

State Board of Finance Meeting Agenda

Tuesday, July 21, 2020
2:00 p.m.

Call in information: 1-312-626-6799
Meeting ID: 266 958 6904
Password: 192039

- A) Call to order
- B) Approve monthly meeting agenda
- C) Approve minutes from the meeting on June 16, 2020
- D) State Transfers
 - Department of Game, Fish, and Parks
 - Lori Skadsen
- E) Professional Recruitment
 - Board of Regents
 - Wendy M. Caveny
 - Dakota State University
 - Nicole Pribil
 - South Dakota State University
 - Gun Temeeyasen
 - Chantel Paul
 - Michael Pawlovich
 - Siddharth Suryanarayanan
 - Robert Milbrandt
 - John Johnson
 - Jessica Juarez
 - Rajesh Kavasseri
 - Courtney Chacon
 - Robert Erickson
 - South Dakota School of Mines & Technology
 - Emma R. Spagnola
 - Peter Adcock
 - Christopher Trampel
 - Long Zhao
 - University South Dakota
 - Amy Hunsley-McTighe
 - Dana Carlson-Kottke
 - Mariah A. Leach
 - Abdul-Khaliq Murtadha
 - Miles Taylor
- F) Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2
 - Department of Game, Fish, and Parks
 - Executive staff meeting held on July 7, 2020 in Pierre.
- G) Public Comment
- H) Adjournment

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.*

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

Lori Skadsen

Name of Applicant

Dist. Park Sup.

New Position Title

SDGFP

Agency Employed By

\$53,000.00

Grenville, SD

Lake City

New Post of Duty (City)

May 2020

Expected Month/Year of Move

Yearly Salary

City, State Moving From

90523

2/24/80

Employment Date with the State

Bureau of Human Resources Class Code

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

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

Lori Skadsen
Signature of Applicant

4/20/20
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. Hefler
Name of Authorized Agent

Dept. Secretary
Position/Title of Authorized Agent

[Signature] 7/9/20
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 DEPARTMENT OF GAME, FISH AND PARKS

523 EAST CAPITOL AVENUE | PIERRE, SD 57501

April 8, 2020

Lori Skadsen
1017 Outlet Drive
Grenville, SD 57239

Dear Lori:

As you have discussed with Willy Collignon, I have approved a reorganization of the District and the location of your 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 the duty location for your position from Pickerel Lake Recreation Area to Roy Lake State Park effective June 1, 2020. You will be expected to report for work in the Roy Lake Office June 1, 2020, at 8:00 a.m. CST. Your duties will remain as currently assigned and Willy Collignon 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 Roy Lake State Park Office. Pickerel Lake Recreation Area will remain your home duty station for purposes of per diem and lodging until May 31, 2020. Once you have relocated on May 31, 2020, Roy Lake State Park will become 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 of your position to Roy Lake State Park as allowed by the following two state rules (a copy of the entire rules for moving expenses is enclosed).

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

Paygrade F

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





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

523 EAST CAPITOL AVENUE | PIERRE, SD 57501


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 cost of moving 11,000 pounds by a for hire carrier. The employee shall document the moving expenses before reimbursement is made.

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

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

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

Please check one:

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

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Application

Wendy M Caveny

Name of Applicant

\$90,900

Yearly Salary

Duluth, MN

City, State Moving From

Bureau of Human Resources Class Code

Director of Institutional Research

New Position Title

Pierre, SD

New Post of Duty (City)

12-May-2020

Employment Date with the State

Board of Regents

Agency Employed By

May 2020

Expected Month/Year of Move

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

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

Wendy M Caveny
Signature of Applicant

02-July-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.

Brian Maker
Name of Authorized Agent

Executive Director
Position/ Title of Authorized Agent

Brian Maker 7-7-2020
Signature of Authorized Agent Date

South Dakota Board of Regents
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



BOARD OF REGENTS

306 EAST CAPITOL AVENUE, SUITE 200
PIERRE, SOUTH DAKOTA 57501-2545
(605) 773-3455/FAX (605) 773-5320
www.sdbor.edu

OFFICE OF THE EXECUTIVE DIRECTOR

MEMORANDUM OF APPOINTMENT

DATE: February 28, 2020

TO: Mrs. Wendy Caveny

FROM: Lindsey Heiss, Assistant Director of Human Resources
South Dakota Board of Regents

RE: Appointment with South Dakota Board of Regents

I am pleased to offer you, subject to successful completion of a background verification, an appointment as Director of Institutional Research with the SD Board of Regents. The effective date of this appointment is May 2020, immediately following the end of the spring academic term. Dr. Jay Perry is your direct supervisor. Your annualized salary is \$90,900. You will be eligible for the legislature approved salary policy for FY21 effective June 22, 2020. This position has been identified as exempt from Fair Labor Standards Act (FLSA) and therefore not subject to overtime. Tuition reimbursement is available after one full year of employment with the Board of Regents.

The Board has authorized you to receive household moving allowance provided by SDCL3-9-12, which is equivalent to one month's salary and includes the travel expenses from **one trip** with the proper documentation.

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. 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. New hire paperwork is completed in the electronic onboarding system. A link to the system will be sent once a start date is determined. BOR requires direct deposit of payroll checks for all employees.

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 can be found at <http://www.sdbor.edu/policy/4-Personnel/documents/4-34.pdf>. Please review the policy and return electronically, retaining a copy for your records. In addition to the intellectual properties agreement, a conflict interest form is also required. Both of these documents, will be sent electronically prior to your start date.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by emailing Lindsey Heiss, Human Resources Department, no later than Monday, March 3.

Household Moving Allowance State of South Dakota

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500 E Capitol Ave
Pierre SD 57501 Phone: 605-773-3537

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- State Transfer (SDCL 3-9-9)
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Application

Nicole Pribil

Name of Applicant

\$43,000.00

Yearly Salary

Elk Point, SD

City, State Moving From

00900

Bureau of Human Resources Class Code

Clinical Supervisor of Pre-Service Teachers

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.

Nicole Pribil

Signature of Applicant

July 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

July 10, 2020

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



DAKOTA STATE.
UNIVERSITY

MEMORANDUM

DATE: July 8, 2020

TO: Nicole Pribil
nicole.pribil@gmail.com

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

RE: Appointment with the College of Education
Dakota State University

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as a Clinical Supervisor of Pre-Service Teachers in the College of Education. 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 \$43,000.00 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. Crystal Pauli, Dean of the College of Education. 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 17, 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 Instructor, 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 **\$1,000.00** 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 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 Education
Provost Office

I accept the job offer outlined above.

