

State of South Dakota

BUREAU OF ADMINISTRATION



POLICY MANUAL

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Updated August 2012

STATIONERY AND LETTERHEAD

Policy ES-01

PURPOSE

Only elected officials may choose to have personal letterhead. It is not appropriate for non-elected state employees or appointed state employees to have "personal" (specific person's name) names on agency stationery/letterhead or envelopes.

POLICY REQUIREMENTS

The Bureau of Administration will not allow non-elected state employees or appointed state employees to purchase or duplicate orders for letterhead stationery or envelopes that contain a specific person's name on the letterhead or envelopes; this does not preclude personal names that are programmed into printers. The remainder of the layout of the letterhead/envelopes is an internal policy and each department may choose their design.

POLICY INDEX

Scope:	Statewide
Replaces Policy:	ES-96-2
Effective Date:	October 1996
Supersedes Version Written:	August 1995
Office of Primary Responsibility:	Bureau of Administration

REVISION LOG

FLAGS AT HALF-STAFF

Policy ES-02

PURPOSE

The Governor of a state may order flags (including the U.S. flag) to half-staff in the event of the death of a present or former official of state government. The Governor may also order the State flag to half-staff on any occasion he deems appropriate. The President of the United States may also order the United States flag at half-staff for other officials or former officials. Flags will only be lowered to half-staff at the direction of the President or Governor.

POLICY REQUIREMENTS

After official notification, the Governor's Office will notify the Commissioner of Administration of the death and half-staff designation. The Bureau of Administration will notify appropriate agencies on a statewide basis of the half-staff designation and duration. Buildings and Grounds maintains the notification list.

Federal law provides various time periods a flag is half-staffed, depending on the status of the individual who died. The State of South Dakota follows the same guidelines as the federal government. Half-staff etiquette is as follows:

30 Days from Day of Death

President
Former President

10 Days from Day of Death

Vice President	U.S. Chief Justice
U.S. Speaker of the House	Retired Chief Justice
Governor	Former Governor

Day of Death until Interment

U.S. Senators	U.S. Representatives
S.D. Supreme Court Justices	Lt. Governor
State Senators and Representatives	Former U.S. Senators and Representatives
Former S.D. Supreme Court Justices	Former Lt. Governors
Former State Senators and Representatives	

The Bureau of Administration maintenance crews will be responsible for lowering all flags on the Capitol grounds and on State office buildings in Pierre to half-staff.

Buildings and Grounds are also responsible for raising the flags to full-staff when the appropriate amount of time has elapsed.

POLICY INDEX

Scope:	Statewide
Replaces Policy:	ES-96-3
Effective Date:	August 2008
Supersedes Version Written:	September 1987
Office of Primary Responsibility:	Buildings & Grounds

REVISION LOG

August 2008	Remove Capitol Protective Services from responsibilities for flag lowering and maintenance of notification list
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EMERGENCY PURCHASES

Policy ES-03

PURPOSE

Emergency purchase requests must be accompanied by a completed “Request/Justification for Emergency Purchase” form explaining and justifying all emergency purchases. This form must be signed by the head of the respective department, bureau, board, commission, institution or constitutional office, or their designee.

POLICY REQUIREMENTS

The emergency purchase procedure will continue to require written quotes from three different vendors or a sole source justification if three quotes cannot be obtained, for all purchases exceeding \$1,000. If the emergency purchase is over \$10,000, agencies must submit the required “Request/Justification for Emergency Purchase” form (signed by the head of the respective department, bureau, board, commission, institution or constitutional office, or their designee) explaining and justifying the purchase, and three written quotes to the Office of Procurement Management. The required form is available on the Office of Procurement Management website at <http://intranet.state.sd.us/boa/opm/agency2/AgencyForms/OPMEmergencyPurchaseRequestForm.pdf>. If the purchase is approved, the Office of Procurement Management will issue a purchase order to authorize the purchase from the vendor providing the lowest quote meeting specifications.

POLICY INDEX

Scope:	Statewide
Replaces Policy:	ES-96-5
Effective Date:	August 2008
Supersedes Version Written:	April 2005
Office of Primary Responsibility:	Procurement Management

REVISION LOG

August 2008	Update website address
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LOCAL PURCHASES

Policy ES-04

PURPOSE

Pursuant to SDCL 5-23-8, the Local Purchase policy is developed to simplify and clarify the process by which agencies can make local purchases. This policy outlines the procedure that the various officers, boards, commissions, departments, state institutions, constitutional offices and state agencies must follow in order to facilitate the procurement of commodities and construction projects.

POLICY REQUIREMENTS

- A) **State Contract Purchases:** An agency may make purchases of commodities on **state contracts** by ordering on a local purchase order and paying with a direct voucher or Purchasing Card, if applicable. Orders from contracts requiring requisitions, or for which an agency wishes to submit a requisition, will be processed through the Office of Procurement Management (OPM) as follows:
- 1) The agency must submit an appropriate paper requisition or use an electronic format approved by the Office of Procurement Management;
 - 2) The agency must put the requisition on-line with the State of South Dakota's accounting system; and
 - 3) The Office of Procurement Management will then develop and process the purchase order.
- B) **Small Purchases:** An agency may make purchases, not to exceed one thousand dollars (\$1,000) per purchase, for commodities that are not on a state contract:
- 1) If the item(s) does not appear on the Central Supply list or a state contract, and the total purchase **does not exceed** one thousand dollars (\$1,000), the agency may make the purchase and pay with a direct voucher or Purchasing Card, if applicable; and
 - 2) Agencies and institutions making purchases according to this section of the policy must utilize sound business practices in making such purchases to ensure they are obtaining the best value for the taxpayers of the State of South Dakota.
- C) **Construction Projects:** When an agency determines a need for a construction project, the projects are authorized as indicated below except for projects that involve materials containing asbestos. All projects that involve materials that contain asbestos must be submitted to the Office of the State Engineer (OSE).

- 1) All projects with materials and labor estimated to cost less than five thousand dollars (\$5,000) may be accomplished under local approval. Projects in Pierre must be presented to and approved by the Facilities Planning Team (FPT).
- 2) Projects with materials and labor estimated to cost between five thousand dollars (\$5,000) and twenty-five thousand dollars (\$25,000) must be referred to the OSE. The OSE will either handle the projects or submit them to the Office of Procurement Management for processing.
- 3) Projects with materials and labor estimated to cost twenty-five thousand dollars (\$25,000) or greater must be referred to OSE.

D) General Conditions:

- 1) Purchase of Computer software and hardware are exempt from this policy. Computer hardware and software includes any computer, monitor, computer component, wiring, LAN/WAN equipment, any programming software, fax machine, digital copier, and any other equipment which utilizes computer technology to perform its function. **All computer software and hardware purchases, will be made according to the following guidelines:**
 - a) **Executive Branch Agencies:** All computer hardware and software purchased by Executive Branch agencies and institutions must meet standards as established by the Bureau of Information & Telecommunications (BIT) regardless of the cost or use. Any nonstandard computer hardware and software request must have moratorium exemption approval before it is purchased. All computer hardware and software purchases must be processed through the Office of Procurement Management.
 - b) **Board of Regents Institutions:** Institutions under the control of the Board of Regents must process any computer hardware and software purchases requiring moratorium exemption approval through the Office of Procurement Management. Purchases of computer hardware and software that do not require moratorium exemption approval may be made by ordering on a local purchase order and paying with a direct voucher. Board of Regents institutions shall provide detailed itemized reports to the Office of Procurement Management of all computer hardware and software purchases, in a format approved by OPM.
- 2) All agency purchases of the following state contract items must be processed through the Office of Procurement Management:
 - a) Motor vehicles;
 - b) Digital Mobile Radios
 - c) Key telephone systems
- 3) Agencies may not "split purchase" or divide the expense of a more costly item on multiple vouchers and/or multiple invoices.

- 4) When demand for products becomes continually high, the Bureau of Administration (BOA) may conduct local bids to provide for a "local contract" on those commodities. In those cases where local contracts exist, agencies will be required to purchase from the local contract.
- 5) Agencies that violate or continually abuse the provisions of this policy shall have their local purchase privilege revoked or restricted for a time period specified by the State Auditor and the Bureau of Administration.
- 6) For emergency purchases, see Policy ES-03.

POLICY INDEX

Scope:	Statewide
Replaces Policy:	ES-96-6
Effective Date:	April 2006
Supersedes Version Written:	September 1995
Office of Primary Responsibility:	Procurement Management

REVISION LOG

STATE AUCTION SALES

Policy ES-05

PURPOSE

The following guidelines are for administering the Bureau of Administration State Property Management surplus vehicles and miscellaneous equipment auction sales under the authority of SDCL 5-24-9.2. The purpose of this policy is to develop consistent surplus procedures for auction sales.

POLICY REQUIREMENTS

Agencies must adhere to all letters, dates and schedules set by State Property Management prior to auction sales.

