

## EMPLOYEE BENEFITS PROGRAMS COMMITTEE BENEFITS SURVEY RESULTS

| Name of Agency         | Question No. 3   |                  |                            |  | Question No. 4  |                  |                            |  | Question No. 5  |                  |                            |   | Question No. 6  |                  |                            | Question No. 7  |  |
|------------------------|--|------------------|----------------------------|--|---|------------------|----------------------------|--|---|------------------|----------------------------|---|---|------------------|----------------------------|---|--|
|                        | Does your agency pay for employee service awards or employee recognition, reward, or incentive programs? |                  |                            |  | Does your agency provide employer-paid tuition for higher education coursework for employees? |                  |                            |  | Does your agency pay employee membership dues for professional organizations or service clubs? <small>Note: Please exclude membership dues for which an employee is required to be a member for the position the employee is filling, membership dues incidental to publications, and membership dues incidental to continuing education credits for licensure required by the employer for the position for which the employee is filling.</small> |                  |                            |   | Does your agency provide employer-paid benefits under North Dakota Century Code (NDCC) Sections 54-52-27, 54-52-29, and 54-52.6-09.2? |                  |                            | Does your agency provide family leave with pay under NDCC Section 54-52.4-02(5)? <sup>2</sup> |  |
|                        | A  | 2005-07 Biennium | Estimated 2007-09 Biennium | Description  | A   | 2005-07 Biennium | Estimated 2007-09 Biennium | Description  | A   | 2005-07 Biennium | Estimated 2007-09 Biennium | Description   | A   | 2005-07 Biennium | Estimated 2007-09 Biennium | A   | Description  |
| Adjutant General       | Yes  | \$5,636          | \$5,636                    | Our agency has been purchasing employee awards based on years of service with the state in accordance with North Dakota Administrative Code (NDAC) Chapter 4-07-18 (Appendix A). The agency is implementing a performance bonus program as in NDAC Section 4-07-18-02.   | No  |                  |                            | We do not unless they are a qualifying member of the North Dakota National Guard also.   | Yes   | \$350            | \$400                      | We only pay membership dues that are directly tied to an employee's essential duties of their position or memberships pertaining to the agency as a whole. We also request memberships for employees be made to the Office of the Adjutant General so they are transferable to a new employee entering that position.             | No  |                  |                            | No  | This agency follows NDCC Chapter 54-52.4 (Appendix B), allowing up to 12 weeks in a 12-month period. This leave is unpaid with the exception of continued health benefits.   |
| Aeronautics Commission | Yes  | \$475            | \$200                      | We follow NDAC Chapter 4-07-18 (Appendix A) - Service Award Programs   | No  |                  |                            | If opportunity arises, our agency would not be opposed to providing tuition assistance.  | Yes   | \$225            | \$225                      | We follow Office of Management and Budget (OMB) Policy 209 (Appendix C).  | Yes   | \$2,484          |                            | Yes   | Our agency provides 40 hours family sick leave paid time. We have not had to deal with any family leave beyond that at this time.  |
| Attorney General       | Yes  | \$5,419          | \$5,700                    | Service anniversary awards are given to recognize dedicated Office of Attorney General employees who complete certain total years of employment with the state of North Dakota. The awards apply to all agency employees who occupy full-time equivalent positions. Employees must have completed the equivalent of 5, 10, 15, 20, 25, 30, 35, 40, 45, or 50 years of full-time employment with the state.<br><br>The meritorious service award recognizes an employee's exceptional job performance and work accomplishments. Each calendar year, the Attorney General shall present meritorious service awards. All permanent employees are eligible to receive the award. | Yes   | \$7,225          | Unknown                    | The Office of Attorney General will, to the extent funds are available, provide tuition assistance to permanent employees to encourage personal development and enhance job performance and productivity. The course must be a part of the employee's training plan, directly relate to the employee's current work duties, and maintain or improve the employee's skills required in performing the employee's present work.  | Yes   | \$131            | Unknown                    | Office of Attorney General employees may develop their professional skills by membership in organizations with a direct job relation to the employees' work duties. In addition, an individual may be assigned to join an organization if the Attorney General determines the office as a whole will benefit from the membership. | No  |                  |                            | Yes   | A permanent staff member employed by the North Dakota Attorney General who averages at least 20 work hours per week, and who has been employed by the Office of Attorney General for at least one year is entitled to receive up to two weeks of compensated family leave per year. Family leave shall be granted as follows:<br>1. To care for the employee's child by birth, if the leave begins within 16 weeks of the child's birth;<br>2. To care for a child placed with an employee, by a licensed child-placing agency, for adoption or as a precondition to adoption, but not both, or for foster care, if the leave begins within 16 weeks of the child's placement;<br>3. To care for the employee's child, spouse, or parent if the child, spouse, or parent has a serious health condition. |
| Bank of North Dakota   | Yes  | \$6,100          | \$5,900                    | Bank of North Dakota follows NDCC Section 54-44.3-12 (Appendix D) and NDAC Chapter 4-07-18 (Appendix A).   | Yes   | \$25,634         | \$25,634                   | 1. Guideline applies to regular full-time and regular part-time employees who have completed their probationary period.<br>2. Reimbursement is limited to \$5,000 per calendar year, with a lifetime maximum of \$10,000.<br>3. Reimbursable amount is based on direct relation to current position, future career goal or requirement for degree.<br>4. Reimbursement is prorated based on position appointment.<br>5. Repayment of the amount reimbursed if employee leaves employment within three years, according to a "Payback Agreement."<br>6. Employee must attain a grade C or higher. | Yes   | \$295            | \$430                      | Bank of North Dakota participates in organizations and associations that pertain to the banking industry and the North Dakota community.  | No  |                  |                            | Yes   | Employees can opt to use some or all of their annual or sick leave.  |