Signature of Appointee (Full legal name)

Date

Household Moving Allowance State of South Dakota

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Application

GUN TEMEEYASEN

Name of Applicant

58733

Ames, Iowa

Yearly Salary

City, State Moving From

00743

Bureau of Human Resources Class Code

Research Associate III

New Position Title

BROOKINGS

New Post of Duty (City)

DEPARTMENT OF VETERINARY & BIOMEDICAL SCIENCE

Agency Employed By

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

GUN TEMEEYASEN

6/25/2020 | 13:23 CDT

Signature of Applicant

Date

Authorization

The undersigned agent hereby certifies that the above agency ordered the applicant to move as indicated and that the move will be for the benefit of the State of South Dakota. The Agent further declares that to the best of my knowledge and belief the request and authorization for reimbursement of actual household moving expenses are true and correct.

Jane Hennings

Name of Authorized Agent

Jane Hennings

6/25/2020 | 14:07 CDT

Signature of Authorized Agent 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.



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

DATE: June 25, 2020
TO: Dr. Gun Temeeyasen
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 Research Associate III in the Department of Veterinary & Biomedical. The effective date of this appointment is 09/23/2020. Annual appointment dates are June 22nd to June 21st. Your salary is \$58,733 based on 12-months at 100% time. Dr. Benjamin Hause 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. As denoted in SDBOR Policy 4:34, the SDBOR manages employee-created intellectual property. The provisions of this policy are enclosed. In addition to the intellectual properties, and in accordance with SDBOR Policy 4:35 on conflicts of interest, there is also enclosed a Conflict of Interest Form that you must complete in full. Please review the policies and forms, sign the forms where indicated, and return the forms fully executed 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 SDBOR and of SDSU. This offer is contingent on SDSU's verification of credentials and other information required by law and/or SDBOR and SDSU policies, including but not limited to a criminal background check. 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 SDBOR requires direct deposit of payroll checks for all employees.

As a Research Associate III, 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.

Rev. 04/13/2020

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, 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 August 15, 2020, retaining a copy for your records.

Sincerely,

DocuSigned by:

Jane Hennings

02CFFD041FE1473

Jane Christopher-Hennings

6/25/2020 | 11:48 CDT

Date

I accept the job offer outlined above.

DocuSigned by:

GUN TEMEELSEN

2C93D7DE91BE4A8

Signature of Appointee

6/25/2020 | 13:03 CDT

Date

cc: Supervisor, Dr. Jane Christopher-Hennings
Human Resources

Encl: Intellectual Property Policy & Intellectual Property Form
Conflict of Interest Policy and Form
Household Moving Allowance Form & Instructions

**Household Moving Allowance
State of South Dakota**

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

Please check one:

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Application

Chantel Paul

Assistant Athletic Trainer

SDSU - Athletics

Name of Applicant

New Position Title

Agency Employed By

\$37,740

Yearly Salary

Baton Rouge, LA

City, State Moving From

Brookings, SD

New Post of Duty (City)

Expected Month/Year of Move

00514
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.

Chantel Paul
Signature of Applicant

Date

Authorization

The undersigned agent hereby certifies that the above agency ordered the applicant to move as indicated and that the move will be for the benefit of the State of South Dakota. The Agent further declares that to the best of my knowledge and belief the request and authorization for reimbursement of actual household moving expenses are true and correct.

Justin G. Sell
Name of Authorized Agent

Director of Athletics
Position/ Title of Authorized Agent

Justin Sell 6/17/20
Signature of Authorized Agent Date

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date

Signature of Secretary, State Board of Finance

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



SOUTH DAKOTA STATE UNIVERSITY ATHLETICS

MEMORANDUM

DATE: June 16, 2020
TO: Chantel Paul
FROM: Justin Sell, Director of Athletics
South Dakota State University
RE: Appointment with Intercollegiate Athletics, South Dakota State University

On behalf of South Dakota State University (SDSU), I am pleased to offer you, subject to approval by the President, an appointment as Assistant Athletic Trainer in the Athletics Department. The effective date of this appointment are June 22, 2020. Your salary is \$37,740 based on 12 months at 100% time. Ben Heinze is 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. 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 Assistant Athletic Trainer, your position is eligible for state benefits to include household moving allowance of \$750 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 below and returning this letter, a signed copy of the enclosed agreement to assign Intellectual Property, and the Conflict of Interest Form (if applicable) to my attention no later than June 19, 2020, retaining a copy for your records.

cc: Human Resources

I have read and accept the job offer outlined above.

Chantel Paul
D70BE18F01CA4A6

Signature of Appointee & Date Signed

1117 10th Ave
SDF 202 S. Box 2529
Brookings, SD 57007

605-938-5025
605-938-4345
605-938-5099 Fax

GOJACKS.COM



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

Michael Pawlovich

Name of Applicant

Assistant Professor

New Position Title

SDSU

Agency Employed By

\$84,721

Nevada, IA

Brookings

New Post of Duty (City)

July/Aug 2020

Expected Month/Year of Move

Yearly Salary

City, State Moving From

August 22, 2018

Employment Date with the State

00800
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:

Michael Pawlovich

6/29/2020 | 09:13 PDT

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.

DS
MU

Bruce Berdanier

Name of Authorized Agent

Dean of Engineering

Position/ Title of Authorized Agent

Bruce Berdanier

6/29/2020 | 09:27 PDT

South Dakota State University

Signature of Authorized Agent

Date

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance

MEMORANDUM

DATE: May 7, 2018

TO: Dr. Michael Pawlovich

FROM: Dr. Nadim Wehbe
John M. Hanson Professor and Department Head
South Dakota State University

RE: Appointment with Civil and Environmental Engineering
South Dakota State University

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 (CEE) Department. The effective date of this appointment is August 22, 2018. Annual appointment dates are August 22 through May 21. Your salary is \$83,384 based on 9 months at 100% time. The CEE Department Head is 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 the Payroll Office (Morrill Hall/Administration Building Rm 306). 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 assistant professor, your position is eligible for state benefits to include household moving allowance of up to 1 month salary and the total cost cannot exceed \$9,265 as

outlined in SDCL 3-9-12. A Household Moving Allowance form and instructions have been attached. Please sign the form on the "Signature of Applicant" line, date it, and return with your signed acceptance of this job offer.

