

State Board of Finance Meeting Agenda

Tuesday, June 16, 2020
2:00 p.m.

Call in information: 1-312-626-6799
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
 - Trevor Michael Johnson
 - Jason Tonsfeldt
- E) Professional Recruitment
 - South Dakota State University
 - Chun-Ming (Jimmy) Lin
 - Tamer Sharaf El Din
 - University of South Dakota
 - Caleb Christensen
 - Aubrey Jones
 - Cassie Kay Hoppas
 - Xu “Steven” Wu
 - Dakota State University
 - Erik Pederson
 - Bhaskar Prasad Rimal
 - Matthew Ingram
 - Peter Britton
 - Department of Game, Fish, and Parks
 - Faren R. Wolter
 - Black Hills State University
 - John David Allred
 - South Dakota School of Mines & Technology
 - Brett Carlson
 - Ilke Celik
 - Nathaniel Fox
 - Robert Hall
 - Tugba Ozdemir
 - Tula Paudel
 - Gleb Sinev
 - Neil Steinburg
 - Bryce Tellmann
 - Jingbo Wang
 - Weibing Xing
 - Bureau of Information & Telecommunications
 - 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
 - Sarah Carlson
- F) Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2
 - Department of Game, Fish, and Parks
 - 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

51021100

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

Trevor Michael Johnson
Name of Applicant

Conservation Officer
New Position Title

SD GFP
Agency Employed By

\$40,913 (19.67% n.)
Yearly Salary

Huron, SD
City, State Moving From

Flandreau, SD
New Post of Duty (City)

December 2019
Expected Month/Year of Move

Bureau of Human Resources Class Code

12/24/2019
Employment Date with the State

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

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

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

[Signature]
Signature of Applicant

4-25-2020
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.

Kelly R Hepler
Name of Authorized Agent

Cabinet Secretary
Position/ Title of Authorized Agent

[Signature]
Signature of Authorized Agent

Game, Fish & Parks
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.



SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

523 EAST CAPITOL AVENUE | PIERRE, SD 57501

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.

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

Jason Tonsfeldt

Name of Applicant

44,387

Yearly Salary

90521

Bureau of Human Resources Class Code

Lake City

City, State Moving From

Park Maintenance Technician

New Position Title

Lake City

New Post of Duty (City)

05/09/2020

Employment Date with the State

Parks

Agency Employed By

04/2020

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.

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, and 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.

Kelly R. Hepler
Name of Authorized Agent

Cabinet Secretary
Position/ Title of Authorized Agent

[Signature]
Signature of Authorized Agent

4/8/20
Date

GFP
Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

_____ Date

_____ Signature of Secretary, State Board of Finance



SOUTH DAKOTA DEPARTMENT OF GAME, FISH AND PARKS

523 EAST CAPITOL AVENUE | PIERRE, SD 57501

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 enclosed 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.

5:01:07:02. 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





**SOUTH DAKOTA DEPARTMENT OF
GAME, FISH AND PARKS**

523 EAST CAPITOL AVENUE | PIERRE, SD 57501

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 ARS1D 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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Pierre SD 57501 Phone: 605-773-3537

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Application

CHUN-MING (JIMMY) LIN

Name of Applicant

PATHOLOGIST

New Position Title

VET SCIENCE

Agency Employed By

\$103,863

Yearly Salary

GRAFTON, MA

City, State Moving From

BROOKINGS, SD

New Post of Duty (City)

07/22/2020

Expected Month/Year of Move

00503
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 acknowledge that ultimately 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

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

Jane Hennings

Signature of Authorized Agent

5/14/2020 | 09:08 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.



SOUTH DAKOTA STATE UNIVERSITY

Veterinary and Biomedical Sciences Department
SD Animal Disease Research and Diagnostic Laboratory

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,

DocuSigned by:

Jane Hennings

92CFED041FE1479

Jane Christopher-Hennings

5/12/2020 | 17:31 CDT

Date

I accept the job offer outlined above.

