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**MANAGERIAL/PROFESSIONAL  
AND  
OFFICE/SERVICE STAFF  
EMPLOYEE HANDBOOK**

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 purpose of this handbook is to outline the obligations, benefits, and privileges of UNO Managerial/Professional and Office/Service employees and to answer questions that may arise in the course of a staff member's employment at the University. **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.

Due to 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.

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.

This handbook was updated February, 2008 and supersedes all previous Managerial/Professional and Office/Service Employee Handbooks.

## ***AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT UNIVERSITY OF NEBRASKA AT OMAHA***

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 any unlawful reason shall not be tolerated.

*\*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, 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. Those offices include the Student Government Office, University Division Office, Campus Recreation, Women's Resource Center, Dean's Offices, the Library, the Information Center, Office of Multicultural Affairs, the Human Resources Office, the Chancellor's Office, Student Development Services, Academic Affairs, University Relations, Educational and Student Services, Counseling Center, and the Student Organizations and Leadership Programs Office.

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 Assistant to the Chancellor for Diversity and Equal Opportunity.** 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.

## **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:

- a) Referral to the Faculty/Employee Assistance Program for evaluation and assessment to determine the appropriate treatment for rehabilitation;
- b) Participation in a drug rehabilitation program;
- c) 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.

### **ORIENTATION PROGRAM**

Because the first few weeks of employment pose many new questions, all new Managerial/Professional and Office/Service employees are required to attend an orientation session conducted by the staff of the Human Resources Office. At this time, employees will be given a more in-depth view of UNO, its mission, policies, and benefits. The Human Resources Office staff will also answer any questions that new employees may have about the University, their employment, etc. The Human Resources Office schedules new Managerial/Professional and Office/Service employees for the orientation session and will contact either the new employee or his/her supervisor with the time/date of the session. The Human Resources Office is available to answer employee questions and to provide guidance to employees in obtaining information and services on campus.

### **IDENTIFICATION CARDS**

All University of Nebraska at Omaha employees are issued 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. The card identifies the carrier as an employee of UNO and must be presented to gain access to various services on campus and to access the Health, Physical Education and Recreation facility. Lost or stolen cards will be replaced upon payment of a replacement fee. UNO identification cards must be turned into the Human Resources Office upon the employee's separation from the University.

### **PERSONNEL RECORDS**

Employees' official personnel records are kept in the Human Resources Office, Eppley Administration Building, Room 205. Personnel records are confidential and available to only 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 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 obtain his/her current PDF from his/her department. 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.

## 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 may be extended to a maximum of twelve months by the supervisor if the supervisor submits a written performance evaluation requesting the extension and an appropriately completed Personnel Action Form to the Human Resources Office. Supervisors must comply with University policies and procedures when recommending the extension of an employee's probation. Supervisors also 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. An employee may be dismissed during the initial probationary period for any reason except prohibited discrimination; progressive discipline is not necessary. 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 completing a written evaluation and submitting a completed Personnel Action Form to the Human Resources Office. An employee may be dismissed during this probationary period for any reason except prohibited discrimination.

## EMPLOYEE EVALUATION

Performance evaluations are designed to provide a channel of 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. The performance evaluation should provide formal written documentation of the less formal feedback (both oral and written) that the supervisor has provided to the employee throughout the evaluation period.

Managerial/Professional employees are evaluated each year near May 1. Supervisors are encouraged to use the Managerial/Professional evaluation instrument provided by Human Resources but may opt to devise their own evaluation instrument.

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.

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's 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, assess interviewing techniques, etc.

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 <http://careers.unomaha.edu>. 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 appropriate.

## 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. 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 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.

## 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:

- a) There is no interference with the performance of duties at the University.
- b) 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.
- c) 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.

### Stationery

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.

## **CONFIDENTIALITY STATEMENT FOR EMPLOYEES WITH ACCESS TO UNIVERSITY BUSINESS SYSTEMS**

Confidential Information – 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, access to confidential, sensitive, or private information. Employees are obligated to keep the information confidential and use it only for work related purposes.

Employees 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.

## **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 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 in conjunction with outside professional consulting, business or employment activities is permitted only when such 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 of 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 be 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.

### **WORK SCHEDULES**

The normal workday at the University of Nebraska at Omaha is from 8:00 am to 5:00 p.m., Monday through Friday. Many campus 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 loads, staffing patterns, need to be available to the public, etc. Employees may be required to work overtime.

Regardless of the employee's approved work schedule, punctuality and regular attendance are expected. Habitual tardiness and absenteeism are causes for dismissal and are considered in requests for promotions, transfers, etc. If an employee is going to be absent or late, he/she must notify his/her supervisor as soon as possible (preferably before the start of his/her shift) and in accordance with any procedures established by his/her department. Failure to do so may result in disciplinary action being taken against the employee.

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.

### **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 employees are eligible for overtime compensation for hours worked in excess of 40.

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.

At the discretion of the Dean or Director, compensatory time off may be granted instead of overtime compensation. 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.

### **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.

### **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, but 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 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.

### SUGGESTED 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.

- A. Examples of offenses that may result in immediate discharge:
  - 1. Intoxication or use of illegal drugs on the job
  - 2. Fighting
  - 3. Refusal to work
  - 4. Theft
  - 5. Willful destruction of UNO property
  - 6. Gross insubordination
  - 7. Gross misconduct unbecoming a UNO employee
  - 8. Conviction of a felony charged by a court of proper jurisdiction provided the felony is relevant to the position
  - 9. Falsifying time cards
  - 10. Use of undue influence to gain or attempt to gain promotion, leave, favorable assignment or other individual benefit or advantage
  - 11. Falsification, fraud or omission of information in applying for a position
  - 12. Failure to report to work without notification for a period of three days
  - 13. Failure or inability to complete a required training program that is a part of the job assignment
  - 14. Failure to obtain or maintain a current license or certificate required by law or UNO standards as a condition of employment
  - 15. Releasing confidential or sensitive information that could be damaging or embarrassing to the University
  - 16. 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.
  
- B. Examples of offenses that may result in first a written warning and second in immediate discharge:
  - 1. Gambling
  - 2. Careless, negligent or improper use of UNO property
  - 3. Unauthorized or improper use of any type of leave
  - 4. Failure to report to work without notification for a period of one or two days
  - 5. Sleeping on the job

6. Violation of, or failure to comply with an executive order, published rules and regulations of UNO or the Board of Regents Bylaws.
- C. Examples of offenses that may result in first an oral warning, second a written warning, and third in immediate discharge:
1. Unsafe conduct
  2. Tardiness
  3. Unauthorized absence from the job
  4. Failure to maintain satisfactory and harmonious working relationships with the public or other employees
  5. Smoking in unauthorized areas
  6. Failure to punch time clock
  7. Foul and abusive language
  8. Inefficiency, incompetence 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.

#### **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.

*\*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 prohibited discrimination, the University will take action in accordance with internal policy and procedures. Resolution 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 and Student Affairs for faculty respondents, Vice Chancellor of Business and Finance for staff respondents, Associate Vice Chancellor for Academic and 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 University offices are scheduled to be open.
4. Time limits can be extended by the Assistant to the Chancellor if there are documented extenuating circumstances which are 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, any 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.