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 10, 2018, retaining a copy for your records.

I look forward to your joining our department faculty. If you have any questions, or if you need additional information, please contact me.

cc: Dr. Dennis Hedge, Vice President for Academic Affairs and Provost
Dr. Lewis Brown, Dean
Dr. Nadim Wehbe, Department Head
Human Resources

I accept the job offer outlined above

Dr. Michael Pawlovich Date

Encl: Intellectual Property Policy
Intellectual Property Form
Conflict of Interest Form
Household Moving Allowance

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

Siddharth Suryanarayanan

Name of Applicant

Electrical Engineering and Computer Science

SDSU

New Position Title

Agency Employed By

160,500

Fort Collins, CO

Brookings, SD

June 2020

Yearly Salary

City, State Moving From

New Post of Duty (City)

Expected Month/Year of Move

00251

6/22/2020

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.

DocuSigned by:

Siddharth Suryanarayanan
Signature of Applicant

6/17/2020 | 11:29 CDT

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.

Bruce Berdanier

Dean

Name of Authorized Agent

Position/ Title of Authorized Agent

Bruce Berdanier

6/16/2020 | 10:57 PDT

South Dakota State University

Signature of Authorized Agent

Date

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance



South Dakota State University

Jerome J. Lohr College of Engineering

DATE: December 17, 2019

TO: Dr. Siddharth Suryanarayanan
Fort Collins, CO 80523

FROM: Dr. Bruce Berdanier, Dean of the Lohr College of Engineering

RE: Appointment with the Department of Electrical Engineering and Computer Science

Dear Dr. Suryanarayanan,

On behalf of the South Dakota State University, I am very pleased to offer you, subject to approval by the President, an appointment as Department Head in the Electrical Engineering & Computer Science Department at the rank of Full Professor with Tenure, in the Jerome J. Lohr College of Engineering. Tenure and rank at full professor is contingent on support and approval of the College Tenure & Promotion Committee, University Tenure & Promotion Committee, and the South Dakota Board of Regents. The effective date of this appointment will be June 22, 2020. Annual appointment dates are June 22 to June 21.

Your faculty salary is based on 12-months at 100% time and will be \$160,500. This salary is comprised of a faculty salary of \$153,300, based on the 12-month faculty rate at 78% of Oklahoma salary data for the professor rank, in CIP 141001-Electrical Engineering, as well as an administrative stipend of \$7,200. If for any reason, the Department Head duties are removed, your contract will be adjusted to a 9-month faculty contract and your salary will be adjusted to remove the stipend amount. Additionally, I have committed to support you with funds from my office, if needed, of up to \$3,000 to attend national department head meetings. As the Dean of Lohr College of Engineering, I am your direct supervisor. As with all employees, you will be evaluated annually.

The administrative employment offered herein shall be at the pleasure of the President 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 President. If the President elects to renew an administrative appointment, he may do so under whatever changed or additional terms he chooses.

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. 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

jerome.lohr@sdstate.edu | Office of the Dean
 605.625.5300 | 605.625.5301 | 605.625.5302 | 605.625.5303 | 605.625.5304 | 605.625.5305 | 605.625.5306 | 605.625.5307 | 605.625.5308 | 605.625.5309 | 605.625.5310 | 605.625.5311 | 605.625.5312 | 605.625.5313 | 605.625.5314 | 605.625.5315 | 605.625.5316 | 605.625.5317 | 605.625.5318 | 605.625.5319 | 605.625.5320 | 605.625.5321 | 605.625.5322 | 605.625.5323 | 605.625.5324 | 605.625.5325 | 605.625.5326 | 605.625.5327 | 605.625.5328 | 605.625.5329 | 605.625.5330 | 605.625.5331 | 605.625.5332 | 605.625.5333 | 605.625.5334 | 605.625.5335 | 605.625.5336 | 605.625.5337 | 605.625.5338 | 605.625.5339 | 605.625.5340 | 605.625.5341 | 605.625.5342 | 605.625.5343 | 605.625.5344 | 605.625.5345 | 605.625.5346 | 605.625.5347 | 605.625.5348 | 605.625.5349 | 605.625.5350 | 605.625.5351 | 605.625.5352 | 605.625.5353 | 605.625.5354 | 605.625.5355 | 605.625.5356 | 605.625.5357 | 605.625.5358 | 605.625.5359 | 605.625.5360 | 605.625.5361 | 605.625.5362 | 605.625.5363 | 605.625.5364 | 605.625.5365 | 605.625.5366 | 605.625.5367 | 605.625.5368 | 605.625.5369 | 605.625.5370 | 605.625.5371 | 605.625.5372 | 605.625.5373 | 605.625.5374 | 605.625.5375 | 605.625.5376 | 605.625.5377 | 605.625.5378 | 605.625.5379 | 605.625.5380 | 605.625.5381 | 605.625.5382 | 605.625.5383 | 605.625.5384 | 605.625.5385 | 605.625.5386 | 605.625.5387 | 605.625.5388 | 605.625.5389 | 605.625.5390 | 605.625.5391 | 605.625.5392 | 605.625.5393 | 605.625.5394 | 605.625.5395 | 605.625.5396 | 605.625.5397 | 605.625.5398 | 605.625.5399 | 605.625.5400

employment with the university that survives this appointment. 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 Department Head of Electrical Engineering and Computer Science, 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 below and returning this letter, Expectations Agreement, a signed copy of the enclosed agreement to assign Intellectual Property, and the Conflict of Interest Form to my attention no later than December 27, 2019, retaining a copy for your records.

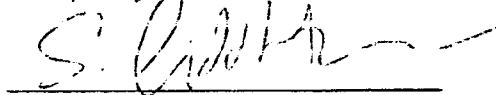
Sincerely,



Bruce W. Berdanier
Dean of the Lohr College of Engineering

Cc: Provost Hledge

I accept the job offer outlined above.



Signature of Appointee

Encl: Expectations Agreement
Intellectual Property Policy
Intellectual Property Form
Conflict of Interest 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 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 Milbrandt

Sr Mechanical Engineer

SDSU Facilities and Services

Name of Applicant

New Position Title

Agency Employed By

\$80,000

Boone, Iowa

Brookings

May of 2020

Yearly Salary

City, State Moving From

New Post of Duty (City)

Expected Month Year of Move

00576

6/01/2020

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.