DocuSigned by:

Chun-Ming UN

090305ED0093493

Signature of Appointee

5/13/2020 | 14:25 PDT

Date

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

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

TAMER SHARAF EL DIN

Name of Applicant

PATHOLOGIST

New Position Title

VET SCIENCE

Agency Employed By

\$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

00503
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.

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

DEPARTMENT HEAD

Position/ Title of Authorized Agent

Jane Hennings 5/13/2020 | 09:35 CDT

Signature of Authorized Agent Date

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.



SOUTH DAKOTA STATE UNIVERSITY

Veterinary and Biomedical Sciences Department
SD Animal Disease Research and Diagnostic Laboratory

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

RE: 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.

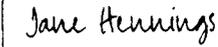
The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of South Dakota State University. This offer is contingent on the university's verification of credentials and 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,

DocuSigned by:



02CFD041FE1475

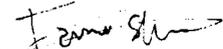
Jane Christopher-Hennings

4/24/2020 | 09:59 CDT

Date

I accept the job offer outlined above.

DocuSigned by:



0F6CE5A75AC409

Signature of Appointee

4/25/2020 | 11:38 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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Pierre SD 57501 Phone: 605-773-3537

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Application

Caleb Christensen

Name of Applicant

36,000

Yearly Salary

00346

Bureau of Human Resources Class Code

Vermillion, SD

City, State Moving From

Asst Director of Sports Information

New Position Title

Vermillion, SD

New Post of Duty (City)

Jan 2020

Employment Date with the State

USD Athletics

Agency Employed By

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

6/3/2020

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

Signature of Authorized Agent 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

Date

Signature of Secretary, State Board of Finance



WE ARE SOUTH DAKOTA

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 ^{Asst. Director of Sports Information} ~~Asst. AD 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:

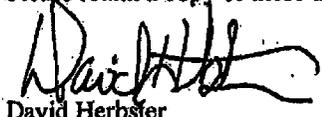


DEPARTMENT OF ATHLETICS
University of South Dakota • 414 East Clark Street • Vermillion, SD 57069
605-658-5500 • 605-677-4028 (fax) • www.GoYotes.com



Jeanette Hubert
University of South Dakota
Sanford Coyote Sports Center 304V
414 E Clark
Vermillion, SD 57069

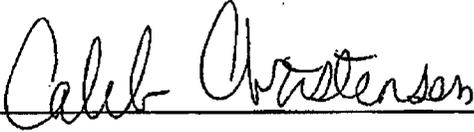
Please retain a copy of these documents for your files.



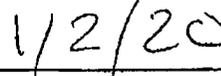
David Herbster

Encs.

I accept the job offer outlined above.



Signature



Date



UNIVERSITY OF
SOUTH DAKOTA
SCHOOL OF HEALTH SCIENCES

MEMORANDUM

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

DS
FE

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.

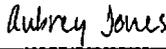
Your position is eligible for state benefits to include household moving allowance of up to 1 month salary as outlined in SDCL 3-9-12. The University of South Dakota will provide up to \$8278.00 in moving expenses. Reimbursed moving expenses are considered taxable income.

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.

Encs: Intellectual Property Policy
Intellectual Property Form
Conflict of Interest Form
Employee Personal Data Sheet
Confidentiality Statement
I-9
W-4

cc: Dean
Human Resources
Department Payroll Representative

I accept the job offer outlined above.

DocuSigned by:

830EE4D3963598D...

1/29/2020

Signature of Appointee

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 Olathe, KS
Yearly Salary City, State Moving From

00800
Bureau of Human Resources Class Code

Visiting Assistant Professor USD
New Position Title Agency Employed By
Costume Design

Vermillion August 2020
New Post of Duty (City) 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

Emery Wasley 6/2/20
Signature of Authorized Agent 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 _____
Date

Signature of Secretary, State Board of Finance



UNIVERSITY OF
SOUTH DAKOTA

MEMORANDUM

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.

