University of Nebraska Administration
HUMAN RESOURCES HANDBOOK FOR POLICIES

PREFACE

The following University-wide Human Resource Policies are applicable to the Managerial-Professional and Office and Service Staff. However, some policies are applicable to all employees of the University regardless of employees classification based on Board of Regent Bylaws and Policies. These policies were developed for the purpose of providing university-wide guidance, consistent with Board of Regent Bylaws and Policies, in the management of non-academic staff.

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FOREWORD

Human Resource Policies are intended for use by Chancellors, Vice Presidents, Vice Chancellors, and other administrative officers designated by the President or the Chancellors. General guidelines are presented and it is expected that in almost every instance, with the exception of the Board of Regent Bylaws and Policies, a supplemental campus procedure may be available. It is not recommended that immediate supervisors utilize this document independently of any related campus procedure.

The policies contained herein may be deleted or modified or new policies may be added by approval of the President through the authority delegated by the Board of Regents. The distribution of any modifications shall be made by the University Administration Director of Human Resources through the Campus Directors of Human Resources. Any interpretations of the manual may be requested of the University Administration Vice President for Business and Finance.

GENERAL INFORMATION

DEFINITIONS

Campus Directors of Human Resources means the Director of Human Resources at the University of Nebraska-Lincoln, the Director of Human Resources at the University of Nebraska-Omaha; the Director of Human Resources at the University of Nebraska Medical Center and the Director of Human Resources University of Nebraska-Kearney.

University Administration Director of Human Resources means the person occupying the position in the President's Office whose principal function is to coordinate matters of nonacademic Human Resources policy for the University and to act as the Chief Negotiator for collective bargaining for the President/Board of Regents.

Chief Business Officer means the Vice Chancellor for Business and Finance at the University of Nebraska-Lincoln, the Vice Chancellor for Business and Finance at the University of Nebraska- Omaha, the Vice Chancellor for Business and Finance at the University of Nebraska Medical Center and the Vice Chancellor for Business and Finance at the University of Nebraska-Kearney.

Senior Vice President for Business and Finance means the Senior Vice President for Business and Finance, Office of the President, University Administration.

Full Time Equivalent means the fractional amount of time that the duties and responsibilities of a position are to be performed by an employee at a rate not to exceed the full time equivalency specified for the position. 1.00 F.T.E. is considered full-time and normally corresponds to a workload of 2,080 hours per year; however, a lower number of hours per year may be considered full-time (for purposes of eligibility and financial support for tuition remission and insured benefits) for certain occupations, and/or based on the requirements of specific operational units. Such exceptions must be approved by the Vice President of Business and Finance and the Council of Business Officers upon the recommendation

of University Administration and Campus Human Resource Directors.

Major Administrative Unit means the University of Nebraska-Lincoln, the University of Nebraska-Omaha, the University of Nebraska Medical Center, and the University of Nebraska at Kearney or the University of Nebraska Administration.

Regular Position means a position which is normally expected to continue on an on-going basis.

Service Date means the date that is the reference in computing the employee's eligibility for vacation leave, sick leave, and other benefits that are granted as terms and conditions of employment. Normally, the service date shall be the same as the hiring date of the employee. It shall be adjusted for breaks in service.

Temporary Positions means a position established for a limited period of time to accomplish a specific task. A temporary appointment typically does not exceed a two year period.

Work Day normally means the day upon which work is expected to be performed. There are normally 260 work days scheduled per calendar year.

Work Week means seven consecutive days or one hundred sixty-eight (168) consecutive hours which is for the purpose of establishing the uniform schedule of work in the University.

EMPLOYMENT

AFFIRMATIVE ACTION APPOINTMENTS

1.0 The Board delegates authority for appointment of other professional staff and the office and service staff to the President or the Chancellors or their authorized representatives, as appropriate.

2.0 Appointments to all managerial-professional positions shall be "special appointments".

3.0 All offers of employment for Special Appointments shall be in writing and signed by the respective President, Chancellor, or authorized representative. Written documents shall be provided to the appointee specifying:

- if the appointment is a "special appointment" as defined by BOR Bylaw 4.4.1 ,
- that the appointment is to a regular or temporary position which shall be worked on a full-time or part-time basis.
- the duties and responsibilities of the appointee.
- the appointee's compensation, fringe benefits, and, where applicable, the termination date of the appointment.
- and that the appointment is based on the mutual consent of both parties subject to "employment-at-will" provisions of the State of Nebraska

4.0 Appointments shall be made to either regular or temporary positions.

5.0 Appointments made to regular or temporary positions shall be on a full-time or part-time basis. Full-time appointments shall require the appointee to be scheduled to work at least 2,080 hours per year. Part-time appointments shall require the appointee to be scheduled to work a specified amount of time that is at a rate less than 2,080 hours per year.

6.0 For the special purpose of determining eligibility to participate in the University-wide insured benefits program, an appointee shall be appointed to work for a period of at least six (6) consecutive months at a rate greater than or equal to 0.5 full-time equivalent.

CERTIFICATION OF APPLICANT INFORMATION

1.0 The University of Nebraska shall apply the following standards to applicants for University of Nebraska employment.

1.1 Applicants for University of Nebraska employment will be required to certify the information reflected in their application to be true to the best of their knowledge and belief. Any misrepresentation by an applicant/ employee may result in revocation of a University job offeror discharge, if hired, regardless of when discovered. In the case of an on-line application, a check box serves as an electronic signature and evidence of certification.

2.0 Notice of changes

2.1 Applicants will be required to acknowledge that they will report to the University HR Office (in writing) any occurrences or events taking place after their application with the University, which may render inaccurate, untrue, or incomplete any statement made in their application.

3.0 Employment at Will

3.1 Unless otherwise expressly stated in a written appointment to a position or in a written contract of employment duly approved and executed by the University, all non-faculty employees are considered employees at will, and either the University or the employee may terminate the employment relationship upon giving the proper advance notice.

4.0 Permission to investigate information

4.1 In the certification process, an applicant also grants permission to the University of Nebraska to investigate employment records, educational records, criminal records, and other records to verify the information provided in their application. The application process requires each applicant to release the University, its agents and persons contacted from any liability resulting from such investigation.

CRIMINAL HISTORY/ BACKGROUND CHECKS (APPLICANT DISCLOSURE)

1.0 The University of Nebraska shall apply the following standards to applications for University of Nebraska employment.

1.1 Applicants selected as finalists must disclose if they have been convicted of or have plead guilty to a felony, or a misdemeanor; or if they are subject to a court order restraining them from contacting, harassing, stalking, or threatening another person or child of such other person or engaging in other conduct that would place another person in reasonable fear of bodily injury.

1.2 Some positions, due to the nature of the job responsibilities, may require the disclosure of additional information relevant to the job duties of the position; however, such requirements will be handled on a job by job basis.

2.0 Required information

2.1 For situations in which a criminal history is disclosed, the applicant will be required to identify the date of conviction or order, type of conviction or order, and jurisdiction where the conviction or order occurred.

3.0 Terminology

3.1 Convicted means a finding of guilt of a criminal offense either as a result of a criminal trial, acceptance of a plea of guilty or no contest (nolo contrendre). Convictions which have been the subject of a pardon, annulment, or other equivalent procedure based on innocence, and juvenile adjudications will not be considered for purposes of disqualifying an applicant. Convictions or orders subject to a pending appeal may be considered; additional information about the appeal may be needed in order to complete the evaluation of the application.

3.2 Felony means a criminal offense punishable by death or imprisonment for more than one year.

3.3 Misdemeanor means a criminal offense punishable by imprisonment of one year or less, and/ or monetary fine.

3.4 Court orders shall apply to orders that are issued after a hearing of which the applicant received actual notice, and at which the applicant had the opportunity to participate; and includes a finding that the applicant represents a credible threat to the physical safety of such other person or child; or by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such other person or child that would reasonably be expected to cause bodily injury.

4.0 Exercising Employment Decisions

4.1 A conviction record is not an automatic bar to employment. The University will determine whether the information is relevant to the position sought depending on the totality of the circumstances.

4.2 Prospective employees who would need to hold an ordinary or commercial driver's license, or who are child care workers, etc. may be expected to disclose additional information relevant to the job duties of the position for which they applied. These additional requirements may be specified by statute or regulation. See e.g., Neb. Rev. Stat. § 71-1912(1) (Cum. Supp. 2002) (staff and employees of child care providers may be subject to national criminal history record information check).

4.3 Major administrative units or sub-units may be permitted to adopt more stringent standards subject to legal review and approval by the Chancellor.

4.4 This policy does not enumerate criteria for making assessment of an applicant; the goal of this policy is to state that the University will require applicant disclosure and authorize the University to verify information.

EMPLOYMENT CATEGORIES

1.0 Employees shall be hired into one of the following employment categories such that the appropriate terms and conditions of employment may be determined. The employment categories listed below are represented in all NU Values Job Families and are assigned to one of the following Job Family Zones: Assistant, Associate, Specialist, or Senior.

1.1 Managerial-Professional staff shall include all personnel who are employed to perform duties and responsibilities that are general in scope and who possess the education, talent, skills, abilities, and professional license/certification such that the positions they occupy are considered by custom in business, industry, and other institutions of higher education as executive, administrative, or professional in nature. These positions generally fall in the Specialist and Senior Zones for each Job Family.

1.2 Office and Service staff shall include all personnel who are employed to perform work that by custom in business, industry, and other institutions of higher education is managed on an hourly basis, with such work compensated according to hours worked or earned, including clerical and office employees, technical/trades employees, general service workers, and other personnel paid on an hourly basis. These positions generally fall in the Assistant and Associate Zones for each Job Family.

EQUAL EMPLOYMENT OPPORTUNITY

1.0 The University of Nebraska is an Equal Opportunity employer in accordance with the provisions of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991 and Section 503 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992, and all executive orders pertaining to equal opportunity in employment and the Nebraska State Statutes pertaining to employment discrimination.

