



UNIVERSITY OF NEBRASKA AT OMAHA

OFFICE-SERVICE and MANAGERIAL

EMPLOYEE HANDBOOK

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Human Resources

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WELCOME

UNO MISSION

As Nebraska's metropolitan University, UNO is characterized by its strong academic foundations and creative community relationships that transform and improve the lives of constituents, the region, and the nation.

UNO VISION

The University of Nebraska at Omaha will be among the nation's premier metropolitan universities – a university of high distinction with strong academic and scholarly values distinguished by creative relationships with the communities we serve.

UNO VALUES

The University of Nebraska at Omaha community is a diverse group of individuals sharing core values and working together to accomplish a common mission and vision.

UNO BELIEVES

That knowledge enriches the lives of all people and is committed to preparing students to face the challenges of living and learning in an ever-changing world;

In an educational partnership characterized by the commitment of students to learning; faculty to the highest ideals of teaching, research, service; and staff to the highest standards of education and service;

In the welfare, talents and future of employees and their expanding professional development;

In the educational, cultural and economic strengths of our communities and is committed to enhancing these through teaching, research, service and outreach;

In the importance of educated and healthy citizens and programs that improve their quality of life;

In the principles of inclusion, representation, openness and diversity.

UNO STRATEGIC PLAN

The strategic plan for UNO has three overarching goals: Student Focus, Academic Excellence and Community Engagement. Strategic planning is an ongoing process involving all levels of the university community. Every employee at the university contributes to these goals. The latest information about UNO's Strategic Plan is found on the following website:

<http://www.unomaha.edu/plan/>.

YOUR EMPLOYMENT

This handbook has been prepared to acquaint regular employees with the University of Nebraska at Omaha's (UNO) policies, procedures and practices. It outlines the obligations, benefits, and privileges of UNO Managerial/Professional and Office/Service* employees.

The Bylaws of the Board of Regents of the University of Nebraska are the official governing rules for all University of Nebraska at Omaha employees. The Bylaws may be found at: <http://www.nebraska.edu/bylaws-and-policies.html>. The UNO Policy Library is a compilation of University policies and is available at: www.unomaha.edu/policies. **Not every policy or practice of the University is contained in this Handbook, the Bylaws or the Policy Library.**

Because of changes in the Bylaws, pertinent legislation, University policies, etc., the information in this handbook is subject to change. Employees should bring any questions regarding the information contained in this handbook to their supervisors or to the Human Resources Office.

THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT. Unless otherwise expressly stated in a written appointment to a position or in a written contract of employment duly approved and executed by UNO, all non-faculty employees are considered employees at will, and either UNO or the employee may terminate the employment relationship upon giving the proper advance notice.

**Managerial/Professional staff members are persons serving in non-academic professional positions including technical specialists, directors not included in the academic/administrative staff, and all departmental managers. Office/Service staff members are classified within the University of Nebraska Classification System.*

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY STATEMENT

The University of Nebraska at Omaha is committed to maintaining an environment for all students, faculty, staff, and visitors that is fair and responsible, an environment which is based on one's ability and performance.

The University of Nebraska at Omaha declares and affirms a policy of equal education and employment opportunities, affirmative action in employment, and nondiscrimination in providing services to the public. Therefore, the University of Nebraska at Omaha shall not discriminate against anyone based upon race*, color, sex**, sexual orientation (includes other characteristics, see 3.1.1 Board of Regents policy for employees and 5.1.1 Board of Regents policy for students), age, religion, disability, national or ethnic origin, marital status, Vietnam-era veteran status, or genetic information under GINA (Genetic Information Nondiscrimination Act of 2008).

**Racial harassment is considered a form of racial discrimination.*

***Sexual harassment is considered a form of sex discrimination.*

In keeping with this commitment, the University also will not tolerate discrimination prohibited under this policy against students, faculty, staff, and visitors by anyone acting on behalf of the University of Nebraska at Omaha.

STATEMENT OF SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment or academic standing, (2) submission to or rejection of the conduct is used as the basis for an employment or academic decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working/academic environment. This statement is in keeping with federal employment and education opportunity guidelines.

STATEMENT OF CONSENSUAL RELATIONSHIPS

Although the University of Nebraska at Omaha does not prohibit romantic or sexual relationships between employees, it does discourage such consensual relationships between faculty and student or supervisor and employee.

All faculty members, supervisors and other employees should understand that there are substantial risks in even an apparently consensual relationship where a power differential exists. That is, one of the parties is likely to have influence over the other's assignments, grades, or terms of employment. The inherent power differential between the parties may compromise freedom of choice.

The University of Nebraska at Omaha reaffirms the generally accepted ethical principle that situations in which one makes office evaluations of "intimates" should be avoided. If a close relationship with emotional ties develops, the faculty member or supervisor bears a special burden of accountability. That individual is advised to make suitable arrangements for the

objective evaluation, for example, of the student, employee, or the prospective student or employee.

AFFIRMATIVE ACTION IN EMPLOYMENT

The University of Nebraska has adopted a policy of affirmative action which;

1. Determines the extent to which under-represented groups are under-utilized in major categories;
2. Develops goals for the future representation of individuals from traditionally under-represented groups, as a result of the affirmative action plan;
3. Identifies and eliminates employment practices that adversely affect those protected by applicable law except where those practices are necessarily related to occupational qualification;
4. Adopts employment standards based on merit and valid job qualifications;
5. Develops a representative pool of employees;
6. Establishes systems to assure effective implementation of the Affirmative Action Plan.

PROCEDURES FOR RESOLUTION OF COMPLAINTS

Information on the University of Nebraska at Omaha's policy on prohibited discrimination and procedures for resolution of complaints is available in any one of a number of campus offices: Student Government, Student Organizations and Leadership Programs, Counseling-University Division, Women's Resource Center, Dean's Offices, Criss Library, Information Center, Human Resources, the Office of the Chancellor, Academic and Student Affairs, University Relations.

The University of Nebraska at Omaha recognizes that the selection of instructional materials or teaching techniques involves highly creative, inventive and possibly unique approaches to communication, within the context of academic freedom. As a general rule, academic freedom in this context means that a faculty member has a professional obligation to respect the dignity of others, as well as the right of others to be free from fear, violence, or personal abuse.

All University of Nebraska at Omaha employees and students are responsible for helping to assure that the University avoids discrimination prohibited under its policy statement. **If anyone thinks he or she has experienced or witnessed such prohibited discrimination, he or she should immediately notify the Associate Director of Human Resources and Director-Equal Employment Opportunity and Affirmative Action.** The University of Nebraska at Omaha forbids retaliation against anyone who in good faith has reported prohibited discrimination. However, accusations of prohibited discrimination are of utmost seriousness and should never be made casually and without cause. This policy shall not be used to bring frivolous or malicious charges against administrators, faculty, staff, students, or visitors.

The University of Nebraska at Omaha's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the University of Nebraska at Omaha will keep complaints and the terms of their resolution confidential. If an investigation confirms that prohibited discrimination has occurred, the University of Nebraska at Omaha will take corrective action, including such discipline up to and including termination of employment or academic suspension as is appropriate.

ATTENDANCE

Employment positions at UNO have been evaluated and designed so that the duties are commensurate with the FTE. That is, a 1.00 FTE position provides tasks and responsibilities that will completely occupy a full-time employee while at work. Therefore, attendance at work must be reliable, predictable, regular, and prompt. Such attendance is essential to the performance of any UNO position.

Notwithstanding the leave benefits offered to UNO employees, unpredictable attendance, habitual tardiness, and absenteeism are considerations in the evaluation of performance and are cause for corrective action up to and including dismissal.

Unpredictable attendance is particularly detrimental to planning and organizational efficiency and employee morale. As such, employees must notify supervisors of requested leave as promptly as possible.

Nothing in this policy shall be construed to prevail over requirements of state and federal law.

WORK SCHEDULES

The normal workday at the University is from 8:00 am to 5:00 p.m., Monday through Friday. Many departments provide their services outside the “normal” workday. Employees in these departments will work hours as assigned by their supervisors.

The University offers the option of staggered work hours, and employees may request an alternate schedule. When evaluating the request for an alternate schedule, supervisors will base decisions on work load, staffing patterns, need to be available to the public, etc. Employees may be required to work overtime.

A fifteen-minute break may be allotted to an employee during each four-hour segment of work; breaks may not be used for other purposes. Every full-time employee should take at least a half-hour lunch period without pay.

ORIENTATION PROGRAM

Because the first few weeks of employment pose many new questions, all new Managerial/Professional and Office/Service employees receive benefits and payroll information from Human Resources prior to their start date. Also made available to them are links to various University policies. The employee supervisor becomes the primary contact for further information. A follow-up orientation session provided by Human Resources occurs 2-3 months later. It gives a more in-depth view of UNO, its mission, vision, and policies. The Human Resources Office staff remains available to answer employee questions and to provide guidance to employees in obtaining information and services on campus.

IDENTIFICATION CARDS

All employees of the University receive an identification card. The I.D. card may not be issued until all the employee's hiring documents have been received in the Human Resources Office and accordingly processed. The card identifies the carrier as an employee of UNO and must be presented to access the Health, Physical Education and Recreation facility and to check out books from the Criss Library as well as use various services on campus. Lost or stolen cards will be replaced upon payment of a replacement fee. UNO identification cards must be returned to the Human Resources Office upon the employee's separation from the University.

PROBATIONARY PERIODS

There are three different types of probation to which a Managerial/Professional or Office/Service staff member may be subject:

INITIAL PROBATIONARY PERIOD

All Office/Service employees new to the University of Nebraska at Omaha are subject to a 180-day initial probationary period. This period of time is part of the employee selection process and is time for both the newly hired employee and his/her supervisor to determine the employee's suitability to the job. The initial probationary period normally shall not be extended. Extension of an employee's probationary period must be approved by the Human Resources Office. Before an extension is granted, the supervisor submits a written request explaining the circumstances warranting an extension. An appropriately completed Personnel Action Form is also required. Supervisors have the option of removing an employee from probation earlier than six months. To do so, the supervisor must complete an evaluation form and a Personnel Action Form and submit them to the Human Resources Office. The University has no obligation to continue employment through the probationary period; thus an employee may be dismissed during the initial probationary period for any reason except prohibited discrimination. The serving of an initial probationary period shall not prevent an employee from being promoted to a position of a higher classification.

DISCIPLINARY PROBATIONARY PERIOD

Any Managerial/Professional or Office/Service employee who fails to satisfactorily perform the duties and responsibilities of his/her position or to comply with University policies, procedures, and regulations may be subject to disciplinary probation. Supervisors may place an employee on disciplinary probation for up to 180 days. A written evaluation and a completed Personnel Action Form must be forwarded to the Human Resources Office. Employees on disciplinary probation are not eligible for pay increases (other than to increase pay to new pay plan minimums) and may be dismissed for any reason except prohibited discrimination.

CHANGE OF STATUS PROBATIONARY PERIOD

Employees who move into new Office/Service jobs within UNO because of promotion, demotion, or lateral transfer are placed on a 180-day probationary period. During this time the supervisor evaluates how well the employee is learning and performing his/her new duties. The supervisor may extend or shorten the probationary period by following the same procedures noted for extending or shortening an initial probationary period. An employee may be dismissed during this probationary period for any reason except prohibited discrimination.

PERSONNEL RECORDS

Employees' official personnel records are kept in the Human Resources Office, Eppley Administration Building, Room 205. Personnel records are confidential and available only to the employee to whom they pertain, the staff of the Human Resources Office, and other officials on a need-to-know basis. Employees are welcome to review the contents of their personnel files. To review his/her file, the employee must present his/her UNO identification card in the Human Resources Office. A Human Resources Office staff member will sit in with an employee while he/she reviews the file and answer any questions the employee may have regarding the documents in the file.

Reports, letters, or other documents that may reflect unfavorably on the employee are not placed in the official personnel file without the employee's knowledge. Documents of an unfavorable nature will be maintained in the employee's file for a minimum of eighteen (18) months from the date it was presented to the employee. An employee may refute any unfavorable documentation with comments and any supporting records he/she chooses to submit. The employee's comments, etc., will be placed in his/her personnel file once the Human Resources Office receives the comments. After eighteen months have lapsed, an employee may request in writing to have unfavorable documentation removed from his/her file provided the documentation isn't referenced in any other warnings/unfavorable documents that are less than 18 months old. Performance evaluations are retained as a permanent part of an employee's personnel record. Positive reports, letters, etc. remain in an employee's file unless he/she requests that such documentation be removed.

Employees are responsible for making the University aware of changes in name, address, and telephone number. To change any of this information, the employee must revise his/her Personal Data Form (PDF). The employee may review and change his/her personal information at: <http://firefly.nebraska.edu>. The revised form should be submitted to the Human Resources Office to make the changes in the University's records. Employees should also keep the Human Resources Office apprised of changes in marital status, beneficiaries, professional certification or licensure, additional educational achievements, etc.

PERFORMANCE EVALUATIONS

Performance evaluations provide another opportunity for communication between employee and supervisor. The written report helps the employee understand the supervisor's expectations and how well he/she has met those expectations during the evaluation period. It is the formal written documentation of the less formal feedback (both oral and written) between the supervisor and the employee throughout the evaluation period.

The By-laws of the Board of Regents of the University of Nebraska stipulate that all employees will receive a performance evaluation annually. Managerial/Professional employees are evaluated each year near May 1. Office/Service employees receive their first formal evaluation upon completion of their Initial Probationary Period, typically 180 days after hire. Additional performance evaluations are then due on an annual basis from the date of the first evaluation. UNO's form and instructions are found on the Human Resources web page at <http://www.unomaha.edu/humanresources/empPerformance.php>. For assistance with the form and process, contact Human Resources, 4-2321.

After completing the written report, the immediate supervisor and the employee will discuss the contents of the evaluation. The discussion should provide the employee with an opportunity to ask questions, clarify information, express concerns, etc. The employee will then be asked to make his/her comments on the form and sign the document. The employee's signature does not mean he/she necessarily agrees with the report; the signature means that the employee is aware of the contents of the report. If an employee feels he/she was evaluated unfairly, he/she is welcome to prepare a written rebuttal and submit any supporting documentation. Any documentation and comments will be placed with the evaluation in the employee's personnel file in the Human Resources Office. If an employee feels that his/her supervisor has violated University policy in completion of the evaluation process, he/she should inform the Human Resources Office. The written performance evaluation becomes a permanent part of the employee's personnel file.

Supervisors are expected to complete evaluations in a timely manner. Supervisors may complete a written evaluation at any time to note specific levels of performance, either favorable or unfavorable. Evaluations may be used to decide any number of personnel actions including promotions, pay increases, terminations, etc. It is critical that the reports accurately reflect the employee's job performance.

PROMOTION AND TRANSFER

Members of UNO staff may wish to change positions on campus for a variety of reasons, both personal and professional. Employees who are interested in transferring to other positions on campus should contact the Human Resources Office to set up an informational meeting with the Employment Manager. By understanding the reasons behind an employee's desire for a transfer and the goals the employee hopes to accomplish through a transfer, the Employment Manager will better be able to provide appropriate guidance to the employee seeking other employment. The Employment Manager is also available to critique application materials, provide career counseling including a discussion of employment options within the University and assessment of interviewing techniques.

The Human Resources Office publishes a weekly list, Job Opportunities, distributed to all departments, which lists the qualifications for current position vacancies. UNO also has a 24-hour job line recording that lists vacancies, and it is updated weekly. The job line number is 402-554-2959. While the University's policy is one of filling vacancies with qualified internal applicants whenever possible, internal applicants are screened in a manner similar to external candidates. The internal applicant's experience, education, skills, and past performance with the University are all used in evaluating the application. Internal as well as external candidates apply for position vacancies at: www.unomaha.edu/humanresources/employment.php. There applicants may view and apply for posted jobs online at any time, manage their online account by updating their application, view the current status of positions for which they have applied, and attach supporting documents if required.

RESIGNATION AND RETIREMENT

If a staff member decides to leave the University's employ, he/she is expected to give as much written notice as possible, preferably at least two calendar weeks. Such notice should be dated and signed by the employee and include the effective date of the resignation (last working day) and the reason for the resignation. If the employee has a vacation balance, he/she will be paid the value of the unused vacation leave not to exceed 280 hours. Vacation leave may not be used to extend the effective separation date; the separation date is recorded as the last day the employee was physically present on the job.

Staff members may retire from the University at age 65 (with no minimum years of service) or at age 55 or above after ten years of service with the University system. An employee may also retire because of a physical or mental disability that prevents the employee from satisfactorily performing work, such disability to be determined by resolution of the Board of Regents.

Employees who leave a regular, benefits-eligible position with the University and return to the system in a regular, benefit-eligible position within three years will have their service bridged: the employee's former accrual rates for vacation and sick leave would be reinstated.

MEDIATION SERVICES: OMBUDSPERSON

The Office of the Ombudsperson was established at the University of Nebraska at Omaha in the fall of 1970. The purpose of the office is to receive and investigate complaints. Anyone (students, faculty, staff, visitors, etc.) may request the service.

There are three ombudspersons on the UNO campus. The ombudspersons are appointed by the Chancellor and report directly to the Chancellor's Office. They are not considered part of the administration; they are "independent." They do, however, work through the administrative processes that have been established in attempting to cut red tape and to provide assistance in obtaining equity to all who bring a grievance to the Office's attention. The Ombudsperson's Office rotates periodically; staff members may call Information at 402-554-2800 for the names of the current ombudspersons. The ombudspersons have no official authority to impose a solution to a situation. It is their responsibility to look into the conditions that have caused someone to lodge a complaint, to determine whether an injustice has occurred, and to work with those concerned to attempt to resolve the problem. The ombudspersons' powers are restricted to inquiry and recommendation. The Office is not a short cut for normal administrative processes or student/faculty relations. Requests for the services of the ombudspersons should not occur unless the normal bureaucratic process has failed to function properly, causing undue hardship to one or more members of the University community.

No person can be penalized in any way for seeking the assistance of the ombudspersons, and all inquiries are considered confidential. No problem is considered too small or insignificant for consideration by the ombudspersons if it is important to the individual. The ombudspersons are ordinarily able to suggest a procedure for pursuing a remedy within the system. However, if no procedure is available or adequate, the Ombudspersons can provide assistance in seeking other methods of resolution. The ombudspersons cannot assure that everything sought/requested will or should be granted; they will try to reach a fair resolution of the problem.

COMPUTERS AND INFORMATION SYSTEMS POLICY

POLICY FOR RESPONSIBLE USE OF UNIVERSITY COMPUTERS AND INFORMATION SYSTEMS

1. PURPOSE

It is the purpose of this Executive Memorandum to set forth the University's administrative policy and provide guidance relating to responsible use of the University's electronic information systems.

2. GENERAL

The University of Nebraska strives to maintain access for its faculty, staff, students, administrators and Regents (the "users") to local, national and international sources of information and to provide an atmosphere that encourages sharing of knowledge, the creative process and collaborative efforts within the University's educational, research and public service missions.

Access to electronic information systems at the University of Nebraska is a privilege, not a right, and must be treated as such by all users of these systems. All users must act honestly and responsibly. Every user is responsible for the integrity of these information resources. All users must respect the rights of other computer users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements related to University information systems. All users shall act in accordance with these responsibilities, and the relevant local, state and federal laws and regulations. Failure to so conduct oneself in compliance with this Policy may result in denial of access to University Information systems or other disciplinary action.

The University of Nebraska is a provider of a means to access the vast and growing amount of information available through electronic information resources. The University of Nebraska is not a regulator of the content of that information and takes no responsibility for the content of information, except for that information the University itself and those acting on its behalf create. Any persons accessing information through the University of Nebraska information systems must determine for themselves and their charges whether any source is appropriate for viewing.

Accepting any account and/or using the University of Nebraska's information systems shall constitute an agreement on behalf of the user or other individual accessing such information systems to abide and be bound by the provisions of this Policy.

The University may restrict or prohibit the use of its information systems in response to complaints presenting evidence of violations of University policies or state or federal laws. When it has been determined that there has been a violation, the University may restrict or prohibit access by an offending party to its information systems through University-owned or other computers, remove or limit access to material posted on University-owned computers or networks, and, if warranted, institute other disciplinary action.