DocuSigned by:
A handwritten signature in black ink that reads "Cassie Kay Hoppas".
Signature of Appointee

5/6/2020
Date



UNIVERSITY OF
SOUTH DAKOTA

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 Tiaht, 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 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

Xu 'Steven' Wu

Name of Applicant

\$67,000

Yearly Salary

00800

Bureau of Human Resources Class Code

Grand Forks, ND

City, State Moving From

Assistant Professor

New Position Title

Vermillion

New Post of Duty (City)

August 22, 2020

Employment Date with the State

University of South Dakota

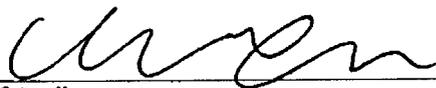
Agency Employed By

08/2020

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

5/20/2020

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

Emery Wasley 6/1/20

Signature of Authorized Agent 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

Date

Signature of Secretary, State Board of Finance



UNIVERSITY OF
SOUTH DAKOTA
COLLEGE OF ARTS & SCIENCES

MEMORANDUM

DATE: December 30, 2019
TO: Xu Steven Wu *Michael Kruger*
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.

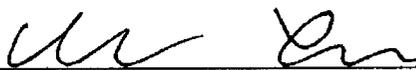
If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter and a signed copy of the enclosed agreement to assign Intellectual Property and Conflict of Interest Form no later than January 6, 2020, retaining a copy for 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

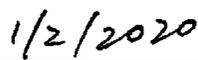
Encs: Intellectual Property Policy
Intellectual Property Form
Conflict of Interest Form
Employee Personal Data Sheet

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

I accept the job offer outlined above.



Signature of Appointee



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

Erik Pederson

Name of Applicant

\$61,000.00

Yearly Salary

00800

Bureau of Human Resources Class Code

Sun Prairie, WI

City, State Moving From

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.

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

Stacy Krusemark

Signature of Authorized Agent Date

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



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.



DAKOTA STATE.
UNIVERSITY

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,

A handwritten signature in cursive script that reads "José-Marie Griffiths".

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

Enclosures



DAKOTA STATE.
UNIVERSITY

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

Bhaskar Prasad Rimal

Name of Applicant

Assistant Professor of Computer & Cyber Sciences

New Position Title

DSU

Agency Employed By

\$85,000.00

Nashville, TN

Madison, SD

August 2020

Yearly Salary

City, State Moving From

New Post of Duty (City)

Expected Month/Year of Move

00900

August 22, 2020

Bureau of Human Resources Class Code

Employment Date with the State

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

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

May 14, 2020

Signature of Applicant

Date

Authorization

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

Stacy Krusemark

VP for Business & Admin Services

Name of Authorized Agent

Position/ Title of Authorized Agent

Stacy Krusemark

DSU

Signature of Authorized Agent Date

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance



DAKOTA STATE.
UNIVERSITY

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 Engbretson, 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.



DAKOTA STATE.
UNIVERSITY

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,

A handwritten signature in black ink that reads "José-Marie Griffiths".

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

Enclosures



DAKOTA STATE.
UNIVERSITY

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:

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

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

Yearly Salary

00600

Bureau of Human Resources Class Code

Hattiesburg, MS

City, State Moving From

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

Stacy Krusemark

Signature of Authorized Agent Date

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



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.



DAKOTA STATE.
UNIVERSITY

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,

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

Enclosures



DAKOTA STATE.
UNIVERSITY

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 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

Yearly Salary

00700

Bureau of Human Resources Class Code

St. Joseph, MO

City, State Moving From

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

Signature of Authorized Agent Date

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



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.



DAKOTA STATE.
UNIVERSITY

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



DAKOTA STATE.
UNIVERSITY

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

Bureau of Human Resources Class Code

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

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.

