

RETAIL PROPHET



THE WORKFORCE ISSUE

We understand that finding workers is a real challenge for Mom & Pop businesses across South Dakota. This magazine contains more than 50 strategies for hiring and retaining quality employees.

**SOUTH DAKOTA
RETAILERS**
HOSPITALITY • RETAIL • TRADES



EXECUTIVE DIRECTOR'S UPDATE

THE **WORKFORCE** ISSUE

Finding workers is a real challenge for Mom & Pop businesses across South Dakota. Prior to the pandemic, our state's unemployment rate was about 3.3%; now it's 2.8% and falling. HELP WANTED signs are ubiquitous in store fronts across the state. Some businesses are scaling back hours, or not opening dining areas, or offering cash incentives to would-be employees just for showing up to an interview.

There are more than 24,000 jobs listed on the state jobs website, and with less than 1,500 South Dakotans collecting unemployment and fewer individuals overall in the workforce, finding help for your business is going to be a continuing challenge.

That's why we've collected a wealth of information related to workforce into this special issue of the Retail Prophet - THE WORKFORCE ISSUE.

It's organized around three main concepts. Things to think about and consider: 1) Before Your Hire, 2) During the Hiring Process, and 3) After You Hire.

We've collected best practices, tips, strategies, and suggestions from businesses across the state; talked with experts in the private and public sectors; sought out advice from employers who've managed to find success; and consolidated it all into one package.

We hope you find it a valuable resource in the weeks and months to come. We're posting all of this information on our website, www.SDRA.org, so it's accessible even if your copy of the Retail Prophet wears out from overuse.

If there's anything we can help with, please let us know.

-Nathan

ON THE COVER:
SDRA Board President Steve Beck (middle), poses with two new Build Dakota Scholarship employees, Brenna Dimmitt (left) and Blake Feller (right). Read more about this program on page 22.

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THE WORKFORCE ISSUE

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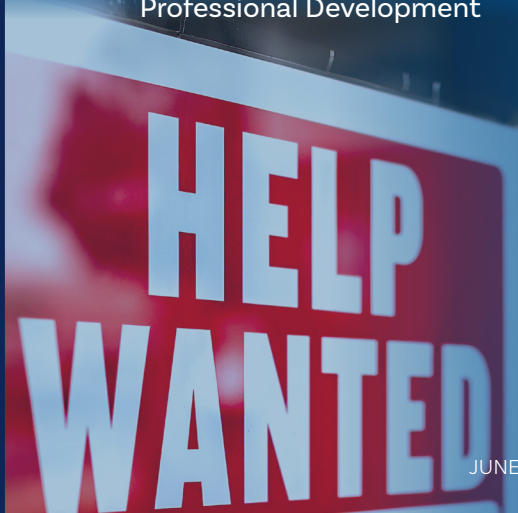
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BOARD PRESIDENT'S NOTES

GROWING YOUR OWN EMPLOYEES

All you dog lovers will understand this, and the rest of you will just need to take my word for it. Each morning when I open the door and see our golden retriever Lilly, I never have to wonder if she'll be happy or sad to see me. She is always on the front step wagging her tail, a tennis ball in her mouth, and so excited she can hardly stand it! (I think she might also be happy because it is time for breakfast.)

As business owners, wouldn't it be nice if all of our employees were this happy to see us and our customers every day? But, unfortunately, as employers, we have to do a lot more to keep our staff happy. It is easy to become complacent and take our employees for granted, but they are the lifeblood of our businesses and our greatest assets, and we should treat them as such.

Employers today need to take care of those assets in very creative ways, ways that a generation before us would have never even considered. Today's employees want more

than a paycheck; they want recognition for a job well done, flexibility in their work schedules, and are probably more concerned about days off than days on, and of course, they want a respectable wage.

As you listen to the news, almost every other story is talking about the lack of workforce. We live in South Dakota for many reasons, and we love our big state and our small population, but it's a double-edged sword. There are nearly 4,000 members of SDRA, and I'll bet only a few have more than enough staff. So, where do we find more employees?

My company has been blessed with some truly dedicated employees who have been with us for over 40 years. However, we realize those days are quickly coming to an end, and we have jobs that need to be filled with new faces with a specific skill set that isn't easy to find in today's world. Therefore, we must get creative and think outside of the box when searching for these hard-to-find employees.

A couple of years ago, we became involved in the Build Dakota Scholarship Fund (see more on page 22). This program doesn't cover every need for every employer, but luckily for us, it fills a few needs for Beck Motors. I guess you could say we grew our own technicians by utilizing the Build Dakota Scholarship Fund!

We found two high school students who wanted to stay in Pierre and become automotive technicians. Between T. Denny Sanford and the SD Future Fund, \$50,000,000 was raised to provide scholarships to students attending the following technical colleges:

- Lake Area Technical College in Watertown
- Mitchell Technical College
- Southeast Technical College in Sioux Falls
- Western Dakota Technical College in Rapid City

The Build Dakota Scholarship Fund and Beck Motor Company each paid half of the tuition, and the student agrees to commit three years with our company. As a result, students come out of school nearly debt-free and equipped with the knowledge and the tools to do the job!

Of course, these kids are very green and need tons of extra training, but now it's up to us to nurture them and give them a workplace they are proud to call home!

Congratulations, 2021 Graduates Brenna and Blake! We are lucky to have you.

- Steve

GET TO KNOW YOUR SDRA BOARD



Jenny Behlings
Jenny's Floral | Custer, SD

Jenny knew from an early age that she wanted to be a florist. She started out in a tiny building in Custer with a handwritten "Jenny's Floral" sign in the window. Thirty-four years later her business is flourishing, and her great reputation in the industry even led to an invitation to help decorate the White House for Halloween in 2014!



Gary Cammack
Cammack Ranch Supply
Union Center, SD

Is it possible to do it all? Gary seems determined to find out! Since 1979, he and his wife Amy have operated Cammack Ranch Supply "in downtown Union Center", as he jokes. Serving a multi-state region, they've earned a reputation for service and innovation. Gary is a fourth-generation cattle rancher, is the Majority Leader in the South Dakota Senate - and was recently named to the South Dakota Hall of Fame!



Shane Conger
Hy-Vee | Watertown, SD

As a high school sophomore, Shane's first job was sacking groceries at Hy-Vee. He listened to mentors who told him his part-time job could become a rewarding career and 33 years later he's still with the company! Shane takes particular pride in providing excellent customer service and giving back to the community. The best part of his job? No two days are exactly alike in the grocery industry - especially these days!



BEFORE YOU HIRE

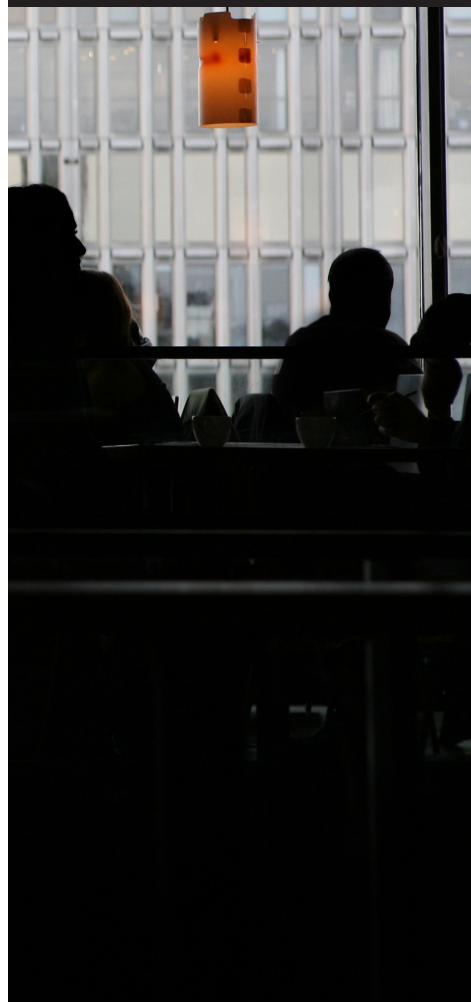
Finding workers is a real challenge for many businesses. South Dakota's unemployment rate is below 3% and labor shortages have become the norm. Before trying to add new workers in this tight labor market, it may be worthwhile to look carefully at your existing operations to determine if efficiencies are possible. It's almost always cheaper to retain an existing employee than to hire a replacement.

HERE ARE A FEW QUESTIONS TO CONSIDER BEFORE YOU ATTEMPT TO HIRE:

- If I made adjustments to operating hours, would I need to hire a new employee?
- Could I get by with existing staff by modifying current employee responsibilities?
- Would my ROI increase by paying current workers more?
- Is additional overtime a possibility, and would that be more cost-effective than hiring new employees?
- Will my bottom line improve by hiring another staff member?
- Do I have a clear job description for the position?
- What qualities do I want in an employee and what I will need to pay to hire someone of that caliber?
- Do I have the time to provide adequate training and orientation for a new employee?
- Why have employees left in the past? Have I corrected the issues that caused previous departures?

ASKING THESE QUESTIONS BEFORE YOU HIRE MAY UNCOVER A PREFERABLE ALTERNATIVE TO SEEKING NEW STAFF.

BEFORE YOU HIRE



IF YOU'VE EVALUATED YOUR OPERATIONS AND DETERMINED THAT HIRING MORE EMPLOYEES IS THE BEST APPROACH, HERE ARE A FEW HIRING REALITIES TO KEEP IN MIND:

- Employee expectations are higher than ever.
 - Flexibility with work hours, paid time off, and assistance with housing or childcare are all becoming much more common among employers.
 - Employees want to work in businesses that make positive contributions to the community; make yours as attractive as possible to employees.
 - Many employees see working for multiple businesses as the norm, so an employer's expectations may need to be adjusted.
 - “Two Weeks’ Notice” is a thing of the past for many employees.
- Compensation must be competitive.
 - The minimum wage is probably lower than a potential employee's expected starting pay for most positions.
 - In a tight labor market, turnover is often high as employees seek the best possible pay.
 - Consider the effect of potential compensation “compression” between pay for current employees vs. new hires.
 - If you're paying a new employee approximately the same as a long-time employee, expect pushback (or turnover!) from your staff.
- Communication failures are a common cause of employee dissatisfaction.
 - Discuss expectations and opportunities often.
 - Encouraging employees to discuss their challenges with you – scheduling flexibility, compensation, job duty modifications – will improve outcomes.
 - Ensure that employees know exactly what you want them to do and what successful outcomes look like.
 - Do not take anything for granted; “common knowledge” is based on one's background and experiences.

Once you've considered these realities, it may be prudent to re-evaluate again whether hiring new staff is the best option in the current workforce environment.

THE HIRING PROCESS

HIRING 101

EMPLOYMENT LAW ADVICE FROM CHRISTOPHER HOYME

The article below focuses on the steps hiring managers should take to create an efficient hiring process for new employees; see page 26 for proper hiring basics, and page 28 to learn how to properly manage employee records.

EMPLOYER IDENTIFICATION NUMBER

Businesses with employees are required to have an Employer Identification Number (EIN) issued by the Internal Revenue Service (IRS). For more information or to apply, visit irs.gov/businesses/small-businesses-self-employed/employer-id-numbers.

FEDERAL EMPLOYEE TAXES

Your federal tax responsibilities include withholding, depositing, reporting and paying employment taxes, such as federal income tax, social security and Medicare taxes, and Federal Unemployment Tax (FUTA). For more information, visit irs.gov/businesses/small-businesses-self-employed/understanding-employment-taxes.

JOB DESCRIPTION

Determine the essential functions of the job and develop a job description based on those elements. Some examples:

- Does the person hired for a specific job have to be able to lift heavy items? Figure out what the weight-lifting requirements are and potentially include that as an essential function of the job.*
- Is the person responsible for operating a computer, or a specific computer program?

- Does the person have to be able to drive or operate certain equipment?
- Will they ring up customer purchases?

Include that in the job description.

*If the employee only has to lift a 100-pound item once per year and another person in the office could do that lifting, that may not really be an essential job function. For more information on identifying essential job functions, see “How are Essential Functions Determined” at: eeoc.gov/laws/guidance/ada-your-responsibilities-employer.

PAY & BENEFITS

Applicants will want to know what to expect in terms of pay and benefits, so decide what you will offer. Generally, each employer sets their own policies in terms of:

- Days and hours employees will work
- How employees will keep track of their work hours
- How much and how frequently workers will be paid
- Whether pay will be issued in check form or by automatic deposit to an employee’s account
- What, if any, fringe benefits are offered, such as insurance coverage, paid vacation and sick leave, and paid holidays

workforce TIP

IN-HOUSE RECRUITERS

Susan Peterson of Scott Peterson Motors, Inc. in Belle Fourche and Sturgis says her employees are often her best recruiters. To get the word out about a job opening, she announces it internally to team members and offers them an incentive for recruitment.

Susan says, "Our team members seem to know who would like the industry, who would fit in and thrive."

ADVERTISING

Regardless of where you advertise a job opening, make sure the notice is welcoming to all qualified applicants, and that you aren't limiting applicants based on discriminatory reasons such as race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, disability, age (40 or older) or genetic information.

While you may want to include the number of hours per week the job entails, don't state that it is a permanent position, as that may imply the person is guaranteed they will hold the job until they choose to leave.

WHERE SHOULD I POST MY JOB OPENING

SDWorks is a wonderful local resource for businesses and applicants. Post a job, search for candidates, view layoff and closure services, report new hires, and even view services available for South Dakota employers.

Google for Jobs brings together job postings from across the web, whether they're on websites run by small businesses or job sites with thousands of listings. This helps job seekers easily find their next job directly in Search.