Robert Milbrandt
Signature of Applicant

6-5-20
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.

Lisa VandeKieft

Employment Assistant

Name of Authorized Agent

Position Title of Authorized Agent

Lisa VandeKieft
Signature of Authorized Agent

6/3/2020

Date

SDSU Facilities and Services

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



Facilities and Services

MEMORANDUM

DATE: 3/20/2020

TO: Robert Milbrandt

DocuSigned by:

Dean Kattelmann

CD9EAA3CB18443E

FROM: Dean Kattelmann, Associate Vice President
Facilities and Services
South Dakota State University

RE: Appointment with Facilities and Services, South Dakota State University

I am pleased to offer you, subject to approval by the President, an appointment as Mechanical Engineer in the Facilities and Services Department. The effective date of this appointment is June 1, 2020. Annual appointment dates are June 22nd to June 21st. Your salary is \$80,000 based on 12 Months at 100%. Barry Mielke is 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.

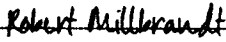
As Mechanical Engineer, your position is eligible for state benefits to include household moving allowance of up to 1-month salary as outlined in SDCL 3-9-12.

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 (*if applicable*) to my attention no later than March 27, 2020; retaining a copy for your records.

cc: Barry Mielke
Human Resources

I accept the job offer outlined above.

DocuSigned by:



183F1A3DE908472

Signature of Appointee & Date Signed

Encl: Intellectual Property Policy
Intellectual Property Form
Conflict of Interest Form

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 Johnson

Name of Applicant

Assistant Coach - Football

New Position Title

SDSU - Athletics

Agency Employed By

\$60,000

Edmond, OK

Brookings, SD

New Post of Duty (City)

Expected Month/Year of Move

Yearly Salary

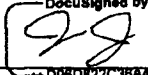
City, State Moving From

00511
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.

DocuSigned by:

Signature of Applicant

6/09/20

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.

Justin G. Sell

Name of Authorized Agent

Director of Athletics

Position/ Title of Authorized Agent

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 STATE UNIVERSITY ATHLETICS

MEMORANDUM

DATE: March 3, 2020
TO: John Johnson
FROM: Justin Sell, Director of Athletics
South Dakota State University
RE: Appointment with Intercollegiate Athletics, South Dakota State University

I am pleased to offer you, subject to approval by the President, an appointment as Assistant Football Coach in the Athletics Department. The effective date of this appointment is March 4, 2020. Annual appointment dates are June 22nd to June 21st. Your salary is \$60,000 based on 12 months at 100% time. John Stiegelmeier 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. 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 Assistant Football Coach, your position is eligible for state benefits to include household moving allowance of up to \$1,500 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 March 3, 2020, retaining a copy for your records.

cc: Human Resources

I accept the job offer outlined above.


Signature of Appointee & Date Signed

3/3/20

2820 Stanley J.
Marshall Center
Brookings, SD 57007

(605) 688-5625
(866) GoJacks
(605) 688-5999 fax

GOJACKS.COM

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

JESSICA JUAREZ	Lecturer/Coordinator	DEPARTMENT OF VETERINARY & BIOMEDICAL SCIENCE
Name of Applicant	New Position Title	Agency Employed By
100,000	Ames, IA	BROOKINGS
Yearly Salary	City, State Moving From	08/2020
<i>00360</i>	New Post of Duty (City)	Expected Month/Year of Move
Bureau of Human Resources Class Code		

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

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

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

<i>JESSICA JUAREZ</i>	7/2/2020 14:01 CDT
Signature of Applicant	Date

Authorization

The undersigned agent hereby certifies that the above agency ordered the applicant to move as indicated and that the move will be for the benefit of the State of South Dakota. The Agent further declares that to the best of my knowledge and belief the request and authorization for reimbursement of actual household moving expenses are true and correct.

Jane Hennings	DEPARTMENT HEAD
DocuSigned by: <i>Jane Hennings</i>	Position/ Title of Authorized Agent
7/3/2020 08:17 CDT	DEPARTMENT OF VETERINARY & BIOMEDICAL SCIENCE
Date	Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on	Signature of Secretary, State Board of Finance
Date	Date

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



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

DATE: July 2, 2020
TO: Dr. Jessica Juarez
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 Lecturer/(Faculty) Coordinator for the Professional DVM Program in Veterinary Medicine of the Department of Veterinary & Biomedical Science in the College of Agriculture, Food, & Environmental Sciences. This is a 12-month, 100%-time term 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 09/02/2020. Annual appointment dates are June 22nd to June 21st. Dr. Gary Gackstetter will be your direct supervisor. As with all employees, you will be evaluated annually.

You total annual salary is \$100,000 based on 12-months of work at 100% time. This salary is comprised of a faculty salary of \$97,500 based on the 12-month faculty rate. In addition to your faculty salary, you will receive an administrative stipend of \$2,500.

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

The administrative employment offered herein shall be at the pleasure of the President and Board of Regents and may be terminated without notice or cause. The administrative appointment shall commence on 09/02/2020 and shall not extend beyond 06/21/2021. The administrative employment may be renewed at the sole pleasure of the President. If the President elects to renew an administrative appointment, the President has full discretion to change the terms of that appointment.

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.

Rev. 04/13/2020

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.

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 a Lecturer (Faculty) Coordinator, 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 August 1, 2020, retaining a copy for your records.

Sincerely,

DocuSigned by:

Jane Hennings

02CFFD041FE1473...

Jane Christopher-Hennings

7/3/2020 | 08:16 CDT

Date

I accept the job offer outlined above.

DocuSigned by:

JESSICA NAREE

0A30B72E1D5E42E

Signature of Appointee

7/3/2020 | 08:44 CDT

Date

cc: Supervisor, Dr. Gary Gackstetter
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 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

Rajesh Kavasseri

Name of Applicant

174,000

Yearly Salary

West Fargo, ND

City, State Moving From

00340

Bureau of Human Resources Class Code

COE Associate Dean of Research

New Position Title

Brookings, SD

New Post of Duty (City)

6/22/2020

Employment Date with the State

SDSU

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:

Rajesh Kavasseri
Signature of Applicant

6/16/2020 | 12:59 CDT

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.