The chairperson of the Panel will, within twenty (20) workdays after the Director of Human Resources receives the Staff Member's written request to appeal under this Step 3, submit the written recommendations of the Panel to the President or relevant Chancellor, who oversees the administrative unit.

Within twenty (20) workdays after receiving the Panel's recommendations, the President, the Chancellor or a designee on his/her behalf will notify the grieving Staff Member, in writing of the final disposition of the grievance. Such decision will be final and binding on all parties. There will be no further appeal within the University of Nebraska.

### **Timelines**

The amount of time for filing and decision making under this policy is intended to provide for a prompt, yet thorough, review and resolution of grievances. Parties must adhere to this timeline in order to ensure the benefits of participating in this process. However, should the Director of Human Resources determine that special circumstances or the nature of the grievance are such that additional time allow for a more meaningful, well-supported resolution of the matter, then the Director may grant an extension of a specific amount of time in writing, delivered to all parties with a need to know.

If the grieving Staff Member does not submit a written request to move the grievance forward within the specified time period and is not granted an extension prior to the passing of that deadline, it will be assumed the Staff Member is satisfied and the grievance will be discontinued.

If the immediate supervisor, the next-level supervisor or the Panel fails to deliver a written response or decision within the specified time period and is not granted an extension of time prior to the passing of that deadline, the grievance will automatically advance to the next level of review.

The Director of Human Resources shall record and maintain the timeline associated with each grievance.

### **Withdrawing A Grievance**

A Staff Member may terminate his/her grievance under this policy at any time by delivering to the Director of Human Resources a written notification requesting such withdrawal.

### **Retaliation; Pending Employment Actions**

Retaliation of any type shall not befall any person for participating in the grievance procedure set forth herein. University employees engaged in such retaliation will be subject to disciplinary action, including the potential for dismissal. A grievance based upon retaliation may be treated as a separate offense and is grievable under this policy. While such retaliation is prohibited, the mere filing of a grievance will not forestall any employment action, unless the Director of Human Resources determines otherwise.

### **Pay Status When Participating In The Grievance Procedure**

For an employee in-pay status, whose participation is required at a meeting, interview, or other activity as part of a grievance under this policy, time devoted to such participation will be considered as regular hours worked.

Grievances relating to alleged discrimination based on race, age, color, religion, sex, disability, national origin, marital status, veteran status, sexual orientation, or retaliation due to an individual's initiation of or participation in an investigation regarding such discrimination allegations are covered under a separate policy entitled Issue Resolution And Complaint Procedures For Prohibited Discrimination.

For issues in the area of disability and/or accommodation, grievances are to be filed with the University's ADA/504 Compliance Officer, (402-172-8404).

Complaints against members of the academic-administrative staff when acting in an academic capacity are to be filed with the Professional Conduct Committee.

### **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* including, but not limited to, Section 3.4 (Conditions of Employment for the Professional Staff, Section 3.8 (Conflicts of Interest), Section 3.9 (Political Activities of Employees), Section 3.10 (Patent Policy), Section 3.11 (Sale of Books and Supplies to Students; Copyrights and Royalties), and Section 4.1 (Academic Responsibilities), along with any standards of professional rights and duties as prescribed by the University of Nebraska Board of Regents, Federal, State, and local laws, and generally accepted professional rights and duties of the academic community. The Committee also shall have the authority to interpret the standards, rights, and duties of professional conduct for members of the professional staff.

For further information, contact the Faculty Senate Office, College of Business Administration, Room 309, 4-3598.

### **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.

## PAID LEAVES

### 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. 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 not have been absent without pay on the workday immediately before or immediately after the holiday. If an employee is absent from work on paid leave either the workday immediately before or immediately after the holiday he/she is entitled to pay for the holiday. Employees entitled to holiday pay who are required to work an observed holiday will be paid for actual hours worked in addition to the appropriate amount of holiday pay.

### 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 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 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 one 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. The value of unused vacation time is paid when an employee separates from the University of Nebraska at Omaha. Upon the death of an employee, the value of any unused vacation is paid to the employee's estate.

**Vacation Accrual Rates:**

Years of Employment	Hours Per Month	Hours Per Year	Days Per Year	Hours Per Day
1 – 5 <sup>th</sup> year	8.00	96.00	12.00	0.26301
Beginning of 6 <sup>th</sup> year	10.00	120.00	15.00	0.32877
Beginning of 7 <sup>th</sup> year	10.67	128.00	16.00	0.35068
Beginning of 8 <sup>th</sup> year	11.33	136.00	17.00	0.37260
Beginning of 9 <sup>th</sup> year	12.00	144.00	18.00	0.39452
Beginning of 10 <sup>th</sup> year	12.67	152.00	19.00	0.41644
Beginning of 11 <sup>th</sup> year	13.33	160.00	20.00	0.43836
Beginning of 12 <sup>th</sup> year	14.00	168.00	21.00	0.46027
Beginning of 13 <sup>th</sup> year	14.67	176.00	22.00	0.48219
Beginning of 14 <sup>th</sup> year	15.33	184.00	23.00	0.50411
Beginning of 15 <sup>th</sup> year	16.00	192.00	24.00	0.52603
Beginning of 16 <sup>th</sup> year and All following years	16.67	200.00	25.00	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 to not interfere with the conduct of University business.
- 4.3 Unused vacation shall be paid when an employee separates. Upon 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

- 1.1 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.

Years of Employment	Hours Per Month	Hours Per Year	Days Per Year	Hours Per Day
1 <sup>st</sup> to 5 <sup>th</sup> Year	8.00	96.00	12.00	0.26301
Beginning of 6 <sup>th</sup> Year	11.33	136.00	17.00	0.37260
Beginning of 7 <sup>th</sup> Year	12.00	144.00	18.00	0.39452
Beginning of 8 <sup>th</sup> Year	12.67	152.00	19.00	0.41530
Beginning of 9 <sup>th</sup> Year	13.33	160.00	20.00	0.43836
Beginning of 10 <sup>th</sup> Year	14.00	168.00	21.00	0.46027
Beginning of 11 <sup>th</sup> Year	14.67	176.00	22.00	0.48219
Beginning of 12 <sup>th</sup> Year	15.33	184.00	23.00	0.50411
Beginning of 13 <sup>th</sup> Year	16.00	192.00	24.00	0.52603
Beginning of 14 <sup>th</sup> Year	16.67	200.00	25.00	0.54795
Beginning of 15 <sup>th</sup> Year	17.33	208.00	26.00	0.56986
Beginning of 16 <sup>th</sup> Year	18.00	216.00	27.00	0.59178
Beginning of 17 <sup>th</sup> Year	18.67	224.00	28.00	0.61370
Beginning of 18 <sup>th</sup> Year	19.33	232.00	29.00	0.63562
Beginning of 19 <sup>th</sup> 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 shall receive a supplemental salary payment equal to ¼ 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 ¼ 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.
  - 3.4.1 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.
  - 3.4.2 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.
- 3.5 Employees on Leave Without Pay, Suspension, or Layoff shall not accrue sick leave during that time.
- 3.6 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 bearing the same relationship to the spouse.
- 3.7 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.
- 3.8 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.
- 3.9 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.
- 3.10 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.
- 3.11 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**