Facebook Jobs allows businesses to post jobs for free on their public job board. Easily receive applications from candidates looking for work near you, and contact candidates directly on Facebook. *Don't forget to post the opening on your business Facebook page as well!*

Craigslist is a classifieds site and not a traditional job board. Don't discount the oddball. Quirkiness and poor user interface aside, it has great inbound traffic and is one of the best places to advertise job openings.

Indeed is a global job board leader. It's also a job search engine that takes job seekers' input and aggregates all the jobs that match. Use this site to search for resumes, post jobs, and run pay-per-click job advertising campaigns that put your job at the top of your candidates' results.

CREATE AN EFFECTIVE JOB LISTING

- Make your business seem like a fun place to work!
- Share the salary. Terms like "depending on experience" or "competitive wages" deter applicants from applying. It is best to provide a compensation range on your listing.
- Include a photo! Show off your storefront, break room, kitchen, etc.
- List your perks! Do you offer retention bonuses, paid leave, free coffee, a retirement plan - let people know! Small perks can make a big impact.
- End your post with a call to action - "We would love for you to apply today" or "We can't wait for you to join our team" make your applicant feel welcome from day one.

MAKE THE MOST OF JOB FAIRS

While some businesses think job fairs are a waste of time because they don't come away with any new hires, they can be a tremendous networking opportunity.

- Meet other employers and share ideas and strategies.
 - Attendees may not be interested in working for you, but they may pass your information along to someone who would be a perfect fit.
- It's an opportunity to talk to younger people to find out what they're looking for on the job, and to possibly adjust your business model to meet the changing times.
- It's another way to advertise your business - getting your name out there could attract new customers.

GETTING READY FOR A JOB FAIR

Job fairs offer an opportunity for employers to get information in the hands of potential employees.

Job fairs can be set up in numerous ways. They may include multiple employers from different industries from a region, or businesses from a specific community, or it may be a group of similar businesses who want to get their message to a targeted audience.

WHAT YOU SHOULD KNOW:

- As you consider whether to participate in a job fair, make sure the positions you want to fill are a good match for the event you're attending
- Create a list of current or potential positions you'd like to fill – along with the job duties, and the skills or traits you're looking for
- Make sure your booth has “curb appeal” to attendees, with professionally designed materials that feature your logo prominently
- Be prepared to tell people why your business is a good place to work: is there an opportunity to learn new skills, to advance, to receive regular pay increases, to have fun – figure out why a person might want to launch a career with you
- Know what you want to ask prospective employees – narrow it down to a few relevant questions
- Wear a professional name tag and have professional business cards to hand out (you can order both through your local printer)
- Consider having a giveaway – ask people to register for a drawing for a fun prize
- Talk to people! Don't fiddle with your phone or just look at people as they walk by – smile and make an effort to engage them
- Follow-up with emails, thank you notes or phone calls to potential job candidates



THE HIRING PROCESS

WORK OPPORTUNITY TAX CREDIT GET CREDIT FOR HIRING

DID YOU KNOW...

If you hire anyone between the ages of 18 and 39 who resides in one of 24 South Dakota “rural renewal” counties, your business is eligible for a federal tax credit.

The Work Opportunity Tax Credit (WOTC) provides an incentive for employers to hire individuals who fall into 15 target groups that have significant barriers to employment – including eligible veterans, SNAP recipients, ex-felons, certain youth, and the age-qualified residents of those 24 counties.

The maximum tax credit is \$9,600. Check it out on our website at sdra.org/workforce, and watch for more details in the August-September Retail Prophet.

workforceTIP

MAKE FRIENDS AT JOB SERVICE

Employers are encouraged to build a relationship with a job advisor at their local DLR office; when they need help filling job openings, that advisor can get the word out statewide to see if an advisor in another area is working with someone who would be a good match.

worldpay

Payment processing that fits

SDRA offers integrated credit card processing through Worldpay, a trusted payments leader for more than 40 years. In-store or online, for one location or many, we take care of payments so you can take care of business.

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HIRE TO WHO

HIRE YOUR CUSTOMERS

Most of the staff at Child's Play Toys in Sioux Falls were loyal customers before they became employees.

Her customers already know and like the business, so owner Nancy Savage thinks it makes perfect sense to talk to them about the opportunity to come on board when a position opens up in her store.

Many members of her team have in turn recruited their own children to work at the store as soon as they turn 14.

When a neighboring store owner announced they were going out of business, Nancy made it a point to talk to a long-time employee at that store to see if they'd be interested in coming to work for her after the store closes. She believes it would be a good fit since they know her, they know her store, and they know the neighborhood.

Hire your customers; hire people who know your business. They'll have a good idea how to best serve your customers because they ARE your customers.

THINK GIG!

Think outside the box to fill positions in your business. Instead of hiring a permanent, full-time person, maybe what you really need is a freelancer who can handle a short-term project. *A "gig worker" may be the perfect solution for a temporary assignment.*

Gig workers are independent contractors who perform short-term jobs. They may take on freelance projects for several employers at the same time.

A FEW TIPS:

- There are a number of online platforms and websites where businesses can connect with gig workers, such as Upwork, Freelancer, Fiverr, Task Rabbit and FlexJobs. The platform you select will depend on what type of work you need done.
- Use social media to get the word out about your gig work projects.
- When posting your ad, include phrasing that appeals to the reason a person has opted to do gig work, such as flexibility, creativity and independent work.
- Specify any deadlines for completing projects in your agreement with a gig worker.

You aren't required to withhold income taxes, pay Social Security, Medicare taxes and unemployment taxes on wages paid to independent contractors – but not all temporary workers are considered independent contractors. Check the federal guidelines to make sure you aren't misclassifying an employee as an independent contractor: [dol.gov/agencies/whd/flsa/misclassification](https://www.dol.gov/agencies/whd/flsa/misclassification).

THE HIRING PROCESS



six TIPS FOR HIRING VETERANS

Military veterans are used to working in a structured environment and making a long-term commitment. They've been trained to work as team members and team leaders, are problem solvers, self-starters, and know how to prioritize. That's just part of what makes them so desirable as employees and is something to keep in mind when you're looking to hire veterans.

HERE ARE SOME SUGGESTIONS:

1. Many job listings require "2 to 3 years of experience" in a certain position. This could disqualify a person who has recently transitioned out of the military. Instead, make your job postings veteran-friendly by using competency-based descriptions: demonstrated leadership skills, competent problem-solvers, strategic thinkers, experience delivering quality service, or the ability to build relationships with diverse teams.
2. Apprenticeships and on-the-job training programs may be a good option for veterans to learn specific work-based skills in your business.
3. Reach out to the SD Department of Labor and Regulation Veterans' Specialists or local Job Service offices to make sure you're on their radar.
4. Stay in touch with veterans' organizations in your area to learn how you can support their organization, and to let their members know why it's advantageous to work in your business.
5. Connect with Employer Support of the Guard and Reserve, an organization that seeks active support from employers. Visit esgr.mil/About-ESGR/Contact/Local-State-Pages/South-Dakota.
6. Consider applying for the HIRE Vets Medallion award program, which recognizes employers for recruiting, employing and retaining veterans. This designation may appeal to other veterans looking for good jobs with supportive employers. Visit hirevets.gov

VALUING VETERANS

Military veterans often provide tremendous value to businesses, but connecting with veterans seeking employment can be a challenge.

WHAT YOU NEED TO KNOW:

The SD Department of Labor and Regulation (DLR) has resources to help veterans and employers.

- Veteran's Specialists work closely with veterans and military spouses, helping them overcome physical limitations (such as service-related disabilities) and find long-term work.
- DLR provides interest/aptitude assessments and proficiency testing to help veterans choose a direction for education or employment, including career planning and job searches to match their military skills with a suitable occupation.
- Computer training and other training options are available through DLR.
- The Work Opportunity Tax Credit (WOTC) can reduce an employer's federal income tax liability by as much as \$9,600 per veteran (see page 11).

MORE INFORMATION

U.S. Department of Labor: veterans.gov

DLR services for veterans: dlr.sd.gov/veterans/business_benefits.aspx

Employer Guide to Hiring Veterans: dol.gov/sites/dolgov/files/VETS/files/Employer-Guide-to-Hiring-Veterans.pdf

HIRING FOREIGN WORKERS

MANY SOUTH DAKOTA EMPLOYERS, ESPECIALLY IN THE HOSPITALITY FIELD, RELY ON TEMPORARY WORKERS FROM FOREIGN COUNTRIES TO MEET THEIR STAFFING NEEDS. HERE IS SOME BASIC INFORMATION ON TWO WELL-KNOWN PROGRAMS.

THE H-2B PROGRAM for non-agricultural workers allows employers to hire foreign workers on a temporary basis to fill jobs considered essential to the U.S. economy.

WHAT YOU NEED TO KNOW:

- The U.S. Department of Labor administers the program
- The employer must first try to recruit U.S. workers; H-2B certification can only be obtained if the employer can show they can't find enough qualified U.S. workers who are available and willing to perform the work at wages that meet or exceed the prevailing wage for that job in that area
- The employer must also continue to accept State Workforce Agency referrals and hire qualified and eligible U.S. workers who apply for the job until 21 days before the job order starts
- U.S. workers who apply for the job may be rejected only for lawful, job-related reasons, and the employer must retain records of all rejections
- H-2B jobs must be at least 35 hours per workweek
- The employer must provide to workers, without charge or deposit, all tools, supplies, and equipment required to perform the duties assigned
- The employer must either advance all visa, border crossing, and visa-related expenses to H-2B workers, pay for them directly, or reimburse all such expenses in the first workweek

THE J-1 VISA EXCHANGE VISITOR PROGRAM is designed for foreign college and university students who want training in their field, and also want exposure to American culture. Around 300,000 foreign visitors experience U.S. culture through the program annually.

WHAT YOU NEED TO KNOW:

- The U.S. State Department administers the J-1 exchange visitor program
- Businesses that utilize the program must either be designated by the State Department as an exchange sponsor, or work with a sponsoring organization
- The employer must make sure that J-1 interns obtain skills and knowledge through participation in structured activities such as seminars, on-the-job training, conferences, or other appropriate activities
- An employer can't displace an American worker with a foreign worker
- Compensation must be comparable to what American workers are paid in similar positions
- The employer must sign a completed Form DS-7002 – Training/Internship Placement Plan
- Employers must provide mentoring by experienced staff

workforceTIP

MORE INFORMATION

H-2B PROGRAM FACT SHEET: dol.gov/sites/dolgov/files/WHD/legacy/files/whdfs78.pdf

FILING TIPS: dol.gov/sites/dolgov/files/ETA/oflc/pdfs/h_2b_employer_filing_tips.pdf

(note: many businesses find it helpful to work with a firm specializing in foreign labor programs)

H-2B JOB ORDER REQUEST FORM: dlr.sd.gov/workforce_services/foreign_labor/h2b.aspx

J-1 INFORMATION FOR EMPLOYERS: j1visa.state.gov/hosts-and-employers/employers/

PROGRAM INFORMATION: uscis.gov/working-in-the-united-states/students-and-exchange-visitors/exchange-visitors

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QUICK TIPS TO CONSIDER WHEN RECRUITING OLDER WORKERS

- AARP says if an applicant doesn't have the exact experience you're looking for, consider whether the skills and experience they do have can be applied to the job or to other positions in your business.
- Forbes.com reminds employers not to assume a retired applicant isn't willing to work for less than what they made in their career job. They may be interested in working for you because of the hours, the flexibility, or the experience.
- SHRM recommends maintaining contact with former employees, including through social media – they may be willing to come back to work for you even on a temporary or part-time basis or may know other candidates.
- The Institute for Community Inclusion suggests spreading word of job openings through entities where older people may congregate or get information such as retiree organizations, public libraries, community centers, volunteer organizations and churches.
- Promote mentorship – both ways. The Kellogg School of Management at Northwestern University says younger and older employees can pick up a variety of skills and work habits from working together.
- Use social media for recruiting. Data from Statista shows 70% of boomers say they regularly use YouTube, and nearly as many use Facebook. Twenty-seven percent use Pinterest, and just under a fourth use LinkedIn and Instagram.

TRAINING OLDER WORKERS FOR NEW JOBS

Older Americans are a fast-growing group that can play an important role in filling workforce needs, whether on a full-time or part-time basis.

South Dakota's Senior Community Service Employment Program works with nonprofit groups and government agencies to provide temporary community service and work-based training programs for some members of that population.

Participants develop skills to help them be more competitive in the workforce and help fill crucial positions for employers. One participant used the program training to move into a \$20 per hour job with a landscaping company.

WHAT YOU NEED TO KNOW:

- Low income, unemployed individuals age 55 or older residing in eligible South Dakota counties can be placed in a work-training position with a nonprofit organization or government entity to learn or enhance skills and behaviors that will make them a more valuable employee
- The workers train in a wide variety of positions ranging from computer use to customer service to landscaping
- Individuals make minimum wage while in the program, at no cost to the host agency
- South Dakota Department of Labor and Regulation (DLR) case managers monitor participants to ensure training is successful
- As individuals move through their training, they begin applying for jobs
- If the individual is hired by an employer, DLR may pay half their wages during their on-the-job training period
- DLR can assist with costs for job-required items such as certain footwear, work clothing or other essentials

MORE INFORMATION

dlr.sd.gov/workforce_services/individuals/scsep/contacts.aspx



THE HIRING PROCESS

workforce TIP

TIPS WHEN RECRUITING OLDER WORKERS

Some employers are hesitant to hire older workers out of concern they may not have the needed skills, that they may be resentful of younger supervisors, or that they'll require extra time off for medical appointments.

But set aside any preconceived notions, and you may find yourself with a reliable employee who shows up when scheduled, is flexible about when they work, isn't looking to move up and out, and relates well with customers.

breaking barriers

CAREER EXPLORATION FOR ADULTS WITH DISABILITIES

A person who has been out of the workforce for some time due to a disability or who may be reentering the workforce after acquiring a disability may be unsure of their job skills and abilities.

