



YANKTON COLLEGE

The position of Executive Director of Yankton College is identified as a full-time, exempt position. An exempt position is compensated on a salaried basis and is not eligible for overtime. The proposed salary range, based on experience, is \$35,000-\$50,000.

The position will entail a minimum of 40 hours per week, standard hours of operation; 8:00 a.m. to 5:00 p.m., with 1 hour off for lunch (unpaid) Monday through Friday. The office is open to the public from 8:30 a.m. to 4:00 p.m. There will be circumstances that require evening and weekend work and at those times arrangements will be determined if alternative hours or compensating time will be made available.

Paid time off (PTO) accrues at the rate of two days per month commencing with the first month of employment. PTO may carry over to subsequent years to a maximum of 24 days.

Nine paid holidays, to include: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day.

Compassionate leave time is provided in the event of the death of an immediate family member (spouse, parents, children or siblings). Additional unpaid leave may be granted at the discretion and approval of the Operations Committee or Board of Trustees.

Yankton College will pay the premium cost for a single subscriber health insurance plan.

The college will make a contribution equal to 5% of salary to the United Church of Christ Pension Board for a retirement account. The employee may make voluntary contributions from their salary to a maximum of 10%.

South Dakota is an "Employment-At-Will" state, which means either party can terminate employment at any time for any lawful reason. Therefore the employer, like the employee, is free to terminate the employment relationship at any time for any lawful reason or no reason. The employment-at-will relationship can only be modified in writing by the Board of Trustees.