Full-time Managerial/Professional staff members accumulate eight hours of sick leave per month for the first two years of employment (part-time Managerial/Professional employees accumulate sick leave on a prorated basis). After the first two years, the provisions from Academic/Administrative staff as outlined in the Bylaws of the Board of Regents of the University of Nebraska apply as follows:

*Whenever a member of the managerial/professional staff designated in accordance with policy adopted by the Board or any member of the full-time permanent academic-administrative staff is temporarily disabled due to illness, accident, and in the case of female staff members due to pregnancy or maternity, such staff member upon approval of the President or the*

*Chancellor, as appropriate, shall be paid his or her regular salary during the period of such disability but not to exceed six months, less:*

*The amount received during such time as worker's compensation; and*

*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 President or Chancellor, as appropriate. 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 President or Chancellor, as appropriate.*

*Such leaves of absence may be extended beyond six months without pay upon recommendation of the Chancellor and the President and approved by the Board.*

## 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 employee, 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 on 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.

### 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 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.

#### 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, 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.

#### 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, 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.

#### 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 3 days per calendar year may be donated to a UNO crisis leave pool. A donated day of vacation leave is eight hours. Donations of accumulated vacation leave to the crisis leave pool 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. Employees may request crisis leave for one of the following reasons:

1. serious illness of the employee;
2. serious illness of the employee's spouse, child, parent or 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

- a) 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
- b) requires an absence from work for more than 3 consecutive days as recommended by the physician or other licensed health care provider, or
- c) 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 employees' 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.

## UNPAID LEAVES

### FAMILY/MEDICAL LEAVE POLICY

Under University policy in compliance with the Federal Family and Medical Leave Act of 1993 (FMLA), eligible employees are provided up to 12 workweeks of unpaid, job-protected leave for certain family and medical reasons. 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 student and temporary employees) are also eligible when they meet the requirement of working at least 1250 hours during the last year.

Reasons For Taking Leave:

Unpaid leave will be granted for any of the following reasons:

- to address maternal/paternal concerns related to the birth of a child, or the placement of a child with the employee for adoption or foster care;
- to care for the employee's spouse, child\*, or parent\*\*, who has a serious health condition\*\*\*;
- for a serious health condition that makes the employee unable to perform the employee's job or
- in association with a death in the immediate family\*\*\*.

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. Absence of five or more consecutive sick days will be charged against the employee's family/medical leave balance.

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

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

\*\*\*A serious health condition shall mean a disabling physical or mental illness, injury or impairment which requires any of the following: in-patient care in a hospital, nursing home or hospice; or constant in-home care; or continuing treatment by a health care provider.

\*\*\*\*"Immediate family" shall mean spouse, children, parents, grandchildren, grandparents, or persons bearing the same relationship to the spouse. The term shall also include brothers, sisters, and brothers-in-law and sisters-in-law.

#### Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- The University may require medical certification to support a request for leave because of a serious health condition, and may require other medical opinions (at the University's expense) and a fitness for duty report to return to work.

#### Job Benefits and Protection:

- For the duration of approved Family/Medical Leave, the University will maintain the employee's health coverage under any University sponsored "group health plan."
- Upon return from Family/Medical Leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of approved Family/Medical Leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

#### Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- 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.

**Family Leave Due to a Call to Active Duty** – This benefit provides 12 weeks of FMLA leave due to spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any "qualifying exigency" arising out of the servicemember's current tour of active duty or because the servicemember is notified of an impending call to duty in support of a contingency operation.

**Caregiver Leave for an Injured Servicemember** – This benefit provides 26 weeks of FMLA leave during a single 12-month period for a spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active duty that may render the person unable to perform the duties of the member's office, grade, rank or rating.

#### NEBRASKA FAMILY MILITARY LEAVE ACT

In Compliance with the Nebraska Family Military Leave Act, as enacted by the Nebraska Unicameral, UNO will provide up to 30 days of unpaid leave to qualifying University employees who are spouses or parents of military service members under Federal or State deployment orders.

**Qualifying employees** shall include any employee who:

- a) has been employed by the University of Nebraska for at least twelve months
- b) has provided at least one thousand two hundred fifty (1,250) hours of service during the twelve-month period immediately preceding the commencement of the leave
- c) is the spouse or parent of a person called to military service lasting over one hundred seventy-nine days or longer with the State or United States pursuant to the orders of the Governor or President of the United States.

**Requests for Family Military Leave** may be made to the employee's immediate supervisor any time the deployment orders are in effect. Employees requesting five (5) or more consecutive days of Family Military Leave shall provide at least fourteen calendar days' prior notice, and where able, will consult with the supervisor to schedule leave to avoid work disruptions. For leave of less than five (5) consecutive days, employees shall give advanced notice as practical. Certification/proof of the call to service from the proper military authority may be required.

Maximum leave allowable under the Family Military Leave Policy shall be thirty (30) working days of unpaid leave. The employee may elect to apply accrued vacation leave, compensatory time off, or floating holiday leave during the leave period.

Employees involved in any of the University of Nebraska insured benefit programs may continue to participate in said programs and will receive continued employer contributions for the period of the leave. They are, however, responsible for their employee contributions required to maintain those benefits when on an unpaid status.

Upon expiration of the leave, the employee is entitled to be restored to the position held prior to commencement of leave or to an equivalent position.

#### PERSONAL LEAVE POLICY

Regular employees may be granted an unpaid leave of absence of up to one year for personal reasons. Requests for such leave must be in writing and approved by the employee's immediate supervisor and the Director of the Human Resources Office. In considering the employee's request for leave, his/her work record is taken into account as well as the desirability of retaining the employee even at some sacrifice.

The employee may request a leave of absence from his/her position. 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.

Employees may also choose to take a leave of absence from the University. In doing so, the employee has, in effect, resigned his/her position. The employee is not guaranteed a position although he/she will be given preference for other similar types of position vacancies should the former employee choose to apply for them. If the employee returns to the University in a regular position within three years of having left a regular position, his/her service would be bridged.

#### 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/inquiry/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.

## 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. Whenever 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.