2.0 The University forbids discrimination in employment against any applicant or employee on the basis of race, age 40 and above (with the exception of law enforcement officers who m may be required to terminate employment at the age of 70) , color, ethnicity, religion, sex, genetic information, national origin, sexual orientation, disability, political affiliation, marital or veterans status.

3.0 The University will take action to ensure applicants are employed and employees are treated during employment, without regard to these factors. Merit will be the criterion by which qualification for appointment, retention, or promotions are judged. Affirmative Action objectives will be pursued where Federal programs/funding requires such activities. Realistic labor force demographics will be considered for employment decisions.

4.0 Suspected violations of this policy shall be reported to the Equity and Diversity Office at each campus, the Campus Director of Human Resource, or to the University Administration Director of Human Resources.

E-VERIFY

U.S. law requires companies to employ only individuals who may legally work in the United States. E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. E-Verify is fast, free and easy to use – and it is the best way employers can ensure a legal workforce. The E-Verify program is jointly administered by the Department of Homeland Security through the United States Citizenship and Immigration Services and the Social Security Administration. E-Verify allows the University to verify employment eligibility of newly hired and rehired employees, by checking the information provided on their Form I-9 against Social Security and the Department of Homeland Security databases. The University, by requiring new hires and rehires to complete the E-Verify process, complies with the State of Nebraska's E-Verify legislation outlined in LB 403. Questions regarding the E-Verify process and requirements should be directed to your campus Human Resource office

REDUCTION IN FORCE

1.0 A reduction in force is the elimination of staff position(s) and/or the reduction of FTE(s) at the University of Nebraska. A reduction in force may occur because of changing priorities, budgetary constraints, or other operational needs.

1.0.1 Termination of employment solely due to poor job performance, misconduct, violation of University policy, or other similar reason(s) is not considered a reduction in force.

1.1 Affected employees may be separated from employment because of a general reduction in force or a reduction in force in any one area.

1.2 Unless otherwise specified in writing to the employee at the time of employment, employees being separated from employment as part of a reduction in force shall be notified in writing at least thirty (30) days prior to the date of separation if classified within the Office and Service classification and at least ninety (90) days prior to the date of separation if classified within the Managerial Professional classification.

1.3 This Reduction in Force policy shall not apply to those employees in probationary periods or those employees in temporary or on-call positions. Accordingly, such employees are not required to receive any notification under this policy.

2.0 The criteria for determining the order of employees affected by a reduction in force should normally be based on the type of appointment held, quality and length of service, funding source, and other considerations determined by the appointing authority in order to provide for the most efficient and effective operation of the area affected.

3.0 Employees shall be eligible for reinstatement and/or reemployment as set forth below.

3.0.1 “Reinstatement” means that the employee will be placed into the position previously held by the employee prior to the reduction in force.

3.0.2 “Reemployment” means that the employee will be placed into a comparable or lower position within the same area as the position previously held prior to the reduction in force.

3.1 An employee shall be reinstated to the position previously held should such position become available within six (6) months from the date of separation due to reduction in force.

3.2 If an employee’s previous position is not available, qualified employees shall be reemployed in a comparable or lower position in the same area, or successor area, should such position(s) become available within six (6) months from the date of separation due to reduction in force.

3.2.1 "Comparable position" generally means a position that is similar to the employee’s previous position in the following ways: requires similar knowledge, skills, and abilities; has similar job content (tasks and responsibilities); and has a similar pay range. Human Resources reserves the right to determine whether a position is comparable under this policy.

3.3 Employees declining reinstatement to their previous position or reemployment in a comparable position shall not be eligible for any future position under this policy. Employees declining reemployment in a lower position shall continue to be eligible for future positions under this policy.

3.4 Employees who do not respond to an offer of employment within five (5) working days will forfeit their rights under this policy.

3.5 Sections 3.0 to 3.4 of this policy shall not apply to those employees whose job performance is not at least satisfactory, as determined by Human Resources. In addition, Sections 3.0 to 3.4 of

this policy shall not apply to employees on grant funded positions or other positions funded through temporary funds.

4.0 Reduction in Force employees will be considered separated from the University for pay purposes.

4.0.1 Upon reinstatement, reinstated employees will be paid at the same rate of pay as when they left University employment and will not be required to serve a new original probationary period.

4.0.2 Upon reemployment, reemployed employees will be treated as new employees for pay purposes and will be required to serve a new original probationary period.

5.0 Reductions in force are not grievable.

TERMINATION OF EMPLOYMENT

1.0 Appointment to all managerial-professional positions will terminate in accordance with the time stated in the appointment to the position or in the written contract and, if no time is stated in the appointment to the position or in the written contract, the appointment may be terminated by either party giving the other at least ninety (90) days notice of the date of termination.

1.1 Such appointments may also be terminated by the University with less than ninety (90) days notice if such termination is for adequate cause, disability, bona fide discontinuance of a program or department, or extraordinary circumstances because of financial exigencies.

1.2 Employees terminated with less than ninety (90) days notice shall have the right to due process.

2.0 Office and Service staff who voluntarily terminate their employment shall give at least two (2) weeks notice to the University. Longer notice is appreciated when the position requires supervisory or special skills. Office and Service employees terminated by the University shall be given two (2) weeks notice of termination unless the cause of termination is such that the employee cannot be permitted to remain on University premises.

3.0 For all separations that were not done for cause, it is recommended that an exit interview be conducted and duly recorded.

TRANSFER OF EMPLOYEES

1.0 Employees may be transferred within the same Job Family and Zone to positions on their current campus or to positions on another campus. Transfers may be made because of improvement in organizational effective- ness, change of programs, creation of new programs, cancellation of programs, or for any other valid reason for the benefit of the University or the employee.

2.0 Employees transferring to positions in the same classification, Managerial Professional or Office and Service, shall retain earned benefits and shall continue to earn benefits for which they qualify according to amounts prescribed for the number of years of service that is computed as continuous service.

3.0 Employees transferring to positions in a different classification, Managerial Professional or Office and Service, shall earn benefits associated with that classification. (For example, such employees will earn sick and vacation leave in accordance with the schedules in their new classification.)

4.0 Changes in salary shall be computed according to the policy on salary administration (NU Values).

VETERANS PREFERENCE

1.0 Introduction

1.1 The University of Nebraska shall apply the following standards to comply with the requirements set forth in the Revised Statutes of Nebraska, Sections 48-225 to 48-231, with respect to veterans seeking a preference in employment as provided in said sections.

1.2 The University of Nebraska does not select or qualify applicants for employment on the basis of an examination. Therefore, in order to apply the preference accorded to veterans in the University's selection evaluation process, as required by Neb. Rev. Stat. Section 48-226, the University will recognize the preference upon determining applicants who qualify for employment and who are "preference eligible" as defined in subsection (H) of Neb. Rev. Stat. Section 48-225 shall be entitled to employment over other persons of equal qualifications in the final selection process.

2.0 Exercising preference in employment

2.1 Upon receipt of an application for employment from a veteran seeking to exercise his or her veteran preference right, said individual must produces evidence that he/she is "preference eligible".

2.2 If an applicant for employment is a veteran who is "preference eligible" is selected as a finalist during the selection process and such preference eligible veteran is "equally qualified" with non-veteran finalist candidate, the preference eligible veteran shall receive preference in the selection decision. Equally qualified shall mean all factors considered in making the selection decision, including, but not limited to, employment reference checks, work history, knowledge, skills, abilities and training.

LEAVE POLICIES

ADMINISTRATIVE LEAVE

1.0 Regular employees may be granted administrative leave with pay in the event of inclement weather, terrorist acts or threats, or non-scheduled “declared” holidays authorized by the U.S. President, Governor, or President of the University. Administrative leave shall be granted at the discretion of the Chancellor or University President.

2.0 Employees designated as emergency response team members for campus and or University operations shall be determined in advance, such that these employees will be made aware of their obligation to work during periods of inclement weather or other emergency. Team members/designees shall be compensated as established by campus payroll policies/procedures.

3.0 Temporary employees shall not be eligible to receive administrative leave.

4.0 Employees attending events/training/conferences on behalf of the university are considered to be on normal work assignment and not administrative leave.

CIVIL LEAVE

1.0 All regular employees may be granted paid civil leave for the purpose of providing civic service as specified if the performance of such service is required during their normal working hours.

1.1 The specific instances for which civil leave shall be granted include jury duty, witness duty, court appearances regarding affairs of the State or University, emergency civilian duty in connection with national defense or national disaster, election board duty, and up to two (2) hours for voting in public elections.

1.2 Employees shall retain any compensation paid to them in carrying out such civic service.

2.0 Civil leave shall not be granted to an employee who attends court as a party plaintiff or party defendant on a personal matter. In such instances the employee may elect to have such time charged to vacation leave or may have such time treated as a leave of absence without pay.

CRISIS LEAVE SHARING

1.0 General Purpose
Each major administrative unit (campus) of the University of Nebraska will establish a crisis leave pool, the purpose of which is to allow employees to donate accumulated vacation leave for potential use in emergency situations by other employees whose leave has been exhausted.

2.0 Donation of Leave
Regular employees who earn vacation leave may donate to the crisis leave pool up to five (5) accumulated vacation days per calendar year.

2.1 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.

2.2 Employees with a leave balance subject to exceed the 280 hours maximum allowance may donate vacation leave to the crisis leave pool to retain the vacation accrual status.

2.3 Crisis leave may not be donated in units of less than one full day (eight hours).

3.0 Granting of Crisis Leave

3.1 Subject to the eligibility requirements contained in this policy and any eligibility requirements in a campus policy, a regular employee (who has six months of continuous employment) may, upon approval of the campus administration receive from the crisis leave pool up to the number of days of vacation leave he or she accrues in one calendar year, not to exceed 24 (twenty-four) work days.

3.1.1 Crisis leave will not be granted in units of less than one day and shall be prorated for employees who work less than full-time.

