



BLACK HILLS
STATE UNIVERSITY

WE ARE BHSU

EST. 1883

EMPLOYEE HANDBOOK

CONTACT

HUMAN RESOURCES

BHSU.HUMANRESOURCES@BHSU.EDU | 605.642.6549

A photograph of a classical building with a prominent portico featuring four columns and a triangular pediment. The building is surrounded by greenery and trees. The image is overlaid with a semi-transparent green filter.

BLACK HILLS STATE UNIVERSITY

VISION, MISSION, VALUES, AND STRATEGIC GOALS

University Vision

Black Hills State University will innovate to provide cutting-edge education, promote student success, be a sustainable campus, and serve as an economic engine for western South Dakota.

University Mission

Black Hills State University is a regional, comprehensive, public institution that provides access to a higher education for aspiring students. BHSU offers a generous number of baccalaureate and select master's degrees, generates new knowledge, promotes excellence in teaching and public engagement, and serves as a regional economic leader. Graduates make significant contributions to the workforce and the betterment of their community.

BHSU Values

The values of Black Hills State University form the basis for our culture and guide decision-making. All members of our university community are expected to embody these values in their interactions and to use them as a compass, so that we can create an environment that is conducive to success and progress. By living these values, we will ensure that our institution continues to be a beacon of excellence both in South Dakota and around the world.

University Strategic Goals

1. Enhance the student experience through innovative engagement, holistic support, and a vibrant student-centered spirit.
2. Prepare students for lifelong success through academic experiences that provide the knowledge and skills to make a difference in their communities and add value to the world.
3. Promote a culture of excellence that will ensure pride in the institution and retain employees.
4. Extend the reach and reputation of the University by employing effective marketing and communication strategies.

EXTERNAL GOVERNANCE

Black Hills State University is one of six higher education institutions in the South Dakota Higher Education System including also the University of South Dakota at Vermillion, South Dakota State University at Brookings, South Dakota School of Mines and Technology at Rapid City, Northern State University at Aberdeen, and Dakota State University at Madison. This system is under the direction of the Board of Regents, which also controls the South Dakota School for the Visually Impaired in Aberdeen and the South Dakota School for the Deaf in Sioux Falls.

Members of the Board of Regents are appointed by the Governor. The Board generally meets six to eight times per year to conduct the affairs of the system. The Executive Director of the Board of Regents serves as the executive officer of that Board. The Executive Director's office and staff in Pierre provide system-wide service to the institutions in the state. The members of the current Board are listed on the [BOR website](#).

A copy of the complete Board of Regents' [Policy Manual](#) is available on the Board website. You are encouraged to refer to this manual for further information on policies and procedures regarding employment within the Board of Regents system.

INTERNAL GOVERNANCE

President

The chief executive officer of the University is the President. The President is responsible for the administration of the University and its respective component entities. The Board of Regents have granted all powers necessary to effectuate the attainment of the educational goals of the institution. (BOR Policy Manual 1.1.5) The Vice President for Academic Affairs assists the President in the discharge of these responsibilities.

Faculty Senate

The Faculty Senate of Black Hills State University is an elected body that expresses the faculty's concerns for the welfare and improvement of the university through stimulating communications, formulating general university policy, and performing those duties and functions especially allocated to or assumed by the faculty.

The Faculty Senate constitutes the proper forum for faculty participation in policy and procedural determination with regard to those academic matters in which the faculty have expertise and responsibility and in all other areas that affect the faculty.

The Faculty Senate's responsibilities will include but are not limited to making recommendations:

- for entrance requirements for students;
- for the general education requirements for the university;
- for the registration procedure;
- for the academic catalog contents;
- on requested courses and curriculum changes; for graduation requirements;
- for rules and regulations for the granting of honorary degrees by the institution; for rules and regulations for the government and discipline of the students;

- for rules and regulations for the organization, operation, and control of student organizations and group activities;
- for rules and regulations to govern the conduct of all intercollegiate activities, including athletics;
- for approval of degree, diploma, and certificate candidates; for committees and committee members to function on behalf of the faculty.

Staff Senate

The Staff Senate is an organization of staff at Black Hills State University (BHSU) who have been elected to represent all staff on the BHSU campuses. The Staff Senate provides a mechanism to open communication and collaboration with and share information between staff and administration, staff and faculty, and staff and student. This facilitates teamwork, improves morale, and builds a tighter bond between all constituents of BHSU.