- A. All vehicles and equipment in working condition may be advertised on the South Dakota Surplus Property website before it can be placed on a public auction sale.
- B. Agencies will be responsible for submitting all vehicle titles, condition reports, damage disclosure and odometer statements upon request from Property Management.
- C. State Property Management will determine the location of sale sites and placement of each vehicle and equipment listed for sale.
- D. Vehicles and equipment cannot be removed from an auction after it has been scheduled for sale unless approved by State Property Management.
- E. Exceptions to #4 would include replacing an item with a like item due to an accident or major mechanical problems.
- F. State Property Management will determine if vehicles and equipment listings are received too late and will be held over for a future sale.

POLICY INDEX

Scope:	Statewide
Replaces Policy:	ES-96-7
Effective Date:	August 2008
Supersedes Version Written:	February 2000
Office of Primary Responsibility:	Property Management

REVISION LOG

August 2008	Removes obsolete language and reference to SDCL 5-24-9.4
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DEBT COLLECTION

Policy ES-06

PURPOSE

This policy was established by the Governor's Office in order to ensure proper documentation and processing of the debt collection policy.

POLICY REQUIREMENTS

Effective July 1, 1996, each executive branch agency shall have 90 days to collect accounts that are past due. Past due means 30 days have passed since the debt was incurred. All debts older than 90 days are to be considered delinquent and are to be referred to the State's vendor for collections within 14 days.

Bad checks are considered delinquent when the agency is informed of the dishonored check. All bad checks are to be referred immediately to the State's vendor for collections.

Procedure:

Day 1 to 30. Debt is incurred. First statement is sent to debtor. Exhibit A.

Day 31 to 60. Second statement is mailed to debtor. Exhibit B.

Day 60 to 90. Third statement is mailed to debtor. Exhibit C.

Day 104 Referrals are transferred to the State's vendor for collections. Once the agency has referred the debt to the State's vendor for collections, collection by the agency shall cease.

All documentation surrounding the debt and who owes it needs to be maintained in the agency's office, including correspondence or other communications--hard copy, computerized, etc. Documentation must be maintained to verify the validity of the debt and to support the liability in case the debt is challenged. Documentation should be arranged in chronological order first and alphabetical order second. The agency must verify the debt owed by a particular person before referring the account to the State's vendor for collections. By referring an account to the vendor, the referring agency is certifying that the individual owes the debt and the referring agency will be responsible for providing documentation to the vendor.

Any account over 30 days old shall be charged a minimum of 12 percent interest by the agency plus any and all costs. A 35% fee will be charged to the debtor over and above the debt, plus interest on the debt at the statutory rate, plus postage.

The interest and agency costs should appear on Exhibits B and C. When referring the account to the State's vendor for collections, include interest-to-date.

When accounts are referred, there will be a contact person listed along with a telephone number from the referring agency to contact concerning the account, if any questions arise.

POLICY INDEX

Scope:	Statewide
Replaces Policy:	EC-96-11
Effective Date:	August 2008
Supersedes Version Written:	October 2006
Office of Primary Responsibility:	Office of the Governor

REVISION LOG

August 2008	Editorial revisions only
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WORKPLACE SAFETY AND LIABILITY LOSSES

Policy ES-08

PURPOSE

The Governor's Office in cooperation with the Risk Management Office developed this policy in order to contain workers' compensation and liability costs. Not only do State employees deserve a safe work environment, but State government has a responsibility to the taxpayers to keep workers' compensation and liability costs down.

POLICY REQUIREMENTS

A renewed commitment to effective risk management within state government is requested, and each agency is required to do the following:

- . Appoint a person at each agency and at each institution under each agency who reports directly to the agency head and understands the commitment to risk management. It is critical that this person's role as risk management contact is known by all employees within the agency or institution. The risk management contact responsibilities are found on pages 6-1 and 6-2 of the Risk Management Manual. The name of the agency contact person should be provided to the Office of Risk Management.
- Establish a loss control committee that reports to the agency risk management contact person within the respective agency. This committee will assist in identifying and addressing workplace and liability hazards. Duties and responsibilities of the committee are found on pages 6-2 and 6.3 of the Risk Management Manual. Instruct the agency loss control committee to review the agency's workers' compensation and liability losses immediately to determine where the agency or institution needs improvement. Upon making that determination, implement the necessary solutions to reduce costs. Consult the Office of Risk Management for loss reduction solutions.
- Review all policies, procedures, rules, and regulations. Ensure that the agency's policies and procedures, rules and regulations are necessary, current, communicated to employees, and followed. Eliminate unnecessary and outdated policies, procedures, rules, and regulations.

POLICY INDEX

Scope:	Statewide
Replaces Policy:	ES-96-12
Effective Date:	August 2008
Supersedes Version Written:	April 2005
Office of Primary Responsibility:	Office of Risk Management

REVISION LOG

August 2008	Editorial revisions
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VENDING MACHINES IN STATE OFFICES

Policy ES-08

PURPOSE

It is the policy of the state of South Dakota that state employees and state employee groups are not allowed to make profits on merchandise sold from vending machines located in state-owned or leased buildings. Qualified blind vendors may be provided opportunity to operate vending machines in state-owned or leased buildings under the authority of the executive branch of state government. This policy does not pertain to cafeterias or coffee shops in state buildings that are operated by private vendors or qualified blind vendors.

BACKGROUND

As authorized by the Federal Randolph-Sheppard Act, the Division of Service to the Blind and Visually Impaired (SBVI) in the Department of Human Services is the official State Licensing Authority in the State of South Dakota. SBVI has assisted in the establishment of successful cafeteria and vending machine operations in several state buildings in South Dakota and these sites allow state citizens who are blind to be competitively employed.

POLICY REQUIREMENTS

- A. The Bureau of Administration (for space on the Pierre Capitol Complex) or the Department Secretary (for state-owned or leased space outside the Pierre Capitol Complex) may authorize SBVI to determine whether a qualified blind vendor is available to operate vending machine services in a state-owned or leased building.
- B. The State of South Dakota restricts state employees and state employee groups from operating vending machines.
- C. Office coffee/pop funds are allowed small profits only to be used for purchase/replacement of a coffee pot, supplies and small miscellaneous expense allowances. Office coffee/pop funds are not allowed to operate vending machines.
- D. All current contracts with private vending companies shall continue to be honored until such time as the private vending company is no longer interested in continuing the vending machine service or until the Bureau of Administration or the Department Secretary is dissatisfied with the service of the respective private vendor. At the time any contract for vending in a state building is available under these conditions, the Bureau of Administration or the Department Secretary may provide SBVI the opportunity to determine whether a qualified blind vendor is available to provide the service in that building. Once SBVI is notified, they will have 10 working days to determine if a blind vendor is available to provide vending machine services for that building.

- E. The Bureau of Administration or the Department Secretary may offer the SBVI vending machine services in newly leased space or new state buildings.
- F. If it is determined by SBVI that it is not feasible to establish a qualified blind vendor in the state building, the Bureau of Administration or the Department Secretary may offer the vending machine contract to a private vendor from the local area.
- G. This policy does not apply to state agencies that operate vending machine services as a training opportunity to individuals with disabilities and realize no profit from these vending machine operations. (An example of this is the Goal Achievement Program at the Human Services Center).

POLICY INDEX

Scope:	Statewide
Replaces Policy:	ES-97-1
Effective Date:	March 1997
Supersedes Version Written:	
Office of Primary Responsibility:	Bureau of Administration

REVISION LOG

GUIDELINES FOR THE STATE OFFICE ENVIRONMENT

Policy ES-09

PURPOSE

The Bureau of Administration has adopted a number of recommended operational procedures and standards for the promotion of a safe, efficient, professional, and clean office environment operated by the Executive Branch. This policy applies to State-owned facilities. Department Secretaries and agency leaders are encouraged to adopt these policies in their State-owned and leased facilities in order to maintain uniformity in the workplace.

GUIDELINE RECOMMENDATIONS

- A. **Display/Hanging Items**. Papers, post-it notes, maps, jokes, pictures, or any other item which are posted, taped, pinned, or hung on the outside of cubicle wall panels or in any systems furniture corridor or in any major hallway are discouraged. Agency posters should be framed and may be hung in the office areas if approved by the respective Department Secretary. Agencies may issue additional rules regulating what items may be displayed or hung inside cubicles. For safety reasons, **holiday decorations using electricity or live Christmas trees are not allowed**. Holiday decorations may not block hallways, impede walkways, or restrict access to fire escapes. The State is not responsible for personal items or decorations brought into the office.
- B. **Plants and Above-Panel Storage**. No office items should appear above the general eye level of the office panel tops. Houseplants and storage or display of items on top of file cabinets, binder or storage bins, or panels are strongly discouraged. Plants which are over-watered can cause electrical or fire hazards as well as damage to equipment. Plants are allowed but may not be hung from the ceiling or be placed near electrical equipment or on top of systems furniture file cabinets or binder bins.
- C. **Signs**. The Bureau of Administration is responsible for all interior and exterior signs (on the Pierre campus) and will furnish standard cubicle nameplate signs for each employee, if requested.
- D. **Permanent and Exterior Walls/Office Walls**. Only framed and matted photos, certificates or artwork may be hung on permanent walls, exterior walls and office walls as approved by the Department Secretary. In order to avoid coming in contact with plumbing or electrical wiring, agencies should consult with Buildings and Grounds (773-3344) **BEFORE** mounting anything on the walls. Agencies may request that the items be hung by Buildings and Grounds staff as time permits.
- E. **Coffeepots/Electrical Appliances/Candles**. Because of electrical limitations in office environments, individual microwave ovens, toasters, and other appliances are not permitted in an individual's cubicle space. The use of small appliances such as

"office" coffeepots, microwaves, small refrigerators, and toasters is allowed provided electrical circuits are available, but they must be located in common areas. Contact Buildings and Grounds (773-3344) for information prior to use of electrical appliances. **For safety reasons, portable electric heaters, candle warmers, and candles are expressly prohibited in State Office space.** Portable electric heaters, candle warmers, and candles will be removed by Capitol Protective Services or custodians.