3.2 Regular employees are eligible to receive crisis leave (1) when all of their available sick leave, vacation leave and compensatory leave (as may be applicable to the purpose of the crisis leave request) has been exhausted, and (2) when additional leave is required for one of the following reasons:

- serious illness of the employee or the employee's spouse;
- serious illness of the employee's child or parent, or a person bearing the same relationship to the employee's spouse.

3.2.1 For the purposes of this policy, a "serious illness" is defined as an illness that 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
that requires an absence from work for more than three (3) days as recommended by a physician or other licensed health care provider
OR
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.

3.3 Campus Administrative Procedures

3.3.1 In order to assure consistent administration of this policy on each campus, specific campus procedures and criteria for donation and use of crisis leave shall be approved by each Chancellor and set forth in a written campus policy statement.

3.3.2 Requests for donated crisis leave must include the reason for the request and the anticipated time period of the leave. Appropriate certification or documentation from a treating physician or other licensed health care provider may be required by the University.

3.3.3 Each request for crisis leave shall be evaluated upon criteria which include:

- whether or not the reason for the leave is appropriate under the policy;
- the availability of leave within the crisis leave pool; and
- the employee's record of leave use.

3.4 Denial of crisis leave shall not be a grievable event under any campus or University grievance policy or procedure.

DISASTER RELIEF ASSISTANCE

1.0 In the event a request is made by a federal agency or other disaster relief organization, i.e., the Red Cross, Federal Emergency Management Agency (FEMA) or other federally designated department, the University President or Chancellor or his/her designee may authorize an employee up to (5) days civil leave to assist in the request. The (5) day limit may be extended upon approval of the University President or Chancellor or his/her designee.

1.1 Pursuant to Neb. Rev. Stat. § 81-1391, an employee **who is a Certified Disaster Service Volunteer of the American Red Cross** may, with the authorization of his or her supervisor, 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.

1.2 Employees who wish to volunteer for disaster relief assistance and other related activities/drills (not requested by a federal agency or disaster relief organization and not designated by the University President or Chancellor) will be required to use vacation or compensatory leave.

FAMILY MEDICAL LEAVE OF ABSENCE

Under University policy and as required by the Federal Family and Medical Leave Act of 1993 (FMLA) eligible employees are provided up to 12 weeks 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 are eligible, as are all other employees (including temporary and graduate student employees) who have worked for the University for at least one year, and for 1,250 hours over the previous 12 months.

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, son or daughter, 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.

Job Benefits and Protection Regarding Family/Medical Leave:

- 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.

For questions regarding the Family/Medical Leave of Absence policy and its procedures, please contact the campus Human Resources Office.

FUNERAL LEAVE

1.0 All regular employees may be granted leave up to five (5) consecutive working days in the event of death within the immediate family. For this purpose, immediate family shall mean wife, husband, children, parents, grandparents, grandchildren, brother, sister, daughter-in-law, son-in-law, guardian, ward, stepfather, stepmother, stepdaughter, stepson, or persons bearing the same relationship to the spouse of the employee.

2.0 For persons not defined as immediate family, up to one day of funeral leave may be granted at the discretion of the employee's immediate supervisor. An additional funeral day may be granted when an employee is required to travel across two or more states.

3.0 Death of a member of the immediate family demanding the employee’s presence is a qualifying event under the Family Medical Leave Act (FMLA).

HOLIDAYS

1.0 The State of Nebraska annually recognizes twelve (12) legal holidays, designated by statute as follows:

New Year’s Day	January 1

Martin Luther King, Jr. Day	Third Monday in January
President's Day*	Third Monday in February
Arbor Day*	Last Friday in April
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day*	Second Monday in October
Veteran's Day*	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving Day	Friday following Thanksgiving Day
Christmas Day	December 25

1.1 As provided under State Statute, the University Academic Calendar may require that University offices be open and staffed on certain state designated holidays. Accordingly, the following policy shall be followed.

1.2 Eligible employees who work on a state-designated holiday shall be granted a compensatory hour off for each such hour worked. Compensatory time must be used within the immediate 12 month period. Such compensatory time shall normally be used during closedown periods established by the academic calendar, such as Semester Break. Employees who separate employment prior to the use of such compensatory leave shall be paid for the accumulated hours at their normal base pay rate at the time of separation.

2.0 Each major administrative unit (campus) shall notify all employees annually of the holiday schedule.

3.0 Regular part-time employees shall be eligible for paid holidays at their regular rate of pay proportionate to the full-time equivalency of their appointment. Temporary employees shall not be eligible for paid holidays, and if required to work on a holiday shall be paid for the time worked at their regular rate of pay. In order to receive pay for a holiday, an employee must be in a pay status on the scheduled work day before and scheduled work day after the holiday.

4.0 All leave will be documented in the official accounting system (SAP) in order tomaintain an accurate and uniform record in employee balances

INJURY LEAVE

1.0 All employees subject to the provisions of the Worker's Compensation Act shall be entitled to injury leave with full pay for up to five (5) scheduled work days in the event of illness or injury arising out of and in the course of employment.

2.0 Injury leave shall not be charged to vacation leave or sick leave. (See Worker's Compensation Policy.)

3.0 Employees impacted by this policy are required to complete the First Report of Occupational Injury or Illness form. This is a legal document which will be filed with the Nebraska Workers'

Compensation Court. Mail or fax this form to the Campus Benefits Office within 24 hours of the occurrence.

LEAVE OF ABSENCE

1.0 Regular employees may be granted a leave of absence without pay for a maximum of one (1) year.

1.1 For professional staff a leave of absence maybe extended one (1) additional year as granted by the Board of Regents.

2.0 Upon return from leave, the employee shall be entitled to the same or comparable positions subject to budgetary limitations.

3.0 A leave of absence shall be granted only when it is in the best interest of the University.

4.0 Sick leave and vacation leave shall not accrue during a leave of absence. All unused accrued vacation leave shall be used prior to the effective date of the leave of absence. All unused accrued sick leave shall be carried forward upon return from the leave of absence.

5.0 For the purpose of service award recognition, an employee's service date is adjusted for leave of absence without pay.

MILITARY LEAVE RIGHTS & BENEFITS (USERRA & FAMILY MILITARY LEAVE ACT)

1.0 Statutory Reference
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.

1.1 USERRA General Requirements
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.

1.2 Nebraska Statute
In accordance with State law, the University provides fifteen 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.

2.0 Employee Responsibilities
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.

3.0 Annual Training Defined
Generally defined, annual training refers to the temporary duty in which military reserve personnel engage, commonly serving one weekend per month and two consecutive weeks during

the year.

4.0 Emergency Duty
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 man his/her full University pay, the University shall pay the differential while the person is in the active emergency service of the State.

5.0 Insurance and Retirement Benefits under USERRA

Health Insurance—Employees on military leave may continue medical and/or dental coverage for themselves and/or their dependents by paying the full cost of the premium (100%). This coverage may be continued for up to eighteen 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.

Life Insurance-Employees on military leave may continue to participate in the group life insurance plan while on leave by paying the full premium. The Security Mutual Basic and Optional Plans, 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.

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

5.2 Retirement Benefits-Once employment is reinstated, the employee may request retroactive participation in the basic 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.

6.0 Family Military Leave
For purposes of adopting the Nebraska “Family Military Leave Act” in coordination with the Federal Family Medical Leave Act (FMLA), as amended, and the provisions thereof the following is provided:

6.1 Any employee may request family military leave, provided the employee: (1) has been employed by the University of Nebraska for twelve months preceding the request for leave; (2) has provided at least 1,250 hours of University of Nebraska service prior to the request for leave; and (3) is a member of the immediate family of the person called to military service lasting one hundred seventy-nine days or longer with the State of Nebraska or the United States pursuant to the orders of the Governor of Nebraska or the President of the United States.

6.2 The employee may request through their immediate supervisor

a. 12 weeks of leave for “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status, in support of a contingencyoperation;
Or

b. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

6.3 Qualifying leave periods under the Federal Family Medical Leave Act (FMLA) and those of the Family Military Leave Act of Nebraska, for reasons cited in sections (a) and (b) will run concurrently.

6.4 Up to the extent it is available the employee may elect to apply accrued vacation or compensatory leave to family military leave period. Employees requesting five (5) or more consecutive days of family military leave shall provide at least fourteen (14) days' prior notice, and where able, consult with their supervisor and schedule the leave to avoid undue work disruptions. For leave of less than five (5) consecutive days, employees shall give advance notice as is practicable.

6.5 Certification/proof of the call to service, from the proper military authority, may be required.

6.6 On expiration of the leave, the employee is entitled to be restored to the position held prior to commencement of the leave or to an equivalent position consistent with the requirements of the Act. Employees on family military leave, who are enrolled in the University's insured benefit programs, may continue to participate in such programs and continue to receive employer contributions for the period of the leave. They are, however, responsible for their employee contribution required to maintain those insurance benefits when on an unpaid leave status.

6.7 This policy is intended to implement the Nebraska Family Military Leave Act, which is incorporated herein, along with any of the Act's subsequent amendments. Should any inconsistency arise between this policy and the Nebraska Family Military Leave Act, the Act shall prevail, provided however, that if employee rights are explicitly provided in this or other University policies, which are greater than those required by the law, then the greater right shall be recognized and provided by the University.

PARENTAL LEAVE

The following Parental Leave Policies are intended to establish and clarify the leaves available to University staff in cases of pregnancy, childbirth, and adoption.

1.0 Medical Maternity Leave

1.1 The time during which an employee is unable to work because of a medical disability caused or contributed to by pregnancy, miscarriage, termination of pregnancy, childbirth and recovery there from, 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 staff member. Staff is therefore eligible for paid leave for such absences under the provisions of the applicable leave policy.

1.2 There shall be no stipulated medical maternity leave requirement either before or after childbirth. Leave requirements will vary depending upon each employee's individual circumstances, and the advice of an attending physician or other licensed health care provider will normally determine the appropriate length of 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.

1.3 The provisions of Section 3.4.3.3 of the Bylaws of the Board of Regents and associated administrative policy permitting paid leave to be reduced by the amount required to compensate a substitute shall not be exercised in cases of medical maternity leave.