3. DEFINITIONS

For purposes of this policy the following definitions shall apply:

- a) "Electronic communications" shall mean and include the use of information systems in the communicating or posting of information or material by way of electronic mail, bulletin boards, World Wide Web (Internet), or other such electronic tools.
- b) "Information systems" shall mean and include computers, networks, servers and other similar devices that are administered by the University and for which the University is responsible. "Networks" shall mean and include video, voice and data networks, routers and storage devices.

4. PERMITTED USE

- a) **University Business Use and Limited Personal Use.** University information systems are to be used predominately for University-related business. However, personal use is permitted so long as it conforms to this policy and does not interfere with University operations or an employee user's performance of duties as a University employee. As with permitted personal use of telephones for local calls, limited personal use of information systems does not ordinarily result in additional costs to the University and may actually result in increased efficiencies. **UNDER ALL CIRCUMSTANCES, PERSONAL USE BY EMPLOYEES MUST COMPLY WITH SUBSECTION b. OF THIS SECTION AND SHALL NOT CONFLICT WITH AN EMPLOYEE'S PERFORMANCE OF DUTIES AND RESPONSIBILITIES FOR THE UNIVERSITY.** Personal use may be denied when such use requires an inordinate amount of information systems resources (e.g. storage capacity).
- b) **Prior Approval Required for Personal Use for Outside Consulting, Business or Employment.** Personal use of University information systems resources or equipment by any user for personal financial gain in connection with outside (non-University) consulting, business or employment is prohibited, except as authorized for employees by Section 3.4.5 of the Bylaws of the Board of Regents. Employee personal use has been expressly authorized and approved by the University Administration or the Board of Regents, as appropriate, in accordance with the requirements of said Section 3.4.5 of the Bylaws.

5. ACCESS

Unauthorized access to information systems is prohibited. No one should use the ID or password of another; nor should anyone provide his or her ID or password to another, except in the cases necessary to facilitate computer maintenance and repairs. When any user terminates his or her relation with the University of Nebraska, his or her ID and password shall be denied further access to University computing resources.

6. MISUSE OF COMPUTERS AND NETWORK SYSTEMS

Misuse of University information systems is prohibited. Misuse includes the following:

- a) Attempting to modify or remove computer equipment, software, or peripherals without proper authorization.

- b) Accessing without proper authorization computers, software, information or networks to which the University belongs, regardless of whether the resource accessed is owned by the University or the abuse takes place from a non-University site.
- c) Taking actions, without authorization, which interfere with the access of others to information systems.
- d) Circumventing logon or other security measures.
- e) Using information systems for any illegal or unauthorized purpose.
- f) Personal use of information systems or electronic communications for non-University consulting, business or employment, except as expressly authorized pursuant to Section 3.4.5 of the Bylaws of the Board of Regents.
- g) Sending any fraudulent electronic communication.
- h) Violating any software license or copyright, including copying or redistributing copyrighted software, without the written authorization of the software owner.
- i) Using electronic communications to violate the property rights of authors and copyright owners. (Be especially aware of potential copyright infringement through the use of e-mail. See the provisions under "E-Mail" contained in this Policy.)
- j) Using electronic communications to harass or threaten users in such a way as to create an atmosphere which unreasonably interferes with the education or the employment experience. Similarly, electronic communications shall not be used to harass or threaten other information recipients, in addition to University users.
- k) Using electronic communications to disclose proprietary information without the explicit permission of the owner.
- l) Reading other users' information or files without permission.
- m) Academic dishonesty.
- n) Forging, fraudulently altering or falsifying, or otherwise misusing University or non-University records (including computerized records, permits, identification cards, or other documents or property).
- o) Using electronic communications to hoard, damage, or otherwise interfere with academic resources available electronically.
- p) Using electronic communications to steal another individual's works, or otherwise misrepresent one's own work.
- q) Using electronic communications to fabricate research data
- r) Launching a computer worm, computer virus or other rogue program.
- s) Downloading or posting illegal, proprietary or damaging material to a University computer.
- t) Transporting illegal, proprietary or damaging material across a University network.
- u) Violating any state or federal law or regulation in connection with use of any information system.

7. PRIVACY

- a) **User Privacy Not Guaranteed.** When University information systems are functioning properly, a user can expect the files and data he or she generates to be private information, unless the creator of the file or data takes action to reveal it to others. Users should be aware, however, that no information system is completely secure. Persons both within and outside of the University may find ways to access files.
ACCORDINGLY, THE UNIVERSITY CANNOT AND DOES NOT GUARANTEE USER PRIVACY and users should continuously aware of this fact.
- b) **Repair and Maintenance of Equipment.** Users should be aware that on occasion duly authorized University information systems technological personnel have authority to access individual user files or data in the process of performing repair or maintenance of

computing equipment the University deems is reasonably necessary, including the testing of systems in order to ensure adequate storage capacity and performance for University needs. Information systems technological personnel performing repair or maintenance of computing equipment are prohibited by law from exceeding their authority of access for repair and maintenance purposes or from making any use of individual user files or data for any purpose other than repair or maintenance services performed by them.

- c) **Response to a Public Records Request, Administrative or Judicial Order or Request for Discovery in the Course of Litigation.** Users should be aware that the Nebraska public records statutes are very broad in their application. Certain records, such as unpublished research in progress, proprietary information, personal information in personnel and student records are protected from disclosure. However, most other University records contained in electronic form require disclosure if a public record request is made. Users should remember this when creating any electronic information, especially e-mail. Also, users should be aware that the University will comply with any lawful administrative or judicial order requiring the production of electronic files or data stored in the University's information systems, and will provide information in electronic files or data stored in the University's information system in response to legitimate requests for discovery of evidence in litigation in which the University is involved.

8. E-MAIL

ALL POLICIES STATED HEREIN ARE APPLICABLE TO E-MAIL. E-mail should reflect careful, professional and courteous drafting-particularly since it is easily forwarded to others. Never assume that no one other than the addressee will read your e-mail.

Be careful about attachments and broad publication of messages. Copyright laws and license agreements also apply to email.

9. WEB PAGES

The Central Administration and each University campus may establish standards for those Web Pages considered to be official pages of the University. All official Web Pages shall contain the administrative unit's logo in the header and footer in order to identify it as an official University of Nebraska Web Page. No other Web Pages shall be allowed to use University of Nebraska logos without the express permission of the University.

Originators of all Web Pages using information systems associated with the University shall comply with University policies and are responsible for complying with all federal, state and local laws relating to libel, slander and defamation, and laws relating to piracy of software.

The persons creating a Web page are responsible for the accuracy of the information contained in the Web Page. Content should be reviewed on a timely basis to assure continued accuracy. Web pages should include a phone number or e-mail address of the person to whom questions/comments may be addressed, as well as the most recent revision date.

10. NOTIFICATION

This Policy shall be published in all employee and faculty handbooks and student catalogs, and placed on the World Wide Web in order to notify users fully of its existence.

11. APPLICATION AND ENFORCEMENT

This Policy applies to all administrative units of the University of Nebraska. The Central Administration and each University campus is encouraged to provide supplemental policy guidance, consistent with this Policy, designed to implement the provisions herein.

Each University campus shall be responsible for enforcing this Policy in a manner best suited to its own organization. It is expected that enforcement will require cooperation between such departments as computer systems administration, human resources, affirmative action, academic affairs and student affairs. Prior to any denial of access or other disciplinary action, a user shall be provided with such due process as may be recommended by the University's Office of the General Counsel.

RESTRICTED DATA SECURITY POLICY

REASON FOR POLICY

Identity theft continues to rise every year in the United States and the use of the Internet to steal sensitive data such as social security numbers (SSN's) and payment card numbers is a major contributor to this rise. Institutions of Higher Education have become attractive targets for Internet identity thieves because of their traditional dependencies on SSN's and open collaboration through distributed computer systems. Data credentials such as SSN's are used by thieves to setup fraudulent credit and perform other illegal activities associated with stealing a person's identity.

The implementation of an internally-generated Nebraska University ID (NU ID) at UNO has helped us take a big step forward in reducing the risk of data exposure, but routine daily use and electronic storage of SSN's, payment card numbers and other sensitive data is still pervasive on our campus. UNO has legal and ethical responsibilities to protect this sensitive data. Failure to do so could result in grievous economic or social harm to individuals, loss of the public's confidence in the University's ability to protect sensitive data and legal liability for damages incurred.

The State of Nebraska approved LB 876, known as the Consumer Notification of Data Security Breach Act of 2006, in April of 2006. This law outlines what must occur if unencrypted sensitive data, as defined in the Act, has been breached. In addition, UNO must meet Payment Card Industry Data Security Standards (PCI DSS) to properly secure payment card information. Failure to meet these standards could result in financial penalties and/or loss of ability to process payment cards at UNO.

As stewards of personal information, the University of Nebraska at Omaha has a responsibility to be vigilant and pro-active in the privacy of campus users (*see UNO Privacy Policy*) and the protection of restricted data that has been entrusted to our care. This policy serves to identify procedures and security requirements that must be met before authorization is granted to electronically store *Restricted Data*.

DEFINITIONS

Data Classifications:

1. Restricted Data

University data that is highly confidential and is covered by State or Federal privacy law. Unauthorized access to restricted data could result in grievous economic or social harm to individuals and loss of the public's confidence in the University's ability to protect private information. Specific examples of restricted data are:

- Social Security Numbers
- Motor vehicle operator's license number or state identification card number

- Account or credit or debit card numbers, in combination with any required security code, or password that would permit access to a person's financial account.
- Unique electronic identification number, username or routing code, in combination with any required security code, access code or password.
- Unique biometric data, such as fingerprint, voice print, or retina or iris image, or other unique physical representation.

2. **Sensitive Data**

University data routinely used in conducting business and may be covered by State or Federal privacy law. It is protected to preserve the privacy, safety, or reputation of individuals and/or the University. Examples include student grades, birth dates, infrastructure maps, and donor contributions.

3. **Public Data**

University data which are neither 'restricted' nor 'sensitive'. Generally, it is information that can be made available to the public without risk of harm to the University or any entities with an affiliation to the University.

RESPONSIBILITIES

- **Executive Restricted Data Authorization Committee:** This committee consists of the Associate Vice Chancellor for Academic Affairs, Associate Vice Chancellor for Student Affairs, Associate Vice Chancellor for Technology and Associate Vice Chancellor for Business and Finance. They are responsible for reviewing decisions of the *Restricted Data Authorization Committee* as requested. The committee is responsible for the enforcement of this policy.
- **Restricted Data Authorization Committee:** This committee consists of the Director of Records and Registration, Director of Finance and Controller and Chief Information Security Officer. They are responsible for authorizing access to store *Restricted Data* and executing this policy.
- **Data Users:** *Data Users* are individuals authorized to access and electronically store protected data in execution of their job functions. Users are responsible for taking all reasonable measures to safeguard the confidentiality and integrity of protected data. This group includes outside parties contracted to perform data services.
- **Academic Deans and Divisional Leaders:** *Academic Deans and Divisional Leaders* are responsible for coordinating with the *Restricted Data Authorization Committee* in authorizing their staff's request to electronically store *Restricted Data*.
- **ITS Cybersecurity Team:** Responsible for enforcing technology requirements outlined in this policy.

ETHICS RESPONSIBILITY

CONFIDENTIALITY STATEMENT FOR EMPLOYEES WITH ACCESS TO UNIVERSITY BUSINESS SYSTEMS

As part of access to the University's Business Systems, each employee must understand and accept the responsibility of working with confidential information, including but not limited to, social security numbers, checking and savings account numbers, non-published telephone numbers, personnel appraisals. Employees with access to confidential, sensitive, or private information are obligated to keep it confidential and use it only for work-related purposes.

Each employee will be held accountable for the appropriate use of the information to which they have access contained within the University of Nebraska SAP system, University of Nebraska Personal Service Ledger (PSL) and/or the University of Nebraska Data Warehouse (nulook/mynulook) and any future information systems that may contain similar confidential information.

CONFLICT OF INTEREST

University policy states that no employee of the University shall engage in any activity which conflicts in any way with his/her University duties and responsibilities.

Outside Employment

A full-time employee who accepts employment elsewhere in addition to his/her regular duties must be sure that:

1. There is no interference with the performance of duties at the University.
2. There is no conflict of interest as a result of the additional employment. The employee should discuss outside employment in advance with his/her supervisor if the potential exists for a conflict of interest.
3. No resources of the University will be utilized for purposes of his/her additional employment.

Nepotism

No employee may hire or supervise a member of his/her immediate family without the expressed, written consent of the Board of Regents. For the purposes of this policy, immediate family is defined as the wife, husband, children, parents, grandparents, grandchildren, brothers, sisters, daughters-in-law, sons-in-law, guardians, wards, stepfathers, stepmothers, stepdaughters, stepsons, uncles, aunts, cousins or persons bearing the same relationship to the employee's spouse.

In 1986, the Nebraska State Legislature passed LB548, which requires that public employees and officials employing, recommending the employment of, or supervising the employment of an immediate family member must disclose the fact. For the purposes of this legislation, immediate family is defined as "a child residing in the individual's household, a spouse of the individual, or an individual claimed by the public official or employee or his or her spouse as a dependent for federal income tax purposes." The Nebraska Accountability and Disclosure Commission developed NADC form C-4 for the disclosure statement. Employees may request a blank form from the Human Resources Office. The Human Resources Office will be responsible for filing the completed forms with the office of the Corporation Secretary at Varner Hall in Lincoln.

Political Activities

University employees enjoy the full rights of citizens to participate in the political life of Nebraska and the United States. Such activities, however, must not interfere with the staff member's University duties. Accordingly, a University employee who contemplates filing as a candidate for a part-time public office or accepting appointment to such office will notify his/her supervisor and the Chancellor in writing. The Chancellor shall determine the extent to which such political activities will interfere with the employee's duties and his/her compensation will be adjusted accordingly.

A member of the staff seeking full-time public office is required to take a leave of absence without pay during the period of time he/she will be a candidate in either the primary or general election (or both). If an employee is elected or appointed to a full-time public office, he/she must

resign from the University, effective on the date he/she assumes office. Prospective candidates should consult Section 3.9 of the Regents' Bylaws for additional details on these matters.

Like all citizens, members of the UNO staff are free to speak out on public issues or other matters of concern; however, employees should refrain from speaking out on these issues during their work hours. During non-working hours, employees may make use of the public forum to express their views on particular issues. Generally, for these purposes it is assumed that University park areas, streets, and sidewalks are public forums. Employees must avoid implying that they are official spokespersons for the University except when authorized to act in such capacity.

Stationary

The use of University letterhead stationery for personal business is unauthorized. Such use inescapably conveys the impression the University is involved in these matters.

Use of University Property

At times it is necessary to take University property off campus for professional use. Written permission to use the property should be obtained from the University official responsible for it. The authorization should accompany the item and a copy should remain in the granting official's files.

REPORTING FRAUD

State Government Effectiveness Act Rights and Responsibilities of Employees

Any employee who becomes aware of fraud or abuse in the workplace is encouraged to contact the Nebraska Auditor of Public Accounts. A toll-free hotline is available 24 hours a day at 471-3686 (in Lincoln) or 800-842-8238 (statewide). Complaints may be made anonymously either by phone or email. Visit: <http://www.auditors.state.ne.us/> for more information.

Employees may also contact the State Ombudsman (Public Counsel), an independent governmental office designed to receive and investigate miscellaneous complaints relating to administrative agencies of state government. The office can be reached by telephone at 402-471-2035 or toll-free at 800-742-7690. Visit the office on line at: <http://nebraskalegislature.gov/contact/ombud.php>.

UNO CODE OF PROFESSIONAL ETHICS

1. We perform our public responsibilities, services and activities ethically, competently, efficiently and honestly, in keeping with University policy and applicable law. We strive for continuous improvement in our performance, mindful of the public cost of our activities.
2. We expect that all necessary and proper controls safeguarding public resources are in place and observed, with periodic auditing of functions and departments by all appropriate audit authorities.
3. While in the service of the University, we conduct ourselves free of personal conflicts or appearances of impropriety, mindful that our exercise of authority on behalf of the University has been delegated fundamentally for the public good. Conflicting interests or influences are promptly disclosed to our superiors and appropriate steps are undertaken to promote the integrity of University business and other transactions.
4. We do not accept anything of value offered in consideration of performing our public duties, other than the compensation, benefits and reimbursement of expenses duly authorized by the University or otherwise permitted by law. We do not accept any favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties, or when acceptance thereof may reasonably be perceived as an impropriety in violation of University policy or state law. University procurements of goods or services are undertaken only by authorized personnel and, when competitive principles apply, decisions are made impartially and objectively in accordance with established policy and state law.
5. We preserve and respect the confidentiality of University records. We do not externally disclose confidential records or other nonpublic information without appropriate authorization, and any confidential record or information we access as a result of our position or duty is neither exploited for personal benefit nor misused for any unauthorized purpose.
6. We are committed to the principles of federal and state law guaranteeing equal opportunity and nondiscrimination with respect to University services, programs, activities, and employment, and we support an environment that respects the rights and opinions of all people. Complaints of discrimination, harassment and retaliation are investigated and when warranted appropriate corrective action is taken and disciplined in accordance with University policy and applicable law.
7. Our communications on behalf of the University with all persons, including faculty/staff, customers, patients, students, guests and vendors, are conducted professionally and with civility.
8. We do not condone dishonesty in any form by anyone, including misuse of University funds or property, fraud, theft, cheating, plagiarism or lying. We encourage and expect reporting of any form of dishonesty, and our managers and supervisors to appropriately investigate such reports. We also expect that appropriate law enforcement and the University Director

of Internal Audit will be notified when circumstances reasonably indicate fraud or theft of University funds.

9. We bring to the attention of supervisors and managers, the University Director of Internal Audit, the Nebraska Auditor of Public Accounts, the Nebraska State Ombudsman, or other responsible University office, any violation of these principles or circumstances reasonably indicating that a violation has occurred or may occur. Such reporting in good faith in order to promote the ethical integrity of operations is expected and encouraged by the University, and retaliation by any University employee as a result against the person making such good faith report shall be subject to disciplinary action. We appropriately investigate all such reports and, when warranted by the facts, require corrective action and discipline in accordance with University policy and state law.

*Issued by the UNO Vice Chancellor for Business & Finance (August 2009)
Adapted, by permission, from the University of Virginia Code of Ethics.*

REDUCTION-IN-FORCE POLICY

Reductions in the University's work force may occur because of budget constraints or because of program reorganizations. Before implementing a reduction, department heads must notify Human Resources.

It is the goal of the University to provide employees with as much notice as is reasonably possible. Except in cases of extraordinary circumstances because of financial exigencies, notice shall be in writing and shall be as follows:

- Office/Service employees – Notice of at least two weeks prior to the date of release.
- Managerial/Professional employees - Notice of at least 90 calendar days prior to the date of release.

If the Board of Regents declares financial exigency, these notice requirements do not apply.

Criteria for determining the employees affected shall be based on the following:

1. Operating efficiency
2. Programming needs
3. Type of appointment held
4. Quality and length of service
5. Funding sources
6. Other considerations determined by the appointing authority in order to provide for the most efficient operation of the functional area or areas affected.

Employees shall be reinstated from a reduction in force in the functional area in the reverse order in which they were released. An employee shall be eligible for reinstatement for a period not less than three (3) months from the date of layoff, i.e. 90-day recall rights.

Reductions in force are not subject to grievance.

Employees separated from the University under the Reduction-in-Force Policy may be eligible for unemployment benefits as determined by the Nebraska Department of Labor. Costs for unemployment benefits are the responsibility of the department.

DRUG FREE WORKPLACE

The University of Nebraska at Omaha recognizes and affirms its responsibility and commitment to maintain a drug-free workplace. In accordance with this responsibility, the University prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances on University property. The term "controlled substance" refers to a controlled substance as defined in schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C.812).

The University recognizes drug abuse as a potential health, safety and/or security problem. Persons needing help in dealing with such problems are encouraged to make voluntary use of the Faculty/Employee Assistance Program.

In the event a faculty or staff member is convicted of the unlawful manufacture, distribution, dispensation, possession or use of controlled substances on University property, appropriate action will be taken by the University as follows:

For administrators, staff, and faculty not included in the UNO AAUP bargaining unit, one or more of the following actions may be taken:

1. Referral to the Faculty/Employee Assistance Program for evaluation and assessment to determine the appropriate treatment for rehabilitation;
2. Participation in a drug rehabilitation program;
3. Disciplinary action up to and including termination of employment.