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|--|--|----------|----------------------------|---|---|----------|----------------------------|---|---|-----------|----------------------------|--|--|----------|----------------------------|---|---|
|  | Does your agency pay for employee service awards or employee recognition, reward, or incentive programs? |          |                            |   | Does your agency provide employer-paid tuition for higher education coursework for employees? |          |                            |   | Does your agency pay employee membership dues for professional organizations or service clubs? <small>Note: Please exclude membership dues for which an employee is required to be a member for the position the employee is filling, membership dues incidental to publications, and membership dues incidental to continuing education credits for licensure required by the employer for the position for which the employee is filling.</small> |           |                            |  | Does your agency provide employer-paid benefits under North Dakota Century Code (NDCC) Sections 54-52-27, 54-52-29, and 54-52.6-09.2? <sup>1</sup> |          |                            | Does your agency provide family leave with pay under NDCC Section 54-52.4-02(5)? <sup>2</sup> |   |
|  | A  | B        | Estimated 2007-09 Biennium | Description   | A   | B        | Estimated 2007-09 Biennium | Description   | A   | B         | Estimated 2007-09 Biennium | Description  | A  | B        | Estimated 2007-09 Biennium | A   | B   |
| Board for Career and Technical Education     | Yes  | \$1,075  | \$1,575                    | We follow the state policy. NDAC Chapter 4-07-18 (Appendix A).  | No  |          |                            |   | No  |           |                            |  | No   |          |                            | Yes   | Our agency follows the state policy. NDCC Sections 54-06-14 (Appendix E) and 54-52.4-03 (Appendix B), and NDAC Chapter 4-07-13 (Appendix F).  |
| Commission on Legal Counsel for Indigents    | Yes  | \$150    | \$150                      | We get certificates or award plaques for employees at our Christmas party and will follow OMB guidelines for years of recognition.                    | No  |          |                            |   | Yes   | \$500     | \$500                      | We have a policy that allows memberships to organizations related directly to work, like with criminal defense organizations for attorneys, for example. Supervisors must approve it, as must I (Robin Huseby).  | No   |          |                            | Yes   | As per Family Medical Leave Act (FMLA).   |
| Council on the Arts                          | Yes  | \$350    | \$100                      | Employee recognition awards are now given at 5, 10, 15, 20, and 25 years, etc.  | No  |          |                            | We have no funding in our budget for this type of professional development. | Yes   | \$360     | \$450                      | Dues are paid for memberships that are related to the employee's job performance or knowledge base. Each employee may request dues payment for a maximum of two memberships per fiscal year.   | Yes  | \$0      | \$0                        | No  | The agency provides 16 weeks (without pay) of family leave for an employee who has been employed for at least one year. Leave can be used for birth, adoption, or foster placement of a child; serious health conditions of a parent, spouse, child, or the employee.   |
| Department of Agriculture                    | Yes  | \$5,144  | \$4,500                    | Service awards under NDAC Chapter 4-07-18 (Appendix A); recognition awards under NDCC Section 54-06-31 (Appendix G) (Quarterly Commissioner's Award). | Yes   | \$3,267  | \$2,000                    | Job- or degree-related; 75 percent of tuition; up to \$50 for books.        | Yes   | \$2,850   | \$2,850                    | Both agency and the employee, professionally, must benefit.  | No   |          |                            | Yes   | For a life-threatening illness, an employee, expected to return to work, may receive up to 12 weeks paid leave.   |
| Department of Commerce                       | Yes  | \$2,126  | \$2,000                    | Commerce follows NDAC Chapter 4-07-18 (Appendix A) as the department policy.  | Yes   | \$0      | \$1,000                    | See Appendix I.   | Yes   | \$199,780 | \$200,000                  | Commerce partners with professional organizations that further the mission of the agency. Individual employees may be reimbursed for memberships in professional, work-related organizations (not service clubs) if approved by their supervisor   | No   |          |                            | No  | Commerce follows state policy and offers up to 40 hours of an employee's sick leave to be used for family sick leave each year. All other family leave is unpaid. See Appendix J.   |
| Department of Corrections and Rehabilitation | Yes  | \$37,037 | \$38,000 <sup>3</sup>      | HRMS NDAC Chapter 4-07-18 (Appendix A) service award programs.  | Yes   | \$19,036 | \$20,000 <sup>3</sup>      | See Appendix K.   | Yes   | \$18,595  | \$19,000 <sup>3</sup>      | OMB fiscal and administrative policy 209 (Appendix C) - Professional membership dues   | Yes <sup>4</sup>   | \$47,623 |                            | Yes <sup>5</sup>  | Follows NDCC Section 54-52.4-02(5) (Appendix B) and the federal FMLA.   |
| Department of Financial Institutions         | Yes  | \$425    | \$1,250                    | Our agency does not have incentive programs. We follow NDAC Chapter 4-07-18 (Appendix A) for service awards for eligible employees.                   | Yes   |          |                            | Has to be preapproved and has to be in field of job.                        | No  |           |                            | Our department only pays for membership dues for professional organization relating to our agency directive.   | Yes  |          |                            | Yes   | We follow Human Resource policy which defaults to 12 weeks of unpaid leave after all annual and sick leave have been used.  |
| Department of Health                         | Yes  | \$15,000 | \$15,000                   | We follow OMB NDAC Chapter 4-07-18 for service awards and employee recognition. We do not have an incentive program.                                  | Yes   | \$60,000 | \$60,000                   | See Appendix L.   | Yes   | \$136,000 | \$136,000                  | Our agency does not pay for personal service club dues. We pay for membership dues for professional organizations related to agency directives and goals. In order to increase the knowledge or effectiveness of department staff it may be determined beneficial to have membership in certain organizations. Fees for these memberships will be paid by the department. Section chiefs should determine the appropriate number of multiple memberships in a single organization beneficial to the department. Payment of memberships to organizations must be approved by the section chief. This policy is in compliance with OMB Policy 209 (Appendix C) Professional Membership Dues. | No   |          |                            | Yes   | The State Department of Health provides for employees to use up to 12 weeks of paid or unpaid leave to care for a qualifying family member as provided for by NDCC Chapter 54-52.4 (Appendix B) of the (State Employee Leave Policies). The department also allows employees to use up to 40 hours of sick leave each year to care for eligible family members who are ill or to assist them in obtaining services related to their health or well-being as allowed by NDAC Section 4-07-13-07 (Appendix F) (Uses of Sick Leave). |