## 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:

	Employee Contribution	University Contribution	Total
Tier 1	3.5%	6.0%	9.5%
Tier 2	5.5%	7.5%	13%

### 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.

## 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.

## CREDIT UNIONS

Employees are eligible to participate in three credit unions. The credit unions offer checking and savings accounts, various types of loans, payroll deduction options, and travelers' checks. For more information about credit union services or to become a member, employees should contact the credit union directly:

Metro Health Services Federal Credit Union (402) 551-3052 (four locations)

- 1910 S. 44<sup>th</sup> St.  
- Omaha, NE 68105
  
- 414 S. Saddlecreek Road  
- Omaha, NE 68131
  
- 5370 S. 84<sup>th</sup> St.  
- Omaha, NE 68127
  
- 11102 Emmet Street  
- Omaha, NE 68164

University of Nebraska Federal Credit Union  
1630 Q Street  
Lincoln, NE 68588  
(402) 472-2087

Nebraska State Employees Credit Union  
330 S 16 Street  
Lincoln, NE 68508  
(402) 471-2561

## COUNSELING SERVICES

### FACULTY/EMPLOYEE ASSISTANCE PROGRAM

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:

- a) Management/supervisory training on FEAP issues
- b) Crisis counseling/intervention
- c) Manager/supervisor consultation
- d) 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.

#### 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 made/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 438 Kayser Hall. Hours are M-Th 1:00 to 7:00 p.m. and Saturday 9:00 a.m.– 12:00 noon. For information and/or appointment call 554-2727.

#### 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 experiencing difficulties in those areas. 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.

#### 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 licensed mental health practitioners. Each staff member is dedicated and trained to provide support and encourage people toward success.

For further information or assistance, contact UNO Counseling Services, Epley Administration Building, Room 115, 554-2409.

### **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

##### A. Eligibility:

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

##### B. Financial:

1. 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.
2. 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.
3. The University of Nebraska Employee Scholarship Program shall allow tuition equal to the University's residency-tuition-charge-per-semester credit hour.

4. 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.
  5. 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.
  6. 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.
  7. 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.
- C. Class Attendance:
1. Normally, employees taking advantage of the Employee Scholarship Program will enroll in classes held during non-working hours.
  2. 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.

#### A. Definitions

1. Spouse: Employee's husband or wife, as recognized under the laws of the State of Nebraska.
2. 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, or who is living in the employee's home and is chiefly dependent on the employee for support (claimed as a dependent for tax purposes).

#### B. Eligibility for Dependent Scholarship Program

1. 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.
2. 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.
3. 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.

#### C. Dependent Scholarship Program Terms and Conditions

1. The Dependent Scholarship Program will be limited to undergraduate academic credit courses at any campus of the University of Nebraska.
2. Dependents whose applications have been approved shall pay all normal admission and matriculation fees including lab fees, course fees and UPFF fees, and all usual course-related costs such as books and supplies.

3. 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) credit hours per semester.
4. 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. If the dependent's tuition costs are not entirely covered by the other programs, the University of Nebraska Dependent Scholarship Program shall allow for the difference up to the maximum established herein.
5. 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.
6. 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.
7. Non-attendance at a class does not constitute an official drop. The student must process a drop/withdrawal request.
8. 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.
9. If the employee is not a Nebraska resident and considered a non-resident for tuition purposes, the student (employee of 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) regular 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 & Credit Rules for Class Dropped

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

##### A. Classes dropped within the 100% refund period:

1. 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.]

2. 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.]

B. 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.

C. 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.

## **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://www.unicam.state.ne.us/web/public/ombudsman>.

## **UNIVERSITY EVENTS AND ACTIVITIES**

A wide range of cultural, education, athletic, and entertainment activities are sponsored by various University organizations. Admission to these events is available for a nominal fee or at no charge to members of the UNO faculty and staff. Examples of some of these activities follow:

### **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. Check the College website for hours. Admission to the Gallery is free to all visitors.

### **STUDENT ORGANIZATIONS AND LEADERSHIP PROGRAMS**

Student Organizations and Leadership Programs (4-2711) sponsors musical and dramatic performances, film and ethnic heritage programs, and lectures by nationally prominent personalities.

## **ATHLETIC EVENTS**

Employees and their immediate families are admitted free to most Maverick athletic events by presenting their identification cards at the gate. Employees may purchase hockey season tickets and will receive a 20% discount. Single game hockey tickets may be purchased at ticket face value based on availability.

## **CAMPUS RECREATION**

Campus Recreation offers a variety of recreational opportunities through broad-based programs and services. Programs and facilities of the Health, Physical Education, and Recreation Building (HPER) and Field House are available during specific times. Participation areas include: 50-meter indoor pool, jogging track, racquetball and squash courts, weight room, activity courts, climbing wall, etc. A towel exchange service is provided. UNO faculty and staff members' spouses and 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. Locker deposits are automatically forfeited if lockers are not cleared or renewed by the posted dates. All Campus Recreation fees and deposits are paid in the Campus Recreation Office, HPER Building, Room 100. For fee information, contact 4-2539.

## **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 during the academic year. In the summer, children ages 18 months to 12 years may be provided care Monday through Friday, 6:30 a.m. to 5:30 p.m.

## **GENERAL 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).

## **CASHIERING/STUDENT ACCOUNTS SERVICES**

Cashiering/Student Accounts is located in the Epley 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 Epley 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:

Students' personal checks will be limited to a maximum \$25.00.

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 years 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.

### POSTAL SERVICES

The Mail Room provides many U.S. postal services to UNO offices and employees. 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.

### PRINTING SERVICES

UNMC Printing Services provides complete printing and copying services for both UNO and UNMC campuses. We have offices at both locations.

Our services include full color copies, posters, stationary, brochures, flyers, design services, postcards, variable data printing, coursework & bindery services. We are a full-service print shop offering 1-3 color printing as well as 4-color process. Please visit our website: [www.unmc.edu/printmail](http://www.unmc.edu/printmail) to order online or request information.

Our UNO location is staffed daily and we offer quick turn-around with competitive pricing.

#### UNO

Located in the Eppley Administration Building, Room 106

**Hours:** Monday – Friday 8:00am to 4:30pm

6001 Dodge Street

Omaha, Nebraska 68182-0157

**Customer Service:** 402.554.3061

**E-mail:** [print4u@lists.unomaha.edu](mailto:print4u@lists.unomaha.edu)

#### UNMC

Located on the basement level of the Academic & Research Services Building –42<sup>nd</sup> Street & Emile

**Hours:** Monday – Friday 7:30am to 5:00pm

987000 Nebraska Medical Center

Omaha, Nebraska 68198-7000

**General questions:** 402.559.4282

**Copy Center:** 402.559.5886

**Fax:** 402.559.9020

**E-mail:** [print4u@unmc.edu](mailto:print4u@unmc.edu)

### 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.

### ENVIRONMENTAL HEALTH, AND SAFETY

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 [www.unomaha.edu/~wwwehs/](http://www.unomaha.edu/~wwwehs/).

**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.

## **CAMPUS SECURITY**

**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 their safety.

**Parking and Traffic:** All vehicles parked on the UNO campus must display a valid parking permit. Applications for parking permits may be made at Security, located in Epley Administration Bldg., Room 100. The "UNO Parking and Traffic Rules and Regulations" handbook lists the fee schedule and parking lot designation for faculty/staff parking. All vehicle accidents must be reported to Security immediately.

**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.

**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 the 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 he 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-Friday, and 6:00 a.m. to 1:00 p.m. on Saturday. For information call 554-2648. For on-campus emergencies, dial 4-2911.

