</tbody>
</table>

### PURPOSE OF TRAVEL:

<p>| |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Subtotals</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>0</td>
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<tr>
<td>$0.00</td>
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<tr>
<td>$0.00</td>
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<tr>
<td>$46.64</td>
</tr>
</tbody>
</table>

### AMOUNT REIMBURSABLE

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<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>$46.64</td>
</tr>
</tbody>
</table>

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I further agree to comply with the provision of the Civil Rights Act of 1964 and regulations issued thereunder relating to nondiscrimination in Federally assisted programs.

Claimant: [Signature] 12/6/19  
Authorization: [Signature] 12-9-19
| DEPT. 01 | 199.27 |
| DEPT. 01 | $7.99  |
| DEPT. 01 | $7.99  |
| DEPT. 01 | $7.99  |
| DEPT. 01 | $7.99  |
| DEPT. 01 | $7.99  |
| MDSE ST  | $49.22 |
| TAX1     | $3.69  |

**ITEMS**  60  
**TOTAL**  $52.91
Delayed Travel Reimbursement Request

Pursuant to the following Administrative Rule of South Dakota, a voucher received by the Office of the State Auditor after 60 days of the last day of a claimant’s travel must be accompanied with this form. The below information must be completed and authorized by the agency official listed in the rule.

3:05:03:03.01. Voucher submission timing. A claim for travel expenses must be received by the state auditor within 60 days after the last day of travel. If this timeline is not met, written documentation on a form provided by the state auditor must be submitted by the claimant stating the reason for the delay in submitting the claim prior to determination by state auditor on allowance of the claim. The form must be signed by the head of a state agency, bureau, or any other unit or organization of state government; constitutional officer; or elected official of the office from which the claimant is seeking reimbursement. If the claimant is a department secretary or bureau commissioner, the form must be signed by the Governor.

General Authority: SDCL 4-9-1.1.
Law Implemented: SDCL 3-9-8, 4-9-1.1.

Claimant name: Rachel Comes

Invoice number: 

Reason for delay: wrong form used

Claimant Signature: Rachel Comes  Date: 4/4/20

Agency Official Authorization: 

Date: 4/4/20
To: Board of Finance  
% Secretary of State's Office  

From: Kellie Beck, Director – Finance and Management  
South Dakota Department of Transportation  

Subject: Uncollectible Accounts  

Date: May 26, 2020  

Attached please find five Debt Write Off Requests. The accounts are being written off due to the fact they were returned from the ORC and the statute of limitations of six years has expired for property damages.

Your favorable consideration is requested.

Attachment
<table>
<thead>
<tr>
<th>Date Delinquent</th>
<th>Account #</th>
<th>Last Name</th>
<th>First Name</th>
<th>Principal</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/07/2014</td>
<td>14506</td>
<td>Muldrow</td>
<td>Lucius</td>
<td>114.00</td>
<td>114.00</td>
</tr>
<tr>
<td>04/12/2014</td>
<td>14514</td>
<td>Narvaez</td>
<td>Ezequiel</td>
<td>99.29</td>
<td>99.29</td>
</tr>
<tr>
<td>04/18/2014</td>
<td>14523</td>
<td>Paulson</td>
<td>Jeffrey</td>
<td>800.63</td>
<td>800.63</td>
</tr>
<tr>
<td>05/15/2014</td>
<td>14575</td>
<td>Bumgarner</td>
<td>Dustin</td>
<td>1,372.00</td>
<td>1,372.00</td>
</tr>
<tr>
<td>05/22/2014</td>
<td>14585</td>
<td>Johnson Brothers Forest Resources</td>
<td>325.35</td>
<td>325.35</td>
<td></td>
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</tbody>
</table>

**Total:** 2,711.27
Debt Write Off Request
State of South Dakota Board of Finance

When complete, 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 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.

Name: Lucius Muldrow

Requested Write Off Amount: 114.00

Original Amount of Debt: 114.00

Date Debt Became Delinquent: 04/07/2014
(Debt must be at least two years old in order to be considered.)