- F. **Hallways.** For safety reasons, no furniture, file cabinets, chairs, bookcases, or other items may be stored or used in any corridor or hallway, and under no circumstances may fire exits be blocked.
- G. **Records Management.** In order to keep the number of file cabinets to a minimum and also to keep office files current, employees are asked to periodically review files in accordance with their established records retention schedule. Records Management (773-3589) will assist agencies with all records management needs.
- H. **Facilities Planning Team (FPT).** Agency remodeling or office staff move requests must be planned and organized through the Facilities Planning Team. The Team meets every Wednesday morning and consists of representatives from every agency who will be involved with the moving of phone lines, computers, systems furniture, construction and remodeling needs. All agencies are required to appoint an "agency contact" who coordinates with the Facilities Planning Team for move or remodel projects. Phone: 773-3688.
- I. **Office Carpet Standards.** When remodeling state office space, the Bureau of Administration currently utilizes a standard carpet weight, fabric, weave, and color combination. The use of standardized carpeting has been carefully evaluated in terms of pattern wear, durability, ease of maintenance, quality, and appropriateness to the work area. Limited carpet selections are on contract and available to agencies. Buildings and Grounds (773-3344) will provide available contract carpet samples as requested. All agency personnel who work at a desk must have a chair mat.
- J. **Office Paint Standards.** Agencies who request periodic repainting of office areas are restricted to a selection of Glidden paints which are currently on contract through the Office of Procurement Management and periodically applied by Buildings and Grounds staff. Those wall color selections are: 2011 Soft Off White 44YY75/094; 560 Russian White 20YY68/102, 1169 Star Cluster 30GG72/016, and the Standard off-white office color known as C2. Paint standards may be waived for conference room areas.

Paint selections on systems furniture trim, peds, overheads, and base feeds must conform to existing inventory standards in general office areas.

- K. **Technical Conference Facilities.** Conference rooms which include DDN, plasma screens, projectors, internet conferencing, video equipment and other technical gear must be designed and installed by BIT at agency expense. Contact BIT for further information.
- L. **Recommended Space Allocations.** Based on research provided by the Federal General Services Administration (GSA), several office furniture space consultants, and data within the Bureau of Administration, the following space guidelines are recommended for State agencies in State-owned and leased spaces:

**Bureau of Administration
WORKPLACE STANDARDS**

<u>Job Description</u>	<u>Maximum Space Allowed</u>	<u>Office Type</u>
Constitutional Officer	200 sq. ft.	Private
Elected Official	200 sq. ft.	Private
Cabinet Secretary	200 sq. ft.	Private
Deputy Secretary	125 sq. ft.	Private
Division Director	125 sq. ft.	Private
Executive Director	125 sq. ft.	Private
Program Director	80-100 sq. ft.	Private*/ EWS
Program Administrator	80-100 sq. ft.	Private*/ EWS
Legal Professional	80-100 sq. ft.	Private*/ EWS
Professional	64-80 sq. ft.	WS/EWS* Private*
Administrative/Clerical	56-64 sq. ft.	WS
Intern/Frequent Traveler	36-56 sq. ft.	WS
Word Processing Pool	36-48 sq. ft.	WS

Private* - Private Office allowed **IF** building design and layout permits
EWS – **Executive Work Station** **IF** building design and layout permits
WS – Standard **Work Station**

Note: Space size may vary somewhat, depending on building construction, layout, and design. Agencies may request 8% additional space (based on number of approved FTE's) when remodeling or moving.

POLICY INDEX

Scope:	Statewide
Replaces Policy:	ES-97-2
Effective Date:	February 2007
Supersedes Version Written:	April 1997
Office of Primary Responsibility:	Bureau of Administration

REVISION LOG

PURCHASE OF ENVIRONMENTALLY PREFERRED PRODUCTS

Policy ES-10

PURPOSE

This policy is developed to provide direction to state agencies regarding the purchasing and appropriate use of environmentally preferable products. The procurement of such products that perform well and that have positive environmental attributes can reduce environmental impact and minimize potential impacts to human health while also ensuring cleaning effectiveness.

POLICY REQUIREMENTS

State agencies must purchase and use the following environmentally preferred products as outlined in this policy. Agencies wishing to purchase or use any alternative products must submit written justification to the Office of Procurement Management before such purchases may be made.

A. Cleaning Products

All State Agencies shall procure and use cleaning products having properties that minimize potential impacts to human health and the environment consistent with maintenance of the effectiveness of these products for the protection of public health and safety.

When procuring cleaning products, State Agencies shall purchase environmentally preferred products that have been identified by the Bureau of Administration as compliant with this policy and made available through a state contract. Agencies shall ensure that personnel using such products have been properly trained in their use.

Agencies wishing to purchase alternative cleaning products must document the reasons for selecting alternative products and submit the request to the Office of Procurement Management prior to making the purchase. The request must be submitted to Procurement Management through the state agency facilities director.

B. Recycled Content Paper Products and State Printing Projects

State agencies shall purchase recycled content paper products from the state contract or from Central Supply if available.

When requesting bids or quotes for state printing projects or paper purchases, state agencies shall specify minimum recycled content based on recommendations adopted by the Office of Procurement Management. All printing projects shall include the statement "Printed On Recycled Paper".

Agencies wishing to utilize virgin paper stock instead of recycled content paper stock for any office use or printing project must document their reasons and submit the request to the Office of Procurement Management prior to making the purchase or entering into agreements for any printing services.

C. Energy Efficient Products

When acquiring energy-consuming products State agencies shall purchase ENERGY STAR® designated products. Information regarding ENERGY STAR® is available via the Internet at <http://www.energystar.gov/products>. An agency is not required to procure an ENERGY STAR® designated product if the head of the agency determines in writing, to the Office of Procurement Management, that No ENERGY STAR® designated product is reasonably available that meets the functional requirements of the agency; or that no ENERGY STAR® designated product is cost effective over the life of the product taking energy cost savings into account.

POLICY INDEX

Scope:	Statewide
Replaces Policy:	ES-08-01
Effective Date:	August 2008
Supersedes Version Written:	July 2008
Office of Primary Responsibility:	Office of Procurement Management

REVISION LOG

DISTRIBUTION OF POLITICAL CAMPAIGN MATERIALS RESTRICTED

Policy ES-11

PURPOSE

The distribution of political campaign materials within state buildings by employees or members of the public is prohibited.

DEFINITIONS

1. Distribution means:
 - a. Posting on walls, office equipment or cubes, bulletin boards, furniture or any other surface or place on the interior or exterior of any building or building grounds.
 - b. Distributing by hand, inter office mail, or any other method.
 - c. Leaving the material unattended for consumption of employees or the public in offices, hallways, break rooms or otherwise.
2. Campaign materials means:
 - a. Brochures, literature, button, bumper stickers, posters, or any other printed material promoting the candidacy of any person for any elective office or any ballot measure, referendum or other election.

POLICY REQUIREMENTS

The distribution of political campaign materials within state buildings by employees or members of the public is prohibited.

The distribution of campaign materials on the exterior of any state building is prohibited except on the perimeter sidewalks or streets of the building and its grounds and when done so by handing the materials out and in a manner not to obstruct access or egress from the building or to in anyway interfere with the operations of state government.

Pursuant to SDCL 12-27-20 this policy does not prohibit the state, its agencies, or the governing body of any political subdivision of the state from presenting factual information solely for the purpose of educating the voters on a ballot question.

POLICY INDEX

Scope: Statewide
Replaces Policy:
Effective Date: October 2008
Supersedes Version Written:
Office of Primary Responsibility: Bureau of Administration

REVISION LOG

SKATEBOARDING, ROLLERBLADING, AND SIMILAR ACTIVITIES ON STATE-OWNED PROPERTY IN PIERRE, SOUTH DAKOTA

Policy EC-01

PURPOSE

This policy addresses the safety hazards, liability, and property damage exposures created by skateboarding and rollerblading inside state-owned facilities and on state-owned property in Pierre, South Dakota.