Bruce Berdanier

Name of Authorized Agent

Bruce Berdanier

Signature of Authorized Agent

6/16/2020 | 10:57 PDT

Date

Dean

Position/ Title of Authorized Agent

South Dakota State University

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on

Date

Signature of Secretary, State Board of Finance



SOUTH DAKOTA STATE UNIVERSITY

Jerome J. Lohr College of Engineering

DATE: December 17, 2019

TO: Dr. Rajesh Kavaseseri
1932 7th Street East
West Fargo, ND 58078

FROM: Dr. Bruce Berdanier, Dean of the Lohr College of Engineering

RE: Appointment as Associate Dean of Research

Dear Dr. Kavasseri,

On behalf of the South Dakota State University, I am very pleased to offer you, subject to approval by the President, an appointment as Associate Dean of Research at the rank of Full Professor with Tenure, in the Jerome J. Lohr College of Engineering. Tenure and rank at full professor is contingent on support and approval of the College Tenure & Promotion Committee, University Tenure & Promotion Committee, and the South Dakota Board of Regents. The effective date of this appointment will be June 22, 2020. Annual appointment dates are June 22 to June 21.

Your salary is based on 12-months at 100% time and will be \$174,000, which includes an administrative stipend of \$11,210. If for any reason, the Associate Dean for Research duties are removed, your contract will be adjusted to a 9-month faculty contract and your salary will be adjusted to reflect the 9-month Faculty salary at the Professor Rank at 100% in CIP 141001- Electrical Engineering with the stipend amount removed. As the Dean of Lohr College of Engineering, I am your direct supervisor. As with all employees, you will be evaluated annually.

The administrative employment offered herein shall be at the pleasure of the President 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 President. If the President elects to renew an administrative appointment, he may do so under whatever changed or additional terms he chooses.

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. 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

Jerome J. Lohr College of Engineering | Office of the Dean


1000 S. Brookings Engineering Hall 201, Box 2219 | Brookings, SD 57007 | 605-688-4181 | 605-688-5878 (Fax) | www.sdstate.edu/jerome-lohr-engineering

employment with the university that survives this appointment. 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 Associate Dean for Research, 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 below and returning this letter, Expectations Agreement, a signed copy of the enclosed agreement to assign Intellectual Property, and the Conflict of Interest Form to my attention no later than December 27, 2019, retaining a copy for your records.

Sincerely,



Bruce W. Berdanier
Dean of the Lohr College of Engineering

Cc: Provost Hedge

I accept the job offer outlined above.

K. G. Rajan 01/03/20

Signature of Appointee

Encl: Expectations Agreement
Intellectual Property Policy
Intellectual Property Form
Conflict of Interest 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 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

Courtney Chacon

Assistant Coach - Volleyball

SDSU - Athletics

Name of Applicant

New Position Title

Agency Employed By

\$43,506

Gunnison, CO

Brookings, SD

Yearly Salary

City, State Moving From

New Post of Duty (City)

Expected Month/Year of Move

00511

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.

DocuSigned by:
Courtney Chacon
Signature of Applicant

6/09/20
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.

Justin G. Sell

Director of Athletics

Name of Authorized Agent

Position/ Title of Authorized Agent

Justin Sell
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 STATE UNIVERSITY ATHLETICS

MEMORANDUM

DATE: March 5, 2020
TO: Courtney Chacon
FROM: Justin Sell, Director of Athletics
South Dakota State University
RE: Appointment with Intercollegiate Athletics, South Dakota State University

I am pleased to offer you, subject to approval by the President, an appointment as Assistant Volleyball Coach in the Athletics Department. The effective date of this appointment is March 9, 2020. Annual appointment dates are June 22nd to June 21st. Your salary is \$43,506 based on 12 months at 100% time. Dan Georgalas 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. 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 Assistant Volleyball Coach, your position is eligible for state benefits to include household moving allowance of up to \$1,000 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 March 6, 2020, retaining a copy for your records.

cc: Human Resources

I accept the job offer outlined above.


Signature of Appointee & Date Signed

2820 Stanley J. Marshall Center
Brookings, SD 57007
(605) 688-5625
(866) GoJacks
(605) 688-5999 fax
GOJACKS.COM

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

<u>Robert Erickson</u> Name of Applicant	<u>Assistant Football Coach</u> New Position Title	<u>SDSU - Athletics</u> Agency Employed By
<u>\$57,000</u> Yearly Salary	<u>Milton, WI</u> City, State Moving From	<u>Brookings, SD</u> New Post of Duty (City)
<u>00511</u> Bureau of Human Resources Class Code		<u> </u> 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 income, I acknowledge that ultimately I am responsible for the proper reporting of any tax liability of this reimbursement.

Rob Erickson
Signature of Applicant

Date

Authorization

The undersigned agent hereby certifies that the above agency ordered the applicant to move as indicated and that the move will be for the benefit of the State of South Dakota. The Agent further declares that to the best of my knowledge and belief the request and authorization for reimbursement of actual household moving expenses are true and correct.

<u>Justin G. Sell</u> Name of Authorized Agent	<u>Director of Athletics</u> Position/ Title of Authorized Agent
<u>Justin Sell</u> Signature of Authorized Agent	<u> </u> Agency of Authorized Agent
<u>6/17/20</u> Date	

Approval by State Board of Finance

Approved by the
State Board of
Finance on

Date

Signature of Secretary, State Board of Finance

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



SOUTH DAKOTA STATE UNIVERSITY ATHLETICS

MEMORANDUM

DATE: March 10, 2020
TO: Robert Erickson
FROM: Justin Sell, Director of Athletics
South Dakota State University
RE: Appointment with Intercollegiate Athletics, South Dakota State University

I am pleased to offer you, subject to approval by the President, an appointment as Assistant Football Coach in the Athletics Department. The effective date of this appointment is March 12, 2020. Annual appointment dates are June 22nd to June 21st. Your salary is \$57,000 based on 12 months at 100% time. John Stiegelmeier 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. 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 Assistant Football Coach, your position is eligible for state benefits to include household moving allowance of up to \$1,500 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 March 11, 2020, retaining a copy for your records.

cc: Human Resources

I accept the job offer outlined above.

Signature of Appointee & Date Signed

2820 Stanley J.
Marshall Center
Brookings, SD 57007

(605) 688-5625
(866) GoJacks
(605) 688-5999 fax

GOJACKS.COM

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

Emma R. Spagnola

Name of Applicant

Asst Cross Country and Track & Field Coach/Intramural Coord

New Position Title

SD School of Mines & Technology

Agency Employed By

\$31,000.00

North Aurora, IL

Rapid City

August 2020

Yearly Salary

City, State Moving From

New Post of Duty (City)

Expected Month/Year of Move

00511

August 3, 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.