The South Dakota Vocational Rehabilitation (VR) program offers an Employment Skills Program (or work experience opportunity) that provides an opportunity for adults and young adults with disabilities to explore career options, develop skills, and build a positive work history, at no cost to the employer.

WHAT YOU NEED TO KNOW:

- Participants must have a permanent disability that results in barriers to employment
- A VR counselor will prescreen candidates to get to know their strengths, abilities, and interests to match them with a business for a work experience
- Individuals may work up to 250 hours in a work experience opportunity

- The VR counselor and/or employment consultant will assist with onboarding and training at the job site
- Costs – including wages, FICA payroll deductions and workers' comp – are picked up by VR
- Additional services will be provided as needed to make the work experience productive and beneficial for both the employee and the employer

MORE INFORMATION

Employment Skills Program packet: dhs.sd.gov/rehabservices/docs/Employment_Skills_Program_Packet_1-2015.pdf

Contact: Kimberly Ludwig, (605) 626-2313 or Kimberly.Ludwig@state.sd.us

VIEW THE FULL LIST OF RESOURCES FOR HIRING
INDIVIDUALS WITH DISABILITIES AT **SDRA.ORG**



JUNIOR ACHIEVEMENT

Work readiness, financial literacy, entrepreneurship, and ethics are qualifications for most job candidates and they're also the main pillars of Junior Achievement (JA).

JA helps students find the right career path by connecting them with role models they might not otherwise have met. Community members go into classrooms to work with students during the school day, using age-appropriate JA lessons.

JA has thrived in South Dakota since 1968, serving 41 communities. About 2,300 classroom volunteers use the JA curriculum each year for more than 50,000 students in kindergarten through high school.

Businesses can help cultivate their future workforce by serving as JA volunteers. In a recent study, 83% of JA alumni said the program revealed new career opportunities; 51% ended up working in the same field as one of their JA volunteers.

WHAT YOU NEED TO KNOW:

- Business owners and employees can become involved in JA by volunteering in the classroom, donating, or participating in JA events in the community.
- First-year JA volunteers participate in an informational training.
- Schools select the curriculum to be used in their district.
- Volunteers are encouraged to share their own job experiences to help students understand the opportunities in their community.
- Classroom visits last about 45 minutes and volunteers attend between 1 and 12 times per year.
- JA teaches students what it means to have a job, why it's important to show up on time, the value of being a good team player, and the importance of ethical decision-making.

MORE INFORMATION

Junior Achievement of South Dakota: southdakota.ja.org

Contact: Kayla Eitrem, (605) 336-7318 or kayla.eitrem@ja.org

JUNIOR ACHIEVEMENT: FROM THE PERSPECTIVE OF A BUSINESS OWNER



“If you want an opportunity to influence and inspire your future workforce and community members, you will find JA extremely rewarding.”

That advice comes from Joel Vockrodt, who has been a Junior Achievement (JA) volunteer for about 15 years. The owner of Office Peeps in Watertown, Huron, Brookings and Madison has taught the JA curriculum in elementary, middle, and high school classes, including, most recently, teaching a course on ethics to high school seniors.

“Junior Achievement helps students make a connection between what they are learning in school and success in life including careers,” he says.

JA depends on the business community to support the program with funds and volunteers. Vockrodt encourages SDRA members to get involved if it is available in their community, explaining that all classes are highly structured to make it easy on the volunteers. And, he notes, it has positive results.

“I am amazed by the power of a businessperson in the classroom. Not only is it fun, your advice and example will stand out to students simply because you are someone other than their teacher or parent.”

From left: SDRA staff, Carrie Wheelhouse and Shuree Mortenson show off their JA Volunteer Certificates.



QUICK TIPS FOR ENGAGING WITH TEENS

Employment Specialist Aaron Morlock of the South Dakota Department of Labor and Regulation (DLR) works directly with youth on a regular basis, and he is impressed with what he sees. He shared these tips for employers to connect with today's youth.

- Open the door with a smile: show them there is opportunity in working for you and that you recognize their talent and abilities
- Be positive: they hear it and they feel it when you speak disparagingly about “those kids today” who are lazy, entitled and don't have basic skills – someone was probably saying that about YOU when you were that age
- Respect their abilities in a changing world: today's youth have quick, easy access to information and they bring a wealth of knowledge to the table
- Be flexible: involvement in extra-curricular activities shows they have commitment – meet them halfway and schedule around those activities if possible
- Invite their input: they may have fresh new ideas, may see ways to innovate rather than assuming “the way we've always done it” is the best way to do things
- Envision them as part of your long-term team: let them know if they start with you today you're going to build them up and stand behind them, that they can set long-term goals with your company, that they can learn the skills they'll need to be a successful part of your team, and above all, that your company will be better if they're part of the team

CAREER EXPLORATION FOR HIGH SCHOOL STUDENTS WITH DISABILITIES

Unique to South Dakota, Project Skills offers career exploration or paid work experience opportunities for high school students with disabilities – at no cost to the employer. Participating students develop work skills that can bolster their ability to succeed in long-term competitive employment beyond high school.

Two state vocational rehabilitation programs, the Division of Rehabilitation Services (DRS) and Service to the Blind and Visually Impaired (SBVI), manage the program in partnership with local school districts.

WHAT YOU NEED TO KNOW:

- Participating students must be 16 or older and have a permanent disability that results in barriers to employment
- After a student's career interests have been identified through an application and interview process, a school district representative will reach out to a local business to determine if there's a potential for a work experience, and to identify work tasks the student can complete
- The work experience may last up to 250 hours

- Costs - including wages, FICA payroll deductions and workers' comp – are handled by DRS and SBVI
- A school representative handles some or all of the training and onboarding process with the employer, provides job coaching and monitoring, and maintains contact with the employer as necessary
- The school will provide additional supports, if needed
- Once the work experience concludes, businesses have an opportunity to offer the student permanent employment

MORE INFORMATION

Project Skills: dhs.sd.gov/rehabservices/projectskills.aspx
Contact: Kimberly Ludwig, (605) 626-2313 or Kimberly.Ludwig@state.sd.us

workforceTIP

HIRING PEOPLE WITH DISABILITIES IS GOOD BUSINESS

- Expands the pool of potential employees
- Individuals with disabilities are experienced problem-solvers with a proven ability to adapt
 - Employees with disabilities tend to be reliable and have a higher retention rate
- Creates a culture of diversity in your business
 - Enhances the image of your company
 - Potential tax incentives for your business

HIRING **FORMER** INMATES

Leaving prison and reentering society poses many challenges, including reentering the labor market.

Around 2,500 individuals are released from South Dakota's state corrections system each year, providing businesses an opportunity to employ an often untapped workforce.

“Employing former inmates can help make our communities safer and provide stability to their families,” DOC Secretary Mike Leidholt explains. “Based on post-release employment and earnings data, individuals on parole who maintain employment have substantially lower recidivism rates. The more formerly incarcerated individuals work - and as their earnings increase - the chances they commit new crimes and return to prison decreases substantially.”

Sometimes, barriers exist for former inmates seeking a good job: the stigma of incarceration, lack of work experience or skills, limited education, learning disabilities, substance abuse, and other physical or mental health problems. Inmates may find it difficult

to get to and from work due to a revoked driver license, limited financial means, or they may be required to attend professional services.

However, for employers willing to make accommodations, former inmates often become valuable employees.

OTHER INFORMATION TO KNOW:

- While incarcerated, inmates often participate in several different workforce preparation programs in anticipation of their release.
- Inmates often acquire work skills in grounds and facility maintenance, custodial, carpentry, metal fabrication, welding, food preparation, garment making, machining, business printing, and automobile restoration.
- Inmates often participate in the community service (work release) program (see related article).
- Inmates without a high school diploma can study for and complete their GED.

- DOC often provides credentialing assistance, including driver licenses, state ID cards, Social Security cards, and birth certificates.
- Substance abuse treatment is available while incarcerated and former inmates on parole may be required to participate in substance abuse treatment or aftercare.

MORE INFORMATION

- Contact DOC with questions: (605) 773-3478
- The South Dakota Department of Labor and Regulation offers many services to assist individuals who have barriers to employment: dlr.sd.gov/workforce_services/individuals/default.aspx



THE HIRING PROCESS

breaking **BONDING** *barriers*

Ex-offenders and individuals recovering from substance abuse may have a hard time finding employment if an insurance company designates them as “not bondable” for certain jobs. At the same time, the U.S. Department of Justice says, failure to get a job after release is a major factor in the high rate of recidivism among ex-offenders. It can be a no-win situation.

South Dakota has received a \$100,000 federal grant to cover the cost of bonds when an employer is willing to hire an ex-offender or a person in recovery from a substance abuse disorder, but the employer’s insurance carrier considers that individual non-bondable.

The program is a win both for employers who are struggling to fill jobs, and for hard-to-place individuals who are struggling to get hired.

WHAT YOU NEED TO KNOW:

- The Fidelity Bonds cover the first six months of employment at no cost to the job applicant or the employer
- Bonds can range from \$5,000 to \$25,000
- Bonds can be applied to any full- or part-time employee paid wages
- Bonds protect employers against losses caused by the fraudulent or dishonest acts of the bonded employee
- The job seeker does not have to fill out an application for the bond

MORE INFORMATION

Contact: Jodi Aumer at (605) 626-7652 or Jodi.Aumer@state.sd.us -or- your local Job Service office

WORK RELEASE PROGRAM

Some minimum security, low risk offenders housed in state corrections facilities are eligible to work in the community. They can help in a wide variety of private sector jobs, including construction, manufacturing, foodservice, lodging, and others. The program also helps prepare inmates for release by giving them in-demand skills.

WHAT YOU NEED TO KNOW:

- Inmates can generally work between 5:30 a.m. and 11:30 p.m.
- Inmates are paid a wage comparable to others performing the same work and are subject to federal withholding requirements.
- Paychecks are deposited into an account managed by the Department of Corrections. Some funds pay for the inmate’s room, board, and any court-ordered fines or fees.
- Employers are responsible for transportation to and from the job. Since inmates are not allowed to drive, transportation may include walking, riding a bike, riding with an approved driver, or using public transportation. In some cases, DOC may transport inmates to a job site.
- Work release participants are not allowed to carry money, so DOC may provide a sack lunch.
- Employers monitor the inmates and notify DOC if they see anything questionable, such as an inmate meeting with people who shouldn’t be on the job site.

MORE INFORMATION

Contact: Darwin Weeldreyer, Director of Community Service for the South Dakota Department of Corrections, at (605) 773-3478 or Darwin.Weeldreyer@state.sd.us.

AVAILABLE PROGRAMS

BUILDING FOR THE FUTURE

Ordinarily it might be tough to find auto and diesel technicians to work in a small South Dakota town, but the Build Dakota Scholarship program is opening doors.

Corinne Overweg, co-owner of Overweg Repair in Kimball, calls it a phenomenal program. Each year, Lake Area Technical College asks if she'd like to participate. If so, she's placed on the list of eligible employers. Participating students can check the list to see if there are employment options they'd like to explore. Likewise, employers can review the list of eligible students and contact those they'd like to interview.

If a student accepts an offer from an eligible employer, an agreement is signed that ties scholarship funding to future employment (see related article).

Corinne recently signed an agreement with a 2021 high school graduate who will work for the business over the summer before starting school at Lake Area in the fall. This will be her third Lake Area student, and she believes the first two are likely to continue working for her when their three-year agreements end.

She views the program as beneficial to both students and employers.

"I get to pick and choose who I offer it to," she said. "And this has been a great opportunity for youth who aren't going to go to a four-year college and want to do the jobs that we need to fill, but they may not have the money to go to school."

She said it also allows businesses to bring in younger people who can learn from more experienced employees, and possibly move up in the business as older staff members move or retire.

BUILD DAKOTA SCHOLARSHIP

Creating a talented workforce committed to staying in South Dakota for several years, who are able to get the appropriate training to launch their career without piling up student debt and providing individualized assistance to businesses to address their local workforce challenges.

The Build Dakota Scholarship aims to accomplish just that.

The program provides full-ride scholarships to individuals studying at one of the state's four technical colleges in a high-need field of study. Among the eligible fields: automotive, building trades, computer information systems, welding, precision ag technology, energy technicians, engineering technicians, healthcare, and precision manufacturing.

WHAT YOU NEED TO KNOW:

- The student must enroll full-time in an eligible program at a South Dakota technical college (Lake Area, Mitchell, Southeast or Western Dakota), maintain at least a 2.5 cumulative grade point average, and complete the program on time; they must also show they have actually explored that career and understand what the job entails
- Following graduation, the recipient must work full-time in South Dakota in that career for a minimum of three years, or the scholarship converts to an interest-bearing debt
- To help meet their specific workforce needs, an employer can partner with the program by paying part of a student's scholarship; Build Dakota will pick up the remainder
- The cost to the partner business depends on the field of study: diploma programs are generally a commitment of \$4,000 to \$5,000 by the business; for an associate degree, the cost to the business is generally \$8,000 to \$10,000
- Employers who have found success with the program have weighed the investment against the high cost of turnover, including advertising job openings, signing bonuses, relocation expenses and training

MORE INFORMATION

Build Dakota Scholarship program: builddakotascholarships.com
Contact: Deni Amundson, Program Manager, at (605) 347-1804 or deniamundson@goldenwest.net



THE HIRING PROCESS

Three years ago, Beck Motors found two high school students who wanted to stay in Pierre and become automotive technicians. Through the Build Dakota Scholarship, both of these employees have graduated and now work full time at Beck Motors.