For faculty included in the UNO AAUP bargaining unit, conviction for such offenses may be considered adequate cause for imposition of the disciplinary process provided in Section 3.1.6 of the Collective Bargaining Agreement.

As required by the Drug-Free Workplace Act of 1988, faculty and staff hired on federal contracts or grants must notify their supervisor within five days if they are convicted of any criminal drug statute as a result of a violation of the law which occurs at the workplace. The term "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of the federal or state criminal drug statutes. The supervisor will immediately notify the Academic Affairs Office when faculty are affected or the Human Resources Office when staff are affected. The University, in turn, will notify the granting or contracting agency of the conviction within ten days after receiving notice of an employee's criminal drug statute conviction.

Any questions regarding the policy should be directed to the Human Resources Office, 4-2321.

SMOKING POLICY

The University of Nebraska at Omaha prohibits smoking in all University buildings. Smoking is permitted outdoors, minimally ten feet from any public entrance.

WORKPLACE VIOLENCE

The University of Nebraska is committed to preventing workplace violence and to maintaining a safe work environment for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

The University will not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from any conduct, including verbal or nonverbal conduct that is physically threatening or results in violent behavior.

The following list of behaviors, while not inclusive, provides examples of prohibited conduct:

1. Causing physical injury to another person;
2. Making threatening remarks;
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
4. Intentionally damaging University property or property of another employee or student;
5. Possession of firearms, weapons, fireworks, and other dangerous or hazardous devices or substances on University property without proper authorization;
6. Conduct that intimidates, or coerces another employee, customer, student, vendor, or solicitors.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the immediate supervisor and Campus Security. These actions include threats by employees, as well as threats by customers, students, vendors, solicitors, or other members of the public. When reporting a threat of violence, the person providing the information should be as specific and detailed as possible. (Who, what, when, where, how?) Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will be subject to disciplinary action, up to and including termination.

CONCEALED WEAPONS AND FIREARMS

The possession of concealed weapons on property controlled by the University of Nebraska is prohibited. This ban applies to University of Nebraska vehicles and events sponsored by the University. This policy applies to all members of the general public, students, and University employees, except University employees who are specifically authorized to carry concealed weapons as part of their job responsibilities.

Possession of firearms on property controlled by the University of Nebraska, in University vehicles and at events sponsored by the University may only be authorized by the principal business officers of each administrative unit. The rules governing authorized possession of firearms adopted by each administrative unit shall be reviewed and approved by the Office of the University General Counsel. Once approved, such rules shall be kept on file by the Corporation Secretary.

Notices prohibiting the carrying of concealed handguns shall be conspicuously posted as each Chancellor shall determine to be appropriate on property controlled by the University of Nebraska that is open to the public as long as such posting is required by Nebraska Concealed Handgun Permit Act to accomplish enforcement of the Act.

For the purposes of this policy, the term "property controlled by the University of Nebraska" shall mean and include all property owned by the University, all property leased by or licensed to the University, and all fraternity houses, sorority houses, or other student housing facilities recognized by the University.

GUIDELINES FOR DISCIPLINARY ACTIONS

A supervisor may impose disciplinary action for numerous reasons. The type of disciplinary action taken by the supervisor usually depends upon the severity of the offense but can also be affected by the circumstances surrounding the offense.

It must be noted that some offenses are quite severe on their face, while others would not be considered so severe unless they involved repetition, maliciousness, etc. on the part of the employee.

In an effort to assist supervisors in dealing with employee problems as they arise, guidelines have been established to provide supervisors with examples of disciplinary action that may be taken for various types of offenses.

The following examples are not intended to limit actionable offenses to those listed nor are they intended to delineate the type of disciplinary action that must be taken in any individual situation.

The supervisor must examine each situation as it occurs. Decisions to discharge an employee should be reviewed in advance by the Human Resources office.

1. Examples of offenses that may result in immediate discharge:

- a) Intoxication or use of illegal drugs on the job
- b) Fighting
- c) Refusal to work
- d) Theft
- e) Willful destruction of UNO property
- f) Gross insubordination
- g) Gross misconduct unbecoming a UNO employee
- h) Conviction of a felony charged by a court of proper jurisdiction provided the felony is relevant to the position
- i) Falsifying time cards
- j) Use of undue influence to gain or attempt to gain promotion, leave, favorable assignment or other individual benefit or advantage
- k) Falsification, fraud or omission of information in applying for a position
- l) Failure to report to work without notification for a period of three days
- m) Failure or inability to complete a required training program that is a part of the job assignment
- n) Failure to obtain or maintain a current license or certificate required by law or UNO standards as a condition of employment
- o) Releasing confidential or sensitive information that could be damaging or embarrassing to the University
- p) Any other act which endangers the safety, health or well-being of another person or which is of sufficient magnitude that the consequences thereof cause or act to cause disruption of work or gross discredit to UNO.

2. Examples of offenses that may result in first a written warning and second in immediate discharge:

- a) Gambling
- b) Careless, negligent or improper use of UNO property
- c) Unauthorized or improper use of any type of leave
- d) Failure to report to work without notification for a period of one or two days
- e) Sleeping on the job
- f) Violation of, or failure to comply with, an executive order, published rules and regulations of UNO or the Board of Regents Bylaws.

3. Examples of offenses that may result in first an oral warning, second a written warning, and third in immediate discharge:

- a) Unsafe conduct
- b) Tardiness
- c) Unauthorized absence from the job
- d) Failure to maintain satisfactory and harmonious working relationships with the public or other employees
- e) Smoking in unauthorized areas
- f) Failure to punch time clock
- g) Foul and abusive language
- h) Inefficiency, incompetency or negligence in the performance of duties.

It is not recommended that supervisors take disciplinary action before they have had an opportunity to investigate the situation. If necessary, supervisors may suspend an employee until the investigation has been completed.

Employees who have been subjected to disciplinary action have the right to appeal the action through the pertinent grievance procedures.

DISPUTE RESOLUTION

ISSUE RESOLUTION AND COMPLAINT PROCEDURES FOR PROHIBITED DISCRIMINATION

The University of Nebraska at Omaha declares and affirms a policy of equal education and employment opportunities, affirmative action in employment, and nondiscrimination in providing services to the public. Therefore, the University of Nebraska at Omaha shall not discriminate against anyone based upon race*, color, sex**, sexual orientation (includes other characteristics, see 3.1.1 Board of Regents policy for employees and 5.1.1 Board of Regents policy for students), age, religion, disability, national or ethnic origin, marital status, or Vietnam-era veteran status, or genetic information under GINA (Genetic Information Nondiscrimination Act of 2008).

**Racial harassment is considered a form of racial discrimination.*

***Sexual harassment is considered a form of sex discrimination.*

Purpose

The purpose of these procedures is to secure, at the lowest possible level, equitable solutions to the problems which may affect student, faculty, staff, administrators, visitors, or other invitees, licensees, or university volunteers who believe they have been discriminated against within the university's prohibited discrimination policy. This prohibition extends to those activities that create a racially hostile environment, including peer-to-peer harassing conduct. If an official receives report of any concern or complaint is encouraged, but not required, at each step of the procedures. Any form of retaliation for filing or assisting with an investigation or charge is not permitted. The University reserves the right to take appropriate action in cases of alleged prohibited discrimination affecting the academic or work environment in the absence of a complaint from an individual. In the event of a finding of racial harassment, the University will take appropriate disciplinary action ranging from verbal reprimand to termination. The resolution process for faculty members is covered by the relevant collective bargaining agreement in place at the time of the infraction, and is incorporated herein as reference for this statement of purpose.

Oversight and Information

The Assistant to the Chancellor for Diversity and Equal Opportunity (hereafter referred to as the Assistant to the Chancellor) is the established representative of the university on prohibited discrimination issues.

The university's nondiscrimination policy and complaint procedures will be widely disseminated through a variety of media and clearly posted in strategic locations throughout the university campus. Anyone seeking information about the nondiscrimination policy or complaint procedures should contact the Assistant to the Chancellor or designee.

Informal Resolution

If appropriate, persons are encouraged first to speak about their concerns with the party in question, relevant manager/supervisor, administrator or academic department chair/school

director, or university ombudsperson to attempt to resolve the issue(s). A satisfactory resolution may be readily found.

Notification and Initial Investigation

Complainants who believe they have been discriminated against have thirty (30) working days after the occurrence of the alleged prohibited discrimination to informally resolve the issue(s) to their satisfaction or to contact the Assistant to the Chancellor. This time deadline can be extended if there are extenuating circumstances which must be documented by the complainant and determined by the Assistant to the Chancellor to justify a delay.

Informal Investigation

From the time the Assistant to the Chancellor or designee is made aware of a complaint, the Assistant to the Chancellor or designee will immediately notify the respondent, in writing, that a complaint has been received and will explain the nature of the complaint. The Assistant to the Chancellor or designee will have ten (10) working days to conduct an informal confidential investigation and determine whether or not the complaint merits further action. If it is determined by the Assistant to the Chancellor that further action is warranted, the formal procedures listed below will be begun within seven (7) working days of the decision. Both parties will be notified in writing as to the nature of this decision.

If the Assistant to the Chancellor or designee deems that the complaint merits no further action, the Chancellor or Chancellor's designee will appoint an individual, judged most qualified by the Chancellor or Chancellor's designee, from among the three (3) university ombudspersons and the Academic Affairs, Student Affairs, and Business and Finance Vice Chancellors or their designated representatives to review the decision. The reviewer will have ten (10) working days to examine the case and respond to the Chancellor or designee and the Assistant to Chancellor or designee. If the reviewer agrees with the Assistant to the Chancellor's decision of no further action, no further action will be taken by the university. If the reviewer disagrees with the Assistant to the Chancellor's decision of no further action, the formal procedures listed below will be begun within seven (7) working days of the reviewer's decision.

FORMAL PROCEDURES

Formal Complaint

Within seven (7) working days of the decision of the Assistant to the Chancellor or the reviewer determining further action is warranted, the complainant must meet with the Assistant to the Chancellor or designee to review/discuss the incident or situation, attempts at resolution (if any), as well as to learn about formal procedures. If the complainant wants to file a formal complaint, he or she must do so in writing directly to the Assistant to the Chancellor or designee within seven (7) working days following this consultation. If the complainant is unable to write the complaint, it will be related orally or via the appropriate medium, transcribed into written form, and verified for accuracy by the complainant.

Notification of the Respondent and the Equal Opportunity Review Panel

Within three (3) working days of receiving the written complaint, the Assistant to Chancellor or designee will notify the respondent that a formal written complaint has been filed, supply a copy of the written complaint to the respondent, and provide a description of the procedures to be followed. This notification will be made by certified or registered letter, postage prepaid, and return receipt requested, addressed to the most recent address listed in university records. Within five (5) working days of receiving the written complaint, the Assistant to Chancellor or designee will select and notify the Equal Opportunity Review Panel that a formal inquiry will be required.

Equal Opportunity Review Panel Composition

The Equal Opportunity Review Panel will consist of five members – two full-time faculty, two staff (administrative, managerial/professional, and office/service), and one student selected by the Assistant to the Chancellor from a pool of six faculty selected by the Faculty Senate, six staff selected by the Staff Advisory Council, and six students selected by Student Government. Students must be currently enrolled in at least 6 credit hours (undergraduate and/or graduate) and in good academic standing.

The pool of names will be used until the beginning of the following academic year. If during the year, a nominated person becomes ineligible to be in the pool, the appropriate body, (i.e., Faculty Senate, Staff Advisory Council or Student Government) will nominate a replacement for that person in the pool. Selection of pool members and actual Panel members will be done in a manner that attempts to provide the widest possible diversity with respect to gender, ethnic background and other relevant socio/demographic traits. Should a selected member of the panel identify himself/herself as having a legitimate conflict of interest, the Assistant to the Chancellor shall select a different member from the pool of names so as to maintain the required representation.

Formal Inquiry

Upon selection and contact by the Assistant to the Chancellor, panel members will have ten (10) working days to convene, select a chair (student members are not eligible to chair), and schedule the start of the formal inquiry. The inquiry will be conducted as expeditiously as possible. During the inquiry the Panel will review the complaint in its entirety and conduct an impartial inquiry on the complaint. Documents and other information relevant to the complaint may be requested by the Panel, and witnesses may be called by the Panel. The complainant (and his/her representative[s]), the respondent (and his/her representative[s]), and witnesses (if any) will only be present in the inquiry when their own testimony is being sought by the Panel. The inquiry will be audio taped.

The Panel has five (5) working days after the inquiry to reach a preliminary recommendation. In the event that it concludes that the complaint should proceed further, both parties will have access to all evidence presented before the Panel, including the audio tape. When the Panel concludes no additional action is warranted, neither of the parties will have access to the evidence. In cases where the Panel concludes that the complaint should go forward, both parties will have five (5) working days to rebut the evidence. The Panel then will have ten (10) working days to consider rebuttals and present its advice in writing to the appropriate Vice Chancellor. This written advice should report any dissenting views or include a written minority statement if the minority on the Panel chooses to do so. The Panel's advice will be forwarded to

the Vice Chancellor of the Administrative unit in which the respondent is assigned (i.e., Vice Chancellor for Academic Affairs for faculty respondents, Vice Chancellor of Business and Finance for staff respondents, Vice Chancellor for Student Affairs for student respondents).

Upon receipt of the Panel's advice, the Vice Chancellor will have seven (7) working days in which to reach a conclusion whether or not this set of circumstances warrants additional investigation. The Vice Chancellor will communicate his/her decision in writing to the complainant and to the respondent and shall have the authority to implement such action as is deemed appropriated for non-faculty respondents. If, the Vice Chancellor's conclusion is that no further action be taken, no further action will be taken by the university. If, on the other hand, for faculty respondents the conclusion is that additional investigation should be undertaken, it will be in accord with and/or follow procedures detailed in the Bylaws of the Board of Regents of the University of Nebraska and policies promulgated pursuant thereto, and, in the case of faculty respondents who are members of the bargaining unit, in accord with the Collective Bargaining Agreement between the Board of Regents of the University of Nebraska and the University of Nebraska at Omaha Chapter American Association of University Professors.

Guidelines/Clarification

1. Accusations of prohibited discrimination are of utmost seriousness and should not be made casually or without cause. This policy shall not be used to bring frivolous or malicious charges against students, faculty, staff, administrators, visitors or other invitees, licensees, or university volunteers. The university reserves the right to take appropriate action against individuals who are determined to have brought frivolous or malicious charges. However, this provision shall not be construed in any manner that might unreasonably deter any person from bringing forth a concern. No person shall be retaliated against for exercising his/her rights under these procedures.
2. In cases of alleged harassment, protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other education programs and activities of the university. In addition, First Amendment rights apply to the speech of students and faculty. (Federal Register/Vol.62, No. 49, March 13, 1997)
3. Working days are those days that the university offices are scheduled to be open.
4. Time limits can be extended by the Assistant to the Chancellor if there are extenuating circumstances which must be documented and determined by the Assistant to the Chancellor to justify a delay.
5. Failure by University representatives to communicate the decision on a complaint within the specified time limits at any step of these procedures will not prejudice the complaint.
6. Failure by the complainant to pursue a complaint to the next step within the specified time limits at any step of the procedures, barring any extenuating circumstances which must be documented by the Assistant to the Chancellor to justify a delay, will be considered acceptance of the last decision rendered.
7. All documents, communications, and records dealing with a complaint and processing of a complaint (except for those materials allowed in personnel files by existing policies or agreements) will be kept confidential and secured in the Office of the Assistant to the

Chancellor. The records will be retained for such time as may be legally required and/or deemed appropriate by the university; thereafter, all records will be destroyed.

8. All meetings and inquiries under this procedure will be conducted privately and will include only the parties specified in the procedure for that stage of the procedure.
9. If, as determined by the Panel, additional highly relevant facts that might alter the outcome of the decision are presented during the Panel's proceedings, a recess of reasonable length as determined by the Panel may occur.
10. These are regarded as administrative, not legal procedures. However, in the formal stage(s) the complainant and/or the respondent has the right to legal representation in the form of an advisor at his/her own expense.
11. For hourly paid employees, time spent during scheduled working hours in meeting with the Assistant to the Chancellor or designee or in the formal steps of the procedure is treated as time worked for pay purposes.
12. For faculty respondents, and decision on the part of the Vice Chancellor that additional investigation is warranted that could lead to disciplinary action must be forwarded to the Professional Conduct Committee. (Such sanctions could include sensitivity training, formal or informal reprimands, and an oral or written apology.)
13. Inquiry panels will not include faculty members currently serving on the Professional Conduct or Academic Freedom and Tenure Committees.
14. Failure or lack of clarity of the audio tape will not compromise the proceedings. In order to avoid such circumstances, two separate recordings will be made.

NON-ACADEMIC GRIEVANCE PROCEDURES

Introduction

The Board of Regents is committed to preserving and improving cooperative and effective work relationships among all University employees. The Board encourages any employee who feels he or she is not receiving fair treatment at the University to use the grievance procedures set forth in this policy. Employees who believe they may have a grievance are encouraged to contact the Human Resources Department at their campus or administrative unit for assistance with interpretation or implementation of this policy. This policy supersedes any college or departmental grievance policies for office-service and managerial-professional employees. In order that grievances are handled on a consistent basis throughout the University, these procedures are adopted for implementation by the administrative units that compose the University.

Eligibility

All regular managerial-professional and office-service staff who have successfully completed their six (6) month post hire probationary period, and such academic-administrative staff and other academic staff for whom access to established academic grievance procedures is not available (any of whom are referred to herein as a "Staff Member"), are eligible to access the process described in this policy.

Grievance Procedure

For purposes of this policy, a grievance must be based upon a difference arising between the Staff Member and the University as to the interpretation or application of written University policy, rules or procedures relating to terms and conditions of the Staff Member's employment, except that the determination of position classification, salary or wage levels, performance evaluation, reduction-in-force decisions, and terminations of an "employment-at-will" (as that term is defined under Nebraska law) are not subjects covered or deemed grievable under this policy; provided however, that any termination of the "employment-at-will" of a Staff Member must first be reviewed and approved by the Director of Human Resources. (Throughout this policy, any reference to the Director of Human Resources means the Director of the administrative unit where the Staff Member works. Any responsibility or authority assigned to a Director of Human Resources in this policy may be delegated to a member of the Human Resources staff or other appropriate designee.) Terminations which are deemed to be "terminations-for-cause" are grievable under this policy. Grievances are limited to matters of interpretation and application of University employment policies, rules and procedures; the establishment or substantive content of such a policy, rule or procedure is not grievable. College or Departmental policies and rules may be grieved if the Staff Member can show that the College or Departmental policy or rule is contrary to a University policy, rule or procedure. In such cases, University policies, rules and procedures shall take precedence. The Director of Human Resources for the relevant campus or Central Administration in cases involving Central Administration has the responsibility of interpreting this policy and will determine whether or not a matter is grievable. If a matter is found to be non-grievable, such Director will work with the appropriate parties to try to resolve the concern.

The grievance process described in this policy is an internal, informal process, intended to facilitate open communication and exchange of relevant information and to allow for a meaningful, honest review of the grievance. In order to promote the informal and open exchange of information, attorneys (whether or not they are acting in the capacity of the Staff Member's lawyer) shall not be permitted to participate in meetings or physically accompany either the University representatives or the grieving Staff Member throughout this process. Other venues are better suited to accommodate the formalities interjected by legal counsel. A non-lawyer advisor may not actively participate in the process; e.g. presenting evidence and directing questions to or otherwise communicating with supervisors, panel members or University representatives are not permitted activities. No activity or documentation arising as a result of this policy is deemed to be subject to Public Records laws or Open Meetings laws, unless University legal counsel advises otherwise. The Staff Member alleging a violation of policy is encouraged to informally discuss the matter with his/her immediate supervisor in an attempt to reach a resolution prior to initiating a formal grievance. No audio or video recordings shall be made in relation to the processes described in this policy.

Step 1: Appeal To The Immediate Supervisor

If the discussion surrounding the alleged incident or occurrence does not resolve the matter to the satisfaction of the Staff Member, the Staff Member may file a formal grievance with his/her immediate supervisor and the Director of Human Resources within twenty (20) workdays following the discussion.

If the grievance is based in any part upon the immediate supervisor's acts, the Staff Member may present the written grievance solely to the Director of Human Resources who will determine whether the immediate supervisor or another individual associated with the Staff Member's work area is more appropriate to respond to the grievance. The written grievance shall specify:

- the exact nature of the alleged grievance;
- details regarding the policy, rule, or procedure allegedly violated;
- the specific remedy requested;
- a specific statement that the Staff Member wishes to initiate a grievance pursuant to the procedures contained in this policy.