POLICY REQUIREMENTS

- A. Skateboarding, rollerblading and similar activities are not permitted in state-owned facilities in Pierre, South Dakota.
- B. Skateboarding, rollerblading, and similar activities are not permitted on steps, ramps, rails or retaining walls on state-owned property in Pierre, South Dakota.
- C. Skateboarding, rollerblading and similar activities are not permitted on artificial ramps or similar devices on state-owned property in Pierre, South Dakota.
- D. State employees are encouraged to report all violations of this policy to Capitol Protective Services immediately at 773-3154.

POLICY INDEX

Scope:	Capitol Complex
Replaces Policy:	EC-96-1
Effective Date:	July 1996
Supersedes Version Written:	N/A
Office of Primary Responsibility:	BOA Administration

REVISION LOG

August 2008 Revised name from Capitol Security to Capitol Protective Services

STATE MAIL ADVERTISING

Policy EC-02

PURPOSE

Central Mail Services has the capability to use advertisements on metered mail and will do so according to these requirements.

POLICY REQUIREMENTS

- A. Approval for all advertising must be granted by the Commissioner of the Bureau of Administration.
- B. If permission is granted, the Deputy Commissioner will schedule the placement and length of time of the advertisement on the meters in Central Mail Services.
- C. Only state agency requests will be considered for placement of advertisements on the meters in Central Mail Services.
- D. Only two meters will be allowed to have advertisements on them at one time.
- E. A fee to cover the cost of the plate will be assessed by Central Mail Services to the agency requesting the advertisement.

POLICY INDEX

Scope:	Capitol Complex
Replaces Policy:	EC-96-2
Effective Date:	August 2008
Supersedes Version Written:	August 1995
Office of Primary Responsibility:	Central Mail Services

REVISION LOG

August 2008	Changed permitting authority in B to Deputy Commissioner
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STATE CAPITOL PARKING AND SNOW REMOVAL

Policy EC-03

PURPOSE

The purpose of this policy is to clearly specify all rules and restrictions for parking on the Capitol Complex during the winter inclement weather season to allow for the removal of snow in a safe and effective manner. Under this policy, the inclement weather season will be from October 1st through April 30th each year.

POLICY REQUIREMENTS

I. CAPITOL COMPLEX SNOW REMOVAL RULES

- A. Snow removal rules will be strictly enforced by Capitol Protection Services. Violators may be subject to towing.
- B. Snow removal normally begins between 3:00 a.m. and 5:00 a.m., depending on the amount of snow received. All snow removal is accomplished by Buildings and Grounds Maintenance staff.
- C. Employees who arrive early for work should park in areas which have already had snow removed, or in designated snow removal parking areas.
- D. Privately-owned vehicles parked overnight or for extended periods of time in Capitol Complex parking lots should be parked in areas identified for state vehicle parking.
- E. After all main parking lots, streets, and sidewalks have been cleared, Buildings and Grounds may contact agencies to move various state or privately-owned vehicles in order to complete snow removal. Your cooperation for the immediate removal of these vehicles will be appreciated.

II. RESTRICTIONS AND GUIDELINES

Please closely follow the restrictions for overnight and weekend parking.

- A. State Capitol Building – From October 1st through April 30, there is no overnight or weekend parking allowed for state-owned or personal vehicles in the Capitol building parking lots. Only assigned agency vehicles and maintenance vehicles may be parked in the designated area in the NE lot, see below note for restrictions to this rule during legislative session.

Note - To facilitate the need for additional parking during Legislative Session each year, the designated area for parking of assigned agency and maintenance vehicles will be relocated to the gravel lot behind and north of the Bureau of Administration facility on Nicollet Avenue.

Overflow to this lot will be the state vehicle parking island in the Becker-Hansen north parking lot.

Parking spaces are reserved for all Legislators from the first day of session in January through the end of session in March every year in the Capitol north lot NW section and north circle drive.

- B. Cultural Heritage Center – Overnight and weekend parking is restricted to the employee parking lot on the north side of the building.
- C. State Library – Overnight and weekend parking is restricted to the east end of the State Library parking lot.
- D. Kneip Building – Overnight and weekend parking for all state and privately-owned vehicles is restricted to the north Kneip parking lot with a parking permit only. Privately-owned vehicles without access to a parking permit are restricted to the east side of the parking lot facing the YMCA.
- E. Foss/Anderson Buildings – No over night or weekend parking is allowed for state or privately-owned vehicles. Overnight and weekend parking for state or privately-owned vehicles is available in the parking lot provided near the baseball field / Boy's and Girl's Club. Snow removal for this parking lot will be completed last on the Capitol Complex.
- F. Soldiers and Sailors Museum – Overnight or weekend parking is allowed for state or privately-owned vehicles in the designated area in the northeast corner of the parking lot on the south side of the building - overflow parking to be the northwest corner of the lot on the south side of the building. Please keep the south perimeter of the parking lot open for snow removal after hours.
- G. Becker-Hansen – Overnight and weekend parking is restricted to the first island on the west side of the DOT parking lot. No overnight parking on outer perimeter of parking lot is allowed. Overflow for overnight and weekend parking is designated to be the west side of the island adjacent to the state vehicle parking island.
- H. DCI/EOC/AG Facility – Overnight and weekend parking is restricted to the southwest area of the parking lot south of the building, see attached map.
- I. Public Safety Building – Because of limited parking, no overnight or weekend parking of privately-owned vehicles is allowed in the parking lots in and around the building. Parking is limited to state vehicles only.
- J. Health Lab – Overnight and weekend parking is restricted to the north side of the center island.
- K. Capitol Lake Plaza – Overnight and weekend parking is restricted to the south and southeast corners of the lower level parking lot.

POLICY INDEX

Scope:	Capitol Complex
Replaces Policy:	EC-96-3
Effective Date:	August 2008
Supersedes Version Written:	November 7, 2007
Office of Primary Responsibility:	Buildings & Grounds

REVISION LOG

August 2008	Editorial changes only
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INDOOR AND OUTDOOR SIGNS IN CAPITOL COMPLEX BUILDINGS FOR BUILDINGS & GROUNDS

Policy EC-04

PURPOSE

The purpose of this policy is to standardize the construction and placement of indoor and outdoor signs in the Capitol Complex buildings and on the grounds. The Commissioner of Administration or an authorized representative is responsible for implementation, monitoring, and approval of all indoor and outdoor signs within the Capitol complex.

All outdoor signs will be ordered from Pheasantland Industries, State Penitentiary, P.O. Box 911, Sioux Falls, South Dakota 57117, or through lowest quoted local sign vendors.

POLICY REQUIREMENTS

INDOOR SIGNS

I. LOCATION

The Bureau of Administration will limit sign construction to agencies located in the state-owned buildings listed below. Agencies located in other office space will be required to purchase their own signs; however, these signs must comply with the Bureau's sign policy.

Anderson	Health Administration Building
Boiler Plant	Kneip
Capitol	Becker-Hansen
Records Storage & Archives Garage	Commerce
Foss	Soldiers and Sailors
Risk Management	Rol Kebach Training Center
National Guard Museum	State Library
Health Lab	Truck By-Pass Shop
Cultural Heritage Center	Bureau of Administration Building
Visitors Center	Matthews Training Center
DCI Facility, 1303 E. Hwy. 14	

II. TYPES OF SIGNS

A. DEPARTMENT AND CONSTITUTIONAL OFFICE IDENTIFIERS - All Department and Constitutional Office identifier signs will be as follows:

- Characters shall have a width-to-height ratio between 3:5 and 1:1
- Characters shall have a stroke-width-to-height ratio between 1:5 and 1:10.
- Characters shall be sized according to the viewing distance from which they are to be read.

- Characters shall be 3" minimum in height.
- Characters and background should be non-glare finish.
- Characters shall contrast with their background either light on dark or dark on light.
- Minimum 80" vertical clearance.

B. DIVISION/OFFICE IDENTIFIERS - All Division/Office identifier signs will be as follows:

- Characters shall be at least 5/8" height but no higher than 2".
- Characters shall be raised 1/32".
- Characters shall be upper case, sans serif or simple serif.
- Characters shall be accompanied by Grade 2 Braille.
- Characters and background should be non-glare finish.
- Characters shall contrast with their background either light on dark or dark on light.
- Mounted on the wall adjacent to the side of the door.
- Mounting height to be 60" above the finished floor to the centerline of the sign.
- Mounted so as to avoid the swing of a door or protruding objects.

C. BUILDING DIRECTORY SIGNS

Building directories will generally be located in the main entrance of the respective state buildings and should remain consistent throughout the Capitol Complex.

D. DIRETIONAL SIGNS

Directional signs are used to more clearly identify the direction of travel to a particular office or to route traffic through specific hallways, staircases or doorways.

In cases where directional signs are absolutely necessary to eliminate congestion, the signs will:

- Conform to ADA Standards.
- Directional signs will be "flush mounted" on the wall with double-faced tape and 5'0" from the center of the sign to the floor.
- Directional arrows will be consistent in size and located on the same sign with the department name.
- Multiple listings will be shown on one sign whenever possible.

Directional signs should be used sparingly and only when absolutely necessary.

E. "END OF HALLWAY" IDENTIFIERS

In all cases where office identification is necessary at the end of a hallway, signs will be "flush mounted" with double-faced tape and conform with this policy in every other regard.