(Pictured from left: Brenna Dimmitt, Steve Beck and Blake Feller)



APPRENTICESHIPS: EARNING WHILE LEARNING ON THE JOB

Apprenticeship programs are a workforce development option that allows businesses an opportunity to create a training program to meet their unique needs. A registered apprenticeship is a federally-recognized “earn and learn” concept that can help businesses recruit, train, and retain highly skilled workers.

South Dakota Department of Labor and Regulation (DLR) staff assist businesses with determining what the company’s needs are, and how to develop a personalized training program for a specific occupation.

Many adults are “re-careering”, and an apprenticeship offers a good opportunity to retrain for a different career. A person must be 16 or older to participate in an apprenticeship, and South Dakota has also started to see more youth apprenticeships, as high school students get hands-on job experience while gaining both high school and postsecondary education credits.

At the end of the apprenticeship, you should have a fully trained, proficient employee. One study says 94% of apprentices stay with the business after they’ve completed their apprenticeship.

WHAT YOU NEED TO KNOW

- Once the apprenticeship plan is developed, it will be submitted to the US Department of Labor for approval; that allows the apprentice to receive credentials upon completion of the program

- Businesses that set up a registered apprenticeship program must offer at least 2,000 hours of on-the-job training to the apprentice
- Businesses can use training materials that are already available or develop their own training to meet their specific needs and standards
- At least 144 hours of related instruction must be included – that can come in many forms, such as online training, in-person classes, or conferences
- Wages are set by the employer, but must meet at least the state minimum wage requirement, and should be competitive for the market; as the apprentice’s knowledge and skills increase, their wages should increase too
- Apprenticeships are more successful when there is a mentor working with the apprentice who has similar interests

MORE INFORMATION

dlr.sd.gov/workforce_services/individuals/training_opportunities/apprenticeship.aspx

JOB SHADOWING & INTERNSHIPS

Many young people have a good idea what career they choose but may want to explore that career before deciding on an educational path or accepting a position.

TWO OPTIONS TO CONSIDER:

- Job shadowing: gives a student an opportunity to observe the working environment and how tasks are completed – may be a few hours or a few days in length
- Internship: an actual work experience that allows students to take what they've learned in school and apply it to a work situation

Both options give students a chance to connect with people in the career they're exploring and determine if that career is for them. And they give employers an opportunity to showcase their business to a young person who may decide that's the job – and the employer – for them.

Job shadowing and internships get youth into your business. If the employer gets them engaged in something that is meaningful both to the business and the youth, it's more likely that young person will be interested in coming back to pursue that career.

The South Dakota Department of Labor and Regulation (DLR) can assist with wages for eligible youth participants – with the expectation that the youth will develop meaningful work skills during the course of the internship. South Dakota has helped create internships for careers as varied as chefs, electricians, auto mechanics, mural painting, welding, meat cutting, and more.

MORE INFORMATION

- dlr.sd.gov/workforce_services/individuals/young_adults/young_adults_work_experience.aspx
- Contact your local Job Service office for assistance



THE HIRING PROCESS

NATIONAL CAREER READINESS CERTIFICATE: *FIND PEOPLE WHOSE SKILLS MATCH YOUR JOBS*

When an employee has the right skills for a job, they're likely to stay longer - reducing recruiting and training costs for the employer.

By measuring core employment skills, the National Career Readiness Certificate™ (NCRC™) can help employers identify the right candidate for a job. It can also help determine whether a current employee has the necessary skills for a higher-level position.

WHAT YOU NEED TO KNOW:

- Testing is offered in more than 100 South Dakota high schools; job seekers can also choose to participate through their local Job Service office
- WorkKeys® assessments measure the foundational skill areas of applied math, workplace documents and graphic literacy
- A score in each skill area can be obtained in one of four levels: Bronze, Silver, Gold or Platinum
- Some employers specify in job listings that preference will be given to individuals who have, for example, a Bronze or higher score in applied math – or they may ask in job interviews whether the applicant has earned an NCRC – or they may look for it on a resume
- By hiring individuals with verified foundational skills, employers can focus more of their training on job-specific tasks
- With WorkKeys assessment questions based on situations in the everyday work world, WorkKeys Curriculum™ is an online tool that can be used not just for preparing for the test, but can also be utilized for skill development
- WorkKeys Curriculum offers additional employment-related coursework that employers may need, including working in teams, customer service, soft skills, and business writing

MORE INFORMATION

- South Dakota's NCRC website: dlr.sd.gov/ncrc
- Program overview and sample questions: dlr.sd.gov/workforce_services/businesses/publications/ncrc_core_assessments_for_certification.pdf
- Contact: Heather Nelson at (605) 882-5151 or Heather.Nelson@state.sd.us

DAKOTA ROOTS: OPEN FOR OPPORTUNITY FOR OUT-OF-STATE RESIDENTS

Out-of-state resident who register with South Dakota's largest jobs database (SouthDakotaWorks.org) quickly learn that South Dakota has job opportunities, and that job advisors are willing to help them explore their options.

South Dakota launched the Dakota Roots program in 2006. Originally intended to target South Dakotans who had moved to other states and might be interested in returning, the program has broadened to appeal to people who have never lived here, as well as residents of surrounding states who may want to commute to work in South Dakota.

The goal is to show people that if they want to work in South Dakota, they'll have help in finding the right job in the right community. And it's working. There's been a recent uptick in the number of people expressing interest in potential jobs here.

WHAT YOU NEED TO KNOW:

- When a person with an out-of-state address registers with South Dakota Job Service, Department of Labor and Regulation (DLR) job advisors reach out to offer assistance with their job search
- Individuals can get job referrals, resume assistance, and information about programs that can help them be more successful on the job
- If they want to know more about a specific community, they are connected with a local job advisor who can provide information
- South Dakota residents are encouraged to refer out-of-state family and friends to Dakota Roots
- ***Businesses with job openings get exposure through the program if their jobs are listed on SouthDakotaWorks.org.***

MORE INFORMATION

DakotaRoots.com

THE *INTERVIEW* PROCESS

EMPLOYMENT LAW ADVICE FROM CHRISTOPHER HOYME

JOB APPLICATIONS AND INTERVIEWING APPLICANTS

Federal laws prohibit job discrimination in a variety of areas including, but not limited to, race, color, sex, national origin, religion, age, disability or genetic information. Don't ask questions about any of these protected areas on the job application or when interviewing applicants.

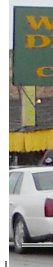
FOR EXAMPLE, DON'T ASK:

- Whether the applicant owns a home
- What church, synagogue or mosque the applicant attends, or even if they attend church
- Their religion, or if they can work on a certain religious holiday
- Their age, where and when they were born, or what year they graduated from high school
- Where their parents were born
- What nationality they are, or what nationality their name is
- Whether they're married, have ever been married, or plan to get married
- What their maiden name is, what their spouse's name is or whether their spouse is employed
- Whether they have any kind of disability
- What kinds of medications they take, if they have any medical conditions, or if they've ever had any health problems
- If they've ever filed a workers' comp claim
- If they've ever been arrested
- If they have children, how many children they have, whether they're pregnant, whether they plan to have children, or how they'll handle childcare arrangements if they get the job

AMONG QUESTIONS YOU CAN ASK:

- Education and training: what is the highest level of school you completed? (However, if a certain level of education is not required by the job, don't ask this information.)
- What degrees do you hold? (However, again, if a degree is not required, it's best not to ask this information.)
- What skills do you have that will help you perform this job?
- Provide your employment history, including the name of the employer, length of employment, position held, description of job duties, and reason for leaving
- Can you work the stated hours? (Please note that if an applicant cannot work the stated hours because of religious reasons, a religious accommodation may need to be explored.)
- Would you be available to begin work on (specific date)?
- What job duties are you interested in?
- What most interests you about this position?

You can also ask an applicant to discuss responses on their resume, as long as the questions don't deal with areas protected under state or federal law prohibiting job discrimination including, but not limited to, race, color, sex, national origin, religion, age, disability or genetic information.



THE HIRING PROCESS

TIPS WHEN INTERVIEWING APPLICANTS

- When you review the applications, make sure you prescreen them in a consistent, uniform manner. That allows you to determine which applicants have the experience and qualifications that match the job requirements. You can then interview those applicants who have the qualifications called for in the job description.
- Write down in advance the questions you plan to ask and stick with the script.
- During the interview, describe the job expectations realistically. Don't make promises you may not be able to keep, such as, "As long as you do a good job, you'll get raises every year."
- Treat everyone the same and ask the same questions.
- Take notes during the interview, but make sure they deal only with legal criteria that pertain to the job and the candidate's ability to perform the job. Don't make notes dealing with any of the protected areas (such as race, color, sex, national origin, religion, age, workers' compensation, disability or genetic information) even if the applicant discloses that information.
- If you decide not to hire someone, document why in your notes. Be specific, but make sure it is a legitimate reason and that it is not discriminatory. Here are four examples of generally legitimate reasons:
 1. The applicant can't work the scheduled hours (as long as the reason isn't because of religious reasons that could have been accommodated)
 2. They don't have sufficient qualifications or experience (in a specific area) that is required by the job
 3. They don't have sufficient education (in a specific area) that is required by the job
 4. They displayed a negative attitude or behaved in a confrontational manner during the interview

The bottom line is: if you hire based on job qualifications and document the legally protected reasons why you did not hire that person, you will reduce your risk substantially.

ACCELERATED HIRING

Wall Drug is an iconic South Dakota business that attracts visitors from around the globe. But, like the smallest businesses, they are dealing with a workforce shortage.

The need for employees means employers have to be nimble when it comes to making decisions about applicants.

Sarah Husted, the fourth generation of the family that founded and owns Wall Drug, says it has become imperative to go after people right away when they apply for jobs or even express interest in a job. Applicants likely have several other job opportunities; if you delay making an offer, you may lose your chance.

"You really have to hustle," she acknowledged. "The sooner you can get them through the door and on the job, the better."



EMPLOYMENT LAW ADVICE FROM CHRISTOPHER HOYME

AFER

YOU MAKE THE DECISION TO HIRE

PRE-EMPLOYMENT DRUG TESTS

You can use drug testing as part of your pre-employment process. South Dakota does not have a drug and alcohol testing statute like other states, which makes it easier for South Dakota employers. You can test for illegal drugs prior to making an offer of employment. However, alcohol testing cannot be done until after an offer of employment has been made because alcohol testing is considered a medical examination under the Americans With Disabilities Act. We recommend that employers wait until making a conditional offer of employment prior to conducting either drug or alcohol testing because testing can sometimes lead to an employer discovering medical information. Also, please be aware that at the time this article was written, whether the law legalizing recreational marijuana use will be upheld is uncertain. In any event, applicants who test positive for marijuana because they used it recreationally can be treated under your policy in the same fashion as an applicant who tests positive for another illegal drug such as cocaine. After July

1, 2021, if an applicant tests positive for marijuana and can show that they are legally using marijuana for medical purposes, they must be treated the same as applicants who are using other prescription drugs. In other words, you would need to review it on an individual basis to determine whether use of the drug presents a safety or performance issue.

CONDUCTING BACKGROUND CHECKS

If you have a consumer reporting agency conduct a background check (also known as a consumer report) such as obtaining an applicant's criminal history, you must comply with the Fair Credit Reporting Act. This generally requires providing a disclosure form to the applicant and obtaining the applicant's authorization to obtain the report. If the report you receive, in whole or in part, enters into a decision to withdraw an offer of employment or no longer consider the applicant for employment, you must provide a pre-adverse action notice to the applicant prior to making the decision and give the applicant an opportunity

to dispute the report. If the time period for the applicant to provide information expires and the applicant either provides no information or the information provided is not sufficient to make you continue with your consideration of the applicant for employment, you must provide an adverse action form. The requirements for what must be included in these forms is very specific and technical. Additional information regarding the Fair Credit Reporting Act can be found at: consumer.ftc.gov/articles/0157-background-checks. While this site is directed at employees, it also contains information regarding the notices that must be provided by employers.

FORM W-4

Have each employee complete IRS Form W-4, Employee's Withholding Allowance Certificate, so you can withhold the correct federal income tax from the employee's paychecks. The form and instructions are available at irs.gov/pub/irs-pdf/fw4.pdf.

VERIFY WORK ELIGIBILITY

Complete Form I-9, Employment

workforceTIP

ONBOARDING: MAKE THE FIRST DAY COUNT!

Starting a new job can be intimidating and stressful. How a person is treated on their first day can play a key role in determining whether they decide to hit the road in short order or stay with you for the long haul.

Make that first day easier with a few simple steps:

- Provide an inexpensive welcome gift, such as a mug or water bottle with the company logo, or maybe a little bag with some snacks made in South Dakota.
- Have all their new-hire paperwork ready in a packet, along with their job description, your employee handbook (if applicable), and information about any benefits or perks.
- Review work policies and procedures in a friendly manner; don't lecture them.
- Explain how breaks are handled: are they at specific times? Do employees need to ask or inform someone when taking a break? Can they leave the building? Are they expected to pitch in for purchasing coffee?
- Be specific about dress codes; for one person, "casual" may mean a polo shirt, khakis and loafers. For someone else, it may mean a tank top, shorts and flip flops.
- Mention unwritten "rules" that can help the new person avoid irritating other staff: for example, do some people park in the same spots every day?
- Show them their workspace and provide information needed to access their company email and other accounts (if applicable).
- Provide a tour and introduce them to the rest of the team.
- Consider designating one coworker as a work guide for a few days.
- Make sure they have something specific to work on the first day but ease them into the job; don't expect them to get everything right or to remember everything.
- Check periodically find out how things are going and to see if they have questions.
- Let them know you're glad they're there!

Eligibility Verification for each new employee. This form is used to verify the identity and employment authorization of everyone hired for employment in the United States. Ensure that the employee completes Section 1 of Form I-9 no later than the first day of employment. Review the employee's document(s) and fully complete Section 2 within three business days of the employee's first day of employment. The form and instructions are available at uscis.gov/i-9.