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

2.1 For those 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.

2.2 The provisions of Section 3.4.3.3 of the Bylaws of the Board of Regents and associated administrative policy 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.

3.0 Adoption Leave

3.1 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.

3.2 A newly adoptive parent, who is the primary care giver, may take up to eight weeks paid leave upon 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 declaration of which parent is the primary care giver is made by the adopting parents. The non-primary caregiver of the adopted child may take up to five days paid leave to provide assistance in the care of the child.

3.3 The provisions of Section 3.4.3.3 of the Bylaws of the Board of Regents and associated administrative policy 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.

4.0 Family/Medical Leave Act/Policy Coordination

4.1 Under the federal Family Medical Leave Act (FMLA), and related University policy, eligible staffs 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 foregoing 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.

SICK LEAVE FOR MANAGERIAL PROFESSIONAL EMPLOYEES

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

1.0 Members of the Managerial-Professional staff shall accumulate one day of sick leave per month for the first two years of employment; thereafter, the foregoing provisions (Section 2) shall apply.

1.1 Such employees may, when all sick leave and vacation leave are exhausted, be advanced up to 40 hours (one work week) of sick leave, pro-rated for part-time employees. Employees shall reimburse the University for any used, unearned sick leave upon separation.

1.2 Managerial Professional staff do not receive, upon retirement or death, the supplemental salary payment equal to 1/4 of their unused accrued sick leave.

2.0 Whenever a member of the Managerial-Professional staff who has completed two years of service is temporarily disabled due to illness or accident, such staff member, upon approval of the Chancellor or President, shall be paid his or her regular salary during the period of such disability but not to exceed a period of six months less:

2.1 The amount he or she has received during such time as workers' compensation; and

2.2 Unless used for purposes of Parental Leave, the amount required, if any amount be required, to pay any substitute who has performed all or any part of the work of the incapacitated staff member. Substitutes shall be selected by the Chancellor or President. Whether such a substitute shall receive pay for such work performed or be permitted to substitute gratuitously for the incapacitated staff member shall be determined by the Chancellor or President.

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

3.0 In order to comply with the terms of existing United States Civil Service retirement regulations, newly appointed Cooperative Extension staff with federal appointments will accumulate sick or injury leave at the rate of one month per year.

3.1 Past or present service retirement benefits will not be paid during the period of an extended disability leave.

4.0 Disability absences caused or contributed to by pregnancy, childbirth, and recovery there from are considered sick leave, and shall be governed by the provisions of the Parental Leave Policy.

5.0 Any leaves taken pursuant to this policy may be considered to be qualifying events under the federal Family Medical Leave Act and the Family Medical Leave Policy approved by the Board.

6.0 The rate at which an employee accrues sick leave shall be computed from the service date and adjusted by breaks in service if such break in service is less than three years.

7.0 Sick leave, up to a maximum of five (5) working days per illness, may be granted when illness of or injury to a member of the immediate family requires the employee's presence. Immediate family means wife, husband, children, parents, grandparents, grandchildren, guardian, ward, brother, sister, daughter-in-law, son-in-law, stepfather, stepmother, stepdaughter, stepson, or persons being the same relationship to the spouse.

SICK LEAVE FOR OFFICE AND SERVICE EMPLOYEES

1.0 Sick Leave Eligibility

1.1 All regular Office and Service personnel shall be eligible for paid sick leave.

1.2 All Office and Service personnel hired on a regular part-time basis shall be eligible for paid sick

leave at their regular rate of pay proportionate to the full-time equivalency of their appointment.

1.3 Temporary staff shall not be eligible for paid sick leave.

2.0 Sick Leave Accruals

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

Years of Employment	Hours Month	Hours per Year	Days per Year	**Hours per Day**
1st through 5th year	8.00	96.00	12.00	**0.26301**
Beginning of 6th yr.	11.33	136.00	17.00	**0.37260**
Beginning of 7th yr.	12.00	144.00	18.00	**0.39452**
Beginning of 8th yr.	12.67	152.00	19.00	**0.41644**
Beginning of 9th yr.	13.33	160.00	20.00	**0.43836**
Beginning of 10th yr	14.00	168.00	21.00	**0.46027**
Beginning of 11th yr	14.67	176.00	22.00	**0.48219**
Beginning of 12th yr	15.33	184.00	23.00	**0.50411**
Beginning of 13th yr	16.00	192.00	24.00	**0.52603**
Beginning of 14th yr	16.67	200.00	25.00	**0.54795**
Beginning of 15th yr	17.33	208.00	26.00	**0.56986**
Beginning of 16th yr	18.00	216.00	27.00	**0.59178**
Beginning of 17th yr	18.67	224.00	28.00	**0.61370**
Beginning of 18th yr	19.33	232.00	29.00	**0.63562**
Beginning of 19th yr 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 Office and Service employees who were hired before January 1, 2019, and who retire from the University before July 1, 2035, shall receive a supplemental salary payment equal to 1/4 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. Normal retirement requirements of being at least 55 years of age and having at least 10 years of University service must be met in order to retire from the University and receive the ¼ supplemental salary payment. Office and Service employees hired on or after January 1, 2019, will not be eligible to receive the ¼ supplemental salary payment upon retirement.

2.4.1 An employee hired before January 1, 2019, who transfers from the Managerial Professional classification to the Office and Service classification on or after January 1, 2019, will not be eligible for the ¼ supplemental salary payment upon retirement.

2.5 Upon the death of an Office and Service employee who was hired before January 1, 2019, and who passes away before July 1, 2035, the beneficiary of the employee shall receive a supplemental death benefit payment equal to 1/4 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. The beneficiary of an Office and Service employee hired on or after January 1, 2019, will not be eligible to receive the ¼ supplemental death benefit payment upon the death of the employee.

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 staff that 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 employees 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, 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 Policy. The period of time shall begin and end as stated in subsection 3.1.

3.4 One hour of sick leave shall be consumed for each working hour of absence due to illness or injury. Absence due to illness or injury, which is more than the amount of accrued sick leave, may be charged to accrued vacation leave by written mutual agreement between the employee and the appointing authority.

3.5 When all accumulated sick leave and vacation leave are exhausted, the employee may be advanced up to forty hours (40) (one work week) of sick leave, pro-rated for part-time employees. Employees shall reimburse the University for all used, unearned sick leave upon separation.

3.6 When all accrued sick leave and vacation leave are consumed and/or advanced, an employee may, upon written request, be granted sick leave without pay. A period of sick leave without pay normally shall not exceed one year. It shall not be extended beyond that period unless there are exceptional, mitigating circumstances.

3.7 Employees on Leave Without Pay, Suspension, or Layoff shall not accrue sick leave during that time.

3.8 Sick leave, up to a maximum of five (5) working days per illness, may be granted when illness of or injury to a member of the immediate family requires the employee's presence. Immediate family means wife, husband, children, parents, grandparents, grandchildren, guardian, ward, brother, sister, daughter-in-law, son-in-law, stepfather, stepmother, stepdaughter, stepson, or persons being the same relationship to the spouse.

3.9 Vacation days or University holidays that may fall within the period of paid sick leave shall not be counted as days to be subtracted from sick leave.

3.10 The allowance of sick leave for any purpose under this policy shall be subject to the right of the University to require satisfactory evidence of illness or injury including the certification of an attending physician in the case of the employee or a member of his or her immediate family. Sick leave allowance shall be at the discretion of the University.

3.11 Any leaves taken pursuant to this policy may be considered to be qualifying events under the federal Family Medical Leave Act and the Family Medical Leave Policy approved by the Board.

3.12 The rate at which an employee accrues sick leave shall be computed from the service date and adjusted by breaks in service if such break in service is less than three years.

3.13 Employees returning to the university with less than three years break in service will also have the hours from their previous sick leave balance restored.

VACATION LEAVE

1.0 All regular employees of the University of Nebraska shall be granted vacation leave according to schedules in Sections 2.0 and 3.0.

1.1 Vacation leave shall accrue on a pay period basis, and an account of such leave earned and used shall be maintained.

1.2 Effective April 1, 2007, the maximum vacation leave which may be earned and accrued by members of the Managerial-Professional staff and members of the Office and Service staff shall be two hundred eighty (280) hours; provided that any employee who has accumulated more than 280 hours of vacation leave as of said effective date shall be entitled to retain any such excess vacation leave over 280 hours 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.

Years of Employment	Hours per Month	Hours per Year	Days per Year

1st through 5th year	8.00	96.00	12.00
Beginning of 6th yr.	10.00	120.00	15.00
Beginning of 7th yr.	10.67	128.00	16.00
Beginning of 8th yr.	11.33	136.00	17.00
Beginning of 9th yr.	12.00	144.00	18.00
Beginning of 10th yr.	12.67	152.00	19.00
Beginning of 11th yr.	13.33	160.00	20.00
Beginning of 12th yr.	14.00	168.00	21.00
Beginning of 13th yr.	14.67	176.00	22.00
Beginning of 14th yr.	15.33	184.00	23.00
Beginning of 15th yr.	16.00	192.00	24.00
Beginning of 16th yr. And all following years	16.67	200.00	
		Capped at 280.00 hours	

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 Sections 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 maybe 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.

BENEFITS

EMPLOYEE AND DEPENDENT SCHOLARSHIP PROGRAM

1.0 Introduction

1.1 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.

2.0 Eligibility

2.1 All regular full-time (1.0 F.T.E.) employees of the University are eligible to apply.

2.2 All retired employees of the University who have met the normal retirement regulations are eligible to apply.

2.3 Employees must be admitted students of the University and must have met all normal academic requirements for the courses taken.

2.4 The Employee Scholarship Program is not available to employees on leave of absence without pay.

2.5 The Employee Scholarship Program is not available to employees whose anticipated employment period is less than six (6) months.

3.0 Terms and Conditions

3.1 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.

3.2 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.

3.3 The University of Nebraska Scholarship Program shall provide tuition equal to the University's resident tuition charge per semester credit hour.

3.4 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.