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|                                  | A  | B        | C        | D  | A   | B        | C        | D   | A   | B        | C        | D  | A  | B         | C         | A   | B   |
| Department of Labor              | Yes  | \$161    | \$525    | The Department of Labor follows OMB service award policy set forth in NDAC Chapter 4-07-18 (Appendix A). The department does not utilize other recognition, reward, or incentive programs.   | No  |          |          |   | Yes <sup>5</sup>  | \$220    | \$2,180  | Employees are allowed to join professional or service organizations at their choosing. The commissioner evaluates such memberships on a case-by-case basis to determine whether the dues or attendance is of value to the department. Currently, only professional organizations have been approved (no service clubs).  | No   |           |           | No  | While the Department of Labor does not provide any paid family leave benefits, it does comply with the provisions of NDCC Chapter 54-52.4 (Appendix B) and the federal FMLA in providing unpaid family leave to eligible employees. The department does not require that employees on family leave use applicable earned leave (or donated) hours in conjunction with FMLA leave. |
| Department of Public Instruction | Yes  | \$4,674  | \$3,528  | Department of Public Instruction follows NDAC Chapter 4-07-18 (Appendix A) in administering its service award programs.  | Yes   | \$9,675  | \$9,000  | See Appendix M.   | Yes   | \$15,904 | \$16,000 | Department of Public Instruction will provide up to \$300 per year for approved professional membership dues. This amount is deducted from the \$750 annual allowance for employee professional development. Funds must be available within the appropriate budget and requests for participation must meet applicable state and federal regulations. See OMB Policy 209 (Appendix C). | No <sup>7</sup>  |           |           | No  | Department of Public Instruction does not provide family leave with pay. Department of Public Instruction requires that qualifying earned leave be used prior to the granting of unpaid leave.  |
| Department of Transportation     | Yes  | \$60,339 | \$65,000 | See NDDOT Policy II-1, Awards (Appendix N).  | Yes   | \$55,334 | \$70,000 | See NDDOT Policy IX-3, Tuition Reimbursement (Appendix O).  | No  |          |          |  | Yes  | \$141,656 | \$150,000 | No  |   |
| Forest Service                   | Yes  | \$0      | \$0      | We participate in North Dakota State University's staff recognition program. This program recognizes employees' years of service and retirement.   | No <sup>8</sup>   |          |          | Tuition waivers are allowed. Policy 133, see Appendix P.  | Yes   | \$948    | \$948    | Membership has to be applicable to position. See policy 152.2 (Appendix Q).  | No <sup>9</sup>  |           |           | No  | Family sick leave is uncompensated and covered under policy 135 (Appendix R). Family (dependent) sick leave is covered under policy 143 (Appendix S). Dependent sick leave described under section 10 shall not exceed 40 hours per calendar year, but the employee's sick leave is allowed to be used.   |
| Game and Fish Department         | Yes  | \$7,258  | \$8,000  | Follow NDAC Chapter 4-07-18 (Appendix A), service award programs as established by OMB, Human Resource Management Services.  | Yes   | \$0      | \$0      | Tuition assistance can be provided for employee advancement.  | No  |          |          |  | No   |           |           | No  |   |
| Governor's office                | No   |          |          |  | Yes   | \$80     | \$80     | We try to use the courses available through the state when possible for computer and phone training. We have also used Bismarck State College for some courses. Usually \$30 to \$50 per class. | No  |          |          |  | No   |           |           | No  | Governor's office provides for 12 weeks of unpaid leave per year after employee has exhausted his/her annual and sick leave and donated leave.  |
| Highway Patrol                   | Yes  | \$9,430  | \$6,000  | The Highway Patrol follows NDAC Chapter 4-07-18 (Appendix A) regarding service award programs. We did provide incentive awards for physical fitness performance as part of the department wellness program. A small amount was also spent on officer performance recognition awards. | Yes   | \$8,661  | \$10,000 | See policy which outlines eligibility for 50 percent tuition reimbursement (Appendix T).  | Yes   | \$1,066  | \$1,200  | We do not pay for service clubs but do pay a few work-related organization memberships such as International Association of Chiefs of Police, Society of Human Resource Management, Association of Public Safety Communications Officials.   | No   |           |           | No  | See Appendix U.   |
| Housing Finance Agency           | Yes  | \$1,075  | \$2,275  | State service award programs NDAC Chapter 4-07-18 (Appendix A).  | Yes   | \$0      | \$0      | \$300 per year/\$1,500 maximum; courses must be beneficial to employee's position.  | No  |          |          |  | No   |           |           | No  | May use 40 hours sick leave in a calendar year, NDAC Chapter 4-07-13 (Appendix F). May use annual leave after that with approval. If no leave available, may grant unpaid leave with approval.  |