F. RESTRICTED AREAS/INSTRUCTIONAL

Signs limiting or restricting access to particular areas or giving instructions will be "flush mounted" on doors or walls and conform to ADA Standards.

Examples: Private, Enter, Do Not Enter, Conference Room, Walk In, Keep Door Closed, Use Other Door, Authorized Personnel Only

G. SPECIFIC/GENERAL USE AREAS

Specific and general use area signs will conform to ADA Standards.

Examples: Cafe, Lobby, Hallway, Elevator, Enter, Stairway, *Exit.

* "EXIT" signs will be red and white and displayed as described in the Fire Classification section of this policy.

H. PERSONAL NAME PLATES

Except for Constitutional Officers and Cabinet Secretaries, personal name plates are not authorized to be displayed in hallways.

Personal name plates are authorized in office areas at the discretion of the Department Secretary and will be displayed 5'0" from the floor and "flush mounted".

Personal desk top name plates will be furnished only when there is no reasonable location to flush mount or hang from a workstation.

I. ROOM NUMBERS

Room numbers will be located on the door trim, directly above and centered on the entrance to each room.

Room numbers will be no larger than one inch in height and constructed of suitable material to match appropriate building decor.

J. FIRE CLASSIFICATIONS

RESTRICTIONS - Red signs with white lettering are restricted for use as designated by the State Fire Marshal ONLY.

FIRE EXIT - All exits or means of exits from state buildings will be marked with white, electronically illuminated signs marked "exit" in red letters. "Exit" signs must be visible from all corridors and must appear within 100 feet of the means of exit.

Every "exit" and directional "exit" sign shall have the appropriate wording in plainly legible letters not less than 6" high with the principal strokes of letters not less than 3/4" (NFPA 5-10.2).

All "exit" signs will be in conformance with the National Fire Protection Association Life Safety Code Handbook, Chapter 5-10.

FIRE DOORS - Exit doors designed to prevent the intrusion of smoke and flames and to provide a safe means of exit for the occupants will be clearly marked: Fire Exit, Keep Door Closed.

Signs will conform to ADA and be "flush mounted" on designated doorways. "Fire Exit" signs will be red and white. "Fire Exit" signs will be displayed on both sides of doors described.

Fire exits and smoke towers will be predetermined and identified by the State Fire Marshal.

FIRE EXTINGUISHERS - All fire extinguishers will be clearly marked with a red sign with white bold letters not less than 1" in height. Signs will be 5" wide x 12" long and display the words "Fire Extinguisher".

Where fire extinguishers are wall or floor mounted, all "Fire Extinguisher" signs will be "flush mounted" to the wall with the bottom of the sign 6'0" from the floor.

When fire extinguishers are case mounted in flush wall cabinets or not visible from corridors, the identification signs will be mounted 7'0" from the floor and suspended from a wall mounting bracket directly centered over the fire extinguisher whenever possible.

In offices where multiple partitions and portable walls exist, the State Fire Marshal will determine appropriate identification and location of fire extinguishers.

III. NO SMOKING AREAS

Consistent with the Tobacco Free Environment Initiative, which became effective May 31, 2006, all state office buildings and grounds have been designated as no smoking areas and have been posted accordingly.

OUTDOOR SIGNS

I. GENERAL GUIDELINES FOR METAL SIGNS

- SIZE - depending on type
- COLOR - brown reflective sheeting with white silk screen letters
- LETTER SIZE - as specified in the Manual of Uniform Traffic Control Devices, US Department of Transportation, Federal Highway Administration.

II. TYPES OF SIGNS

- A. **BUILDING IDENTIFIERS** - All state buildings on the Capitol Complex grounds will have a standard building identification sign constructed of steel with brown reflective materials or other material as directed by the Commissioner of Administration.

Building identifiers will be placed in high visibility areas facing the main traffic flow and appropriate landscaping may be installed at the base of the sign highlighting the identifiers or to simplify lawn maintenance.

- B. **HANDICAPPED PARKING** - All handicapped parking areas will be identified with the standard handicapped symbol painted directly on the parking area with white reflective road paint. The handicapped symbol must be at least 15 inches in height. In areas where it is necessary to have erect signs in addition to the painted parking identifier, signs will be 18" high x 24" long, brown background with white letters, borders, handicapped symbol and the word "Parking". Signs will be mounted on black steel posts.

Handicapped signs will be installed in sleeves poured into the concrete or asphalt and should be removable for more efficient maintenance.

Bottom of the sign should be 4'0" from ground level.

- C. **RESERVED PARKING** - "Reserved Parking" signs will be requested through and approved by the Commissioner of Administration.

"Reserved Parking" signs will be constructed of metal or plastic 6" high x 24" long with routed white letters.

Signs will be 30" from the ground and mounted on a black steel post.

- D. **SERVICE VEHICLE PARKING** - 18" high x 24" long, brown with white letters.

E. OTHER PARKING SIGNS - Other signs which limit time of parking or restrict parking in any manner will be 18" x 24", brown reflective steel with white letters. Signs in this category will be mounted on black steel posts or securely mounted to buildings at the discretion of the Commissioner of Administration.

F. TREE/SHRUB IDENTIFICATION - Tree and shrub identification markers will be 5" high x 12" long, brown metal with white 3/4" and 7/16" letters.

These identification markers will be mounted at ground level on a wedge securely fastened to the ground at the base of the tree or shrub.

G. LEGISLATOR PARKING - All reserved legislative parking areas will be identified with an 18" x 24" brown reflective metal sign with white letters displaying the words "Legislator Parking Only".

The reserved parking must be accompanied by a current "Legislator Parking" permit displayed in the authorized vehicle.

"Legislator Parking Only" signs will be installed in sleeves poured into the concrete/asphalt or flush mounted at ground level in grass areas.

These specialty signs will be installed prior to the annual Legislative Session and removed at the end of the session.

H. TRAFFIC CONTROL SIGNS - Traffic control, directional, pedestrian or other normal signs may be installed or removed on the Capitol Complex grounds at the discretion of the Commissioner of Administration. When controlling or directing traffic onto or across a city street, all signs will conform to national standards set by the US Department of Transportation, Federal Highway Administration.

POLICY INDEX

Scope:	Capitol Complex
Replaces Policy:	EC-96-4
Effective Date:	June 1, 2005
Supersedes Version Written:	September 1, 1992
Office of Primary Responsibility:	Buildings and Grounds

REVISION LOG

USE OF PERSONAL & CONVENIENCE ELECTRICAL DEVICES IN STATE OFFICES

Policy EC-05

PURPOSE

Use of electrical equipment for food/beverage purposes and for occupant convenience is a privilege that must be exercised wisely to assure that it does not become a detriment to the overall goal of serving the citizens of the State of South Dakota.

As office equipment needs have increased and become more demanding of building electrical systems and circuits, experience has shown work related/business use must be given priority in allocating available outlets and electrical circuits. In some cases, “overloads” continuous in nature, contamination of the commercial electric service due to "harmonics," "spikes," and "voltage dips" can cause failures or operating problems in current office equipment systems. Failure of or damage to these systems upon which office and staff efficiency are becoming increasingly dependent can lead to costly losses in productivity.

Misuse of equipment and appliances, such as failing to disconnect heat generating items from the power supply at times when buildings are unoccupied, can lead to fires and significant damage to state property. Failure to maintain sanitary conditions around food storage or preparation areas can result in problems with vermin, odors, and sanitation.

This policy establishes the criteria to be used by the Bureau of Administration in determining if appliance usage will be permitted.

POLICY REQUIREMENTS

- A. The Bureau of Administration may prohibit the use of microwave ovens, coffee pots, refrigerators and other electrical food preparation appliances in all individual office or work spaces. The Bureau of Administration may, upon review, allow continued use of food preparation appliances; however, this allowance shall be conditional upon availability of suitable building power and may be revoked at any time.
- B. Each agency shall be allowed to maintain a common area of one per floor per agency for food and beverage storage and preparation. Use of appliances in these areas will have priority in availability to power over those in individual office areas. All employees are encouraged to use building cafeterias or designated break areas for obtaining food and for eating. The Bureau of Administration strongly recommends that dedicated areas for food and coffee break activities be maintained and used.
- C. Use of personal electric plug-in space heaters or air conditioning equipment is prohibited. Permission for temporary use of space conditioning equipment must be requested in writing to Buildings and Grounds. Permission will be granted on a case-by-case basis only after

Buildings and Grounds has determined the building environmental control system cannot meet the needs of the space per ASHRAE Standards or other defined criteria.

- D. Each agency is responsible for assuring that safe and sanitary conditions are maintained at each agency location. Problem conditions such as appliances being left on when office areas are unoccupied, overloaded circuits or sanitation/cleaning problems may be justification for removal of any or all appliances from an agency's individual offices and/or common areas.
- E. The Bureau of Administration may require the removal of other electrical or electronic devices not otherwise referenced in this policy where it is determined that they may be interfering with the efficient operation of building electrical systems or equipment.

