

State of Nebraska



Human Resources Policies and Procedures Manual

Human Resource forms and an electronic copy of this manual
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All forms found in this manual can be located on the HR website at
www.das.state.ne.us/personnel/hrcentral.

State of Nebraska
Administrative Services

Human Resources Policy and Procedures Manual
Statement of Understanding

I, _____, have received a copy of the Administrative Services Human Resources Policy and Procedures Manual.

I understand it is my responsibility as an Administrative Services employee to read and understand the policies. If I have any questions concerning this policy, I should ask my immediate supervisor, Division Administrator, or representative(s) from the Administrative Services Human Resources Office.

I understand that all Administrative Services employees will be covered by these policies unless otherwise addressed within certified collective bargaining agreements.

I understand employees subject to certified collective bargaining agreements as prescribed in state statutes 81-1373 and 81-1374 are not covered by these rules to the extent that wages, hours, and other terms of conditions are provided for by the contract.

I understand the Director of Administrative Services reserves the right to change policies covered in the manual at any time.

SIGNATURE

DATE

I understand this statement of understanding will be placed in my personnel file.

WELCOME TO ADMINISTRATIVE SERVICES

The vision and mission of Administrative Services, is that through innovative people, processes and technology, Administrative Services continuously sets the standard for excellence and accountability. Therefore, Administrative Services employees work cooperatively to provide quality services to our customers and support the effective, efficient operation of state government.

Administrative Services has a workforce of approximately 560 employees. Every Administrative Services employee performs an important job in providing essential services to other State agencies and to the citizens of Nebraska.

The purpose of the Administrative Services Human Resources Policies and Procedures Manual is to identify responsibilities, policies and procedures of the Department and to establish uniform and consistent policies and procedures where agency discretion is allowed. The authority to implement Administrative Services Human Resource Policy and Procedure Manual is granted through the State Personnel Classified Rules and Regulations and the NAPE/AFSCME Labor Contract.

The Administrative Services Director has the final responsibility for determination and revision of these policies and procedures. The development of the Human Resources Policies and Procedures Manual has been done in accordance with the Administrative Services Equal Employment Opportunity Policy and with the review and consultation of the Department's managerial staff.

The Administrative Services Human Resources Policies and Procedures Manual is available for review on the Administrative Services Human Resources website at:
www.das.state.ne.us/personnel/hrcentral.

If you have any questions or concerns about the information in this manual, please contact your supervisor or the Administrative Services Human Resources Office.

This manual does not create a contract, expressed or implied, and does not guarantee employment for any definite period of time. This manual supersedes any previous manual or unwritten policy.

Thank you for choosing Administrative Services as your employer.

Carlos Castillo, Jr., Director
Administrative Services

Chapter 1 - Employee Professional Conduct

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## **1.01 Code of Conduct**

Administrative Services employees will perform all working roles, relationships, and responsibilities of employment in a professional manner. All persons are entitled to expect Administrative Services employees to be honest, trustworthy and respectful, and to take responsibility for upholding these standards of behavior. Administrative Services employees will conduct themselves according to these standards:

- Work to achieve and maintain proficiency at assigned duties.
- Ensure that personal relationships do not influence professional decisions, and avoid even the appearance of impropriety, bias, or conflict of interest.
- Immediately report to supervisors any situation where a conflict of interest could be perceived.
- Personal appearances and work places portray professional standards.
- Maintain constructive oral and written communication with internal and external customers.
- Abide by state and federal laws and by the rules and regulations that cover their employment. Employees charged or convicted of any state and/or federal offense(s) or that have any charges or conviction(s) related to their duties they perform, will report the charges or convictions to their immediate supervisor during their next work shift.
- Understand that all work products developed on work time belong to the State of Nebraska, and will not accept any outside financial gain or benefit from work products developed.

## **1.02 Gifts**

Administrative Services employees may not solicit or accept gifts based upon an understanding or agreement that their official action would be influenced thereby. No employee will accept any gift of value (\$25.00 or more) from anyone having business with the state. Nebraska State Statute 49-1423 defines gift as a payment, subscription, advance, forbearance, rendering, or deposit of money, services, or anything of value, unless consideration of equal or greater value is given therefore. Gifts will not include a campaign contribution otherwise reported as required by law, a commercially reasonable loan made in the ordinary course of business, a gift received from a relative, a breakfast, luncheon, dinner, or other refreshments consisting of food and beverage provided for immediate consumption, or the occasional provision of transportation within the State of Nebraska. Administrative Services divisions may have specific statutes that address acceptance of gifts. Information related to these statutes will be shared with employees of these divisions.

## **1.03 Confidentiality**

Employees of Administrative Services may have access to confidential information specific to their work area. As a matter of policy and professional integrity, it is essential that confidential information not be disclosed to other individuals or organizations in or outside of state government unless they have a right to this information in accordance with state and federal laws. Although individuals or organizations may have a right to this information, Administrative Services employees will not disclose confidential information and will forward requests to their immediate supervisor.

## **1.04 Conflict of Interest**

An employee with a potential conflict of interest will notify, in writing, his or her immediate supervisor and the Nebraska Accountability and Disclosure Commission. The written notification will describe the potential conflict of interest:

- 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.
- An employee who has an actual conflict of interest as determined by the Nebraska Accountability and Disclosure Commission will take such steps as the Commission will prescribe to remove himself or herself from the situation in which there is a conflict.
- Employees failing to resolve a conflict of interest, as prescribed in the procedures outlined by the Accountability and Disclosure Commission will be subject to disciplinary action.

### **1.05 Expectations of Employee Attendance**

Absenteeism and tardiness detract from Administrative Services' ability to conduct its mission, and cause undue burden and morale issues for those employees who must fill in for absent or tardy employees. Regular attendance is an essential requirement of each job in Administrative Services. It is an employee's responsibility to report to work promptly, as scheduled. Documented tardiness and unexcused absences may impact an employee's transfer or promotion opportunities and may lead to disciplinary action.

### **1.06 Dress and Personal Appearance**

Employees are expected to maintain an appropriate appearance in accordance with their own particular work area. Appropriate can be defined as casual, business casual, professional, uniforms required by a specific work unit or other style appropriate for the type of work performed and extent of customer contact. Division Administrators will be responsible for defining what is appropriate for their particular work area including the necessity for protective clothing related to safety sensitive jobs.

## Chapter 2 - Employment Rights

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2.01 Equal Employment Opportunity Policy

Administrative Services, in compliance with the Civil Rights Act of 1964 and related federal and state statutes and guidelines, will continue its policy to provide equal employment opportunity in all personnel actions.

It is the policy of Administrative Services to support, assure, and promote equal employment opportunities to all persons without regard to race, sex, color, national origin, religion, age, marital status, political affiliation or beliefs, or any physical or mental disabilities. This policy, and the commitment to provide equal employment opportunity, includes, but is not limited to, hiring, placement, upgrading, transfers, discipline, training, recruitment, terminations, benefits, and educational opportunities. Any employee whose actions cause Administrative Services to be in noncompliance with this policy will be subject to disciplinary action.

2.02 Reasonable Accommodations for People with Disabilities

Administrative Services will demonstrate good faith efforts to follow and promote the principles and provisions of this policy which will afford qualified people with disabilities access to employment, benefits, and services of Administrative Services. Administrative Services prohibits discrimination against a qualified individual with a disability in regard to equal employment opportunities, the job application procedures, the hiring process, advancement or discharge of an employee, employee compensation, job training, and other terms, conditions, and privileges of employment.

Administrative Services prohibits its employees from discriminating against a qualified individual with a disability in regards to public accommodations, participation in Administrative Services programs, or activities, and/or receipt from Administrative Services.

Administrative Services has a responsibility to provide reasonable accommodations to allow otherwise qualified persons with disabilities to participate in the workforce. This accommodation must be provided unless doing so would create an undue hardship for Administrative Services.

2.02.01 Disability Defined

An employee may be considered to have a disability if the employee has a physical or mental impairment that substantially limits one or more major life activities, if the employee has a record of such an impairment or if the employee is regarded as having such an impairment. Major life activities include things such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. Employees with disabilities are protected from discrimination. In addition, discrimination against an employee on the basis of association with a person with a disability is prohibited.

2.02.02 Employee Accommodations for a Disability

An employee may request an accommodation at any time. The supervisor may ask for medical information supporting the request from the employee's primary care physician or another appropriate source. Each request for accommodation will be examined on its own merits, and determinations will be made on a case-by-case basis in accordance with

Americans with Disabilities Act. Examples of reasonable accommodations include, but are not limited to:

- Changing the work environment or acquiring an adaptive device that allows a qualified person with a disability to perform the essential functions of the job.
- Job restructuring. The employee's abilities will be assessed in relation to the essential job duties required for the position. If it is determined the employee is unable to perform essential job duties, these duties may be redesigned, traded to another employee, or eliminated. Job restructuring may also include a change in the employee's shift, work week, or total hours worked.

Reassigning the employee to a vacant position, for which the employee is qualified and able to perform. The position must be at the employee's current or lower salary grade. Reassignment will be considered voluntary. The employee's medical status will be verified to ensure their ability to perform the essential duties.

2.02.03 Undue Hardship

An accommodation need not be provided if doing so would create an undue hardship to Administrative Services. If a supervisor receives a request for an accommodation, he/she will consult with the Division Administrator and the Administrative Services Personnel Administrator before issuing a decision. The nature and cost of accommodations, the impact on the operation to Administrative Services, and the overall financial resources of Administrative Services are factors in making an accommodation decision based on undue hardship.

2.02.04 Human Resources Contact

The Administrative Services Personnel Administrator will be responsible for policy compliance related to Administrative Services employees with a qualified disability. The Administrative Services Human Resources Office will develop procedures to investigate and address complaints about this issue and report any findings to Administrative Services Director for resolution.

Chapter 3 - Work Place Policies

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### **3.01 Drug and Alcohol Free Work Place Policy**

The State of Nebraska is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive workforce. To this end, the State unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs. To ensure worker safety and workplace integrity, the State of Nebraska prohibits the manufacture, possession, distribution or use of controlled substances in the workplace by its employees and by those who engage or seek to engage in business with the State.

Workplace means all property including, but not limited to, the offices, facilities, and surrounding areas; parking lots; storage areas; owned or leased vehicles and equipment wherever located, whether owned or leased, and whether or not they are in the control of the state. Any employee found violating this policy and/or convicted of violating any criminal drug statute while in the work place will be subject to discipline up to and including termination, and/or may be required to successfully complete an approved drug/alcohol abuse program sponsored by a private or governmental institution.

There will be no differentiation between someone who illegally uses drugs and someone who sells or distributes drugs. Any employee who gives, or in any way transfers, a controlled substance to another person, or sells or manufactures a controlled substance while on the job, while representing Administrative Services in an official capacity, or while in the workplace will be subject to the consequences listed above.

The term "controlled substance" means any drug listed in 21 U.S.C. 812, Neb. Rev. Stat. 28-401 et. seq. and other state or federal statutes or regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP and crack. They also include "prescription drugs" which have not been prescribed for the individual by a licensed physician.

Any Administrative Services employee will be required to report within five calendar days any criminal drug statute arrest(s) or conviction to his/her immediate supervisor. The supervisor will immediately report such conviction to the Division Administrator and to the Administrative Services Personnel Administrator. If the Administrative Services Division is a grantee of federal funds where this employee works, the Administrative Services Director, or designee, will notify the federal granting agency, if it is a requirement of the Federal grant and terms of the plan, after receiving notice of that employee's drug statute conviction.

### **3.02 Procedures for Policy Compliance**

All newly hired temporary and permanent employees of Administrative Services will receive a copy of this policy contained in the Administrative Services – Human Resources Policies and Procedures Manual during New Employee Orientation. A signed Drug and Alcohol Free Work Place Policy statement of understanding will be maintained in the employee's personnel file located within Administrative Services Human Resources. Training will include:

- Review of the Administrative Services Drug Free Workplace Policy.
- Health and safety dangers associated with drug and alcohol use.
- Dangers of drug abuse in the workplace.
- Availability of counseling and treatment services.

### **3.03 Reasonable Cause Testing**

Administrative Services employees may be subject to drug and alcohol testing when there is reasonable cause or suspicion to believe the employee is using, or under the influence, of a controlled substance or alcohol while on duty or on the workplace.

Reasonable cause or suspicion exists when the actions or appearances of an employee are out of the ordinary and unusual to the normal behavior patterns of the employee. It is based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his/her duties due to drug or alcohol impairment. The conduct relied upon to form reasonable cause or suspicion must be based on specific and articulable observations, including but not limited to the following examples:

- Observable signs of intoxication (such as bloodshot or watery eyes, slurred speech, appearance, unsteady body movement or breath odors);
- A work related accident or near accident which indicates employee fault;
- Decreases in the quality or quantity of employee productivity, judgment, reasoning, concentration;
- Marked changes in behavior or erratic conduct;
- Deviations from safe working practices;
- Credible information received from a reliable person with firsthand knowledge.

