

# Bargaining Units & Associations

## Classified Employees

Classified civil service employees at Winona State University who do not occupy confidential positions and whose employment equals or exceeds 14 hours per week or 35 percent of a 40 hour work week for 67 days or more per year, have been assigned to one of several bargaining units by the Minnesota Management and Budget (MMB).

### **AFSCME, Council 5:**

Craft, Maintenance and Labor (i.e., journeyman)  
Service Unit (i.e., general maintenance)  
Health Care, Non-Professional (i.e., LPN)  
Clerical and Office Unit  
Technical Unit (i.e., engineering and library technicians)

[www.afscmemn.org/](http://www.afscmemn.org/)

### **Minnesota Nurses Association (MNA):**

Health Care Professional (i.e., RN)

[www.mnnurses.org/](http://www.mnnurses.org/)

### **Minnesota Association of Professional Employees (MAPE):**

Professional Unit (i.e. accountant, programmer)

[www.mape.org](http://www.mape.org)

### **Middle Management Association (MMA):**

Supervisory Unit (i.e., supervisors, managers)

<http://www.mmamn.org>

## Unclassified Employees

### **Faculty Association & IFO**

Faculty in the Minnesota State Universities. As allowed by Minnesota law, the IFO was chosen by the faculty in 1975 to represent them.

[www.ifo.org](http://www.ifo.org)

### **Minnesota State University Association of Administrative and Service Faculty (MSUAASF)**

This unit represents unclassified employees in administrative and service positions such as admissions, advising, cultural diversity, financial aid, fundraising, grants, health services, institutional research, intramurals, program administration, registrar office, residential life, student affairs, student services, student union and sports information.

<http://www.msuaasf.org/>

### **MnSCU Administrators**

The Minnesota State College and University Administrators Plan covers administrative employees within the State University System. Members of this plan include the President, Vice Presidents, Associate and Assistant Vice Presidents, Deans and several Directors.

[http://www.minnstate.edu/  
system/working/relations.  
html](http://www.minnstate.edu/system/working/relations.html)

## Bookstore

### Winona

(507) 457-5319

Kryzsko Commons Building, Lower Level

<http://www.wsubookstore.com/wsubookstore@winona.edu>

The WSU Bookstore is University-owned and operated. In addition to WSU logo merchandise, gifts, supplies, gift cards, and school supplies, they are the official source for students to obtain textbook information and purchase course materials.

### Textbook Orders - Winona

Faculty are requested to submit textbook requisitions for their students in advance of each semester. Please complete the online "Textbook Requisition Form" found under the "Faculty/Staff Services" link at the bottom of [www.wsubookstore.com](http://www.wsubookstore.com). The Fall textbook ordering deadline is April 15, Spring is October 15, and Summer is April 1. All information on the form is required in order for the submission to work. Please contact the WSU Bookstore if you have any questions regarding your selections or if any changes are necessary.

### Rochester

(507) 285-7202

Hill Theatre (HT) 100

<http://bookstore.roch.edu>

The Bookstore sells textbooks, school supplies, snacks and gift items.

### Textbook Orders - Rochester

Book order information is emailed to faculty when the semester schedule information is compiled. You may submit your textbook requisitions online via <http://bookstore.roch.edu>. Click "Faculty Adoptions" on the home page.

To obtain your login or for any questions contact Pat Wolfgram, Textbook Manager, at 507.280.5525 or [pat.wolfgram@roch.edu](mailto:pat.wolfgram@roch.edu)

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## Children's Center

(507) 457-2300

Wabasha Hall

<https://www.winona.edu/childrenscenter/default.asp>

The WSU Children's Center offers nationally accredited early education programs for children ages six weeks to eleven years with both on-campus and off-campus locations. All sites offer twelve month programming for children of WSU students, faculty/staff, and the greater Winona community. The centers are open daily from 7:00 a.m. to 5:30 p.m. offering both full- or part-time enrollment opportunities. School-age children participate in the after-school Tutoring and Recreation Program and full-day summer programming. **All new employees requiring child care should contact the center immediately upon hire as vacancies are limited.**

The WSU Children's Center serves as a field experience classroom for WSU students seeking a variety of Minnesota teacher licensures. The Center also provides interdisciplinary learning opportunities for all students. Faculty are encouraged to contact the director, 457-5368, to arrange customized classroom activities.