## **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 events schedules to the manager if at all possible. Any changes in previously scheduled activities, or any activities arranged after the submission of an events 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, Engg. 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.

## TELECOMMUNICATIONS

The Telecommunications Department, Epley Administration Building, Room 119, administers the telephone service needs on the UNO campus. The telephone service on the main campus of the University of Nebraska at Omaha is provided by a University-owned switch that serves the University of Nebraska Medical Center as well. Calls within this system may be placed by dialing the appropriate five-digit extension; this includes calls placed between UNO and UNMC. The Peter Kiewit Conference Center is served by the State Centrex system. Telecommunication calls placed from the main campus to PKCC require dialing \*9-595 and the appropriate four-digit extension. Calls from PKCC to the main campus require dialing 9-554 and the appropriate four-digit extension.

Calls to the local Omaha-Council Bluffs area are made by dialing \*9 and the appropriate seven-digit number. Long distance calls require dialing \*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 monthly Call Detail Reporting Record 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. Useful numbers follows:

UNO Information Operator, 4-2800.  
Operator assistance or UNMC Information, "0."  
Repair service or a consultation on service needs, 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.

## EMERGENCY COMMUNICATION SYSTEM: TEXT MESSAGING NOTIFICATION

The UNO emergency communication system includes text messaging to cell phones. 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, BlackBerrys 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.

### UNIVERSITY 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/Travel.htm>. Please contact Accounting Services at 554-2320 with any questions concerning University business travel.

### 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, in 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.

### 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; thus, 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 State-wide events. 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.

## 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, 554-CALL (554-2255) and 554-2800 will carry pre-recorded messages, and the UNO Homepage 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:

- a. All classes and offices at UNO will be closed and only previously designated personnel are to report to work.
- b. 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 by \_\_a.m. 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\*:

- a. UNO will close classes and dismiss staff at (specified time). Previously designated personnel shall remain on duty or report to work as scheduled.
- b. 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

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. All Clear- All persons should remain in shelter areas until advised that the danger has passed.

### **SPONSORED PROGRAMS AND RESEARCH**

The Office of Sponsored Programs and Research (SPR) 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.

SPR works with UNO faculty and staff throughout the grant and contract development process. Knowledgeable SPR 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, SPR offers tools to the grant writer with an emphasis on computerized on-line access to funding data bases, grant guidelines, and forms. The SPR 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 Sponsored Programs and Research is located in the Eppley Administration Building, Room 203. The telephone number is 554-2286.

### **INFORMATION TECHNOLOGY SERVICES**

Information Technology Services (ITS) provides technology leadership by facilitating the UNO community's access to network resources that enhance academic excellence. ITS has established complementary campus technology partnerships and seeks innovative applications through continuous collaborative efforts.

ITS is comprised of four major teams: Information Technology Infrastructure, Academic Partnership for Instruction, Administrative Computing Services, and Administrative Office Management. Their offices are located in EAB 104 and 110.

Information Technology includes ITS Customer Services and is a technology resource and support for all UNO students, faculty and staff. They assist with campus computing resources such as e-mail, Blackboard, virus detection, and general hardware and software troubleshooting. They are also responsible for the design and management of the multimedia technology in the classroom.

The Academic Partnership for Instruction (API) team provides training and instructional design consultation related to computer technology on the UNO campus. API can create training programs for the specific needs of the department or assist faculty in tailoring a course to meet the needs of their students.

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

### **UNO TELEVISION AND KVNO 90.7 FM**

UNO Television provides television production, program distribution, and educational services to a diverse group of users on a local, regional, and national level. We operate the Omaha Production and Origination Center of the Nebraska ETV network (NET). Instructional, educational, and public affairs programs are produced by UNO Television for broadcast on NET1 and NET2. UNO Television is a teaching laboratory for broadcast journalism students. The UNO Television studio doubles as a classroom. UNO Television supports various campus teaching labs for television and radio production classes and provides technical solutions and support for distance education classes across campus. The department provides unique educational opportunities to students through training and employment in a professional environment. UNO Television is located in the Engineering Building.

KVNO 90.7FM is a public radio station licensed to the University of Nebraska Board of Regents. KVNO serves the University and community through quality programming that enlightens, entertains, and informs. The format is classical music 24/7. KVNO provides extensive coverage of area arts organizations on the air and through an Arts Calendar on its Web site ([www.KVNO.org](http://www.KVNO.org)). The station provides unique educational opportunities to students through training and employment in a professional environment. KVNO is committed to involving an increasing number of listeners, to advancing the excellence and growth of the arts, and to assuming a national leadership role in public broadcasting. KVNO facilities are located in the Engineering Building.

### **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 operates business and technology training classrooms at the ESU #3. The technology classrooms have 10 to 14 stations. Only one student is assigned per computer. These intensive non-credit training sessions cover the basics of using a PC, the use of business applications software such as spreadsheets and word processors, and progress to technical subjects such as database management and programming and web design certificates. Leadership, management, and project management certificate programs offer help to advance in careers. More than 1,300 courses are offered each year. Most courses are one or two days in length, though advanced technical courses run three to five days.

NBDC course catalogs are published three times per year and are available at the UNO Information Center and the NBDC offices in RH 415, ESU #3. Registrations may be made by calling NBDC at 595-2900. 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 receive the 25% discount and may pay by check, Visa, MasterCard, or American Express.

### **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:

\*Free physician and APRN visits:

- General Medicine
- Gynecology
- Psychiatry

\*Free HIV & STD testing

\*On-site laboratory services when ordered by a provider

\*Reasonably priced student health insurance.

A variety of services may be accessed by employees:

\*Reasonably priced immunizations

\*Emergency care for injuries occurring on the UNO campus

\*Pre-employment health screenings

\*Reduced cost over-the-counter medications

\*Travel insurance and assistance with travel-related health requirements

\*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 554-2374.

### **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 quick “grab and go” pop, snacks and sundries (newspaper, cough drops, aspirin, blue books).

#### **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.

#### **DINING FACILITIES**

UNO Food Services (4-2400), located on the second floor of the Student Center, maintains and operates all food facilities on campus including catering. Food Services assists in arranging receptions, lunches, dinners, or banquets.

The Food Court offers many dining options Monday through Friday:

- Tomassito's –Italian Café with homemade pizza, lasagna and pasta.
- The Rice Place –Cooked to order meats and veggies over rice with several sauce choices.
- Garden Greens –Fresh greens, toppings and dressing sold by the ounce.
- The American Grill – Hamburgers, chicken strips; hot breakfasts 7 am-10:30 am.
- Aztecs – Serving nachos, tacos, taquitos and our popular taco salad.
- Durango's –Hoagie subs of your choice with our homemade tarragon dressing.
- D'café –Muffins, donuts, banana bread, hot dogs.
- The Maverick Buffet – Down home cooking where you never go away hungry.

All food served on campus must be furnished by Food Services. Exceptions to this policy must be approved in advance by the Manager of Food Services and the Director of the Student Center.

#### **HOUSING REFERRAL SERVICE**

The Housing Referral Service (4-2383) offers information to students, faculty and staff in need of housing or with housing to rent.