Faren R. Wolter
Signature of Applicant

3 March 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.

Kelly R Hepler
Name of Authorized Agent

Department Secretary
Position/ Title of Authorized Agent

[Signature]
Signature of Authorized Agent

4/6/20
Date

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date

Signature of Secretary, State Board of Finance

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



**SOUTH DAKOTA DEPARTMENT OF
GAME, FISH AND PARKS**

523 EAST CAPITOL AVENUE | PIERRE, SD 57501

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,

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

VP for Enrollment Mgmt.

New Position Title

BHSU

Agency Employed By

175,000.00

Yearly Salary

Cedar City, UT

City, State Moving From

Spearfish

New Post of Duty (City)

6/2020

Expected Month/Year of Move

00180

Bureau of Human Resources Class Code

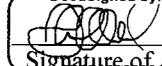
6/22/2020

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.

DocuSigned by:



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.

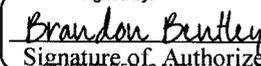
Brandon Bentley

Name of Authorized Agent

Controller/Director of Business Services

Position/ Title of Authorized Agent

DocuSigned by:



Signature of Authorized Agent

Date

5/19/2020 | 7:51:02 AM MDT

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



1200 University Street, Unit 9500
Spearfish, South Dakota 57799-9500

Office of the President

Phone: (605) 642-6111
Fax: (605) 642-6763

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,

I accept the offer of employment as outlined above.

DocuSigned by:
Laurie Nichols
FB8CC29748BF4DE...
Laurie Nichols
President

DocuSigned by:
John Allred
D1DAC5F31D35483...
Employee's Signature

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

Brett Carlson

Name of Applicant

Assistant Professor - MME Dept.

New Position Title

South Dakota School of Mines & Technology

Agency Employed By

\$77,000

Swansea, Wales-UK (Great Britain)

Rapid City

January 2021

Yearly Salary

City, State Moving From

New Post of Duty (City)

Expected Month/Year of Move

00800

01/07/2021

Bureau of Human Resources Class Code

Employment Date with the State

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

DocuSigned by:

Brett Carlson

Signature of Applicant

5/13/2020 | 9:36:07 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

DocuSigned by:

James M. Rankin

5/8/2020 | 2:38:25 PM MDT

South Dakota School of Mines & Technology

Signature of Authorized Agent

Date

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance

SOUTH DAKOTA



SCHOOL OF MINES
& TECHNOLOGY

OFFICE OF THE PRESIDENT

DATE: 5/8/2020 | 2:38:25 PM MDT

TO: Brett Carlson

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

RE: Appointment with Department of Materials and Metallurgical Engineering
South Dakota School of Mines & Technology

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

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

Brett Carlson

5/8/2020 | 2:38:25 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 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.

DocuSigned by:

30D03014A42848E

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

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. 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 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

Ilke Celik

Name of Applicant

Assistant Professor - CEE Dept.

South Dakota School of Mines & Technology

\$84,000

Yearly Salary

Platteville, WI

City, State Moving From

New Position Title

Agency Employed By

Rapid City

New Post of Duty (City)

August 2020

Expected Month/Year of Move

00800

Bureau of Human Resources Class Code

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.

DocuSigned by:

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

President

Position/ Title of Authorized Agent

DocuSigned by:

James M. Rankin

Signature of Authorized Agent

5/4/2020 | 11:14:31 AM MDT

South Dakota School of Mines & Technology

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance

SOUTH DAKOTA



SCHOOL OF MINES
& TECHNOLOGY

OFFICE OF THE PRESIDENT

DATE: 5/4/2020 | 11:14:31 AM MDT

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

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

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 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 \$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

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 2020-21 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.