## Credit Union

### Affinity Plus - Winona Branch

(507) 454-1593

120 East 2<sup>nd</sup> St, Winona, MN 55987

<https://www.affinityplus.org/>

### Affinity Plus - Rochester Branch

(507) 285-0352

3482 55th Street NW, Rochester, MN

<https://www.affinityplus.org/>

As an employee of the State of Minnesota, you are eligible to join the Affinity Plus Credit Union. Affinity Plus offers savings and checking accounts, market yield accounts, certificates of deposit, instant cash, IRA's, a full range of loans, and many other services. Payroll deduction options are available.

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## Dining Services

### Winona

<http://www.dineoncampus.com/winona/>

#### Options & Locations:

Jack Kane Dining Center - Krysko Commons

Lourdes Dining Center – Lourdes Hall

Zane's – Krysko Commons

Caribou Coffee/Einstein Bagels - Kruger Library

Caribou Coffee – Somsen Hall

### Rochester

<http://rctc.lancerhospitality.com>

#### Options & Locations:

Fresh Stop Café - Main Campus 3<sup>rd</sup> floor

Espresso Plus - Health Science Building

Fresh Stop Café - Heintz Center

Vending machines are located throughout the campuses. Some food service locations are have reduced hours or are closed during holidays, weekends and non-class days.

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## Employee Assistance Program

The Employee Assistance Program (EAP) is an employer sponsored service designed to provide confidential, accessible services to individual employees and state agencies in order to restore and strengthen the health and productivity of employees and the workplace. EAP provides expert, confidential, personal consultation for concerns regarding financial and legal matters, relationship challenges, and personal and family problems.

The program is completely confidential and provides both individual counseling and referral services and organizational/management services.

EAP services can be accessed toll-free in greater Minnesota at 1-800-657-3719. Additional information is available here: <http://mn.gov/mmb/segip/health-solutions/employees/eap/> or by visiting LifeMatters website [www.mylifematters.com](http://www.mylifematters.com) password STMN1.

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## Employee Wellness Program

Our Employee Wellness Program is a unique opportunity for WSU employees and students. This program is for faculty and staff looking to health and wellness. It is an opportunity for students to get hands-on learning experience and put into practice their classroom education. Offerings include sponsored events, personal training, diabetes prevention programs, fitness consultants, lunchtime fitness programs, newsletters, open swim and indoor walking paths. See website for details: <http://www.winona.edu/wellness/employee-wellness.asp>

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## Fitness & Wellness Center

(507) 457-2929

Integrated Wellness Complex

<http://www.winona.edu/fitnesscenter/>

The Fitness/Wellness Center is available (for a nominal fee) to faculty and staff to optimize their fitness capabilities through the promotion of a healthy lifestyle. Students may use the facility at no extra cost, granted they have a valid student ID card. The center offers a variety of exercise equipment, informational resources, activities, and quality assistance to aid in the pursuit of a healthier lifestyle.

The center is open Monday-Friday 6am-10pm, Saturday 10am-6pm, and Sunday Noon-10pm during the academic year. During the summer months, the center is open Monday through Friday 6am - 8pm.

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## ID Cards

### Winona Campus Card Office

(507) 457-2840

Maxwell 227

[www.winona.edu/campuscard/](http://www.winona.edu/campuscard/)

WSU ID Cards (Warrior ID) are your WSU identification on campus, library services, security door security and it is also a "Smart Card" that can be used for purchasing products and services (simply load money on the card using the purple pass service). You cannot remove cash from the purple pass account unless you transfer or leave employment

### Rochester

Goddard Library 2<sup>nd</sup> floor

Faculty and staff must obtain a University Center Rochester ID card if they wish to check out items from Media Services, Library, etc.