### **3.04 Drug/Alcohol Testing Procedures**

Upon determination that reasonable cause or suspicion exists, to believe that an employee is under the influence of an intoxicating substance while on duty or on work premises, the employee may be directed to undergo drug/alcohol testing. All supervisors involved in this determination will document the events surrounding this reasonable suspicion.

The final decision to direct the employee to undergo drug/alcohol testing will be made in collaboration with the Human Resources Office. If an employee is referred for testing all efforts will be made to transport the employee with at least two supervisors to the nearest testing facility. (Refer to section 3.07 for locations). The employee will be required to provide a blood, breath or urine sample. The sample will be tested qualitatively for at least the following substances: THC, cocaine, PCP, opiates, methamphetamine/amphetamine, and alcohol.

An employee who is required to submit a sample for testing after determination of reasonable cause or suspicion will be informed verbally, followed by a written directive, that he/she may be placed on unpaid or paid investigatory suspension, pending the outcome of an investigation.

After the testing is complete the employee will not be returned to work or allowed to drive home. Accompanying supervisors will assist the employee in arranging for transportation home after the testing, preferably by cab (at employee expense), or a ride provided by a family member or friend.

### **3.05 Refusal to Drug/Alcohol Test**

An employee refusing to submit a sample under this policy will be placed immediately on unpaid investigatory suspension and will be subject to disciplinary action. Refusal by an employee to be tested, or confirmation by the lab of a specimen which has been adulterated will be treated as a positive test. Employees suspected of being under the influence of drugs/alcohol, and who refuse an escort to be tested will be given a directive to not drive home. Local law enforcement will be notified if an employee suspected of being under the influence disregards a directive not to drive home and leaves in his/her vehicle.

### **3.06 Negative Test Results**

If the test results are negative for alcohol/drugs, the employee will be reinstated back to work and all leave without pay during the investigatory suspension will be paid back to the employee. All records of this investigation will be purged.

### **3.07 Testing Locations and Testing Providers**

The testing sites for Administrative Services employees are:

#### **Lincoln**

- Saint Elizabeth Company Care  
Monday – Friday 7:30 AM to 4:30 PM  
1000 W. “O” Street  
Lincoln, NE 68528  
Phone: 402-475-6656
- Nicholson & Associates  
Door-To-Door Service  
Before 7:00 AM and after 4:30 PM and on weekends

#### **Omaha**

Nicholson & Associates  
Door-To-Door Service  
Business – 402-291-6657  
Cell – 402-669-9495  
Pager – 800-336-7032

#### **Grand Island**

Nicholson & Associates  
Door-To-Door Service  
Business – 308- 485-4199  
Cell – 308-390-2852

#### **North Platte**

Nicholson & Associates  
Door-To-Door Service  
Business – 308-534-5528  
Cell – 308-530-1101

#### **Scottsbluff**

Regional West Medical Center – 308-635-3711  
Available 24 hours, 7 days per week  
4021 Ave “B”  
Scottsbluff, NE 69361

### **3.08 Work Place Harassment Policy**

It is the policy of Administrative Services that all women and men are to be treated fairly and equally, with dignity and respect. Any form of work place harassment is contrary to this policy and will be regarded as possible discrimination on the basis of race, color, religion, age, sex, disability, or national origin and may be treated as a violation of Title 273, Chapter 14, 003.01 and 003.16, of the State Classified System Personnel Rules and Regulations, and Title VII, Section 703, of the Civil Rights Act of 1964, as amended. It will be considered a violation of this policy for any employee of

Administrative Services to engage in work place harassment, or for any supervisory personnel within Administrative Services to knowingly permit work place harassment of any Administrative Services employee.

### **3.09 Workplace Harassment Defined**

For the purpose of this policy, "work place harassment" is defined as sexual harassment, or any inflammatory comments, jokes, printed material, and/or innuendo based in whole or in part on gender, race, color, religion, age, disability, or national origin, when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment, and/or such conduct interferes unreasonably with a person's work or employment opportunities.

### **3.10 Sexual Harassment Defined**

For the purpose of this policy, "sexual harassment" is defined as any unwelcome sexual advances, requests for sexual favors, and either verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made, either explicitly or implicitly, a term of an individual's employment, or a condition to receipt of services by a recipient of the agency's services; or
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment or agency decisions affecting an employee or a recipient of the agency's services; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or the receipt of services by a recipient of the agency's services, or of creating an intimidating, hostile, or offensive environment.

#### **3.10.01 Examples of Sexual Harassment**

Sexual harassment may include, but is not limited to, such actions as any form of inflammatory comments, jokes, kidding, printed material, and/or innuendo; subtle pressure for sexual activity; physical contact such as patting, pinching, or brushing against another's body; and demands for sexual favors. Requests for sexual activity accompanied by implied or overt promises or preferential treatment or threats concerning an individual's employment status may also be considered sexual harassment.

#### **3.10.02 Employee Notification**

All employees will be notified of the Administrative Services policy regarding work place harassment. Any person making a complaint of work place harassment will be given a copy of this policy and an explanation of their rights in making such complaints.

#### **3.10.03 Employee Reporting**

Any individual who believes that he/she has been the subject of work place harassment is encouraged to report the alleged incident as soon as possible to their immediate supervisor/manager and/or to the Administrative Services Personnel Administrator. All complaints will be handled timely and confidentiality will be maintained and limited to only individuals that need to be informed.

#### **3.10.04 Directives to Supervisors**

Work place harassment can, and does, create a negative work environment affecting productivity, efficiency, attendance, and turnover. In addition, allegations of work place harassment not appropriately responded to may place the State of Nebraska in a position of

potential liability to the victim of such harassment. Under the circumstances, it is essential that supervisory personnel take all work place harassment complaints seriously. Administrative Services will act in a timely manner to investigate and resolve all such complaints.

### **3.10.05 Supervisor Responsibilities**

Any supervisor who receives a complaint alleging work place harassment, or who is otherwise aware of a situation involving work place harassment, will be required to immediately report that complaint or situation, in writing, to the Administrative Services Personnel Administrator before Administrative Services takes any steps to conduct an investigation.

Failure by a supervisor to report workplace harassment complaints or situations is considered to be in violation of this policy and may be subject to appropriate corrective or disciplinary action.

Any supervisor receiving a complaint alleging work place harassment will also be obligated to immediately notify the complainant of the Administrative Services policy concerning work place harassment, and of the complainant's rights concerning the pursuit of such allegations as set forth in this policy. This notification will be achieved by giving the complainant a copy of this policy, including the section on "Rights of Complainant's" as set forth in this policy.

Except as otherwise provided by this policy, or as required by law, any supervisor receiving a complaint or report of work place harassment will take proper care to protect the identity of the complainant(s) and of the accused party or parties and will hold the allegations of work place harassment in confidence pending appropriate action by the Administrative Services Personnel Administrator.

Information concerning a complaint will only be released to authorized individuals. Complainants and other persons involved in the investigation of an allegation of work place harassment will not be subjected to retaliation, coercion, intimidation, or fear of reprisal.

### **3.10.06 Investigative Procedures**

In the event the Administrative Services Personnel Administrator receives a report of alleged work place harassment, steps will immediately be taken to ensure the report is promptly and thoroughly investigated.

The Administrative Services Personnel Administrator may seek informal resolution of the complaint by bringing the offensive behavior to the attention of the accused party or parties and by securing agreement that the behavior will not be repeated. If such informal resolution is accomplished and no further investigation is required, then the Administrative Services Personnel Administrator will submit a report to the Administrative Services Director.

If the offending party, or parties, denies the allegation, or if an informal resolution of the matter cannot be achieved, or the Administrative Services Personnel Administrator does not hold an informal resolution meeting, the Administrative Services Personnel Administrator will complete the steps outlined below.

- The Administrative Services Personnel Administrator will be obligated to make certain the complainant has been advised of the Administrative Services policy concerning work place harassment and of the complainant's rights concerning pursuit of such allegations as set forth in this policy. The Administrative Services Personnel Administrator will provide the complainant with an estimated completion date of the investigation.

- Except as otherwise provided by this policy, and except as may be reasonably necessary to successfully complete an investigation of work place harassment allegations, the Administrative Services Personnel Administrator will take necessary precautions to protect the identity of the complainant(s) and of the accused party or parties, and will endeavor to hold the allegations or work place harassment in confidence.
- The Administrative Services Personnel Administrator will consult with the Administrative Services Director concerning the progress of the investigation before the investigation is complete.
- The Administrative Services Personnel Administrator will submit to the Administrative Services Director a written report of the investigation and if practicable, notify the complainant of his/her findings.
- After review of the written report, and any necessary follow up, the Administrative Services Director will render a final decision regarding the complaint. If warranted, the Administrative Services Director will recommend to the Administrative Services Personnel Administrator to initiate the disciplinary process.
- Documentation pertaining to the complaint, investigation, and final report will be maintained by the Administrative Services Personnel Administrator.

### **3.10.07 Disciplinary Action**

If, upon investigation, an allegation of work place harassment is found to be substantiated, the Administrative Services Director will take appropriate disciplinary action against the employee(s) found responsible for such work place harassment through the Administrative Services Human Resources Office. The complainant will be notified of any disciplinary processes being initiated against the accused party or parties.

### **3.10.08 Rights of Complainants**

In the event any employee, customer, or vendor of Administrative Services, believes that he/she has been, or is being subjected to, work place harassment, that party will have the right to report alleged work place harassment to Administrative Services management for purposes of prompt investigation and appropriate action.

Any employee, customer, or vendor of services who believes he/she is being subjected to workplace harassment is encouraged to directly inform the offending person(s) that such conduct is offensive and must stop.

If the aggrieved person does not wish to communicate directly with the offending person(s), or if direct communication has been ineffective, then the aggrieved person is encouraged to immediately report the alleged work place harassment to his/her supervisor, or to the Administrative Services Personnel Administrator, or to the Administrative Services Director.

In reporting allegations of work place harassment, complainants should state specific facts including, where practical, the identity of the person(s) who committed such work place harassment; the date, time, and place of the alleged harassment; what was done or said; and, the identity of any witnesses who were present.

The Administrative Services Personnel Administrator will consult with the complainant regarding the allegations. If the complainant is dissatisfied with Administrative Services' action in response to a complaint of work place harassment, the complainant may contact the State Personnel Division for the purpose of requesting an independent investigation of the allegation of work place harassment.

### **3.10.09 Notification to the Employee Accused**

A work place harassment complaint against an employee will be held in the strictest confidence. An employee who has been accused of work place harassment may be notified of the accusation after an initial report, but before a full investigation. Employees who have been accused of work place harassment will be allowed an opportunity to respond to allegations brought before them in a formal meeting before the conclusion or resolution of the complaint.

### **3.11 Use of State Resources**

All use of the State Data Communications Network (SDCN), such as internet logs and email is the property of the State of Nebraska and is subject to applicable state and federal statutes, such as the public record laws of the State of Nebraska, as applicable. End users should not have any expectations of privacy regarding personal business conducted on the SDCN unless protected by state or federal statute.

State resources will not be used for personal business, non-state sponsored charity or volunteer work, school work, clubs, or other matters that are not related to, or a benefit to, an employee's work for Administrative Services or programs or services of other state agencies. State resources include any items purchased with state or federal funds, and include the paid time of employees of the State of Nebraska. State resources are to be used for state business only.

#### **3.11.01 Computers**

All Administrative Services computer usage will be guided by the State of Nebraska Acceptable Use Policy which can be found on the internet at: [http://www.its.ne.gov/network\\_serv/admin/pdf/aup.pdf](http://www.its.ne.gov/network_serv/admin/pdf/aup.pdf). Specifically, the State of Nebraska Acceptable Use Policy – State Data Communications Network (SDCN) – Revised 2004 states it is not acceptable to transmit or knowingly receive threatening, obscene, or harassing material.

#### **3.11.02 Telephones**

The State Telephone Network systems are provided for the conducting of state business. In addition, state employees and officials may use the telecommunications systems, i.e. telephones and email, for essential personal business. "Essential personal business" includes emails, local calls, and long distance calls to children at home, teachers, doctors, day care centers, baby-sitters, and to family members to inform them of unexpected schedule changes, and for other essential personal business.

Administrative Services employees need to be aware that the use of state's telecommunications systems for essential personal business is expected to be kept to a minimum and to not interfere with the conduct of state business. Essential personal long distance calls will be either collect, charged to a third party non-state number, or charged to a personal debit or credit card. All calls must be placed in a manner that does not result in the state being billed.