REPORT NEW HIRES TO THE STATE

South Dakota requires employers to report newly hired or re-hired employees to the New Hire Reporting Center no later than 20 days after the date the employer hires the employee or if the employer transmits the report magnetically or electronically, by two monthly transmissions, not less than twelve days nor more than sixteen days apart. Requirements and instructions are available at dhr.sd.gov/ui/new_hire_reporting/default.aspx.

EMPLOYEE BENEFITS

As you’re competing for workers, keep in mind that good benefits can help you attract and keep good employees. A benefits package may not be the most important thing on a person’s mind when they are in the market for a job, but if a person is weighing two offers, benefits may be the component that tips the scale in favor of one employer.

PERCENT OF SOUTH DAKOTA ESTABLISHMENTS OFFERING BENEFITS

	Firms that Employ Full-Time Workers	Firms that Employ Part-Time Workers	All Firms
INSURANCE			
Single Medical Insurance	55%	9%	50%
Family Medical Insurance	48%	8%	43%
Dental Insurance	37%	11%	34%
Vision Insurance	30%	11%	27%
Life Insurance	37%	10%	34%
Short Term Disability	28%	11%	25%
Long Term Disability	27%	10%	24%
RETIREMENT			
Retirement	54%	29%	49%
Defined Contribution Plan	49%	27%	45%
Defined Benefit Plan	9%	4%	8%
Both Plans	8%	3%	7%
LEAVE			
Paid Vacation Leave	64%	16%	58%
Paid Sick Leave	31%	7%	28%
Paid Holiday Leave	65%	20%	59%
Consolidated Leave	20%	9%	18%
OTHER			
Child Care Benefits	2%	2%	2%
Tuition/Education Assistance	14%	7%	12%
Bonuses	33%	15%	31%
Flex Spending Accounts	24%	9%	22%
Shifts	20%	22%	18%
Shift Differential	11%	11%	10%

Source: Labor Market Information Center, South Dakota Department of Labor and Regulation.

LOW- AND NO-COST JOB PERKS

Job perks don't have to be pricey, and they don't always have to work to the benefit of individual staff members. Here's some ideas for no- or low-cost perks:

- Flexible time off and flexible work schedules
- Snap a photo of an employee and post it on social media (with their permission) to applaud them for a job well done
- Shout-outs – at staff meetings, encourage employees to recognize coworkers for doing something well or for going above and beyond
- Set aside the parking spot closest to the door for an employee of the month – or draw names to decide who gets to park there for a week
- Financial planning – invite a financial advisor to talk to your staff about personal finances, debt reduction, and how to save money
- Cross-train – people often want to know more about what their coworkers do, and to have an opportunity to learn a new skill and feel part of a team
- Set up a book exchange – invite employees to bring books and let them borrow each other's books
- Hold meetings or strategy sessions outdoors
- Provide employees with discounts through your vendors or in exchange with other businesses
- If you have a large parking lot, consider hosting an employee rummage sale
- When getting rid of office items such as furniture, appliances or decor, give employees a chance to claim them before donating them or hauling them to the landfill



CREATIVE JOB PERKS

Think beyond traditional benefits to show job applicants why you're the place to work. Ideas that work for other employers:

- Gym membership: pay for part or all of gym memberships; some employers purchase a few pieces of exercise equipment for onsite use only by employees
- Free food: keep snacks on hand, such as South Dakota made meat, cheese, popcorn, candy and other treats
- Volunteer time off: find a project for a local organization or person in need that may interest several members of your team - and provide a few hours of paid time for them to work on it together
- Educational opportunities: give your employees a chance to spend part of a workday participating in an online or live training program to improve their skills or teach them new skills
- Provide scholarships for students who are working for you while also attending school, or provide a small amount of assistance with student loan repayment linked to length of employment
- Pay for flu shots or other health needs
- Provide a paid day off for employee work anniversaries or birthdays, or treat your staff to lunch on those days
- Office parties – catered or potluck
- Provide places for employees to plug in their vehicle battery warmers during the winter

EMPLOYEE MOTIVATION: **ONE SIZE DOESN'T FIT ALL**

Each person has things that make them feel good about themselves and valued at their job, says Workforce Development Program Specialist Heather Nelson of the South Dakota Department of Labor and Regulation.

Simply saying “job well done” can be a real boost for some people. For some, a certificate of appreciation or public recognition might be the ticket. For others, a cash bonus is the highest form of affirmation.

But Heather points out that not everyone is motivated by a pat on the back, and not everyone is money-motivated.

- For some employees, scheduling flexibility is a huge carrot.
- The option to work remotely can be an attractive motivator for some employees.
- Some people shine if you ask them to take the lead on a new product or service, or if you ask them to select and organize a staff project. It demonstrates that you recognize their talent and trust them to get it done.
- Many people want to feel like they're “in”. Taking time to give your staff the inside scoop on some of your plans can make them feel important. Knowing what you're planning also creates buy-in, since they'll understand why they're being asked to do certain tasks.
- While some people prefer predictable structure at work, others enjoy experimenting with work duties beyond what's in their job description or having the opportunity to learn new skills - and that can be a good motivator.

When doing annual reviews or holding employee meetings, Heather advises asking: what are five things that motivate people, and what motivates you personally? Both answers will give you insight into ideas for motivating your team.

The more you are able to identify and personalize rewards, the more your employees will feel appreciated. And in the long run, the business will benefit with a more productive, committed team.

workforce TIP

GETTING ENGAGED - WITH THE JOB

Something as simple as knowing their opinion counts can make a huge difference in how an employee feels about their job. Some ideas for engaging your team:

- Invite an employee to participate in buying decisions
- If you're adding on, painting, putting in new flooring or doing some other renovation or freshen-up project, invite employee input, and maybe even ask them to vote on their favorite choice
- If you set aside money for charitable giving by your business, ask employees to vote on the recipient of the month, quarter or year
- Hold a staff brainstorming session - encourage them to share ideas on improving the business - what would they do to make it look better, function more efficiently, provide more or better service to customers, or to improve internal communications
- Be respectful - don't laugh at, brush off or criticize ideas suggested by employees
- Credit your staff when you implement their ideas

South Dakota's only local vision plan



Over **145 SDRA businesses** signed up!

- **South Dakota's largest provider network!**
98% of South Dakota's vision centers accept Optilegra
- **LASIK surgery right here in South Dakota!**
Vance Thompson Vision (Sioux Falls)
Black Hills Regional Eye (Rapid City)
Wright Vision Center (Rapid City)
- **Huge savings!**
Save hundreds on your eye care bill with the doctor you trust
- **No Cost to the Employer!**
SDRA businesses can choose a Voluntary plan where plan costs can be 100% payroll-deducted from the employee
- **Small groups are welcome!**
SDRA members only need 1 employee to sign up!
- **One of the most popular employee benefits!**
Employees love getting a new pair of glasses or contacts each year
- **Speak with someone right here in South Dakota!**
Based in Sioux Falls, our team all grew up in SD

For more information: 1.800.658.5545 services@sdra.org

RETENTION IS JOB ONE

Once they get an employee on board, retention becomes a focus for Lamont Companies, an Aberdeen-based company with hundreds of employees in hospitality businesses in multiple states.

Nate Kessler, the company's Vice President of Operations, says flexibility and recognition are important tools in keeping solid people.

"Our team is our number one asset; without them we have nothing."

As much as their industry allows, the company offers some flexibility in scheduling with management when time allows.

"We try to find ways to work around our management's schedule, so they feel like they are in control instead of feeling like the business is in control," Kessler notes.

In this day and age, he points out, people don't necessarily have to be planted in an office every day to get the job done. So, when and if the job allows, employees in the corporate office work remotely when needed.

Recently, the company made it part of their protocol to recognize work anniversaries, including providing additional recognition for milestone anniversaries. They report having had some good success with that program.

Kessler says recognition is everything, and that includes recognizing employees as individuals.

"It's important to get to know the members of your team and to recognize things about them not just on-the-job, but the things that are important to them outside of their professional life."

10 TIPS FOR RETAINING GOOD EMPLOYEES

- **HIRE THE RIGHT PEOPLE.** Instead of just looking at a person's work experience, consider their personality, their potential, and how they'll fit with your team.
- **SET REALISTIC EXPECTATIONS.** If your job description isn't accurate, or if you require a degree or experience that really isn't needed, you're setting up an employee for disappointment.
- **FLEXIBILITY IS THE NAME OF THE GAME.** People want more flexibility in their schedule. A working parent might prefer to start work at 8:15 instead of 8:00, or to be able to leave when school gets out to pick up their kids from school. Whenever possible, let your employees tell you what works for them.
- **KEEP YOUR PROMISES.** If you hire someone and tell them they will receive raises at the 30-day mark, 60-day mark and 90-day mark, make sure you follow through. Trust us, they'll notice if you don't.
- **OFFER OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT.** Whether it's attending a seminar, an in-person class, online training, bringing someone in to share ideas or other programs, people appreciate the chance to improve themselves and their skills.
- **ENCOURAGE COLLABORATION.** Harvard Business Review notes that teams do better when the people at the top demonstrate collaborative behavior and create a culture "in which employees experience interactions with leaders and colleagues as something valuable."
- **MAKE IT OKAY TO FAIL.** *CRM.org* advises, "If you want to retain highly creative, talented people, take risks and make sure employees do not fear the consequences of a negative result."
- **ENCOURAGE COMMUNITY INVOLVEMENT.** Don't gripe if young employees can't work because they have a basketball game or a concert or other local activities. They're building a network and they're active in the community.
- **PROMOTE FROM WITHIN.** Before posting a job, consider whether someone on-staff has the skills or the interest and ability to learn the skills in order to fill that job. It may be easier to fill the position they're currently in than the one you're promoting them to.
- **AND REMEMBER: THE PERFECT EMPLOYEE DOESN'T EXIST.** A great employee might leave a job just because they're not good at one thing they do, or they dislike part of the job. Can someone else take on that responsibility? Or can a part-time person do a task that must be completed regularly but that other employees don't have time to do or don't like to do? Consider whether job duties could be moved around to match employee skills, talents, and interests; fit the person and their skills to the task rather than to a job title.

PROFESSIONAL DEVELOPMENT **STRENGTHEN** YOUR WORKFORCE

TOURISM INDUSTRY HOSPITALITY TRAINING

The free Online Hospitality Training is available to any travel and tourism industry partners for assistance with training their staff. This training is primarily meant for front-line employees and provides the basic skills needed to be successful in welcoming our guests to South Dakota.

BRING YOUR 'A' GAME TO WORK - SOFT SKILLS TRAINING

The seven soft skill behaviors determined to be the most important are addressed in the Bring your 'A' Game to Work training: Attendance, Appearance, Attitude, Ambition, Accountability, Acceptance and Appreciation.

Bring Your 'A' Game is a practical approach for distance learning with numerous features that participants will benefit from:

- Ten interactive eLearning modules – each designed to be completed in 20 minutes
- Participant-centered design to engage the learner
- Interactive worksheets that build on the learning and can be printed or used electronically
- Built-in knowledge checks that validate the understanding of each workplace skill

The curriculum is designed for participants to discover these skills through activities and group participation. The curriculum has four different workshop options; up to 2-hour sessions, 4-hour sessions, or an 8-hour session including versions for youth and adults, and a virtual option.

SERVSAFE® TRAINING

The ServSafe® training program will instruct employees in food-borne illnesses and their prevention. It will also equip them to properly train others in food safety. The State of South Dakota requires food service establishments to have at least one person on staff who has their approved certification.

SERVSUCCESS: TRAINING AND CERTIFICATION FOR RESTAURANT PROFESSIONALS

The hardest working people are working for you right now! Help them grow and succeed in your business by accessing the new training and credential opportunities from the National Restaurant Association.

Individuals can receive the following credentials:

- Certified Restaurant Professional: Designed for emerging restaurant professionals who have begun mastering skills critical to the industry.
- Certified Restaurant Supervisor: Designed for restaurant supervisors who are learning to lead and coach fellow employees.
- Certified Restaurant Manager: Designed for restaurant managers responsible for driving the business of the operation.

MORE INFORMATION AT SDRA.ORG/TRAINING-AND-CREDENTIALS

SOUTH DAKOTA AVERAGE WORK COMP LOSS COSTS DECREASING FOR 10TH CONSECUTIVE YEAR

By United Fire Group, SDRA's endorsed provider of business insurance including workers' compensations insurance.

The South Dakota Division of Insurance approved a 0.9% reduction in the South Dakota workers' compensation loss costs effective July 1, 2021. This is the 10th consecutive year that the average workers' compensation loss costs have decreased in South Dakota and totals a 52.6% average decrease over that same period of time. What does this mean for your workers' compensation insurance premium and you as a business owner?

The key point here is that this is an average decrease across nearly 600 classifications. Individual classification loss cost changes can vary by as much as 15%. That means that the rate for your specific business could increase 14.1% or decrease 15.9%. Therefore, depending on the loss cost for your specific business you may actually have a rate increase despite the average 0.9% decrease. For example, effective July 1st, the average decrease is 0.9% and the 8006 classification for Convenience Stores will increase 4%.

These loss costs are calculated by a company named National Council of Compensation Insurance or NCCI. Their actuaries calculate these loss costs using a complicated formula that takes into consideration the number of claims (frequency) and the cost of those claims (severity), among many other factors. NCCI says that claims frequency and severity continue to decrease due to automation and because employers and employees are being proactive regarding workplace safety.




So how can you help keep your rates low? I could write a lengthy article on that topic alone, but the short answer is to build a culture of safety in your business. It begins with training and educating your employees on best practices for maintaining a safe work environment. You could begin by using the safety article published in the SDRA Retail Prophet

newsletter. Provide the article to your employees and have a short discussion about that particular topic. Congratulations! You have now taken the first step to conduct a company safety meeting.