The purposes of the BHSU Staff Senate are:

1. To give Staff campus representation, and a means by which they have a collective voice to provide input and make recommendations to the administration on matters concerning staff.
2. To provide encouragement and support for staff through personal and professional development opportunities, such as seminars, speakers, printed and audiovisual material, in collaboration with the Human Resources Department (HR).
3. To recognize outstanding staff employees, including an Outstanding Staff Employee of the Year.
4. To help orient new employees in collaboration with HR and to provide mentors to new employees through the Staff Mentoring Program.
5. To provide support to the University by means of the CSA Council and other scholarships, and in other ways as designated by the Staff Senate or requested by University Administration.
6. To serve as the formal and recognized governmental structure for staff at BHSU and as an integral component in the operation and functioning of the university.

Student Senate

The Black Hills State University Student Association is comprised of all the students of Black Hills State University. The Student Senate is charged with representing BHSU students before the President of the University, faculty and campus committees, and the SD Board of Regents in order to serve as a medium to further general cooperation and unity. We promote student activities and act on matters relating to student affairs in addition to sharing in the budgeting responsibilities of the general allocation fund.

Campus Committees

University and college committees are advisory in nature and make recommendations for policy and procedure in their designated areas. The faculty senate appoints senate committees. Membership on the remaining committees is typically by administrative appointment.

Faculty Senate Committees

Membership on these committees is by selection by the senate appointments committee. Each is charged by and reports through the faculty senate.

- Appointments Committee
- Distinguished Faculty Awards Committee
- General Education Requirements Committee
- Library/Education Media Committee
- University Curriculum Committee

Campus Committees

- Academic Technology Committee
- Assessment Committee-University
- Campus Safety & Emergency Planning Committee
- Case Library Committee
- Chiesman Committee
- Curriculum Committee
- Opportunity Center Steering Committee
- Employee Recognition Committee
- Faculty Senate
- Financial Aid Appeals Committee
- Graduate Council
- Honorary Doctorate Committee
- Honors Advisory Committee
- Institutional Research Board (Animal Care and Human Subjects Committee)
- Madeline Young Speaker Series Committee
- Naming Advisory Committee
- NCAA Athletic Compliance Committee
- Promotion & Tenure Committee - University
- Research Council
- Research Symposium Committee
- Scholarship Committee
- Staff Senate
- Sustainability & Biodiversity Committee
- Strategic Enrollment Management Governance Committee



POLICIES & PROCEDURES

Black Hills State University policies are formulated through the participation of faculty senate, staff senate, students, and administrators. All policies must be in compliance with Regental and State policies, rules and regulations and must receive the final approval of the President. All campus policies can be located on the BHSU website [here](#). A copy of the complete Board of Regents' [Policy Manual](#) is available on the [Board website](#).

BHSU's policies, found [here](#), encompass 10 different areas.

1. General
2. Academic Affairs
3. Student Life
4. Human Resources
5. Finance & Business
6. Facilities
7. Technology
8. Athletics
9. Safety & Security
10. University Marketing & Communications

Black Hills State University utilizes an internal platform called Knowledge Base for employees to access departmental step-by-step procedures for various work related tasks. This site operates as a self-help resource. The Knowledge Base library can be found [here](#).



Employee Responsibility for Reporting Improper Governmental Conduct and Crime

In accordance with [SDCL 3-6C-27](#) to [3-6C-30](#), the SD Board of Regents has adopted the following policy that implements a process for mandatory reporting of improper governmental conduct and crime and submission of records evidencing improper governmental conduct or crime and applies to all employees working in the agencies under the authority of the South Dakota Board of Regents.

1. Definitions.

- a. Improper governmental conduct: Includes conflicts of interest prohibited by law, fraud, or theft of government funds or property constituting a felony.
- b. Crime: A criminal act attempted or committed by misusing a state employee's access, duty, position, or responsibility as a state employee, which constitutes a felony under state law.
- c. Reporter: Any employee making a good faith report of improper governmental conduct or crime to a supervisor or other appropriate authority.
- d. Supervisor: An employee with supervisory authority over one or more employees as established within each institution.
- e. Reasonable cause: A sufficient reason, based on known facts, to assume something is true.
- f. Good faith report: A report made, without malice, that the reporter has reasonable cause to believe is accurate and true.

2. General Policy.

- a. Any employee who has reasonable cause to suspect improper governmental conduct or a crime by another employee must promptly report the matter to a supervisor. The receiving supervisor does not have to be in the employee's reporting chain.
- b. Reports must be made in good faith, based on facts the reporter reasonably believes to be true.
- c. Upon receiving a good faith report, the supervisor must submit the information to Attorney General and Auditor General.

3. Standard Reporting System. The South Dakota Office of the Attorney General has developed an electronic reporting system to facilitate the efficient submission of the supervisor's required report to the Attorney General and Auditor General in accordance with law, to include submission of substantiating records evidencing improper governmental conduct or crime.