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|                                   | A  | B           | Estimated 2007-09 Biennium | Description   | A   | B        | Estimated 2007-09 Biennium | Description  | A   | B         | Estimated 2007-09 Biennium | Description   | A  | B        | Estimated 2007-09 Biennium | A   | B   |
| Human Services                    | Yes  | \$120,287   | \$120,000                  | The department follows the guidelines set out in NDAC Section 4-07-18-04 (Appendix A). Department of Human Services policy is attached as Appendix V.   | Yes   | \$37,779 | \$35,000                   | Assuming budget availability, employees are eligible for reimbursement of 80 percent of tuition expenses. Course must be job-related or lead to a specific degree.   | Yes   | \$261,625 | \$262,000                  | The department follows OMB Policy 209 (Appendix C).   | No   |          |                            | Yes   | Department of Human Services grants leave in accordance with what is required under the FMLA. If sufficient annual leave or sick leave exists, the time is paid. If not, the time is without pay.   |
| Indian Affairs Commission         | Yes  | \$0         | \$0                        | The North Dakota Indian Affairs Commission (NDIAC) does not give incentive programs and bonuses as provided for by statute. The agency does follow OMB policy.  | Yes   | \$0      | \$1,400                    | Per NDIAC policy Section 3 - Within budgetary constraints, tuition may be reimbursed up to 80 percent of tuition and fees. Book costs are not reimbursed. Reimbursement is predicated upon completion of course, and coursework must not interfere with staff tasks.   | Yes   | \$300     |                            | The NDIAC agency does not pay for service clubs. Fees are paid for memberships to professional organizations whose functions are related to the agency's goals, policies, and directives.   | Yes  | \$0      | \$0                        | Yes   | Currently, NDIAC inherited a policy of family leave which is deducted from the employee's annual leave.   |
| Industrial Commission             | Yes  | \$5,046     | \$1,100                    | Our agency pays for employee service awards and retirements; we follow the guidelines stated in NDAC Chapter 4-07-18 (Appendix A) for the service award programs.   | Yes   | \$0      | \$2,000                    | Budgetary constraints, written request, preapproval, one course at a time, attendance off-duty hours, grade documentation, reimbursement limitations, book not covered.  | No  |           |                            |   | No   |          |                            | No  | Agency provides that unpaid leave may be substituted by accrued annual and sick leave as outlined under the FMLA. Total leave allowed is 12 weeks.  |
| Information Technology Department | Yes  | \$17,633    | \$20,000                   | We follow NDAC Section 4-07-18-05 (Appendix A) regarding service awards.  | Yes   | \$44,487 | \$46,000                   | See Appendix W for Information Technology Department (ITD) policy manual.  | No  |           |                            | We do pay dues but they all relate to the exclusions noted in 5. a.   | No   |          |                            | Yes   | We follow NDAC Section 4-07-13-07 (Appendix F) regarding the use of sick leave to attend to family illness. In addition we have attached Information Technology Department's FMLA policy (Appendix X).  |
| Insurance Department              | Yes  | \$625       | \$1,725                    | See Appendix Y.   | Yes   | \$828    | \$3,700                    | See Appendix Z.  | No  |           |                            | See Appendix Z.   | No   |          |                            | No  | We never have, but it would be looked at as a case by case. See Appendix AA for policy.   |
| Job Service North Dakota          | Yes <sup>10</sup>  |             |                            | For eligible employees, Job Service North Dakota follows OMB NDAC Chapter 4-07-18 (Appendix A) for service and retirement awards and NDCC Sections 54-06-30 (Appendix H) and 54-06-31 (Appendix G) for performance, recruitment, and retention bonuses.   | Yes   |          | <sup>12</sup>              | The coursework and dollar amount must be approved upfront and must either directly relate to the employee's current job duties and responsibilities or fit into career development plan. The employee must complete the course with a grade C or better and receives the agree-upon dollar amount as reimbursement after the course is completed. In most cases, the employee takes the coursework on personal time and is required to share in the tuition expenses. This is a shared-commitment program. | Yes   |           | <sup>13</sup>              | <sup>14</sup>   | No   |          |                            | Yes   | As long as the employees have accrued sick leave and/or annual leave on the books, they are allowed to use appropriate accrued leave for family leave. Additionally, they are allowed to use up to four months of shared leave, with proper medical certificates and approval. Otherwise, family leave is unpaid. |
| Land Department                   | Yes  | \$620       | \$1,710                    | Our agency service awards are based on years of service as scheduled in NDAC Section 4-07-18-05 (Appendix A). According to years of service, each award consists of a plaque or similar tangible item, plus a gift certificate.   | Yes   | \$0      | \$0                        | Commissioner discretion.   | No  |           |                            |   | No   |          |                            | No  |   |
| Legislative Council               | Yes  | \$2,018     | \$1,500                    | Policy is similar to the policy in NDAC Chapter 4-07-18 (Appendix A).   | No  |          |                            |  | No  |           |                            |   | No   |          |                            | No  |   |
| Mill and Elevator                 | Yes  | \$1,427,461 | \$1,700,000                | See attached gain sharing program and service award program (Appendix BB). The gain sharing program is approved annually by the Industrial Commission. The costs of the gain sharing program are appropriated each biennium within the salaries and wages line item of the State Mill's budget. | Yes   | \$0      | \$2,500                    | The State Mill will reimburse employees 100 percent of the tuition and fees upon satisfactory completion of a course. The request must be approved by the department head and general manager.   | Yes   | \$53,580  | \$55,200                   | Dues and memberships to professional organizations and clubs must be approved by the general manager. The organizations for which the Mill pays membership dues relate to the nature of the Mill's operations and such as the National Feed and Grain Association and as part of the Grand Forks community. | Yes  | \$13,157 | \$14,000                   | No  | See Appendix CC.  |

