

Employee Benefits Programs Committee October 27, 2015

Human Resource Management Services Division of OMB report on state agencies:

- providing service awards to employees in the classified service (54-06-32)
- providing employer-paid costs of training or educational courses to employees in the classified service (54-06-33)
- paying employee membership dues for professional organizations and membership dues for service clubs (54-06-34)

54-06-32. State employee service awards.

Each state agency, department, or institution may establish rules or policies for employee recognition and service award programs. Executive branch agencies having employees in classified service are subject to rules adopted by North Dakota human resource management services and approved by the state personnel board and the legislative management's administrative rules committee. Any other agency, department, or institution of the executive, legislative, or judicial branch may adopt similar rules or policies to ensure uniformity and consistency in state government. Notwithstanding any other provision of law, each executive branch state agency, department, or institution, except an institution of higher education, having employees who are not in classified service and establishing rules or policies for employee recognition and service award programs shall submit the rules and policies to the office of management and budget for review and comment, and after addressing any comments of the office of management and budget, shall submit the rules and policies to the legislative management's administrative rules committee for approval. Within sixty days after the close of each biennial period, each state agency, department, or institution providing an employee service award under rules approved by the administrative rules committee shall file with the office of management and budget a report indicating the total amount of service awards paid. Within ninety days after the close of each biennial period, the office of management and budget shall submit to the legislative council a report summarizing this information. An expenditure made under this section is deemed to be made for a public purpose and may not be construed as a gift for purposes of section 18 of article X of the Constitution of North Dakota.

54-06-33. Employer-paid tuition.

Each state agency, department, or institution may establish rules or policies to provide employer-paid costs of training or educational courses, including tuition and fees, within budgetary constraints. Executive branch agencies having employees in classified service are subject to rules adopted by North Dakota human resource management services and approved by the state personnel board and the legislative management's administrative rules committee. Any other state agency, department, or institution of the executive, legislative, or judicial branch may adopt rules or policies to ensure uniformity and consistency in state government. Notwithstanding any other provision of law, each executive branch state agency, department, or institution, except an institution of higher education, having employees who are not in classified service and establishing rules or policies for employer-paid costs of training or educational courses, including tuition and fees, shall submit the rules and policies to the office of management and budget for review and comment, and after addressing any comments of the office of management and budget, shall submit the rules and policies to the legislative management's administrative rules committee for approval. Within sixty days after the close of each biennial period, each state agency, department, or institution providing employer-paid costs of training or educational courses, including tuition and fees, under rules approved by the administrative rules committee, shall file with the office of management and budget a report indicating the total employer-paid costs of training and educational courses, including tuition and fees. Within ninety days after the close of each biennial period, the office of management and budget shall submit to the legislative council a report summarizing this information. An employee who receives employer-paid tuition reported under this section who leaves employment with the state within two years of receiving the tuition must repay tuition received under this section on a prorated basis. An expenditure for

employer-paid training or educational courses, including tuition and fees, under this section is deemed to be made for a public purpose and may not be construed as a gift for purposes of section 18 of article X of the Constitution of North Dakota.

54-06-34. Employer-paid professional organization membership and service club dues.

Each state agency, department, or institution may pay employee membership dues for professional organizations and membership dues for service clubs when required to do business or if the membership is primarily for the benefit of the state. Within sixty days after the close of each biennial period, each executive branch state agency, department, or institution, except an institution of higher education, providing employer-paid professional organization membership and service club dues shall file with the office of management and budget a report indicating the total employer-paid professional organization membership and service club dues. Within ninety days after the close of each biennial period, the office of management and budget shall submit to the legislative council a report summarizing this information. An expenditure made under this section is deemed to be made for a public purpose and may not be construed as a gift for purposes of section 18 of article X of the Constitution of North Dakota.

