

University of Nebraska

Employee Policies and Practices

Introduction

As an employee of the University of Nebraska, you should become familiar with all personnel policies. The following information does not cover every policy or procedure but rather it simply summarizes some of the key points each employee should understand.

As you review these policies, you should keep in mind several basic concepts. First, our relationship as employer and employee is based on mutual respect and consent, and therefore, will continue only as long as both parties find the relationship to be satisfactory. Accordingly, you are free to terminate your employment with proper notice whenever you feel it would be in your best interest to do so. In turn, the University reserves the right to terminate employment whenever, in its discretion, it is felt necessary to do so. This is known as employment "at-will," and all of the policies are subject to this overriding principle.

Second, these policies cannot possibly describe every circumstance that might arise, and therefore, should be considered only summaries for your convenient reference. They are not a contract, and the University reserves the right to exercise its discretion when interpreting and applying these policies, and to modify the policies at any time.

Finally, because these policies are summaries only, there will be other documents containing more complete rules and requirements to which you will need to refer from time to time. This especially applies in the case of certain benefits, which are governed by insurance policies and other written benefit plans. Do not rely exclusively on the policies outlined with respect to any specific benefit plan. All benefit descriptions in these policies are subject to the terms of the benefit plan itself, and the employee meeting whatever eligibility requirements qualifications and conditions are set forth in the insurance policy or benefit plan, and it is your responsibility to be sure that you understand those provisions.

If you have questions regarding any of the policies, or need more information on any subject, please contact your supervisor, your department head, or the Human Resource department on your campus.

Crisis Leave Sharing Policy

The Crisis Leave Sharing Policy can provide some assistance to employees who may experience an unexpected family crisis that requires an employee's absence from the workplace. Central Administration 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.

Regular employees may donate up to three (3) accumulated vacation days per calendar year. Donations to the crisis leave pool will be accounted for on the basis of the leave donated, rather than the dollar value of the days donated. Employees may not donate vacation leave that would otherwise have been lost under applicable University policy. Crisis leave may not be donated in units of less than one full day (eight hours).

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

1. serious illness of the employee or the employee's spouse;
2. serious illness of the employee's child or parent, or a person bearing the same relationship to the employee's spouse; or
3. an extraordinary circumstance involving a personal crisis that is not health related.

For crisis leave bank procedures and donation or application forms; contact your Human Resources administrator.

Equal Opportunity Policy

Equality for Everyone Means Quality for All

The University of Nebraska declares and reaffirms a policy of equal education and employment opportunities, affirmative action in employment, and nondiscrimination in providing its services to the public.

Equal Employment Opportunity

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, national or ethnic origin, age, disability, marital status, veteran's status or individual characteristics other than qualifications for employment, quality of performance of duties, and conduct related to employment in accord with University policies and rules and applicable law.

Sexual Harassment Policy

The University of Nebraska reaffirms that all women and men - administrators, faculty, staff and students- are to be treated fairly and equally with dignity and respect. Any form of sexual harassment is prohibited.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing,
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working/academic environment.

Sexual harassment will not be condoned in the work place or outside of the work place if such acts affect the work environment or student/teacher relationship.

Standards of Conduct for Employees and Students Regarding Alcohol and Drugs

The illegal possession, use or distribution of drugs or alcohol by students and employees is a violation of University rules as well as State and Federal laws. The Board of Regents of the University of Nebraska has directed officers of the University to cooperate with State and Federal agencies in the prevention of drug abuse. See Board of Regents of the University of Nebraska, Minutes, Vol. 29, pp. 90-91 (September 12, 1967). In satisfaction of this mandate and in order to fulfill its obligations under the Drug Free Workplace Act of 1988, 41 U.S.C. 701 and the Drug Free Schools and Communities Act of 1989, 20 U.S.C. 1145g, the University has formulated standards of conduct for both its employees and its students which prohibit the following acts:

