

**Lake Region State College**  
**Policy and Procedure Manual**

---

SECTION 600.03

GENERAL

1. Classified personnel shall be governed by the provisions found in four specific reference manuals:
  - a. North Dakota University System Human Resource Policy Manual
  - b. North Dakota University System Procedure Manual
  - c. State Board of Higher Education Policy Manual
  - d. Lake Region State College Policy and Procedure Manual
2. Insurance: The following types of insurance programs are available for classified personnel. Details are available from the Human Resources Office:
  - a. Health Insurance
  - b. Group Life Insurance
  - c. Disability Insurance
  - d. Worker's Compensation Insurance
  - e. Unemployment Compensation Insurance
  - f. Employees have the opportunity to enroll in dental, vision, long-term care, additional life, and other insurance.
3. The Salary Administration Policy (See Article 400.35).

Professional Membership: It is the policy of Lake Region State College that all employees have the opportunity to participate in and be members of the LRSC Chapter of the North Dakota Employees Association. Administrators may allow release time for employees to attend NDPEA meetings only if the release time does not interfere with work required for efficient and successful operation of LRSC.

---

**History**

Administrative Counsel Approved 10/14/2019