And remember, SDRA members receive a 5% Association Credit off of their premium with United Fire Group, the endorsed carrier of the SDRA Enhanced Business Insurance Program.

For more information regarding the SDRA Enhanced Business Insurance Program, contact the SDRA office or Insurance Benefits, Inc. at info@insurancebenefits-inc.com.

Specific WC Class Codes					
Classification	2021	2020	2019	2018	2017
Dine In Restaurants 9082	0%	-10%	-10%	-6%	-7%
Fast Food Restaurants - 9083	-2%	-6%	-5%	-13%	-9%
Hotels - 9052	-2%	-11%	-14%	-5%	-2%
Hotel/Restaurant - 9058	+4%	-8%	-2%	-1%	+3%
Retail - 8017	-3%	-8%	-12%	-8%	-3%
Clerical - 8810	0%	-17%	-14%	-13%	0%
Sales - 8742	+4%	-18%	0%	+7%	0%
Clothing Store - 8008	0%	-8%	-6%	-12%	-7%
C-Store - 8006	+4%	-10%	-9%	-8%	-10%
Grocery Store - 8033	+1%	+1%	-3%	-4%	-2%

Brad Wilson, CIC, AIC, SDWCS

Kim Curry, President, CSR

Gary Drewes, Marketing Rep

WHAT MATTERS:
*Insurance that
fits my business.*



If insurance designed specifically for retailers is important to you, consider UFG. As the endorsed insurance carrier for SDRA members, you'll enjoy:

- Customizable coverages, including workers compensation.
- Preferred pricing.
- The opportunity to earn a safety group dividend.

To learn more, speak to an independent agent in your area. Find one at ufginsurance.com.

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welcome

NEW MEMBERS

ABERDEEN

Burdette Electric Inc
Burdette Security-Technologies
Court Street Lighting

ARLINGTON

Bunker Auto Inc
Handi Mart

BONESTEEL

Cahoy's - Mighty Mo Coffee Co

BRANDT

Hidewood Meats

BROOKINGS

Automotive Service Center
Midwest Fresh Catering
Pasque

BRUCE

Jay Street Pub

BRYANT

Express Embroidery and Screen Printing

CASTLEWOOD

Tables Steakhouse

CHAMBERLAIN

Bad River Enterprises LLC
Berry + Basil
Silver Dollar Bar
The Smoking Mule LLC

CHESTER

605 Meats
Old Farm House Cafe

CUSTER

Beaver Lake RV Campground
Wild Spruce Market

DE SMET

Mercantile & Coffeehouse
Fields Fish & Game
Grumpys Grill & Pub
Klinkel's III Bar & Grill

DEADWOOD

Deadwood Gulch Gaming Resort
Four Points by Sheraton
West River Whiskey Co

ELK POINT

Elk Point Ace Hardware
Jones Food Center - Elk Point

ETHAN

Ethan Co-Op Lumber
Farm Life Creamery

FAULKTON

Bermac Inc

FLANDREAU

Flandreau Meat Locker

FREEMAN

JH Diesel and Ag Repair LLC
Mimi's Diner

HARTFORD

Hartford Ace Hardware

HILL CITY

Desperados
Jewel of the West
The Homestead at Prairie Berry Winery
Things That Rock

KEYSTONE

BA Coffee & Cafe
Iron Creek Leather & Gifts

LEMMON

AgPro Machinery Sales & Service
Wild Oats

MADISON

Breske Crop Insurance
Madison Ace Hardware

MARTIN

Buche's Hardware and Lumber

MENNO

Go Crazy Boutique

MILBANK

Breske Crop Insurance Milbank

MITCHELL

Baker Bros Electric
Kongo Club

MOBRIDGE

Boho Bean

OACOMA

Buche Foods

PARKER

Jones Food Center - Parker

Parker Ace Hardware

PARKSTON

Explorers Credit Union - Parkston

Pape Automotive

PIERRE

Pierre Sports Center

PRESHO

Lyman County Herald

RAPID CITY

Armament Consulting and Training

Dixon Coffee Company

Incentive Consulting LLC

Mostly Chocolates

Rushmore Candy Company

Tobacco Warehouse of Rapid City

Wall Meats Rapid

SIOUX FALLS

Flyboy Donuts

Jacob Cox - Wedding Officiant

Known Counseling Services

NuAge Builders

Roundhouse Brew Pub

Scooter's Coffee

SISSETON

Buche Foods

Tacos El Bajio Mexican Food

SPEARFISH

Uncle Louie's Diner

SPRINGFIELD

Explorers Credit Union - Springfield

TEA

Explorers Credit Union - Tea

Tea Chamber for Development

ZOOKS Coffee Bar

TRIPP

Neighborhood Veterinary Care

VERMILLION

Vermillion Ace Hardware

VOLGA

Valley Restaurant & Catering

WALL

Red Rock Restaurant & Lounge

Wall Meat Processing

WANBLEE

Gus Stop Wanblee

WATERTOWN

My Place - Watertown

Quality Inn & Suites

WEBSTER

Breske Crop Insurance Webster

WHITE

Lefty's Sports Pub

WINNER

Sparkle Cleaning Co LLC

WOONSOCKET

KO's Pro Service

YANKTON

Chaparro's Tacos

Explorers Credit Union

Scott Luke's Sculpture

Studio Gallery & Gifts

Somsen Agency

Stewart Carpet Center

Vape God

GET TO KNOW YOUR REGIONAL REPS!



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KELLEY VANLITH

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KVANLITH@SDRA.ORG

swapshop

FOR SALE: BOOMDOCKS BAR & GRILL AND C- STORE

Turn-key business for sale! Family owned, original builder in 2000. Location nine miles west of Martin, SD on Hwy 18, Allen Road Jct. For more information call Kenny or Konnie Boomer at (605) 685-8044 or (605) 441-6451.

KITCHEN EQUIPMENT FOR SALE: BROASTER

Electric broaster, model 1800 in great working condition with a newer control panel. Located in central South Dakota. Contact the Springs Inn Café at (605) 539-9909 and ask for Jon.

FOR SALE: A POPULAR AND PROSPEROUS ANTIQUE MERCANTILE MALL

An opportunity to purchase a fully restored 1898 general store with original cabinets, wood floors, and tin ceiling with 3200 square feet and full basement. Business located on highways 14 and 18. The building comes with a food service license for a coffee shop or other establishment and loyal dealers. Owner retiring, call (605) 695-6967 for more information.

THRIVING TURN-KEY HARDWARE BUSINESS FOR SALE

Owners retiring; located in Northeastern South Dakota- Redfield. Large lot along a major highway. Greenhouse attached. Newly constructed warehouse storage also attached. Great opportunity to live and work in a small community with a newly constructed school. Call Linda or Carinna at (605) 472-2550.

SWAP SHOP LISTINGS FREE FOR SDRA MEMBERS

To receive a free Swap Shop listing in the newsletter, the business must be a current SDRA member. For nonmembers, there is a fee of \$40 per listing and a 60 word limit. Listings are subject to editing by SDRA.

To place a listing in Swap Shop, e-mail smortenson@sdra.org, call (605) 224-5050, or fax (605) 224-2059 Attn: Shuree.

WHAT YOU CAN LIST IN SWAP SHOP Items which may be listed for sale include retail businesses that are members of SDRA, used retail fixtures and used retail equipment.