DocuSigned by:

Ilke Celik

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

25B5E018B2A4405

Signature of Appointee & Date Signed

JR: mlj

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. 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 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

<u>Nathaniel Fox</u> Name of Applicant	<u>Associate Director</u> New Position Title	<u>SD School of Mines & Technology</u> Agency Employed By
<u>\$69,500.00</u> Yearly Salary	<u>Rapid City</u> New Post of Duty (City)	<u>August 2020</u> Expected Month/Year of Move
<u>Merced, CA</u> City, State Moving From	<u>August 24, 2020</u> Employment Date with the State	
<u>00345</u> Bureau of Human Resources Class Code		

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

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.

DocuSigned by:
Nathaniel Fox
Signature of Applicant

5/15/2020 | 1:30:51 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 M. Rankin
Name of Authorized Agent

President
Position/ Title of Authorized Agent

DocuSigned by:
James M. Rankin
Signature of Authorized Agent

5/14/2020 | 5:07:40 PM MDT
Date

SD School of Mines & Technology
Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on _____
Date

Signature of Secretary, State Board of Finance



OFFICE OF THE PRESIDENT

DATE: May 14, 2020

TO: Nathaniel Fox

FROM: James M. Rankin, President

South Dakota School of Mines and Technology

DocuSigned by:

James M. Rankin

2171588AE35E43F...

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 ME9572. 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.

DocuSigned by:
 5/15/2020 | 1:30:51 PM MDT
1548F98F02P#5F

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 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

Robert Hall

Name of Applicant

Dept Head and Professor - MEM Dept

South Dakota School of Mines & Technology

\$170,000

Spruce Grove, AB, Canada

New Position Title

Agency Employed By

Yearly Salary

City, State Moving From

Rapid City

June 2020

New Post of Duty (City)

Expected Month/Year of Move

00250

06/22/2020

Bureau of Human Resources Class Code

Employment Date with the State

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

DocuSigned by:

Signature of Applicant

5/28/2020 | 7:30:23 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

DocuSigned by:

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

South Dakota School of Mines & Technology

Signature of Authorized Agent

Date

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance

SOUTH DAKOTA



SCHOOL OF MINES
& TECHNOLOGY

OFFICE OF THE PRESIDENT

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

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

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.

Robert Hall
5/27/2020 | 10:12:51 AM MDT

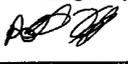
Page Two

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.

DocuSigned by:

5/28/2020 | 7:30:23 AM MDT
23C7358BF31B410...
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. 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 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

Tugba Ozdemir

Name of Applicant

Assistant Professor - CBE Dept.

South Dakota School of Mines & Technology

\$82,000

Yearly Salary

Izmir, Turkey

City, State Moving From

New Position Title

Agency Employed By

Rapid City

New Post of Duty (City)

August 2020

Expected Month/Year of Move

00800

Bureau of Human Resources Class Code

August 17, 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.

DocuSigned by:

Tugba Ozdemir

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

President

Position/ Title of Authorized Agent

DocuSigned by:

James M. Rankin

Signature of Authorized Agent

4/3/2020 | 4:07:22 PM MDT

Date

South Dakota School of Mines & Technology

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance



OFFICE OF THE PRESIDENT

DATE: 4/3/2020 | 4:07:22 PM MDT

TO: Tugba Ozdemir

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

RE: Appointment with Department of Chemical and Biological Engineering
South Dakota School of Mines & Technology

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

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

Tugba Ozdemir

4/3/2020 | 4:07:22 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.

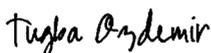
Enclosed you will find a memo with additional information that you will need to bring. You will also find a General Information form to complete and return with this offer memo, and the academic year 2020-21 calendar.

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.

DocuSigned by:


1533ED8E84054B9

4/6/2020 | 11:49:16 AM MDT

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. 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:

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

Please check one:

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

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT 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

Assistant Professor - Physics Dept.