While supporting information or clarification may be requested or presented in subsequent steps of the grievance process, the Staff Member is responsible for identifying all issues and allegations relevant to the grievance in this writing. No additional matters may be raised once the written grievance is filed with the Director of Human Resources. Additional allegations or requested remedies may be addressed only through a separate grievance process. At the discretion of the Director of Human Resources, multiple grievances filed by one or more Staff Members may be combined into a single grievance, if such an action promotes a more meaningful review of the matter.

Within ten (10) workdays of receiving the written grievance, the immediate supervisor (or other individual designated by the Director of Human Resources) will draft and deliver to the grieving Staff Member a written response to the written grievance. The person writing the response may confer with a Human Resources representative, his/her supervisors or other parties relevant to the grievance, as needed.

Step 2: Appeal To The Next Level Supervisor

Should the Staff Member remain dissatisfied, he/she may, within five (5) workdays of receiving the Step 1 written response, submit a written request to the Director of Human Resources to appeal to the “next-level supervisor”. The request to appeal shall include a clear explanation of why the Staff Member disagrees with the Step 1 response. *(Due to the complexity of the University’s organizational structure, the Director of Human Resources shall have the authority and discretion to determine the person best suited within the Staff Member’s work unit to serve as the “next-level supervisor”).*

The Director of Human Resources shall deliver to the next-level supervisor the Step 1 written grievance and response, along with the Step 2 written request to appeal. The next-level supervisor shall review those documents and may gather such other information from such sources as he/she deems necessary and relevant to the appeal. After considering all of the relevant information, the next-level supervisor shall render a written decision. This decision must be submitted to the Director of Human Resources within fifteen (15) workdays following receipt of the Staff Member’s request to appeal. The Director of Human Resources shall promptly deliver the decision to the Staff Member.

Step 3: Appeal To The Chancellor / President Through A Grievance Panel

Should the Staff Member remain dissatisfied, he/she may, within five (5) workdays of receiving the Step 2 decision from the next-level supervisor, submit a written request to the Director of Human Resources to appeal through a Grievance Panel to the President (for Staff Members employed at Central Administration) or to his/her Chancellor (for Staff Members employed at a campus). The request to appeal shall include a clear explanation of why the Staff Member disagrees with the Step 2 decision.

A Grievance Panel will be appointed by the President or the Chancellor, as applicable, and shall be composed of three (3) full-time employees, at least one of which shall be of the same employment category (Academic-Administrative, Office Service or Managerial-Professional) as the grieving Staff Member. No one with a personal or professional interest in the outcome of the grievance is qualified to serve on the Panel. The Panel members shall select a chair from among themselves. *(In accordance with their individual modes of governance, administrative units may or may not establish standing committees or pools eligible to stand for appointment to the Panel.)* The grieving Staff Member and his/her supervisor(s) shall be promptly notified of the composition of the Panel.

Within five (5) workdays of receiving notice of the appointments to the Panel, the grieving Staff Member or his/her supervisor(s) may notify the Director of Human Resources in writing of any reason why any member of the Panel is not qualified to serve. The Director of Human Resources shall consult with the Chancellor or the President, as applicable, regarding the Panel composition. In the Chancellor’s or President’s discretion, another appointee may be substituted, if it is determined the grievance process would be better served by another person.

The Panel will meet with the Staff Member, the immediate supervisor and any other person deemed by the Panel to have relevant information about the subject of the grievance. The Panel may gather such information from such sources as are available and meaningful to the appeal.

The activities and deliberations of the Panel are not open to the public. The Panel's work will be confidential, except to the extent the Panel's work must be revealed to those with a legitimate need to know (e.g. Staff Member's supervisors, persons with information relevant to the grievance, Human Resources staff). The Panel will be guided by University policy in reaching its decision. Irrelevant or exceedingly redundant information may be excluded from its consideration. The Panel shall not supplement, subtract or otherwise alter the content of the allegations contained in the grievance; nor is it authorized to impose or recant sanctions. The Panel acts only in an advisory capacity to the President or relevant Chancellor.

PROFESSIONAL CONDUCT COMMITTEE / COMPLAINTS

Managerial-Professional employees and non-faculty administrators also are covered by the Professional Conduct Committee Procedures for complaints. The Committee shall have jurisdiction and authority to investigate complaints charging violations of standards of professional conduct brought against professional staff at the University of Nebraska at Omaha. Standards of professional conduct shall be those set forth in the *Bylaws of the Board of Regents of the University of Nebraska*. For further information, contact the Faculty Senate Office, Arts and Sciences Hall, Room 105, 4-3598.

YOUR PAY CHECK

PAYROLL SCHEDULE 2012

U of N AT OMAHA - PAYROLL SCHEDULE January - December 2012

BIWEEKLY PAYROLL			
SCHEDULE	DATE	PAY PERIOD	DEADLIN
1	Jan 12	Dec 16 - Dec 29	Dec 30
2	Jan 26	Dec 30 - Jan 12	Jan 13
3	Feb 09	Jan 13 - Jan 26	Jan 27
4	Feb 23	Jan 27 - Feb 09	Feb 10
5	Mar 08	Feb 10 - Feb 23	Feb 24
6	Mar 22	Feb 24 - Mar 08	Mar 09
7	Apr 05	Mar 09 - Mar 22	Mar 23
8	Apr 19	Mar 23 - Apr 05	Apr 06
9	May 03	Apr 06 - Apr 19	Apr 20
10	May 17	Apr 20 - May 03	May 04
11	May 31	May 04 - May 17	May 17
12	Jun 14	May 18 - May 31	Jun 01
13	Jun 28	Jun 01 - Jun 14	Jun 15
14	Jul 12	Jun 15 - Jun 28	Jun 29
15	Jul 26	Jun 29 - Jul 12	Jul 13
16	Aug 09	Jul 13 - Jul 26	Jul 27
17	Aug 23	Jul 27 - Aug 09	Aug 10
18	Sep 06	Aug 10 - Aug 23	Aug 24
19	Sep 20	Aug 24 - Sep 06	Sep 07
20	Oct 04	Sep 07 - Sep 20	Sep 21
21	Oct 18	Sep 21 - Oct 04	Oct 05
22	Nov 01	Oct 05 - Oct 18	Oct 19
23	Nov 15	Oct 19 - Nov 01	Nov 02
24	Nov 29	Nov 02 - Nov 15	Nov 16
25	Dec 13	Nov 16 - Nov 29	Nov 30
26	Dec 27	Nov 30 - Dec 13	Dec 14

MONTHLY PAYROLL			
SCHEDULE	DATE	PAY PERIOD	DEADLINE
1	Jan 31	Jan 1 - Jan 31	Jan 17
2	Feb 29	Feb 1 - Feb 29	Feb 15
3	Mar 30	Mar 1 - Mar 31	Mar 19
4	Apr 30	Apr 1 - Apr 30	Apr 16
5	May 31	May 1 - May 31	May 15
6	Jun 29	Jun 1 - Jun 30	Jun 18
7	Jul 31	Jul 1 - Jul 31	Jul 17
8	Aug 31	Aug 1 - Aug 31	Aug 20
9	Sep 28	Sep 1 - Sep 30	Sep 17
10	Oct 31	Oct 1 - Oct 31	Oct 17
11	Nov 30	Nov 1 - Nov 30	Nov 19
12	Dec 31	Dec 1 - Dec 31	Dec 10

PAYROLL TAX WITHHOLDING

EMPLOYEE WITHHOLDING ALLOWANCE CERTIFICATE W-4

The University of Nebraska at Omaha is required to withhold federal and state taxes from certain employee wages, using pre-defined IRS and State of Nebraska Income Tax withholding tables.

Each employee must complete a W-4 form when beginning work at UNO. If an employee does not complete the W-4 form, federal and state taxes will be withheld using the single status and zero withholding allowances. UNO will not refund any taxes that were withheld due to an employee's neglect to complete the W-4 form. You can make changes to your W-4 form via ESS or contact UNO Human Resources, Payroll section to make changes.

To determine the correct number of allowances you should claim on your W-4, complete the Personal allowances Worksheet on the reverse side of the form.

A W-4 remains in effect until an employee submits a new one.

EXEMPTION FROM INCOME TAX WITHHOLDING

The W-4 for an employee who has indicated that he/she is exempt from withholding expires on February 15th each year. If the employee qualifies and wishes to continue being exempt from federal income tax withholding for the next calendar year, the employee must complete a new W-4 form. See the Exemption from Withholding section of IRS Publication 505.

NEBRASKA STATE INCOME TAX

Nebraska follows federal rules for determining the number of allowances to claim for Nebraska state tax withholding purposes.

SOCIAL SECURITY AND MEDICARE TAX

All employees of the University of Nebraska at Omaha are subject to Social Security and Medicare tax withholding, based on the earnings levels and tax rates established by the IRS. Two categories of student employees may be exempt from withholding, depending on the specific facts and circumstances relating to their employment as follows:

- Resident undergraduate and graduate students who meet the tests defined in IRS revenue procedure 98-16 and UNO Policy for being enrolled and regularly attending classes during the academic semester in which they are employed will be exempt from withholding on University wages.
- Nonresident aliens who hold F-1, J-1, M-1 or Q-1 visas and who are performing employment that is consistent with the provisions of their visa status; and do not meet the substantial presence test (SPT) which is 5 years for students and 2 years for teacher/researcher. (The term "student" refers to undergraduate or graduate.)

OVERTIME COMPENSATION

Employees of the University of Nebraska at Omaha may be required to work in excess of 40 hours during a work week. Office/Service (non-exempt) employees are eligible for overtime compensation for hours worked in excess of 40 hours.

The University's work week is from 11:01 P.M. Thursday to 11:00 P.M. the following Thursday. Overtime will be paid at a rate of one and one-half times the regular hourly rate for hours worked in excess of 40 per week. Overtime must be approved by the employee's supervisor prior to being worked. Vacation, Sick, Funeral, Military, Administrative and other approved leaves will not be included as hours worked toward the computation of overtime. Meal periods are not counted as worked if the employee is relieved from duty. However, if the employee is required to perform any duties while eating, the meal period will be counted as hours worked. The regular fifteen-minute breaks are considered hours worked.

Employees may be given compensatory time off instead of overtime compensation upon signing a voluntary agreement. (See next page.) Time off would be granted at the rate of one and one-half hours off for each hour of overtime worked. Compensatory time may be "banked" and given to the employee at a later date. However, employees may not have a balance of more than 60 hours (i.e. no more than 40 hours of actual overtime hours worked) of compensatory time. In the case of employees involved in public safety activities or seasonal work, a compensatory balance of up to 120 hours is permitted. Employees who have an earned balance of 60 (or 120) hours of compensatory time shall be paid for additional overtime hours at the rate of one and one-half times their regular hourly rate.

Employees who request to use earned compensatory time will be permitted to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operation of the department. All accumulated compensatory time must be taken (or paid off) prior to the effective date of a salary change or a department transfer. Employees who separate from the University will be paid for earned compensatory time. Office/Service employees working for two or more separate departments or campuses will be paid overtime when the combined hours of all jobs exceed 40 in any work week. The primary home department is responsible for monitoring the total hours worked. Overtime hours should be submitted on the time report for the job in which the overtime is worked. Overtime must be paid at one and one-half times the highest hourly rate the employee is to be paid during the pay period.

The Fair Labor Standards Act requires that a record of the hours worked each day by non-exempt employees be maintained. Departments are responsible for maintaining the records of hours worked by their Office/Service and any other hourly-paid employees. Internal auditors as well as federal auditors may request these records.

University employees may choose to work for the University in a part-time job on an occasional or sporadic basis in a different capacity than their regular employment. The hours of work in an unrelated job will not be counted as hours worked for overtime pay purposes on the regular job. Supervisors should check with the Human Resources Office prior to submitting a PAF (Personnel Action Form) authorizing the part-time work.



Overtime/Compensatory Time Authorization Agreement

I, _____, authorize _____
Supervisor (print) Employee (print)

to work _____ hours of overtime on _____
Date

Nonexempt employees must be paid for all hours worked in excess of 40 hours during the workweek, which begins at 11:01pm on Thursdays and ends at 11:00 pm the following Thursday. Employees may be given compensatory time in lieu of overtime payment.

I understand that I have been offered the opportunity to work overtime and that if I accept the overtime assignment, I will accumulate compensatory time at the rate of one and one-half hours for each overtime hour worked. I also understand that accumulated compensatory time must be used or paid in accordance with University policy and applicable law.

Employee Signature

Date

Supervisor Signature

Date

Form to be filed in Department Personnel File



Overtime/Compensatory Time Authorization Agreement

I, _____, authorize _____
Supervisor (print) Employee (print)

to work _____ hours of overtime on _____
Date

Nonexempt employees must be paid for all hours worked in excess of 40 hours during the workweek, which begins at 11:01pm on Thursdays and ends at 11:00 pm the following Thursday. Employees may be given compensatory time in lieu of overtime payment.

I understand that I have been offered the opportunity to work overtime and that if I accept the overtime assignment, I will accumulate compensatory time at the rate of one and one-half hours for each overtime hour worked. I also understand that accumulated compensatory time must be used or paid in accordance with University policy and applicable law.

Employee Signature

Date

Supervisor Signature

Date

Form to be filed in Department Personnel File

SHIFT DIFFERENTIAL

Regular employees of the University whose work hours are primarily outside the standard 8:00 a.m. to 5:00 p.m. office hours (at least 4 hours) of the University will be paid a shift differential of 10% of their hourly rate of pay for all hours worked in the shift. The shift differential is not built into the base rate of pay; thus differential is paid for hours worked, not vacation leave, sick leave, holiday or other pay status.

PAYCHECK DIRECT DEPOSITS

The University uses a direct deposit system for employee paychecks. Forms to designate the bank location for the direct deposit are available in the Payroll Office, Eppley Administration Building, Room 205. Changes to one's bank such as adding a savings account or changing banks may be made in the Payroll Office or in Employee Self Service at: <http://firefly.nebraska.edu>.

WORKER'S COMPENSATION

The University of Nebraska at Omaha is self-insured in its Worker's Compensation program. All hospital and medical expenses resulting from an injury or occupational disease while on the job or in the course of employment are paid by the State of Nebraska. To receive this benefit it is necessary to report all accidents (no matter how slight) to the immediate supervisor. An accident report is then prepared recording the details of the accident/injury/illness. The accident report is used as the basis for the preparation of the Worker's Compensation report, which is submitted to the State to initiate payment of benefits under Worker's Compensation.

In the event of a serious or life-threatening injury/accident, the employee should report to the nearest facility for emergency medical treatment; the medical staff should be informed at the time of treatment that the injury/accident is work-related.

Up to five days paid injury leave may be authorized because of injury or occupational disease arising out of the course of employment. Injury leave is not charged against an employee's accumulated sick leave balance. If, after the five days have been granted, the employee's injury still prevents him/her from returning to work, he/she may elect to use any accumulated sick leave in conjunction with Worker's Compensation benefits. Worker's Compensation benefits pay a portion of the employee's salary/wages up to the current statutory maximum per week.

GARNISHMENTS, CHILD SUPPORT, LEVIES

Garnishments

The University complies with all laws with regards to the garnishment of wages. Questions about how the University handles garnishments should be directed to the Payroll office.

Federal and State Levies on Wages

The Internal Revenue Code grants the Secretary of the Treasury the power to levy upon and seize an employee's wages for satisfaction of unpaid Federal/State Tax, and the effect of a levy shall be continuous from the date the levy is first made until the liability is satisfied.

Child Support Deduction From Wages

Employees are subject to court ordered deductions for child support payments. Also an employee may go through the courts to have voluntary child support payments deducted.

EDUCATIONAL OPPORTUNITIES

EMPLOYEE AND DEPENDENT SCHOLARSHIP PROGRAM

Pursuant to Section 3.7 of the Bylaws of the Board of Regents of the University of Nebraska, the following regulations shall apply to an Employee Scholarship Program:

EMPLOYEE SCHOLARSHIP PROGRAM

1. Eligibility

- a) All full-time (1.00 FTE) regular employees of the University are eligible to apply.
- b) All retired employees of the University who have met the normal retirement regulations are eligible to apply.
- c) Employees must be admitted students of the University and must have met all normal academic requirements for the course taken.
- d) The employee Scholarship Program is not available to employees on leave of absence without pay.
- e) The Employee Scholarship Program is not available to employees whose anticipated employment period is less than six months.

2. Financial

- a) The granting of Employee Scholarships is subject to openings in the specific classes in which the employee intends to enroll. If the reduction or withdrawal of this privilege, however, is necessitated by the lack of funds, such reduction or withdrawal shall apply to all classes of employees on a University-wide basis and timely notice of this action shall be provided to all employees.
- b) The Employee Scholarship Program applies only to academic credit courses being offered at any unit of the University of Nebraska. These courses may be taken for credit or audit.
- c) The University of Nebraska Employee Scholarship Program shall allow tuition equal to the University's residency-tuition-charge-per-semester credit hour.
- d) Employees whose applications have been approved pay all normal admission and matriculation fees including lab fees and course fees, but not UPFF fees. Employees shall also pay all usual course-related costs such as books and supplies.
- e) The Employee Scholarship Program is limited to not more than fifteen (15) credit hours in any 12-month period (September-August) and is restricted to no more than six (6) credit hours per semester.
- f) Employees eligible for scholarship plans through other governmental programs are expected to avail themselves of these programs prior to applying for the University of Nebraska Employee Scholarship Program. If the employee's tuition costs are not entirely covered by the other government programs, the University of Nebraska Employee Scholarship Program shall allow for the difference up to the maximum established herein.

- g) Employees will be billed for their tuition if they resign from University employment and the effective date of resignation occurs during the first thirty (30) days after classes have commenced.

3. Class Attendance:

- a) Normally, employees taking advantage of the Employee Scholarship Program will enroll in classes held during non-working hours.
- b) If the course(s) is (are) not scheduled during non-working hours, the employee's hours may be rearranged, with the appropriate approvals, to accommodate enrollment.

DEPENDENT SCHOLARSHIP PROGRAM

Pursuant to Section 3.7 of the Bylaws of the Board of Regents of the University of Nebraska, all University of Nebraska employees who meet the eligibility conditions noted under "Eligibility" under "Employee Scholarship Program" may elect to transfer all or part of their employee scholarship benefit to their spouse or to their dependent children. The following parameters shall apply to the dependent scholarship program.

1. Definitions

- a) Spouse: Employee's husband or wife, as recognized under the laws of the State of Nebraska.
- b) Dependent Children: Employee's natural born or legally adopted children, or stepchild, or ward of an employee who (i) is unmarried and under 24 years of age, and (ii) is chiefly dependent on the employee for support who is living in the employee's home and is chiefly dependent on the employee for support (claimed as a dependent for tax purposes).

2. Eligibility for Dependent Scholarship Program

- a) All regular full-time (1.00 FTE) employees of the University who meet the employment eligibility requirements of the Employee Scholarship Program may transfer up to a total of fifteen (15) credit hours per year (August through July) to their spouse or to any dependent child at tuition equal to the University's resident tuition charge per semester credit hour at the campus of attendance.
- b) The Dependent Scholarship Program is only available to an employee's spouse or any dependent children who are admitted students of a University of Nebraska campus and who have met all normal academic requirements for the course(s) taken. Full-time student enrollment status is required for a dependent child to be eligible, but not for a spouse. An affidavit will be required to document the status of dependent children. The University reserves the right to request copies of tax returns and or other supporting documentation.
- c) All retired employees of the University who have met the normal retirement regulations may apply the dependent scholarship program to their spouse or to their eligible dependent children.