1. use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia on University premises or while on University business or at University activities, or in University supplied vehicles either during or after working hours;
2. unauthorized use or possession or manufacture, distribution, or sale of a controlled substance as defined by the Federal Controlled Substances Act, 21 U.S.C. 801 et seq., or Nebraska Drug Control Laws, Neb. Rev. Stat. 28-401 et seq., on University premises, or while engaged on University business or attending University activities, in University supplied vehicles, either during or after working hours;
3. unauthorized use, manufacture, distribution, possession or sale of alcohol on University premises or while on University business or at University activities, in University supplied vehicles, either during or after working hours;
4. storing in a locker, desk, vehicle, or other place on University owned or occupied premises, any unauthorized controlled substances, drug paraphernalia or alcohol;
5. use of alcohol off University premises that adversely affects an employee's or student's work or academic performance, or an employee's or student's safety or the safety of others;

6. possession, use, manufacture, distribution or sale of illegal drugs off University premises that adversely affects the employee's work performance or the student's academic performance, or an employee's or student's safety or the safety of others;
7. violation of State or Federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substances or drug paraphernalia;
8. in the case of employees failure to notify an employee's supervisor of an employee's arrest or conviction under any criminal drug statute as a result of a violation of law which occurs at the University of Nebraska workplace.

[The Standards of Conduct were approved by the Regents in 1990. See Board of Regents of the University of Nebraska, Minutes, Vol. 55, p. 205 (October 12, 1990).]

Salary Administration

Annual Salary Increases

Salary increases are normally awarded annually in accordance with guidelines adopted by the Board of Regents. University pay rates for Office/Service and Managerial/Professional employees are based on classification and compensation programs approved by the Board of Regents.

Position Classification/Evaluation

Office/Service Employees:

The University of Nebraska has a classification system which applies to Office/Service positions. The primary purpose of this system is to ensure equal pay for equal work. The primary factors used to determine the classification of a position are the duties performed and the level of responsibility assigned to the position. The classification of a position determines the salary grade to which it is assigned.

If the employee feels their position may not be classified correctly, they need to contact their supervisor or the campus Human Resource Office for the correct procedure to follow. _____

Managerial/Professional Employees:

Each Managerial/Professional position is evaluated individually and assigned to a salary grade based on the duties and responsibilities of the job, as well as the qualifications required. _____

Transfer and Promotion

The University of Nebraska strives to make the best use of the experience and abilities of its employees. A means of applying for promotions and transfers within the University is provided which allows employees to have a voice in their own career development.

Transfers may be made because of improvement in organizational effectiveness, change of programs, creation or cancellation of programs, increased workload, promotion, or any valid reason for the benefit of the University or the employee.

Demotion

Employees may be demoted for reasons that involve unsatisfactory work performance or work habits, a reduction in force, or a personal request and will result in a minimum of at least one (1) percent reduction in pay. For demotions that are involuntary, the employee may appeal through the appropriate grievance procedure.

Overtime

If an Office/Service employee (whether part-time or full-time) works more than 40 hours in one week, they will receive overtime compensation. This may be in the form of overtime pay or compensatory time, both granted at one-and-one-half hours for every hour worked above 40 hours.

If an employee was hired after April 1, 1986, the giving of compensatory time in lieu of overtime pay requires a written agreement. If no written agreement exists, payment will be required for all overtime work. This written agreement may be a perpetual one-time agreement or a case-by-case agreement.

If an employee was hired before April 1, 1986, no written agreement is required. If an employee works overtime, they will receive pay or compensatory time at the discretion of their department.

Because it results in an obligation for additional compensation, the employee will need to have the prior authorization of their supervisor before working overtime hours.

The payment of overtime compensation does not apply to Managerial/Professional employees. Managerial/Professional positions are considered professional, executive or administrative in nature, and by custom in business, industry and other institutions of higher education are normally exempt from receiving overtime pay and may require an individual to work extra and irregular hours. Acceptance of such a position constitutes the employee's acknowledgement that such requirement is an obligation to the University of Nebraska as an employee.

Accumulation and Use of Compensatory Time

Accumulation of compensatory time is at the campus discretion. Please contact the campus Human Resource Office for additional information.

Accumulated compensatory time must be used or paid out before the effective date of a leave of absence without pay.

Accumulated compensatory time must be used or paid out prior to the effective date of a promotional salary increase and/or prior to transfer to another department.

