

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 bureau of mediation services. The organizations listed here have been certified as the exclusive representatives for the following bargaining units by the director of mediation services:

- **AFSCME, Council 5:**

www.afscmemn.org/

- 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)

- **Minnesota Nurses Association (MNA):** Health Care Professional (i.e., RN)

www.mnnurses.org/

- Health Care Professional (i.e., RN)

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

www.mape.org

- Professional Unit (i.e. accountant, programmer)

- **Middle Management Association (MMA):** Supervisory Unit (i.e., supervisors, managers)

<http://www.mmamn.org>

Bargaining Units & Associations Cont'd

Unclassified Employees

- **Faculty Association & IFO**
(651) 227-8442 (local)
1-800-325-9644
www.ifo.org

The Inter-Faculty Organization (IFO) is the collective bargaining representative for the faculty in the Minnesota State Universities. As allowed by Minnesota law, the IFO was chosen by the faculty in 1975 to represent them. Since that election the IFO has negotiated biennial contracts under which faculty are hired, evaluated and compensated.

- **Minnesota State University Association of Administrative and Service Faculty (MSUAASF)**
http://www.hr.mnscu.edu/contract_plans/index.html

The Minnesota State University Association of Administrative and Service Faculty represents the interests of unclassified employees in administrative and service positions and is affiliated with the Minnesota Teamsters Public and Law Enforcement Employees Union.

- **MnSCU Administrators**
http://www.hr.mnscu.edu/contract_plans/index.html

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.

ID Cards

WSU ID Cards are issued by the Campus Card Office, Maxwell 227. Hours are Monday through Friday, 8 a.m. – 4:30 p.m. Your Warrior ID card is your WSU Identification on Campus. This card is a “Smart Card” that can be used for purchasing products and services on Campus using Purple Pass, also for Library Services, as well as your Security Door access into the Building you are assigned to.

Purple Pass

Purple Pass is a service on the Warrior ID where you can take advantage of using your card like an internal debit card. Just deposit money on your card and start using it to purchase internal products and services throughout our WSU Campus Community. You can eat, drink, snack, make copies, request printing projects, do laundry, swipe for a beverage or snack in our vending machines and purchase items at the WSU Bookstore with one card. All you need to do is deposit money onto your card by visiting the WSU Cashiers at: Maxwell Warrior Hub – 209. Checks and Cash are accepted. No fees. Minimum deposit of \$10.00 is accepted. You cannot remove cash from this account unless you transfer or leave employment.

Manage My ID

Our Campus Card system provides a simple straightforward way of tracking all your point of sale and activity transactions. This tool is called Manage My ID and is free to create an online account. The system tracks the date, time, and where you swiped your card, amount you spent at any Campus Cash Registers and Card Readers. This is a great tool to manage your funds on Campus.

Keys

To obtain office and building keys, a Key Request Form should be completed and signed by your supervisor or department chair. Key Request forms are available at:

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

The completed form should be forwarded to the Physical Plant. Keys can be picked up at the Physical Plant one week after application. Faculty should check with their Department Office Managers. 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.

Technical Support Center

(507) 457-5240

207 Somsen

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

The Technical Support Center (TSC) is dedicated to providing desktop and laptop support for the students, faculty, and staff at Winona State University.

- Contact the ITS Help Desk at (507) 457-5240 for assistance.
-

Telephone and Voicemail

Contact the ITS Technical Support Center at 507-457-5240 to request installations, moves, long distance dialing codes and directory changes. A work order will be created regarding the details of your request.

Computer/Laptop Access

New Full-time or Adjunct Faculty

All full time faculty are automatically approved to receive a laptop. Faculty or office manager will need to complete a form to select laptop and/or tablet. Once the form has been submitted and HR has finalized the contract, the new faculty member can schedule a time to attend one of the distribution sessions. They can call x5240 option #1 to schedule the session. Note that it may take up to two days to get a laptop ready for distribution once you contact TLT.

When you pick up your laptop, you will sign a form indicating that you will return the laptop when your assignment ends. Your laptop will have email access and you will be able to log-in to check your class schedules and class lists. You will need your tech ID (Warrior ID) to access class lists and schedules. If you don't know your tech ID, contact Human Resources at (507) 457-5005.

Please note: if you are hired for a fixed term assignment, you must personally return your laptop to the TSC at the end of your assignment.