Current Amount Due: 114.00

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)
□ Death □ Bankruptcy □ Under $25 □ Unverifiable □ Other Government □ Statute of Limitations
□ Other (explain)

Reason for write off request: ☑ Returned from ORC □ Other (explain)

________________________
Signature:

Fiscal Officer Contact Information
Name: Kellie Beck
Address: 700 E Broadway Ave Pierre, SD 57501
Telephone: 605-773-4863
Email: kellie.beck@state.sd.us

Agency/Institution: Department of Transportation

Approval by State Board of Finance
Approved by the State Board of Finance on ___________________________

________________________
Date

________________________
Signature of Secretary, State Board of Finance
Debt Write Off Request
State of South Dakota Board of Finance

When complete, 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 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.

Name: Jeffrey Paulson

Requested Write Off Amount: 800.63

Date Debt Became Delinquent: 04/18/2014
(Debt must be at least two years old in order to be considered.)

Original Amount of Debt: 800.63

Current Amount Due: 800.63

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)
☐ Death ☐ Bankruptcy ☐ Under $25 ☐ Unverifiable ☐ Other Government ☒ Statute of Limitations
☐ Other (explain)

Reason for write off request: ☒ Returned from ORC ☐ Other (explain)

__________________________________________
Fiscal Officer Contact Information

Signature: ________________________________
Name: Kellie Beck
Address: 700 E Broadway Ave, Pierre, SD 57501
Telephone: 605-773-4863
Email: kellie.beck@state.sd.us

Agency/Institution: Department of Transportation

Approval by State Board of Finance

Approved by the State Board of Finance on _____________________________

Date

Signature of Secretary, State Board of Finance
Debt Write Off Request
State of South Dakota Board of Finance

When complete, 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 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.

Name: Dustin Burghamer

Requested Write Off Amount: $1,372.00  Date Debt Became Delinquent: 05/15/2014
Original Amount of Debt: $1,372.00  (Debt must be at least two years old in order to be considered.)
Current Amount Due: $1,372.00

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)
☐ Death  ☐ Bankruptcy  ☐ Under $25  ☐ Unverifiable  ☐ Other Government  ☑ Statute of Limitations
☐ Other (explain)

Reason for write off request: ☑ Returned from ORC  ☐ Other (explain)

______________________________
Signature:

Fiscal Officer Contact Information

Name: Kellie Beck  Agency/Institution: Department of Transportation
Address: 700 E Broadway Ave  Pierre, SD 57501
Telephone: 605-773-4863
Email: kellie.beck@state.sd.us

Approval by State Board of Finance

Approved by the State Board of Finance on

Date: ___________________________  Signature of Secretary, State Board of Finance
Debt Write Off Request
State of South Dakota Board of Finance

When complete, 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 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.

Name: Johnson Brothers Forest Resources

Requested Write Off Amount: 325.35

Original Amount of Debt: 325.35

Date Debt Became Delinquent: 05/22/2014
(Debt must be at least two years old in order to be considered.)

Current Amount Due: 325.35

Collection Efforts History: Turned over to ORC, Statute of Limitation is 6 years for property damage claims.

Previously turned over to TAG prior to ORC.

Reason for not referring to a collection agency/Obligation Recovery Center: (check applicable box)
☐ Death ☐ Bankruptcy ☐ Under $25 ☐ Unverifiable ☐ Other Government ☒ Statute of Limitations
☐ Other (explain)

Reason for write off request: ☒ Returned from ORC ☐ Other (explain)

Fiscal Officer Contact Information

Signature: [Signature]
Name: Kellie Beck
Address: 700 E Broadway Ave, Pierre, SD 57501
Telephone: 605-773-4863
Email: kellie.beck@state.sd.us

Agency/Institution: Department of Transportation

Approval by State Board of Finance

Approved by the State Board of Finance on ____________________________

Date ____________________________

Signature of Secretary, State Board of Finance