If an employee resigns from their position, they are entitled to payment for all unused compensatory time at a rate not less than the average regular rate received during the last three years of their employment or the final regular rate received, whichever is higher.

Employees will be permitted to use their compensatory time within a reasonable time after they request its use so long as it does not unduly disrupt their department's operations. In any case, employees must have their supervisor's approval before using compensatory time. If employees believe approval is unreasonably denied, they may contact their campus Human Resource Office.

Shift Differential

A shift differential not exceeding 10 percent of the base rate may be paid to eligible employees working four or more hours of the workday outside normal hours. This differential is intended to provide additional compensation for working during a generally less desirable time period. Only those employees eligible to receive overtime compensation are eligible to receive a shift differential. The shift differential is paid only for hours worked and is not paid to employees when on paid leave (e.g. vacation, sick, holiday, etc.).

Job Performance

Employee Conduct

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

Employment at the University of Nebraska [campus] has been evaluated and designed so that the duties are commensurate with the assigned FTE. For example, a 1.00 FTE assignment provides duties which will completely occupy a full-time employee (normally 40 hours per work week on an ongoing basis). Therefore, attendance at work must be reliable, predictable, regular and prompt. Such attendance is essential to the performance of any University position. Notwithstanding the leave benefits offered to University employees, unpredictable attendance, habitual tardiness and absenteeism are

considerations in the evaluation of performance and are cause for discipline, including termination. Unpredictable attendance is particularly detrimental to planning and organizational efficiency and co-worker morale. As such, it is the employee's responsibility to notify his or her supervisor of requested leave as promptly as possible. Nothing in this paragraph shall be construed to prevail over the requirements of state or federal law.

Supervisors may take corrective measures or impose disciplinary actions, up to and including discharge, 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.

Types of disciplinary action may include verbal warning, written warning, suspension without pay, demotion, and discharge. The type of disciplinary action will be determined by the nature, severity, and effect of the problem, by the type and frequency of previous problems, by the period of time elapsed since a previous problem, and by any circumstances relevant to the problem. Written records will be kept regarding disciplinary actions taken and will be maintained in the employee's personnel file.

Any regular employee (i.e., an employee who is not on probation) disciplined under this policy may appeal through the grievance procedure established by the campus.

While the University values diversity of opinion and freedom of expression, discretion in the style of dress can be important to the effective operation of each operating unit. Individuals are therefore expected to dress in a manner in keeping with their job functions and working environment. Questions regarding appropriate dress should be taken to your immediate supervisor.

Probationary Period

All newly hired regular Office/Service employees are placed in a six-month probationary status. During this time, supervisors will work closely with employees, evaluating their performance and suitability for the position. All employees are formally evaluated at the end of this period to determine their proficiency in their position and acceptability as a University employee. After satisfactory completion of the probationary period, they will automatically become a regular employee of the University of Nebraska. Should employees fail to successfully complete the probationary period, they may be terminated or the probationary period may be extended for up to an additional six months. No more than one extension may be granted.

All new Managerial/Professional employees may serve a probationary period at the discretion of the hiring supervisor.

Performance Evaluations

Managerial/Professional:

A written evaluation concerning the overall performance of each Managerial/Professional employee will be prepared at least once a year by the employee's immediate supervisor. The evaluation will cover the employee's performance, professional development, and job-related knowledge.

Office/Service:

Following the initial probationary evaluation, Office/Service employees will be evaluated on an annual basis. Emphasis is given to satisfactory performance of assigned duties.

All employees have the opportunity to see all written material submitted in support of their evaluation and have an opportunity to respond in writing. Evaluations are kept in the employee's personnel file.

Employee Absences

Civil Leave

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

The specific instances for which civil leave will 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, or election board duty. Employees will retain any compensation paid to them in carrying out such civic service.

Civil leave will 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 time or may have such time treated as a leave of absence without pay.

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.

Military Leave

- **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. §SS-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 obligation 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 that 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 than 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**

- **5.1 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.

- **5.2 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.
- **5.3 Other Insurance**
Long Term Disability coverage may not continue during military leave. Continued participation in reimbursement accounts is permitted.
- **5.4 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.

