

3-27-2018

## Human Resources Office Records

SDSU Archives and Special Collections, Hilton M. Briggs Library

Follow this and additional works at: [https://openprairie.sdstate.edu/finding\\_aids-university](https://openprairie.sdstate.edu/finding_aids-university)

---

### Recommended Citation

SDSU Archives and Special Collections, Hilton M. Briggs Library, "Human Resources Office Records" (2018). *University Archives*.  
117.  
[https://openprairie.sdstate.edu/finding\\_aids-university/117](https://openprairie.sdstate.edu/finding_aids-university/117)

This Article is brought to you for free and open access by the Finding Aids at Open PRAIRIE: Open Public Research Access Institutional Repository and Information Exchange. It has been accepted for inclusion in University Archives by an authorized administrator of Open PRAIRIE: Open Public Research Access Institutional Repository and Information Exchange. For more information, please contact [michael.biondo@sdstate.edu](mailto:michael.biondo@sdstate.edu).

# Human Resources Office Records

## Finding Aid

South Dakota State University Archives and Special Collections  
Briggs Library (SBL) Room 241 Box 2114  
1300 North Campus Drive  
Brookings, SD 57007  
Phone: 605-688-5094  
Email: [arcrefs@sdstate.edu](mailto:arcrefs@sdstate.edu)

## Collection Summary

### *Identifier*

UA 44

### *Title*

Human Resources Office Records

### *Creator*

Human Resources Department, South Dakota State University

### *Dates*

1966-2009

### *Extent*

0.84 linear feet -- 2 document cases

### *Language*

English

### *Repository*

South Dakota State University Archives and Special Collections, Hilton M. Briggs Library, Brookings, South Dakota.

### *Access note*

This collection is open to researchers without restrictions. The materials in the Archives do not circulate and may be used in-house only.

### *Preferred Citation*

*Name of item.* Human Resources Office Records. UA 44. South Dakota State University Archives and Special Collections, Hilton M. Briggs Library, Brookings, South Dakota.

### *Abstract*

The Human Resources Department is responsible for employment, fringe benefits, staff training and records management. This collection is composed of personnel handbooks, orientation and benefits material, Career Service Advisory Council minutes and programs from mass meetings, and material related to the change to web time entry.

## **Historical Note**

The Department of Personnel Services changed its name to the Human Resources Office in 2003. This office is responsible for several services at South Dakota State University. These services include employment, fringe benefits, staff training and records management. The mission of this office is to consult with and provide advice to employees and managers to foster a collaborative respectful and high quality work environment.

The Human Resources Office is also responsible for regulatory requirements. They distribute information regarding South Dakota State University and Board of Regents policies, as well as Bureau of Personnel, state, and federal rules and regulations as they relate to human resources. They also answer compliance questions regarding the Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), and the Family Medical Leave Act (FMLA). The Human Resources Office also determines overtime eligibility.

## **Contents Note**

This series is composed of personnel handbooks, orientation and benefits material, Career Service Advisory Council minutes and programs from mass meetings, and material related to the change to web time entry.

## **Key Words**

Career Service employees

Classified personnel

College personnel management

Personnel management

South Dakota State University --- Career Service Advisory Council

South Dakota State University -- Employees

South Dakota State University. Department of Personnel Services.

South Dakota State University. Human Resources.

## Administrative Information

### *Conditions Governing Access*

This collection is open to researchers without restrictions. The materials in the Archives do not circulate and may be used in-house only.

Researchers conducting extensive research are asked to make an advance appointment to access archival material. Please call or e-mail prior to visiting the collection and indicate as much detail as possible about a particular topic and intended use.

South Dakota State University supports access to the materials, published and unpublished, in its collections. Nonetheless, access to some items may be restricted as a result of their fragile condition or by contractual agreements with donors.

### *Copyright note*

Copyright restrictions apply in different ways to different materials. Many of the documents and other historical materials in the Archives are in the public domain and may be reproduced and used in any way. There are other materials in the Archive carrying a copyright interest and must be used according to the provisions of Title 17 of the U.S. Code. The Archive issues a warning concerning copyright restrictions to every researcher who requests copies of documents. Although the copyright law is under constant redefinition in the courts, it is ultimately the responsibility of the researcher to properly use copyrighted material.

### *Arranged and Described by*

Crystal J. Gamradt, 1998 May 13, additions made 2009 April 3.

## Container List

Box	Folder	Description	Date(s)
1	1	Annual and sick leave guidelines	1997
1	2	Career Service Advisory Council (minutes, etc.)	2003-2007, 2009

<b>Box</b>	<b>Folder</b>	<b>Description</b>	<b>Date(s)</b>
1	3	Career Service appraisal system	1974
1	4	Career Service Chronicle	1998-2000
1	5	Career Service Mass Meeting programs	1989-2007
1	6	Career Service recruitment and selection guidelines	2003
1	7	Career Service Orientation material	1996
1	8	Career Service Personnel Handbook	1986, undated
1	9	Classified Personnel Handbook: Policies, procedures, pay scales	1966-1967
1	9	Classified Personnel Handbook	1978 circa
1	10	Classified Personnel Handbook: Policies, procedures, pay scales	1967-1968
1	11	Financial Investment Planning Day	2001-2006
1	12	Equal Opportunity, Non-Discrimination, and Harassment Prevention	2005
1	13	Financial investment planning day	2001-2006
1	14	Educational benefits	2004
1	15	Harassment and Discrimination training material	2008
1	16	Inclement weather policy	2009
2	1	Leave manual	2000
2	2	New employee packet	2007
2	3	Proposed Personnel Handbook [Draft]	1973
2	4	Web Time Entry	2006
2	5	HR Messenger Newsletters	2015
2	6	HR Messenger Newsletters	2016
2	7	HR Messenger Newsletters	2017
2	8	Faculty Senate Minutes	2013-2014
2	9	Faculty Senate Minutes	2014-2015
2	10	Faculty Senate Minutes	2015-2016
2	11	Faculty Senate Minutes	2016-2017
2	12	Faculty Senate Minutes	2017