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## ID Numbers

### SEMA4 ID (State ID)

Every employee of the state of Minnesota is given a SEMA4 (Statewide Employee Management System) ID number which does not change. Obtain your SEMA4 ID from Human Resources

Use your SEMA4 number to log into the State Employee Service Site:

[www.state.mn.us/employee](http://www.state.mn.us/employee) to access to the following items:

- Sign-up for Insurance benefits and view elections
- View your pay stub
- Change your W-4
- Register for Training
- Access copies of your W-2
- Change your direct deposit
- Enroll in tax sheltered annuity (403)b
- Apply for jobs

**Initial Login:** Your user name is your eight digit SEMA4 ID number and your initial password is the last four digits of an employee's SSN followed by the letters MN and two exclamation points (For example, 1234MN!!). After your first sign-in, you can change this password at any time.

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### STAR ID (College and University System ID)

Every Minnesota State College and University employee receives a STAR ID number which does not change. Obtain this number by visiting the STAR ID website: <https://starid.minnstate.edu>

Use your STAR ID number to access to the following items:

- E-timesheet
  - Tuition Waivers
  - Class Management (registration, grades, financial aid, bill payment, etc.)
  - WSU Email
  - WSU Wireless
  - Printing
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### Warrior ID (Campus ID)

Every WSU employee receives a WSU ID number. You should receive it with your New Employee Account information and is the number that will print on your WSU ID Card. You may also obtain this number by contacting the Technical Support Center (507.457.5240 or [Techsupport@winona.edu](mailto:Techsupport@winona.edu)).

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## Grading & Class lists

### Registrar's Office

(507) 457-5030

Maxwell 209

<http://www.winona.edu/registrar/>

Please refer to the Faculty/Staff Toolkit on the Registrar's Website for information and tutorials: <http://www.winona.edu/registrar/toolkit.asp>. Feel free to contact the Registrar's Office for additional information.

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## Keys

### Winona

To obtain office and building keys, a Key Request Form should be completed (<http://www.winona.edu/facilities/keyrequest.asp>.) and signed by your supervisor or department chair. The completed form should be forwarded to the Physical Plant. Facilities will notify the employee when the key is ready for pick up.

Replacement cost for lost keys is \$20. Employees are responsible for all keys issued to them.

When an employee resigns, retires or completes a temporary assignment, he/she is responsible for returning the keys to the WSU Physical Plant.

### Rochester

Contact your department and ask them for a Key Request Form. The assistant will inform you when the key is available to be picked up. Faculty check out keys and must return them at the end of the semester or academic year if they will not be teaching during the next academic period.

Adjunct faculty must return keys at the end of the semester which they are teaching at Rochester.

## Parking

### Winona

Parking Services Department

(507) 457-5062

Maxwell 233

[www.winona.edu/Parking](http://www.winona.edu/Parking)  
[parking@winona.edu](mailto:parking@winona.edu)

Parking permits must be purchased from Parking Services. Spaces are limited, so permits are sold on a first-come, first served basis. Parking fees can be used on a pre-tax basis through payroll deduction.

Information, map and an Application form can be obtained on the parking services website.

### Rochester

Student and Campus Services - Rochester

(507)-285-7157

SS 125

<http://www.rctc.edu/business-office/>  
Kristi Ziegler - [kziegler@winona.edu](mailto:kziegler@winona.edu)

Faculty and staff pay a parking fee based on their status as employees. Parking is only allowed in designated parking lots or at parking meters. Faculty and staff wishing to park in these lots must display the parking sticker issued to them when they paid for parking.

## Paid Leaves

Contact Human Resources with questions.

### Eligibility

Paid leave is available to WSU employees as outlined in their respective collective bargaining agreements (<http://www.winona.edu/hr/seniorityrostersandunioncontracts.asp>).

	<b>Sick Leave</b> (accrual)	<b>Vacation</b> (accrual)	<b>Personal</b> <b>Days</b>	<b>Annual Leave</b> (accrual)
Classified employees: AFSCME, Confidential, MAPE, MMA, MNA	✓	✓		
MSUAASF	✓	✓	✓	
Administrators	✓			✓
Faculty	✓		✓	

### Leave Reporting

Faculty and staff shall indicate the amount of sick, vacation, and personal leave used in eTime.