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|   | A  | B       | C       | D  | A   | B        | C       | D  | A   | B        | C       | D   | A  | B | C | A   | B  |
| North Dakota Vision Services - School for the Blind | Yes  | \$554   | \$750   | Policy of the Department of Public Instruction based on years of service.  | Yes   | \$1,127  | \$7,000 | Directly related to the job's essential function and per availability of funds.  | No <sup>18</sup>  | \$4,644  | \$4,700 | This agency belongs to national organizations that enable the staff to be leaders in the state in the field of vision. Employees belong to service clubs but pay their own dues.  | No   |   |   | Yes   | Up to 40 hours of family sick leave.   |
| Office of Administrative Hearings                   | Yes  | \$151   | \$726   | HRMS rules in NDAC - Office of Administrative Hearings recognizes only those years of service awards under NDAC Chapter 4-07-18 (Appendix A).  | No  |          |         |  | Yes   | \$940    | \$940   | We pay for memberships in required and desired organizations. Desired organizations must be related to the employee's work, have educational components (seminars, CLEs, etc.) and be approved by the director.   | No   |   |   | No  |  |
| Office of Management and Budget                     | Yes  | \$9,112 | \$4,916 | We follow NDAC Chapter 4-07-18 (Appendix A) and NDCC Section 54-06-24 (Appendix E). An employee is entitled to a service award if they have completed 5 (\$25), 10 (\$50), 15 (\$75), 20 (\$200), 25 (\$225), 30 (\$250), 35 (\$275), 40 (\$300), 45 (\$400), or 50 (\$500) years of employment with the state. In addition to a monetary gift, a plaque is also given. A retirement award is provided to an employee who has a minimum of 15 years of state service, not to exceed \$200 and a plaque. See Appendix DD. | Yes   | \$14,702 | \$3,000 | Training employees, as needed, to assure high quality performance is a federal merit system principle required of any agency subject to the merit system. The following is the OMB policy regarding training (also NDCC Section 54-44-11 State Personnel Training and Development Operating Fund). OMB's policy is to provide job-related training to its employees in order to enhance the knowledge, skills, and abilities of employees and ensure maximum productivity. Employees are encouraged to seek training and pursue educational opportunities as part of their development plan outlined in their performance evaluation to enhance their current skills, increase proficiency, improve performance and job satisfaction, and increase the opportunity for advancement within the division or state service. Division directors may, within budgetary constraints, provide reimbursement of tuition for higher education coursework. Approval is granted on a course-by-course basis. The rate of reimbursement may be up to 80 percent of course tuition and fees. Book costs, lodging, per diem, and travel associated with the course are not reimbursable. See Appendix DD for more detail regarding job-related training and tuition reimbursement. | Yes   | \$13,792 | \$8,765 | Office of Management and Budget Expenditure and Revenue Policy 209 (Appendix C) - Professional Membership Dues. Payment by the state of dues to professional organizations is not a fringe benefit for state employees. Wherever possible, a membership should be carried in the name of the state agency and not of an individual. The idea behind this approach is to promote transferability of the benefits of the membership. To justify the expenditure of funds, association memberships should be related to an employee's job duties or should be beneficial to the state. | No   |   |   | Yes   | Only the 40 hours of sick leave per calendar year that an employee is allowed to use to care for family members is paid. The 12 weeks provided by the FMLA is unpaid. Office of Management and Budget's family and medical leave policy follows state and federal statutes. If an employee opts to take paid leave such as annual or sick leave in conjunction with FMLA, the annual or sick leave is the only portion paid. All other leave or FMLA is uncompensated. See Appendix DD for detailed information. |
| Parks and Recreation                                | Yes  | \$2,025 | \$2,225 | Follow OMB guidelines for years of service awards.   | Yes   | \$1,880  | \$1,880 | Case-by-case basis - Job-related coursework is cost-shared.  | Yes   |          |         | Chamber of commerce or civic clubs dues in close proximity to parks.  | No   |   |   | No  |  |
| Protection and Advocacy Project                     | Yes  | \$1,231 | \$1,470 | Follows NDAC Chapter 4-07-18 (Appendix A).   | No  |          |         |  | No  |          |         |   | No   |   |   | No  |  |
| Public Employees Retirement System                  | Yes  | \$1,131 | \$600   | Service awards policy is in compliance with NDAC Section 4-07-18-05 (Appendix A).  | Yes   | \$2,000  | \$2,000 | Must be full-time and not on probation; for any course, degree, or certification that relates directly to skills and knowledge required for current job or more responsible position; assistance limited to \$1,000 per fiscal year (tuition only).  | Yes   | \$1,430  | \$1,860 | Is an allowable expenditure only if the membership is directly related to the job as evidenced by job description, minimum qualifications, and related job functions.   | No   |   |   | Yes   | Leave is only paid if the employee uses accrued sick or annual leave, comp time, or donated leave.   |
| Public Finance Authority                            | Yes  | \$0     | \$50    | North Dakota Public Finance Authority (NDPFA) follows NDCC Section 54-44.3-12 (Appendix D) and NDAC Chapter 4-07-18 (Appendix A).  | Yes   | \$0      | \$0     | NDPFA reimburses college tuition for coursework directly applicable to current position up to \$1,000 per calendar year.   | Yes   | \$185    | \$400   | NDPFA reimburses employee membership dues to professional organizations that are relevant to municipal finance.   | No   |   |   | Yes   | Employees can opt to use some or all of their annual or sick leave. A maximum of five days of sick leave per year can be used to care for a sick spouse, child, or parent.   |