DocuSigned by:

6/26/2020 | 8:58:40 AM MDT

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.

James M. Rankin

Name of Authorized Agent

President

Position/ Title of Authorized Agent

DocuSigned by:

6/25/2020 | 4:34:54 PM SDT

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: June 25, 2020

TO: Emma R. Spagnola

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

RE: Appointment with Intercollegiate Athletics
South Dakota School of Mines & Technology

DocuSigned by:

James M. Rankin

217158BAE36E43F

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Cross Country and Track & Field Coach/Intramural Coordinator in Intercollegiate Athletics, position ME9749. The effective date of this appointment is August 3, 2020. Annual appointment dates are June 22 through June 21. Your yearly salary is \$31,000. This is a 12-month position working at a 100% level of effort for the pay periods July 22 to May 21. This position will be at 50% effort for the pay periods May 22 to July 21. Steven Johnson, Director of Cross Country/Track and Field, 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 \$14,587 or 47%. 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 3, 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.

This notice acknowledges the employee has reviewed the conduct requirements for athletic personnel in NCAA Bylaw 10 and 11 and agrees to comply with NCAA bylaws. An athletic staff member who is found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures in NCAA Bylaw 19 including suspension without pay or termination of employment for significant or repetitive violations. All BOR policies/contracts will be adhered in the event this action is taken.

Emma R. Spagnola
June 25, 2020
Page Two

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 June 15th.

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 \$1,000 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:



6/26/2020 | 8:58:40 AM MDT

EB372AC210B04D4

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
S Johnson
J Lueken

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>Peter Adcock</u> Name of Applicant	<u>Senior Lecturer</u> New Position Title	<u>SD School of Mines & Technology</u> Agency Employed By
<u>\$55,000.00</u> Yearly Salary	<u>Rapid City</u> New Post of Duty (City)	<u>August 2018</u> Expected Month/Year of Move
<u>Austin, TX</u> City, State Moving From	<u>August 22, 2018</u> Employment Date with the State	
<u>00911</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:
Peter A Adcock
Signature of Applicant

6/24/2020 | 7:51:19 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

6/24/2020 | 1:02:35 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

A00224794

OFFICE OF THE PRESIDENT

DATE: July 18, 2018
TO: Peter Adcock
FROM: James Rankin
President
South Dakota School of Mines & Technology



RECEIVED
HUMAN RESOURCES

JUL 25 2018

**SOUTH DAKOTA SCHOOL
OF MINES & TECHNOLOGY**

RE: Appointment with Department of Chemistry and Applied Biological Sciences
South Dakota School of Mines & Technology

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Senior Lecturer in the Chemistry and Applied Biological Sciences Department, position ME9671. The effective date of this appointment is August 22, 2018. Your salary is \$55,000 based on 9 months at 100% effort.

Ms. Lori Coble 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 unit members 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 unit members 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 \$16,253 or 30%. 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.

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

A00224794

Peter Adcock
July 18, 2018
Page Two

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, a memo regarding New Faculty Orientation, and the academic year 2018-19 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, 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 and returning this letter, a signed copy of the enclosed agreement to assign Intellectual Property, a signed copy of the Household Moving Allowance form, a signed copy the Expectations of Employment document and the completed General Information form to the Human Resources Office in the enclosed self-addressed envelope no later than 15 (fifteen) calendar days from the date of this memo, retaining a copy for your records.

I accept the job offer outlined above.

P.A. Adcock 7/23/2018
Signature of Appointee & Date Signed

JR: mll

Encl: Intellectual Property Agreement
Household Moving Allowance form and information
Expectations of Employment Document
SDBOR New Hire General Information form
Memo from HR – Benefit Orientation / Payroll Paperwork Completion
Memo from HR – New Faculty Orientation
Academic Year 2018-19 Calendar

cc: Dr. Demitris Kouris
Ms. Lori Coble
Ms. Kelli Shuman
Ms. Heather Forney
Ms. Cheryl Cox

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

Christopher Trampel

Assistant Professor - EE Dept.

South Dakota School of Mines & Technology

Name of Applicant

New Position Title

Agency Employed By

\$81,000

Syracuse, UT

Rapid City

August 2020

Yearly Salary

City, State Moving From

New Post of Duty (City)

Expected Month/Year of Move

00800

08/22/2020

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:

Christopher P. Trampel

6/8/2020 | 3:06:54 PM MDT

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.

James Rankin

President

Name of Authorized Agent

Position/ Title of Authorized Agent

DocuSigned by:

James M. Rankin

6/8/2020 | 2:49:45 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: 6/8/2020 | 2:49:45 PM MDT

TO: Christopher Trampel

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

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

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

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as Assistant Professor in the Electrical Engineering Department, position ME9706.

The effective date of this appointment is August 22, 2020. Your salary is \$81,000 based on 9 months at 100% effort.

Dr. Thomas Montoya 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 \$21,554 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

Christopher Trampel
6/8/2020 | 2:49:45 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:

Christopher P. Trampel

6/8/2020 | 3:06:54 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. Thomas Montoya
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>Long Zhao</u> Name of Applicant	<u>Assistant Professor - EE Dept</u> New Position Title	<u>South Dakota School of Mines & Technology</u> Agency Employed By
<u>\$82,000</u> Yearly Salary	<u>Arlington, TX</u> City, State Moving From	<u>Rapid City</u> New Post of Duty (City)
<u>00800</u> Bureau of Human Resources Class Code	<u>08/17/2020</u> Employment Date with the State	<u>August 2020</u> 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.

<small>DocuSigned by:</small> <u>Long Zhao</u> Signature of Applicant	<u>6/16/2020 3:51:09 PM MDT</u> Date
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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.

<u>James Rankin</u> Name of Authorized Agent	<u>President</u> Position/ Title of Authorized Agent
<small>DocuSigned by:</small> <u>James M. Rankin</u> Signature of Authorized Agent	<u>6/16/2020 12:55:46 PM MDT</u> Date
	<u>South Dakota School of Mines & Technology</u> 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
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OFFICE OF THE PRESIDENT

DATE: 6/16/2020 | 12:55:46 PM MDT

TO: Long Zhao

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

RE: Appointment with Department of Electrical 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 Electrical Engineering Department, position ME9595.