#### **3.11.03 Wireless Device Use Policy**

**Business Use Justification Requirements** – Wireless devices and services are provided for official state business use and are made available to employees in positions where the associated benefits justify the additional operating costs. Employees who travel or have job

responsibilities that include being outside of the office or are continuously on call for extended periods may be good candidates for an AS-assigned cellular telephone or wireless pc card.

**Annual Service Reviews** – AS Divisions may conduct an annual review of the individual wireless device assignments to determine if there is a continuing need and if it is cost justified.

**Employee Assignment and Self-Management** – Employees will acknowledge the receipt and acceptance of the conditions for the individual assignment of AS-owned wireless devices using the AS Wireless Device Application Form.

AS divisions are responsible to review and approve employee requests for cellular equipment and services and for keeping the application form on file for the duration of an assignment of a wireless device to an employee. When the employee leaves his/her position or is no longer an authorized user, the state wireless device equipment must be returned to the employee's supervisor or other designated official.

**Use of a Wireless Device for Personal Calls** – The use of state-owned wireless device equipment and service is intended for state business. Personal use of state-owned wireless devices is allowable only for emergency situations. One example of an emergency situation would be notifying someone that your trip has been extended and you will be late.

Personal use of a state-owned wireless device is in violation of this policy and may result in revocation of the wireless device assignment and the employee shall reimburse the state for personal use calls within 30 days of the billing date.

**Employee Safety** – AS employees are discouraged from using a wireless device, hands on or hands off while operating a State owned or leased vehicle or the use of their personal vehicle while conducting state business, except for the purpose of obtaining or rendering emergency assistance.

Revised: June 2010

#### **3.11.04 Equipment and Supplies**

The use of maintenance equipment, postage, photocopies, or computers; sending, and receiving Fax's; and obtaining assorted office supplies by Administrative Services employees for personal use is prohibited.

#### **3.11.05 Miscellaneous**

It is encouraged that personal business is to be taken care of before or after the employees scheduled work time. However, if personal business has to be conducted during the employee's working hours, personal business should be conducted during breaks and lunch periods. Employees will not ask other employees to use state resources or state time to do work of a personal nature (not related to the employee's duties or the division's mission). Any questions regarding what constitutes legitimate use of state resources will be addressed to the employee's supervisor and/or the Human Resources Office.

### **3.12 Use and Operation of State Motor Vehicles**

This policy will affect those motor vehicles under the control and responsibility of Administrative Services as well as those vehicles rented/leased to Administrative Services through Transportation Services Bureau (TSB).

In order to maintain a safe and comfortable working environment all passengers are prohibited from smoking and using any tobacco products in all motor vehicles owned by the State of Nebraska, Administrative Services-TSB, and all other Administrative Services motor vehicles.

### **3.12.01 Driving Policy for State Business**

To ensure public safety, Administrative Services permits those employees with good driving records to operate a motor vehicle on state business. It is the policy of Administrative Services to ensure employees on state business drive legally, safely, and defensively. (Refer to the Administrative Services – TSB Rules and Regulations for additional information on driving vehicles for state business.)

### **3.12.02 Employees Driving on State Business on a Regular or Occasional Basis**

The Administrative Services Human Resources Office or immediate supervisor will verify an employee has a valid driver's license. If the employee will be driving a personal vehicle on state business, proof of required liability insurance or bond will also be verified. Employees who drive a state vehicle on state business are required to successfully complete an approved defensive driving course within six months of their employment or notification of this policy. State Rules and Regulations require that every state employee will also have a State of Nebraska driver identification card authorized by Administrative Services-TSB if they plan to drive a state vehicle.

Administrative Services periodically reviews the license status and driving record of employees assigned an ID card. The loss of six or more points in the preceding 24 months will result in an in-depth review of the driving record. Employees will comply with applicable driver's licensing laws and will also notify their immediate supervisor if they have a medical condition or are using medication that would interfere with the safe operation of a motor vehicle. If there is evidence that a medical condition is interfering with an employee's safe operation of a motor vehicle, the employee will be temporarily removed from driving until the Administrative Services Human Resources Office obtains a medical release from the employee's physician indicating whether the employee is medically capable of driving as part of their job duties.

### **3.12.03 Responsibilities of Employees Who Drive on State Business**

An employee not meeting the responsibilities described within this policy, or with repeated misuse of State vehicles and/or the Administrative Services – TSB Rules and Regulations, may be subject to disciplinary action.

### **3.12.04 Reporting Citations**

Employees will report all citations for moving violations received while on state business to their supervisor within one (1) working day. The employee will be required to notify Administrative Services – TSB if a ticketed violation is being contested.

Employees who drive state vehicles or personal vehicles for state business, will notify their supervisor by the beginning of the next shift of any driver's license suspension, revocation or if the driver's license becomes invalid, or any time a citation is issued for that results in losing three or more points on their driver's record.

### **3.12.05 Travel Records**

Administrative Services employees will complete the state vehicle official travel logs (TSB-4) with date, locations traveled from and to, purpose of the trip, start and stop times of the trip, actual miles traveled, and signature.

### **3.12.06 State Vehicle Condition**

At the end of the trip, employees will fill a state vehicle with fuel if the tank is less than half full. State vehicles checked out from rental pools outside of Lincoln, should be washed as needed and charged to Administrative Services-TSB on the Voyager card along with fuel and/or oil. Employees will report any vehicle defects or accidents to the individual who assigned the vehicle.

### **3.12.07 Seat Belt Policy**

Neb. Rev. Stat. 60-6,270 states, in part: "No driver will operate a motor vehicle upon a highway or street in this state unless the driver and each front occupant in the vehicle are wearing occupant protection systems and all occupant protection systems worn are properly adjusted and fastened." Accordingly, all employees must use seat belts when driving or riding in the front or back seats in a state motor vehicle or personal vehicle while on state business. Failure to use seat belts is considered a misuse of the vehicle and may result in:

- Revocation of the driver identification card authorized by the Administrative Services-TSB;
- Repeating the Defensive Driving course;
- Employee counseling or disciplinary action.

### **3.12.08 Radio Headphones or Radar Detector in State Vehicles**

Administrative Services employees are not allowed to use portable radar detectors and/or wear portable radio headphones while operating state-owned motor vehicles or operating personal vehicles on state business.

## **3.13 Smoking Policy**

To ensure compliance with the Nebraska Clean Indoor Air Act of 2008, and the federal Americans with Disabilities Act, and in order to maintain a safe and comfortable working environment, smoking and the use of other tobacco products is prohibited in all areas occupied by Administrative Services employees, to include all work and break areas and state owned motor vehicles, as well as all public spaces including, but not limited to, restrooms, conference rooms, meeting rooms, classrooms, employee cafeterias, hallways, and stairways. Violation of the policy may result in disciplinary action.

## **3.14 Nepotism**

Nebraska law governing nepotism, but not limited to, Neb Rev. Stat 49-1499.03 and 49-1499.07, prohibits employees from employing, recommending advancement, or supervising the employment of an immediate family member in state government. All potential personnel actions involving immediate family members shall be submitted to the Administrative Services – Human Resources Office for a review. The Administrative Services – Human Resources Office will review any proposed actions, including employment, promotion, transfer, discipline, or acting as a supervisor.

### **3.14.01 Nepotism Defined**

For the purpose of this policy, nepotism is defined as the act of hiring, promoting, or advancing a family member in Administrative Services or recommending the hiring, promotion, or advancement of a family member in Administrative Services, including initial appointment and transfer to other positions.

### **3.14.02 Supervisor**

For the purposes of this policy, supervisor shall mean any employee having authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them or to adjust their grievances, or effectively to recommend such action.

### **3.14.03 Immediate Family**

For the purposes of this policy, immediate family 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. Immediate family shall also include any person who the individual or the individual's spouse claims as a dependent for federal income tax purposes.

### **3.14.04 Duties of Employees**

If an employee of Administrative Services becomes a supervisor of a family member, that supervisor must notify the Director of Administrative Services within 7 days of becoming aware of the situation. An employee may continue to act as a supervisor until the Director of Administrative Services acts upon the notice and remedies the situation.

### **3.14.05 Duties of the Director of Administrative Services**

The Director of Administrative Services who receives notice of a supervisory relationship is required to act upon the notice "as soon as practicable." The Director of Administrative Services may grant an exception to the prohibition against nepotism or the prohibition against supervision of a family member or take action to remedy the supervisory situation. If an exception is granted, the Director of Administrative Services must file the following with the Accountability and Disclosure Commission.

1. A copy of the notification from the employee
2. A written showing of good cause for the exception
3. Any written decision of the Director of Administrative Services

Nepotism Revised September 2009

## **Chapter 4 - Recruiting and Hiring Process**

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4.01 Equal Employment

Administrative Services will take positive action in all areas of its operation to ensure every citizen is given fair and equal opportunities for employment and advancement. Administrative Services will ensure the prohibition of discriminatory activity in employment and advancement based on race, color, religion, national origin, age, sex, marital status, or physical or mental disabilities.

4.02 Americans with Disabilities Act (ADA)

Administrative Services will comply with Public Law 101-336, the federal Americans with Disabilities Act of 1990, to ensure that standards, criteria, or methods of selection do not discriminate against individuals with disabilities.

4.03 Immigration Reform and Control Act of 1986

It is unlawful for employers to recruit, hire, or continue to employ illegal immigrants to the United States under the terms of the Immigration Reform and Control Act of 1986; therefore, all private and public sector employers, regardless of size, must verify the legal employment status of every new hire. During new employee orientation, each new employee must complete and sign the employee information and verification section of INS Form I-9: "Employment Eligibility Verification Form" and, within three business days of hiring, provide proof, as listed on the I-9 form, of his or her identity and employment eligibility.

4.04 Hiring Process – Filling Vacant Positions

The success of the hiring process will be based on thorough communication between the Administrative Services Human Resources Office and the hiring teams in each Division. Division Administrators will be the first authorization for approval to fill all vacancies within their Division, including Agency temporary, SOS temporary, and internships. Divisions will then be required to complete the "Request to Fill Position Form" and electronically route the completed form to Central Finance. Central Finance will review for availability of funds and submit the request to the Deputy Director for approval or denial. The Deputy Director's final decision will be received through the Human Resources Office and then communicated back to the Division.

4.05 Recruitment

Administrative Services will submit all external vacant position announcements to the Administrative Services State Personnel Director for assistance in recruiting qualified applicants after internal posting is completed. The Recruitment Administrator and Administrative Services State Personnel Division shall initiate a recruiting program for specified positions at Administrative Services expense. The Administrative Services State Personnel Division – Recruitment Unit must be notified by electronic requisition of positions to be posted. The requisition will include position number, job code, position title, essential duties, required qualifications, salary, work location, shift, working schedule, and closing date.

4.05.01 Posting

All requisitions will be submitted to the Administrative Services State Personnel – Recruitment Unit by the prescribed time and date to ensure inclusion in Administrative Services State Personnel sponsored publications and web sites. Vacancy announcements will be posted for a minimum of seven workdays. All Administrative Services vacancies will be posted internally and externally unless justification is made through the Administrative Services Personnel Administrator not to advertise externally. Applications, resumes, and required questionnaires must be received in the Administrative Services State Personnel Office postmarked, or dated electronically, no later than the specified announced closing date.

4.05.02 Reimbursement of Interview Expenses

The Administrative Services Director may reimburse the best qualified job applicant(s) for travel, meals, and lodging expenses incurred when traveling to and from the prospective job site for interviews. No more than three applicants for any position may be reimbursed.

4.05.03 Falsifying Information

Applicants hired to a position as the result of falsifying or omitting relevant information concerning their qualifications or work history will be disciplined up to and including termination.

4.05.04 Screening Process

Administrative Services Human Resources will develop a screening process for every vacant position and will be responsible for documenting the selection activities, including Equal Employment Opportunity and veteran's preference data.

4.05.05 Veteran's Preference

Veterans determined to be eligible, will be given preference as specified in Nebraska Revised State Statute Section 48-226. The preference will be given in the following manner. Veterans who obtain passing scores on all parts or phases of an examination will have five percent added to their passing score if a claim for such preference is made on the application. An additional five percent will be added to the passing score of any disabled veteran.

Administrative Services State Personnel verifies veteran's preference.

4.05.06 Interviews for Administrative Services Employees

Employees interviewing for positions within Administrative Services will have up to two hours of work time for each interview. This time will be granted when the time involved coincides with the employee's normal work hours. Interviewing time outside of the employee's normal work hours will not be counted as work time and will not be compensated. This allowance does not apply to interview(s) for any position(s) outside of Administrative Services.

With supervisory approval, an employee may use vacation leave to extend the time needed for an Administrative Services internal interview beyond the allowed two hours of work time. Travel to and from the interview site will be the responsibility of the employee and is not paid as work time nor will travel expense be reimbursed.