4. Employee Reporting Procedure. In accordance with [SDCL 3-6C-28](#), employees who have reasonable cause to suspect that another state or Board of Regents employee has engaged in improper governmental conduct or crime, they shall promptly notify a supervisor. If the allegations are regarding the employee's supervisor or the employee has concerns about sharing with their supervisor, the report may be made to any other Black Hills State University supervisor.

5. Supervisor Reporting Procedure. Absent documented direction from Attorney General, all supervisors must submit reports to Attorney General and Auditor General. This can be done through an electronic reporting system provided by the Office of the Attorney General and Department of Legislative Audit, the link can be found in the [Employee Dashboard](#).

Anti-Retaliation Protection

The SD Board of Regents will not tolerate adverse, retaliatory treatment of an employee who makes a good faith report of crime or improper governmental conduct. In addition, no retaliatory action may be taken against an employee who reports harassment, opposes discrimination in the workplace, participates in the complaint process, provides information related to a complaint, or who files a workers' compensation claim.

If an employee feels that he or she has been subjected to retaliation, the employee should immediately report the alleged retaliation to his or her supervisor, a higher-level supervisor, or the office of Human Resources

GENERAL INFORMATION

Campus Alert System

In the event of an emergency, you can have critical weather and other emergency-related alerts sent directly to your cell, home, and/or office phone or email. To learn more, visit the [BHSU Campus Alert System](#) article in Knowledge Base.

Change of Address

Employees are required to notify the Human Resource Office of any change in home address or telephone number.

Compensation

Black Hills State University employees are paid on the last working day of each month. Direct deposit earning statements are distributed electronically by the System Payroll Center (SPC). Electronic direct deposit is mandatory for all employees except where prohibited by law. Please call the Human Resources office for any additional information. If, in the rare circumstance a paycheck is issued, it must be picked up at the Human Resources Office after showing a photo ID.

Most payroll actions are handled through the SPC in Brookings. Some items are handled by the Human Resources staff located in Woodburn Hall 202. Social Security, federal income tax and retirement deductions are made, and employees may request additional voluntary deductions for annuities, additional insurance coverage, dues, donations to scholarships, etc. by contacting Human Resources. All appointments, changes in status, changes in funding source, or other personnel actions must be reported to Human Resources by completed an Electronic Personnel Action Form (ePAF).

Email

Every employee and student is assigned an e-mail account. These are in the following format for faculty and staff `Firstname.Lastname@bhsu.edu` and for students `Firstname.Lastname@yellowjackets.bhsu.edu`. E-mail addresses and phone numbers of faculty and staff can be found on the BHSU website under [Campus Directories](#). For assistance with email, technical support services can be found in the [Knowledge Base](#).

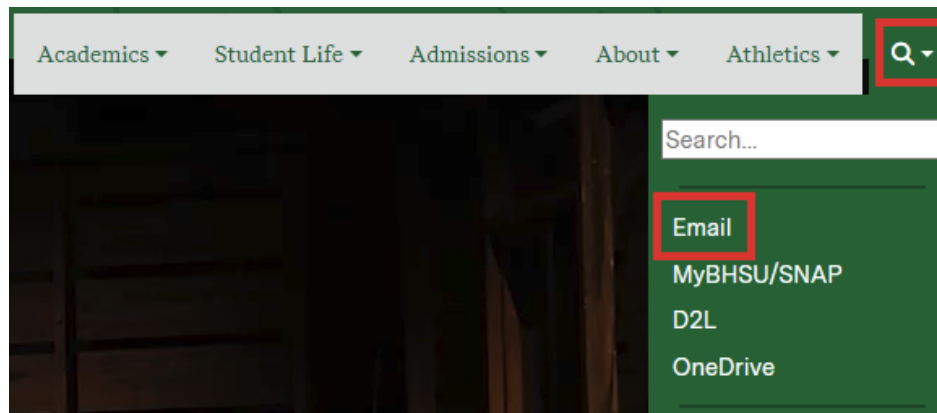
SDCL §§ [13-32-21](#) to [13-32-25](#)

Individuals must use restrooms and locker rooms/changing rooms as signed and in accordance with biological sex per South Dakota law. Rooms that may be used for the purpose of a changing room can be accessed by members of the opposite sex provided it has been verified that the room is unoccupied or if the occupants affirmatively verify that they are not in a state of undress.

BHSU E-MAIL

Your email will be created the day after your job has been entered into the Human Resources Information System (Banner). You will either be contacted through the email that you applied with or given your email address and temporary password by your supervisor. Once you have your email address and temporary password you will then need to log into your email and create your own password. To access your email follow the steps outlined below.