New Staff

Not all staff will receive a laptop; some departments use desktop computers. If staff are approved to receive a laptop, they will need to complete a form to select laptop and/or tablet. Once the form has been submitted, the new staff member will receive an email from Teaching, Learning & Technology Services (TLT) to set up a time to receive devices.

Faculty or Staff Laptop Exchanges

Faculty and staff will exchange their laptops and tablets every three years. You will be notified when your devices are due to be exchanged.

For additional information on the laptop program, contact:

Technical Support Center

Somen 207
507-457-5240 - Option #1

Teaching, Learning & Technology

Maxwell 130
507-457-5240 - Option #3

Teaching, Learning, and Technology Services (TLT)

(507) 457-5240

130 Maxwell

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

Teaching, Learning, and Technology Services (TLT) empowers the entire campus community to utilize technology effectively by providing a wide range of learning opportunities, designing and maintaining engaging learning spaces, managing academic and workplace technology projects, and exploring new technologies that enrich digital life and learning. TLT teaches the campus community how to use technology, plans, installs, and maintains learning space technology, conducts and supports campus projects focused on digital life and learning, delivers services and resources that support, enhance, and expand the use of laptops on campus, investigates new technologies with the potential to enhance digital life and learning, and advises and guides the campus community on the effective use of instructional and workplace technology and position Winona State University as a leader in the application of technology in higher education.

Grading

Please refer to the tutorial on the Registrar's Website:

<http://www.winona.edu/registrar/faculty-tutorial.asp>

Questions about class lists or grade sheets should be addressed to the Registrar's office, second floor Maxwell, at (507) 457-5030.

Parking Services

(507) 457-5062

Contact Parking Services

Maxwell Hall Room 233

www.winona.edu/Parking

Parking permits must be purchased from Parking Services to park in any of the university parking lots. 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, maps, and a Permit Application form can be obtained at www.winona.edu/parking. Feel free to contact the Parking Office for additional information.

Bookstore

Kryzsko Commons Building, Lower Level

(507) 457-5319

wsubookstore@winona.edu

<http://www.wsubookstore.com/>

The WSU Bookstore is the University-owned and operated Bookstore on campus. 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. Open Monday-Friday, 8 am to 5 pm during the academic year, with extended hours at the beginning of each semester and during special campus events.

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. 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.

Child Care Center

(507) 457-2300

Wabasha Hall

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

The WSU Children's Center offers nationally accredited early education programs for children ages six weeks to eleven years at three sites, Wabasha Hall (on-campus), Madison Elementary School, 515 W. Wabasha St. (off-campus) and W-K Elementary School, 365 Mankato Ave (off-campus). All three 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, 457-2300.**

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 is encouraged to contact the director, 457-5368, to arrange customized classroom activities.

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 7:00am - 8:00pm.

Payroll

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. Faculty must select either a 9-month or 12-month pay option. The state payroll calendar can be viewed at: <http://mn.gov/mmb/accounting/payroll/calendars/>

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) 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/advises are not mailed to your home address. You can access your paycheck information on the Web at www.state.mn.us/employee. Type in your 8-digit SEMA4 ID number as User ID. If you cannot remember your password, 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.

All Passwords:

- **Must** be minimum of 8 characters – but it can be more
- **Must** include at least one number
- **Must** include at least one of the following special characters
!@#\$%^&*() -_ = + / [] { } / . ? < > , ‘
- **Are** case sensitive
- **Cannot be reused** for at least 6 password cycles. The system keeps track of your previous six passwords and prevent you from reusing them.
- **Expire** after **60** days.

Questions regarding your paycheck can be addressed to the Payroll Office located in Somsen 106, (507) 457-5073, or Human Resources located in Somsen 114, (507) 457-5005.

Direct Deposit

Direct deposit is mandatory for all employees. The 2003 Legislature passed legislation in Minnesota Statute 16A.17, Subd. 10, that requires all state employees to receive 100% of their net pay through direct deposit. 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.

Privacy: Direct deposit transactions are conducted using a secure transfer process and the Department of Finance treats all banking information as private.

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.

Exceptions not allowed:

- Employees who don't have a checking or savings account due to bad credit or the lack of a banking relationship. Resolution: The State of Minnesota set up banking relationships with Hiway Federal Credit Union, Affinity Plus Federal Credit Union and U.S. Bank.. These institutions will set up a savings and/or checking account with a cash card for employees in this situation.
- An employee's checkbook, purse or wallet has been lost or stolen. Resolution: The employee should work with the credit union or bank and with agency payroll staff to change their account number and direct deposit as soon as possible. Losses during non-payday week provide adequate time to change account numbers. Losses during payday week require prompt attention since the direct deposit file has already been created.