To view eTime tutorials or to sign into eTime, please visit the Payroll home page at:

<http://www.winona.edu/businessoffice/etimesheets.asp>

### Balances

Leave balances are available for viewing in eTime.

Balances of sick leave not used in the year it is earned are carried forward into the next fiscal year.

Balances of vacation not used in the year it is earned are carried forward into the next fiscal year if it does not exceed the maximum accrual.

Faculty members are entitled to three personal days each fiscal year. Personal days do not carry forward from one fiscal year to the next.

ASF employees may be granted up to four non-consecutive personal leave days per fiscal year. Personal days should be used in full-day increments and do not carry forward from one fiscal year to the next.

## Payroll

Payroll Office  
Somsen 106  
(507) 457-5073

Human Resources  
Somsen 114  
(507) 457-5005

### Pay Dates

The State of Minnesota issues paychecks on a bi-weekly schedule (26 pay periods per year). Each pay period covers a two-week time span starting on a Wednesday and ending on a Tuesday. You receive your check on a Friday, 10 days after the pay period ends. This 10 day delay is needed to process and distribute paychecks for the State's 35,000 employees. The state payroll calendar can be viewed at: <http://mn.gov/mmb/accounting/payroll/calendars/>. Faculty must select either a 9-month or 12-month pay option.

### Withholdings

Federal and state income tax is withheld from your total gross pay based on the number of exemptions you claim on your withholding (W-4) form. The number of exemptions you claim can be found at the top/center of your payroll stub (i.e., M 04 04 means the check was withheld at married and 4 federal and 4 state exemptions). You can change your W-4 form on your self service website ([www.state.mn.us/employee](http://www.state.mn.us/employee)) under "Other Payroll" OR you can print off a W-4 form from the forms page on the Human Resources website and turn it in to Human Resources, Somsen 114.

### Pay Stubs

Pay stubs are accessible online at [www.state.mn.us/employee](http://www.state.mn.us/employee) . Type in your 8-digit SEMA4 ID number as User ID. If you cannot remember your password or it has expired, click on "If you've forgotten your password, click here." The system will generate a password that you can change the first time you access your site.

### Direct Deposit

Direct deposit is mandatory for all employees per Minnesota Statute 16A.17, Subd. 10. Direct deposit can be sent to more than one account or financial institution. For example, you can send a direct deposit to a savings account at a credit union and also send a direct deposit to a checking account at a bank.

Exceptions to 100% direct deposit are allowed for a limited number of situations, including:

- Temporary and emergency employees who are employed for 30 days or less from the date of hire
- Payments for small amounts paid to patients
- Deceased employees
- A check may need to be produced for one or two pay periods in select family dispute cases.
- Other limited exceptions may be considered on a case-by-case basis.

You can change your direct deposit on the self-service website: [www.state.mn.us/employee](http://www.state.mn.us/employee).

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## Purchasing

(507) 457-5067

Somsen 106

<http://www.winona.edu/businessoffice/purchasing.asp>

The state of Minnesota has guidelines that must be followed when purchasing items with state funds. Prior to purchasing merchandise for the university, please consult the Business Office Purchasing Policies located on their website or contact the Purchasing Department.

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## Retiree Center

(507) 457-5565

1<sup>st</sup> Floor of Alumni House

<http://www.winona.edu/retiree/>

The mission of the WSU Retiree Center is to support the mission of Winona State University and enrich the campus community as well as the lives of all retired (and retiring) staff, faculty and administration by providing educational, social and service connections between the university and retirees who may wish to continue their intellectual and social participation in collegial life and service to the University. The WSU Retiree Center seeks to utilize the knowledge, experience and talent of retirees in volunteer service to students and the University at large while welcoming, valuing and rewarding their continued involvement. The WSU Retiree Center creates access to lifelong learning opportunities through on-campus programming.

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## Required Training

You are responsible for completing required trainings. Links to training are online at:

<https://www.winona.edu/HR/training.asp> under "Required Employee Training."