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.

SDSM&T received a letter from your doctoral supervising professor confirming you have successfully completed the requirements of your doctoral degree in Electrical Engineering at the University of Texas at Arlington. Please ensure your official PhD transcript from UTA is sent to SDSM&T as soon as it is available.

Dr. Thomas Montoya 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 will 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.

Long Zhao
6/16/2020 | 12:55:46 PM MDT

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.


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:

7430671B15E648B...
6/16/2020 | 3:51:09 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. Thomas Montoya
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>Amy Hunsley-McTighe</u>	<u>Sioux Falls Nursing</u>	<u>Univ. of S. D.</u>
Name of Applicant	New Position Title <u>Site Director</u>	Agency Employed By
<u>\$ 77,513.00</u>	<u>Fort Pierre, SD</u>	<u>August 2020</u>
Yearly Salary	City, State Moving From	Expected Month/Year of Move
<u>00901</u>	<u>July 22, 2020</u>	
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.

<u>Amy Hunsley-McTighe</u>	<u>5-10-2020</u>
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.

<u>Emery Wasley</u>	<u>Assistant Vice President, HR</u>
Name of Authorized Agent	Position/ Title of Authorized Agent
<u>Emery Wasley</u> <u>7-13-20</u>	<u>University of South Dakota</u>
Signature of Authorized Agent Date	Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State Board of Finance on		
Date	Signature of Secretary, State Board of Finance	



UNIVERSITY OF
SOUTH DAKOTA
SCHOOL OF HEALTH SCIENCES

MEMORANDUM

DATE: May 26, 2020
TO: Amy Hunsley-McTighe -
FROM: Anne Pithan, Nursing School of Health Sciences, University of South Dakota
RE: Appointment with Nursing, University of South Dakota

DS
LS

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as 50% Instructor/50% Sioux Falls Site Director in the School of Health Sciences. The effective date of this appointment is July 22, 2020. Annual appointment dates are July 22nd through May 21st. Your salary-rate will be \$77,513 based on 10 months at 100% time.

In the event the Site Director portion of this appointment should end, you will be able to return to your current faculty rank at a salary equal to 90% of the current Oklahoma Salary Survey average salary, escalated by the percentage salary policy increases you are provided as Dean.

The administrative appointment shall commence on July 22, 2020 and shall not extend beyond May 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. The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause.

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 University of South Dakota. Your portion of these forms must be completed on or before your first day of employment.

Your position is not 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 \$7751.30 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 signing below and returning this letter no later than June 1, 2020 retaining a copy for your records. Send the signed documents to:

Sharon Myers
Health Science Center
The University of South Dakota

1400 W 22nd Street
Sioux Falls, SD 57069

cc: Sharon Myers, Human Resources
Jeremy Aylward Department payroll representative

DocuSigned by:

I accept the job offer outlined above.

Amy Hunsley-McTigue

5/28/2020

884D2A5FC7994D3...

Signature of Appointee & Date Signed

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>Dana Carlson-Kottke</u> Name of Applicant	<u>Visiting Assistant Professor of Voice</u> New Position Title	<u>USD</u> Agency Employed By
<u>42,000</u> Yearly Salary	<u>Cedarburg, WI</u> City, State Moving From	<u>Vermillion</u> New Post of Duty (City)
<u>00800</u> Bureau of Human Resources Class Code	<u>August 22, 2020</u> Employment Date with the State	<u>August 2020</u> 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.

Dana Carlson-Kottke
Signature of Applicant

6/18/2020
Date

Authorization

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

Emery Wasley
Name of Authorized Agent

Assistant Vice President, HR
Position/ Title of Authorized Agent

Emery Wasley 7-13-20
Signature of Authorized Agent Date

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



MEMORANDUM

DATE: 5/19/2020
TO: Dana Carlson-Kottke
FROM: Bruce Kelley, Dean, College of Fine Arts, University of South Dakota
RE: Appointment with Department of Music, 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 Vocie in the Department of Music. The effective date of this appointment is 8/22/2020. Annual appointment dates are August 22nd through May 21st. Your annual salary is \$42,000 based on 9 months at 100% time. David Holdhusen 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 report to work date is August 17, 2020. Your work release date is May 14, 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.

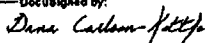
You are required to provide an official transcript for your highest degree within 30 days of accepting this position. Please send your official transcript to the College of Fine Arts. The Board of Regents manages employee-created intellectual property pursuant to the South Dakota Board of Regents Intellectual 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 5/22/2020.

I accept the job offer outlined above.

DocuSigned by:

Signature of Appointee

5/19/2020

Date



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

cc: Kurt Hackemer, Provost
David Holdhusen, Supervisor
Ashley Hobza, Human Resources
Monica Tiaht, Department payroll representative

University of South Dakota
ATTN: College of Fine Arts
414 E Clark Street
Vermillion, SD 57069

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

Maria A. Leach

Name of Applicant

141000

Yearly Salary

00700

Bureau of Human Resources Class Code

Gulfport, MS

City, State Moving From

Associate Professor

New Position Title

Vermillion, SD

New Post of Duty (City)

Employment Date with the State

Beacom School of Business

Agency Employed By

Jun-Jul/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.

Maria A. Leach
Signature of Applicant

July 6, 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 7-13-20

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: March 2, 2020
TO: Dr. Maria López Leach
FROM: Dr. Venky Venkatachalam, Dean of the Beacom School of Business, University of South Dakota
RE: Appointment with the Beacom School of Business, University of South Dakota

I am pleased to offer you, subject to approval by the Board of Regents, an appointment as an Associate Professor of Accounting in the Beacom School of Business. The effective date of this tenure track appointment is August 22, 2020. Annual contract appointment dates for the purposes of payroll are August 22 to May 21. Your annual salary is \$141,000.00 based on 9 months at 100% time. 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 \$9,000.00 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 this offer, and the accompanying documents, by March 3, 2020.

I accept the job offer outlined above.

DocuSigned by: Maria A. Leach
77A03891C1E6MEC
Signature of Appointee

3/5/2020
Date

DS
kl



UNIVERSITY OF
SOUTH DAKOTA

Appointee's curriculum vitae. Appointee further agrees to provide to the University of South Dakota, upon its request, evidence of employability as required by the United States Immigration Laws. Appointee agrees that the employment of Appointee is terminable by the University of South Dakota if at any time Appointee fails to provide such evidence.