| Name of Agency                   | Question No. 3   |          |          |  | Question No. 4  |         |         |  | Question No. 5  |          |          |  | Question No. 6   |         |          | Question No. 7  |   |
|----------------------------------|--|----------|----------|--|---|---------|---------|--|---|----------|----------|--|--|---------|----------|---|---|
|                                  | Does your agency pay for employee service awards or employee recognition, reward, or incentive programs? |          |          |  | Does your agency provide employer-paid tuition for higher education coursework for employees? |         |         |  | Does your agency pay employee membership dues for professional organizations or service clubs? <small>Note: Please exclude membership dues for which an employee is required to be a member for the position the employee is filling, membership dues incidental to publications, and membership dues incidental to continuing education credits for licensure required by the employer for the position for which the employee is filling.</small> |          |          |  | Does your agency provide employer-paid benefits under North Dakota Century Code (NDCC) Sections 54-52-27, 54-52-29, and 54-52.6-09.2? <sup>1</sup> |         |          | Does your agency provide family leave with pay under NDCC Section 54-52.4-02(5)? <sup>2</sup> |   |
|                                  | A  | B        | C        | D  | A   | B       | C       | D  | A   | B        | C        | D  | A  | B       | C        | A   | B   |
| Public Service Commission        | Yes  | \$2,560  | \$2,275  | NDAC Section 4-07-18-04 (Appendix A); Public Service Commission Policy 3-09-91 (2) (Appendix EE).  | Yes   | \$0     | \$2,500 | Public Service Commission Policy 3-05-95 (1) (Appendix FF).  | Yes   | \$14,666 | \$15,508 | Only required professional licenses and certifications; Public Service Commission Policy 1-22-98 (0), (Appendix GG).   | Yes  | \$7,988 | \$10,000 | Yes   | HRMS Guide to Personnel Laws & Rules Family and Medical Leave (Appendix HH); NDCC Chapter 54-52.4 (Appendix B).   |
| Retirement and Investment Office | Yes  | \$689    | \$675    | We follow NDAC Section 4-07-18-05 (Appendix A).  | Yes   | \$0     | \$0     | Must be related to position, is dependent on budget availability and must be repaid if leave employment within specified timeframes.   | Yes   | \$3,000  | \$3,500  | Position-related, benefit to agency, budget availability.  | No   |         |          | No  |   |
| Secretary of State               | Yes  | \$1,392  | \$1,000  | The agency follows the guidelines in the NDAC Chapter 4-07-18 (Appendix A). It does not have an incentive program.   | Yes   | \$3,249 | \$0     | See Appendix II.   | No  |          |          | The agency has no FTEs that have a professional designation. The agency does not pay service club dues because it is not known if it is an allowable expenditure.  | Yes  | \$0     | \$0      | Yes   | See Appendix JJ.  |
| Securities Department            | Yes  | \$243    | \$0      | NDAC Section 4-07-18-05 (Appendix A); 5-year increments with value cap; 5 to 35 years, engraved key chain and gift certificates (40 years engraved clock and gift certificates). | Yes   | \$0     | \$0     | See Appendix KK.   | Yes   | \$705    | \$705    | By commissioner approval - Generally discouraged; Commissioner is a member of Rotary; Attorney - Law license. We have members of staff who are members of organizations, they pay themselves or have other sponsors.   | No   |         |          | No  | Require compliance with the United States Department of Labor FMLA.   |
| State Auditor                    | Yes  | \$2,164  | \$2,040  | Our office follows NDAC Chapter 4-07-18 (Appendix A).  | Yes   | \$0     | \$1,500 | We have an informal policy offering to pay tuition for one to two classes needed to meet HRMS minimum goals for hard-to-fill positions. Reviewed on a case-by-case basis.  | Yes   | \$10,735 | \$10,800 | Membership fees are paid for the State Auditor to NASACT, the technical specialist belongs to GFOA and AICPA to receive timely technical updates. Our office encourages active membership to NDSCPA, paying dues for those who are committee members.  | No   |         |          | No  | The State Auditor's office is subject to the FMLA. Eligible employees shall be provided up to 12 weeks of unpaid leave during a 12-month period for qualifying reasons.   |
| State Fair Association           | No   |          |          |  | No  |         |         |  | No  |          |          |  | Yes  |         |          | No  |   |
| State Historical Society         | Yes  | \$5,052  | \$4,000  | Mirrors NDAC Chapter 4-07-18 (Appendix A).   | Yes   | \$0     | \$0     | See Appendix LL.   | No  |          |          |  | No   |         |          | No  | Mirrors NDCC Sections 54-52.4-01 to 54-52.4-10 (Appendix B).  |
| State Library                    | Yes  | \$725    | \$125    | See Appendix MM.   | Yes <sup>15</sup>   | \$7,514 | \$5,668 | Approved staff received up to \$8,500 to pay for master's of library science (MLS) degree coursework.  | No  |          |          |  | No   |         |          | No  | North Dakota State Library staff use appropriate vacation or sick leave earned or time without pay for family leave.  |
| State Seed Department            | No   |          |          |  | No  |         |         |  | No  |          |          |  | No   |         |          | No  |   |
| State Water Commission           | Yes  | \$9,410  | \$9,000  | NDAC Chapter 4-07-18 (Appendix A).   | Yes   | \$0     | \$500   | Up to 80 percent of course tuition and fees.   | Yes   | \$600    | \$600    | Memberships that directly relate to position.  | No   |         |          | Yes   | Leave must be exhausted before unpaid time.   |
| Supreme Court                    | Yes  | \$23,163 | \$23,000 | See Appendix NN.   | Yes   | \$0     | \$0     | See Appendix OO.   | Yes   | \$39,000 | \$39,000 | See Appendix PP.   | No <sup>16</sup>   |         |          | No  | Paid family leave is provided when necessary to tend to the needs of an eligible family member who is ill, or to assist them in obtaining medical services. Any time away from work would be reported as sick leave.  |
| Tax Commissioner                 | Yes  | \$8,232  | \$6,400  | We follows state guidelines of providing a specific amount based on years of service. No cash is given, only gift certificates.  | Yes   | \$1,500 | Unknown | To the extent funds are available, an employee may be reimbursed up to \$750 per fiscal year, maximum of \$3,000 during employment, provided courses relate to the employee's current position or part of an approved career development plan within the Tax Department. | Yes   | \$425    | \$450    | We follows OMB Policy 209 (Appendix C), association memberships paid are related to an employee's job duties and membership is beneficial to the state. Memberships paid are limited to the North Dakota and International Association of Assessing Officers. Membership is required in order for employee to achieve professional assessor designation which would be a benefit to the state. | No   |         |          | No  | An employee is required to exhaust accrued annual leave, sick leave, or family sick leave in accordance with the Office of State Tax Commissioner policies for which the paid leave is normally allowed. When leave is exhausted, are on leave without pay. |