3.5 Credit Hours
For regular full-time employees the Employee Scholarship Program is limited to no more than fifteen (15) credit hours in any 12-month period (August - July) and is normally restricted to no more than six (6) credit hours per semester.

3.6 Employees eligible for scholarship plans through other programs are expected to avail themselves of these programs prior to applying for the University of Nebraska Employee Scholarship Program. If the employee's costs are not entirely covered by the other programs, the

University of Nebraska Employee Scholarship Program shall allow for the difference up to the maximum established herein.

3.7 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.

4.0 Class Attendance.

4.1 Normally, employees taking advantage of the Employee Scholarship Program will enroll in classes held during non-working hours.

4.2 If the course is not scheduled during non-working hours, the employee's hours may be rearranged, with the appropriate approvals, to accommodate enrollment.

5.0 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 in Section 2.0 may elect to allocate 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.

5.1 Spouse and Dependent Children will be defined as follows:
Spouse: Employee's husband or wife, as recognized under the laws of the State of Nebraska. Including the husband or wife of a deceased employee, but not a divorced spouse.

***Dependent Children*:** Employee's natural born or legally adopted children, or stepchild, or ward of an employee who (i) is unmarried and under 24 years of age, and (ii) is chiefly dependent on the employee for support who is living in the employee's home and is chiefly dependent on the employee for support (claimed as a dependent for tax purposes). Including the dependent children of a deceased employee.

5.2 The Dependent Scholarship Program is only available to an employee's spouse or any dependent children who is an 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.

5.3 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.

6.0 Dependent Scholarship Program Terms and Conditions

6.1 The Dependent Scholarship Program will be limited to undergraduate academic credit courses at any campus of the University of Nebraska.

6.2 The Dependent Scholarship Program shall provide tuition equal to the University's resident tuition charge per semester credit hour at the campus of attendance, subject to the limitations listed in Section 6.5 below.

6.3 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.

6.4 The maximum total number of credit hours that may be transferred by an employee toone 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.

6.5 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.

6.6 Employees will be billed for their 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.

NUFLEX BENEFITS

1.0 NUFlex Overview

The NUFlex benefits program allows an employee to choose from a group of benefit options that best suit his or her circumstances and lifestyle. With NUFlex, an employee can customize their benefits 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
- Health Care Reimbursement Account
- Dependent Care Reimbursement Account

Each benefit option has a price tag which reflects individual differences such as age, salary, benefits FTE, tobacco/nicotine use, and number of dependents enrolled for coverage. The University of Nebraska provides each employee an allowance of NUCredits (based on the benefits FTE). This allowance represents part of the money the university spends for an employee's benefits and is to be used on coverage which fit their needs. If benefit choices add up to less than the allowance of NUCredits, the employee will receive the remaining amount as taxable cash. If benefits choices add up to more than the NUCredits allowance, any additional cost will be deducted from the employee's pay.

2.0 Eligibility

Faculty and Staff employed in a "Regular" position with an FTE of .5 or greater or employed in a "Temporary" position for more than 6 months with an FTE of .5 or greater are eligible to enroll for insured benefits. For additional information and a full description regarding eligibility; please go to the BENEFITS web page on the University Administration website.

3.0 Change in Status Guidelines

NUFlex choices will be in effect for the calendar year unless 1) a qualified change in status event occurs and 2) requested change is consistent with the event that results in the employee, employee's spouse or dependent child gaining or losing coverage eligibility. Enrollment or changes in coverage must be made within 31 days of the Permitted Election Change Event.

Some enrollment changes are limited due to certain eligibility restrictions. Listed below are several Permitted Election Change Events that may allow the employee to initiate a midyear benefits election change.

- Change in legal marital status
- Change in number of dependent children
- Change in employment status or work schedule which results in a gain or loss of coverage eligibility
- Change in coverage under other employers' benefits plan

A Medical, Dental and Vision Care Insurance Dependent Information Request Form must be completed to add a new dependent child to the medical, dental, or vision care insurance policy even if the employee is currently enrolled for Employee & Child or Employee & Family coverage.

4.0 An employee in a non-pay status may continue to participate in the insured benefit programs. However, the University's contribution toward these programs will not be made during the non-pay status.

5.0 In the event of the employee's death, a surviving spouse and/or dependent children of the employee may elect to participate in the medical, dental, and vision care insurance benefit programs at their own expense until the surviving spouse remarries or a dependent child is no longer eligible for benefits.

6.0 A retiree of the University may elect to participate in the medical, dental, term life, and long term care programs at his or her own expense.

RETIREMENT

1.0 Retirement Eligibility

The normal retirement age for all members of the University staff shall be 62 years. Retirement shall be mandatory at age 70 for law enforcement personnel only. Employees may retire at age 55 after ten (10) years of service with the University.

For law enforcement personnel, the mandatory retirement date of an employee who has reached the mandatory retirement age shall be July 1 following the month in which the employee reaches such age.

2.0 Disability Retirement

An employee regardless of age is eligible for a disability retirement should a physical or mental disabilities prevent such employee from satisfactorily performing work. A Disability Retirement will allow a disabled employee to receive University retiree benefits

Approval of a Disability Retirement is predicated on

1) The disabled employee's obtainment of a Social Security Disability Award, or
2) Long Term Disability benefits approved by the group long term disability insurance company

University Administration may also approve a Disability Retirement in certain situations. In addition, Disability Retirement for Academic/Administrative Staff and Faculty must be approved by the Board of Regents.

UNEMPLOYMENT COMPENSATION

1.0 All unemployed persons eligible for unemployment compensation may file a claim for unemployment compensation under the Nebraska Employment Security Law. Claims should be filed with the local office of the Division of Employment, State Department of Labor.

WORKER'S COMPENSATION

1.0 All employees subject to the provisions of the Worker's Compensation Act shall be entitled to coverage in accordance with the Act if they suffer illness or injury arising out of and in the course of their employment. This protection provides payments of all reasonable medical expenses incurred, and loss of time from the job to the extent provided by the law. (See Injury Leave Policy.)

2.0 Employees impacted by this policy are required to complete the First Report of Occupational Injury or Illness form. This is a legal document which will be filed with the Nebraska Workers' Compensation Court. Mail or fax this form to the Campus Benefits Office within 24 hours of the occurrence.

WORK RELATED POLICIES

CONCEALED WEAPONS & FIREARMS

1.0 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.

2.0 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.

3.0 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.

4.0 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.

CONFLICT OF INTEREST

1.0 An employee with a potential conflict of interest will notify, in writing, his or her immediate supervisor which, after review, may go to the Nebraska Accountability and Disclosure Commission. The written notification will describe the potential conflict of interest.

2.0 An employee has a potential conflict of interest if he or she is faced with taking an official action or making an official decision which could result in a financial benefit or detriment to the employee, a member of his or her immediate family, or a business or other organization with which he or she is associated.

3.0 An employee who has an actual conflict of interest will take such steps to remove themselves from the situation in which there is a conflict.

4.0 Employees failing to resolve a conflict of interest, may be subject to disciplinary action.

EMPLOYEE DISCIPLINE

1.0 Employees are responsible for meeting reasonable standards of performance and conduct in their work activities. Supervisors are responsible for providing leadership that makes possible such performance and conduct.

2.0 Supervisors may impose disciplinary actions for reasons of taking corrective measures up to and including termination in the event an employee's performance is less than the reasonable standards of performance or if the employee's conduct is not in keeping with what is expected in the working environment of the University.

2.1 Types of disciplinary action may include verbal warning, written warning, suspension without pay, and termination.

2.2 Written records shall be kept regarding disciplinary actions taken and shall be filed for a specific period of time.

3.0 The grievance procedures for disciplinary actions follow the Nonacademic Grievance Policy.

GRIEVANCE POLICY- NON ACADEMIC

LAW ENFORCEMENT INVESTIGATIONS

NEPOTISM

1.0 Neptoism is defined and subject, but not limited, to Board of Regents Bylaws, 3.2.2 and Nebraska law Rev. Stat 49-1499.03 and 49-1499.07, which prohibits hiring, promoting, or advancing a family member in the University or recommending the hiring, promotion, or advancement of a family member in the University, including initial appointment and transfer to other positions in the University.

2.0 For the purposes of this policy, family member shall mean any person related to the individual by blood, marriage, including the common designations of step and in-law, or adoption as the individual’s spouse, child, parent, brother, sister, grandchild, or grandparent. Family shall also include any person who the individual or the individual’s spouse claims as a dependent for federal income tax purposes.

3.0 Supervisor means an individual having authority, in the interest of the University, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees, responsibility to direct them or to adjust their grievances, or effectively to recommend any such action, if the exercise of such authority is not merely of a routine or clerical nature but requires

the use of independent judgment.

4.0 The Board of Regents Bylaws, 3.2.2.4, grants the President or the cognizant Chancellor may, upon a written showing of good cause, the ability to grant an exception to policy. The written showing of good cause shall be filed with the appropriate University records officer and shall be considered a public record.

5.0 All potential personnel actions involving immediate family members shall be submitted to the Human Resources Office, President or Chancellor within seven days of becoming aware of such situation for a review. Human Resources, the President or cognizant Chancellor shall act as soon as practicable.

6.0 In addition to the other penalties provided by law, any University employee violating the provisions above may be subject to disciplinary action.

NU VALUES ADMINISTRATION

1.0 INTRODUCTION

1.1 The University of Nebraska makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, marital status, veterans status or individual characteristics other than qualifications for employment, quality of performance of duties, and conduct related to employment in accordance with University policies and rules and applicable law.

1.2 The NU Values program shall be applicable to all regular University of Nebraska Office/Service and Managerial/Professional positions.