#### **WILLIAM F. BAXTER MEMORIAL CHAPEL**

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

### **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

Have successfully completed 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/>.

## STRATEGIC PLAN

The University of Nebraska at Omaha has been involved in strategic planning since its doors opened in 1908. In 1997 the involvement expanded into a new campus-wide strategic planning initiative. Faculty, staff, students and members of the community have created a dynamic process that encourages good ideas, allows employees to shape direction, and is transforming our institution.

### What Strategic Planning Is

Strategic planning is organizing the goals and perspectives of the campus community and developing guiding principles that foster growth and help maintain stability. Strategic planning is a participative, top-down, bottom-up process that connects planning and budgeting to common goals.

The process is about planning, setting goals and developing an approach to achieve those goals. The entire campus community has actively contributed to the development of the UNO Strategic Plan.

### Who is involved in UNO's Strategic Planning

Strategic Planning at UNO is an ongoing process involving committees at all levels of the university. Effective strategic planning depends on the inclusion of multiple perspectives.

Strategic planning is also an inclusive process, so it is critical that staff, students, and faculty be involved. All employees are encouraged to check with their immediate supervisor or department head regarding the strategic planning process of their units.

**APPENDIX A: READING THE PAYCHECK STUB/PAY ADVICE**

The stub attached to the paycheck/pay advice is furnished to provide information concerning the employee's earnings and to itemize all deductions made from his/her pay.

UNIVERSITY OF NEBRASKA EMPLOYEE EARNINGS RECORD (6)						Page 1
NAME (1)		W-4 TAX STATUS (2)		Net Pay Deposited on 04/30/2002 (4)		
PERS ID (2)		M-01		Pay Period Ending on 04/30/2002 (5)		
SSN (3)						
	Current	Year to Date	Earnings	Hours	Amount	Other Deductions
GROSS EARNINGS	(9)	(10)		(7)		(8)
Less Deductions						
Social Security						
Medicare						
Federal Inc Tax						
State Inc Tax						
Retirement:						
Basic Plan						
Suppl SRA						
Fed Civil Srv						
Other Deductions						
Prior Per Adj						
<b>NET PAY (14)</b>		<b>2,056.96</b>				
(15)		(16)				
BANK TRANSFER INFORMATION						
Bank Name		Amount				
Metro Health Credit Union		100.00				
F & M NAT'L BANK		400.00				
F & M NAT'L BANK		445.00				
F & M NAT'L BANK		1,111.96				
LEAVE HOURS	Vacation	Sick	Float Hol		Vac Use	
Used to Date	40.00	8.00	Balance		By 12/31	(11)
Balance	204.00	1032.00	32.00		140.00	
Univ Contribution For	Soc Security & Medicare		Retirement	Health Ins	Life Ins	
(12)	361.18		362.50	427.00	2.50	
YTD Taxable Earnings	Soc Security Earnings		Medicare Earnings	Fed & State Taxable Earnings		
(13)	18,884.92		18,884.92	12,821.60		

1. Name
2. Personnel Identification Number
3. Social Security Number
4. Payday date
5. Pay period ending date
6. This information was provided by the employee on a W-4 form. The status shown represents a married employee with "1" exemption.
7. Under the earnings type is a register of gross pay by earnings type, hours, and amount. Also included is the value of automobiles, meals, moving expenses, complimentary tickets, etc. These values (except for certain moving expenses) are included as a taxable gross for withholding Federal and State taxes, Social Security and Medicare. This column also shows retro adjustments made for prior payrolls. Up to 10 earnings types can be listed separately; the 10<sup>th</sup> line will consolidate as "All Other" earnings types in excess of 10. The total amount of all earnings types will appear on the 11<sup>th</sup> line. Earnings types are recorded from the time report for bi-weekly paid employees and from the PAF for monthly paid employees, with the exception of monthly leave reporting. Regular monthly and bi-weekly paid employees also receive an earnings type for a portion of the University contribution toward the benefits package as "NU Credits." The dollars under this earnings type are simply applied toward

benefit costs. However, if an employee does not participate in the University benefit package to the extent of the NU Credit dollars, the NU Credit dollars are then paid to the employee.

8. This block consists of other deductions from the employee's pay with the exception of taxes and retirement. These are totaled and the total is used again in the gross pay to net pay reconciliation under item 9. The deductions will be identified by the name and amount. Up to 14 other deductions can be listed; if deductions exceed this, the 14<sup>th</sup> line would be consolidated as "All Other" and the grand total of all other deductions will appear on the 15<sup>th</sup> line.
9. This column is an arithmetic reconciliation from gross pay to the net pay. This includes all taxes, retirement and other deductions. Also it shows any prior period adjustments to net pay, such as back wages, or a prior period health/child reimbursement payment.
10. This column shows calendar year-to-date totals for gross pay deductions for taxes and retirement.
11. This block consists of balances for leave hours/comp time balance/floating holidays. Also it has the "vac use by-end of year" balance. The use of these balances is subject to campus decisions and will reflect campus leave plans.
12. This line shows the University contributions toward social security, retirement, health insurance and life insurance.
13. YTD taxable earnings total.
14. Total net pay deposited in one or more banks.
15. This column lists the bank(s) funds being deposited to.
16. This column lists the amounts of net pay deposited in each bank. The total of this column equals the net pay amount in column (14).

## APPENDIX B: UNIONISM AND COLLECTIVE BARGAINING

### Answer to Questions Often Asked About Collective Bargaining

#### **What is Collective Bargaining?**

Collective bargaining is a process by which representatives of the employer (often called "management") and groups or units of employees (often called "labor") negotiate a formal agreement covering wages, hours, and other terms and conditions of employment.

The parties are required by law to meet at reasonable times and to negotiate in good faith. The law does not require either side to agree to proposals or to make concessions during the course of negotiation.

It should be understood that collective bargaining is an on-going process, which continues during the duration of the agreement – involving the interpretation and application of the agreement to day-to-day operational problems.

#### **Do Public Employees Enjoy Collective Bargaining Rights Under Nebraska Law?**

Public employees of the State, including those working for the University of Nebraska at any one of its campuses or other locations, "shall have the right to form, join, and participate in or to refrain from forming, joining, or participating in any employee organization of their own choosing." Furthermore, they also have the right to be represented by employee organizations (unions) in the determination of the terms and conditions of their employment, and in the administration of grievances arising from the agreement.

#### **Are Public Employers such as the University of Nebraska Required to Negotiate with Employee Unions?**

Nebraska statutes give public employees the right to form and join employee organizations for the purpose of collective bargaining. However, the Statutes do not require employers to bargain with every employee organization. The statutory obligation of the employer to bargain collectively arises only when the employer voluntarily recognizes the union as a representative of an appropriate bargaining unit, or when a union is certified as an exclusive bargaining agent for an appropriate unit of employees after winning a secret ballot election conducted by the Nebraska Commission of Industrial Relations.