Funeral Leave

When necessary, up to five consecutive work days of funeral leave may be granted in the event of death within the employee's immediate family. For this purpose, immediate family shall include: wife, husband, children, grandchildren, parents, grandparents, brother, sister, daughter-in-law, son-in-law, guardian, ward, stepfather, stepmother, stepchildren, or persons bearing the same relationship to the spouse of the employee.

For persons not defined as immediate family, up to one day of funeral leave may be granted at the discretion of the employee's supervisor.

Funeral leave is not charged to sick leave or vacation leave.

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.

University staff is eligible for paid leave for such absences under the provisions of the applicable leave policy. 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 postpartum 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.

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

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.

Adoption Leave

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.

[Adoption Leave Request Form](#)

Any parental leaves taken in accordance with the above parental leave policies are, by definition, related to qualifying events under the Family Medical Leave Act (FMLA), and will therefore be considered part of the twelve week FMLA leave period.

Sick Leave

Sick leave means the period of time during which the employee is incapacitated or unable, due to illness or injury, to perform the regularly assigned duties of his or her position. The period of time will begin and end when medically indicated to the satisfaction of the appropriate supervisor and/or administrative office. Disability absences caused or contributed to by pregnancy, childbirth, and recovery are considered to be sick leave.

Eligible employees may choose to take any available sick leave balance for all or part of the unpaid Family/Medical Leave under certain circumstances. (See below.)

Office/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.

Yr. of Continuous Employment	No. of Hours Accrued per Mo.	No. of Hours Accrued per Yr.	No. of Days Accrued per Yr.	Hours per Day
1st -5th year	8.00	96	12	0.26301
Beginning of 6th yr.	11.33	136	17	0.37260
Beginning of 7th yr.	12.00	144	18	0.39452
Beginning of 8th yr.	12.67	152	19	0.41644
Beginning of 9th yr.	13.33	160	20	0.43836
Beginning of 10th yr.	14.00	168	21	0.46027
Beginning of 11th yr.	14.67	176	22	0.48219
Beginning of 12th yr.	15.33	184	23	0.50411
Beginning of 13th yr.	16.00	192	24	0.52603
Beginning of 14th yr.	16.67	200	25	0.54795
Beginning of 15th yr.	17.33	208	26	0.56986
Beginning of 16th yr.	18.00	216	27	0.59178
Beginning of 17th yr.	18.67	224	28	0.61370
Beginning of 18th yr.	19.33	232	29	0.63562
Beginning of 19th yr. and all following years	20.00	240	30	0.65753
Maximum Accrual		1440	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 for up to 1,440 hours, or 180 working days. **Accrued leave in excess of 1,440 hours will be adjusted back to the 1,440 hours at the end of each calendar year, upon retirement, and upon death of an Office and Service employee.**

- 2.4 Office and Service employees who retire shall be paid 1/4 of their unused accrued sick leave **(360 hours maximum)** with the rate of payment equal to the regular rate of pay at the time of retirement.
- 2.5 Upon the death of an Office and Service employee, the beneficiary shall be paid 1/4 of the unused accrued sick leave **(360 hours maximum)** with the rate of payment equal to the regular rate of pay on the date of death.
- 2.6 Office and Service employees transferred from one department or campus to another shall have their accrued sick leave transferred to the receiving department or campus.
- 2.7 Office and Service personnel who transfer from employment with the State government or State colleges shall accrue sick leave at a rate based on the hiring date or service date with the organization from which they are transferring. In addition, such Office and Service personnel shall be credited with all unused sick leave accrued while an employee of the State government or the State colleges.