4.06 New Employee Orientation

All new permanent employees of Administrative Services are required to attend New Employee

Orientation. New Employee Orientation will consist of the Administrative Services vision and mission and statements from the Administrative Services Director's Office and presentations from Administrative Services Human Resources Office, including, Administrative Services Human Resources Policies and Procedures, payroll processes, and benefit enrollment options. Divisional orientations will be provided at the discretion of each Division Administrator.

4.07 Exit Interviews

Exit interviews are conducted on a voluntary basis to obtain the terminating employee's work experience. If the employee is not available to meet with the Administrative Services Human Resources Office or with the Administrative Services Director, prior to his/her last day of employment, a confidential exit interview questionnaire will be mailed to his/her home address for voluntary completion. Exit interview data will be reported to the Administrative Services Director as requested.

Chapter 5 - Probationary Periods

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### **5.01 Original Probationary Period**

Original probation is a period of time used by the employee to adjust to new job duties and the working environment. It is also a period of time used by management to provide training and assessment of the employee's knowledge, skills, and abilities. During this time, management may make adjustments regarding performance issues to assure the employee has every advantage to succeed in his/her new position.

New Administrative Services employees will be required to serve an original probationary period of six months from date of hire, and if applicable, will be notified in writing through the Administrative Services Human Resources Office.

#### **5.01.01 NAPE/AFSCME Contract Covered Employees**

Employees transferring from another State agency to Administrative Services will not be required to serve an original probationary period unless the employee has not completed their original probationary period at the previous State agency.

#### **5.01.02 Classified Rules and Regulations Employees**

At the discretion of the Administrative Services Director, employees transferring from another State agency into a rules-covered position with Administrative Services may be required to serve an original probationary period. An employee will be removed from original probation status on the day following the end of the original probationary period, unless notified in writing of extension or separation by the Division Administrator and/or their designee. Employees may be eligible for a pay increase at the end of original probation period. This opportunity will be outlined in writing at the time of hire.

### **5.02 Performance during Original Probation**

When it is determined an original-probation employee is not performing satisfactorily in his/her position, the employee may receive verbal counseling by the direct supervisor. A written record of the discussion is subsequently prepared. A work improvement plan will be given to the employee as written documentation of performance expectations. The work improvement plan outlines the work duties that are below satisfactory performance levels, expectations of job duties, and any guidance or instruction from the supervisor to assist the employee in achieving satisfactory performance.

### **5.03 Extension of Original Probation**

Original probation may be extended for reasons including performance, transfer, promotion, extended illness, and leave of absence. Original probation is not to exceed a total of one calendar year from the date of hire, rehire, transfer, or return from a leave of absence. The Administrative Services Human Resources Office must be notified prior to any extension of original probation periods. The employee will be notified in writing regarding the probation extension and the specific period of extension. For extensions due to performance reasons, the employee will be provided specific performance improvement expectations.

### **5.04 Separation during Original Probation**

Employees may be separated at any time during the original probationary period. A two week notice of separation does not have to be given to employees on original probation. However, the employee will be notified in writing of the effective date of separation. The reason for separation will be documented in the employee's personnel file, and the employee will be informed regarding the reason(s) for separation. Employees on original probation do not have grievance rights.

#### **5.05 Promotional or Transfer Probation**

Employees who are promoted, laterally transferred, or moved to a lower position within Administrative Services may be required, at the discretion of the Administrative Services Director, to be placed on a promotional or transfer probation. This may be a period up to six months beginning on the date of promotion or transfer. This will not be considered as an original probationary period if the employee has already served an original probationary period. The promotional or transfer probation period will not affect the grievance rights of an employee.

## Chapter 6 - Performance Appraisals

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6.01 Performance Appraisal Policy

Administrative Services has an established uniform system of regularly scheduled performance appraisals. This system provides the formal means by which a supervisor and employee discuss performance goals, job performance, skills, and knowledge necessary to perform job functions at a competent level.

All management and non-management staff will be evaluated under the Administrative Services Employee Performance Appraisal system. Each Administrative Services Division will establish a specific annual appraisal period. All employee performance appraisals are required to be completed, signed, and submitted to the Administrative Services Human Resources Office on or before the last working day of the annual review period.

Any additional performance appraisal or assessment tools used in conjunction with the Employee Performance Appraisal form will be at the discretion of each division.

6.02 Performance Appraisal Procedure

The Administrative Services employee performance appraisal process evaluates core expectations and essential duties. Supervisors will complete the performance appraisals for all employees under their immediate supervision. In the event the immediate supervisor is unable to complete the performance appraisal, the next highest supervisor will complete the performance appraisal. All appraisals will have a signature of approval by all appropriate levels of Divisional management above the immediate supervisor, to include the Division Administrator.

6.02.01 Appraisal Review

The immediate supervisor will review performance appraisals with the employee. The employee is requested to sign the appraisal indicating he/she has received a copy of the performance appraisal. The employee's signature also indicates they have been informed of the appraisal contents and has had the opportunity to discuss the appraisal with the immediate supervisor.

6.02.02 Written Comments

The employee has the option to submit written comments, to be attached to the appraisal, within 30 work days of receiving the review.

6.02.03 Refusal to Sign

If an employee refuses to sign the appraisal, the immediate supervisor will ask another supervisory level employee to witness receipt of the appraisal by the employee, and/or indicate on the appraisal form that the employee refused to sign the appraisal.

6.02.04 New Administrative Services Employees

All new Administrative Services employees, except temporaries, will receive at least two written appraisals within their first year of employment. The first appraisal is given at the end

of six months and must be completed within 30 calendar days once an employee has completed six months of employment. The second appraisal is done during the Division's scheduled annual performance appraisal time.

If the six month performance appraisal is two months or less from the scheduled annual review date, an annual appraisal is not required.

6.02.05 Notification of Appraisals

The Administrative Services Human Resources Office notifies the Division Administrator and the immediate supervisor of an employee's initial six-month appraisal and/or annual appraisal date at least 30 calendar days prior to the end of the appraisal period.

6.02.06 Late Appraisals

Annual appraisals will be considered late if not received in the Administrative Services Human Resources Office, from the supervisor, within 10 working days after the last working day of the month they are due.

Exceptions to this deadline would be a supervisor who is on any type of approved leave status as defined in the Administrative Services Human Resources Policy and Procedure Manual and/or an employee that is exercising the 30 work days to make comments.

6.02.07 Completed Performance Appraisals

All completed and signed performance appraisals are submitted to the Administrative Services Human Resources Office and become part of the employee's personnel file.

Administrative Services

Employee Performance Appraisal

Name: _____

Evaluation Period: From _____ To _____

Position Title: _____ Division _____ Supervisor _____

Core Expectations: Indicate in the appropriate boxes with an “X” the level of performance using the expectation criteria as a guide.

	Exceeds Expectation	Meets Expectation	Needs Improvement	Expectation Criteria
1. Accountability				Takes responsibility for own actions, works to solve problems, keeps supervisor informed on progress or problems, uses Agency resources appropriately, can be counted on to keep commitments.
2. Initiative				Often seeks new responsibilities and work assignments, seeks new ways to improve on job performance, proactive role in managing changes and solving problems.
3. Communication Skills				Communication style is open and honest, shares information that will enhance and improve the work area, portrays a positive image to the public, creates a positive working environment, demonstrates effective writing skills in a clear and concise format.
4. Code of Conduct				Implements all roles, relationships and responsibilities of employment in a professional manner, demonstrates honesty, respect and trustworthiness towards customers, builds and maintains positive working relationships with co-workers, adheres to confidentiality policies.
5. Teamwork				Exhibits cooperative and collaborative behavior with peers/supervisors within the Division, builds positive team relationships, creates or supports a working environment of openness, trust and acceptance among other employees.
6. Leadership (If applicable)				Clearly sets work team goals and expectations, builds a participative working environment, listens to needs, and suggestions of employees, effectively manages and maximizes talent of employees, maintains high morale within work area, resolves occasional disputes or misunderstandings quickly and effectively, encourages trust and cooperation.
7. Job Knowledge				Demonstrates thorough knowledge of the job, consistently completes tasks without guidance or support, actively involved in learning and enhancing job knowledge or skills.
8. Organizational skills				Identifiable prioritized system, completes assignments on time, productive during working hours, work consistently meets standards, Ability to multi-task, is required properly delegates duties to subordinates.
9. Rules, Regulations, Policies and Procedures				Ability to comply and follow AS rules/regulations and policies/procedures, ability to comply with office and/or shop rules and procedures, ability to propose new procedures to improve on the quality of work.
10. Quality of Work				Accuracy, neatness, completeness of work, produces error free work, finds new approaches to improve quality of work, handles volume of work satisfactory, occasionally does more than is required.
11. Decision Making Skills				Ability to gather facts, information and/or data, ability to develop a plan of action to solve problems, use of good judgment and common sense to perform routine duties.

Comments:

Check the appropriate box:

- Employee has demonstrated a satisfactory level of performance to be removed from original probation status.
- Employee has demonstrated a satisfactory level of performance to be removed from promotional probation status.
- Employee has NOT demonstrated a complete understanding and knowledge of position. Original probation will be extended. Attached is an Employee Work Improvement Plan that outlines areas of improvement needed.

I have read the contents of this employee appraisal. I further understand my signature only indicates I have been informed of the contents of the appraisal and had the opportunity to discuss it with my supervisor.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Next Level Supervisor/Manager: _____

Date: _____

Administrator: _____

Date: _____

Administrative Services

Employee Performance Appraisal

Name: _____

Evaluation Period: From _____ To _____

Position Title: _____ Division _____ Supervisor _____

I. Core Expectations

The point scale allows flexibility in assigning a point value to each core expectation listed. Document justification for exceeds and needs improvement scores.

	Exceeds Expectations 5-6 points	Meets Expectations 3-4 points	Needs Improvement 1-2 points	Score
1. Accountability		Takes responsibility for own actions. Works to solve problems. Always keeps supervisor informed on progress or problems. Uses Agency resources appropriately. Can be counted on to keep commitments.		
2. Initiative		Often seeks new responsibilities and work assignments, seeks new ways to improve on job performance, proactive role in managing changes and solving problems.		
3. Communication Skills		Communication style is open and honest. Shares information that will enhance and improve the work area. Portrays a positive image to the public. Creates a positive working environment. Demonstrates effective writing skills in a clear and concise format.		
4. Code of Conduct		Implements all roles, relationships and responsibilities of employment in a professional manner. Demonstrates honesty, respect and trustworthiness towards customers. Builds and maintains positive working relationships with co-workers. Avoids appearance of impropriety, bias or conflict of interest when working with others. Adheres to confidentiality policies.		
5. Teamwork		Exhibits cooperative and collaborative behavior with peers/supervisors within the Division. Builds positive team relationships. Creates or supports a working environment of openness, trust and acceptance among other employees.		
6. Leadership (If applicable)		Clearly sets work team goals and expectations, builds a participative working environment, listens to needs, concerns and suggestions of employees, effectively manages and maximizes talent of employees, maintains high morale within work area, resolves occasional disputes or misunderstandings quickly and effectively, encourages trust and cooperation.		

II. Essential Duties:

List a minimum of three to a maximum of five essential duties performed in the table provided. A list of five competencies is provided to evaluate each essential duty. Each competency has examples to be used as a guide in the evaluation process for each essential duty. Each competency will receive a point value using the following scoring scale. Exceeds expectations 5-6; Meets expectations; 3-4 and Needs Improvement; 1-2. Add any needed comments to justify the scoring.

Competencies:

1. Job Knowledge Demonstrates thorough knowledge of the job, consistently completes tasks without guidance or support, actively involved in learning and enhancing job knowledge or skills, recognized for job knowledge and experience by peers.
2. Organizational skills Identifiable prioritized system, completes assignments on time, productive during working hours, work consistently meets standards, ability to multi-task, if required, properly delegates duties to subordinates.
3. Rules, Regulations Policies and Procedures Ability to comply and follow DAS rules/regulations and policies/procedures, ability to comply with office and/or shop rules and procedures, ability to draft DAS policy and/or procedures, ability to propose new procedures to improve on the quality of work.
4. Quality of work Accuracy, neatness, completeness of work, produces error free work, finds new approaches to improve quality of work, handles volume of work satisfactory, occasionally does more than is required.
5. Decision Making Skills Ability to gather facts, information and/or data, ability to develop a plan of action to solve problems, ability to formulate and implement decisions that reflect good judgment, Use of good judgment and common sense to perform routine duties.

List Essential Duties: For each essential duty score each competency in the appropriate column.