New Position Title

South Dakota School of Mines & Technology

Agency Employed By

\$73,000

Lincoln, NE

Rapid City

August 2020

Yearly Salary

City, State Moving From

New Post of Duty (City)

Expected Month/Year of Move

00800

08/22/20

Bureau of Human Resources Class Code

Employment Date with the State

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

DocuSigned by:

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

President

Position/ Title of Authorized Agent

DocuSigned by:

James M. Rankin

4/28/2020 | 11:54:57 AM MDT

South Dakota School of Mines & Technology

Signature of Authorized Agent

Date

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance

SOUTH DAKOTA



SCHOOL OF MINES
& TECHNOLOGY

OFFICE OF THE PRESIDENT

DATE: 4/28/2020 | 11:54:57 AM MDT

TO: Tula Paudel

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

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

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

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

Tula Paudel

4/28/2020 | 11:54:57 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 2020-21 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.

DocuSigned by:


7CE4ED7074234E5

4/28/2020 | 12:24:26 PM MDT

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
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

Gleb Sinev

Name of Applicant

\$55,000.00

Yearly Salary

00502

Bureau of Human Resources Class Code

Durham, NC

City, State Moving From

Postdoctoral Researcher on DUNE/LZ

New Position Title

Rapid City, SD

New Post of Duty (City)

June 1, 2020

Employment Date with the State

SD School of Mines & Technology

Agency Employed By

June 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.

DocuSigned by:

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

DocuSigned by:

James M. Rankin

Signature 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



OFFICE OF THE PRESIDENT

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

DocuSigned by:
James M. Rankin
2171588AE35E43F...

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.

DocuSigned by:
 4/19/2020 | 10:31:42 AM MDT
AF1B54B8B90144F
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 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

Neil Steinburg

Name of Applicant

Assistant Professor - Mathematics Dept.

New Position Title

South Dakota School of Mines & Technology

Agency Employed By

\$60,000

Yearly Salary

Des Moines, IA

City, State Moving From

Rapid City

New Post of Duty (City)

August 2020

Expected Month/Year of Move

00800

Bureau of Human Resources Class Code

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.

DocuSigned by:

Neil Steinburg

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

President

Position/ Title of Authorized Agent

DocuSigned by:

James M. Rankin

Signature of Authorized Agent

4/27/2020 | 3:41:23 PM MDT

Date

South Dakota School of Mines & Technology

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance



OFFICE OF THE PRESIDENT

DATE: 4/27/2020 | 3:41:23 PM MDT

TO: Neil Steinburg

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

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

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

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.

DocuSigned 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 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

Bryce Tellmann

Name of Applicant

Instructor - Humanities Dept.

South Dakota School of Mines & Technology

\$45,000

Yearly Salary

State College, PA

City, State Moving From

New Position Title

Agency Employed By

Rapid City

New Post of Duty (City)

August 2020

Expected Month/Year of Move

00905

Bureau of Human Resources Class Code

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.

DocuSigned by:

Bryce Tellmann

Signature of Applicant

4/24/2020 | 1:14:05 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

President

Position/ Title of Authorized Agent

DocuSigned by:

James M. Rankin

Signature of Authorized Agent

4/23/2020 | 1:50:52 PM MDT

Date

South Dakota School of Mines & Technology

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance



OFFICE OF THE PRESIDENT

DATE: 4/24/2020 | 1:04:23 PM MDT REVISED OFFER MEMO

TO: Bryce Tellmann

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

Bryce Tellmann

4/24/2020 | 1:04:23 PM 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 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

05EPA0F3FCAD481...

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. 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 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

Jingbo Wang

Name of Applicant

Assistant Professor - Physics Dept.

New Position Title

South Dakota School of Mines & Technology

Agency Employed By

\$75,000

Yearly Salary

Davis, CA

City, State Moving From

Rapid City

New Post of Duty (City)

August 2020

Expected Month/Year of Move

00800

Bureau of Human Resources Class Code

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.