3.0 Sick Leave Use.

- 3.1 Sick leave means the period of time that the employee is incapacitated or unable, due to illness or injury, to perform the regularly assigned duties of his or her position. The period of time shall begin and end when medically indicated to the satisfaction of the appropriate administrative officer.
- 3.2 Paid sick leave means a period of time that the employee is paid his or her regular salary during a period of illness or injury. The period of time shall begin and end as stated in subsection 3.1.
- 3.3 Disability absences caused or contributed to by pregnancy, childbirth and recovery there from are considered to be sick leave, and shall be governed by the provisions of the Parental Leave Policies (Policy Number 7450). The period of time shall begin and end as stated in subsection 3.1.
- 3.4 One hour of sick leave shall be consumed for each working hour of absence due to illness or injury. Absence due to illness or injury, which is more than the amount of accrued sick leave, may be charged to accrued vacation leave by written mutual agreement between the employee and the appointing authority.
 - 3.4.1 When all accumulated sick leave and vacation 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.
 - 3.4.2 When all accrued sick leave and vacation leave are consumed and/or advanced, an employee may, upon written request, be granted sick leave without pay. A period of sick leave without pay normally shall not exceed one

year. It shall not be extended beyond that period unless there are exceptional, mitigating circumstances.

- 3.5 Employees on Leave Without Pay, Suspension, or Layoff shall not accrue sick leave during that time.
- 3.6 Sick leave, up to a maximum of five (5) working days per illness, maybe granted when illness of or injury to a member of the immediate family residing in the household 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.
- 3.7 Vacation days or University holidays that may fall within the period of paid sick leave shall not be counted as days to be subtracted from sick leave.
- 3.8 The allowance of sick leave for any purpose under this policy shall be subject to the right of the University to require satisfactory evidence of illness or injury including the certification of an attending physician in the case of the employee or a member of his or her immediate family. Sick leave allowance shall be at the discretion of the University.
- 3.9 Any leaves taken pursuant to this policy may be considered to be qualifying events under the federal Family Medical Leave Act and the Family Medical Leave Policy approved by the Board.
- 3.10 The rate at which an employee accrues sick leave shall be computed from the service date and adjusted by breaks in service if such break in service is less than three years.

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, prorated for part-time employees. Employees shall reimburse the University for any used, unearned sick leave upon separation.
- 2.1 Whenever a member of the Managerial-Professional staff who has completed two years service is temporarily disabled due to illness or accident, such staff member, upon approval of the Chancellor or President, shall be paid his or her regular salary during the period of such disability but not to exceed a period of six months less:

- 2.1.1 The amount he or she has received during such time as workers' compensation; and
- 2.1.2 Unless used for purposes of Parental Leave as provided under Policy Number 7450, 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.
- 2.2 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 Policies (Policy Number 7450).
- 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.

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 and balanced annually.
- 1.2 Vacation leave not used within one calendar year following the year in which time accrued shall be lost.
- 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), prorated 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 twelve (12) workdays of vacation during each of the first two (2) years of employment, eighteen (18) workdays during the third through the fifth year of employment, and twenty-four (24) workdays during each year thereafter.

3.0 Office and Service Staff - Office and Service employees shall earn vacation according to the following schedule

Years of Employment	Hours per Month	Hours per Year	Days per Year	Hours per Day
1st through 5th year	8.00	96	12	0.26301
Beginning of 6th yr.	10.00	120	15	0.32877
Beginning of 7th yr.	10.67	128	16	0.35068
Beginning of 8th yr.	11.33	136	17	0.37260
Beginning of 9th yr.	12.00	144	18	0.39452
Beginning of 10th yr.	12.67	152	19	0.41644
Beginning of 11th yr.	13.33	160	20	0.43836
Beginning of 12th yr.	14.00	168	21	0.46027
Beginning of 13th yr.	14.67	176	22	0.48219
Beginning of 14th yr.	15.33	184	23	0.50411
Beginning of 15th yr.	16.00	192	24	0.52603
Beginning of 16th yr. and all following years	16.67	200	25	0.54795

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 eighteen (18) work days or

twenty-four (24) workdays per year 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 may be granted in order to recognize prior related work experience.
- 6.3 If eighteen (18) workdays of vacation are granted during the first year of employment, the employee shall earn twenty-four (24) vacation days beginning with the fourth year of employment.

Leave of Absence Without Pay

Due to extenuating circumstances, regular employees may be granted a leave of absence without pay for a maximum of one year. A leave of absence will be granted only when it is in the best interest of the University. Upon return from leave, the employee will be entitled to the same or comparable position with the department granting the leave.