Essential Duties	Job Knowledge	Organizational Skills	Rule/Regulations, Policies/procedures	Quality of Work	Decision Making Skills	Total score for each essential duty
1.						
2.						
3.						
4.						
5.						
Total score of all essential duties: _____		Comments: Attach additional pages if needed				

III. Employee Performance Appraisal Score: Transfer scores into the following tables.

Core Expectations	Score
Accountability	
Initiative	
Communication Skills	
Code of Conduct	
Teamwork	
Leadership (if applicable)	
Sum of core expectations	
Line A: Divide sum number by core expectations used, (5 or 6) = Average numeric score of core expectations.	

Essential Duties	Score
Duty 1	
Duty 2	
Duty 3	
Duty 4	
Duty 5	
Sum of all essential duties	
Sum of essential duties score divided by 5, (number of competencies used) = Average of competencies	
Line B: Average of competencies divided by number of essential duties listed	

Final Employee Appraisal Score	Numeric values
Line A: Average numeric score for core expectations	
Line B: Average numeric score for essential duties	
Sum of Line A and Line B	
Divide sum of Line A and B by 2 = Employee Appraisal Score	

An average score between 3 and 4 is considered to meet the expectations of the position. Average scores of 5 and higher is considered to exceed the expectations of the position. If there are any core expectation(s) or essential duties at or below a score of a two, which indicates needs improvement, proceed and complete section IV.

IV. Enhancement of Employee Performance

Identify goal(s) to meet the core expectations and/or essential duties during the next review period.	<ol style="list-style-type: none">
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V. Special projects – optional

Identify special project(s) to be accomplished during the next appraisal period. Level of accomplishment would be evaluated in sections I and II next review period.

- 1.
- 2.

Supervisor : _____ Date: _____
Next Level Supervisor/Manager: _____ Date: _____
Administrator : _____ Date: _____

VI. Employee Comment/Response:

1. Are there any professional goals you wish to add to Section V?
2. What type of assistance would you need from your Division to help you meet the goals outlined in sections IV or V? (Training, education, etc.)
3. Any other feedback?

Reviewed by supervisor: _____ Date: _____

I have read the contents of this employee performance appraisal and Agree Disagree with the contents. I further understand my signature only indicates I have been informed of the contents of the appraisal and discussed it with my supervisor. I am also aware that I have the option to submit written comments to be attached to the appraisal within 30 calendar days of receiving my copy.

Employee Signature: _____ Date: _____

Chapter 7 - Work Schedule

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### **7.01 Workweek**

The workweek for all employees begins on Monday at 12:01 a.m. through Sunday at 12:00 a.m. midnight. Full-time employees eligible for overtime will account for at least 40 hours of work or leave time per week.

### **7.02 Work Schedule/Work Site**

The Administrative Services Divisions establish an employee's work schedule and may require employees to work evenings, weekends, and/or holidays.

The Administrative Services Divisions also establish an employee's work site and/or location. Permanent change(s) to scheduled work hours, days off, change in shifts, or work site/location that is significantly different require written notification ten (10) working days prior to the change, unless waived by the employee.

### **7.03 Alternate Work Schedules**

Alternate work schedules may include such options as job sharing, telecommuting, part-time employment, reduced work schedules, adjusted time, and flex-time. Division Administrators will seek the Administrative Services Director's approval prior to implementing telecommuting arrangements.

#### **7.03.01 Job Sharing**

With the approval of the Director of State Personnel, Administrative Services – State Personnel Division, the Administrative Services Director may develop a job sharing plan where feasible. Job sharing is defined as allowing two employees of the same classification to job share one position. Both employees are assigned to the same position with the FTE status reduced. The combination of hours worked by either employee equals 40 hours per week, or 1.00 FTE.

#### **7.03.02 Reduced Work Schedules/Part-Time Employment**

Employees may request a reduced work schedule, to accommodate family or other personal needs on a temporary or permanent basis. Requests for a reduced work schedule must be submitted in writing and approved by the immediate supervisor and the Division Administrator. Temporary requests must include the expected duration of the reduced schedule. The Administrative Services Human Resources Office must be notified prior to the commencement of a reduced work schedule for appropriate adjustments to benefits, salary, FTE status, and leave accruals. Voluntary requests for a reduced work schedule are not considered a reduction in force. Requests will only be granted when they do not unduly disrupt the operations of the Division or Administrative Services.

A reduction in work hours will result in a change in health benefit costs, holiday, sick and vacation time accrual rates.

#### **7.03.03 Flextime**

The Division Administrator may use flextime to meet the needs of the Division as well as the individual employee. Flextime allows an employee to work the regularly scheduled number of hours in a week but have a fluctuating start and stop time outside the core office hours of 8:00 am to 5:00 pm, Monday through Friday as outlined in Nebraska State Statute 81-113. The Division Administrator reserves the right to fluctuate an employee's flextime schedule to meet emergency situations or to have the employee attend mandatory divisional meetings. The flextime agreement will remain in force until written notification is given to the employee at least ten (10) working days prior to a schedule change in hours or days worked. Flextime agreement forms can be obtained through the Administrative Services Human Resources Office or the Administrative Services Human Resources website at; [www.das.state.ne.us/personnel/hrcentral](http://www.das.state.ne.us/personnel/hrcentral).

Flex schedules will not allow an employee to start work after 9:00 am or leave work before 3:00 pm. Any flex schedules that start prior to 7:00 am or any that would end after 6:00 pm will need additional approval from the Administrative Services Personnel Administrator.

Flex schedules are not available for employees that work shifts in a 24 hour work unit.

#### **7.03.04 Adjusted Time**

Administrative Services employees may request from their immediate supervisor a non-permanent adjustment to their daily work schedule. Adjusted time will not be taken in advance and all adjusted time must be completed in the same workweek. Requests will only be granted when they do not disrupt the operations of the Division and/or Administrative Services.

#### **7.04 Telecommuting**

With approval from the Director of Personnel, Administrative Services-State Personnel Division, Administrative Services divisions may allow telecommuting as a viable, alternative work arrangement in cases where individual, job, and supervisor characteristics are best suited to such an arrangement. The Administrative Services Director will submit to the Director of Personnel, Administrative Services-State Personnel Division, for review and approval, a proposed plan for telecommuting which would be applied consistently throughout Administrative Services. Telecommuting allows an employee to work at home or in a satellite location for all, or part, of their regular workweek. It is not an entitlement or a benefit and in no way changes the terms and conditions of employment. The Administrative Services Director and/or designee may revoke telecommuting approval at any time.

#### **7.05 Rest Periods**

All employees may be granted a 15-minute rest period during each one-half shift. A one-half shift will not be less than four hours. The rest period will be scheduled at approximately the middle of each one-half shift. Administrative Services retains the right to respond to emergency situations by not allowing a rest period. Rest periods will not be cumulative. Rest periods will not be taken within one hour of coming to work; the lunch period; or one hour before the employee leaves work, unless prior supervisory approval is given. Rest periods are considered work time.

#### **7.06 Meal Periods**

All employees working more than a four-hour shift will be granted an unpaid meal period of at least thirty minutes but no longer than one hour in duration. Where practicable, the meal period will be scheduled approximately in the middle of each working shift. Requests to adjust the schedule for a day, which allows employees to work through a meal period, may be approved, in advance, with mutual agreement between the supervisor and the employee. Meal periods will not be taken within

one hour of coming to work nor one hour before the employee leaves work. Meal periods are not allowed to be taken while the employee is performing work related duties. Every effort should be made to take meal breaks away from the immediate work area.

## Work Schedule Agreement

Flex Time Request  
 Permanent Effective:

Reduction of Hours  
 Temporary

From:  To:   
 From:  To:

I am requesting to change my work schedule to the following hours.

**Monday**      Start Time:                      End Time:  
                     Lunch Break From:              To:  
                     Total Hours:

**Tuesday**      Start Time:                      End Time:  
                     Lunch Break From:              To:  
                     Total Hours:

**Wednesday**      Start Time:                      End Time:  
                     Lunch Break From:              To:  
                     Total Hours: Total Hours

**Thursday**      Start Time:                      End Time:  
                     Lunch Break From:              To:  
                     Total Hours:

**Friday**      Start Time:                      End Time:  
                     Lunch Break From:              To:  
                     Total Hours:

**Saturday**      Start Time:                      End Time:  
                     Lunch Break From:              To:  
                     Total Hours:

**Sunday**      Start Time:                      End Time:  
                     Lunch Break From:              To:  
                     Total Hours:

**Total Hours per Week:**

(The Administrative Services workweek begins on Monday and ends on Sunday.)

- There is no reduction of hours.
- I have read the section regarding Reduced Work Schedules / Part-Time Employment in the Administrative Services Human Resources Policy and Procedures Manual and am aware there will be changes to my benefit package.

*I understand that this agreement may be changed by my supervisor / manager with ten (10) days written notice in order to meet the needs of Administrative Services and its business operations.*

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Division Administrator Signature                      Date

\_\_\_\_\_  
HR Administrator Signature                      Date

## Chapter 8 - Overtime Status and Eligibility

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8.01 Overtime Compensation Eligibility

The Administrative Services State Personnel Division will tentatively determine the overtime status of each classification as either exempt or non-exempt. The Fair Labor Standards Act (FLSA) requirements apply to positions and employees and not to entire classes. Each position within a classification is subject to an individual analysis and determination on whether or not the position is exempt. Administrative Services Human Resources Office will make such determinations. Employees determined to be exempt from the FLSA are not eligible for time and one half overtime compensation.

8.01.01 Exempt Status

An employee must be paid on a salary basis to be considered exempt from the overtime portion of the FLSA. An employee is considered to be paid on a salary basis if the employee regularly receives, each pay period, a predetermined amount constituting all, or part of, his or her compensation. The use of sick or vacation time for less than one day absences is not considered a reduction in salary, but rather use of an employee benefit. Exempt employees who work more than 40 hours in a work week will not be compensated for the overtime hours unless authorized and approved in advance, or in an event of an emergency, by the Administrative Services Director. The Administrative Services Director may request approval from the Director of Personnel, Administrative Services-State Personnel Division, to grant straight time overtime compensation to exempt staff for special circumstances or emergency situations. The request must include a detailed description of the circumstances or situation. The decision of the Director of Personnel, Administrative Services State Personnel Division is final and not appealable or grievable.

8.01.02 Non-Exempt Status

Non-exempt employees will receive compensation at one and one-half times their hourly rate in the form of either pay or compensatory time off, at the employee's discretion, for hours worked in excess of 40 hours in any workweek. However, Administrative Services Divisions will maintain the right to pay any compensatory overtime balance at any time. Vacation and sick leave will not be considered as hours worked. Holidays will be counted as hours worked.

8.01.03 NAPE/AFSCME Labor Contract

Article 12, provides clarification on overtime eligibility for employees covered by the labor contract.

8.02 Overtime Limits

Non-exempt employees may accumulate up to 20 hours of compensatory time. Any hours of overtime earned in excess of 20 will be compensated in pay. The Administrative Services Director may extend the 20-hour limit with prior permission on a case by case basis. The use of compensatory hours do not count toward the calculation of hours worked for overtime purposes.

8.03 Eligible Employee Overtime Requests

All overtime will be approved in advance from the immediate supervisor before any hours of overtime

are worked. In the event of an emergency when approval cannot be granted, the employee will notify the immediate supervisor about the circumstances as soon as possible. The Administrative Services Director, and/or designee will have the discretion to approve or deny all pre-approved overtime being requested by employees. Generally, all requests will include the employee's name, reason for the overtime, number of hours to be worked, the date overtime hours are to be worked, and the area of work. The written request will be retained by the approving supervisor for auditing purposes.

8.03.01 Recording and Payment of Compensatory Time

Employees will indicate on the Administrative Services employee time record system any overtime earned, and their selection to have this overtime paid or saved as compensatory time. If the employee fails to designate the time as compensatory time, the overtime will be paid.

8.03.02 Time Off In Lieu of Payment

Employees may request to use compensatory hours subject to workload and coverage needs as approved by their immediate supervisor. Employees must complete a leave request prior to using earned compensatory time.

8.03.03 Balance of Compensatory Time

Between December 25 and December 31 of each year, an employee may elect to receive payment for unused compensatory time by notifying the Administrative Services Human Resources Office and his/her supervisor in writing. Compensatory time not paid will be continued in the employee's compensatory time balance. Division Administrators are responsible for ensuring that supervisors monitor overtime and the use of earned compensatory time off.

8.04 Dual Employment

For overtime purposes, the State of Nebraska, not the individual agency, is recognized as the employer. Employees holding jobs in two agencies may be eligible for overtime compensation once they have worked 40 hours in both agencies, combined, in the same pay period.

8.05 Travel Time

Travel time of non-exempt employees who are required to attend a meeting, conference, seminar, training course, etc., is considered compensable time. Authorized travel time will be required by the most efficient common carrier. The provisions of this paragraph will not affect entitlement to other authorized travel and expense allowance.