DocuSigned by:

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

DocuSigned by:

James M. Rankin

Signature of Authorized Agent

4/27/2020 | 5:11:47 PM MDT

Date

South Dakota School of Mines & Technology

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance



OFFICE OF THE PRESIDENT

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

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

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

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.

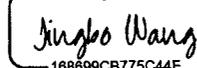
Enclosed you will find a memo with additional information that you will need to bring. You will also find a General Information form to complete and return with this offer memo, and the academic year 2020-21 calendar.

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.

DocuSigned by:


168699CB775C44E...

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

Signature of Appointee & Date Signed

JR: mll

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

Associate Professor/Pearson Endowed Chair

New Position Title

South Dakota School of Mines & Technology

Agency Employed By

\$135,000

Yearly Salary

Littleton, CO

City, State Moving From

Rapid City

New Post of Duty (City)

August 2020

Expected Month/Year of Move

00700

Bureau of Human Resources Class Code

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.

DocuSigned by:

Weibing Xing

F69CA20C1B2E48D...

Signature of Applicant

5/12/2020 | 9:51:04 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

President

Position/ Title of Authorized Agent

DocuSigned by:

James M. Rankin

5/12/2020 | 5:40:38 PM MDT

South Dakota School of Mines & Technology

Signature of Authorized Agent

Date

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance



OFFICE OF THE PRESIDENT

DATE: 5/12/2020 | 5:40:38 PM MDT

TO: Weibing Xing

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

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

DocuSigned by:
James M. Rankin
2171588AE35E43F...

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.

Weibing Xing
5/12/2020 | 5:40:38 PM MDT

Page Two

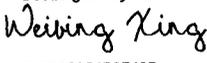
The appointment and terms of appointment are subject to and governed by the laws of the State of South Dakota and the policies, rules, and regulations of the South Dakota Board of Regents and of South Dakota School of Mines & Technology. Withholding statement (W-4) and proof of identity and eligibility 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.

DocuSigned by:

5/12/2020 | 9:51:04 PM MDT
E89CA20C1B2E48D

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
Offer memo for temporary appointment

cc: Dr. Pierre Larochelle
Office of the Provost
Human Resources
Budget/Payroll



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

April 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 Tech of Information and Telecommunications in Pierre. You will start on June 1, 2020, at an hourly salary of \$21.77. Your immediate contact you regarding your schedule on your first day of work is based upon you successfully completing/passing a background check.

As discussed, the Bureau of Information & Telecommunications is providing you with an allowance of approximately \$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://onlineorientation.sd.gov/new.aspx>

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

[Redacted ID and password]

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

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

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

Sincerely,

Eric Hildebrandt
Human Resource Manager

SOS — 6.2.20
pls process this HHM allowance & return the approved form to me.
Thanks.
Lori Roberts
BHR
Capitol Bldg

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) Papering 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.

Source: SL 1975, ch 16, § 1; 3 SDR 34, effective November 7, 1976; 4 SDR 8, effective August 15, 1977; 6 SDR 15, effective August 30, 1979; transferred from §§ 5:01:02:25, 5:01:02:36, 11 SDR 41, effective September 29, 1984.

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

Arts Program Coordinator

New Position Title

Tourism-Arts

Agency Employed By

\$46,488 (22.35/hr) Lead, SD

Yearly Salary

City, State Moving From

Pierre, SD

New Post of Duty (City)

March-May 2020

Expected Month/Year of Move

030566

Bureau of Human Resources Class Code

May 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.

Sarah Carlson

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

Cabinet Secretary

Position/ Title of Authorized Agent

James B. Hagen

Signature of Authorized Agent Date

6.1.20

S.D. Tourism-Arts Council

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

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.

[REDACTED]

**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]
Signature of Department/Office Head _____

4/6/20
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.