If you are a student, we will continue to use your Yellow Jacket account. If you are not a student, you will be issued a @BHSU.edu account. To access your email you must go to BHSU.edu and select the drop down search arrow, then click on “Email”.



EXPERIENCE PORTAL AND EMPLOYEE DASHBOARD

The Experience Portal replaced the previous SNAP Portal. Experience is the web-based system used by Black Hills State University to keep track of employee records and time sheets. It contains HR forms and policies as well as various types of information like benefits, retirement, etc. Your login will be the same as for your BHSU email.

If you are an hourly worker you will need to log your hours worked each week. Prior to submitting your timesheet, make sure any leave requests are submitted and approved through the leave request system first. At the end of the pay period you will submit your time sheet electronically for approval by your supervisor. If your timesheet is not submitted then you will have to complete a DocuSign timesheet with HR and wait until the following pay period to receive compensation.

If you are a salaried worker you will use Experience to log administrative leave and time off. Prior to submitting your timesheet, make sure any leave requests are submitted and approved through the leave request system first. After you submit your timesheet, your supervisor will then review your timesheet and submit it to payroll after it has been verified.

To access Experience you can go to <https://experience.bhsu.edu>.

Training materials for the Experience Portal can be found below:

QUICK GUIDES FOR EMPLOYEES

- [Timesheets](#)
- [Leave Reports/ACA Logs](#)
- [Leave Requests](#)
- [Update Personal Information](#)
- [Update W-4](#)
- [W-2 and Electronic Consent](#)
- [Effort Certification Access](#)
- [EPAF Access](#)

QUICK GUIDES FOR SUPERVISORS

- [Proxy Setup](#)
- [Approve Timesheets](#)
- [Approve Leave Reports/ACA Logs](#)
- [Overtime Payout](#)

AVAILABLE PDF DOCUMENTS

- [Employee Dashboard](#)
- [Employee Dashboard – General Overview](#)
- [Supervisor Training](#)
- [Leave Reports/ACA Logs](#)
- [Timesheets – OT Eligible, Leave Accruing](#)
- [Timesheets – OT Ineligible, Leave Accruing](#)
- [Timesheets – OT Eligible, Non-Leave Accruing](#)
- [Timesheets – OT Ineligible, Non-Leave Accruing](#)

For questions regarding the Employee Dashboard, please contact the System Payroll Center at PayrollSSC@sdstate.edu.

Payroll Cycle and Deadlines

To be paid each month, it is critical that you submit your timesheet or leave report by the deadline listed in the Experience Portal.

Pay Period — 22nd through the 21st of the following month

Pay Date — the last working day of each month



BUZZ CARD

The Buzz Card functions as your library card, meal-plan card, printer access, and door access/security card.

The Buzz Card provides access to the computer labs, the Young Center, and activities including athletic events, theater performances, and concerts.

As a library card, you can utilize the resources in the library and check out books and other materials.

As a meal-plan card, present your card when dining at the Hive, or use your card at the Buzz Shack and deduct your purchases from your Dining Dollars (attached to your meal plan) or from your Buzz Bucks account. Purchase of a meal-plan is required if using your Buzz Card.

Employees/students/community members may purchase a meal with a credit card.

You may also choose to have a Buzz Bucks account. This account is like using a checking account or a debit card. You can make deposits to your account at the Buzz Card Office, the Student Union Information Desk, the Library, by payroll deduct, by using the online card office, or by using the Cash-to-Card machines located across campus. Present your card when making a purchase at participating locations, on- and off-campus, and the amount will be deducted from your account.

To get your Buzz card, you must contact your supervisor and then they will help you through the process that will require you to have your photo taken at the Student Union. Your Buzz Card may also be used as your State ID card for in state hotel discounts (if the hotel honors state rates). Once you have your card you will be able to use it for the benefits listed above. For assistance please reference the applicable [Knowledge Base](#) article.





BLACK HILLS
STATE UNIVERSITY

BLACK HILLS STATE UNIVERSITY MAP



BHSU MAP KEY

- | | |
|--|--|
| 1 University Bookstore | 16 Lyle Hare Stadium |
| 2 Student Union | 17 Wenona Cook |
| 3 Jonas Academic | 18 Woodburn Hall |
| 4 Sanford Science & Math Education Center | 19 Facilities Services |
| 5 Jonas Science | 20 E.Y. Berry Library-Learning Center |
| 6 Life Sciences Laboratory | 21 Student Success Center |
| 7 Heidepriem Hall | 22 Clare & Josef Meier Hall |
| 8 Bordeaux Hall | 23 Campus Green |
| 9 Thomas Hall | 24 Ida Henton Park |
| 10 Schallenkamp Amphitheater | 25 Joy (Proctor) Krautschun Alumni/Foundation Welcome Center |
| 11 Peaks Recreation Area | 26 Humbert Hall |
| 12 Ronnie Theisz Field (Women's Soccer) | |
| 13 Yellow Jacket Softball Field | |
| 14 Yellow Jacket Apartments | |
| 15 Donald E. Young Sports & Fitness Center | |

Visitor Parking is marked on the map.
Guests who have been issued a guest permit in advance may park in any parking area not marked reserved.
Call (605) 642-6297 for more information.