A non-exempt employee traveling for one day (not overnight) will be paid for all travel time. This travel time is counted when computing hours worked for overtime purposes.

A non-exempt employee traveling by common carrier on overnight business will be paid for all travel time. However, only hours of travel which are within the employee's normal scheduled work hours are counted when computing hours worked for overtime purposes (this includes travel hours on weekends or holidays). The non-exempt employee's time spent traveling will be paid at his/her normal straight time rate when the employee's travel meets the following conditions:

- The time outside of normal scheduled work hours;
- There is travel on overnight business;
- by common carrier; and

- The employee is not doing actual work while traveling.

Under all other conditions the non-exempt employee's time spent traveling will be counted as regular work hours when computing hours worked for overtime purposes except when the employee voluntarily chooses to drive his/her own personal vehicle.

Chapter 9 - Safe and Secure Work Place

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### **9.01 Emergency Evacuation Policy**

Each Administrative Services Division is required to post an emergency evacuation plan for each work area/section to ensure employees know how to exit the building in an emergency. Each Division is to designate a safety person responsible for evacuation plans and related safety activity.

### **9.02 Facility Security and Safety**

\Each Administrative Services facility has policies that address safety and security on the job, the security of state property, and the safety and security of the people we serve. Administrative Services employees are expected to keep in their possession, and not loan any keys or access cards that have been issued to them, unless written authorization has been given by a supervisor.

### **9.03 Emergency Weather Policy**

Administrative Services fully endorses and adopts the State of Nebraska Emergency Weather Policy.

- Administrative Services has statutory responsibility (81-113) to be open for the transaction of business for at least 8:00 a.m. to 5:00 p.m., Monday through Friday.
- Prior to the onset of inclement weather, each Administrative Services Division will develop plans and alternatives on how best to serve the public should a weather emergency arise. All employees should be made aware of the procedures developed for their Division.
- With the safety and welfare of our employees as a concern, employees will determine for themselves their ability to drive to work safely, the condition of their vehicle, and the immediate road conditions.
- If an employee chooses not to report to work, he/she should follow his/her own Division policy for reporting his/her absence.
- Employees choosing not to work during adverse weather conditions will have to use accrued vacation leave, earned compensatory time or leave without pay. If feasible, employees may be allowed to make up missed work time within the work week.
- If an employee's normal work site is not open, for an example in locations where employees work in buildings that are not owned or operated by the state, and an alternate work location is not an option, then the employee may be placed on a ready-to-work status by their Division Administrator. This means that he/she is ready and available to be called back to a work location at any time. Employees in a ready-to-work status will be compensated. Employees will perform any State work possible during this status.
- Administrative Services will be as reasonable as possible in the approval of the use of vacation, compensatory time, or leave without pay. Also, if possible or necessary, Administrative Services will allow employees to make up any lost work time due to weather-related conditions. The Administrative Services Director may authorize employees to work from other locations.

### **9.04 Administrative Services Workplace Violence Policy**

Administrative Services employees have a right to a workplace that is free of the threat of violence. Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated.

### **9.04.01 Prohibited Conduct**

Administrative Services does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

The following 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 employer property or property of another employee;

### **9.04.02 Employee Reporting Requirements**

While employees are not expected to be skilled in identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their immediate supervisor or Division Administrator and/or the Administrative Services Human Resources Office if any individual exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior.

A threat is defined as any statement that indicates intent to do bodily harm to oneself or others. In the case of either a verbal, nonverbal or written threat, immediately notify the supervisor and/or manager in charge. If the supervisor and/or manager is making the threat, it will be reported to the next level of management.

When threats are made in situations where an individual is in a posture to harm himself/herself or others (i.e.: has a weapon or other harmful device, incites an altercation, or exhibits violent behavior), dial 911 immediately to notify local law enforcement officials. Allow law enforcement officials to remove the threatening individual from the workplace and to assure the safety of employees and the public. After calling 911, immediately notify the appropriate building security, supervisor/manager in charge, and Administrative Services Human Resources.

### **9.04.03 Supervisor and/or Manager Reporting Requirements**

It is the responsibility of the supervisor/manager to investigate alleged threats in conjunction with the Administrative Services Human Resources Office.

The role of the supervisor and/or manager is to deal with inappropriate behavior early on in order to decrease the chances of violence in the future. An Employee Assistance Program (EAP) recommendation, or referral, is appropriate if an employee has a persistent problem in expressing anger in inappropriate ways or in acting in an intimidating way.

Divisions are responsible for posting the number to dial in an emergency and the name and extension of a designated individual to contact within the facility or Division in the event of a violent or potentially violent situation.

#### **9.04.04 Dangerous and/or Emergency Situations**

Employees who encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact, and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given.

# Chapter 10 - Salary and Pay Administration

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10.01 Classification and Pay

Individual job duties will be reviewed periodically by the employee and supervisor during job performance appraisals for validity and accuracy. Each employee is assigned to a classification and a corresponding salary grade established by Administrative Services State Personnel Division. The basic principle of the classification and pay plan is for employees to receive an equitable wage based on a comparison with jobs of similar duties.

Administrative Services management may request a review of an employee's classification at any time. Employees may request their supervisor to audit their functions and responsibilities if they believe they are classified incorrectly. The supervisor and/or manager will notify the Administrative Services Human Resources Office when a classification request is initiated.

10.02 Paydays

Bi-weekly pay period for Administrative Services employees runs from Monday 12:01 a.m. through Sunday 12:00 a.m. for a two-week period with payday being the Wednesday following the end of the pay period. New employees will be placed on a bi-weekly pay cycle.

10.03 Time Sheet and Leave Approval

Time sheets will be entered on the Nebraska Information System (NIS), time entry program. The NIS time entry system will maintain the hours worked and all leave approvals. Supervisors submit approved time sheets electronically to the Administrative Services Human Resources Payroll Office on the first Monday of the next pay period by 10:00 AM.

Administrative Services will establish an electronic leave approval process through the Nebraska Information System, and the documentation for such requests and approvals will reside in NIS for auditing purposes.

When an employee is away from the worksite on the day time entry sheets are due, a supervisor will complete the time entry for the employee and submit it electronically to the Administrative Services Human Resources Payroll Office. When the employee returns to work, he/she will complete any appropriate leave requests and review the time sheet submitted noting any adjustments that may be necessary to the recorded hours. The supervisor will verify the adjustments with the employee and submit any changes to the Administrative Services Human Resources payroll office, authorizing the adjustments be reflected in the next pay period.

10.04 Salary Administration Policies for Rules Covered Employees

10.04.01 Increased Hire Rate

All employees must be hired at the hiring rate of the salary grade for their class, except in the following cases:

When an applicant has training and/or experience which exceeds the entry level qualifications for the class or there are demonstrated recruitment difficulties, the Administrative Services

Director may hire that applicant at a rate up to the minimum permanent rate, without prior written permission from the Director of Personnel, Administrative Services-State Personnel Division.

Prior written permission from the Director of Personnel, Administrative Services-State Personnel Division, is required before a salary above the minimum permanent rate is offered to an applicant. Written requests to the Administrative Services Personnel Administrator to offer a beginning rate above the minimum permanent rate will include the following information:

- Information concerning advertising and recruitment efforts for the position in question. This will include a list of the publications used, the number of applications received, the number of applicants minimally qualified, the number of applicants interviewed and other specific information used in making the decision to offer the job to a particular applicant including any special education and/or experience the applicant has above the normal requirements of the classification that justifies the higher rate.
- The relationship between the requested salary and that of other Administrative Services employees occupying the same class or class series and other internal equity considerations.
- Any current salary information attachment available that indicates a market situation where the State is not in a competitive position.
- Other background information that would justify the necessity for hiring above the minimum permanent rate.
- An explanation as to the consequence created if this applicant is not hired.
- Indication of whether there are other qualified candidates and whether or not they have been offered the position at a lower rate.

When applicant recruitment becomes difficult for compensation-related reasons, the Director of Personnel, Administrative Services State Personnel Division, may authorize an increased hiring rate for an entire class, or for a series of classes, or for a set of classes within a specific geographic area. Under these circumstances, current employees in the affected classes will be paid at least the specified increased hiring rate. Requests to offer an increased hire rate must be in writing and submitted to the Administrative Services Personnel Administrator. The Administrative Services Personnel Administrator may request salary adjustments from the Director of Personnel, Administrative Services – State Personnel Division for other employees if an inequitable compression of salaries would result from an increased hiring rate.

A former employee returning to work in the same class within the State Classified Personnel System may be rehired at the same rate the employee was receiving when he/she left State employment. An exception would be that the rate will not be less than the hiring rate or higher than the maximum rate of the current salary grade. If the employee was not in the State Classified Personnel System, he/she is considered as a new employee for hiring rate purposes.

10.04.02 Salary Increase Upon Completion of Original Probation

Employees hired under the State Personnel's Classified Rules and Regulations and upon completion of the original probation period, employees paid less than the minimum permanent rate, will be given a salary increase to at least the minimum permanent rate. At the Administrative Services Director's discretion, new employees hired at less than the minimum permanent rate may be given an end of probation increase up to 5%. New employees hired at the minimum permanent rate may, at the Administrative Services Director's discretion, be given an end of probation salary increase up to 5%.

Newly hired employees will be informed in writing of the starting salary or hourly wage, start date, time to report to work, name of direct supervisor, and date, time and location of new employee orientation. The notification will also include whether they are on original probation or not and whether they may receive a wage increase following successful completion of the original probationary period, and, if so, the amount of the wage increase.

10.04.03 Salary Grade Changes

Upward Changes:

Employees placed in a higher salary grade may receive up to a 10% pay increase per salary grade advanced, at the Administrative Services Director's discretion, except in the following cases:

- The employee will be paid at least the minimum permanent rate of the new salary grade.
- Employees placed in a higher salary grade cannot be paid above the maximum rate of the new salary grade as a result of the pay increase.
- No employee will be reclassified or transferred to a position of a lower salary grade (with no salary reduction) and then promoted back to the same grade with a salary increase within one year.

Downward or Lateral Changes:

Disciplinary issues that result in demotions will require at least a 5% reduction in salary. The employee's salary may be reduced to the hiring rate, at the Administrative Services Director's discretion (In no case will employees be paid less than the hiring rate of their salary grade, and in no case will employees pay exceed the maximum of their salary grade).

Employees, placed in the same or lower salary grade because of a reclassification, involuntary transfer, or salary grade adjustment may have their salary decreased up to 5% per each salary grade. A written, detailed justification not to reduce salary should be prepared by the Division Administrator and submitted to the Personnel Administrator. The Personnel Administrator will review each request and submit a written recommendation to the Administrative Services Director, who will issue a final decision in writing.

Employees who experience a salary grade or classification change as a result of a voluntary transfer or as a result of bumping in lieu of layoff may have their salary reduced by 5% for the lateral transfer to a different class, or reduction of one salary grade; 7.5% for two salary grades; and 10% for more than two salary grades. A written, detailed justification not to reduce salary should be prepared by the Division Administrator and submitted to the Personnel Administrator. The Personnel Administrator will review each request and submit a written recommendation to the Administrative Services Director, who will issue a final decision in writing.

If the new salary is below the minimum permanent rate, the employee may be given a salary increase to the minimum permanent rate at any time during the following six months, but will be paid at least the minimum permanent rate at the end of the six months.

If the employee's new salary is higher than the maximum pay rate of the new salary grade, salary may be further reduced at the Administrative Services Director's discretion. A written, detailed justification should be prepared by the Division Administrator and submitted to the Personnel Administrator in situations where the Division Administrator wishes to request that pay remains above the maximum of the salary grade. The Personnel Administrator will review each request and submit a written recommendation to the Administrative Services Director, who will issue a final decision in writing.

10.04.04 Salary Adjustments within Grade

The Administrative Services Director may request salary adjustments (up or down) for Administrative Services employees, from the Director of Personnel, Administrative Services State Personnel Division. Reasons for such requests may include the following:

- Internal pay equity within Administrative Services for similar jobs with disparity in pay.
- Hiring above minimum permanent rate due to superior qualifications that causes inequity for current, equally qualified staff.
- A single position within a class has unique responsibilities and/or skill requirements, which significantly distinguishes it from others in the class.
- Retention issues (i.e., high turnover, market issues).
- Increased workload that is considerable, yet does not warrant reclassification (i.e., lead worker responsibilities).

The reasons for, and consequences of, such requests will be explained in detail and documented. The decision of the Director of Personnel, Administrative Services State Personnel Division, is final and is not appealable by Administrative Services or the employee.