### Training for All New Employees:

- Code of Conduct - Explains your legal responsibilities to maintain a safe, ethical, and respectful work environment
- Public Jobs: Private Data - Provides policies and procedures to maintain secure methods for working with Minnesota State data
- FERPA - Overview of the Family Educational Rights and Privacy Act
- Sexual Violence Awareness
- Shots Fired - Active Shooter - Explains what to do in the unlikely situation that someone fires a weapon on campus

### Training for All New Supervisors:

- [The Science of Supervision](#)
- [The Art of Supervision](#)

Additional training such as Emergency Management, Hazardous Waste and Blood Borne Pathogens may be required based on your position.

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## Safety

(507) 457-5082

Somsen 107

<http://www.winona.edu/safety>

It is the goal of the campus to provide employees with a safe and healthy work environment. The Environment Health and Safety Department provides expertise in areas such as ergonomics, job safety analysis, and compliance with various state and federal safety standards. It is your right and responsibility to work safely, and it is your responsibility to bring unsafe conditions to the attention of your supervisor. What the university doesn't know about, it can't fix.

### Worker's Compensation

All employees are covered under the State's Worker's Compensation Program. If an employee is injured at work and needs emergency treatment, she/he should travel to the nearest health facility. If it is not an emergency, Winona area employees should go to Winona Clinic and Rochester employees should go to Olmsted Medical Center to receive medical treatment. Employee who are injured at work are responsible for reporting an injury as soon as possible to their Supervisor and/or Human Resources and complete the required First Report of Injury and any additional paperwork. Please see Human Resources if questions.

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## Security

(507) 457-5555

Sheehan Hall 118

<http://www.winona.edu/security/>

Winona State University Security is charged with the responsibility of protecting life and property in a manner that will provide the safest possible learning environment for those we serve.

### Star Alert

Star Alert is an emergency alert system that sends text messages and email alerts during emergencies that threaten life or safety or severely impact standard campus operations. As a faculty or staff member you are automatically registered with the Winona State University Star Alert system. We ask that you manage your contact information, via the Star Alert portal (<http://www.winona.edu/staralert.asp>), to ensure your mobile number is available to receive text messages.

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## State Vehicles

Employees are encouraged to utilize State motor vehicles when practical.

Prior to driving a State vehicle, you **MUST** complete a Driver Approval Form. The approval takes up to 10 days to process and is valid for a 12 month period.. The Driver Approval form can be found at: <https://mywsu.winona.edu/sites/travel/Lists/DriverApproval/NewForm.aspx>

### Winona

Once you have been approved, you will be able to reserve a vehicle online:

<http://www.winona.edu/facilities/motorpoolvehiclereservations.asp>

### Rochester

Reservations and cancellations are made through our student services desk at [rochsss@winona.edu](mailto:rochsss@winona.edu) or 507-285-7100

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## Technical Support Center

### Winona

(507) 457-5240

Somsen 207

<http://www.winona.edu/it/tsc.asp>

[AskTech@winona.edu](mailto:AskTech@winona.edu)

### Rochester

(507) 285-7451

GL 118

<http://www.winona.edu/it/tsc.asp>

[AskTech@winona.edu](mailto:AskTech@winona.edu)

The Technical Support Center is dedicated to providing hardware and software support for the students, faculty, and staff at Winona State University.

## Laptops, Tablets & Computers

WSU provides a standard set of software, and equipment for faculty and staff. Each WSU department determines which employees should have a laptop and/or tablet and/or desktop computer.

To order a laptop and/or tablet for a NEW employee, complete the online laptop and/or tablet selection form (<http://www.winona.edu/technology/faculty-staff-devices.asp>), and contact the Technical Support Center using the numbers listed above to schedule a distribution session. During the distribution session, new faculty and staff will learn the essentials for using the device on the WSU network.

Employee laptops and tablets will be exchanged for a new model every three years; employees will be notified when their devices are due to be exchanged.

Fees for lost, stolen or damaged devices are charged to the department, and the department decides whether to pay the fees or charge them to the employee.