3. Dependent Scholarship Program Terms and Conditions

- a) The Dependent Scholarship Program will be limited to undergraduate academic credit courses at any campus of the University of Nebraska.
- b) Dependents whose applications have been approved shall pay all normal admission and matriculation fees including lab fees, course fees and UPPF fees, and all usual course-related costs such as books and supplies.
- c) The maximum total number of credit hours that may be transferred by an employee to one or more dependents will be the equivalent of fifteen (15) semester credit hours in any 12-month period (August through July) and is restricted to no more than nine (9) credits per semester.
- d) Dependents eligible for scholarship plans through other programs are expected to avail themselves of these programs prior to applying for the University of Nebraska Dependent Scholarship Program shall allow for the difference up to the maximum established herein.
- e) Employees will be billed for dependent's tuition if they resign from University employment and the effective date of resignation occurs during the first thirty (30) days after classes have commenced. Employees must be in pay status as a regular employee on the first day of classes to be eligible for the Employee/Dependent Scholarship Program. Employees on an unpaid leave of absence are not eligible. Employees separating or changing employment status to less than full time within 30 calendar days after the beginning of class lose eligibility and will be billed for the full tuition.
- f) The Employee and Dependent Scholarship Program will pay resident tuition for a maximum of 15 credit hours during a 12-month period (August through July). If the student has not established Nebraska residency through the Admissions Office, he or she will be billed for the difference in resident and non-resident tuition.
- g) Non-attendance at a class does not constitute an official drop. The student must process a drop/withdrawal request.
- h) In order for dependent children of University of Nebraska employees to be eligible for the Employee and Dependent Scholarship Program for the summer session, dependents must have been a full-time student of the University of Nebraska in the preceding Spring as well as full-time during the summer. [At UNO, full-time status for summer is 6 (six) credit hours.]
- i) If the employee is not a Nebraska resident and considered a non-resident for tuition purposes, the student (employee or dependent/spouse of the employee) must file a Residency Application in order to utilize the Employee Scholarship Program. An employee (or dependent/spouse) can qualify for resident status based on at least half time (.5 FTE) permanent status employment. In order for a non-Nebraska resident employee to utilize the Employee Scholarship Program, the student (employee or dependent/spouse) is required to meet the deadline for filing the residency application (the end of the third week of classes of the semester for which tuition is being charged).

The residency application should be submitted to either the Office of Undergraduate Admissions or the Graduate Studies Office.

REFUND AND CREDIT RULES FOR CLASS DROPPED

To verify the exact drop dates for the refund schedule please contact the Registration and Records Office.

1. Classes dropped within the 100% refund period:

- a) If the student goes through official drop procedures within the 100% refund period and as a result no longer meets the Employee and Dependent Scholarship requirements of a full-time student, the student will be billed for the full tuition of the remaining courses. The student's scholarship hours will be eligible for re-use that academic year. Employees must notify Human Resources when dropping a course in order to be credited.

[Example: A student is taking 12 credits hours; 6 are scholarship credit hours (free) and 6 are full tuition. If the student drops 1 class or 3 credit hours, the student is no longer a full-time student, so full tuition will be billed for all 9 hours and the 6 scholarship credits are returned for further use that academic year.]

- b) If the student goes through official drop procedures within seven days after classes start and remains a full-time student, the student receives 100% of his or her tuition dollars but does not receive scholarship hours credited for re-use.

[Example: A student is taking 18 credit hours; 6 are scholarship credit hours (free) and 12 are full tuition. If the student drops two classes or 6 credit hours, the student remains a full-time student, so full tuition will be billed for 6 hours and the other 6 are scholarship credit hours. The student is refunded the tuition dollars for the two classes dropped.]

2. 75% refund period, 50% refund period, and 25% refund period:

If students follow official drop procedures within the 75%, 50% or 25% refund period, the same rules apply as above in the 100% refund period except the tuition dollar refund is 75%, 50% or 25% depending on the official drop date.

3. After the fourth week of classes:

Students are not eligible for a refund on tuition, after the fourth week of classes; however, if they follow the official drop procedures and as a result no longer meet the requirements as a full-time student, they will not forfeit the employee/dependent scholarship and will not be billed the full tuition for the hours covered by the scholarship credit.

[Example: A student is taking 12 credit hours; 6 are scholarship credit hours (free) and 6 are full tuition. If the student drops one class or 3 credit hours, the student is no longer a full-time student; but because the student has paid tuition for 12 credit hours, the student will not be billed for the 6 employee/dependent scholarship credits.]

Note: Summer session courses and mini-courses follow a pro-rated schedule for refund dates.

NEBRASKA BUSINESS DEVELOPMENT CENTER TECHNOLOGY TRAINING PROGRAM

The Nebraska Business Development Center (NBDC) is a department of the UNO College of Business Administration. It provides for business development in Nebraska through management and technical assistance to small and medium-sized businesses and through business and computer technology training for enhancement of employee skills. Computer technology and business training from NBDC is available to employees of UNO at a 25% discount.

NBDC course catalogs are published three times per year and are available at the UNO Information Center and the NBDC offices in RH 415. Where employees are assigned training by a department, NBDC accepts payment through internal charges. UNO employees and members of their immediate family (spouses and children aged 18 or younger) who wish to take training on their own still get the 25% discount and may pay by check, Visa, MasterCard, or American Express. Visit the website at: <http://nbdc.unomaha.edu>.

ADDITIONAL TRAINING OPPORTUNITIES PROVIDED BY HUMAN RESOURCES AND OTHER DEPARTMENTS

Human Resources offers several on-line and in person training programs for supervisors and staff members to help them understand University policies and procedures and thus improve their on-the-job skills. Programs include interviewing skills, performance evaluations, communication skills, disciplinary action guidelines, ethics in the workplace, leadership skills, safety procedures, and dozens more. Contact Human Resources, Epley Administration Building, Room 205, 4-2321, for more information.

Other University departments such as Criss Library, Sponsored Programs and Research, Accounting Services, and Information Technology Services frequently announce free training programs for employees that will update and enhance skills.

**ON-LINE TRAINING TOPICS AVAILABLE TO UNO EMPLOYEES
CALL HUMAN RESOURCES FOR ACCESS: 402-554-2321**

Topics – Course Title

Accidents

- Slips, Trips, and Falls
- Fire Extinguishers

Alcohol and Drugs

- Substance Abuse in the Workplace-What Supervisors Need to Know
- Substance Abuse in the Workplace-What Employees Need to Know

Attendance

- Attendance Management-What Supervisors Need to know

Civil Rights

- Workplace Harassment-What Supervisors Need to Know

Communication

- Effective Meetings-How to for Supervisors
- Teambuilding for All Employees
- Customer Service Skills-How We Can All Improve
- Teambuilding for Supervisors

Disabilities (ADA)

- ADA-What Supervisors Need to Know

Discipline

- Progressive Discipline

Diversity

- Diversity for All Employees
- Diversity-Legal Basics for Supervisors

Emergencies

- Emergency Action and Fire Prevention (Spanish/English)
- Disaster Planning-What Supervisors Need to Know

Ergonomics

- Back Safety (Spanish/English)
- Office Ergonomics

Ethics

- Workplace Ethics for Supervisors
- Business Ethics-What Employees Need to Know

Fair Labor Standards Act (FLSA)

- FLSA-What Supervisors Need to Know

Health Insurance Continuation (COBRA)

- COBRA and HIPAA-What Supervisors Need to Know

Hiring

- Interviewing Skills for Supervisors
- Hiring Legally

Job Descriptions

- Job Descriptions-How to Write Them Effectively

Laws & Regulations

- Employment Law for Supervisors-What You Should and Shouldn't Do

Leadership

- Leadership Skills-What Supervisors and Managers Need to Know
- Coaching for Superior Employee Performance-Techniques for Supervisors
- How to Manage Challenging Employees

Leave of Absence (FMLA)

- FMLA-What Supervisors Need to Know

Driving

- Defensive Driving for Noncommercial Motorists (Spanish/English)
- Defensive Driving-Commercial Motor Vehicles

Orientation

- New Employee Safety Orientation
- New Employee Orientation-'How To' for Supervisors

Performance Appraisal

- Performance Appraisals-How to Conduct Effectively
- Measuring Job Performance-What Supervisors Need to Know

Privacy

- Workplace Privacy-What Supervisors Need to Know

Records

- Recordkeeping-Injury and Illness

Right to Know/Hazard Communication

- Hazard Communication (Spanish/English)

Safety and Health

- Good Housekeeping
- Bloodborne Pathogens-General (Spanish/English)

- Workplace Safety for Employees
- Pandemic Flu-How to Prevent and Respond
- Mold Hazards and Prevention

Sexual Harassment

- Workplace Security for Employees
- Sexual Harassment-What Employees Need to Know (Spanish/English)
- Sexual Harassment-What Supervisors Need to know

Termination (with Discharge)

- Grounds for Termination-What Managers and Supervisors Need to Know
- Terminating Employees-The Process

Training

- Training the Trainer
- Time Management Skills for Employees

Turnover

- Reducing Turnover and Increasing Retention

Unions

- National Labor Relations Act (NLRA) and Unions – What Supervisors Need to Know

Violence in the Workplace

- Violence in the Workplace-How to Prevent and Defuse for Employees
- Violence in the Workplace-How to Prevent and Defuse for Supervisors

Wellness

- Stress Management

Worker's Compensation

- Workers' Compensation-What Supervisors Need to Know

NOTE: The above list of training is provided by a third-party outside vendor and is not specific to UNO. Human Resources continues to attach UNO specific policies and documentation to all training programs.

ABSENCE FROM WORK

HOLIDAYS

The University of Nebraska recognizes twelve holidays and is authorized to schedule those employee holidays to be more closely aligned with student vacation periods. The Human Resources Office provides advance notice of the holiday schedule.

Four of the twelve holiday accruals are “floating” holidays and represent Presidents’ Day (third Monday in February), Arbor Day (last Friday in April), Columbus Day (second Monday in October), and Veterans’ Day (November 11). Floating holidays are normally saved with the intention of using them during the holiday closedown, but may be taken with supervisory approval on the actual day of the holiday or at a later date. Employees do not lose floating holidays; however, once the employee accrues more than 32 hours of floating holiday leave, that accrual triggers the required use of a floating holiday rather than vacation leave. Should an employee leave the University’s employ and have a floating holiday accrued but not used, he or she will be paid for the floating holiday(s) on the final paycheck. Employees who begin employment after the “floating” holiday accrual dates and, therefore, do not have a sufficient balance to cover the holiday closedown may use vacation leave or take time off without pay.

Full-time regular employees are eligible for eight hours of pay for each recognized holiday; regular part-time employees (.50 FTE or more for more than six months) are eligible for holiday pay on a prorated basis. Employees classified as temporary are not eligible for holiday pay and if required to work a holiday, would be paid for time worked at their normal rate of pay.

In order to receive pay for a holiday, an employee must be on paid status on the workday immediately before and immediately after the holiday. Hourly paid employees entitled to holiday pay who are required to work on a holiday will be paid for the holiday plus the hours worked.

VACATION LEAVE

GENERAL INFORMATION

- 1.0 All regular employees of the University of Nebraska shall be granted vacation leave according to schedules in Sections 2.0 and 3.0.
 - 1.1 Vacation leave shall accrue on a pay period basis, and an account of such leave earned and used shall be maintained.
 - 1.2 Effective April 1, 2007, the maximum vacation leave which may be earned and accrued by members of the Managerial-Professional staff and members of the Office and Service staff shall be two hundred eighty (280) hours; provided that any employee who has accumulated more than 280 hours of vacation leave as of said effective date shall be entitled to retain any such excess vacation leave over 280 hours for future use.
 - 1.3 The rate at which an employee accrues vacation leave shall be computed from the service date and adjusted by breaks in service if such break in service is less than three years.
 - 1.4 Employees may be advanced vacation leave in an amount not to exceed a total of forty hours (40) (one work week), pro-rated for part-time employees. Employees shall reimburse the University for all used, unearned vacation leave upon separation.
- 2.0 Managerial-Professional Staff – Members of the Managerial-Professional staff shall earn and receive eight (8) hours of vacation leave per month during each of the first two years of employment, twelve (12) hours of vacation leave per month during the third through the fifth year of employment and sixteen (16) hours of vacation leave per month during each year thereafter; provided that once a member of the Managerial-Professional staff member has accumulated two hundred eighty (280) hours of unused vacation leave, he or she shall not earn or receive additional vacation leave until his or her accumulated and unused vacation leave is less than two hundred eighty (280) hours.
- 3.0 Office and Service Staff – Office and Service employees shall earn vacation leave according to the following schedule; provided, that once an Office and Service employee has accumulated two hundred eighty (280) hours of unused vacation, he or she shall not earn or receive additional vacation leave until his or her accumulated and unused vacation leave is less than two hundred eighty (280) hours.

Regular full-time and regular part-time employees (.50 FTE or greater for more than six months) accrue vacation by pay period. Supervisors may advance vacation leave to employees in an amount not to exceed a total of 40 hours (one work week), pro-rated for part-time employees. When leave is advanced, a negative balance will appear on the payroll advice form. Employees shall reimburse the University for used but unearned sick leave and vacation leave upon separation of employment.

Vacation that is earned during a calendar year may be carried over into the next calendar year. The Leave Accrual Date is the date from which Vacation and Sick Leave hours are accrued.

This date is normally the date an individual begins “Regular” employment with the University or State of Nebraska. This date is adjusted for unpaid leaves of absence and breaks in service of less than three years. The last day of the month is used for employees on a monthly pay cycle and the actual begin date is used for bi-weekly employees.

Requests for vacation must be submitted in advance to the appropriate supervisor. Assuming supervisory approval, vacation leave may be taken as it accrues with no specific waiting period. An employee’s preference as to the time of vacation will be taken into consideration, but the University reserves the right to assign vacation periods.

Regular part-time employees earn vacation on a prorated basis based on their FTE (full time equivalency). Employees classified as Temporary do not earn, accumulate, and may not be granted vacation leave. Vacation leave does not accrue to any employee on an unpaid leave of absence. Holidays falling within a period of paid vacation will not be charged as vacation.

An employee’s transfer from on University of Nebraska at Omaha Office/department to another University of Nebraska at Omaha office/department does not affect the accumulated vacation balance. Regular employees who leave the University’s employ but return to regular employment within three years, may count all of their previous continuous service for the purpose of vacation leave accrual.

**VACATION ACCRUAL RATES
(OFFICE AND SERVICE STAFF)**

<i>Years of Employment</i>	<i>Hours Per Month</i>	<i>Hours Per Year</i>	<i>Days Per Year</i>	<i>Hours Per Day</i>
Year 1 to 5 th year	8.00	96.00	12.00	0.26301
Beginning of 6 th year	10.00	120.00	15.00	0.32877
Beginning of 7 th year	10.67	128.00	16.00	0.35068
Beginning of 8 th year	11.33	136.00	17.00	0.37260
Beginning of 9 th year	12.00	144.00	18.00	0.39452
Beginning of 10 th year	12.67	152.00	19.00	0.41644
Beginning of 11 th year	13.33	160.00	20.00	0.43836
Beginning of 12 th year	14.00	168.00	21.00	0.46027
Beginning of 13 th year	14.67	176.00	22.00	0.48219
Beginning of 14 th year	15.33	184.00	23.00	0.50411
Beginning of 15 th year	16.00	192.00	24.00	0.52603
Beginning of 16 th year and All following years	16.67	200.00	25.00	0.54795

**VACATION ACCRUAL RATES
(MANAGERIAL-PROFESSIONAL STAFF)**

<i>Years of Employment</i>	<i>Hours Per Month</i>	<i>Hours Per Year</i>	<i>Days Per Year</i>	<i>Hours Per Day</i>
Year 1 and Year 2	8.00	96.00	12.00	0.26301
Beginning of 3 rd year	12.00	144.00	18.00	0.39452
Beginning of 6 th year and All following years	16.00	192.00	24.00	0.52603

4.0 Vacation Leave Use

- 4.1 Regular part-time employees shall earn vacation leave on a proportionate basis to their FTE.
- 4.2 Vacation leave shall be arranged not to interfere with conduction of University business.
- 4.3 Unused vacation shall be paid when an employee separates. Upon the death of an employee, his or her beneficiary shall be paid for any unused vacation leave of the employee.

5.0 All regular employees who transfer from employment with the State government or the State colleges shall accrue vacation leave at a rate based on the hiring date with the organization from which they are transferring.

6.0 New senior members of the managerial-professional staff may be granted, upon employment, the right to earn vacation days at the rate of twelve (12) hours or sixteen (16) hours per month at the discretion of the Chancellor or President where such exception is necessitated by the conditions in Section 6.1 and 6.2.

- 6.1 Exceptions may be granted in order to continue such provisions to a staff member who has been eligible for the benefits of such provisions under a prior University employee category.
- 6.2 Exceptions may be granted in order to recognize prior related work experience.
- 6.3 If twelve (12) hours of vacation per month are granted during the first year of employment, the employee shall earn sixteen (16) hours of vacation per month beginning with the fourth year of employment.

SICK LEAVE

1.0 Sick Leave Eligibility

- 1.1 All regular Office and Service personnel shall be eligible for paid sick leave.
- 1.2 All Office and Service personnel hired on a regular part-time basis shall be eligible for paid sick leave at their regular rate of pay proportionate to the full-time equivalency of their appointment.
- 1.3 Temporary staff shall not be eligible for paid sick leave.

2.0 Sick Leave Accruals

- 2.1 Office and Service personnel shall accrue sick leave according to the following schedule.

<i>Years of Employment</i>	<i>Hours Per Month</i>	<i>Hours Per Year</i>	<i>Days Per Year</i>	<i>Hours Per Day</i>
Year 1 to 5 th year	8.00	96.00	12.00	0.26301
Beginning of 6 th year	11.33	136.00	17.00	0.37260
Beginning of 7 th year	12.00	144.00	18.00	0.39452
Beginning of 8 th year	12.67	152.00	19.00	0.41530
Beginning of 9 th year	13.33	160.00	20.00	0.43836
Beginning of 10 th year	14.00	168.00	21.00	0.46027
Beginning of 11 th year	14.67	176.00	22.00	0.48219
Beginning of 12 th year	15.33	184.00	23.00	0.50411
Beginning of 13 th year	16.00	192.00	24.00	0.52603
Beginning of 14 th year	16.67	200.00	25.00	0.54795
Beginning of 15 th year	17.33	208.00	26.00	0.56986
Beginning of 16 th year	18.00	216.00	27.00	0.59178
Beginning of 17 th year	18.67	224.00	28.00	0.61370
Beginning of 18 th year	19.33	232.00	29.00	0.63562
Beginning of 19 th year and All following years	20.00	240.00	30.00	0.65753
Maximum Accrual		1440.00	180.00	

- 2.2 Sick leave shall begin to accrue with the date of hire. Sick leave shall be charged against the sick leave accrued on a work-hour basis. An employee shall be eligible to use sick leave as soon as it has accrued.

- 2.3 Sick leave shall be cumulative up to a maximum of 1,440 hours, or 180 working days. Once an employee has accrued 1,440 hours of sick leave, he or she shall not accrue sick leave until his or her accrued sick leave is below 1,440 hours.
 - 2.4 In recognition and appreciation of past service to the University, Office and Service employees who retire at normal retirement age of 65, or at age 55 or older with at least 10 years' service ([see Resignation and Retirement](#)), shall receive a supplemental salary payment equal to one-fourth (25 percent) of their unused accrued sick leave up to a maximum 360 hours with the rate of payment equal to the regular rate of pay at the time of retirement.
 - 2.5 Upon the death of an Office and Service employee and in recognition and appreciation of past service to the University by the deceased employee, the beneficiary shall receive a supplemental death benefit equal to one-fourth (25%) of the unused accrued sick leave of the deceased employee up to a maximum of 360 hours with the rate of payment equal to the regular rate of pay on the date of death.
 - 2.6 Office and Service employees transferred from one department or campus to another shall have their accrued sick leave transferred to the receiving department or campus.
 - 2.7 Office and Service personnel who transfer from employment with the State government or State Colleges shall accrue sick leave at a rate based on the hiring date or service date with the organization from which they are transferring. In addition, such Office and Service personnel shall be credited with unused sick leave, up to a maximum of 360 hours, accrued while an employee of the State government or the State colleges.
- 3.0 Sick Leave Use.
- 3.1 Sick leave means the period of time that the employee is incapacitated or unable, due to illness or injury, to perform the regularly assigned duties of his or her position. The period of time shall begin and end when medically indicated to the satisfaction of the appropriate administrative officer.
 - 3.2 Paid sick leave means a period of time that the employee is paid his or her regular salary during a period of illness or injury. The period of time shall begin and end as stated in subsection 3.1.
 - 3.3 Disability absences caused or contributed to by pregnancy, childbirth and recovery there from are considered to be sick leave, and shall be governed by the provisions of the Parental Leave Policies (Policy Number 7450). The period of time shall begin and end as stated in subsection 3.1.
 - 3.4 One hour of sick leave shall be consumed for each working hour of absence due to illness or injury. Absence due to illness or injury, which is more than the amount of accrued sick leave, may be charged to accrued vacation leave by written mutual agreement between the employee and the appointing authority.