Chapter 11 - Benefits Information

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## **11.01 Insurance Coverage**

Generally, changes to your benefits are permitted only during the annual Open Enrollment period. However, you may enroll and/or change your elections during the year if you experience a change in family status such as:

- A change in your spouse's employment
- Your marriage, divorce or legal separation
- The birth, adoption or placement for adoption of a child
- The death of a dependent

Any elections and/or changes to your coverage must be consistent with your family status change. For example, if you have coverage under your spouse's medical plan and your spouse loses his or her job, you may enroll yourself and your spouse in one of the State's medical plan options. You must contact the Administrative Services Human Resources Office within 30 days of a change in family status to be eligible for benefit plan options.

Contact the Administrative Services State Benefits Office for more details on insurance coverage, options and cost. Employees may access the Administrative Services State Benefits website at [www.das.state.ne.us/personnel/benefits](http://www.das.state.ne.us/personnel/benefits) for more specific information on insurance benefits.

### **11.01.01 – Changes to personal information**

Any nonrelated benefit changes to your employee personal information must be completed by the Central Services payroll staff. Contact the payroll staff for the proper documentation on any changes for the following topics.

|                           |                               |
|---------------------------|-------------------------------|
| Last name change          | Direct deposit changes        |
| Marital status change     | W-4 changes                   |
| Change in home address    | Deferred compensation changes |
| Change in mailing address | Charitable Giving             |
| Zoo Membership            | Private parking lot changes   |
| College Savings plan      | U.S. Savings Bonds            |

## **11.02 Retirement**

The State of Nebraska offers a retirement plan for the purpose of providing benefits in recognition of service to the state. Employees, other than temporaries, must participate in the plan at the time of hire. The benefits under the plan are in addition to any supplemental benefits received from Social Security. To learn more about retirement benefits, contact the Nebraska Public Employees Retirement System (402) 471-2053, or access their web site at [www.npers.ne.gov](http://www.npers.ne.gov).

## **11.03 Deferred Compensation**

A deferred compensation plan is available to permanent state employees. Under the provision of this voluntary supplemental retirement plan, employees may request to defer payment of a portion of their income to a later date. The taxes normally paid on that money are deferred until retirement when most participants are in a lower tax bracket. To learn more about deferred compensation benefits, contact the Nebraska Public Employees Retirement System (402) 471-2053, or access their web site

at [www.npers.ne.gov](http://www.npers.ne.gov).

## **11.04 Employee Assistance Program**

At times, employees may have problems that impact their lives and affect their ability to perform their jobs. In order to assist employees during these times, the State of Nebraska contracts with the Employee Assistance Program (EAP) to provide confidential counseling and referral services for employees and their family members. Employees can use the following toll-free number to get in contact with an EAP counselor: (800) 666-8606.

### **11.04.01 Services and Coverage**

All Administrative Services employees and their immediate family are eligible to use the services of EAP free of charge.

The services provided by EAP include diagnosis, counseling, and related treatment, and referral to other community services for the following situations: substance abuse, financial problems, emotional difficulties (i.e.: stress, anxiety), family/marital disputes and employment-related issues (i.e.: performance or attendance problems, work stress). EAP also provides training on a variety of subjects.

### **11.04.02 Referral Process**

Eligible employees may make a self-referral for themselves or their immediate family and any Administrative Services supervisor may suggest to an employee that he/she seeks the services of EAP. However, referral to the EAP must be agreed upon by the employee. In some cases a mandatory referral to a counselor may be made by Administrative Services management via the disciplinary action process. Although initial consultation is provided free of charge to the employee or immediate family member, employees may incur personal costs for extended EAP services or if referred to an agency outside EAP.

### **11.04.03 Leave Time for EAP Services**

Employees who voluntarily seek counseling/referral services from the EAP should be allowed to use sick leave for the appointment. EAP appointments should be treated the same as an appointment with a physician or dentist, which are considered appropriate use of sick time. The EAP is flexible and employees should be encouraged to make appointments outside of work time; however, he/she should not be required to do so.

When a supervisory referral is made, Administrative Services will grant the employee an appropriate amount of time to attend the initial counseling session without charging it to sick leave, vacation leave or compensatory time. After the initial visit, if the employee elects to continue counseling, they may be given the opportunity to use sick leave for further counseling sessions.

If the supervisor refers an employee to the EAP and he/she wants to make sure the employee attended the session, that information can be provided by EAP. However, no additional information concerning the type of services being provided will be given to the supervisor without the employee's written permission.

Administrative Services will not pay the travel costs (i.e.: mileage, meals, lodging) incurred by an employee or their immediate family using the services of EAP.

#### **11.04.04 Employee-Employer Rights and Expectations**

Employees receiving assistance from EAP will not jeopardize their job security or promotional opportunities.

This employee benefit in no way limits or constitutes a waiver of management's responsibility to maintain discipline or take disciplinary action. If an employee refuses to accept a referral to EAP, Administrative Services will handle each individual employee's behavior like that of any other employee whose job performance is declining or inadequate.

EAP will not serve as a means of normal communication between the employee and the supervisor. The program will not be expected to serve as a mediator for employer-employee relations or handle any formal employee grievance or complaint.

The EAP program furnishes only summary data to the Administrative Services Human Resources Office on a quarterly basis. This summary lists the total number of employees requesting services, a breakdown by referral source (supervisory or self-referral), and a listing of any additional services provided during the quarter.

The EAP office will not inform Administrative Services Human Resources Office of any individual self-referral. Information obtained by EAP professional staff will be held in strict confidence. EAP records for individual employees or their immediate family will not be disclosed to anyone without the written release of the individual receiving treatment. The written release for disclosure to Administrative Services will be limited to information concerning job-related problems. Information concerning personal problems or those of family members will not be released to Administrative Services Human Resources Office.

## Chapter 12 - Expense Reimbursement

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12.01 In-State Meals

Reimbursement will be made for actual expenses. Reimbursement requests must be made 30 calendar days from the date the employee incurred the expense(s). Employees are asked to keep meals within reasonable amounts as suggested in the Administrative Services State Accounting Manual. Receipts are not required for reimbursement if under the guidelines. However employees must maintain documentation regarding their meal costs. The documentation or logbook should include the date, place, the meal, and related cost. Tips and tax for meals are included in the cost and reimbursement of meals. If daily amounts are over guidelines as stated in the State Accounting Manual, the employee must submit copies of his/her expenses. No reimbursement may be made for alcoholic beverages. Please refer to the State Accounting website at: www.das.state.ne.us/accounting.

12.02 Out-of-State Meals

When traveling out of state, reimbursement will be made for actual meal costs. As a guideline, reasonable meal expenses will be considered to be those established by the federal standard daily meal allowances established by the GSA. Receipts are not required if under the guidelines for reimbursement; however, employees are required to maintain some sort of documentation or logbook that lists the date, place, the meal, and related cost. No reimbursement may be made for alcoholic beverages.

12.03 Overnight Travel Meals

Overnight travel meals may be reimbursed as follows:

- Breakfast – When an employee leaves for overnight travel at or before 6:30 a.m., breakfast may be reimbursed.
- Lunch – When an employee leaves for overnight travel at or before 11:00 a.m., or returns from overnight travel at or after 2:00 p.m., the noon meal may be reimbursed.
- Dinner – When an employee returns from overnight travel at or after 7:00 p.m., the evening meal may be reimbursed. When an employee leaves for overnight travel before 6:00 p.m., the evening meal may be reimbursed.

12.04 One Day Travel Meals

One-day travel meals may be reimbursed to the employee incurring the expenses as listed below. Note: Time limitations set forth in this policy do not include the time taken for the meal.

- Breakfast – When an employee leaves for one day travel at or before 6:30 a.m. or 1-1/2 hours before the employee's shift begins, whichever is earlier, the morning meal may be reimbursed.
- Lunch – Noon meals for one-day travel are not reimbursable.
- Dinner – When an employee returns from one-day travel at or after 7:00 p.m. or 2 hours after the employee's shift ends, whichever is later, the evening meal may be reimbursed.

12.05 Long Distance Phone Calls While Traveling on Overnight Business

Employees traveling on overnight business should utilize phone cards issued by the Office of the Chief Information Officer for business related purposes. Employees may call family members at State expense while in travel status. One phone call to family members of no more than five minutes is authorized each day. All other personal phone calls are made at employee expense.

12.06 Mileage for Approved Travel

The use of State vehicles is highly recommended whenever possible for travel related to State business. If a State vehicle is not available, or impracticable to use, an employee will be reimbursed at the rate determined by Administrative Services Accounting for approved travel in the employee's personal vehicle. Current rates for mileage reimbursement are listed on the Administrative Services Expense Reimbursement Form that can be located at www.das.state.ne.us/accounting.

12.07 Lodging

An Administrative Services employee will be reimbursed for the reasonable and necessary lodging expense incurred when the employee is required to stay away from home overnight. The absence must be of a duration that the employee cannot reasonably leave and return home before and after each day's work. Government rates will be requested. Only the actual expense is reimbursable, and receipts must be provided. Direct billing to Administrative Services by in-state or out-of-state lodging is preferred.

Chapter 13 - Types of Leave

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### **13.01 Authorized Leave**

The following are forms of authorized leave: holiday, vacation, sick, injury, military, civil, funeral, family medical leave, leave of absence, and leave without pay. Authorized leave must be approved by the supervisor. The employee may be required to provide appropriate documentation as requested by the supervisor. Supervisors will use the Nebraska Information System to account for each employee's absences from work. An absence by an employee not authorized by the employee's supervisor will be considered an unauthorized leave.

### **13.02 Holidays**

The following holidays, and others when declared by proclamation of the Governor or President, are compensated holidays for permanent employees in Administrative Services and are scheduled on the dates indicated below:

|                             |                               |
|-----------------------------|-------------------------------|
| 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      |
| Veterans' Day               | November 11                   |
| Thanksgiving Day            | Fourth Thursday in November   |
| Day after Thanksgiving      | Friday following Thanksgiving |
| Christmas Day               | December 25                   |

#### **13.02.01 Weekend Holidays**

When a holiday falls on the first day of an employee's weekend, it will be observed on the preceding day. When a holiday falls on the second day of an employee's weekend, it will be observed on the following day. A weekend is two consecutive days off, whether they be Saturday/Sunday, Tuesday/Wednesday, Friday/Saturday, etc.

#### **13.02.02 Work on an Observed or Actual Holiday**

Full-time and part-time employees eligible for time and one-half overtime, not to include temporary employees, who work on a holiday (observed or actual) will receive time and one-half compensation, either in the form of pay or time off within the next twelve-month period, for hours actually worked on the holiday in addition to their holiday leave pay for hours scheduled to work that day. All hours worked on a holiday in excess of an employee's normally scheduled workday will be compensated at two times the employee's normal hourly rate. In no case will an employee receive both additional pay and time off for an observed or actual holiday.

#### **13.02.03 Eligibility for Holiday Leave**

Unless excused by the supervisor, employees will be in a paid status on the workday immediately preceding and the workday immediately following an observed holiday in order to receive compensation for that day. Employees will not receive holiday pay or time off if the holiday occurs during a period of non-paid leave. However, if the holiday occurs during a paid leave, the employee is considered to be on holiday leave for the day of the holiday, rather than any other type of leave.

#### **13.02.04 Transferring Employees**

Holidays which fall between the dates of transfer from one state agency to Administrative Services are paid for by the agency from which the employee is transferring.

#### **13.02.05 Temporary Employees**

Temporary employees are not eligible for holiday leave and, if required to work on a holiday or observed holiday, are paid for the time worked at their normal rate of pay.

#### **13.02.06 Full-Time Employees**

Full-time employees will receive holiday compensation equal to one-fifth of their normal scheduled work-week for each paid holiday. If an employee works 10-hour work days, they will receive holiday compensation equal to eight hours. The remaining two hours will be in the form of any eligible leave accrual or compensatory time.

#### **13.02.07 Part-Time Employees**

Employees working part-time schedules will receive paid time off for holidays on a pro-rated basis. Administrative Services will use the budgeted percentage of the full time FTE (1.00) when calculating the amount of earnings. Example; a .60 FTE employee would receive 4.8 hours holiday leave for each holiday. (.60 FTE x 8 hours [for full-time] = 4.8 hours).

### **13.03 Vacation Leave**

All permanent Administrative Services employees working at least half-time earn paid vacation leave based on paid status hours in any given pay-period. Vacation leave begins accruing immediately upon employment and may be requested after the first completed pay period.

#### **13.03.01 Scheduling Vacation Leave**

Vacation leave will be requested as far in advance as possible and may only be used when approved by either the Division Administrator, immediate supervisor, or appropriate manager. An electronic leave request is required to be submitted and approved by the immediate supervisor prior to taking vacation leave.