Paid Holidays

The University of Nebraska recognizes 12 legal holidays which will be provided to all regular staff. Seven are scheduled and the other five are announced by the President according to the University's calendar. Scheduled holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Day.

To receive pay for holidays, regular employees must be in a pay status, which may include some form of leave with pay, on the workday immediately preceding and the workday immediately following each holiday, unless excused by their department. Generally, holidays that fall on Saturday will be observed the preceding Friday; holidays that fall on Sunday will be observed the following Monday.

All regular part-time employees are eligible for paid holidays on a basis proportionate to their full-time equivalency.

Temporary employees are not eligible for holiday pay. Temporary employees who are required to work on a holiday will be paid for the time worked at their normal rate of pay.

Hourly-paid employees required to work on a paid holiday will be paid for the hours actually worked plus pay for the holiday or, with advance approval, they may take another day off with pay at a later agreed upon date. An employee who is being paid by Worker's Compensation and is using sick and/or vacation leave will receive holiday pay during the period of absence proportionate to the amount of sick leave or vacation leave being used.

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.

Separations

Resignation and Dismissal

Office/Service and Managerial/Professional employees shall not have a property interest in continuing employment except and only to the extent of (1) the advance notice prescribed below which the University is required to give to terminate the employment relationship, or (2) the term stated in a written appointment to a position or a written

contract of employment, whichever is longer. 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, regular Office/Service and Managerial/Professional employees are considered employees at will, and either the University or the employee may terminate the employment relationship upon giving the advance notice provided below.

Office/Service:

Regular Office/Service employees who voluntarily terminate their employment shall give at least two weeks advance notice to the University. In absence of a written appointment to a position or a contract of employment providing otherwise, the University may dismiss regular Office/Service employees by giving at least two weeks advance written notice of termination, except in cases of termination for cause, in which case termination of employment by the University may occur immediately, or with less than two weeks notice.

Managerial/Professional:

Employment of regular Managerial/Professional employees will terminate in accordance with the time stated in writing in an appointment to a Managerial/Professional position or in a written contract of employment. If no termination date is stated in a written appointment or written contract of employment, employment may be terminated by either party giving the other party at least ninety days advance written notice of termination, except in cases of termination for cause, in which case termination of employment by the University may occur immediately or with less than ninety days notice.

Additional Exceptions to Notice Requirements

Additional exceptions to the foregoing notice requirements for termination of employment of both Office/Service and Managerial/Professional employees are as follows:

- An employee on original probation may be dismissed without advance notice.
- A temporary or on-call employee may be dismissed without advance notice.
- At the discretion of the department an employee may be granted pay in lieu of the required notice in cases of termination of employment by the University. An employee granted pay in lieu of notice will not accrue sick leave or vacation leave for the period during which the employee is not working.

Pay for unused vacation leave will be added to the final paycheck.

Retirement

The most common retirement age for all members of the University staff is 65 years; however, there is no mandatory retirement. Employees may retire at age 55, after ten years of service with the University. An employee also may retire prior to the normal retirement age because of a physical or mental disability which prevents the employee from satisfactorily performing work, such disability retirement to be approved by the Board.

Resignation Dates and Holidays and Leaves

Except for separations due to retirement or disability, the last day worked will be the resignation date. Employees may not use vacation or sick leave to be paid for a holiday occurring after the last day worked. Payment for accrued vacation will be included in the final paycheck.

Return Of University Equipment

Prior to separation, you must return to your department your staff identification card, keys, and all other University property.

Payroll Information

Paychecks

University Office/Service employees are paid biweekly on Thursdays.
Managerial/Professional employees are paid on the last workday of the month.

Paychecks may be deposited directly to an employee's bank checking and/or savings account. If, through no fault of the employee, a paycheck is delayed and this results in hardship, the employee should contact his or her supervisor for help.

Pay Deductions

Deductions from your paychecks are classified as voluntary and mandatory.

Voluntary Deductions: Deductions that start by an employee enrolling in an insurance plan, a savings bond program, credit union account, etc.