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R SOUTH DAKOTA RETAILERS
HOSPITALITY • RETAIL • TRADES

Municipal Tax Due for Returns Filed in April 2021 and 2020

Selected cities in South Dakota

CITY	2021	2020	%	2021 YTD	2020 YTD	%	CITY	2021	2020	%	2021 YTD	2020 YTD	%
Aberdeen	1,945,699.95	1,864,564.63	4.35	7,102,357.92	6,611,063.38	7.43	Hosmer	4,979.76	10,791.38	-53.85	16,634.79	25,362.43	-34.41
Alcester	20,158.54	16,818.56	19.86	80,076.06	67,301.45	18.98	Hot Springs	148,374.52	135,480.35	9.52	560,145.02	517,403.74	8.26
Alexandria	12,676.79	11,530.50	9.94	51,302.62	48,368.68	6.07	Hoven	18,274.40	16,791.52	8.83	72,448.39	65,311.22	10.93
Alpena	14,895.27	15,180.75	-1.88	68,142.34	85,903.51	-20.68	Howard	35,836.88	31,771.74	12.79	134,719.10	125,173.91	7.63
Arlington	59,325.57	42,037.29	41.13	204,705.87	284,080.33	-27.94	Hudson	14,222.16	11,194.98	27.04	57,576.28	48,818.13	17.94
Armour	33,073.98	23,881.31	38.49	111,764.63	98,829.06	13.09	Humboldt	21,971.05	18,030.37	21.86	92,495.60	72,765.21	27.12
Avon	17,720.36	15,758.36	12.45	42,859.79	84,367.07	-49.20	Hurler	19,286.49	6,681.50	188.66	40,040.40	25,119.42	59.40
Baltic	23,275.90	21,399.33	8.77	85,635.97	79,221.74	8.10	Huron	678,999.01	593,760.11	14.36	2,536,173.05	2,381,374.03	6.50
Belle Fourche	305,768.39	251,333.59	21.66	1,078,546.19	952,914.93	13.18	Ipswich	46,924.16	37,164.58	26.26	212,721.49	141,037.38	50.83
Beresford	94,903.81	83,341.56	13.87	417,555.64	343,385.52	21.60	Irene	10,857.00	7,238.24	50.00	41,078.83	32,314.43	27.12
Biq Stone City	30,861.05	26,408.95	16.86	104,305.24	110,256.51	-5.40	Iroquois	3,439.67	2,981.92	15.35	12,980.70	17,697.37	-26.65
Bison	15,072.34	14,979.83	0.62	62,633.27	63,482.18	-1.34	Isabel	8,272.55	5,436.06	52.18	33,078.52	24,898.90	32.85
Blunt	5,031.88	4,342.98	15.86	17,903.43	15,996.32	11.92	Jefferson	20,242.45	14,158.80	42.97	58,480.56	51,129.15	14.38
Bonesteel	7,693.99	6,849.81	12.32	29,831.48	25,917.36	15.10	Kadoka	30,259.78	24,564.54	23.18	108,917.37	98,895.97	10.13
Bowdle	12,283.91	14,052.20	-12.58	60,899.75	47,640.18	27.83	Kennebec	12,386.52	10,825.23	14.42	35,163.47	43,805.63	-19.73
Box Elder	262,647.39	186,193.00	41.06	919,810.48	751,874.68	22.34	Keystone	29,948.71	14,929.73	100.60	63,069.99	54,264.39	16.23
Brandon	358,276.67	275,499.14	30.05	1,298,130.07	1,163,932.41	11.53	Kimball	37,324.61	38,883.87	-4.01	142,800.85	152,136.30	-6.14
Bridgewater	9,519.83	8,889.81	7.09	34,534.58	32,566.33	6.04	Lake Andes	23,261.21	18,585.34	25.16	86,122.13	67,828.08	26.97
Bristol	6,094.42	5,943.45	2.54	26,468.54	21,959.34	20.53	Lake Norden	89,487.44	79,258.34	12.91	296,691.40	259,859.90	14.17
Britton	64,658.00	67,401.36	-4.07	261,170.56	277,277.26	-5.81	Lake Preston	14,336.32	15,402.94	-6.92	58,393.58	66,443.94	-12.12
Brookings	1,360,121.32	1,198,049.68	13.53	5,147,522.92	4,981,616.95	3.33	Lead	212,822.98	90,087.37	136.24	592,487.58	402,362.93	47.25
Bryant	17,777.88	16,585.47	7.19	89,803.47	71,737.66	25.18	Lemmon	59,417.87	55,421.47	7.21	233,875.61	216,848.65	7.85
Buffalo	15,330.86	12,971.53	18.19	58,707.98	64,267.61	-8.65	Lennox	72,801.15	56,908.96	27.93	246,875.64	230,929.40	6.91
Burke	34,228.54	38,408.25	-10.88	120,851.95	130,228.26	-7.20	Leola	8,409.13	11,732.31	-28.33	35,896.01	43,748.35	-17.95
Canistota	37,823.70	21,499.21	75.93	102,575.18	73,492.52	39.57	Madison	319,443.20	288,850.33	10.59	1,199,677.94	1,149,666.67	4.35
Canton	108,327.54	95,139.51	13.86	395,049.34	370,651.93	6.58	Marion	28,432.26	23,003.28	23.60	103,449.45	84,541.38	22.37
Castlewood	14,397.87	11,896.63	21.02	55,278.04	49,550.21	11.56	Martin	61,677.68	50,976.67	21.56	222,424.40	178,505.82	24.60
Centerville	21,749.47	16,095.49	35.13	74,221.99	64,144.10	15.71	McIntosh	3,131.27	4,460.98	-29.81	17,153.96	14,123.25	21.46
Central City	8,088.93	4,859.63	66.45	29,292.90	23,064.89	27.00	McLaughlin	23,835.46	18,761.32	27.05	81,512.27	87,920.68	-7.29
Chamberlain	145,910.61	120,911.00	20.68	524,275.49	458,729.39	14.29	Menno	24,657.01	18,398.21	34.02	96,279.44	75,272.63	27.91
Chancellor	20,051.20	9,558.18	109.78	48,531.61	30,975.06	56.68	Midland	6,427.33	5,314.09	20.95	33,207.24	21,964.50	51.19
Clark	43,720.26	42,090.40	3.87	187,092.99	156,942.25	19.21	Milbank	249,734.14	220,409.27	13.30	954,859.61	1,100,099.84	-13.20
Clear Lake	53,338.09	51,285.89	4.00	224,624.50	219,577.09	2.30	Miller	76,129.85	68,476.90	11.18	284,386.56	271,060.49	4.92
Colman	21,464.69	18,365.93	16.87	84,646.41	68,129.88	24.24	Mission	52,708.48	48,211.19	9.33	184,539.47	178,656.09	3.29
Colome	7,362.77	6,612.96	11.34	28,103.27	27,492.18	2.22	Mitchell	1,119,103.49	927,015.87	20.72	4,038,770.80	3,841,251.78	5.14
Colton	15,876.56	15,298.10	3.78	58,337.33	54,892.80	6.28	Mobridge	168,929.28	145,775.83	15.88	617,257.93	557,580.03	10.70
Corsica	25,510.95	25,820.87	-1.20	104,345.55	110,472.08	-5.55	Montrose	6,892.95	6,481.83	34.11	31,681.49	28,007.40	13.12
Crooks	21,630.71	21,672.25	-0.19	85,359.85	75,512.01	13.04	Mount Vernon	10,704.36	7,032.70	52.21	39,095.48	29,515.66	32.46
Custer	123,793.48	107,538.76	15.12	445,532.94	404,453.38	10.16	Murdo	38,647.80	32,966.85	17.23	143,274.24	125,189.38	14.45
De Smet	49,624.68	46,960.56	5.67	203,033.62	201,644.49	0.69	New Underwood	11,549.89	10,365.84	11.42	45,563.62	42,589.50	6.98
Deadwood	361,847.69	177,924.78	103.37	1,170,195.64	895,804.22	30.63	Newell	24,050.63	19,329.42	24.42	88,079.43	72,466.45	21.55
Dell Rapids	111,903.83	113,444.04	-1.36	443,476.22	413,421.90	7.27	North Sioux City	314,721.99	247,399.91	27.21	1,379,984.51	1,026,365.30	34.45
Doland	4,709.71	5,076.99	-7.23	18,118.62	21,129.88	-14.25	Oacoma	39,118.48	27,987.73	39.77	135,436.13	122,310.47	10.73
Dupree	6,613.56	4,832.08	36.87	25,736.46	19,824.72	29.82	Onida	21,983.50	24,332.59	-9.65	85,128.87	85,241.68	-0.13
Eagle Butte	62,641.63	50,720.64	23.50	228,935.45	190,129.60	20.41	Parker	36,653.82	34,414.01	6.51	147,096.56	131,258.41	12.07
Edgemont	31,290.81	19,299.87	62.13	101,394.76	89,796.92	12.92	Parkston	66,774.50	59,335.76	12.54	236,426.82	243,036.47	-2.72
Elk Point	65,843.94	62,766.71	4.90	250,597.58	234,680.96	6.78	Philip	54,105.54	42,959.78	25.94	216,294.66	153,436.15	40.97
Elkton	25,162.38	18,205.40	38.21	96,348.28	76,788.49	25.47	Pickstown	8,299.44	5,078.12	63.44	24,673.42	18,713.60	31.85
Emery	12,599.24	12,570.90	0.23	55,762.92	66,038.82	-15.56	Piedmont	28,826.84	22,265.13	29.47	101,996.71	84,943.57	20.08
Estelline	18,764.09	13,798.61	35.99	79,827.70	61,482.23	29.84	Pierre	849,467.39	698,345.01	21.64	3,189,384.26	2,816,022.73	13.26
Ethan	5,882.60	6,030.93	-2.46	19,587.12	24,344.24	-19.54	Plankinton	20,520.60	20,768.41	-1.19	89,336.27	78,663.76	13.57
Eureka	30,641.45	51,053.36	-39.98	110,364.15	127,755.29	-13.61	Platte	70,728.16	62,946.77	12.36	303,478.94	252,308.86	20.28
Faith	24,251.62	22,248.77	9.00	94,124.00	79,573.70	18.29	Pollock	8,916.31	-877.03	-1.16	40,575.62	37,975.85	6.85
Faulkton	28,778.93	30,780.52	-6.50	114,225.18	131,794.17	-13.33	Presho	14,413.22	16,944.40	-14.94	64,198.58	74,200.35	-13.48
Flandreau	75,044.74	75,554.24	-0.67	277,966.24	261,988.46	6.10	Rapid City	6,483,183.00	4,947,008.60	31.05	23,166,130.22	20,350,032.93	13.84
Florence	4,438.86	4,583.42	-3.15	19,349.99	71,563.28	-72.96	Redfield	95,265.40	80,510.84	18.33	337,564.26	318,348.03	6.04
Fort Pierre	126,510.39	99,012.88	27.77	468,368.00	431,445.60	8.56	Reliance	4,454.06	3,485.90	27.77	17,348.53	17,240.03	0.63
Freeman	58,979.90	54,297.19	8.62	212,287.32	213,929.75	-0.77	Roscoe	11,094.94	12,204.73	-9.09	43,696.58	41,953.81	4.15
Garretson	54,981.43	49,846.62	10.30	165,973.76	161,791.05	2.59	Rosholt	12,143.54	10,655.68	13.96	64,782.13	59,728.47	8.46
Gay	5,008.63	4,436.89	12.89	21,607.01	19,185.29	12.62	Roslyn	5,855.76	6,349.44	-7.78	26,008.46	25,730.07	1.08
Gayville	7,742.13	6,977.36	10.96	23,961.33	30,902.71	-22.46	Saint Lawrence	5,559.27	3,133.71	77.40	17,276.86	15,529.70	11.25
Geddes	9,583.10	4,498.70	113.02	27,587.75	21,109.55	30.69	Salem	62,427.17	50,490.06	23.64	196,213.07	180,078.67	8.96
Gettysburg	46,662.48	49,424.64	-5.59	187,027.60	186,631.55	0.21	Scotland	44,896.83	30,351.47	47.92	129,749.37	117,581.75	10.35
Greer	67,499.25	61,526.45	9.71	265,224.98	234,910.39	12.90	Selby	28,640.57	17,812.85	60.79	93,006.57	86,955.95	6.96
Groton	58,265.99	45,789.80	27.25	220,732.45	179,681.75	22.85	Sioux Falls	14,061,131.76	11,572,810.53	21.50	52,244,061.27	48,039,510.55	8.75
Harrisburg	231,966.46	160,293.65	44.71	753,859.12	560,259.93	34.56	Sisseton	127,374.66	103,732.43	22.79	468,712.58	416,542.04	12.52
Harrod	3,949.54	2,966.87	33.12	25,748.24	14,522.15	77.30	Spearfish	895,208.68	704,846.61	27.01	3,244,325.69	2,887,750.34	12.35
Hartford	102,139.98	89,191.97	14.52	387,869.18	322,906.79	20.12	Springsfield	25,473.89	20,027.84	27.19	81,698.44	72,033.46	13.42
Havti	7,730.39	12,130.61	-36.27	37,709.50	49,561.22	-23.91	Stickney	11,354.07	10,459.47	8.55	40,560.70	38,347.79	5.77
Hecla	4,101.98	3,042.89	34.81	15,740.98	14,457.84	8.88	Sturais	346,448.98	292,773.28	18.33	1,182,386.37	1,034,609.96	14.28</

Municipal Tax Due for Returns Filed in April 2021 and 2020

(continued)

Selected cities in South Dakota

CITY	2021	2020	%	2021 YTD	2020 YTD	%	CITY	2021	2020	%	2021 YTD	2020 YTD	%
Timber Lake	28,139.71	15,659.00	79.70	88,908.99	67,829.46	31.08							
Toronto	12,326.26	7,699.42	60.09	45,698.14	39,456.88	15.82							
Tripp	12,467.51	10,128.35	23.10	41,572.08	43,072.17	-3.48							
Tulare	7,111.02	6,659.83	6.77	28,093.47	38,053.17	-26.17							
Tyndall	35,404.01	32,632.72	8.49	126,793.98	127,060.31	-0.21							
Valley Sprinas	13,772.27	11,843.19	16.29	53,324.47	52,205.43	2.14							
Veblen	6,412.37	7,008.47	-8.51	25,207.44	28,729.44	-12.26							
Vermillion	452,628.41	358,960.40	26.09	1,596,785.97	1,447,491.63	10.31							
Viborg	27,426.05	26,014.99	5.42	104,901.91	106,098.15	-1.13							
Volga	55,274.99	43,194.21	27.97	209,879.86	189,174.03	10.95							
Wagner	80,226.23	70,576.73	13.67	285,403.86	261,568.74	9.11							
Wakonda	20,382.84	10,282.68	98.22	47,674.89	37,252.34	27.98							
Wall	90,810.95	80,784.85	12.41	337,408.40	335,640.12	0.53							
Warner	6,410.28	5,647.70	13.50	26,182.28	26,709.99	-1.98							
Watertown	1,624,895.65	1,338,632.09	21.38	5,964,828.68	5,351,767.13	11.46							
Waubay	16,756.62	12,853.43	30.37	65,239.14	53,756.18	21.36							
Webster	95,867.78	86,148.51	11.28	350,806.17	337,220.46	4.03							
Wessington	7,363.73	6,792.21	8.41	26,977.55	27,247.79	-0.99							
Wessington Sprinas	30,872.52	27,919.86	10.58	120,296.03	131,152.07	-8.28							
White	5,827.57	1,728.24	237.20	29,011.99	36,981.42	-21.55							
White Lake	7,986.21	7,338.11	8.83	37,441.84	37,357.26	0.23							
White River	15,846.54	13,711.16	15.57	57,823.04	52,938.35	9.23							
Whitewood	29,151.12	25,197.68	15.69	103,246.26	95,247.13	8.40							
Willow Lake	7,267.94	5,672.05	28.14	30,937.18	29,239.95	5.80							
Wilmot	24,706.04	12,404.40	99.17	64,070.72	57,400.69	11.62							
Winner	169,668.99	145,544.41	16.58	634,570.56	591,360.12	7.31							
Wolsev	21,422.14	8,571.99	149.91	58,859.90	41,316.97	42.46							
Woonsocket	24,451.29	18,037.77	35.56	82,806.82	72,460.26	14.28							
Worthing	13,837.96	10,951.90	26.35	49,173.36	47,328.98	3.90							
Yankton	1,017,049.77	863,674.37	17.76	3,706,989.04	3,459,091.73	7.17							

Municipal Tax Due for Returns Filed in May 2021 and 2020

Selected cities in South Dakota

CITY	2021	2020	%	2021 YTD	2020 YTD	%	CITY	2021	2020	%	2021 YTD	2020 YTD	%
Aberdeen	1,846,828.36	1,807,892.62	2.15	8,949,186.28	8,418,956.00	6.30	Hosmer	8,370.24	4,672.72	79.13	25,005.03	30,035.15	-16.75
Alcester	34,560.13	15,637.59	121.01	114,636.19	82,939.04	38.22	Hot Springs	155,244.06	134,281.46	15.61	715,389.08	651,685.20	9.78
Alexandria	14,100.65	9,510.17	48.27	65,403.27	57,878.85	13.00	Hoven	22,436.25	15,394.91	45.74	94,884.64	80,706.13	17.57
Alpena	17,507.38	25,742.25	-31.99	85,649.72	111,645.76	-23.28	Howard	36,255.29	29,644.09	22.30	170,974.39	154,818.00	10.44
Arlington	58,689.59	47,752.26	22.90	263,395.46	331,832.59	-20.62	Hudson	14,563.36	11,930.07	22.07	72,139.64	60,748.20	18.75
Armour	24,459.80	24,728.81	-1.09	136,224.43	123,557.87	10.25	Humboldt	21,652.89	23,011.33	-5.90	114,148.49	95,776.54	19.18
Avon	13,838.58	15,128.69	-8.53	56,698.37	99,495.76	-43.01	Hurlev	8,670.96	6,555.44	32.27	48,711.36	31,674.86	53.79
Baltic	24,580.72	19,041.06	29.09	110,216.69	98,262.80	12.17	Huron	682,237.28	545,848.40	24.99	3,218,410.33	2,927,222.43	9.95
Belle Fourche	285,026.78	242,969.32	17.31	1,363,572.97	1,195,884.25	14.02	Ipswich	53,775.94	38,062.55	41.28	266,497.43	179,099.93	48.80
Beresford	99,681.76	98,148.31	1.56	517,237.40	441,533.83	17.15	Irene	9,217.49	12,641.44	-27.09	50,296.32	44,955.87	11.88
Biq Stone City	31,618.38	22,061.81	43.32	135,923.62	132,318.32	2.72	Iroquois	2,898.80	2,557.07	13.36	15,879.50	20,254.44	-21.60
Bison	18,917.88	13,425.52	40.91	81,551.15	76,907.70	6.04	Isabel	7,835.76	6,347.99	23.44	40,914.28	31,246.89	30.94
Blunt	4,927.94	3,396.01	45.11	22,831.37	19,392.33	17.73	Jefferson	17,632.32	12,592.81	40.02	76,112.88	63,721.96	19.45
Bonesteel	8,818.90	6,954.61	26.81	38,650.38	32,871.97	17.58	Kadoka	30,159.75	26,658.42	13.13	139,077.12	125,554.39	10.77
Bowdle	18,815.25	10,821.19	73.87	79,715.00	58,461.37	36.35	Kennebec	11,945.23	10,879.50	9.80	47,108.70	54,685.13	-13.85
Box Elder	256,631.00	191,502.03	34.01	1,176,441.48	943,376.71	24.71	Keystone	40,079.88	15,007.78	167.06	103,149.87	69,272.17	48.91
Brandon	353,763.73	303,904.35	16.41	1,651,893.80	1,467,836.76	12.54	Kimball	21,262.83	45,447.85	-53.21	164,063.68	197,584.15	-16.97
Bridgewater	8,557.37	5,884.71	45.42	43,091.95	38,451.04	12.07	Lake Andes	22,987.74	17,400.52	32.11	109,109.87	85,228.60	28.02
Bristol	4,853.02	5,332.58	-8.99	31,321.56	27,291.92	14.76	Lake Norden	63,723.10	52,762.82	20.77	360,414.50	312,622.72	15.29
Britton	62,866.97	55,824.10	12.62	324,037.53	333,101.36	-2.72	Lake Preston	14,956.85	13,297.43	12.48	73,350.43	79,741.37	-8.01
Brookings	1,283,616.19	1,115,420.15	15.08	6,431,139.11	6,097,037.10	5.48	Lead	107,958.06	110,572.25	-2.36	700,445.64	512,935.18	36.56
Bryant	21,817.54	22,413.74	-2.66	111,621.01	94,151.40	18.55	Lemmon	62,765.50	53,507.80	17.30	296,641.11	270,356.45	9.72
Buffalo	16,552.23	13,283.79	24.60	75,260.21	77,551.40	-2.95	Lennox	63,899.09	57,250.38	11.61	310,774.73	288,179.78	7.84
Burke	33,048.72	34,375.17	-3.86	153,900.67	164,603.43	-6.50	Leola	8,038.15	5,812.22	38.30	43,934.16	49,560.57	-11.35
Canistota	30,537.58	19,130.96	59.62	133,112.76	92,623.48	43.71	Madison	332,281.10	282,675.73	17.55	1,531,959.04	1,432,342.40	6.95
Canton	126,796.62	99,208.69	27.81	521,845.96	469,860.62	11.06	Marion	28,504.50	23,442.93	21.59	131,953.95	107,984.31	22.20
Castlewood	13,042.85	12,455.30	4.72	68,320.89	62,005.51	10.19	Martin	64,050.06	51,695.16	23.90	286,474.46	230,200.98	24.45
Centerville	22,194.11	18,131.39	22.41	96,416.10	82,275.49	17.19	McIntosh	5,435.85	2,041.73	166.24	22,589.81	16,164.98	39.75
Central City	7,661.76	5,899.59	29.87	36,954.66	28,964.48	27.59	McLaughlin	18,534.51	31,368.97	-40.91	100,046.78	119,289.65	-16.13
Chamberlain	155,967.86	118,828.98	31.25	680,243.35	577,558.37	17.78	Menno	22,133.96	20,212.17	9.51	118,413.40	95,484.80	24.01
Chancellor	11,602.16	6,429.93	80.44	60,133.77	37,404.99	60.76	Midland	7,850.38	6,535.85	20.11	41,057.62	28,500.35	44.06
Clark	47,120.83	39,827.12	18.31	234,213.82	196,769.37	19.03	Millbank	229,087.26	220,098.08	4.08	1,183,946.87	1,320,197.92	-10.32