To access your paycheck information, log on to www.state.mn.us/employee.

Credit Union

<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. Contact: Affinity Plus, 111 Riverfront, Winona, MN 55987 (507) 454-1593. Rochester branch: 1302 7th Street NW, Rochester, MN (507) 285-1352.

Employee Assistance Program

The Employee Assistance Program 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. 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 password STMN1.

Paid Leaves

Sick Leave

New employees are entitled to accrue sick leave based on their respective collective bargaining agreements. If sick leave is not used in the year it is earned, the balance is carried forward into the next fiscal year. Contact Human Resources, Somsen 114, (507) 457-5005 with questions regarding balance information or use.

Classified civil service employees (Council 6, MAPE, MMA, MNA) shall indicate the amount of sick leave used and complete timesheets on eTime. To view eTime tutorials or to sign into eTime, please visit the Payroll home page at:

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

Faculty, ASF employees and MnSCU Administrators should indicate use of sick leave utilizing the eTime system. eTime tutorials and Login can be found on the Payroll home page at:

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

Leave balances, use and accrual information will be sent to all Unclassified employees every two weeks via email.

Vacation

New employees are entitled to accrue vacation based on their respective collective bargaining agreements. If vacation is not used in the year it is earned, the balance is carried forward into the next fiscal year. Contact Human Resources, Somsen 204, (507) 457-5005 with questions regarding balance information or use. Faculty do not accrue vacation leave.

Classified civil service employees (Council 6, MAPE, MMA, MNA) shall indicate the amount of vacation leave used on eTime. To view eTime tutorials or to sign into eTime, please visit the Payroll home page at: <http://www.winona.edu/businessoffice/payrollfacultyandstaff.asp>

ASF employees and MnSCU Administrators should indicate use of vacation leave on the eTime system at <http://www.winona.edu/businessoffice/payrollfacultyandstaff.asp>

Vacation leave balances, use and accrual information will be sent to all ASF and Administrators every two weeks via email.

Personal Leave

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

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. ASF employees should request personal days on eTime.

Tuition Waiver

Tuition waiver credits are available to Winona State University 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. You can apply for tuition waiver benefits at

<https://webproc.mnscu.edu/tw/waiver/summary.do?campusid=074>

Use your Star ID to log-in. You may set up your Star ID by visiting the following link:

<https://starid.mnscu.edu/>

If you have questions contact the Human Resources Office at (507) 457-5005.

AFSCME	After three consecutive years of service	
	Employee - 20 credits	Dependent – 16 credits
Confidential	After three consecutive years of service	
	Employee – 20 credits	Dependent – 16 credits
MAPE	After three consecutive years of service	
	Employee – 20 credits	Dependent – 16 Credits
MMA	After three consecutive years of service	
	Employee - 20 credits	Dependent – 16 credits
MNA	After three consecutive years of service	
	Employee – 20 credits	Dependent - 16 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.	
MSUAASF	27 credits	

Vehicle Reservation Procedures

All travel must be approved by completing the WSU travel request form. Employees are encouraged to utilize State motor vehicles when practical. Prior to requesting a vehicle, you will be required to complete the driver approval form to be approved by Risk Management. The approval takes 7 – 10 days to process and is good for a 12 month period. Once you have been approved, you will be able to reserve a vehicle. The Driver Approval form can be found at:

<https://mywsu.winona.edu/sites/travel/Lists/DriverApproval/NewForm.aspx>

Travel

If you plan to travel on university business, please consult the Travel Guidelines at <http://www.winona.edu/traveltoolkit.asp> or contact the Travel Director in the Business Office at (507) 457-5069.

Any employee traveling on University business must file the appropriate paperwork before the trip begins.

NOTE: If you are driving a State vehicle, you must complete a Driver Approval Form.

Whatever 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.

Retiree Center

(507) 457-5565

1st 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.

Purchasing

Prior to purchasing merchandise for the university, please consult the Business Office Purchasing Policies located at <http://www.winona.edu/businessoffice/purchasing.asp>

The state of Minnesota has guidelines that must be followed when purchasing items with state funds. You can also contact the Purchasing Department in the Business Office at (507) 457-5067.