- 3.5 When all accumulated sick leave and vacation are exhausted, the employee may be advanced up to forty hours (40) (one work week) of sick leave, pro-rated for part-time employees.
- 3.6 When all accrued sick leave and vacation leave are consumed and/or advanced, an employee may, upon written request, be granted sick leave without pay. A period of sick leave without pay normally shall not exceed one year. It shall not be extended beyond that period unless there are exceptional, mitigating circumstances.
- 3.7 Employees on Leave Without Pay, Suspension, or Layoff shall not accrue sick leave during that time.
- 3.8 Sick leave, up to a maximum of five (5) working days per illness, may be granted when illness of or injury to a member of the immediate family requires the employee's presence. Immediate family means wife, husband, children, parents, grandparents, grandchildren, guardian, ward, foster child, brother, sister, daughter-in-law, son-in-law, stepfather, stepmother, stepdaughter, stepson, or persons being the same relationship to the spouse.
- 3.9 Vacation days or University holidays that may fall within the period of paid sick leave shall not be counted as days to be subtracted from sick leave.
- 3.10 The allowance of sick leave for any purpose under this policy shall be subject to the right of the University to require satisfactory evidence of illness or injury including the certification of an attending physician in the case of the employee or a member of his or her immediate family. Sick leave allowance shall be at the discretion of the University.
- 3.11 Any leaves taken pursuant to this policy may be considered to be qualifying events under the federal Family Medical Leave Act and the Family Medical Leave Policy approved by the Board.
- 3.12 The rate at which an employee accrues sick leave shall be computed from the service date and adjusted by breaks in service if such break in service is less than three years.
- 3.13 Employees returning to the university with less than three years break in service will also have the hours from their previous sick leave restored.

An employee's previously accumulated sick leave is generally not affected if the employee is transferred from one University department/office to another. Employees who leave the University's employ but return to employment within three years may count all of their previous continuous service for the purpose of sick leave accrual. In addition, the employee will generally be credited with all the sick leave that he/she had accrued but not used at the time of his/her separation.

MANAGERIAL / PROFESSIONAL SICK LEAVE

Pursuant to Section 3.4.3.3 of the Bylaws of the Board of Regents of the University of Nebraska, the following regulations shall apply to leaves of absence due to non-occupational sickness or accident.

- 1.0 Members of the Managerial-Professional staff shall accumulate one day of sick leave per month for the first two years of employment; thereafter, the foregoing provisions (Section 2) shall apply.
 - 1.1 Such employees may, when all sick leave and vacation leave are exhausted, be advanced up to 40 hours (one work week) of sick leave, pro-rated for part-time employees. Employees shall reimburse the University for any used, unearned sick leave upon separation.
 - 1.2 Managerial Professional staff do not receive, upon retirement or death, the supplemental salary payment equal to 1/4 of their unused accrued sick leave.
- 2.0 Whenever a member of the Managerial-Professional staff who has completed two years service is temporarily disabled due to illness or accident, such staff member, upon approval of the Chancellor or President, shall be paid his or her regular salary during the period of such disability but not to exceed a period of six months less:
 - 2.1 The amount he or she has received during such time as workers' compensation; and
 - 2.2 Unless used for purposes of Parental Leave, the amount required, if any amount be required, to pay any substitute who has performed all or any part of the work of the incapacitated staff member. Substitutes shall be selected by the Chancellor or President. Whether such a substitute shall receive pay for such work performed or be permitted to substitute gratuitously for the incapacitated staff member shall be determined by the Chancellor or President.
 - 2.3 Such leaves of absence may be extended beyond six months without pay upon recommendation of the Chancellor and the President and approval by the Board.
- 3.0 In order to comply with the terms of existing United States Civil Service retirement regulations, newly appointed Cooperative Extension staff with federal appointments will accumulate sick or injury leave at the rate of one month per year.
 - 3.1 Past or present service retirement benefits will not be paid during the period of an extended disability leave.
- 4.0 Disability absences caused or contributed to by pregnancy, childbirth, and recovery there from are considered sick leave, and shall be governed by the provisions of the Parental Leave Policy.

- 5.0 Any leaves taken pursuant to this policy may be considered to be qualifying events under the federal Family Medical Leave Act and the Family Medical Leave Policy approved by the Board.
- 6.0 The rate at which an employee accrues sick leave shall be computed from the service date and adjusted by breaks in service if such break in service is less than three years.
- 7.0 Sick leave, up to a maximum of five (5) working days per illness, may be granted when illness of or injury to a member of the immediate family requires the employee's presence. Immediate family means wife, husband, children, parents, grandparents, grandchildren, guardian, ward, brother, sister, daughter-in-law, son-in-law, stepfather, stepmother, stepdaughter, stepson, or persons being the same relationship to the spouse.

PARENTAL LEAVES

The following Parental Leave policies are intended to establish and clarify the leaves available to University faculty and staff in cases of pregnancy, childbirth, and adoption. The general purpose of these policies is to provide work/life balance to employees, while preserving the legitimate interests of the University as an employer and the public served by the institution. Supervisors are expected to work cooperatively and supportively with employees in the arrangement of leave under these policies.

Medical Maternity Leave

Under University policy, and as required by federal law, the time during which an employee or faculty member is unable to work because of a medical disability caused or contributed to by pregnancy, miscarriage, termination of pregnancy, childbirth and recovery from there, will be covered by the provisions of the University's sick leave policy or by the provisions of the University's disability leave program, depending on the category and associated leave eligibility of the affected faculty or staff member. Faculty and staff are therefore eligible for paid leave for such absences under the provisions of the applicable leave policy.

There shall be no stipulated medical maternity leave requirement either before or after childbirth. Leave requirements will vary depending upon each employee's individual circumstances, and the advice of an attending physician or other licensed health care provider will normally determine the appropriate length of a leave. An eight week total leave period for pre-partum and post-partum care and recovery, during which time the employee will be excused from all duties, will be considered normal; however, more or less leave time may be taken based upon individual health circumstances. In order to assure continuity of instruction for students, a female faculty member will normally be excused from instructional duties during the semester or other instructional period that the medical maternity leave, or a majority of said leave, occurs.

The provisions of Section 3.4.3.3 of the Bylaws of the Board of Regents permitting an employee's paid leave to be reduced by the amount required to compensate a substitute shall not be exercised in cases of medical maternity leave.

Paternal Leave to Provide Care/Assistance to Mother and/or Child

For those male employees who wish to take leave upon the birth of a child because the health of the employee's spouse or child requires the employee's presence, or because such presence would be beneficial to the employee's spouse or child, up to five days paid leave may be taken, chargeable to either sick leave or disability leave depending on the employee's appointment category.

The provisions of Section 3.4.3.3 of the Bylaws of the Board of Regents permitting an employee's paid leave to be reduced by the amount required to compensate a substitute shall not be exercised in cases of such paternal leave.

Adoption Leave

Newly adoptive parents may take up to eight weeks paid leave upon the adoption of a child to provide care and assistance to the child chargeable to either sick leave or disability leave depending on the employee's appointment category.

The provisions of Section 3.4.3.3 of the Bylaws of the Board of Regents permitting an employee's paid leave to be reduced by the amount required to compensate a substitute shall not be exercised in cases of adoption leave.

Family/Medical Leave Act/Policy Coordination

Under the Federal Family and Medical Leave Act (FMLA), and related University policy, eligible faculty and staff have a right to take up to twelve weeks leave for certain qualifying events, including the birth of an employee's child or the placement of a child through adoption, and care of the child upon birth or placement through adoption. Any parental leaves taken pursuant to the forgoing parental leave policies are, by definition, related to qualifying events under the FMLA, and will therefore be considered part of the twelve week FMLA leave period. Specific rights and responsibilities of employees under the FMLA are addressed in the University of Nebraska Family/Medical Leaves of Absence Policy.

Leave Request/Approval Procedures

In order to assure uniform and consistent administration of this policy, the specific terms of each parental leave will be subject to review and approval through a process to be established on each campus and set forth in a written policy statement approved by the campus Chancellor and the Associate Vice Chancellor for Business and Finance and Director of Human Resources.

CRISIS LEAVE SHARING PROGRAM

In accordance with Policy approved by the Board of Regents of the University of Nebraska, the following regulations shall apply to a Crisis Leave Sharing Program administered by the Human Resources Office.

All Regular Academic/Administrative, Managerial/Professional and Office/Service employees who are .50 FTE or greater and who accrue vacation leave are eligible to participate. Employees must have completed their new hire probationary period before participating.

Accrued but unused vacation leave up to 5 days per calendar year may be donated to a UNO crisis leave pool. A donation can be made in the name of an employee; however, the donation is not guaranteed to be available for that individual. A donated day of vacation leave is eight hours. Donations of accumulated vacation leave to the crisis leave will be accounted for on the basis of the number of days donated, rather than the dollar value of the days donated.

Eligible employees may receive crisis leave from the pool up to the number of days of vacation leave they accrue in one calendar year*, not to exceed 24 workdays. Crisis leave will be granted in units of days and shall be prorated for employees who work less than full-time. Employees are eligible to receive crisis leave when all of the available sick, vacation and compensatory leaves have been exhausted including a negative balance of 40 hours total vacation and sick leave use.

Employees may request crisis leave for one of the following reasons:

1. Serious illness of the employee; or
2. Serious illness of the employee's spouse, child, parent or of a person bearing the same relationship to the employee's spouse.

For the purposes of this policy, a "serious illness" is defined as an illness that

1. Requires at least one overnight stay in a hospital, hospice or other residential health care facility under the treatment or supervision of a physician or other licensed health care provider, or
2. Requires an absence from work for more than 3 consecutive days as recommended by the physician or other licensed health care provider, or
3. Is a chronic or long term illness that is incurable or so serious that if untreated would probably lead to incapacity for more than three days, and requires continuing medical treatment or supervision.

Requests for crisis leave must be made on a form available in the Human Resources Office and must include the reason for the request and the anticipated time period of the leave. The University may require appropriate certification of documentation.

Each request for crisis leave shall be evaluated upon criteria that include

1. Whether or not the reason for the leave is appropriate under the policy;

2. The availability of leave within the crisis leave pool; and
3. The employee' record of leave use.

The approval or denial of crisis leave shall be made through the normal administrative process concluding with the Director of Human Resources. Denial of crisis leave shall not be an event covered under any grievance procedures.

**Based on their accrual rate at time of request, not to exceed 24 work days.*

FAMILY MEDICAL LEAVE POLICY

www.dol.gov/whd/fmla/index.htm

Basic Leave Entitlement

University policy in compliance with the Federal Family and Medical Leave Act (FMLA) provides eligible employees up to 12 workweeks in a 12-month period of unpaid, job-protected leave for the following reasons.

1. For incapacity because of pregnancy, prenatal medical care or child birth;
2. To care for the employee's child after birth, or placement for adoption or foster care;
3. To care for the employee's spouse, child*, or parent**, who has a serious health condition;
or
4. For a serious health condition that makes the employee unable to perform the employee's job.

*Child shall mean a biological, adopted or foster child, a stepchild, or a legal ward, or other child for whom the employee has responsibility to provide day-to-day care and to support financially.

**Parent shall mean a biological parent or other individual who had day-to-day responsibility to care for and to support financially the employee when the employee was a child, or a person bearing the same relationship to the employee's spouse.

12-Month Period

The University uses the 'measured forward' method to calculate the 12-month period. Under the 'measured forward' method, an employee's 12-month period starts on the day the employee's first FMLA leave begins and ends 12 months later. The employee's next 12-month period would then begin the first time he or she takes FMLA leave after completing the previous 12-month period.

Military Family Leave Entitlements

Eligible employees with a spouse, child, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

FMLA also includes a special level entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for

which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During approved FMLA leave, the University will maintain the employee's health coverage on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of approved FMLA leave cannot result in the lost of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

All regular Academic/Administrative, Managerial/Professional and Office/Service employees with an FTE of .50 or greater, who have worked for at least 1250 hours during the year preceding the start of the requested leave, are eligible for family/medical leaves of absence according to the provisions noted below. Other employees (including graduate students and temporary employees) are also eligible when they meet the requirement of working at least 1250 hours during the last year.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the University's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

As may be required or approved by the University, certain kinds of paid leave may be substituted for unpaid leave, if such paid leave would otherwise be granted based on the reason for the absence.

Fitness for Duty Certification

As a condition for job reinstatement, the University of Nebraska requires employees who are on leave because of their own serious health condition to provide a fitness-for-duty medical certification must meet all of the following requirements: a health care provider prepares the certification; the certification confirms the employee can return to work including any special restrictions or instructions; and the certification relates only to the particular health condition that caused the leave. Employees will not be allowed to return to work if they fail to submit the required fitness-for-duty certification on their first day back at work.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the University to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, that the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the University if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

The University will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the University will provide a reason for the ineligibility.

The University will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the University determines that the leave is not FMLA-protected, the University must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

1. Interfere with, restrain, or deny the exercise of any right provided under FMLA;
2. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FUNERAL LEAVE

An employee may receive up to five days of paid funeral leave for funerals in his/her immediate family. Immediate family is defined as spouse, children, foster children or wards, parents, grandparents, grandchildren, brothers, sisters, brothers-in-law, sisters-in-law, or persons bearing the same relationships to the employee's spouse.

For the funerals of non-immediate family members and of other persons, up to one day of paid funeral leave may be granted at the discretion of the employee's immediate supervisor so the employee may attend the funeral. Funeral leave may not be charged to sick leave.

CIVIL LEAVE

When a regular employee is called to serve for jury duty or is appointed to serve as a clerk or a judge on an election board or counting board (applies to deputized volunteers for election duty as well), he/she is entitled to any fee paid to him/her as a result of this service in addition to receiving paid civil leave.

Paid leave may also be granted to an employee when he/she is called to perform emergency civilian duty in connection with a natural disaster such as a flood or tornado, or for emergency civilian duty in connection with national defense if the performance of such service is required during the employee's working hours. This should not be confused with leave for military duty in connection with national defense or natural disasters.

When a regular employee is subpoenaed to appear in court on behalf of the State, in addition to receiving paid civil leave, he/she will also receive pay for travel and subsistence when it is required. An employee who is required to appear in court as a plaintiff or defendant on a personal matter may be granted vacation leave or leave without pay for this purpose. Up to two hours of civil leave with pay may be granted to an employee for the purpose of voting, provided that the employee does not have sufficient time before or after working hours to cast a ballot.

Pursuant to Neb. Rev. Stat. 81-1391, an employee who is a certified disaster service volunteer of the American Red Cross, with the authorization of his or her supervisor, may be granted a leave not to exceed fifteen working days in each year to participate in specialized disaster relief services in Nebraska for the American Red Cross, upon the request of the American Red Cross, without loss of pay, vacation time, sick leave, or earned overtime accumulation.

MILITARY LEAVE

The University of Nebraska shall comply with the Uniformed Service Employment and Reemployment Rights Act of 1994 (USERRA) and Neb. Rev. Stat. 55-160 et seq. concerning the treatment of University employees with military obligations. USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service of certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniform services and applicants to the uniform services.

In general, USERRA requires employers to grant leave to employees serving in the U.S. Armed Forces and the various reserve units; protects applicants and employees against discrimination on the basis of military service in the areas of hiring, job retention and advancement; provides certain rights to reemployment upon return from leave; and extends health care and retirement plan coverage during military leave.

In accordance with State law, the University provides 15 workdays of paid military leave per calendar year, without regard to the specific nature of the military leave (e.g., active military duty, annual training, emergency assignment, assignments of an unspecified length). Military service beyond fifteen workdays will be charged against accrued vacation or taken without pay, as designated by the employee within a reasonable time of receiving notice of his or her leave. Generally defined, annual training refers to that temporary duty in which military reserve personnel engage, commonly serving one weekend per month and two consecutive weeks during the year.

Employees serving in the military are required to provide advance notice to the University concerning their military obligations when possible and must inform the University when they plan to return to work once they have been discharged from their military duties.

Leave will be granted to any employee who is a member of the National Guard or any other reserve component ordered to active duty under emergency conditions. Should the military pay of such person be less than his/her full University pay, the University shall pay the differential while the person is in the active emergency service of the State.

Employees on military leave may continue medical and/or dental coverage for themselves and/or their dependents by paying the full cost of the premium (100%). This coverage may be continued for up to 18 months from the date active military service began. Should the employee and/or dependents discontinue coverage, the coverage may be reinstated upon return from military service with no waiting period or exclusion for preexisting conditions.

Employees on military leave may continue to participate in the group life plan while on leave by paying the full premium. The Security Mutual Basic and Optional Plan, unlike many insurance programs, will cover the employee's death while on military duty; however, the Accidental Death and Dismemberment Plan does not cover claims associated with military service. Should the employee decide to discontinue any life insurance coverage, he/she may reinstate the coverage upon return to University employment without evidence of insurability.

Long Term Disability coverage may not continue during military leave. Continued participation in reimbursement accounts is permitted.

Once employment is reinstated, the employee may request retroactive participation in the basic retirement plan, if otherwise qualified to participate. Upon paying his/her portion of the contribution to the retirement plan, the University will make the employer's retirement plan contribution. The amounts contributed will be based on the employee's compensation had he/she continued employment with the University. The employee may also make up contributions to the SRA plan.

Employees may count military service towards the retirement plan's two years of service eligibility requirement.

INCLEMENT WEATHER POLICY

CLOSING

The decision to close the University because of adverse weather conditions will be made by the Chancellor or his or her designee. Should an inclement weather situation arise during the workday, this decision will be made in consultation with a “Weather Emergency Committee” to be established by the Chancellor. This committee shall have representatives from University Relations, Facilities Management and Planning, Vice Chancellor of Academic Affairs, Student Enrollment Services, Human Resources Office and others as input is required. The Office of University Relations will maintain a current list of news media outlets for public announcement. In addition, 402-554-CALL (402-554-2255) and 402-554-2800 will carry pre-recorded messages, and the UNO Homepage, www.unomaha.edu, will also display closing information. When inclement weather occurs during the evening or prior to the beginning of a regular business day, a decision regarding a closing should be made by 4:45 a.m. if at all possible. The decision will be one of the following alternatives:

1. All classes and offices at UNO will be closed and only previously designated personnel are to report to work.
2. All morning classes at UNO have been canceled and only previously designated personnel should report for work. A decision regarding afternoon and evening classes will be made as early as feasible and released to the media. Students, faculty, and staff should take responsibility for listening to local broadcast news media for that update.

When inclement weather occurs during the workday, University Relations will convene the Weather Emergency Committee as established by the Chancellor.

The decision will be one of the following alternatives*:

1. UNO will close classes and dismiss staff at (specified time). Previously designated personnel shall remain on duty or report to work as scheduled.
2. UNO will be open and all activities will be conducted as usual.

*Each alternative will include a statement concerning off campus and evening classes, either including the University evening and off-campus classes or with the exception of the University evening and off-campus classes.

Please note: As a matter of policy, some of the Omaha news media will not air school openings.

TORNADO SAFETY

1. Tornado Watch – A tornado watch is issued by the weather bureau when weather conditions are such that tornados are likely to develop. During a tornado watch, University business should continue as usual. Campus Security will monitor a radio tuned to a local station.
2. Tornado Warning – A tornado warning is issued when a tornado has been sighted. The tornado may have been spotted by any citizen or by weather bureau radar. University personnel should seek shelter on receipt of a warning.
3. Signal – Civil Defense authorities sound the warning sirens when danger is imminent. The sirens are sounded when a tornado warning is issued for Omaha by the weather bureau. All persons should move to a shelter area when the warning sirens are sounded.
4. Shelter Areas – Major buildings on campus, except the Field House, and residential-type buildings used as offices should be used when taking shelter. Persons in temporary buildings or in the Field House should go to the nearest major building. Shelter areas are considered to be interior corridors and rooms without windows on the lowest level of the buildings and basements of residential-type buildings. Do not enter boiler rooms or electrical switch-gear areas. In the event of damage, these may be areas of increased danger.
5. All Clear- All persons should remain in shelter areas until advised that the danger has passed.

