

NDPERS OPERATING GUIDELINES

	BOARD	EXECUTIVE DIRECTOR
GENERAL		
RULES	Must approve all rules	Proposes, drafts and implements
BENEFIT STRUCTURE	Must approve all program design features	Proposes and drafts changes; implements
LEGISLATION	Must approve	Proposes; drafts and represents Board's position
PLAN DOCUMENTS	Must approve	Proposes; drafts and implements
MEMBER BOOKLETS, NEWSLETTERS & OTHER INFORMATIONAL MATERIAL SENT TO MEMBERS		Approves
FINANCE		
EMERGENCY COMMISSION (i.e., line item transfers or transfers from contingency)	Approves	Proposes
BUDGET PREPARATION & SUBMITTAL TO OMB	Approves	Proposes and represents agency before Legislature and OMB
BUDGETED EXPENSES		Approves as long as expenses do not exceed the approved budget. Must report the status of the budget at each board meeting. Director must assure the rate of expenditures for salaries and operating is consistent with Section 54-27-10 NDCC. Arrangements for office space must be reviewed by the Board before committing the Agency
CONSULTING SERVICE CONTRACTS		
■ On Budget		Approves (i.e., Kelley Services, EAP, Printing, etc.)
■ Off Budget	Approves all contracts over \$10,000	Approves if under \$10,000; must report all contracts to the Board at the earliest opportunity
CONTRACTS WITH POLITICAL SUBS		

	BOARD	EXECUTIVE DIRECTOR
<ul style="list-style-type: none"> ■ Retirement ■ Health ■ Life ■ Deferred Compensation 	Approves standard agreement	Approves as long as consistent with standard agreement
UNIFORM GROUP INSURANCE CONTRACT	Approves and must be signed by Chairman (54-52.1-05 NDCC)	Recommends
PPO CONTRACTS	Approves guidelines and standard agreement	Negotiates and approves if consistent with guidelines and the arrangement is equal to, or more stringent than, a standard agreement; must advise Board of status and terms
TRAVEL	<p>Approves all out-of-state Board travel; the Chairman will review for approval any requests for board travel that occurs prior to the reconvening of the full board</p> <p>Approves all staff travel outside the continental United States</p>	Approves all staff travel (including the Executive Director's) within the continental United States and in-state Board travel
PERSONNEL		
PERSONNEL POLICIES	Approves	Recommends and implements
NEW FTE POSITIONS	Approves	Recommends
HIRING	Responsible for Executive Director	Responsible for filling authorized FTE and temporary assistance pursuant to OMB guidelines and available funds
FIRING	Responsible for Executive Director	Approves
OVERTIME AUTHORIZATION		Approves subject to available funds
SEVERANCE PAY	Approves, subject to Section 54-14-04.3 NDCC	
LEAVE OF ABSENCE	Approves for Executive Director	Approves for Staff
JOB EVALUATIONS	Responsible for Executive Director	Approves Staff evaluations; advises Board annually of increases
RECLASSIFICATIONS		Approves; must advise the Board of any major changes
SALARY INCREASES	Approves for Executive Director	Approves, subject to available funds and OMB guidelines

PROMOTIONS

**EDUCATIONAL
REIMBURSEMENT**

BOARD

Approves for Executive
Director

EXECUTIVE DIRECTOR

Approves, subject to Central
Personnel's policies

Approves for Staff