BHSU.EDU

DRIVING DIRECTIONS:

FROM INTERSTATE 90:

- Take Exit 12, off I-90 into Spearfish
- Drive West on Jackson Blvd. approximately 1 mile
- Turn right at the corner of Jackson Blvd. and University St.
- Drive North 2 blocks to the campus

FROM HIGHWAY 85:

- Continue South on North Avenue to Main Street
- Turn right at corner of Main Street and Jackson Blvd.
- Drive West on Jackson Blvd approximately 1 mile
- Turn right at the corner of Jackson Blvd. and University St.
- Drive North 2 blocks to the campus

BHSU FACTS

ENROLLMENT: 3,425

CAMPUS: 163 acres (includes BHSU-Rapid City)

ATHLETICS: NCAA Division II, Rocky Mountain Athletic Conference

TEAMS: 14 NCAA DII Sports Teams + NIRA Men's & Women's Rodeo Team

MASCOT: Yellow Jacket (Sting)

SCHOOL COLORS: Green & Gold

FACULTY WITH TERMINAL DEGREE: 79%

HOUSING: 5 Residence Halls (All Co-ed), 8-Building Apartment Complex

LOCATIONS: Spearfish, Rapid City, and Ellsworth Air Force Base in South Dakota

ACADEMIC PROGRAMS: 49 bachelor's, 5 associate's, 8 master's degree programs, 31 undergraduate certificates

STUDENT BODY: 67% resident and 33% non-resident representing 64 South Dakota counties and 41 other states. 21% of federal cohort are first-generation college students.

GRADUATION: 447 degrees awarded in 2024-2025

WORKFORCE: 57% of graduates live in South Dakota

ACTIVE ALUMNI: 19,319

FINANCIAL AID: 96% of BHSU freshman students receive assistance

AFFILIATION: Four-year South Dakota public liberal arts university

ACCREDITATION: The Higher Learning Commission (HLC), the Association to Advance Collegiate Schools of Business (AACSB), the Council for the Accreditation of Educator Preparation (CAEP), the National Association of Schools of Music (NASM), and recognized by the Society for Health and Physical Educators (SHAPE America).

BHSU EVENTS

There are many different events that take place on and off campus for BHSU employees and students. From theater performances to downtown Friday nights to athletic events the [BHSU calendar](#) and events page offer a great way to dive into the comprehensive community from your first day.

BHSU TRADITIONS

Black Hill State University is rich in traditions, from the second longest football rivalry in the nation to celebration of the areas rich American Indian heritage during Native American Week. Here is a summary of our traditions that will burst into life when you get started.

FIGHT SONG

Here's to you, Black Hills Jackets
and the colors green and gold.
You're the pride of every student
here.

We are behind you firm and bold.
And when we students get
together, there's nothing that we
cannot do for Dear Old B-H-S-U.

Black Hills Jackets
Here's to you! Here's to you!

Chorus:

J-A-C-K-E-T-S Jackets
Go—Fight—Win Jackets
Go—Fight—Win Jackets
Go Beat (name of opponent)



MASCOT - YELLOW JACKET - STING

The use of a Yellow Jacket as a mascot dates back to the late 1920s. According to an article in the centennial edition of the Eochia the name was first used during an October 1927 football game when one of the fans jumped to her feet and yelled, 'Go you yellow jackets, go!' in reference to the yellow-colored jackets the team wore.

Another account in the centennial yearbook relates "the football team had been known as the Yellow Jackets, a name that appears to have derived from the horizontally striped socks worn by team members which gave them the appearance of wasp-like yellow jackets."

The Yellow Jacket mascot was officialy named Sting in 2008 after students chose the name through a vote. Sting is always a popular draw at games and other events in the community.

HISTORIC CAMPUS LANDMARK

Circular Stairway- Honoring the Class of '22; includes the Nikki Bogard Rose Garden, Ida Henton Park, and the Arches- The park features the "Arches" created from the remains of Old Main Hall which was destroyed in a fire in the 20s. Wenona Cook Hall - oldest building on campus - built in 1889.