PERSONAL LEAVE POLICY

Regular employees may be granted an unpaid leave of absence of up to one year for personal reasons. Requests must be in writing and approved by the employee's immediate supervisor and the Director of the Human Resources Office. If the leave is approved through appropriate administrative channels, at the end of the specified period, the employee would return to his/her former position. The department may choose to hire a temporary replacement for the employee during the leave period. The employee's work record is considered when determining the feasibility of granting the request for leave.

All accrued vacation leave must be used before the effective date of a leave of absence. Except for family/medical leave and certain instances involving military leave, an employee who has an accrued vacation balance will not be granted leave without pay. Departments may, however, choose not to pay an employee for an absence that is not appropriately requested or approved.

Compensatory time must be taken or paid out before a leave without pay.

Sick leave and vacation leave do not accrue during a leave of absence without pay.

Insurance benefits may be continued during a leave of absence with the employee paying the entire premium. Employees should contact the Benefits Office (402-544-2321) prior to the leave for further information. For employees on family/medical leave, the University's contribution to insurance benefits will continue.

YOUR BENEFITS

NUFLEX OVERVIEW

The University of Nebraska offers its employees a variety of insurance benefits through its NUFlex benefit program. This flexible benefit program allows employees to choose from a group of benefit options that best suits individual circumstances and lifestyles. With NUFlex, employees can customize a benefit package to fit personal needs by making choices among these benefit areas.

Medical Insurance	Dental Insurance
Vision Care Insurance	Long Term Disability Insurance
Life Insurance	Accidental Death & Dismemberment Insurance
Dependent Life Insurance	Long Term Care Insurance
Basic Retirement Plan	Health Care Reimbursement Account
Supplemental Retirement Plan	Dependent Care Reimbursement Account
Deferred Compensation Plan	

For additional information, a NUFlex benefit summary booklet may be obtained in the Human Resources Office. A complete description of each benefit can be found in the program's legal documents and contracts.

Eligibility

Employees who work half time or more (.50 FTE or greater) with an anticipated term of employment of more than 6 months are eligible to participate in the NUFlex program. Employees who retire from the University will remain eligible to participate in the University's medical, dental and life insurance programs. The employee's spouse and eligible dependents may also be insured under certain NUFlex programs.

Effective Date

The effective date of coverage is the first day of the month following the employee's date of employment. Application for coverage must be made within 31 days of becoming eligible. Late applications may require evidence of insurability.

Cost

Each benefit option has a price tag that may reflect individual differences such as age, salary, FTE, and the number of dependents enrolled. The University provides employees with an allowance of NUCredits each year. These credits represent part of the money the University spends for employee benefits. The NUCredits may be spent to buy insurance coverage suited to individual needs. If the total cost of benefits is less than the amount of NUCredits, the

difference will be paid to the employee each pay period. If the benefit choices add up to more than the NUCredit allowance, additional costs will be deducted from the employee's pay.

Conversion

Employees who separate from the University prior to being eligible for retirement or who lose their eligibility status may be eligible to continue their health and/or dental insurance coverage for a limited time. Separated employees may also be able to convert their life insurance coverage to an individual policy.

BASIC RETIREMENT PLAN

The University of Nebraska provides employees a retirement plan for the purpose of accumulating lifetime retirement income through participation in the Basic Retirement Plan.

Eligibility

Employees who work half-time or more (.50 FTE or greater) with an anticipated term of employment of more than 6 months are eligible to participate in the Basic Retirement Plan assuming they meet the following age and service requirements:

Participation is voluntary at age 26 with two years of service. Participation is mandatory at age 30 with two years of service. Credit for service completed with a prior employer whose primary purpose or activity provided a formalized program of education will be considered in determining eligibility.

Contributions

Both the employee and the University contribute to the Basic Retirement Plan based on a percentage of income. All employee contributions are made on a pre-tax basis thus reducing federal and state income tax. The employee chooses between two levels of participation:

	<i>Employee Contribution</i>	<i>University Contribution</i>	<i>Total</i>
Tier 1	3.5%	6.5%	10.0%
Tier 2	5.5%	8.0%	13.5%

Vesting

All contributions, including those made by the University are vested immediately in the employee's name.

Investment Alternatives

Retirement plan participants may invest their Basic Retirement Plan contributions with TIAA-CREF or Fidelity Investments. Both retirement plan investment companies are committed to offering a wide range of investment options while providing the educational resources to help you plan for a successful retirement.

Participants may invest their retirement plan contributions from the following TIAA-CREF and Fidelity Investments categories.

- Money Market

- Bond
- Growth & Income
- Growth
- International
- Fixed Investments

See the TIAA-CREF and Fidelity Investments enrollment packets for detailed information.

Allocation of Contributions

Employees can allocate contributions among or between TIAA-CREF and Fidelity including full allocation to any option. Allocation of future contribution can be changed at any time. In addition to allocation contributions, employees may transfer accumulated funds among or between TIAA-CREF and Fidelity at any time. Certain conditions apply when transferring money from TIAA.

Distribution of Funds

Accumulations in the Basic Retirement Plan can be accessed only after employment with the University is terminated. These accumulations can be taken as a lifetime retirement annuity or, under some circumstances, as a lump sum payment. In most distributions, all money received from the retirement plan is taxable and in some cases, a 10% excise tax will apply. More details regarding distributions can be found in each fund's prospectus or by contacting your Campus Benefits Office.

SUPPLEMENTAL RETIREMENT PLAN

Employees of the University may participate in the Supplemental Retirement Plan (SRA) which establishes individual annuity and/or custodial accounts for the purpose of supplementing the Basic Retirement Plan.

Eligibility

Any employee, regardless of age or length of service (excluding student workers and graduate assistants) may enroll in the Supplemental Retirement Plan.

Contributions

SRA contributions can be made as a percent of salary or as a flat dollar amount. The maximum contribution limit is set by the IRS. All contributions are made on a pre-tax, voluntary basis. No University contributions are made to the SRA plan.

Investment Alternatives

Retirement plan participants may invest their Basic Retirement Plan contributions with TIAA-CREF or Fidelity Investments. Both retirement plan investment companies are committed to offering a wide range of investment options while providing the educational resources to help you plan for a successful retirement.

Participants may invest their retirement plan contributions from the following TIAA-CREF and Fidelity Investments categories.

- Money Market
- Bond
- Growth & Income
- Growth
- International
- Fixed Investments

See the TIAA-CREF and Fidelity Investments enrollment packets for detailed information.

Allocation of Contributions

Employees can allocate contributions among or between TIAA-CREF and Fidelity including full allocation to any option. Allocation of future contribution can be changed at any time. In addition to allocation contributions, employees may transfer accumulated funds among or between TIAA-CREF and Fidelity at any time.

Distribution of Funds

Accumulations in the Basic Retirement Plan can be accessed only after employment with the University is terminated. These accumulations can be taken as a lifetime retirement annuity or, under some circumstances, as a lump sum payment. In most distributions, all money received from the retirement plan is taxable and in some cases, a 10% excise tax will apply.

More details regarding distributions can be found in each fund's prospectus or by contacting your Campus Benefits Office.

TRAVEL AND LIABILITY INSURANCE

A blanket travel insurance policy covers employees against death or dismemberment while traveling on University business. Maximum coverage under this policy is \$25,000. The cost is paid by the University. Coverage begins at the actual start of a business trip whether it is from the person's home, the University, or any other location. Coverage terminates upon the traveler's return to home or the University, whichever occurs first.

The State of Nebraska provides insurance in the amount of \$5,000,000 per occurrence for liability (bodily injury and property damage to personal or real property) connected with the use of University vehicles. This insurance includes medical payment coverage up to \$5,000 for any injured party in a covered vehicle who is not an employee. Medical expenses of University employees are covered under Workers Compensation.

Wherever an employee is using his/her vehicle on University business, the same insurance coverage applies, but only as "excess" or secondary coverage. The employee's insurance provides the initial and primary coverage. The policy does not cover normal travel to and from work.

The University also provides comprehensive general and professional liability insurance in the amount of \$1,000,000 (\$3,000,000 aggregate) that protects all employees when they are acting for or on behalf of the University in an official capacity.

SOCIAL SECURITY

In addition to the Basic & Supplemental Retirement programs, the University also participates in the Federal Social Security Program. The University withholds the appropriate amount of income from the employee's paycheck for Social Security. The University matches this amount, and the sum is then credited to the employee's Social Security account. Benefits accruing to University employees through Social Security are in addition to those provided through the retirement plans.

FACULTY / EMPLOYEE ASSISTANCE PROGRAM (FEAP)

The Faculty/Employee Assistance Program's (FEAP) primary purpose is to provide cost-free, confidential assessment, referral, and short-term personal counseling services to faculty, staff, and their immediate family members.

Common types of issues brought to FEAP counselors include marital/relationship concerns, divorce, addictions, co-dependency, workplace conflicts, incest/sexual assaults, stress management, grief management, etc.

The FEAP staff also provides the following services:

1. Management/supervisory training on FEAP issues
2. Crisis counseling/intervention
3. Manager/supervisor consultation
4. Campus/community education programs

A FEAP counselor is available on the UNO campus two half days per week in the Eppley Administration Building, Room 206. Appointments may be scheduled by contacting the FEAP Counselor at ext. 4-3120 or by calling the FEAP office on the University of Nebraska Medical Center campus at 559-5175 or 559-5323. FEAP office hours held on the UNO campus are published regularly in E-Notes.

OTHER UNIVERSITY SERVICES

CHILD CARE CENTER

The Child Care Center, located on the western edge of the campus in Annex 47 (4-3398), provides high quality childcare and early education services for University families and alumni. The Child Care Center strives to balance its unique culture with the cultural interests of each family served. Respect for the Center's diverse community is reflected in the curricula, environment, developmental goals and parent/teacher/child interaction. UNO's Child Care Center was the first accredited center in the State of Nebraska and currently provides care for children of the ages 18 months to 6 years, Monday through Friday, 6:30 a.m. to 5:30 p.m. The Child Care Center's website is: <http://mbsc.unomaha.edu/child.php>.

CAMPUS SECURITY

The duties and responsibilities of Campus Security are to protect life and property, to patrol buildings and grounds, to enforce traffic and parking rules and regulations and Federal and State laws, to investigate criminal offenses, to recover stolen property, to control the University key system, and to provide for the general safety of all persons on campus. Security may be reached at 4-2648.

Information concerning several of these areas follows:

Emergency Procedures

The University Emergency number is 4-2911. In addition, there are on-campus telephones located throughout the campus, which can be used to report an emergency.

Personal Safety Checks

Individuals who may be working alone, outside normal working hours, are encouraged to contact Security. Security Officers will periodically check on your safety while you are here.

University Building Keys

To receive University keys, the employee must obtain authorization from his/her supervisor and complete an application in Security, EAB 100. Requests for University keys should be made in writing by the department chairperson to Security. Duplication of University keys is not permitted; lost keys should be reported promptly to Security.

Motor Vehicle Services

Security provides assistance to motorists 24-hours a day. These services include jump starting vehicles, opening locked vehicles and changing a tire in certain situations. These services are for vehicles on campus only. All vehicle accidents must be reported to Security immediately.

Campus Escort

Individuals who are apprehensive about walking alone on campus may contact Security. An officer will escort the individual from one campus location to another.

Operation I.D.

Employees may check out engraving equipment from the Security department to mark personal property such as stereo equipment, televisions and radios. The engraved marks help in identification of the property if it is lost or stolen.

Fingerprints

Security provides fingerprinting services to members of the UNO community. If a faculty/staff member wishes to have his/her children fingerprinted for safety reasons or the employee needs

his/her own fingerprints taken for whatever reasons, he/she may contact Security. Fingerprint records are not maintained by Security.

Office Hours

Security maintains a dispatcher on duty 24 hours a day. Business office hours are 6:00 a.m. to 10:30 p.m., Monday through Friday and 6:00 a.m. to 1:00 p.m. on Saturday. For information call 402-554-2648. For on-campus emergencies, dial 4-2911. For further information, view the Campus Security website: www.unomaha.edu/security.

PARKING AND TRANSIT

Faculty, staff and students are required to purchase parking permits in order to park their vehicles on campus. Permits may be purchased online or at the Parking Office in the Eppley Administration Building, room 107, 402.554.PARK (7275). Office hours are Monday-Friday, 8am-5pm.

Visit the web site: <http://www.unomaha.edu/parking/> to learn about parking and transit services and general information available on line: parking regulations, paying a citation, requesting visitor parking, viewing campus maps, using access cards, replacing/changing permits, handicap parking, temporary permits, and shuttle bus service.

EMERGENCY COMMUNICATION SYSTEM TEXT MESSAGING NOTIFICATION

The UNO emergency communication system includes text messaging to cell phones. E2Campus, a private company with many large and well known universities as clients, has been selected by UNO to provide emergency notification through wireless text messaging. With one text message, everyone who is registered can be notified about a campus emergency. The notification system will be used to communicate any potential emergency, such as a snow delay or closing, other weather warnings, homeland security advisories, gas leak notifications and fire or crime watches. Notifications will be sent by Campus Security and are immediately delivered to registered recipients.

Students, faculty, and staff may sign up for this service at: <http://www.e2campus.com/my/unomaha>. Registration takes just a few minutes. This selective mass communications platform, which is aimed at improving safety on campus, enables the rapid delivery of messages via:

- Mobile phone
- Email (personal or school account)
- Other devices such as text pagers, BlackBerry devices or PDAs

This account can be managed via a web browser. Account updates can be made to the device or contact information as required.

The service is being sponsored by UNO as a voluntary, “opt-in” capability for every member of the UNO community. There may be a nominal message cost imposed by your wireless provider, but there is no charge from UNO for the service.

MILO BAIL STUDENT CENTER SERVICES

BOOKSTORE

The Bookstore (4-2336) offers a wide variety of services in addition to the sale of textbooks and school supplies necessary for classes taught at the University. Other items available in the Bookstore include greeting cards, best sellers, magazines, UNO sportswear, school supplies, computer software and hardware. Also, the Convenience Store provides “grab and go” pop, snacks and sundries (newspaper, cough drops, aspirin, blue books).

DINING FACILITIES

UNO Food Service (4-2400), located on the second floor of the Student Center, maintains and operates all food facilities on campus including catering. Food Service assists in arranging receptions, lunches, dinners, or banquets. Details are available on the following website: <http://mbsc.unomaha.edu/foodcourt.php>.

The Food Court is open Monday-Friday and offers many dining options: fruit, muffins, bagels, banana bread for breakfast and snacks; salads, sandwiches, tacos, pizza, pasta and rice served with a variety of meat and vegetable based sauces for main courses. All food served on campus must be furnished by Food Service. Exceptions to this policy must be approved in advance by the Manager of Food Service and the Director of the Student Center.

CAMPUS-WIDE SCHEDULING

UNO’s Reservations and Event Planning Office (4-2383) is responsible for the nonacademic scheduling of any available campus building or grounds. This office will also help you coordinate your scheduling support needs.

WILLIAM F. BAXTER MEMORIAL CHAPEL

The Chapel is a small, non-denominational room for personal meditation, open to all.

Visit the Student Center’s website for more information about its many services: <http://mbsc.unomaha.edu>.

COUNSELING SERVICES

UNIVERSITY DIVISION

UNO Counseling Services provides short-term personal, academic and vocational counseling for all faculty and staff of the University. No fee is charged for counseling; however, some inventories and tests do have special fees. A number of services are available through Counseling Services that can help with those difficult life circumstances or day-to-day responsibilities that can be distracting. Visits to Counseling Services and the contents of counseling sessions are strictly confidential. The Counseling Services staff is composed of certified professional counselors. Each staff member is dedicated and trained to provide support and encourage people toward success.

For further information or assistance, contact UNO Counseling Services, Eppley Administration Building, Room 115, 402-554-2409. Visit the web site at: <http://counseling.unomaha.edu>.

COMMUNITY COUNSELING CLINIC

The Community Counseling Clinic is a service provided by the UNO Graduate Counseling Department, part of the College of Education. The Clinic, in existence since 1977, offers confidential services free to faculty, staff, students, and at affordable, low costs to the Omaha community. Service options available include individual, group, marital and family/children, and couples counseling, related to personal, family, crisis, special concerns/needs, professional, and career/vocational issues. Referrals are available when needed. The Clinic is staffed by advanced level UNO counseling graduate students under close supervision by UNO Counseling Department faculty.

The Clinic is located in Room 438; Kayser Hall.

Hours are: Monday and Tuesday 1:00 to 8:00 p.m. and Saturday 9:00 a.m. to 12:00 noon.

For information and/or an appointment call: 402-554-2727.

Visit the web site at: <http://coe.unomaha.edu/coeindex.php>.

STUDENT HEALTH SERVICES

The on-campus medical clinic is located on the first floor of the Milo Bail Student Center and offers the following services for students:

1. Free physician and APRN visits:
 - General Medicine
 - Gynecology
 - Psychiatry
2. Free HIV & STD testing
3. On-site laboratory services when ordered by a provider
4. Reasonably priced student health insurance.

A variety of services may be accessed by employees:

1. Reasonably priced immunizations
2. Emergency care for injuries occurring on the UNO campus
3. Pre-employment health screenings
4. Reduced cost over-the-counter medications
5. Travel insurance and assistance with travel-related health requirements
6. Fitness Fridays
 - Weekly blood pressure and weight checks
 - Health information related to weekly awareness topics
 - Reasonably priced cholesterol testing may be scheduled

All employees are expected to pay for non-work related services at the time of treatment. An insurance-ready document may be requested to enable the employee to apply for insurance benefits. The office hours are 8:00 a.m. – 5:00 p.m. Monday through Friday. Appointments are scheduled for non-emergency services by calling 402-554-2374. The web address is: <http://studenthealth.unomaha.edu>.

SPEECH AND LANGUAGE CLINIC

The UNO Speech-Language Pathology program, part of the College of Education, offers speech and language clinical services to members of the community who have speech and/or language difficulties. Student clinicians enrolled in the Speech-Language Pathology training program of the College of Education provide these services during the academic year. For further information contact the Clinic at 554-3354.

ENVIRONMENTAL HEALTH AND SAFETY

The University of Nebraska at Omaha has great concern for the safety of its employees. It is our goal to provide a safe, healthful environment in which to work and study. In order to reach this goal, employees should realize the importance of safety and practice good, safe work habits in their everyday work. **Any unsafe conditions or unsafe acts must be reported to the employee's immediate supervisor as soon as possible in order to achieve prompt correction.**

Material Safety Data Sheets (MSDS) are available through the Environmental Health, Safety and Security Office for chemicals used on campus.

Training programs are offered throughout the year on a variety of topics. Contact the Environmental Health, Safety and Security Office for potential training needs and schedules.

Persons injured during the course of employment should report the incident to their supervisor and Student Health Services. The supervisor is responsible for completing an injury report for all University employee injuries. Additional information on EHS services and policies can be found on the UNO Website Faculty/Staff section under Policies and Procedures or at: <http://www.unomaha.edu/ehs/>

Fire Prevention: In order to maintain a safe atmosphere at the University of Nebraska at Omaha, all employees can assist in preventing fires. All fire hazards or potential fire hazards should be reported to a supervisor or to Security immediately (4-2911).

The Omaha Fire Prevention Bureau prohibits the following:

1. Obstructing hallways or stairways.
2. Propping fire-rated doors open.
3. Blocking fire doors or any doors used for exiting.
4. The storing of flammable liquids in classrooms, offices, closets or anywhere that is not approved. All flammable liquids must be stored in an approved storage cabinet or storage room.
5. The storing of cleaning rags in other than metal containers with self closing lids.
6. The unauthorized discharging of fire extinguishers.
7. The unauthorized silencing or resetting of the fire alarm system.
8. Any act that may cause the activation of the fire alarm system for no justifiable reason.

Chemical Disposal: Used and unwanted chemical recycling and disposal services are provided by EHS. Contact the Environmental Safety Specialist at 4-3921 or visit the EHS Website for details.

Light Bulbs: Used mercury-containing light bulbs (e.g., fluorescent tubes) are collected by building custodians and disposed in cooperation with EHS. Contact building custodians for proper disposal locations.

Batteries: Alkaline batteries may be disposed in normal trash. Rechargeable batteries (e.g., nickel-cadmium, lead acid), button batteries, and those that contain other metals must be recycled. Visit the EHS Website for details.

Just the Facts: Facts about how to dispose of items from office products, aerosol cans, used computers, etc. can be found under the Fact Sheets link on the EHS Website.