#### **What Position has the Board of Regents of the University of Nebraska Taken in Regard to Employee Collective Bargaining?**

The Board of Regents recognizes the right of employees of the University of Nebraska to bargain collectively. The Board has taken the position that bargaining, should the employees desire it, should take on a University-wide basis. As a result, the Board of Regents has opposed the concept of each campus having an individual bargaining unit or units. The Board bases its opposition on the following:

1. Multiple bargaining agreements are expensive and burdensome to administer and negotiate.
2. Multiple bargaining units make it difficult to maintain uniformity of personnel policies and practices.
3. Multiplicity of bargaining units tends to impede the ability of the parties to reach agreements in negotiations because each bargaining unit might delay reaching agreement until they see what agreement has been reached with employees of other units.

#### **What are the Basic Processes in the Public Sector Collective Bargaining?**

There are five basic processes underlying all collective bargaining activity in the Public Sector:

1. Organization: This phase involves the initial attempt by an employee organization to solicit sufficient membership or employee requests to support a petition for an election.
2. Unit Determination and Certification: Once sufficient employee requests have been solicited (30% is sufficient in Nebraska), an employee organization may petition the Nebraska Commission of Industrial Relations for an

election. The Commission then determines if the proposed bargaining unit is, in its opinion, an appropriate unit. The Commission then directs that an election be held; if a majority of those persons voting in the election votes yes, then the Commission certifies the employee organization as the exclusive representative of all employees in the unit.

3. **Negotiations:** Once an organization has been certified, it may demand that the employer bargain collectively with its representatives with respect to the wages, hours, and terms and conditions of employment of all employees in the bargaining unit. If negotiations are successful and agreement is reached, then the agreement is reduced to writing and forms a binding contract, subject to legislative approval.
4. **Impasses Resolutions:** If the parties do not reach agreement, then impasse occurs. Unless impasse is resolved through mediation (which is discretionary with the parties), the parties' only recourse is to petition the Commission of Industrial Relations for a Wage Order. If this is done, the Commission, following a hearing, establishes the wages, hours, and terms and conditions of employment for the employees in the unit for the following fiscal period.
5. **Administration of the Contract or Wage Order:** This final stage involves living day-to-day with the collective bargaining agreement or imposed Wage Order, and includes the resolution of grievances arising under the agreement or order.

### **What is a Collective Bargaining Unit and How is it Determined?**

A collective bargaining unit is an employee group which, on the basis of related responsibilities or common interest in working conditions (often referred to as "a community of interest", has been certified by the Nebraska Commission of Industrial Relations as an appropriate unit for bargaining. Only those employees determined by the Commission to be in the employee unit may vote in an election, and the outcome of the election is determined by a majority of those actually voting in the election. Any negotiated agreement applies to all of the employees in the unit and only to employees in the unit.

### **What is the Nebraska Commission of Industrial Relations?**

It is an industrial commission composed of five judges appointed by the Governor, with the advice and consent of the Legislature. Judges are representatives of the public and are appointed to staggered terms. A judicial vacancy may be filled by the Governor, who appoints a successor to serve the unexpired term.

### **What are the Functions of the Nebraska Commission of Industrial Relations?**

The Commission has jurisdiction to promote and protect the interests of the public, the employee, and the employer in the area of labor relations, with due regard for the rights of others.

### **How and When Does an Election Take Place?**

In Nebraska, an employee organization can file a petition with the Commission of Industrial Relations requesting that an election be held. The petition must be dated, must be signed by at least 30% of the employees in the unit claimed to be appropriate, and must show the date of each signature.

The petition is reviewed by the Commission and a public hearing may be scheduled. At this hearing both the employee organization and the employer have the right to present evidence concerning the appropriateness of the unit proposed. If the Commission finds the proposed unit appropriate, it will specifically define which employees are to be included and direct that an election be held under the Commission supervision.

A secret ballot election is then held, and if a majority of the employees in the proposed unit who choose to vote select a particular employee organization as their "bargaining agent," that organization is certified by the Commission as the exclusive bargaining agent for all the employees in the unit. If more than one employee organization is on the ballot and neither receives a majority of the vote cast, a runoff election is held under the rules prescribed by the Commission. If a majority of voters select "no agent," then there will be no union representation.

### **What is an "Authorization Card"?**

It is a signed, dated statement by an employee that he or she wishes to be represented for collective bargaining purposes by the union identified on the authorization card.

### **Who Will Pay the Cost of the Election?**

The election is conducted by the Nebraska Commission of Industrial Relations. Cost of the election is borne by the Commission.

### **If a Majority of Those Voting Decide Against Having a Collective Bargaining Agent, can an Agent be Elected at a Later Time?**

If an exclusive bargaining agent is not selected by the election process, then another petition for an election can be filed with the Commission of Industrial Relations after one year.

### **Is There a Percentage of Employees Who Must Vote to Decide the Election?**

There is no minimum percentage of the employees in the unit who must vote in order to have a valid election. A simple majority of the votes cast will decide the election. This decision will affect those employees who are eligible to vote whether they vote or not, and whether or not they are affiliated with any of the employee organizations seeking to become an exclusive bargaining agent.

### **Is There a Choice Between Selection of an Agent and No Labor Organization?**

Employees will have a choice between selection of an exclusive bargaining agent or no collective bargaining agent.

### **Is There Any Way I Can Vote if I Can Not be Present on a Court Appointed Election Day?**

Arrangements will be made to provide absentee ballots for persons who are on leave of absence or who are assigned off campus. However, no specific provision has been made by the Commission for those who must be absent on an election day due to business or for persons either ill or unable to reach the designated places to cast ballots. Employees who routinely would be present on the Commission appointed election day, who will be away on University business, should apply to the Commission for an absentee ballot and it will be up to the Commission to determine whether or not they may receive one.

### **Must I Vote for an Exclusive Bargaining Agent Because I Signed an Authorization Card, or Because I am a Member of That Employee Organization?**

No. The election is by secret ballot and stands on its own. It has nothing to do with signing or not signing an authorization card, or being or not being a union member. Those requesting an election by signing an authorization card may vote no, and persons who did not request an election with a signature card may vote yes.

### **Assuming a Union is Elected as an Exclusive Bargaining Agent, What Will This Mean to the Employees Who are Included in the Proposed Unit?**

If a union wins the election and is certified as the exclusive bargaining agent by the Commission, then that union will have the exclusive right to bargain with the University in regard to the wages, hours, and terms and conditions of employment of all individuals who are within the bargaining unit.

### **Once Elected, How Long Will the Exclusive Status of the Union Continue?**

The exclusive status of a certified bargaining agent will continue indefinitely until such time as the employees within the bargaining unit hold a subsequent election to revoke the authority of the agent.

### **What Does the Term "Certification" Mean?**

Certification is the official, formal designation of a union by the Commission as the exclusive bargaining representative for all employees in a particular bargaining unit.

### **What is a "Bargaining Agent"?**

A bargaining agent is a union which has been certified by the Commission as the exclusive representative of all employees in a given unit for collective bargaining purposes.

### **Who Represents Whom at the Bargaining Table?**

The negotiators for "management" represent the views of the University of Nebraska. The bargaining team for the union represents the interests of the members of the bargaining unit, including members of the unit who are not union members.