1.3 The NU Values program is a compensation and performance management system for Office/Service and Managerial/Professional employees of the University of Nebraska. NU Values:

- Links performance of employees to the mission and the vision of the University.
- Focuses on job families as the basis for market relevance and equity in pay decisions.
- Provides the tools for growth and development of employees.
- Provides an open framework whereby the tools/ processes used to make pay decisions are widely known.
- Utilizes a simple yet effective job evaluation system.
- Utilizes competencies as a basis for employee performance

1.4 The NU Values program groups all positions having similar characteristics into job families so that an effective, equitable and market relevant level of compensation may be identified. This categorization is based on an analysis of each position in order to determine the general function, the duties and responsibilities, the supervision received and exercised, and the educational background, training, and experience needed for the position.

2.0 AUTHORITIES AND RESPONSIBILITIES

2.1 The Vice President for Business and Finance, University Administration, is responsible for the maintenance and revision of the NU Values program.

2.2 The University Administration Director of Human Resources coordinates the administration of

the NU Values program and shall develop procedures, as required, to facilitate the consistent application and administration of policies related to NU Values.

2.3 The Chief Business Officers are responsible for the overall direction of the NU Values program at the campus level.

2.4 The Campus Human Resources Directors are responsible for the day-to-day administration of the NU Values program at the campus level.

3.0 JOB PLACEMENT

3.0.1 JOB FAMILIES: Job families are composed of jobs related through common vocations/professions. Jobs in a job family are similar in that they have a continuum of knowledge, skills and abilities from the lowest to the highest-level job, related key behaviors and similar market characteristics.

3.0.2 BANDS: Each job family has its own broad salary band. This band reflects the unique nature of each job family and has its own pay characteristics. The University Administration Human Resources Department, in conjunction with the campus Human Resources Departments, will utilize labor market wage and salary surveys to determine the pay range for each band.

3.0.3 ZONES: Zones are established within each band to reflect groupings of positions based on major differences in scope, responsibilities, qualifications and competencies. The zones are labeled Assistant, Associate, Specialist and Senior. Job families with only three zones do not have a Specialist zone.

3.0.4 JOB ANALYSIS: Job analysis places a relative value on the differing factors that distinguish one job from another: Nature and Complexity of work, Problem solving and Decision-making, Know-how, Interaction and Supervision received and/or exercised.

There are generally two situations that require analysis, either a new position is needed or an existing position has changed. All new and existing positions will be assigned to a job family and zone using the job analysis process. This process is designed to slot positions into families and zones based upon assigned duties, qualifications, competencies, and reference to the Federal Regulations pertaining to job classifications.

For the purposes of setting pay, job analysis identifies the relative value of positions that are not specifically surveyed in the labor market to those whose values are known. The University of Nebraska's job analysis process is based on the following objectives:

- A simplified system that organizational units will use to determine appropriate job family, zone and working job title for a position.
- A flexible process that enables organizational units to quickly or efficiently design positions to meet their needs.
- A set of easy-to-understand-and-apply steps that organizational unit leaders will use to develop employees.

3.0.5 JOB DESCRIPTION: The development and maintenance of current and accurate job descriptions is vital to the job analysis process. The job description is a written statement that describes the work that is to be done and the knowledge, skills, abilities, and talent needed to perform the work. Job descriptions serve a variety of purposes. They introduce new employees or applicants to the job, assist in outlining strategic goals of the major administrative unit and the work unit's objectives, provide basic documentation used in job analysis and compensation planning, set performance standards and help employees understand what is expected of them, provide a basis for setting goals and objectives, identify and document "essential job functions"

and physical requirements to ensure compliance with applicable laws and comply with other legal and workplace requirements.

3.0.6 A current copy of an employee's job description should be filed in their HR/Personnel file (paper or electronic).

3.1 FAMILY / ZONE PLACEMENT

3.1.1 No person will be assigned to any position until it has been properly allocated to a job family and zone.

3.1.2 If a filled position is reallocated to another job family/zone, the incumbent will not be automatically qualified to continue filling the position unless he or she possesses the minimum qualifications necessary to perform the work satisfactorily. The incumbent of a position reallocated to another family zone who is not qualified to remain in the position will be reassigned, if warranted, or given proper notice period to acclimate or will be separated from the University.

3.2 JOB TITLES

3.2.1 The standard job title, created by combining the job family name and the zone name, is the job title that will be used on personnel documents. For example, if an employee were in the healthcare job family and in the associate zone, the standard job title would be "Healthcare Associate." The organizational units are encouraged to use a working title that matches position responsibilities and reflect the job family, such as Dental Hygienist.

4.0 APPEAL PROCEDURES

4.1 If there is a disagreement regarding the job family/zone assignment of a position, a request for additional review may be made by following the procedures listed in campus-specific policies. Decisions regarding job family/zone assignment may not be appealed through the formal grievance process.

5.0 Glossary of Terms

Accountability	Accepts responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost- effective manner.
Adaptability	Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
Advancement	When an employee is given a pay increase, but stays within the same Job Family Zone. May occur because of additional duties, projects or assignments within the same scope of their current position
Allocate or re-allocate	The method of placing a position within a Job Family/Zone.
Assignment	The placement of a person into a position within a Job Family.
Benchmark Jobs	Positions that can be matched to salary surveys of market data.
Career Change	When an employee is re-assigned to a new Job Family.
Communication	Effectively conveys information and expresses thoughts and facts. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

Compensation	The method of maintaining balance between interests of operating the university within the fiscal budget and attracting, developing, retaining and rewarding high quality staff through wages that are competitive with the prevailing rates for similar employment in the labor market.
Competencies	The combination of observable and measurable knowledge, skills, abilities and personal attributes that contribute to enhance employee performance and ultimately result in organizational success.
Customer/Quality Focus	Anticipates, monitors and meets the needs of customers and responds to them in an appropriate manner. Demonstrates a personal commitment to identify customers' apparent and underlying needs and continually seeks to provide the highest quality service and product to all customers.
Demotion	Corrective actions or disciplinary reductions in an employee's job assignment or pay.
Exempt	Employees who are not covered by the Fair Labor Standards Act's minimum wage and overtime provisions. These employees are typically salaried.
Feedback & Coaching	Supervisor's ability to demonstrate effective use of listening skills, to display a general openness to employees' ideas and thoughts and to praise or provide constructive assessment of an employee's work performance and work habits.
FTE	Full-Time Equivalency. Relates to the number of hours worked as a percentage of full-time hours (e.g., an FTE of 0.50 means a person works half-time or twenty hours per week).
Incentive Plan	Distribution of monetary awards through incentive payments based upon completion of previously identified plan objectives.
Inclusiveness	Fosters respects for all individuals and points of view. Interacts appropriately with all members of the campus community, campus visitors and business and community partners without regard to individual characteristics. Demonstrates a personal commitment to create a hospitable and welcoming environment.
Job Analysis or Job Evaluation	The method of ordering jobs with respect to their value or worth to the organization.
Job Family	Groupings of related jobs with common vocations/professions in that they have similar market characteristics, related key behaviors and a continuum of knowledge, skills and abilities.
Job Title	The word or words that identify a job. In NU Values the system job title is a combination of the job family and zone names, e.g., Library Services Associate. The zones are labeled Assistant, Associate, Specialist and Senior. Job families with only three levels do not have a Specialist zone. The working job title is more specific and descriptive.
Leadership	Communicates the University's vision in ways that gain the support of others. Mentors, motivates and guides others toward goals.
Managerial/Professional	Managerial/professional employees are normally paid monthly salaries, have responsibilities primarily managerial or professional in nature and are generally exempt from the overtime provisions of the FLSA.
Market (or Labor Market)	Local, regional or national area and/or competitive employers in which employees are either gained or lost.

Market Analysis	Review of salary data to facilitate job pay comparisons and information that reflects the labor force from which the university recruits employees.
Market Pricing	Rate of pay or comparable value for specific jobs in relative labor market.
Market Relevance	Responsiveness to market fluctuations.
Non-Exempt	Employees who are covered by the Fair Labor Standards Act's minimum wage and overtime pay provisions.
NU Values	The compensation and performance management system covering the managerial/professional and office/service employees of the University of Nebraska.
Occupational Knowledge	Level of proficiency in the principles and practices of one's field or profession.
Office/ Service	Office/Service employees are paid hourly and are subject to overtime provisions of the Nebraska overtime law and the FLSA.
Performance Evaluation	The method of evaluating an employee's performance which involves tracking, evaluating and giving feedback on actual performance based on key behaviors/competencies established in the goals that support the achievement of the overall organizational mission.
Performance Increase	Consistent with the University President's Memorandum dated Feb. 1995, an increase in salary may be granted only on January 1 and July 1, as funding permits. Employee must have worked in same Job Family and Zone for at least 6 months and be supported by evidence in the employee's personnel file. The total amount of performance increases given to an employee per year may not be less than one (1) percent or more than ten (ten) percent. This increase is separate from any pay increase pursuant to the policies governing annual increases generated by legislative appropriations.
Performance Management	A system of linking employee's job performance to the University's missions using goals, objectives, and coaching and feedback mechanisms.
Position/ Job	A set of duties assigned to job and uniquely identifiable by a position number.
Position Description	A written statement that describes the work that is to be performed by the job incumbent. The description includes general position information, a summary sentence, detailed duties and responsibilities, and minimum qualifications.
Promotion	A job change that involves movement of an employee to a higher zone within the same Job Family, which results in an increase in pay.
Salary Adjustment	An Increase in salary authorized to address the recruitment or retention of an individual as a result of an offer by another employer. Requires prior approval from campus Human Resources Director.
Salary Band	The range of pay for a job family.
Salary Survey	A published summary report of salary information of benchmarked positions from multiple employers. Human Resources use a comparison of multiple salary surveys to price jobs to the labor market.

Team Focus	Works cooperatively and effectively with others to achieve common goals. Participates in building a group identity characterized by pride, trust and commitment.
Technology Orientation	Commitment to continuous improvement to include understanding and application of technology (hardware, software, equipment and processes).
Transfer	A movement to a position in the same job family and zone, but in a different Organizational Unit. It is not considered to be a promotion.
Voluntary Reduction	When an employee accepts or requests to be placed into a position at a lower zone within the same Job Family.
Zone	Represents a recognizable and measurable level of responsibilities, skills and expertise within a Job Family and the associated salary base. The zones are labeled Assistant, Associate, Specialist and Senior. Job families with only three levels do not have a Specialist zone.