Mandatory Deductions: There are four mandatory deductions made from a paycheck. These are:

1. Federal Income Tax. The amount withheld for federal income tax is based upon current gross salary, marital status, and the number of exemptions claimed. A W-2 form indicating the total wages paid and taxes withheld

will be issued at the end of each tax year for use in preparing income tax forms.

When employees leave the University, they should always indicate a forwarding address so that the W-2 form can be mailed directly to them.

2. State Income Tax. The amount withheld for state income tax is based upon current gross salary, marital status, and the numbers of exemptions claimed.
3. FICA and Medicare. Withholdings for Social Security and Medicare are based upon a percentage of gross pay and a maximum wage base that is established for each calendar year. The amount withheld is matched by an equal amount from the University and is contributed to the employee's account in the Social Security System.
4. Retirement. Deductions for retirement are mandatory at age 30 with two years of service. The amount deducted depends on the retirement tier selected by the employee.

Conflict of Interest

No employee of the University may engage in any activity which in any way conflicts with his/her duties and responsibilities at the University of Nebraska. No employee may hire or supervise a member of his/her immediate family without the expressed written consent of the Board of Regents.

Outside Employment and Professional Activities

Pursuant to Section 3.4.5 of the Bylaws of the Board of Regents, full-time, regular, professional employees may engage in professional activities outside the University as a means of broadening their experience and keeping abreast of the latest developments in their specialized fields, provided these activities do not interfere with their regular duties at the University or represent a conflict of interest. Employees may not accept employment outside of the University unless the following conditions are met:

1. There is no interference with the performance of duties at the University.
2. There is no conflict of interest or appearance of conflict of interest as a result of the outside employment.
3. The employee obtains approval of the outside employment if required by Section 3.4.5 of the Bylaws of the Board of Regents.

The Bylaws require full-time professional employees to secure approval of the appropriate administrative officers and the President and, under certain conditions, the approval of the Board of Regents prior to engaging in said activities.

Approval of the Board of Regents is required before full-time professional employees may:

- (A) Accept retainer fees or other remuneration on a permanent or yearly basis as professional consultants.
- (B) Accept professional employment requiring more than an average of two days per month during the period of their full-time employment.
- (C) Charge fees for work performed in University buildings with University equipment and materials.
- (D) Provide professional services for remuneration to departments or agencies of state government.

An application form for permission to engage in outside employment should be completed prior to accepting any such activity. These forms are available from the campus Human Resource Office.

Employee and Dependent Scholarship Programs

A. Employee Scholarship Program

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

1. Eligibility for Employee Scholarship Program
 - a. All regular full-time (1.00 F.T.E.) employees of the University are eligible to apply.
 - b. All retired employees of the University who have met the normal retirement regulations are eligible to apply.
 - c. Employees must be admitted students of the University and must have met all normal academic requirements for the courses taken.
 - d. The Employee Scholarship Program is not available to employees on leave of absence without pay.
 - e. The Employee Scholarship Program is not available to employees whose anticipated employment period is less than six months.
2. Terms and Conditions
 - a. The granting of employee scholarships is subject to openings in the specific classes in which the employee intends to enroll. If the reduction or withdrawal of this privilege is necessitated by the lack of funds, such reduction or withdrawal shall apply to all classes of employees on a University-wide basis, and timely notice of this action shall be provided to all employees.
 - b. The Employee Scholarship Program applies only to academic credit courses being offered at any unit of the University of Nebraska. These courses may be taken for credit or audit.

- c. The University of Nebraska Employee Scholarship Program shall provide tuition equal to the University's resident tuition charge per semester credit hour.
 - d. Employees whose applications have been approved shall pay all normal admission and matriculation fees, including lab fees and course fees, but not UPPF fees. Employees shall also pay all usual course-related costs such as books and supplies.
 - e. The Employee Scholarship Program is limited to no more than fifteen (15) credit hours in any 12-month period (August through July) and is normally restricted to no more than six (6) credit hours per semester.
 - f. 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.
 - g. Employees will be billed for their tuition if they resign from University employment and the effective date of resignation occurs during the first thirty (30) days after classes have commenced.
3. Class Attendance
- a. Normally, employees taking advantage of the Employee Scholarship Program will enroll in classes held during non-working hours.
 - b. If the course(s) is (are) not scheduled during non-working hours, the employee's hours may be rearranged, with the appropriate approvals, to accommodate enrollment.