BHSU TRADITIONS

SWARM WEEK

Swarm Week is the annual homecoming week for BHSU. In the early years, the event was known as Pioneer Day, Paha Sapa Day and Gypsy Day. Activities vary throughout the years including the Hike to the H, Coronation, Homecoming Parade, and Football game.

RIVALRY: BHSU VS. SCHOOL OF MINES

The second longest rivalry in America takes place in the Black Hills. The rivalry between Black Hills State University and South Dakota School of Mines & Technology dates back to 1900. The winner of the football game takes the Homestake Trophy for the year.

NATIVE AMERICAN WEEK

BHSU has a long legacy of providing educational opportunities for American Indian students. In celebration of the Native American culture a Wacipi is held in the Young Center every spring which has been expanded to a week of activities and speakers around the campus highlighting the Native American culture.

PROPS & LINERS

Props & Liners, a theatrical student organization, was founded in 1920; making it the oldest student organization on campus.

SUMMER THEATER

Every summer, theater students present a Summer Stage performance. Traditionally the performance was held downtown. In recent years, most productions were held on campus and the students collaborated on a show at the Matthew's Opera House.

THE ANEMONE

The student newspaper started in 1907. It started as The Anemone, eventually changed to the Today paper and now is known as the Jacket Journal. BHSU also produced the Eochia Yearbook from the late 1800s to 1992.

YELLOW JACKET STAMPEDE RODEO

The Yellow Jacket Stampede Rodeo has continued to embody the Western Heritage of the Black Hills since 1962.

THE YELLOW JACKET CLUB

Originally known as the Purple & Gold Club in the early 1960s, this group was formed to raise money for athletics. The name changed to the Green & Gold Club in the early 1980s and today is known as the Yellow Jacket Club.

FRIENDS OF MUSIC

Started in the early 2000s to raise money for the music program, Friends of Music still exists today and actively supports music students.

ROSE HILL CEMETERY

The Faculty Wives Club started a tradition many years ago of putting flowers on the grave sites of the former Presidents: Cook, Jonas, and Woodburn, This tradition is still being done by the BHSU Alumni Association and Alyce Schavone.

BENEFITS

Black Hills State University offers a wide range of benefits, competitive with not only the top employers in the region, but other educational institutions across the nation. [Explore](#) our medical, dental, and flexible benefits, retirement plans, compensation packages, 11 paid holidays, and generous vacation and sick leave. Because we're passionate about education, we have access to a breadth of internal and state-sponsored training programs as well as reduced tuition for courses at all State of South Dakota academic institutions.

HEALTH BENEFITS

The State of South Dakota provides Black Hills State University employees with a choice between four health insurance plans. Two of the plans are high-deductible health plans, and two of them are low-deductible health plans. The Washington plan premium is covered by BHSU for the employee, and the other three plans have employee premiums. More information can be found on the [SD Bureau of Human Resources' website](#). During annual enrollment, continuing employees can make changes to their plans. This period occurs in May of each year with changes taking effect on July 1st. New employees have 30 days from their start date to enroll in benefits. Coverage begins on the first of the month following date of hire.

FLEXIBLE BENEFITS

BHSU offers several flexible benefits, which are listed below, that eligible employees may elect. This allows employees to build a benefit package that is relevant to their needs.

- Dental
- Vision
- Health Savings Account, Flexible Spending Accounts, & Health Reimbursement Account
- Critical Illness
- Basic Life Insurance & Supplemental Life and AD&D
- Short-term Disability
- Accident Insurance
- Hospital Indemnity Insurance

RETIREMENT PLAN

The South Dakota Retirement System (SDRS) is a cost sharing, multiple employer, public employee retirement system. SDRS provides retirement, disability and survivor benefits for employees of the state of South Dakota and its political subdivisions. SDRS is a qualified defined benefit retirement plan under Section 401(a) of the Internal Revenue Code and is exempt from Federal income taxes. Employees will receive 6% fully matched contribution from the SDRS system. Employees are fully vested after 3 years of contributory service.

PAID TIME OFF (benefit eligible employees, restrictions apply depending on employee class)

- Vacation Leave – 15 days (after 15 years of service this increases to 20 days)
- Holiday Pay – 11 days
- Sick Leave – 14 days

LIFE AND DISABILITY BENEFITS

Black Hills State University employees will receive a \$25,000 Life Insurance Benefit with the option to purchase additional life insurance. This benefit also includes paid accidental death/dismemberment benefit and basic amount of long-term care coverage.

All employees are entitled to a FREE Donald E. Young Sports & Fitness Center membership

EMPLOYEE DISCOUNTS

As an employee of Black Hills State University you are not only valued by your colleagues but also the community. Here are some exclusive perks of being a BHSU employee.