Report on State Employee Service Awards, Employer-Paid Tuition, and Employer-Paid Professional Organization Membership and Service Club Dues				
July 1, 2013 - June 30, 2015				
(N.D.C.C. §§ 54-06-32 to 54-06-34)				
Agency	2013-2015 Authorized FTEs	State Employee Service Awards	Employer-Paid Training or Educational Courses, Including Tuition and Fees	Employer-Paid Professional Organizational Membership & Service Club Dues for Individuals
10100 Office of the Governor	18	\$ -	\$ -	\$ 770.00
10800 Office of the Secretary of State	31	\$ 2,465.00	\$ 225.00	\$ 10,377.00
11000 Office of Management & Budget	130.5	\$ 3,529.80	\$ 26,800.06	\$ 8,982.50
11200 Information Technology Dept	340.3	\$ 21,784.27	\$ 739,473.27	\$ 126,710.41
11700 Office of the State Auditor	53.8	\$ 3,087.00	\$ 28,435.00	\$ 7,835.00
12000 Office of the State Treasurer	8	\$ 275.00	\$ 1,639.96	\$ 13,520.00
12500 Office of the Attorney General	213.5	\$ 5,469.00	\$ 134,745.00	\$ 44,366.00
12700 Office of State Tax Commissioner	134	\$ 12,173.00	\$ 61,033.25	\$ 3,220.00
14000 Office of Administrative Hearings	5	\$ 185.29	\$ 5,420.00	\$ 1,455.00
18800 Comm on Legal Counsel of Indigents	33	\$ 675.00	\$ 10,044.00	\$ 27,607.00
19000 Retirement & Investment Office	19	\$ 1,532.95	\$ 30,963.91	\$ 11,380.00
19200 Public Employees Retirement System	33	\$ 3,049.35	\$ 19,845.50	\$ 19,470.00
20100 Dept of Public Instruction	99.75	\$ 9,253.75	\$ 24,743.79	\$ 11,347.00
22600 Dept of Trust Lands	31	\$ 3,056.48	\$ 37,224.50	\$ 4,650.00
25000 State Library	29.75	\$ 1,100.00	\$ 5,430.00	\$ 17,065.00
25200 School for the Deaf	44.61	\$ 3,813.89	\$ 16,859.72	\$ 6,464.13
25300 ND Vision Services/School for the Blind	30	\$ 338.00	\$ 10,287.00	\$ -
27000 Dept of Career & Technical Education	27	\$ 900.00	\$ 2,155.00	\$ 6,475.00
30100 ND Dept of Health Department	354	\$ 22,220.50	\$ 69,728.54	\$ 23,736.50
30500 Tobacco Prevention & Control Cmmte	8	\$ 350.00	\$ 1,969.00	\$ 2,710.00
31300 Veterans Home	120.72	\$ 2,000.00	\$ 32,410.00	\$ 2,250.00
31600 Indian Affairs Commission	5			
32100 Dept of Veterans Affairs	8	\$ -	\$ 3,890.00	\$ 1,390.00
32500 Dept of Human Services	2201.08	\$ 97,390.50	\$ 513,251.72	\$ 10,075.00

Agency	2013-2015 Authorized FTEs	State Employee Service Awards	Employer-Paid Training or Educational Courses, Including Tuition and Fees	Employer-Paid Professional Organizational Membership & Service Club Dues for Individuals
36000 Protection and Advocacy Project	27.5	\$ 3,597.70	\$ -	\$ -
38000 Job Service ND	250.76	\$ 19,412.00	\$ 54,823.40	\$ 5,522.91
40100 Office of the Insurance Commissioner	49.5	\$ 3,384.28	\$ 20,350.92	\$ 9,793.00
40500 Industrial Commission	98.75	\$ 5,161.45	\$ 73,844.55	\$ 920.00
40600 Office of the Labor Commissioner	13	\$ 833.95	\$ 9,199.00	\$ 2,390.00
40800 Public Service Commission	44	\$ 2,869.00	\$ 15,694.18	\$ 2,975.00
41200 Aeronautics Commission	6	\$ -	\$ 805.00	\$ 534.00
41300 Dept of Banking & Financial Institutions	29	\$ 1,200.00	\$ 17,431.00	\$ -
41400 Securities Department	9	\$ 1,419.00	\$ 10,457.00	\$ 4,540.00
47100 Bank of ND	179.5	\$ 8,948.50	\$ 600,668.07	\$ 335,921.39
47300 ND Housing Finance Agency	46	\$ 2,700.00	\$ 23,203.50	\$ 465.00
47500 ND Mill and Elevator Association	135	\$ 6,750.00	\$ 36,059.70	\$ 45,431.25
48500 Workforce Safety and Insurance	250.14	\$ 16,266.83	\$ 484,535.46	\$ 53,132.56
50400 Highway Patrol	213	\$ 9,989.00	\$ 132,397.00	\$ 14,960.00
53000 Dept of Corrections & Rehabilitation	814.29	\$ 49,548.41	\$ 191,028.61	\$ 116,723.79
54000 Office of the Adjutant General	246	\$ 12,011.95	\$ 61,360.90	\$ 30,896.25
60100 Department of Commerce	69.25	\$ 4,625.00	\$ 28,628.36	\$ 10,077.60
60200 ND Department of Agriculture	77	\$ 3,383.00	\$ 19,228.15	\$ 54,171.85
66500 ND State Fair	27	\$ -	\$ 64,989.56	\$ 10,537.50
67000 ND Racing Commission	2	\$ 204.44	\$ -	\$ -
70100 State Historical Society	69	\$ 6,372.65	\$ 33,852.07	\$ 3,242.00
70900 Council on the Arts	5	\$ 25.00	\$ 4,155.39	\$ 584.00
72000 Game & Fish Dept	158	\$ 12,893.28	\$ 4,525.00	\$ -
75000 Dept of Parks & Recreation	55	\$ 2,121.39	\$ 32,299.26	\$ 26,126.54
77000 State Water Commission	90	\$ 5,912.88	\$ 19,711.20	\$ 9,428.00
80100 Department of Transportation	1079.5	\$ 79,396.00	\$ 701,897.05	\$ 49,631.50
GRAND TOTALS	8021.2	\$ 453,674.49	\$ 4,417,718.55	\$ 1,149,859.68