PAY TRANSPARENCY

1.0 The University of Nebraska will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the University's legal duty to furnish information. 41 CFR 60-1.35(c)

PERFORMANCE EVALUATIONS

1.0 A performance evaluation shall be performed on all regular employees. The purpose is to review the employee's overall performance and achievement with respect to the "essential functions" and other job/performance related objectives according to the position(s) they occupy. It is intended that the evaluation process enable an employee to become aware of the importance of his or her work, manner of performance, and the level of performance the supervisor expects.

1.1 A performance evaluation is recommended within six months of initial hire and is required at least annually.

1.2 A memorandum of record or other written document may be used whenever the supervisor desires to record noteworthy performance - either favorable or unfavorable.

2.0 The supervisor shall discuss the employee's performance using a written document or electronic performance evaluation tool with the employee. The employee shall receive a copy of the completed evaluation. It is intended that the discussion provide

(a) an opportunity to clarify job duties and responsibilities and establish performance

expectations,
(b) a setting for discussing an employee's strengths and areas for needed improvement,
(c) identifying goals and professional development for the next evaluation period

3.0 The employee must be offered the opportunity to comment and submit a written response to their performance evaluation which shall be retained with the completed evaluation in the employee's official HR/Personnel file.

3.1 An employee's signature on their performance evaluation is required to establish that an evaluation was conducted and that the employee had an opportunity to review its contents.

3.2 Performance evaluations are not subject to the grievance process.

PERSONNEL FILES

1.0 With the evolution of the paper to electronic files, the traditional paper employee personnel file has changed. Records containing employee information may be kept in electronic or paper form and may be maintained in several different electronic systems and physical locations. All employee personnel files shall be secured in strict conformance with federal and state laws and University Bylaws governing the confidentiality of information. Employment records will be kept according to the Employment Records Retention Schedule for the University of Nebraska.

2.0 Employees may view their records in the applicable administrative unit's Human Resources office at any time during regular working hours upon appropriate advance notice to Human Resources. The employee must present a staff identification card before access to records will be granted.

3.0 Contents of individual employee files vary and the records may be maintained in electronic or paper form in several different sources. A typical personnel file may include some or all of the following:

- Application
- Letters of offer and acceptance of employment
- Job descriptions
- Personnel action forms and personnel data forms
- Performance evaluations
- Performance counseling forms, forms showing corrective action
- Letters of commendation
- Outside employment authorization form(s)

4.0 Reports, letters, and documents which reflect unfavorably on an employee shall not be placed in the personnel file without his or her knowledge. Records of disciplinary action shall be maintained in the personnel file for a specified period, according to the University's Records Retention Policy.

5.0 Information which reflects unfavorably, except information originated by the employee, shall not be placed in an employee's file subsequent to the discharge, resignation, or retirement of such employee, unless a copy of such information is mailed to the employee, within 30 calendar days, at the last known address of the employee.

6.0 The following documents should not be included in the personnel file and instead should be kept in a separate file. Such documents should be accessible by the applicable administrative unit's Human Resources office:

- EEO/invitation to self-identify disability or veteran status records
- Reference checks
- Background checks
- Drug test results
- Employment Eligibility Verification forms (Form I-9)
- E-Verify forms
- Medical records (medical questionnaires, doctors notes, leave of absence records, etc.)
- ADA accommodation related records
- FMLA-related documents
- Crisis Leave authorization
- Garnishments
- Injury Report & Workers' compensation claims
- Requests for employment/payroll verification/ loan verification requests
- Immigration processing paperwork
- Recruitment file documents
    - Interview notes and employment test results
    - Advertisements
    - Job Descriptions
    - Non –Select Rationale

POLITICAL ACTIVITIES OF EMPLOYEES

1.0 Employees of the University enjoy the full right of citizens to participate in the political life of the State of Nebraska and the United States. The welfare of the University, however, requires that each employee perform the duties of his or her position without the interference of outside activities. The following policies, therefore, shall apply to employees engaging in political activity.

2.0 An employee of the University, contemplating filing as a candidate for any part-time public office or entering upon the performance of the duties of any part-time public office to which he or she may be elected or appointed, shall notify the Chancellor and appropriate dean or division head of his or her intention to do so. It shall be the duty of the Chancellor to determine to what extent such political activities will interfere with the employee's regular duties and to decide to what extent his or her duties and compensation shall be curtailed.

3.0 The criteria to be used in determining the extent to which such political activities interfere with the performance of regular duties of the employee shall be:

3.1 The time which he or she will be required to devote to such political activities during the period assigned for the performance of his or her duties to the University.

3.2 The time which, in the absence of such political activities, he or she would devote to

University duties, such as administrative, class, laboratory, research, extension, counseling, meeting schedules, necessary preparation for the performance of his or her duties, etc.,

3.3 The duration of such political activities and duties.

4.0 The curtailment of an employee's duties and compensation shall follow the principle that adjustments in duties and compensation shall be commensurate with the degree of interference with an employee's regular duties.

5.0 A member of the staff seeking a full-time public office shall be required to take a leave of absence without pay during the semester in which he or she shall be a candidate for either the primary or general elections. Such leaves of absence shall commence no later than the date on which a candidate must file for that office. If the operation of the department requires, the chair may request such candidate to take a leave of absence starting with the opening of the semester in which such election is to be held. Leaves of absence taken for political purposes shall be for the balance of the semester during which such leave is started. In the event the employee shall be elected or appointed to a full-time public office, he or she must resign his or her position with the University effective on the date of commencing the new office.

PROBATIONARY PERIOD

1.0 Every employee's first six months following their hire date is considered their "probationary period" for the purpose of determining an employee's suitability for the position he or she occupies.

1.1 An employee may have their "probationary period" extended, normally not be longer than 180 days, unless extenuating circumstances exist resulting in an extension no more than 12 months.

2.0 If it is determined during the "probationary period" that the services of an employee have not been acceptable, the employee shall be notified in writing of the date employment is to be terminated. In such cases of termination an employee shall not have recourse through the grievance process except for cases of alleged discrimination.

3.0 Unless otherwise provided by the Board of Regents, no "probationary" employee shall receive a salary increase except in the event of a promotion.

3.1 The serving of a probationary period shall not prevent an employee from being promoted to a position of a higher classification.

3.2 The probationary period for the new classification of position the employee is being promoted to shall begin with the date of the new appointment.

4.0 Employees transferred to positions of another classification during their probationary period must satisfy all conditions required for an original appointment to the classification.

SEXUAL MISCONDUCT

1.0 Beginning with the University of Nebraska charter in 1869, Nebraska law has provided that no person shall be deprived of the privileges of this institution because of sex. Discrimination on the basis of sex is also prohibited by Federal law. The University of Nebraska has programs to promote awareness of and to help prevent domestic violence, dating violence, sexual assault, and stalking, and to assist members of the university community who are affected by such behavior. Rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual harassment and stalking are against the law and are unacceptable behaviors under University of Nebraska policy. These unacceptable behaviors are hereafter referred to as "sexual misconduct." Sexual misconduct is conduct in violation of University policy and state and federal law that the University will take action to eliminate, prevent, and redress once the University has notice that sexual misconduct has occurred.

2.0 The President and Chancellor shall implement procedures to address the rights of all individuals involved in cases of alleged sexual misconduct. This policy applies to all University of Nebraska employees and students regardless of sexual orientation or gender identity, and to all programs and activities under the jurisdiction of the University of Nebraska. The University may respond to complaints of sexual misconduct whether they are alleged to have occurred on or off University premises and to complaints of misconduct committed by third parties who are not employees or students.

3.0 The University has implemented policies and procedures to address the rights of all individuals involved in cases of alleged sexual misconduct. These apply to all University of Nebraska employees and students regardless of sexual orientation or gender identity, and to all programs and activities under the jurisdiction of the University of Nebraska. They provide information regarding the University's efforts related to sexual misconduct, as well as how the University will proceed once it is made aware of sexual misconduct in keeping with our institutional values and to meet our legal obligations under Title IX and other relevant law.

The University of Nebraska's Sexual Misconduct Policy and Procedures for Student Sexual Misconduct Complaints are available below.

University of Nebraska Sexual Misconduct Policy

University of Nebraska Procedures for Student Sexual Misconduct Complaints

USE OF UNIVERSITY EQUIPMENT AND SUPPLIES

WORKPLACE VIOLENCE

1.0. Objective:

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

2.0. Scope of Policy:
All faculty and staff are covered under this policy.

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

3.1 This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

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

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

5.0 Disciplinary Actions

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

WORK SCHEDULES

1.0 All employees shall work according to established work schedules for the purpose of maintaining continuity in the administration of the University.

1.1 The normal workweek shall be forty (40) hours.

1.2 Work schedules may provide for a lunch period that is unpaid, and may provide for two rest periods of fifteen (15) minutes each per workday. Such rest periods shall be paid and are, therefore, considered a privilege granted to employees.

1.3 Work schedules shall specify that in certain instances an employee may be required to work overtime.

1.4 All hours worked in overtime status shall be compensated in accordance with the regulations governing the Fair Labor Standards Act (FLSA).

PAYROLL & COMPENSATION

IMPROPER PAYROLL DEDUCTIONS

1.0 The University of Nebraska shall apply the following standards prohibiting improper payroll deductions.

1.1 The new "Fair Pay1'regulations of the Federal Labor Standards Act (FLSA) effective August 23, 2004, prohibit the University from making improper payroll deductions from an employee's pay. To comply with the provisions of the Act the University will take the appropriate actions for all improper payroll deductions.

2.0 Process

2.1 An employee's salary is intended to cover all hours worked, and the University intends to pay employees, subject to the provisions of the Act, and will not make deductions from an employee’s salary that are prohibited under FLSA. If an employee believes their salary includes improper deductions, or errors, or their salary is incorrect, based on wages earned, they should immediately report the incident to the payroll office or human resources division.