### **What Occurs Once an Employee Organization has Gained the Right to Represent an Employee Unit?**

During the initial meetings between the employer and the exclusive bargaining agent, the latter presents items which it would like to have considered during the bargaining negotiations. Those items concern wages, hours, and terms and conditions of employment.

During this time, "ground rules" for the negotiations are set. These include the time and place of meetings, the size of the negotiating teams, whether separate or joint releases of the press will be issued, and other items.

### **What Topics are Subject to Negotiations in Collective Bargaining?**

The question of what are negotiable topics in collective bargaining has not been fully resolved by our State Courts. The Nebraska Supreme Court has stated that Boards of Education in the State school districts should not be required to enter into negotiations on matters which are predominately matters of educational policy, management prerogatives, or statutory duties. The extent to which these limitations are applicable to the University of Nebraska is not known.

### **What Occurs Next?**

The University's negotiating team studies the items proposed by the employee organization in preparation for actual negotiations. The University also prepares a list of items to be discussed at the bargaining table.

### **Do I, as a Member of the Bargaining Unit, Have an Opportunity to Express My Views on What Should be Negotiated and Will I Have an Opportunity to Ratify What is in Fact Negotiated?**

This depends upon the internal procedures and decision-making processes of the union and its officers. Nebraska does not require ratification procedures for unions representing public employees. Therefore, the manner in which these decisions are reached and the degree of employee input will depend in large part on the decisions made by the union and its leadership.

### **Can an Individual Employee or Group of Employees Negotiate Directly With the University?**

No. If a collective bargaining agreement exists, only the exclusive bargaining agent may negotiate the terms covered in the contract with the University.

### **Who Pays the Cost of Negotiations If an Exclusive Bargaining Agent Is Selected?**

The employee organization pays its cost and the University pays its cost. Presumably, the organization's members would be ultimately responsible as arranged within the organization.

### **What are Some of the Costs that may be Involved?**

It is difficult to project costs because there is no standard method of operation for a labor organization. Costs are those connected with any other business operation, plus those that are peculiar to a labor organization. For example, if the union uses an attorney or other specialist, fees are involved.

### **Must Public Employees Join a Union or Employee Organization?**

No. The state's statutes specifically state that public employees have a right to refrain from joining a union or employee organization.

### **What Is the "Right to Work" Law?**

Nebraska law prohibits any union security agreement requiring employees to join a union or employee organization as a condition of obtaining or retaining employment. In other words, Nebraska law prohibits the "union shop."

### **Must Employees, or Others Determined by the Court of Industrial Relations to be in an Appropriate Unit, Join a Union?**

No. Even if a union wins an election, it cannot require membership because of the Nebraska "right to work" law.

### **Can Public Employees be Forced to Pay the Equivalent of Union Dues to any Union Elected as Their Exclusive Bargaining Agent?**

No. Such an arrangement is called an "agency shop", and is prohibited by the Nebraska "right to work" law.

### **What Does Union Membership Cost in Dues?**

Employee organizations publish their own dues structure, and upon request will make this information available to interested employees.

### **What is a Check-Off?**

The check-off is a procedure by which union dues and other assessments are automatically deducted from the pay checks of employees who are union members.

### **Do Proposed Union Benefits Automatically Accrue from Collective Bargaining?**

Proposed union benefits do not accrue automatically, but must be negotiated. The University is not required to agree to any proposal or to make any concession, provided the University bargains any proper subject in good faith.

### **Are Agreements Reached in Collective Bargaining Guaranteed?**

The Nebraska Legislature is not bound by the terms of any collective bargaining agreement, and does not have to appropriate monies sufficient to meet the terms of a collective bargaining agreement. Further, S48-837 of the Revised Statutes of the State of Nebraska expressly provides that any agreement of the State or any agency thereof shall be subject to approval of the Legislature.

### **If an Agreement is not Reached, What Recourse Does the Union Have?**

The union can petition the Commission of Industrial Relations to establish salaries and the other terms and conditions of employment.

### **If the Commission of Industrial Relations Set Salaries and the Legislature is Unwilling to Provide Sufficient Funding for the University to Carry Out the Order of the Court, What Will be the Consequence?**

The consequences of this situation have not yet been determined under Nebraska law.

### **If a Collective Bargaining Agent Called a Strike, Would I be Required to Join It?**

Nebraska law specifically states that no public employee shall strike. Therefore, no public employee can, by concerted action with others, volunteer or be required to legally strike whether or not he/she is a member of a union.

### **What May University Administrators Do and Not Do During the Basic Phases of Collective Bargaining?**

A printed folder, "Do's & Don'ts: Guidelines for University Administrator & Manager," has been distributed throughout the University of Nebraska to provide university administrators with practical guidelines.

Developed by the Executive Vice President for Administration and Executive Vice President for Academic Affairs, the publication consists primarily of a list of what administrators legally may or may not do with respect to union organization and collective bargaining. It also gives a brief description of the Nebraska Commission of Industrial Relations and its jurisdiction, and highlights the rights of employees and employers.

Additional copies of the Do's and Don'ts folder are available from the Offices of the Executive Vice President for Administration and the Executive Vice President for Academic Affairs.

*The public document was promulgated by the Executive Vice President for Administration, University of Nebraska, 3835 Holdrege, Lincoln Nebraska. Its purpose is to provide employees with a basic source of information about selected aspects of unionism in the university community.*

## **REGENTS' GUIDELINES FOR UNION MEMBERSHIP SOLICITATION FEBRUARY 3, 1973**

### **1. SOLICITATION**

- A. Solicitations of union membership by individuals who are not employees of the University of Nebraska will be allowed on the University campuses in nonworking areas during nonworking hours, excluding coffee breaks, of employees involved, provided that such solicitation is not disruptive.
- B. Solicitation of union membership by employees of the University campuses will be allowed in nonworking areas during nonworking hours, including coffee breaks, provided that such solicitation is not disruptive.

### **2. DISTRIBUTION OF MATERIALS**

- A. General distribution of union materials on the University campuses will be allowed in nonworking areas during both working and nonworking hours, provided that the same shall not be disruptive.
- B. Posters and notices relating to union activity or organization efforts may be posted on such bulletin boards, and at such times and under terms and conditions as the University administration, in its sole discretion, may designate and determine.

### **3. MEETINGS**

- A. Labor organizations may hold meetings, whether for the purposes of organization, solicitation of membership, or otherwise, in University facilities during nonworking hours, provided that the use of such

facilities shall be subject to the same terms and conditions as are uniformly applicable to the use of the University facilities by non-University related organizations; and, provided further, that such meetings shall be held in such manner, and at such times as not to interfere with the regularly scheduled working hours or classroom schedules of the University or its employees. For the purpose of this Rule 3-A only, nonworking hours shall mean those hours between 5:00 p.m. in the afternoon and 8:00 a.m. in the morning during weekdays, and the hours from 12 noon Saturday to 8:00 a.m. on the following Monday for weekends.