Yellow Jacket Athletics

Free admission for faculty/staff to regular home games. Must show BHSU ID. BHSU ID can be swiped up to two times to allow family to join for free.

Band and Choir Events

These events are free admission with the exception of fundraisers. Regardless, they are always fundraisers.

Young Sports and Fitness Center

FREE membership for employees to use the facility. For family member rates please contact the Young Center front desk.

BHSU Theatre

Free admission for faculty/staff with a Buzz card.

University Bookstore

10% discount for faculty/staff on BHSU apparel year round (must show your Buzz Card). 25% discount provided to employees during birthday month.

The Hive

\$5 Fridays for breakfast/lunch on the first Friday of every month at the Hive during the academic year. Must show employee ID.

AT&T Wireless

17% discount on monthly access rate, discount on accessories, free shipping for on line purchases, exclusive offers, sales, and packages. Provide them with the FAN No: 3996209, and show proof of state employment (copy of pay stub, health insurance card, BHSU ID, etc).



EMPLOYEE DISCOUNTS

Verizon Wireless

18% discount on monthly access rate, 25% off accessories, waived activation fee (new lines, 2 year contract), discounted prices on select devices.

Spearfish Holiday Inn

15% off of the “best flexible rate” at the time of reservation. Just mention that you want the Black Hills State University rate when you call 1-800-999-3541 to make your reservation.

AVIS Car Rental

Employees can save UP TO 25% OFF Base Rates at Avis. Go to the link below or call 800-331-1212 and use discount code AWD#: D134100. [Avis Rentals](#)

BUDGET Car Rental

Employees can save Up to 25% OFF Base Rates at Budget. Go to the link below or call 800-455-2848 and use discount code BCD#: Z408900. [Budget Car Rental](#)

HERTZ Car Rental

Employees can save Up to 25% OFF Base Rates at Hertz. Go to the link below or call 800-654-2210 and use discount code CDP#: 1742729. [Hertz Rental Perks](#)

ENTERPRISE Car Rental - Personal Use

Employees can save 5% OFF at Enterprise. Click [here](#) and the discount will automatically be applied.

ENTERPRISE Car Rental - Official BHSU Business Use

If utilizing Enterprise Car Rental for BHSU business purposes, there is an even better discount. The deep discount also includes full coverage insurance and additional benefits. When reserving your vehicle enter the corporate promotion code for BHSU, XZ63BHS to calculate your discount. Employees must be on official BHSU business to take advantage of this benefit.

JoS. A. Bank

20% off of regularly priced merchandise, valid for in-store, catalog and on-line orders. To receive the corporate discount card, visit any location, call 800.285.2265 or email corporatecard@jos-a-bank.com. Must provide proof of employment and program ID number.

605 GRIT FITNESS

BHSU employees may without a contract for \$25 per month. Just show your university ID when signing up. The business is open 24 hours!





WELCOME TO DINING SERVICES BY SODEXO

The Hive:

Swipe into our premier residential dining hall in the Student Union and enjoy all-you-care-to-eat meals featuring a variety of rotating options, including international entrees, grill, deli, salad bar and more. Open for breakfast, lunch and dinner Monday through Friday, and brunch and dinner on Saturday & Sunday.

Buzz Shack:

Tucked inside the Student Union, Buzz Shack brews up your favorite Starbucks coffee drinks alongside a selection of pastries and grab-and-go bites. Whether you need a morning boost or an afternoon recharge, it's the perfect campus stop to sip, study, or socialize.

Just Baked at Bordeaux:

Craving something hot after hours? Just Baked at Bordeaux delivers warm, satisfying meals 24/7 from its vending kiosk in Bordeaux Hall.

Einstein's Bros. Bagels:

Start your day right with fresh bagels, breakfast sandwiches and bold coffee from Einstein Bros in E.Y. Berry Library. Whether you're fueling up before class or grabbing a midday pick-me-up, it's a campus favorite for a good reason.



JOY (PROCTOR) KRAUTSCHUN ALUMNI/FOUNDATION WELCOME CENTER

The Joy Center is the beautiful Alumni/Foundation building on campus that is available to staff to use for meetings and events. It is also home to the University Advancement Office. The Joy Center is free of charge based on availability for university business Monday through Friday during regular business hours. Contact Kanda Guthmiller at Kanda.Guthmiller@BHSU.edu. The Joy Center is also available for personal use such as meetings, family reunions, weddings, etc. You can visit the Joy Center's website at www.BHSUJoyCenter.com to see the services they provide, a gallery of events, the booking form, and contact information.