2.2 The payroll office or human resources division will conduct a prompt review, and if appropriate, remedy any improper deduction, payroll error, or incorrect paychecks during the next regularly scheduled pay period/cycle. In addition, remedial actions will be taken to prevent the occurrence of the same or similar improper deductions in the future.

2.3 Employees who register a complaint alleging improper deductions from their salary shall not be subject to disciplinary or other adverse action as a result of making a complaint. Each campus will designate individuals within the human resources division or payroll office to assist employees with their pay issues or inaccuracies.

2.4 Questions regarding this policy should be directed to the Human Resources Department/Payroll Administration offices.

OVERTIME

1.0 All employees except those exempted by Section 81-117 of Revised Statutes, 1943, and except as provided below, who are required to work in excess of forty (40) hours in any work week shall be paid at a rate of one and one-half (1 1/2) times their regular hourly rate or monthly rate prorated on an hourly basis for each hour worked in excess of forty (40) in any work week.

1.1 Agricultural employees shall be paid overtime compensation for hours worked in excess of fifty (50) in any workweek.

1.2 Employees working within organized segments of the University which are primarily engaged in the care of persons residing on the premises who are sick, aged, or mentally ill or defective shall be paid overtime for hours worked in excess of eight (8) per day or eighty (80) per fourteen consecutive calendar days.

1.3 Compensatory time off may be granted in lieu of overtime compensation, subject to the prior approval of the employee's supervisor. Compensatory time-off will be awarded at the rate of one and one-half hours off for each overtime hour worked.

1.3.1 In general, employees may not accrue more than 60 hours of compensatory time off (120 hours in the case of employees involved in public safety activities or seasonal work). Employees who accrue more than 60 (or 120) hours of compensatory time off shall be paid for additional overtime hours as provided in paragraph 1.0.

1.3.2 Employees who have requested to use accrued compensatory time off shall be permitted to use such time within a reasonable period after making such request if the use of the compensatory time off does not unduly disrupt the operation of the department.

1.3.3 All accumulated compensatory time off must be taken (or paid) prior to the receipt of a promotional salary increase or any type of salary decrease on the part of the employee.

1.3.4 Employees who terminate employment shall be paid for accrued compensatory time off as provided in paragraph 1.0.

1.3.5 Records on accumulated but unused compensatory time off shall be kept as part of the regular time reporting system.

2.0 The payment of overtime compensation shall not apply to managerial-professional employees that are classified exempt according to the Fair Labor Standards act criterion of:

- professional, executive, or administrative in nature, and
- by custom in business, industry and other institutions of higher education

2.1 However, positions classified exempt from overtime may require an individual to work extra and irregular hours.

2.2 Acceptance of such position constitutes the employee's acknowledgment that such requirement is a part of an obligation to the University of Nebraska as an employee.

SALARY ADMINISTRATION (NU VALUES)

1.0 Introduction

1.1 The salary administration policy of the University of Nebraska shall be applicable to all regular University of Nebraska Office/ Service and Managerial/Professional positions. The purpose of the NU Values compensation program is to provide effective, equitable, and market relevant rates of compensation to the incumbents of Office/ Service and Managerial/Professional positions. The program will identify salary levels needed to be sufficiently competitive in order to attract and retain highly qualified employees.

2.0 Authorities and Responsibilities

2.1 The Vice President for Business and Finance, University Administration, with the advice and consultation of the Council of Business Officers, shall be responsible for the maintenance and revision of the University-wide NU Values.

2.2 The University Administration Director of Human Resources shall coordinate the administration of the NU Values Program to include conducting an annual salary survey to determine appropriate salary bands for the NU Values Program.

2.3 Revisions or amendments to the NU Values Program to include but not limited to Family Composition, Salary Bands, Zone determinations, Market Impact, and Program Training, shall be recommended by University Administration's Director of Human Resources, to the Vice President of Business and Finance with the consultation of the campus Human Resources Directors, at least annually. Any revisions or amendments to the NU Values Salary Structure will be reviewed by the campus Budget Officers as to the fiscal impact. 2.4 The Human Resources Directors shall be responsible for the day-to-day administration of the NU Values program at the campus level.

3.0 NU Values Salary Structure

3.1 The University-wide NU Values salary structure within the Job Families for Office/Service and Managerial/Professional staff shall consist of a prescribed set of salary bands and zones with minimum and maximum rates.

4.0 Administration of the NU Values Program

4.1 No employee shall receive a salary that is less than the minimum rate or greater than the maximum rate of the Job Family Zone to which their position has been allocated unless specifically authorized by the appropriate Administrative Office. Appropriate Administrative Office is defined as Chancellor, Dean, Vice Chancellor or the designee of said offices.

4.1.1 The hiring authority will be responsible for determining the starting salary for a new University employee.
They are encouraged to utilize the criteria prescribed in the NU Values Program including, but not limited to:

- Market relevance
- Other University employee salaries
- Competencies of the new hire

- Fiscal resources available

4.2 When a campus Human Resources Director finds that economic or employment conditions make recruitment of qualified applicants within a Job Family Zone difficult, the Council of Business Officers may, subject to budgetary limitations, authorize maximum rate adjustments of a Job Family Zone.

4.2.1 Salary surveys shall be utilized in relevant labor markets. The University of Nebraska labor market is defined as an area of national, regional, or local scope encompassing a competitive market or relevant employer in which employees are either gained or lost.

4.2.1.1 Salary surveys shall be prepared at least annually under the direction of the University Administration Human Resources Director. The survey will be used in the NU Values program as the basis to determine market relevance, per section 4.1.1, to justify request for salary increases of Office/Service and Managerial/Professional employees and to determine the allocation of salary increase funding to ensure equity in financial support.

4.2.2 Employees who are employed in a market-impacted position may have their rate of pay adjusted to the newly established range.

4.3 Administrative Changes in Salary

4.3.1 Advancement within the same Job Family Zone may occur because of the assignment and/or performance of additional duties within the same scope of their current position. Salary increases within a zone may warrant an increase in pay up to 10%. Increases of more than 10% require prior approval from the campus Human Resources Director.

4.3.2 Promotion to a higher zone in the same Job Family may occur when an employee accepts or is re-assigned to a position that is in a higher zone. Salary increases for promotions may warrant an increase in pay up to 20%. Increases of more than 20% require prior approval from the campus Human Resources Director.

4.3.3 Salary increases for purposes described in 4.3.1 and 4.3.2 or 5.0 may not exceed 2 occurrences in a fiscal year without prior approval from the campus Human Resources Director. Salary increases based on legislative appropriations and action by the Board of Regents, normally given on July 1 each year, are not included in these two occurrences.

4.3.4 A Transfer occurs when an employee accepts a position in the same Job Family and Zone in a different Organizational Unit. Employees who transfer shall be treated as a new hire for pay purposes.

4.3.5 A Voluntary Reduction occurs when an employee accepts or requests to be placed in a lower zone within the same Job Family. Voluntary reductions may require a pay reduction. Some circumstances, for example the rate of pay for other employees in the department, may be considered as reasons for a decrease in pay.

4.3.6 Demotions are corrective actions or disciplinary reductions in an employee's job assignment or pay. In the case of a demotion for cause, a decrease in the employee's pay is generally made. Organizational units must receive Human Resources approval before taking any disciplinary actions that affect an employee's compensation or employment status.

5.0 Performance Increases

5.1 Employees may be granted increases in salary for performance. An employee must have worked in the same Job Family and Zone for at least six (6) months in order to be eligible for a performance increase. Performance increases shall be treated according to Sections 4.3.3 and 5.1 through 5.4. The total amount of performance increases given to an employee per year may not be greater than ten (10) percent.

5.2 All performance increases shall be supported by written evidence of the employee's performance, which is on file in the employee's HR/Personnel file.

5.3 Consistent with Executive Policy, performance increases shall only be granted on January 1 and July 1, if sufficient funds for such increases are available.

5.4 Performance increases granted under Section 5.0 are considered to be separate from any increase pursuant to the policies governing annual increases generated by legislative appropriations.

6.0 Other Salary Adjustments

6.1 Adjustments in salary may be made to address factors other than those listed in 4.3.1, 4.3.2 and 5.0. Some circumstances, for example to recruit or retain an employee as a result of an offer by another employer, may be considered as reasons for an increase in pay. Salary adjustments of this nature may not exceed the established zone and require prior approval from the campus Human Resources Director.

7.0 Appeal Procedures

7.1 If there is a disagreement regarding the job family/zone assignment of a position, a request for additional review may be made by contacting your campus HR office. Decisions regarding job family and zone assignment may not be appealed through the formal grievance process.

SALARY TERMINATION UPON DEATH

1.0 The approach described below is the established guideline for Managerial/Professional and Office/Service staff, concurrent with the procedures outlined in the Board of Regents Bylaws.

2.0 Upon Death, the salary of a full-time academic-administrative staff member shall terminate at the end of the month in which the death occurs. Provided, however, that this provision in no way abrogates the right to receive salary earned, but not yet paid because of the method of prorating academic-year salaried over a 12-month period.

3.0 Consequently, upon Death

3.1 Members of the Managerial and Professional staff shall have their salary terminate at the end of the month in which the death occurs.

3.2 Members of the Office and Service staff shall have their pay terminate at the end of the two-week pay period in which the death occurs.

4.0 It is the responsibility of each campus Human Resource Office to process salary terminations and payout upon death according to the above guidelines.

SHIFT DIFFERENTIAL PAY

1.0 A shift differential of up to ten (10) percent of base rate may be paid to eligible employees scheduled to work on the evening or night shift. This differential is intended to provide additional compensation for working during a generally less desirable time period.

1.1 Staff nurses on the third shift may receive shift differential of up to 15 (fifteen) percent.

2.0 A shift differential shall not be considered part of an annual salary rate or hourly rate; but shall be subject to federal and state deductions.

3.0 Only those employees eligible for overtime compensation are eligible to receive a shift differential (see Overtime Compensation policy).