CHILDREN IN THE WORKPLACE

The University of Nebraska at Omaha values an atmosphere that fosters a work-life balance between work and family responsibilities. UNO believes in an environment that is conducive to work, and in which health and safety concerns of employees are respected and disruptions are minimized. To that end, UNO does not permit the presence of children [biological, adopted, a stepchild, foster child, or ward] in the workplace in lieu of child care arrangements. The presence of children, visitors or family members during work hours, except for an occasional basis for a brief visit, is to be avoided.

As a rule, it is inappropriate for children to be in the work place on a regular or sporadic basis, such as after school each day, on holidays when day care is not available, or when children are ill. In the rare instance when there are no other alternatives, and a staff member must bring a child to the workplace, advance approval should be obtained from the supervisor and the duration of the child's visit to the workplace should be kept to a minimum. It is essential that parents or guardians provide close, constant supervision of their children while they are in the workplace. Children who are ill should never be brought to the workplace.

Parents or guardians are responsible for childcare arrangements and planning alternatives for childcare. Parents or guardians may use vacation time when childcare issues arise.

In the unavoidable circumstance when a child must be in the workplace, under no circumstances may the child have access to any confidential information, including student educational information, patient/health care information, or proprietary information. This prohibition cannot be waived by the department supervisor.

It is important to note that because of some work environments and the duties of the parent or guardian, children cannot be permitted in the work area at anytime. There are areas of the University where hazardous materials or equipment are located, or where hazardous operations are conducted. These include laboratories, shops, animal areas, patient care, power plants, etc. The risk of accident or injury in these areas is increased for those who are unfamiliar with safety requirements. Therefore, children under eighteen (18) are not allowed in these areas. Exceptions may be granted for job shadowing, guided tours or other reasons if appropriate precautionary measures are taken, including written consent of parent or guardian, and direct adult supervision.

Because of child labor laws, under no circumstances should a child under the age of sixteen (16) be allowed to perform work for the University.

Any employee or guardian who brings his or her child into the workplace without approval of the supervisor will be requested to leave and either use available vacation leave or leave without pay. Individuals who fail to cooperate shall be subject to appropriate disciplinary action.

This policy is in accordance with the Health Insurance Portability and Accountability Act (HIPAA), Nebraska Child Labor Laws, section 6.8 of the Bylaws of the Board of Regents, Addendum "A" Statement of Self-Insurance Coverage provided by the University of Nebraska General Self-Insurance Program *Board of Regents Policies*. It is effective November 9, 2009.

The Director of Human Resources is responsible for the administration of this policy at the campus level. Department management is responsible for policy adherence within their departments.

PETS IN THE WORKPLACE

To protect the health and safety of the University of Nebraska at Omaha's faculty, staff, and students and for the protection of research assets, faculty, staff, students, volunteers and visitors are not allowed to bring pets to the workplace or inside any building in which UNO provides functions or services. Exceptions are the following:

1. Service animals for use by faculty, staff and students are limited to dogs. The use of other types of service animals in non-public areas must be approved by the Director of Human Resources.
2. Service animals are allowed in public areas. Service animals are utilized to accommodate persons with special needs. For the purposes of this policy, a service animal is defined as any animal individually trained to do work or perform tasks for the benefit of a person with a disability. Such tasks can include guiding a person with impaired vision, alerting a person with impaired hearing to the presence of people or sounds, pulling a wheelchair, etc. The term service animal does not apply to personal pets.

This policy is in accordance with the Americans with Disabilities Act and is effective November 9, 2009.

The Director of Human Resources is responsible for the administration of this policy at the campus level. Department management is responsible for policy adherence within their departments.

STAFF ADVISORY COUNCIL

The Staff Advisory Council (SAC) was established in March of 1973 to promote and facilitate communication between the Managerial/Professional and Office/Service employees of the University of Nebraska at Omaha and the Chancellor. The Staff Advisory Council acts in an advisory capacity to the Chancellor and other University administrators.

To be eligible to serve on the Staff Advisory Council, an employee must:

Be under the administrative jurisdiction of the University of Nebraska at Omaha.

OR

Be a University of Nebraska staff person from UNL, UNK, UNCA, or UNMC, hereafter deemed "external staff," whose workload consists of more than fifty percent conducted on the UNO campus.

AND

Be a regular full-time or a regular part-time, Managerial/Professional or Office/Service employee.

AND

Completed successfully the new employee probationary period.

It should be noted that those employees who are not eligible for membership are still represented by the SAC, and that they are encouraged to offer input, attend meetings, and seek its assistance with problems.

Terms of membership are three years. No person shall be eligible to serve consecutive three-year terms. For information about meetings, please check the website: <http://www.unomaha.edu/sac/>.

OFFICE OF RESEARCH AND CREATIVE ACTIVITY

The Office of Research and Creative Activity (ORCA) assists UNO faculty and staff obtain funding for pedagogical, scholarly, public service and other creative projects. Funds can be sought from local, state, and federal governmental sponsors, as well as from private foundation or corporate sponsors.

ORCA works with UNO faculty and staff throughout the grant and contract development process. Knowledgeable ORCA staff can help refine proposal concepts, identify potential sponsors, prepare budgets, review proposal for adherence to sponsor guidelines, and critique the finished product to enhance its competitiveness.

In addition, ORCA offers tools to the grant writer with an emphasis on computerized on-line access to funding data bases, grant guidelines, and forms. The ORCA home page is maintained containing access to valuable resources and information at:

<http://www.unomaha.edu/spr/>.

The office also maintains a sponsor file, books on grant writing, and sample grant applications available for walk-in use.

The Office of Research and Creative Activity is located in the Eppley Administration Building, Room 202. The telephone number is: 402-554-2286.

CASHIERING / STUDENT ACCOUNTS SERVICES

Cashiering/Student Accounts is located in the Eppley Building, Room 109. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Cashiering/Student Accounts is responsible for tuition and fee billings and collection of tuition and fee balances. Account inquiries, check cashing, bus ticket sales and non-resident tax-credit information are other services provided by Cashiering/Students Accounts.

Cashiering/Student Accounts will cash checks (personal and expense reimbursement) for UNO faculty and staff members up to a maximum of \$100. However, this service is dependent on the availability of operating funds and may be stopped temporarily from time to time without notice. Payroll and two-party checks may not be cashed.

MAT bus tickets are available for purchase in Cashiering/Student Accounts. MAT bus schedules are available in the Student Center and the Information Office located in the Eppley Building.

CHECK ACCEPTANCE POLICY

Except for persons whose check writing privileges have been suspended under the terms of the University's Returned Check Policy, students, faculty, and staff may cash personal checks at Cashiering/Student Accounts upon presentation of a current University identification card and subject to the following limitations:

1. Students' personal checks will be limited to a maximum \$25.00.
2. Faculty and staff members' personal checks will be limited to a maximum of \$100.00.

Checks presented to the University remain the personal responsibility of the presenter. Any problems of bank clearance will be held against the passer, regardless of the original payor. Two-party checks will not be accepted for conversion to cash.

Checks accepted by the University will be deposited on the next working day. Checks returned for insufficient funds will be redeposited once to allow for possible bank error or a delayed deposit credit.

Each dishonored check will be assigned a return check service charge as established by the University in addition to the amount of the check.

Due to the limited availability of operating cash, payroll checks, including those issued by the University, will not be cashed. Employee reimbursement checks and other checks issued by the University may be cashed, provided they do not exceed the limitations cited earlier in this policy.

RETURNED CHECK POLICY

When a check is returned unpaid by the drawer bank, the person issuing the check shall be notified in writing by the Cashiering/Student Accounts Office. Full restitution for the unpaid check and payment of the service charge assessed by the University must be received within 10 business days. The acceptable methods of payments are cash and/or money order. Failure to honor the returned check may result in disenrollment or legal action. If a check which was issued for payment of a past due account to release a "stop enrollment" is returned unpaid by the drawer bank and full restitution is not made within 10 days, check writing privileges shall be suspended, current semester tuition and fees shall become due in full, and the individual shall be recommended for immediate disenrollment.

Any student, faculty or staff member or non-university person who fails to make full restitution of the returned check and payment of the service charge within 30 days of the date the returned check was received from the University's bank will be denied check writing privileges within the University community for a period of not less than 2 years. After the two year suspension period has elapsed, check writing privileges will be granted only if full restitution for the returned check and payment of the service charge have been received by the University.

When a student, faculty or staff member, or non-university person issues 3 checks within a 6 month period which are subsequently returned unpaid by his/her bank, check writing privileges with the University community will be suspended for a period not less than 2 years from the date the third returned check was received from the University's bank. After the two-year suspension period has elapsed, check writing privileges will be granted only if full restitution for the returned check and payment of the service charge have been received by the University.

University departments which accept checks in the normal course of business will be notified no less frequently than once each month of the individuals whose check writing privileges have been suspended. In the event that any of these departments should accept a check from any such individual, and the check is subsequently returned unpaid by the drawer bank, the full amount of the check shall be immediately charged against the account to which the payment was credited upon its original receipt in the Cashiering/Student Accounts Office. The returned check shall then be forwarded to the responsible department for collection.

The Manager of Cashiering/Student Accounts has the right to reinstate check-writing privileges to individuals who have had this privilege suspended as a result of a bona fide bank error.

TRAVEL AND REIMBURSEMENT

With proper authorization, faculty/staff members may travel on University business and be reimbursed for their allowable expenses. Travel policies and procedures are located on the Accounting Services web site at: <http://www.unomaha.edu/acctserv/TravelGen.php>. Please contact Accounting Services at 402-554-2320 with any questions concerning University business travel.

UNIVERSITY RELATIONS

The Office of University Relations provides the UNO campus with a variety of services relating to public relations and communications counseling. With expertise in the areas of media relations, advertising and publications, special events, internal communication, web page design, writing, editing and design, the University Relations staff assists faculty, staff and students with all phases of communication. Design services are offered free of charge to the University community; however, costs incurred for advertising placement, publication costs, graphic arts, photos, or other special needs will be discussed beforehand and passed along to the client.

The services offered by the University Relations Office are numerous and varied. University Relations encourages the suggestion of topics for new releases and/or the daily campus newsletter, "eNotes," staff members also arrange campus press conferences and serve as a resource for media interviews. Continuity in publication design, advertising, and content is important to the University, and the UNO community is encouraged to discuss projects with University Relations staff in the early creative stages. Assistance in coordinating special events and other public relations-related activities also is provided.

University Relations staff are in regular contact with many sectors of the Omaha community, the University of Nebraska system, and throughout the State. Through these contacts, the University Relations Office can assist in answering questions, problem solving, and locating additional information. Faculty and staff are invited to contact University Relations whenever such needs arise. The web address is: www.unomaha.edu/news/index.php.

INFORMATION SERVICES

Information Services (IS) provides technology leadership by bringing the knowledge assets of the world to the campus via high speed computer networks. IS facilitates the innovative use of technology for instruction, research and outreach via user-centered services and by stimulating a culture of academic discovery that contributes to the world-wide academic community.

Information Services is comprised of several teams: Academic Partnership for Instruction, Administrative Information Services, Administrative Office Management, Customer Services, Data Center, Desktop Services, Information Technology Infrastructure, Multimedia Technology Services, Telecommunications, and Training. Their offices are located in EAB 104 and 110.

IS business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. For all IS services or information: call 4-HELP (402-554-4357); e-mail unohelpdesk@unomaha.edu; or visit the IS website at: <http://its.unomaha.edu>.

MAIL SERVICES, SHIPPING AND RECEIVING, SURPLUS PROPERTY

The Mail Room provides many U.S. postal services to UNO offices and employees as well as surplus property disposal and shipping and receiving. For all offices the Mail Room makes one pickup and one delivery daily. This includes intra-campus mail and courier services among the University campuses.

The Mail Room handles bulk mailing of 200 pieces or more, which is much less expensive than first class mail. For additional information contact the Mail Room at 4-2337. View the website at: <http://www.unomaha.edu/mailexpress>.

FACILITIES MANAGEMENT AND PLANNING

The Department of Facilities Management and Planning is responsible for the maintenance of all buildings and grounds. The department also has administrative responsibility for renovation of existing facilities, all new construction, space allocation and campus planning. A variety of maintenance services are provided by the department:

Emergency Maintenance: A Dispatch Service Desk is open 24 hours a day to receive calls and dispatch personnel to assist with building and/or maintenance-related problems. Normally, only problems that are life threatening or those that would disrupt scheduled events will be handled during non-working hours. The Dispatch Service Desk can be reached at 4-3600.

Utilities and Maintenance Services: The Manager of Maintenance and Utilities Services should be notified in writing of any events scheduled to take place on campus outside of normal business hours. Advance notification will insure that appropriate heating, cooling, lighting and other maintenance services are available for these activities. Departments are encouraged to provide monthly and/or weekly event schedules to the manager if at all possible. Any changes in previously scheduled activities, or any activities arranged after the submission of an event schedule should be reported immediately to the Dispatch Service Desk, 4-3600. For painting, plumbing, electrical, carpentry and other maintenance needs, contact the Dispatch Service Desk at 4-3600 during normal University working hours. Any requests for new work may be submitted by telephone or in writing to Dispatch Service Desk, Engr. Bldg. 113. Requests for new work must have appropriate University approvals.

Environmental and Landscape Services: Environmental and Landscape Services are provided on a 24-hour basis Monday through Friday. Emergency incidents such as spills, accidents, lack of restroom products, inoperative lights, pest infestations, icy or other slippery surface situations should be reported to the Dispatch Service Desk, 4-3600. Moving requests should be made not later than ten (10) working days before the anticipated date. Requests for special services or for changes in existing service schedules should be submitted to the Director of Environmental and Landscape Services, at extension 4-2500.

Renovation, New Construction and Space Assignments: For requests or questions on renovation, new construction or space assignments, notify the Director of Architectural and Construction Services, 4-2500, Center Location (CTR) 200. Requests for new construction, renovation and current space assignment modification must have appropriate University approvals.

Visit the website at: www.unomaha.edu/facilities/maintenance.

TELECOMMUNICATIONS

Telecommunications, a unit of Information Services, Eppley Administration Building, Room 119, administers the telephone service needs on the UNO campus. Calls within this system may be placed by dialing the appropriate five-digit extension. The Peter Kiewit Conference Center is served by the State Centrex system. Calls between the main campus and PKCC are placed by dialing 9-402-595 and the appropriate four-digit extension. To call the main campus from PKCC, dial 9-402-554 and the appropriate four-digit extension.

Calls to the local Omaha-Council Bluffs area are made by dialing 9 and the appropriate ten-digit number. To call long distance, dial 9-1-area code and the appropriate seven-digit number.

Each department pays for its regular telephone service plus all toll calls that are placed from department phones. Telecommunications provides each department with a Call Detail Reporting Record each month to assist in controlling cost and in preventing unauthorized use of the phone system. All University telephones are for official use only.

Essential personal long distance calls using University phones must be placed through the long distance operator: collect, third party, or personal credit card. This includes calls to Lincoln, Fremont, Ashland, Plattsmouth, and any other location outside the Omaha free-call area.

1. To reach the UNO Information Operator, dial 4-2800.
2. For operator assistance, dial "0."
3. For repair service or a consultation on service needs, dial 4-2799.

Other services offered by Telecommunications include voice mail, use of conference phones, temporary loan of extension phones, and issue of University credit cards. Telecommunications also offers training on telephone use including Blackberries and PDA's, voice mail use, and telephone etiquette.

NOTARY PUBLIC SERVICES

Three offices have a Notary Public available to all employees at no cost. The offices are Information, Human Resources, and Business and Finance.

BULLETIN BOARD REGULATIONS

Departmental Bulletin Boards must be clearly labeled and maintained by each respective department. All publicity materials to be displayed must be posted on bulletin boards or other approved areas. Any material posted on painted walls, doors or glass will be removed and destroyed. Permission to display posters, banners, or any other publicity materials may be obtained in the Student Organizations & Leadership Programs Office of the Milo Bail Student Center (4-2711).

PRINTING SERVICES – UNMC

UNMC Printing Services provides complete printing and copying services for UNO. Those services include full color copies, poster, stationery, brochures, flyers, design services, postcards, variable data printing, course work and bindery services. UNMC is a full-service print shop offering 103 color printing as well as 4-color process. Please visit our website: www.unmc.edu/printmail to order online or request information.

Location: UNMC
Academic & Research Services Building
Basement Level
42nd & Emile Streets
Omaha, NE 68198

Campus Zip Code: 987000 Nebraska Medical Center
Omaha, NE 68198-7000.

Hours: Monday-Friday 7:30 a.m. to 5:00 p.m.

General Questions: 402.559.4282

Copy Center: 402.559.5886

Fax: 402.559.9020

E-mail: print4u@unmc.edu

UNIVERSITY CULTURAL AND RECREATIONAL OPPORTUNITIES

COLLEGE OF COMMUNICATION, FINE ARTS AND MEDIA

The College of Communication, Fine Arts and Media sponsors a distinguished program of concerts, recitals, dramatic arts performances, and readings of original literature by faculty, students, and guest artists. Art exhibits are on display throughout the year at the Gallery. Admission to the Gallery is free for all visitors. The College website lists hours and programs: www.unomaha.edu/cfam.

CRISS LIBRARY

The Criss Library, centrally located on the UNO campus, offers many services to its users and contains materials and facilities for study and research. The collection encompasses approximately 750,000 volumes; 4,300 journal and newspaper subscriptions; 450,000 government documents; 1,800,000 microforms; plus audio and videocassettes and other media. Back issues of periodicals in bound volumes and microforms, and extensive electronic databases are available to facilitate the research process. The Criss Library is a partial government documents depository. Nebraska State publications are also available. Nearly all of the Library's collection is on open shelves and is arranged according to the Library of Congress classifications system. The Library's holdings are accessible through the online catalog, GENISYS (<http://genisys.unomaha.edu>).

UNO students, faculty, and staff may check out library materials with their UNO ID card at any of the four University of Nebraska campuses. A reciprocal borrowing agreement also allows anyone with a UNO ID to check out materials from 30 other Nebraska colleges and university libraries. Community users may obtain a borrower's card through the UNO Library Friends for a small annual fee.

Qualified staff members are available to aid individuals and groups. Reference librarians answer questions at the Reference Desk, assist individuals with their research, and give lectures to classes on the use of the Library in general and on the materials of specific subject areas as requested. Assistance is available for government documents, reserve materials, and audio-visual and microform material and equipment. When needed material is not available in the UNO collection, the Interlibrary Loan Division can borrow it from other libraries for UNO students, faculty, and staff. Handouts with information about the Library's collections and its many services are available on the main floor. Information is also available on the Library homepage: <http://library.unomaha.edu>.

The Criss Library is open 98 hours per week during the fall and spring semesters. Slightly shorter hours are observed during the summer and intercessions. Study areas include tables, chairs, individual study carrels, and group study rooms. Photocopiers and printers also are available.

STUDENT ORGANIZATIONS AND LEADERSHIP PROGRAMS

Student Organizations and Leadership Programs is located on the main floor of the Student Center (4-2711). Through its various student organizations, it sponsors musical and dramatic performances, film and ethnic heritage programs, nationally prominent speakers and other entertainers. The web address is: <http://studentorgs.unomaha.edu>.

ATHLETICS EVENTS

The University sponsors sixteen sports teams for our student athletes. Admittance to some of the games and matches is free, and others offer season ticket packages. For ticket information, team schedules, and all things MAV, visit the website for Intercollegiate Athletics: www.omavs.com.

CAMPUS RECREATION

Campus Recreation is located in the Health, Physical Education and Recreation Building and offers a variety of recreational opportunities through broad-based programs and services including a golf league and other organized activities as well as activities for individuals. Participation areas include: 50-meter indoor pool, jogging track, racquetball and squash courts, weight room, aerobics equipment, activity courts, climbing wall, etc. A towel exchange service is provided.

UNO faculty and staff members' spouses may participate by paying the activity fee. Dependents between the ages of 18 and 23 years may also participate by paying the activity fee. During designated family hours, children under 18 years may participate free when accompanied by an adult with an active card. Active ID cards must be presented to gain admittance to the facilities. Any equipment necessary to participate in the HPER or Field House activities can be checked out through the Central Issue Room.

A locker and lock may be rented in the HPER Building. A deposit is required along with presentation of a valid ID card. All Campus Recreation fees and deposits are paid in the Campus Recreation Office, HPER Building, Room 100. Visit the website at www.unomaha.edu/wwwocr.

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