| Name of Agency                 | Question No. 3   |          |                            |  | Question No. 4  |          |                            |   | Question No. 5  |                         |                            |  | Question No. 6   |         |                            | Question No. 7  |   |
|--------------------------------|--|----------|----------------------------|--|---|----------|----------------------------|---|---|-------------------------|----------------------------|--|--|---------|----------------------------|---|---|
|                                | Does your agency pay for employee service awards or employee recognition, reward, or incentive programs? |          |                            |  | Does your agency provide employer-paid tuition for higher education coursework for employees? |          |                            |   | Does your agency pay employee membership dues for professional organizations or service clubs? <small>Note: Please exclude membership dues for which an employee is required to be a member for the position the employee is filling, membership dues incidental to publications, and membership dues incidental to continuing education credits for licensure required by the employer for the position for which the employee is filling.</small> |                         |                            |  | Does your agency provide employer-paid benefits under North Dakota Century Code (NDCC) Sections 54-52-27, 54-52-29, and 54-52.6-09.2? <sup>1</sup> |         |                            | Does your agency provide family leave with pay under NDCC Section 54-52.4-02(5)? <sup>2</sup> |   |
|                                | A  | B        | Estimated 2007-09 Biennium | Description  | A   | B        | Estimated 2007-09 Biennium | Description   | A   | B                       | Estimated 2007-09 Biennium | Description  | A  | B       | Estimated 2007-09 Biennium | A   | B   |
| University System              | Yes  | \$980    | \$1,000                    | Follow rules as outlined in NDAC Chapter 4-07-18 (Appendix A).   | Yes   | \$875    | \$1,500                    | Per State Board of Higher Education policy, all North Dakota University System employees are entitled to the waiver of up to three courses per academic year at state-supported campuses. In addition, the North Dakota University System office pays for other courses within budget resources as available. | Yes   | \$250,230 <sup>17</sup> | \$260,000                  | Paid when professional designation or credentials are required as part of the position.  | No   |         |                            | No  |   |
| Veterans Affairs               | No   |          |                            |  | No  |          |                            |   | Yes   | \$30                    | \$120                      | Membership dues are presently paid to one organization which allows our two staff members to receive accreditation with the organization and a discount on training offered. | No   |         |                            |   | Agency did not answer this question.  |
| Youth Correctional Center      | Yes  | \$4,961  | \$4,100                    | Service awards are given to employees in increments of five years. Each employee receives a certificate or plaque and a gift not to exceed the dollar amount as listed: 5 years - \$25; 10 years - \$50; 15 years - \$75; 20 years - \$200; 25 years - \$225; 30 years - \$250; 35 years - \$75. | Yes   | \$600    | \$1,800                    | Only courses that have a direct relationship to job responsibilities will be considered for approval for up to 50 percent reimbursement of the tuition. Staff member must have completed two years of full-time employment. Must have received a passing grade of C- or above.                                | No  |                         |                            | Membership dues are tied directly to licensure of the employee as a part of job requirements.  | Yes  | \$6,517 | \$0                        | Yes   | Full-time authorized positions are able to use up to 40 hours of family leave. This leave is to be used from January 1 to December 31. Each year a new 40 hours is available. The family leave is taken directly from accrued sick leave. |
| Workforce Safety and Insurance | Yes  | \$17,397 | \$15,000                   | See Appendix QQ.   | Yes   | \$24,336 | \$20,000                   | See Appendix RR.  | Yes   | \$62,608                | \$50,000                   | No policy exists.  | No   |         |                            | Yes   | Up to 40 hours per employee per year. See Appendix SS.  |