6. **Controlling Law.** This expectation document shall be construed according to the laws of the State of South Dakota.

I have read, understand and accept all the expectations of my employment as outlined:

<small>DocuSigned by:</small> <i>Maria A. Leach</i> <small>77403891C1E84EC...</small>	<u>3/5/2020</u>
Signature of Appointee	Date

Enc: College or School/Departmental Expectations Document

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

Abdul-Khaliq Murtadha

Name of Applicant

\$45,000

Yearly Salary

00800

Bureau of Human Resources Class Code

Glendale, CA

City, State Moving From

Visiting Assistant Professor

New Position Title

Vermillion

New Post of Duty (City)

08/17/20

Employment Date with the State

University of South Dakota

Agency Employed By

08/20

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]
Signature of Applicant

6/23/20
Date

Authorization

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

Emery Wasley

Name of Authorized Agent

[Signature]
Signature of Authorized Agent

7-13-20
Date

Assistant Vice President, HR

Position/ Title of Authorized Agent

University of South Dakota

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

Date

Signature of Secretary, State Board of Finance



MEMORANDUM

DATE: 5/6/2020

TO: Abdul-Khaliq Murtadha

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 Professor of Acting 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:

 Signature of Appointee

5/7/2020

Date



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

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

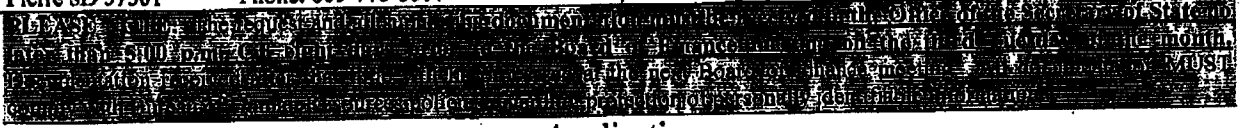
Household Moving Allowance State of South Dakota

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.



Application

Miles Taylor

Name of Applicant

45,500

Yearly Salary

00511

Bureau of Human Resources Class Code

Martin, TN

City, State Moving From

Assistant Football Coach

New Position Title

Vermillion, SD

New Post of Duty (City)

07/06/2020

Employment Date with the State

USD Athletics

Agency Employed By

July 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.

Miles Taylor
Signature of Applicant

7/6/20
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
Signature of Authorized Agent

7-13-20
Date

Assistant Vice President, HR

Position/ Title of Authorized Agent

University of South Dakota

Agency of Authorized Agent

Approval by State Board of Finance

Approved by the State
Board of Finance on

_____ Date

_____ Signature of Secretary, State Board of Finance



DEPARTMENT OF ATHLETICS
The University of South Dakota
Sanford Coyote Sports Center
414 E. Clark Street
Vermillion, SD 57069-2390
www.GoYotes.com
605-658-5500

DATE: June 22, 2020
TO: Miles Taylor
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 Football Coach. The effective date of this appointment is July 6, 2020. Your salary will be at an annualized rate of \$45,500.00. Your supervisor is Bob Nielson. This offer of employment is contingent on the favorable results of a background check. As with all administrative employees, you will be evaluated annually. Specific expectations for this position are detailed in the attached Expectations of Employment.

The administrative employment offered herein shall be at the pleasure of the Board and may be terminated without notice or cause. The appointment shall commence on July 6, 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 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.

This 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 \$3,700.00 in moving expenses. Reimbursed moving expenses are considered taxable income. Once you receive payment, Payroll will contact you to determine how the payment is recorded as taxable income. Please note that the amount must be recorded as income in the calendar year it is received.

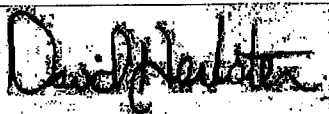
You are scheduled to attend orientation sessions for new employee. All sessions are held in 104 Slagle Hall at the indicated date and times.

- General Information and Benefits Overview, 8:15 a.m. on July 8, 2020
- Guidelines for Using and Reporting Leave, 8:15 a.m. on July 15, 2020
- Anti-Harassment and Discrimination, 9:00 am on July 29, 2020

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:

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.

cc: Bob Neilson

I understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below and returning this letter and supporting documents no later than July 2, 2020, retaining a copy for your records.

Designated by

Miles Taylor

6/22/2020

Signature

Date



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: 07/07/2020 Agency: SD Game Fish & Parks
Agency Address: 523 E Capitol Ave Pierre SD 57501
Agency Phone Number: 605-773-3387
Employee Requesting Reimbursement: Angie Owens / Pizza Ranch
Total Amount of Reimbursement: 31.96
Date(s) of Expense: 07/07/2020
Event Leave Time: 11am Event Return Time: 2pm
Explanation of official business performed: Executive Staff meeting

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.

Angie Owens
Signature of Employee

July 9 2020
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.

SD Game Fish & Parks / Kelly Hepler
Name of Department/Office Head

Department Secretary
Position/Title of Agency Official

[Signature]
Signature of Department/Office Head

July 9th 2020
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.

REIMBURSEMENT REQUEST - 7/7/2020

Meeting: Habitat Foundation

Attendees: Kelly Hepler

Kevin Robling

Tom Kirschenmann

Jim Scull

Lisa Weyer

Reprint
7/7/2020 11:55 a
Tell us how we are doing at:
866-835-5871
or by visiting
www.pizzaranchfeedback.com

Pizza Ranch #2000
321 E. HUSTAN
FORT PIERRE, SD 57532
605-223-9114

Ticket # 2
7/7/2020 8:14 am LEE

*** DELIVERY ***

Required:
12:12 pm

773-3387
GAME FISH AND
PARKS
523 EAST CAPITAL
AVE
PIERRE

Zone : 1
Pierre/Fort
Pierre

House Acc 31.96

Time order
deliver at:
Tuesday 12:15
Was Deferred
#5547

Large 13.99
Bronco
Orig Crust

Any Lg \$12 (1.99)

4 Garden Salad 1
7.96
Ranch
1000 Island

Subtotal 29.96
Delivery Charge 2.00
Total 31.96

Tip -----

Total -----

Ticket # 2
(0707012121)

For Rewards Info:
www.ranchrewards.com
Phone: 855-321-3401

Name

Signature

Reprint
7/7/2020 11:55 a