When you pick up your laptop, you will sign a form indicating that you will return the laptop when your assignment ends. **If you are hired for a fixed term assignment, you must personally return your laptop to the Technical Support Center at the end of your assignment.**

## Telephone and Voicemail

Contact the ITS Technical Support Center to request installations, moves, long distance dialing codes and directory changes. A work order will be created regarding the details of your request.

When dialing internally to offices, only the last four digits of the phone number are required. Calls from the between campus locations require dialing 33 before the four digit extension. To call long distance, dial 9-1-XXX-XXX-XXXX + your long distance code. If you do not know your long distance code, please contact your department administrative assistant.

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## Teaching, Learning, and Technology Services (TLT)

### Winona

(507) 457-5240

Maxwell 130

<http://www.winona.edu/tlt>

[tlt@winona.edu](mailto:tlt@winona.edu)

### Rochester

(507) 285-7451

GL 118

<http://www.winona.edu/tlt>

[tlt@winona.edu](mailto:tlt@winona.edu)

Teaching, Learning, and Technology (TLT) Services provides a wide range of services to empower faculty and staff to use technology effectively and explore new technologies that enrich digital life and learning.

See website for details and additional information on services provided:

- Training & Professional Development (D2L, instructional design, data backups, etc)
- Project Support
- Learning Spaces (technology in the classrooms)
- Digital Signage
- Accessibility

### DESIRE2LEARN (D2L)

Information on basic D2L usage issues can be found in the Technology Knowledge Base Wiki at <http://edutech.tlt.winona.edu/wikis/TLTPedia/index.php/Desire2Learn>. WSU Teaching, Learning, and Technology Services (TLT) can better serve you if you provide the course and section number (e.g. HIST 300-03) or the six-digit Course ID for the course with which you are encountering issues. If you need your D2L class sections merged, please email [tlt@winona.edu](mailto:tlt@winona.edu) with all of the six-digit Course ID numbers corresponding to the sections of your class you would like merged. The merge process takes two business days to complete.

You can also find additional help on D2L at the MnSCU D2L Help Desk: <http://d2l.custhelp.com/>

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## Travel

(507) 457-5069

Somsen 106

<http://www.winona.edu/traveltoolkit.asp>

All travel must be approved by completing the WSU travel request form. If you plan to travel on university business, please consult the Travel Guidelines online or contact the Travel Director in the Business Office. Any employee traveling on University business must file the appropriate paperwork before the trip begins.

Whenever public funds are issued to pay for airline travel by an elected official or public employee, any credits or benefits issued by any airline must accrue to the benefit of the public body providing the funding (Minnesota Statute 15.435). State employees using public funds and traveling on state business may not claim frequent flyer mileage as their own. **Employees may NOT make any airline reservations without going through the University Travel Office. There will be no reimbursement if this policy is not followed.**

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## Tuition Waiver

Tuition waiver credits are available to WSU employees and their spouses and dependents as outlined in their respective collective bargaining agreements. The waivers can be used for credit courses only and can be used on a space available basis. The waivers can be used at any of the state universities within the Minnesota State College and University (MnSCU) system. Tuition waiver credits cannot be carried forward into the next year.

Contact Human Resources with questions.

	Waiting Period	Number of Credits
Classified employees: AFSCME, Confidential, MAPE, MMA, MNA	After three consecutive years of service	Employee - 20 credits Dependent - 16 credits
MSUAASF		27 credits
Administrators		24 credits
IFO		30 credits
Part-time Faculty		Entitled to the number of tuition waiver credits equal to the number of credits taught by the faculty member within the semester.

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## Weather & Emergency Closings

During periods of inclement weather or other emergencies, faculty, staff and students are responsible for monitoring community announcements of school closings or delays on local media to listen for announcements regarding the closing of the University Center Rochester, and then stay tuned for further updates.

In the event of Severe Weather related cancellations, the WSU Communications office posts a list of canceled classes in an orange "Severe Weather Alert" section on WSU's Home Page. The posting contains specific information about severe weather closing or class cancellations on days when such events occur. The Star Alert will also be used for inclement weather.