BHSU FOUNDATION

The mission of the Black Hills State University Foundation is to provide private gift support for BHSU. The foundation's purpose is to communicate this to alumni, parents, friends, corporations, and foundations to obtain awareness, understanding, acceptance, and support. The foundation also addresses both the short-term operating and long-term capital and endowment needs of BHSU. Each February the foundation does an employee campaign to gain your support. To donate now, contact Steve Meeker at Steve.Meeker@BHSU.edu.

ALUMNI ASSOCIATION

The Black Hills State University Alumni Association's mission is to provide leadership, organization and planning for effective alumni activities which will contribute to the realization of the goals and objectives of BHSU. The Alumni Association can achieve this by developing a spirit of loyalty and fraternity among the alumni of BHSU to the degree that alumni will actively support the university in such programs, student recruitment, student relations and projects, public relations, and other timely programs as required to enhance the association and the university. For more information contact Tom Wheaton at Tom.Wheaton@BHSU.edu.

IMPORTANT CONTACTS

DEPT	SPECIALTY	LOCATION	PH #
ADMISSIONS	STUDENT APPLICATIONS/TRANSFERS/DUEL CREDIT	WOODBURN	6411
ATHLETICS	TICKETS/CAMPS/COMPLIANCE/FACILITIES/YOUNG CENTER MEMBERSHIPS	YOUNG CENTER	6096
BUDGET	BUDGET QUESTIONS	WOODBURN	6566
BUSINESS	REQUEST FOR PAYMENTS/CONTRACTORS/PURCHASE ORDERS	WOODBURN	6702
CAMPUS SAFETY	PARKING PERMITS/SAFETY CONCERNS	WOODBURN	6297
CAREER DEVELOPMENT	STUDENT EMPLOYMENT	LIBRARY	6608
CENTER FOR FACULTY INNOVATION	PROFESSIONAL DEVELOPMENT FOR FACULTY	JONAS	6000
COUNSELING CENTER	STUDENT COUNSELING	STUDENT UNION	6520
D2L ACADEMIC SUPPORT	D2L	JONAS	6936
D2L TECHNICAL SUPPORT	D2L	LIBRARY	6064
DEAN OF STUDENTS	STUDENT SUPPORT/STUDENT ACTIVITIES	STUDENT UNION	6080
FACILITY SERVICES	CAR RESERVATIONS/GROUNDS/SUSTAINABILITY/CUSTODIAL/KEYS	FACILITIES	6244
HUMAN RESOURCES	EMPLOYMENT/PERSONNEL/BENEFITS	WOODBURN	6549
INTERNATIONAL ADMISSIONS	STUDY ABROAD/INTERNATIONAL STUDENT SUPPORT SERVICES	WOODBURN	6942
IT HELP DESK	SUPPORT.BHSU.EDU/COMPUTER/PHONE	LIBRARY	6580
LIBRARY	INTERLIBRARY LOANS/COURSE RESERVES/STUDY ROOMS/COMPUTERS & PRINTING/DIE-CUTTING MACHINE	LIBRARY	6250
MAIL SERVICES	MAILING/POSTAGE/MAILBOX	STUDENT UNION	6396
MARKETING	LOGOS/MARKETING/COMMUNICATIONS/LETTERHEAD/TEMPLATES/WEBSITE	WOODBURN	6849

IMPORTANT CONTACTS

DEPT	SPECIALTY	LOCATION	PH #
OFFICE OF THE PRESIDENT	ORG CHARTS/POLICIES & PROCEDURES/STRATEGIC PLAN	WOODBURN	6111
PRINTING/COPYING	BULK PRINTING/BUSINESS CARDS	WOODBURN	6739
REGISTRAR	REGISTRATION/GRADE CHANGES	WOODBURN	6567
SCHEDULING ROOMS ON CAMPUS	COMPLETE ONLINE FORM		<u>ROOM</u> <u>RESERVATION</u>
STUDENT SUCCESS CENTER	ACADEMIC ADVISORS	LIBRARY	6934
TITLE IX	STUDENT COMPLAINTS	SOUTH DAKOTA MINES	605.394.2533
TRAVEL REQUEST/REIMBURSEMENT	ONLINE TRAVEL REQUEST	DOCUSIGN	6566
TRIO	STUDENT SUPPORT SERVICES/ACADEMIC ADVISING	WOODBURN	6824
UNIVERSITY ADVANCEMENT	SCHOLARSHIPS/ALUMNI ASSOCIATION/DONORS/MEETING SPACE	JOY CENTER	6385
UNIVERSITY BOOKSTORE	STUDENT TEXT BOOKS/OFFICE SUPPLIES/CLOTHING/SNACKS	STUDENT UNION	6636
VETERANS AFFAIRS	VETERAN RESOURCES	WOODBURN	6415