Municipal Tax Due for Returns Filed in May 2021 and 2020

Selected cities in South Dakota

CITY	2021	2020	%	2021 YTD	2020 YTD	%	CITY	2021	2020	%	2021 YTD	2020 YTD	%
Clear Lake	49,780.70	38,526.44	29.21	274,405.20	258,103.53	6.32	Miller	81,194.48	72,597.96	11.84	365,581.04	343,658.45	6.38
Colman	18,205.04	18,730.78	-2.81	102,851.45	86,860.66	18.41	Mission	46,465.36	48,863.42	-4.91	231,004.83	227,519.51	1.53
Colome	6,126.87	6,424.43	-4.63	34,230.14	33,916.61	0.92	Mitchell	1,069,530.47	877,727.17	21.85	5,108,301.27	4,718,978.95	8.25
Colton	14,418.07	15,704.09	-8.19	72,755.40	70,596.89	3.06	Mobridge	159,182.64	152,308.11	4.51	776,440.57	709,888.14	9.38
Corsica	27,168.09	41,306.03	-34.23	131,513.64	151,778.11	-13.35	Montrose	8,157.75	5,381.31	51.59	39,839.24	33,388.71	19.32
Crooks	22,318.79	20,149.59	10.77	107,678.64	95,661.60	12.56	Mount Vernon	8,608.63	6,720.64	28.09	47,704.11	36,236.30	31.65
Custer	141,528.50	100,630.22	40.64	587,061.44	505,083.60	16.23	Murdo	241,284.27	26,866.47	798.09	384,558.51	152,055.85	152.91
De Smet	53,328.93	46,612.07	14.41	256,362.55	248,256.56	3.27	New Underwood	13,227.34	24,935.48	-46.95	58,790.96	67,524.98	-12.93
Deadwood	306,023.28	67,357.63	354.33	1,476,218.92	963,161.85	53.27	Newell	22,944.51	22,527.32	1.85	111,023.94	94,993.77	16.87
Dell Rapids	118,694.42	115,367.26	2.88	562,170.64	528,789.16	6.31	North Sioux City	311,548.10	236,354.18	31.81	1,691,532.61	1,262,719.48	33.96
Doland	4,494.33	5,416.81	-17.03	22,612.95	26,546.69	-14.82	Oacoma	46,229.57	22,475.39	105.69	181,665.70	144,785.86	25.47
Dupree	6,434.09	5,596.22	14.97	32,170.55	25,420.94	26.55	Onida	23,820.78	26,942.56	-11.59	108,949.65	112,184.24	-2.88
Eagle Butte	59,594.20	54,234.71	9.88	288,529.65	244,364.31	18.07	Parker	36,498.44	31,451.95	16.05	183,595.00	162,710.36	12.84
Edgemont	27,514.08	32,679.40	-15.81	128,908.84	122,476.32	5.25	Parkston	63,276.23	56,608.66	11.78	299,703.05	299,645.13	0.02
Elk Point	61,893.31	53,621.73	15.43	312,490.89	288,302.69	8.39	Picklip	259,016.56	41,712.13	520.96	475,311.22	195,148.28	143.56
Elkton	26,290.32	14,620.67	79.82	122,638.60	91,409.16	34.16	Pickstown	13,367.43	8,264.91	61.74	38,040.85	26,978.51	41.00
Emerv	11,199.69	11,148.47	0.46	66,962.61	77,187.29	-13.25	Piedmont	25,541.90	22,360.96	14.23	127,538.61	107,304.53	18.86
Estelline	20,264.55	18,119.23	11.84	100,092.25	79,601.46	25.74	Pierre	804,211.98	676,973.70	18.80	3,993,596.24	3,492,996.43	14.33
Ethan	5,504.55	10,506.16	-47.61	25,091.67	34,850.40	-28.00	Plankinton	20,926.91	17,366.70	20.50	110,263.18	96,030.46	14.82
Eureka	29,116.42	23,520.40	23.79	139,480.57	151,275.69	-7.80	Platte	74,085.74	78,097.15	-5.14	377,564.68	330,406.01	14.27
Faith	25,546.64	24,889.87	2.64	119,670.64	104,463.57	14.56	Pollock	8,082.03	7,097.70	13.87	48,657.65	45,073.55	7.95
Faulkton	28,432.36	35,616.73	-20.17	142,657.54	167,410.90	-14.79	Presho	15,101.59	12,680.32	19.09	79,300.17	86,880.67	-8.73
Flandreau	74,799.42	65,668.97	13.90	352,765.66	327,657.43	7.66	Rapid City	6,084,914.41	4,303,839.07	41.38	29,251,044.63	24,653,872.00	18.65
Florence	4,336.10	3,954.90	9.64	23,686.09	75,518.18	-68.64	Redfield	100,977.65	97,538.54	3.53	438,541.91	415,886.57	5.45
Fort Pierre	143,864.15	107,288.53	34.09	612,232.15	538,734.13	13.64	Reliance	4,996.76	3,153.93	58.43	22,345.29	20,393.96	9.57
Freeman	53,517.54	53,728.34	-0.39	265,804.86	267,658.09	-0.69	Roscoe	10,295.63	9,843.26	4.60	53,992.21	51,797.07	4.24
Garretson	42,361.01	53,403.47	-20.68	208,334.77	215,194.52	-3.19	Rosholt	15,065.04	18,196.83	-17.21	79,847.17	77,925.30	2.47
Garv	5,081.43	3,140.28	61.81	26,688.44	22,325.57	19.54	Roslyn	5,855.50	6,378.51	-8.20	31,863.96	32,108.58	-0.76
Gavville	5,514.49	4,555.70	21.05	29,475.82	35,458.41	-16.87	Saint Lawrence	2,661.70	3,409.48	-21.93	19,938.56	18,939.18	5.28
Geddes	6,458.58	6,722.11	-3.92	34,046.33	27,831.66	22.33	Salem	47,392.12	44,983.65	5.35	243,605.19	225,062.32	8.24
Gettysburg	54,555.60	54,655.04	-0.18	241,583.20	241,286.59	0.12	Scotland	33,055.40	29,979.92	10.26	162,804.77	147,561.67	10.33
Greaory	64,341.34	60,761.41	5.89	329,566.32	295,671.80	11.46	Selby	25,439.55	17,992.30	41.39	118,446.12	104,948.25	12.86
Groton	54,072.79	46,684.25	15.83	274,805.24	226,366.00	21.40	Sioux Falls	13,434,106.87	9,838,201.52	36.55	65,678,168.14	57,877,712.07	13.48
Harrisburg	244,915.31	149,556.15	63.76	998,774.43	709,816.08	40.71	Sisseton	122,048.34	119,625.72	2.03	590,760.92	536,167.76	10.18
Harrold	8,923.39	4,114.86	116.86	34,671.63	18,637.01	86.04	Spearsfish	892,917.35	624,278.27	43.03	4,137,243.04	3,512,028.61	17.80
Hartford	110,183.01	97,276.03	13.27	498,052.19	420,182.82	18.53	Springfield	24,939.58	25,964.03	-3.95	106,638.02	97,997.49	8.82
Hayti	11,725.66	7,544.52	55.42	49,435.16	57,105.74	-13.43	Stickney	9,769.50	11,046.72	-11.56	50,330.20	49,394.51	1.89
Hecla	3,350.78	4,146.46	-19.19	19,091.76	18,604.30	2.62	Sturais	309,382.90	242,654.44	27.50	1,491,769.27	1,277,264.40	16.79
Hermosa	26,943.77	14,967.04	80.02	117,964.54	76,025.88	55.16	Summerset	83,489.59	71,954.03	16.03	377,072.87	317,889.82	18.62
Herreid	25,724.18	27,387.06	-6.07	103,531.42	104,474.24	-0.90	Summit	25,688.33	13,578.48	89.18	100,490.29	87,721.04	14.56
Highmore	33,209.53	38,856.44	-14.53	166,107.64	189,999.61	-12.57	Tabor	9,698.82	10,349.61	-6.29	49,756.17	48,576.22	2.43
Hill City	67,208.94	51,866.54	29.58	277,202.20	211,313.82	31.18	Tea	240,355.60	160,846.43	49.43	1,062,711.03	851,911.07	24.74
Timber Lake	20,466.22	18,195.47	12.48	109,375.21	86,024.93	27.14							
Toronto	12,743.72	10,039.29	26.94	58,441.86	49,496.17	18.07							
Tripp	9,151.94	14,135.35	-35.25	50,724.02	57,207.52	-11.33							
Tulare	7,539.92	6,575.75	14.66	35,633.39	44,628.92	-20.16							
Tyndall	42,372.88	32,031.79	32.28	169,166.86	159,092.10	6.33							
Valley Springs	14,136.97	13,094.55	7.96	67,461.44	65,299.98	3.31							
Veblen	6,003.64	6,461.62	-7.09	31,211.08	35,191.06	-11.31							
Vermillion	394,879.76	317,086.49	24.53	1,991,665.73	1,764,578.12	12.87							
Vibora	24,936.80	30,942.53	-19.41	129,838.71	137,040.68	-5.26							
Volga	50,010.53	45,211.81	10.61	259,890.39	234,385.84	10.88							
Wagner	79,535.62	75,292.08	5.64	364,939.48	336,860.82	8.34							
Wakonda	12,009.19	6,363.89	88.71	59,684.08	43,616.23	36.84							
Wall	106,173.52	56,703.62	87.24	443,581.92	392,343.74	13.06							
Warner	6,960.05	5,596.71	24.36	33,142.33	32,306.70	2.59							
Watertown	1,568,148.03	1,300,001.79	20.63	7,532,976.71	6,651,768.92	13.25							
Waubav	14,678.19	13,740.10	6.83	79,917.33	67,496.28	18.40							
Webster	84,268.08	77,156.22	9.22	435,074.25	414,376.68	4.99							
Wessington	6,975.49	5,861.42	19.01	33,953.04	33,109.21	2.55							
Wessington Sprir	27,100.58	28,794.61	-5.88	147,396.61	159,946.68	-7.85							
White	12,837.71	39,811.78	-67.75	41,849.70	76,793.20	-45.50							
White Lake	9,013.59	10,346.54	-12.88	46,455.43	47,703.80	-2.62							
White River	15,088.58	12,513.31	20.58	72,911.62	65,451.66	11.40							
Whitewood	29,485.60	24,112.25	22.28	132,731.86	119,359.38	11.20							
Willow Lake	9,040.51	8,628.14	4.78	39,977.69	37,868.09	5.57							
Wilmot	4,603.21	12,190.76	-62.24	68,673.93	69,591.45	-1.32							
Winner	165,464.88	143,335.17	15.44	800,035.44	734,695.29	8.89							
Wolsey	13,215.31	7,442.91	77.56	72,075.21	48,759.88	47.82							
Woonsocket	22,046.47	17,554.97	25.59	104,853.29	90,015.23	16.48							
Worthing	14,788.88	11,698.42	26.42	63,962.24	59,027.40	8.36							
Yankton	981,320.70	798,763.59	22.85	4,688,309.74	4,257,855.32	10.11							

Municipal tax numbers are provided to the South Dakota Retailers Association by the South Dakota Department of Revenue.



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