Game Fish and Parks

Employee Reimbursement

Beth

AP

EMPLOYEE EXPENSE WORKSHEET 1

EWS-1T

NEXT FUNCTION: _____ ACTION: _____ 04/13/2020 17:22:53
REQUEST: _____

=====

EMP VOUCHER NBR: _____ Z060RB02 DATE: 10/29/2019 MODEL: _____
EMP SHORT NAME : COMESRACHELG COMES, RACHEL G CURR: _____
EMPLOYEE NUMBER: _____ 128419 BLUNT CM/DM : I
TRAVEL BEG DATE: _____ 10/29/2019 APPROVAL NBR: _____ MULTI PYMT: N
TERMS CODE: _____ PYMT DUE DATE: 04/13/2020 DO NOT USE : _____
REMIT MSG: _____ FOOD REIMBURSEMENT

SIGNATURE APPR CD: _____

LINE AMOUNT/PERCENT EXP CO ACCOUNT CENTER PROJ-CO NUMBER
VAT QUANTITY UNIT ITEM NUMBER ITEM DESCR PRORATE (T F A D) USE 99 IRC
0001 _____ 46.64 001 3121 52053900 _____ 0601110 _____
_____ N N N N _____

0002 _____

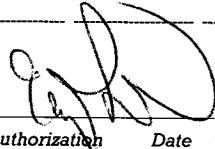
0003 _____

0004 _____

: _____ : _____
: _____ 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 Date



Authorization Date

04/13/2020

Authorization Date

YOUR RECEIPT
THANK YOU

01/05/2000 6:28PM 01
000000#0478 CLERK01

DEPT. 01	TT \$9.27
DEPT. 01	TT \$7.99
MDSE ST	\$49.22
TAX1	\$3.69

ITEMS 60
***TOTAL \$52.91
CASH \$52.91



Office of the State Auditor
Richard L. Sattgast, State Auditor

500 East Capitol Avenue, Pierre, SD 57501-5070
Telephone: (605) 773-3341 • Fax: (605) 773-5929
www.sdauditor.gov

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: _____

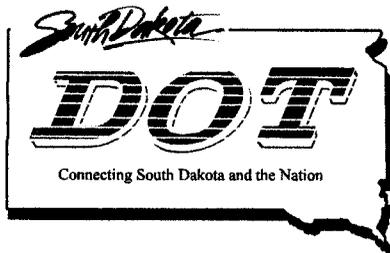
Reason for delay: wrong form used

Rachel Comes
Claimant Signature

4/4/20
Date

[Signature]
Agency Official Authorization

4/4/20
Date



Department of Transportation
Division of Finance and Management
700 E Broadway Ave, Pierre, SD 57501-2586
Phone: 605 773-3284 Fax: 605 773-2804

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

Handwritten initials "KB" in black ink, positioned to the right of the "From:" line.

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

Date Delinquent	Account #	Last Name	First Name	Principal	Remaining Balance 1241008
04/07/2014	14506	Muldrow	Lucius	114.00	114.00
04/12/2014	14514	Narvaez	Ezequiel	99.29	99.29
04/18/2014	14523	Paulson	Jeffrey	800.63	800.63
05/15/2014	14575	Bumgarner	Dustin	1,372.00	1,372.00
05/22/2014	14585	Johnson Brothers Forest Resources		325.35	325.35
					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

Date Debt Became Delinquent: 04/07/2014

(Debt must be at least two years old in order to be considered.)

Original Amount of Debt: 114.00

Current Amount Due: 114.00

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

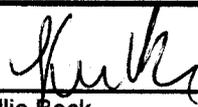
Previously turned over to TAG prior to ORC.

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) _____

Fiscal Officer Contact Information

Signature: 

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: 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 Bumgarner

Requested Write Off Amount: 1,372.00

Date Debt Became Delinquent: 05/15/2014

(Debt must be at least two years old in order to be considered.)

Original Amount of Debt: 1,372.00

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) _____

Fiscal Officer Contact Information

Signature: 

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

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

Original Amount of Debt: 325.35

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: 
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