POLICY INDEX

Scope:	Capitol Complex
Replaces Policy:	EC-96-6
Effective Date:	February 2000
Supersedes Version Written:	August 1995
Office of Primary Responsibility:	Bureau of Administration

REVISION LOG

USE OF PUBLIC PROPERTY AND OFFICE BUILDINGS

Policy EC-06

PURPOSE

The State Capitol Building and other public areas may be used for public events and activities.

POLICY REQUIREMENTS

I. AUTHORITY

The user must submit a completed *Application for Use of the Capitol and Grounds* form at least 30 days in advance of the planned activity. Session requests must be scheduled and approved 30 days prior to the beginning of the legislative session. The application form is mailed or delivered to:

PMB: 01233
Buildings and Grounds Office
State Capitol Building
500 East Capitol Avenue
Pierre, South Dakota 57501-5070
Telephone (605) 773-3344

Written approval of the Buildings and Grounds manager or designee must be obtained before the event, display or exhibit can be held.

Space and time for events, displays, or exhibits will be assigned by the Bureau of Administration on a first-come, first-served basis.

Users must follow the stipulations noted in the current *State Capitol and Capitol Grounds Use Guidelines* brochure. If the Visitor Center is being reserved, the stipulations noted in the current *Capitol Lake Visitors Center Use Guidelines* brochure must be followed. Users are liable for any and all damages to the building, grounds or for personal injury caused by their sponsored activity. Users agree to hold harmless and indemnify the State of South Dakota and must understand and sign the “hold harmless/indemnification” on the respective application form.

II. SECURITY

1. The State of South Dakota is not responsible for the theft, destruction, damage, or loss of materials related to events, displays or exhibits, or personal articles of the user or attendees.

2. All displays must be manned. Users must immediately report security problems or loss to Capitol Protective Services. The Capitol Protective Services office is located near the north entrance to the Capitol Building. Telephone 773-3154.

III. FEES FOR USAGE OF THE VISITOR CENTER

The following daily fees will be charged for use of the Visitor Center as provided in the *Capitol Lake Visitors Center Use Guidelines* brochure:

\$ 50.00	Observation Deck Only
\$100.00	Large Meeting Room only (No kitchen)
\$150.00	Entire facility including Large Meeting Room, Deck, and Kitchen

Fees may be waived at the discretion of the Commissioner of the Bureau of Administration.

IV. EQUIPMENT FEES

The State of South Dakota has the following furnishings and equipment available for rent for use in the Capitol. Groups using the Capitol are not allowed to provide their own furnishings with the exception of display racks, shelves, easels, or lighting upon approval by Buildings and Grounds:

Chairs	\$0.50 each
Tables (6')	\$5.00 each
Stage (varying sizes)	\$25.00 per section
Piano	\$25.00
Podium	\$5.00

Fees may be waived at the discretion of the Commissioner of the Bureau of Administration.

V. CANCELLATIONS

The Commissioner of the Bureau of Administration may cancel any scheduled event, display, or exhibit.

Specific questions should be directed to:

Buildings and Grounds Office
500 East Capitol Avenue
Pierre, SD 57501-5070
Telephone (605) 773-3344

POLICY INDEX

Scope:	Capitol Complex
Replaces Policy:	EC-96-07
Effective Date:	August 2012
Supersedes Version Written:	April 1993
Office of Primary Responsibility:	Bureau of Administration

REVISION LOG

August 2008	Added schedule of fees for usage and equipment
August 2012	Updated schedule of fees for usage and equipment, editorial changes

WEDDING CEREMONIES ON CAPITOL GROUNDS

Policy EC-07

PURPOSE

The Capitol Grounds, Peninsula at Capitol Lake, and Capitol Rotunda may be utilized for the performance of limited wedding ceremonies under certain conditions.

POLICY REQUIREMENTS

The user must submit a completed *Application for Wedding Ceremony* at least 30 days in advance of the planned event. Weddings may not be scheduled more than one year prior to the event.

The application form is submitted to:

PMB: 01233
Buildings and Grounds Office
500 East Capitol Avenue
Pierre, South Dakota 57501-5070
Telephone (605) 773-3344
FAX: (605) 773-6333

Written approval of the Buildings and Grounds Manager and Commissioner of the Bureau of Administration or designee must be obtained before the event can be held.

Space and time for weddings will be assigned by the Bureau of Administration on a first-come, first-served basis. Weddings in the Rotunda may only be held during weekend hours the Capitol is regularly open to the public.

Users must follow the stipulations noted in the current *Wedding Guidelines for the Capitol, Visitors Center and Grounds* brochure. Users are liable for any and all damages to the building, grounds or for personal injury caused by their sponsored activity. Users agree to hold harmless and indemnify the State of South Dakota and must understand and sign the "hold harmless/indemnification" on the *Application for Wedding Ceremony* form.

Weddings Held in the Rotunda

Only simple ceremonies will be allowed in the Capitol Rotunda. No chair setups, decorations, flowers, candles, balloons, or signs will be permitted. Exits and entrances may not be blocked, and no portion of the Rotunda may be cordoned off to other visitors to the Capitol.

Security

The State of South Dakota is not responsible for theft, destruction, damage, or loss of materials related to events, or personal articles of the user or attendees.

All events must be manned. Users must immediately report security problems or loss to Capitol Protective Services, located near the north entrance to the Capitol building. Telephone: 773-3154.

Cancellations

The Commissioner of the Bureau of Administration may cancel any scheduled event.

Specific questions should be directed to
Buildings and Grounds Office
500 East Capitol Avenue
Pierre, SD 57501-5070
Telephone (605) 773-3344

POLICY INDEX

Scope:	Capitol Complex
Replaces Policy:	EC-96-08
Effective Date:	October 2008
Supersedes Version Written:	August 2008
Office of Primary Responsibility:	Bureau of Administration

REVISION LOG

August 2008	Defined designated locations
October 2008	Added Rotunda as approved location
August 2012	Updated names of form and brochure

TOBACCO FREE ENVIRONMENT

Policy EC-08

PURPOSE

The State of South Dakota is dedicated to providing a healthy, comfortable, and productive environment for employees, clients, and visitors.

POLICY REQUIREMENTS

Effective May 31, 2006, smoking and the use of all tobacco products was prohibited on all real property or portions thereof owned by the Executive Branch of state government under the direction and control of the Governor and all real property leased by the state where the state is sole occupant.

This policy applies to employees and visitors, and includes all vehicles, parking lots, and walkways leading into state buildings throughout South Dakota. The following are exceptions: patients and residents at the Human Services Center in Yankton, clients at the State Developmental Center in Redfield, residents of the State Veteran's Home in Hot Springs, visitors to campsites in state parks, and upon state highways and outdoors at state highway rest stops. The Bureau of Administration and/or appropriate Department Secretary may grant limited exceptions for specific, special events.

Enforcement of this policy is the shared responsibility of all Executive branch personnel. All employees are encouraged to communicate this policy with courtesy, respect, and diplomacy. Incidents of smoking and/or tobacco use by employees will be documented for supervisor follow-up.

This policy applies to all state employees, clients, visitors, and other persons using the facilities.

EXCEPTIONS

Smoking may occur on a boulevard sidewalk.

POLICY INDEX

Scope:	Capitol Complex
Replaces Policy:	EC-96-9
Effective Date:	August 2008
Supersedes Version Written:	October 2006
Office of Primary Responsibility:	Bureau of Administration

REVISION LOG

August 2008	Removed exception for special events
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USE OF THE GOVERNOR'S MANSION

Policy EC-09

PURPOSE

This policy clarifies use of the Governor's Mansion.

POLICY REQUIREMENTS

It is the policy of the Bureau of Administration that the Governor's mansion will be used only for gubernatorial public functions in which the Governor is speaking or functions of the first family. Use of the Governor's residence will only be approved at the invitation of the Governor or First Lady.

POLICY INDEX

Scope:	Capitol Complex
Replaces Policy:	EC-05-1
Effective Date:	August 2005
Supersedes Version Written:	N/A
Office of Primary Responsibility:	Bureau of Administration

REVISION LOG

August 2012	Updated proper reference to Mansion
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PARKING IN BUREAU OF ADMINISTRATION CONTROLLED PARKING FACILITIES

Policy EC-10

PURPOSE

Vehicles parked in parking lots controlled by the Bureau of Administration (BOA) are governed by this policy and South Dakota State Law. Drivers of vehicles who violate these policies may face fines and/or towing at owner expense.

POLICY REQUIREMENTS

1. DEFINITIONS

- A. The term Vehicle, as used in this policy, shall mean any and all self-propelled vehicle, including but not limited to, automobiles, vans, trucks, motorcycles, motor scooters, and/or motorized bicycles, and any and all non-self propelled vehicles such as bicycles.