B. 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 Employee Scholarship Program employment eligibility conditions may elect to transfer all or part of their employee scholarship benefit to their spouse or to their dependent children. The following provisions shall apply to the Dependent Scholarship Program:

1. Definitions

The following definitions shall apply to the Dependent Scholarship Program:

- a. Spouse shall be an employee's husband or wife, as recognized by the laws of the State of Nebraska.
- b. Dependent child shall mean any naturally born child, legally adopted child, 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 (claimed as a dependent for tax purposes).

2. Eligibility for Dependent Scholarship Program

- a. All regular full-time (1.00 F.T.E.) employees of the University who meet the employment eligibility requirements of the Employee Scholarship Program may transfer up to a total of fifteen (15) credit hours per year (August through July) to their spouse or to any dependent child at tuition equal to the University's resident tuition charge per semester credit hour at the campus of attendance.
 - b. The Dependent Scholarship Program is only available to an employee's spouse or any dependent child who is an admitted student of a University of Nebraska campus and who has met all normal academic requirements for the course(s) taken. Full-time student enrollment status is required for a dependent child to be eligible, but not for a spouse. An affidavit will be required to document the status of dependent children. The University reserves the right to request copies of tax returns and or other supporting documentation.
 - c. All retired employees of the University who have met the normal retirement regulations may apply the dependent scholarship program to their spouse or to their eligible dependent children.
3. Terms and Conditions
- a. The Dependent Scholarship Program will be limited to undergraduate academic credit courses at any campus of the University of Nebraska.
 - b. 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 (e) below.
 - c. 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.
 - d. The maximum total number of credit hours that may be transferred by an employee to one or more dependents will be the equivalent of fifteen (15) semester credit hours in any 12 month period (July through August) and is restricted to no more than nine (9) credit hours per semester.
 - e. 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.
 - f. Employees will be billed for their dependent tuition if they resign from University employment and the effective date of resignation occurs during the first thirty (30) days after classes have commenced.

Outstanding Employee Award

The Office of the President has established an award for "outstanding" employees in the University of Nebraska. Employees are encouraged to nominate co-workers who deserve special recognition.

Individuals nominated should meet five criteria:

- Shows consistent high quality of work/performance
- Inspires a "teamwork" attitude
- Makes a marked contribution to employee morale
- Illustrates sound judgment in daily decisions
- Makes contributions beyond work assignments

Nominations must be received on or before the first Monday of February, April, June, August, October and December. Winners will be honored at Regents' Meetings.

University Administration Inclement Weather Policy
(updated December 11, 2007)

The decision to close University Administration offices in Varner Hall because of inclement weather will be made by the President or his or her designee.

Every effort will be made to reach a decision by 5 a.m. and to notify employees shortly thereafter if University Administration offices will be closed. Whenever possible, a message will be sent via e-mail to employees on their university accounts, the closing will be posted on the University of Nebraska's web site at <http://www.nebraska.edu>, and a recording will be left on the Varner Hall main telephone number (402-472-2111).

Safety and welfare should be the factors that guide an employee's decision about whether to report to or remain at work during inclement weather. If University Administration offices remain open and an employee is unable to report to work or requests to leave work early, he or she will be required to use accrued vacation leave, earned compensatory time, or leave without pay for the work hours missed. If appropriate, supervisors may authorize employees to work from a location other than Varner Hall or grant employees the option to make up the missed time within the pay period.

In the event University Administration offices are closed, employees will receive bad weather leave. Selected positions within the Computing Services Network, designated by the Chief Information Officer, will be expected to report to or remain at work even when a weather closedown has been announced. These employees will be paid for the hours worked and in addition will receive administrative leave at a future date or compensation at their regular rate of pay for the closedown hours.

University Administration employees who work at a campus location will follow the closedown notification for that campus. Decisions to close due to weather are made independently by each campus. Employees of UNK, UNL, UNMC, and UNO, should check their campus's website for notice of closings.