<sup>1</sup>North Dakota Century Code Sections 54-52-27 and 54-52-29 authorize agencies to provide employer-paid sick leave credit and service purchases under the Public Employees Retirement System and Section 54-52.6-09.2 provides for contributions by an employer to an employee's defined contribution retirement plan account for the conversion of sick leave and the equivalent of up to five years of service credit unrelated to any other service.

<sup>2</sup>North Dakota Century Code Section 54-52.4-02(5) provides that "family leave required by this chapter (54-52.4) is not required to be granted with pay unless otherwise specified by agreement between the employer and employee, by collective bargaining agreement, or by employer policy."

<sup>3</sup>The divisional budget requests are reviewed by the Department of Corrections and Rehabilitation central office, the Department of Corrections and Rehabilitation budget is compiled and submitted to the Office of Management and Budget. Office of Management and Budget is responsible for the preparation of the executive budget which is presented to the Legislative Assembly. The requested budget is thoroughly reviewed and adjusted at both the executive and legislative levels.

<sup>4</sup>One time in July 2005 (\$47,623).

<sup>5</sup>If the employee has accrued sick or annual leave which is eligible for use for this purpose, it is expected that this will be applied to this period of leave and they will be paid when they have available leave.

<sup>6</sup>Dues for professional organizations only.

<sup>7</sup>Funds were not available to provide benefits under these programs for the 2005-07 biennium nor will North Dakota funds be available for the 2007-09 biennium.

<sup>8</sup>Tuition waivers are allowed. See Appendix P.

<sup>9</sup>We provide this option but employees must pay the cost.

<sup>10</sup>We use federal funds for such activities.

<sup>11</sup>Using federal funds, Job Service North Dakota expenditures for PY05 - \$5,503.53; for PY06 - \$3,553.93; for 2005-07 biennium - \$9,057.46.

<sup>12</sup>Using federal funds, Job Service North Dakota estimates funds to be used in 2007-09 biennium - \$10,000.

<sup>13</sup>Using Job Service North Dakota federal funds for PY05 - \$41,549.50; for PY06 - \$30,353; for 2005-07 biennium - \$71,902.50.

<sup>14</sup>Using federal funds, Job Service North Dakota estimates funds to be used in 2007-09 biennium - \$72,000.

<sup>15</sup>Federal program and uses federal money.

<sup>16</sup>Payment of unused sick leave is provided pursuant to NDCC Section 54-06-14 (Appendix E). The cost of the payout for the 2005-07 biennium was \$74,439.

<sup>17</sup>\$47,030 without Midwest Higher Education Compact and Western Interstate Commission on Higher Education dues.

<sup>18</sup>Employer memberships versus employee memberships.