2. GENERAL PROVISIONS

- A. All parking lots in the Capitol Complex are open and available for parking by the public and employees except for:
- 1) Parking spots designated as “Reserved,” identified by brown and white signage installed by BOA. These spots are individually assigned and no permit is required.
 - 2) Areas designated as “Reserved for Legislators.” All vehicles parked in this area must have a permit issued by the Legislative Research Council displayed in the windshield.
 - 3) Parking spots designated “NL Reserved,” All vehicles parked in this area must have a permit issued by the BOA displayed in the windshield.
 - 4) Handicap parking is provided in designated areas and is reserved for individuals with authorized permits. The handicap parking areas have been and will be assigned by BOA.
 - 5) Parking areas designated for service vehicles. Must have a permit issued by BOA displayed in the windshield.
- B. In those instances when a permit is forgotten, lost, or stolen, the permittee should contact either LRC for legislative permits or BOA for all other permits.
- C. The Bureau of Administration reserves the right to close, either temporarily or permanently, any portion or all of any BOA controlled parking lot. BOA is the authorizing organization for additional restricted or controlled parking spaces.

- D. Enforcement of these policies shall be administrated by the South Dakota Highway Patrol – Capitol Protective Services (CPS/SDHP) or any authorized law enforcement agency. Parking violations will be conducted on authorized local/state forms.
- E. Parking policies and violation fees will be established by BOA, in consultation with the South Dakota Highway Patrol. The parking violation fees are set as petty offenses in accordance with the State law.
- F. All vehicles parked in a BOA parking lot shall be in compliance with State and Local registration laws.
- G. BOA and CPS/SDHP reserves the right to authorize a vehicle to be towed at anytime, at the owner’s expense, if such vehicle constitutes a hazard, is abandoned, or is impeding state government functions.

3. VIOLATIONS

Violation of parking facility rules and/or policies shall include but is not limited to:

- A. Parking in a reserved spot.
- B. Parking on a sidewalk, drive or other area for which parking is not authorized.
- C. Parking or attaching a bicycle, motorcycle, or similar vehicle to property not specifically designed for such purpose.
- D. Failure to park entirely within the lines of parking stalls.
- E. Parking of vehicles in Capitol Complex lots between the hours of midnight and 6:00 a.m. unless in a designated area with the approval of BOA.
- F. Parking in a time restricted parking zone or an area that has been reserved for state use only.

POLICY INDEX

Scope:	Capitol Complex
Replaces Policy:	N/A
Effective Date:	February 9, 2010
Supersedes Version Written:	N/A
Office of Primary Responsibility:	Office of the Commissioner

REVISION LOG

OUTSIDE EMPLOYMENT AND GRATUITIES

Policy I-01

PURPOSE

Although the principle vocation of Bureau of Administration (BOA) employees should be their state job, they may engage in outside employment when such activities do not interfere with the organization. This policy outlines when such outside employment will be approved and prohibits the acceptance of gratuities from businesses.

POLICY REQUIREMENTS

Bureau of Administration employees may hold outside employment subject to the following:

- 1). The outside employment shall not interfere with the effective performance of the employee's state position;
- 2). The outside employment shall not occur during state hours where the Bureau of Administration employee is also being compensated by the state, without appropriate leave, nor shall the employee use state materials or supplies;
- 3). Bureau of Administration employees shall not occupy a management or decision making position with a company that currently does business or actively aspires to do business with the state of South Dakota;
- 4). Bureau of Administration employees shall not accept outside employment and gratuities where there is a clear or generally perceived conflict of interest with their state jobs.
- 5). Bureau of Administration employees shall not be compensated or reimbursed by a company that does business or actively aspires to do business with the state of South Dakota.
- 6). Bureau of Administration employees shall not take money, special event tickets, or any type of gift or service from a company that does business or that actively aspires to do business with the state of South Dakota. This section does not apply to promotional items or activities associated with business conferences where vendors provide promotional gifts and food.

Bureau of Administration employees who engage in outside employment must have a copy of the Bureau of Administration Outside Employment form on file with the Bureau's personnel manager. Provisions of SDCL 3-8-3, 4-3-9, and 5-23-14 and ARSD 55:01:11:03 still apply.

RATIONALE

The Bureau of Administration, perhaps more than any other agency, works closely with private vendors and contractors. In fact, it is our responsibility to enter into contracts and service agreements with private interests on behalf of all state agencies. Consequently, we must be especially careful to avoid potential conflicts of interest associated with our general mission and statutory responsibilities. This policy, while more stringent than statutory provisions, will serve to protect Bureau of Administration employees, this organization, the state, and the general public.

Relevant Rules and Statutes:

SDCL 3-8-3. Salaried state officer retaining money received as theft. Any officer receiving a salary from the state who shall keep or retain any money, emolument, fee or perquisite, paid to or received by him for the performance of any duty or duties connected with his office, or in any manner paid to him as such officer or by reason of his holding such office is guilty of theft. It is the intent and meaning of this section that no officer receiving a salary from the state shall keep or retain any money, emolument, fee or perquisite paid to him by reason of his holding such office, other than the annual salary payable to such officer as provided by the Constitution.

SDCL 4-3-9. Failure of state officer or employee to pay receipts into treasury as theft. Any salaried state officer or employee who shall fail or refuse to pay into the state treasury any and all money, emoluments, fees, perquisites or other property received by him for the performance of any duty or duties connected with his office or in any manner paid to him as such officer or employee by reason of his holding such office or employment as is provided in this chapter, and within the time provided therein is guilty of theft.

ARSD 55:01:11:03. Outside activities. Employees of the state may take outside employment provided, in the opinion of their appointing authority, there is no conflict with working hours, the employee's efficiency, or the interests of state government. Employees of the state may not engage in outside business or personal activities while on duty, nor may government property be used for anything but government functions.

POLICY INDEX

Scope:	Internal to Bureau of Administration Employees
Replaces Policy:	I-95-1
Effective Date:	August 2003
Supersedes Version Written:	November 1994
Office of Primary Responsibility:	Bureau of Administration

REVISION LOG

BUREAU OF ADMINISTRATION

OUTSIDE EMPLOYMENT

State employment shall be the principle vocation of full-time employees of the Bureau of Administration. However, an employee may engage in outside employment, subject to all of the following conditions as determined by the Bureau of Administration.

1. The outside employment shall not interfere with the efficient performance of the employee's state position.
2. The outside employment shall not conflict with the interests of the agency or the State of South Dakota, and
3. The outside employment shall not be the type that would give rise to criticism or suspicion of conflicting interests or duties.

I hereby request approval for the following outside employment:

Employee's Name _____
Address _____
Length of Employment _____ Employment Location _____
Type of Work _____
Business Name _____
Address _____
Description of Work _____

Applicant Signature _____ Date _____
=====

Supervisor Recommendations _____

Approval _____ Disapproval _____

Supervisor Signature _____ Date _____
=====

Approval _____ Disapproval _____

Conditions of outside employment _____

Commissioner _____ Date _____

FRIENDS AND FAMILY IN THE WORKPLACE

Policy I-02

PURPOSE

It is not appropriate to "regularly" allow friends and family in the workplace. People who are not employed by the state can be disturbing to the general working environment and may also pose a potential liability to the State of South Dakota.

POLICY REQUIREMENTS

Friends and family are not "regularly" allowed in the workplace. If the Bureau of Administration (BOA) employees have daycare needs, visiting relatives, or other special needs, they are expected to make the necessary accommodations and acceptable arrangements with their respective supervisor so that their friends and family cause the least amount of disruption to the workplace as possible, and always remain clear of areas in the workplace which may pose a hazard to their safety.

RATIONALE

The Bureau of Administration recognizes the importance of friends and family and want to be supportive. However, we also have an obligation to provide for a productive work environment for all Bureau of Administration employees. In addition, safety is a factor which must be considered so that we do not endanger their health and well-being and needlessly expose the state to potential liability.

POLICY INDEX

Scope:	Internal to Bureau of Administration Employees
Replaces Policy:	I-95-4
Effective Date:	February 2000
Supersedes Version Written:	July 1995
Office of Primary Responsibility:	Bureau of Administration

REVISION LOG

EMPLOYMENT BACKGROUND INVESTIGATIONS FOR BUILDINGS AND GROUNDS

Policy I-03

PURPOSE

The purpose of this employment background policy is to develop a formal structure to conduct employment background investigations on current and potential Bureau of Administration (BOA) employees who have Capitol Complex keys and/or have access to Capitol Complex buildings.

RATIONALE

Pursuant to SDCL 5-15-26, the Commissioner of Administration is the superintendent of the State Capitol Complex and is responsible for all aspects of security on the Capitol Complex. Given the magnitude of the security responsibility on the Capitol Complex, it is imperative that the Commissioner of Administration utilize all possible means to insure that appropriate security is maintained. In addition, it is important to recognize that many Bureau of Administration employees have unlimited access to all offices and buildings on the Capitol Complex. The employment of any individual with a severe history of criminal activity could jeopardize security on the Capitol Complex.

Effective October 1, 1994, the Commissioner of the Bureau of Administration, with the concurrence of the Bureau of Human Resources, will implement pre-employment background investigations for all future Buildings & Grounds (Buildings and Grounds) employees.

NEW EMPLOYEES – PRE-EMPLOYMENT

Effective October, 1, 1994, the Bureau of Administration will require pre-employment background investigations on all new permanent Buildings and Grounds employees. Seasonal, temporary, and emergency Buildings and Grounds employees may have to undergo a background investigation if they have access to Capitol Complex buildings and/or keys. These positions will be reviewed on a case-by-case basis.

PROCESS

All positions will be announced through the normal Bureau of Human Resources process. The announcement will include a statement in the comment section that states "Successful applicant must undergo a background investigation for security clearance. The background investigation will be conducted by the Division of Criminal Investigation (DCI). An arrest/conviction record will not necessarily be a bar to employment."

An offer letter contingent upon successful completion of the background investigation will be prepared for the successful applicant. Interviews will be conducted and the top candidate will be asked to complete the background investigation forms. The forms are used by DCI to conduct

the background investigation are as follows: 1) Authorization and Release Form, 2) Fingerprint Card, and 3) Personal Data Statement.

The completed forms are returned to the Human Resource manager. The Human Resource manager will forward the information to DCI. After the investigation is complete, DCI will send a letter along with the three original forms to the Human Resource manager. The three forms and the letter from DCI will become part of the employee's personnel file and will remain in the personnel file until state employment ends.

Background investigations will remain strictly confidential and will only be discussed with the employee, the Commissioner of the Bureau of Administration, the department Human Resource manager, the Bureau of Administration Deputy Commissioner, and the Buildings and Grounds manager. Background investigations will be retained on file in the Bureau of Administration Human Resource manager's office in a locked file cabinet. Discussion or revealing the results of background investigations to unauthorized personnel will result in disciplinary action.

If there is an arrest/conviction record on file, the Human Resource manager will notify the Commissioner of the Bureau of Administration, the Bureau of Administration Deputy Commissioner, and the Buildings and Grounds manager. The findings will be reviewed by these individuals. The criteria that will be used to review the findings are recency of the arrest/conviction, seriousness of the arrest/conviction, number of arrests/convictions, and the individual job responsibilities of the position.

POLICY INDEX

Scope:	Internal to Bureau of Administration Employees
Replaces Policy:	I-95-5
Effective Date:	August 2012
Supersedes Version Written:	August 2003
Office of Primary Responsibility:	Buildings and Grounds

REVISION LOG

August 2012	Revised Bureau of Personnel to Bureau of Human Resources
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TRAVEL

Policy I-04

PURPOSE

This policy establishes guidelines by which Bureau of Administration (BOA) employees may travel and outlines the correct procedures for requesting and reporting travel. This policy encompasses all departmental employees. Exceptions to this policy may be approved by the Commissioner of the Bureau of Administration.

POLICY REQUIREMENTS

A). Out-of-State Travel

All out-of-state travel must be requested in writing (travel request form) in advance of a trip. Travel request forms should be approved by the appropriate division director prior to submitting to the Commissioner of the Bureau of Administration. No arrangements for out-of-state travel should be made until the Commissioner has either given verbal or written approval for the trip. Employees should plan in advance so that the State can take advantage of lowest possible air fares. Air fare should be scheduled by the most economical method.

Use of privately owned vehicles for out-of-state travel -- Bureau of Administration employees will not be authorized to take privately owned vehicles out-of-state on business without prior approval of the Commissioner. No mileage expenses will be paid unless it can be documented that it is cost effective to the State. When a private vehicle is authorized, expenses will be paid in accordance with ARSD 5:01:02:04.

B). In-State Travel

In-state travel does not have to be approved by the Bureau of Administration Commissioner. In-state travel should be requested on a travel request form, and should be approved and initialed by the traveler's supervisor and by the division director.

Use of privately owned vehicles for in-state travel - Bureau of Administration employees may request to take privately owned vehicles on state business. Expenses for a private vehicle will be paid in accordance with ARSD 5:01:02:01. Use of privately owned vehicles must be approved by the appropriate division director.

C). Air Charter / State Air

The use of charter and state aircraft must be approved by the appropriate division directors. Out-of-state use must be approved by the Commissioner. Charter or state airplanes will not be allowed when there is only one passenger.

D). Automobile Rentals

Regularly scheduled rates by rent-a-car services will be an allowable charge for transportation for state business under the following two conditions: 1) when neither state nor privately owned vehicles are available and 2) the rent-a-car services have been *approved by the Commissioner*.

GENERAL PROVISIONS

When driving a state vehicle on state business, state employees are covered for liability due to their negligence in operating state vehicles on official state business. Personal belongings in state vehicles are not covered by the State. In state vehicles, coverage through the Public Entity Pool for Liability (PEPL) applies to non-state employees who are on official business for the state. When authorized to use a personal vehicle on state business, the employee's personal automobile liability insurance policy is primary coverage.

Employees who drive their personal vehicle on state business are responsible to check with their insurance carrier about possible exclusions.

ACCIDENT REPORTING PROCEDURES

A driver involved in an accident with a state vehicle should report the accident to: (1) the nearest law enforcement official; (2) inform the driver's agency risk management contact person, who is responsible for filing the state vehicle Accident Report; (3) the Fleet and Travel Office in Pierre. The driver is required to obtain two damage repair estimates, obtain the name, address, and phone number of the other driver and any other person involved, and obtain insurance information from the driver of any other vehicle involved.

In the event of an accident involving a fatality, serious bodily injury, or serious property damage, immediately contact Claims Associates, Inc. in Sioux Falls at 605-333-9810. Their 24-hour emergency number is 888-430-2249. Then report the accident to your agency's risk management contact. For all other accidents, report to your agency contact as soon as possible.

Request that a copy of the completed report be returned to you in order to check it for accuracy and for future reference, if needed.

SAFETY BELTS

In accordance with Executive Order 88-7 safety belts shall be worn by all passengers in state vehicles at all times.

POLICY INDEX

Scope:	Internal to Bureau of Administration Employees
Replaces Policy:	I-95-6
Effective Date:	August 2008
Supersedes Version Written:	April 2005
Office of Primary Responsibility:	Bureau of Administration

REVISION LOG

INCONVENIENCE/CALL-BACK

Policy I-05

PURPOSE

An hourly employee who has completed the normal shift and left the work place and is unexpectedly required to return to work is guaranteed a minimum of three hours pay regardless of the hours actually worked.

POLICY REQUIREMENTS

Inconvenience/call-backs are subject to the following:

1. Employees who are called in prior to the beginning of their scheduled shift and who continue working through the shift are not eligible for inconvenience pay.
2. Employees are required to work adjust the actual number of hours worked during the inconvenience/call-back. Non-worked hours will be paid at straight time. Example: Call-back occurred at 8:00 p.m. on a Wednesday, employee worked 2.0 hours. Employee must work adjust before the end of the week the 2.0 hours. Employee will be paid for 1 hour at straight time.
3. Inconvenience pay does not apply if the employee is not required to actually leave his residence for the work site. For example, employees who can deal with a problem on the phone without leaving the residence are not eligible for inconvenience pay. The time spent at the residence dealing with the problem is considered as hours worked.
4. If annual or sick leave in combination with actual hours worked totals more than 40 hours during the work week, the amount of leave the employee is required to take must be reduced so the total hours paid are no more than 40 hours for the week. If an employee works more than 40 hours, no leave time will be deducted from the employee's balance with the exception of employees who have a maximum annual leave balance. (Employees who have a maximum annual leave balance will have the leave adjusted only if the employee had annual leave approved prior to working the overtime hours. Only the hours that will prevent the employee from losing that pay period's accrual of annual leave will be paid.) If both sick and annual leave have been taken in a week which requires adjustment of leave, the sick leave should be adjusted before the annual leave.
5. Employees who know in advance that they must return to the work site are not eligible for call-back pay.
6. Employees should report all call-backs to their immediate supervisor at the beginning of the next work day.

POLICY INDEX

Scope:	Internal to Bureau of Administration Employees
Replaces Policy:	I-97-1
Effective Date:	February 2000
Supersedes Version Written:	January 1997
Office of Primary Responsibility:	Bureau of Human Resources

REVISION LOG

BREAK PERIODS FOR EMPLOYEES

Policy I-06

PURPOSE

This policy provides guidance regarding break periods and related issues.

POLICY REQUIREMENTS

It is the policy of the state of South Dakota to allow employees a 15 minute rest period every four hours if the work load permits. The break, however, is not guaranteed. Supervisors may deny the break on any given day. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted time. Employees must be available and accessible during the rest period to provide for the needs of the department. Management retains the right to schedule work, work periods, and break times.

Employees may take one 15 minute break for each four hour block of work time. Breaks may not be accumulated and combined to make one long break or be broken into several small segments. Breaks may not be taken at the beginning or end of the day, attached to the lunch break or used to adjust the work schedule. Leave time may not be supplemented by break times.

Employees must notify the supervisor before leaving the workplace during work hours. This includes absences for breaks, if the break takes place outside of the immediate work area. Employees may leave the work area for their break, if the absence is for 15 minutes or less.

POLICY INDEX

Scope:	Internal to Bureau of Administration Employees
Replaces Policy:	I-97-3
Effective Date:	March 2000
Supersedes Version Written:	May 1997
Office of Primary Responsibility:	Bureau of Human Resources

REVISION LOG