#### **13.03.02 Vacation Leave Accruals**

All permanent full-time Administrative Services employees covered under the Nebraska Classified System Personnel Rules earn vacation leave according to the following schedule. (NAPE/AFSCME covered employees, refer to current labor contract).

|                                                    |                 |         |
|----------------------------------------------------|-----------------|---------|
| 1 <sup>st</sup> through 5 <sup>th</sup> year ..... | 96 hours .....  | 12 days |
| 6 <sup>th</sup> year .....                         | 120 hours ..... | 15 days |
| 7 <sup>th</sup> year .....                         | 128 hours ..... | 16 days |
| 8 <sup>th</sup> year .....                         | 136 hours ..... | 17 days |

|                                      |                |         |
|--------------------------------------|----------------|---------|
| 9 <sup>th</sup> year .....           | 144 hours..... | 18 days |
| 10 <sup>th</sup> year .....          | 152 hours..... | 19 days |
| 11 <sup>th</sup> year .....          | 160 hours..... | 20 days |
| 12 <sup>th</sup> year .....          | 168 hours..... | 21 days |
| 13 <sup>th</sup> year .....          | 176 hours..... | 22 days |
| 14 <sup>th</sup> year .....          | 184 hours..... | 23 days |
| 15 <sup>th</sup> year .....          | 192 hours..... | 24 days |
| 16 <sup>th</sup> year and more ..... | 200 hours..... | 25 days |

### **13.03.03 Balancing of Vacation**

All Administrative Services employee's accumulated vacation time in excess of 35 days (280 hours), will be forfeited as of December 31<sup>st</sup> of each calendar year. In special and meritorious cases, when it would cause hardship for an employee to take earned vacation leave before December 31<sup>st</sup>, vacation hours in excess of 280 may be approved by the Administrative Services Director. In all cases, vacation hours carried over will be used within the next six months. In no case will approved carry over vacation continue from year to year. Requests for the carryover of vacation leave will be first submitted to the Administrative Services Human Resources Office on or before December 1<sup>st</sup>. All carryover requests will outline the justification and plans to use the excess vacation hours within the following six months.

### **13.03.04 Hospitalization on Vacation**

Should an Administrative Services employee require hospitalization while on vacation, vacation leave will be changed to sick leave, effective the date of the hospitalization, upon request to the employee's immediate supervisor. Employees may be required to furnish a physician's statement substantiating and verifying treatment and hospitalization of the employee, if requested by the immediate supervisor, Division Administrator, or Director.

### **13.03.05 Vacation Leave Payment**

Administrative Services employees who leave state government employment for any reason will be paid for any unused accumulated vacation leave earned, calculated on their base hourly rate. Employees who are separating from State Service with Administrative Services will not use vacation leave for their last day(s) of work. Exceptions may be allowed with the approval of the Division Administrator and the Administrative Services Human Resources Office.

### **13.03.06 Vacation Leave Advancement**

Vacation leave will not be advanced under any circumstances.

## **13.04 Sick Leave**

All permanent Administrative Services employees working at least half-time earn paid sick leave based on the paid status hours in any given pay-period. Sick leave begins accruing immediately upon employment and may be requested after the first completed pay period.

### **13.04.01 Sick Leave Accruals**

All permanent full-time Administrative Services employees covered under the Nebraska Classified System Personnel Rules earn sick leave according to the following schedule (NAPE/AFSCME covered employees, refer to current labor contract):

|                           |                 |          |
|---------------------------|-----------------|----------|
| 1st through 5th year..... | 96 hours.....   | 12 days  |
| 6th year .....            | 136 hours.....  | 17 days  |
| 7th year .....            | 144 hours.....  | 18 days  |
| 8th year .....            | 152 hours.....  | 19 days  |
| 9th year .....            | 160 hours.....  | 20 days  |
| 10th year .....           | 168 hours.....  | 21 days  |
| 11th year .....           | 176 hours.....  | 22 days  |
| 12th year .....           | 184 hours.....  | 23 days  |
| 13th year .....           | 192 hours.....  | 24 days  |
| 14th year .....           | 200 hours.....  | 25 days  |
| 15th year .....           | 208 hours.....  | 26 days  |
| 16th year .....           | 216 hours.....  | 27 days  |
| 17th year .....           | 224 hours.....  | 28 days  |
| 18th year .....           | 232 hours.....  | 29 days  |
| 19th year and more .....  | 240 hours.....  | 30 days  |
| Maximum Accrual.....      | 1440 hours..... | 180 days |

### **13.04.02 Conditions for Using Sick Leave**

The following conditions are the only valid reasons sick leave may be used:

- When an employee is unable to perform his/her duties because of sickness, disability, or injury. Pregnancy, post-natal recovery, and miscarriage will be considered temporary disabilities.
- When an employee obtains medical, surgical, dental, or optical examinations or treatment.
- When an employee's presence at work jeopardizes the health of others by exposing them to a contagious disease.
- When the illness, disability, injury, or medical, surgical, dental or optical appointment of an immediate family member demands the employee's presence. The immediate family will be considered as: spouse, children, and parents. At the Administrative Services Director's discretion, the definition of immediate family may be broadened. Employees may use vacation time for care of family members when their presence is helpful but not essential, if approved by either the Administrative Services Director and/or the Administrative Services Human Resources Administrator.
- Natural birth fathers may use sick leave on the day of the birth and the day the mother and child return to the home from the hospital, provided these days cross the natural birth fathers' regularly scheduled time to work.

### **13.04.03 Requests for Sick Leave**

Sick leave will be requested as far in advance as possible. An electronic sick leave request is required to be submitted to the immediate supervisor prior to taking leave, when possible. Upon receipt, the immediate supervisor or designee will respond to such requests within two working days. In the case of illness, injury, emergency, or any other absence not approved in advance, the employee will inform their immediate supervisor or designee of the circumstances as soon as possible.

### **13.04.04 Sick Leave Verification**

An employee may be required to submit substantiating evidence when the reason for the leave was a medical or dental appointment or when the immediate supervisor suspects sick leave abuse. In Administrative Services, if the sick leave absence is greater than three work days (an absence of 24 consecutive work hours), substantiating documentation may be required. Substantiating evidence may be required when an employee shows a pattern of using

excessive leave that is not related to a serious health condition. Substantiating evidence is generally considered to be a Doctor's statement and/or a Release to Return to Work Status form that will be provided to the Administrative Services Human Resources Office. The Director of Administrative Services may request other forms of substantiation from a treating physician.

#### **13.04.05 Sick Leave Denied**

Sick leave will be denied when the supervisor has facts showing that the employee is abusing sick leave. Sick leave will not be used as vacation leave. Administrative Services will consider sick leave abuse as a possibility when:

- An employee does not remain at home when sick. Exceptions would be trips out of the home for medical purposes or to go to an area other than the home for purposes of treatment by a health care provider.
- Use of sick leave in small increments, on a routine basis, leaving the employee with minimal sick leave balances.
- Use of sick leave routinely in conjunction with approved vacation, weekend or holiday.

#### **13.04.06 Sick Leave Advancement**

Permanent employees may be advanced up to a maximum of 40 hours of sick leave. Vacation leave and compensatory time balances must be depleted prior to the advancement of sick leave. Requests for advancement of sick leave will be submitted in writing to the Administrative Services Director specifying the medical reason for the advancement and the number of hours requested. Substantiating medical documentation will be required. All advancement of sick leave must be paid back to zero hours, prior to any future sick leave approvals.

#### **13.04.07 Sick Leave Accrual Limits**

Employees covered by the NAPE/AFSCME labor agreement will have no maximum limit on the accumulation of sick days except as provided in the labor agreement. Employees covered by the Nebraska Classified System Personnel Rules and Regulations will have accumulated sick leave in excess of 1440 hours forfeited as of December 31 of each calendar year.

#### **13.04.08 Sick Leave and Separation**

All sick leave will be forfeited upon separation from employment, except that an employee age 55 or above, or of a younger age if the employee meets all criteria necessary to retire under the primary retirement plan covering his/her State employment, or at death, will be paid one-quarter of his/her accumulated sick leave. (Refer to NAPE/AFSCME Labor contract for limits of pay out to labor covered employees.)

#### **13.04.09 Sick Leave Reinstatement**

An employee who has left state service for other than disciplinary reasons and returns within five years will have all earned sick leave, not used at time of departure, reinstated to the sick leave account. Any employee who has retired or voluntarily separated in lieu of retirement, and was paid ¼ sick leave pay out, will not have any sick leave reinstated.

#### **13.04.10 Sick Leave Deferment during Layoff**

Administrative Services employees eligible for retirement who are laid off will have the option to defer the payment of one-quarter of their sick leave account for up to twelve months. Should the laid off employee return to state employment within twelve months, the employee's sick leave balance and service date will be reinstated (minus the time in a non-pay status). Should the laid-off employee not obtain further state employment at the end of the twelve-month period, Administrative Services will pay the employee one-quarter of their sick leave account.

### **13.05 Transferring Vacation and Sick Leave Balance to another Agency**

Employees who transfer from Administrative Services to another State agency in the State Classified Personnel System will have their accrued vacation and sick leave transferred to the new agency and will not start with a negative balance, unless the employee has a negative sick leave balance due to an advancement of sick leave. Upon mutual agreement between the two agencies involved and the employee, a portion of accumulated vacation leave may be transferred to the new agency, with Administrative Services paying the employee for the portion not transferred. Employees who transfer from a non-classified agency to Administrative Services will transfer the amount of vacation and sick leave they would have earned had they been in the State Classified Personnel System, minus the vacation and sick leave used, and will not start with a negative balance, unless the employee has a negative sick leave balance due to an advancement of sick leave.

### **13.06 Service Date Adjustment**

The service date is the date of hire for a new Administrative Services employee. The service date for rehired employees will be adjusted by the number of calendar days, absent if re-employed within five years. Suspensions without pay, unauthorized leaves of longer than one day, and leaves of absence which exceed 14 calendar days (except military leave) also require adjustment of service date. Employees who left state service for other than disciplinary reasons and return within five years will be given credit for previous state service by having their service date reinstated, minus the amount of time absent. Employees who left state service for disciplinary reasons, or employees who retired from state service or voluntarily resigned in lieu of retirement, and return will not be given credit for previous state service.

### **13.07 Funeral Leave**

Funeral leave requests must be made to the employee's immediate supervisor. Up to five days funeral leave may be granted to employees for death in the immediate family. For purposes of this section, "immediate family" will mean spouse, father, mother, grandfather, grandmother, sister, brother, child, grandchild, spouse of any of these, or someone who bears a similar relationship to the spouse of the employee. Step-persons bearing these relationships are included. At the Administrative Services Director's discretion, the definition of immediate family may be expanded to include other individuals with a similar personal relationship to the employee as that of an immediate family member. All requests to expand the definition of immediate family will be submitted to the Administrative Services Human Resources Office and will include justification for the request and the amount of days needed. Administrative Services Human Resources Office will process the request and submit to the Administrative Services Director's Office for final decision.

### **13.08 Military Leave**

Federal Status, Active Service. State employees (including temporary employees) who are members of the Nebraska National Guard or any other reserve component will be entitled to a military leave of absence from their respective duties, without loss of pay, as prescribed below, when employed with or without pay, under the orders or authorization of a competent authority in the active service of the

State or of the United States. Members who normally work or are normally scheduled to work, one-hundred-twenty hours or more in three consecutive weeks, will receive a military leave of absence of one-hundred-twenty hours each calendar year. Members who normally work, or are normally scheduled to work, less than one-hundred-twenty hours in three consecutive weeks will receive a military leave of absence each calendar year equal to the number of hours they normally work, or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and will be in addition to the regular annual leave ("Annual leave" is interpreted to mean "vacation leave" for state employees.). Such orders will be from the Adjutant General's office of the Nebraska National Guard or from a reserve component which has specific authority to issue military orders. Sick and vacation earnings and holiday pay are continued during this authorized absence.

### **13.08.01 Eligibility for Military Leave Hours**

When an employee's active service period continues into a new calendar year, the employee becomes eligible for another 120 hours of military leave on January 1 of the new calendar year. The Administrative Services Human Resources Office will contact the employee or a member of the employee's family to advise them of this eligibility. The employee may choose to utilize it or save it for later in the calendar year. In no case does the leave carry over into another calendar year. The employee, or duly delegated family member, will notify the Administrative Services Human Resources Office, in writing, of their decision.

Proper documentation, including copies of orders for all military leave absences, will be retained at the Administrative Services Human Resources Office in the employee's personnel file.

### **13.08.02 State Active Service for Emergencies**

When the Governor of this state declares that a state of emergency exists and any of the persons named in this section (See 13.08) are ordered to active service of the State, a state of emergency leave of absence will be granted until such member is released from active duty of the State by competent authority. A military leave of absence will not be used during a state of emergency declared by the Governor. Other forms of leave may be granted. During a state of emergency leave of absence because of the call of the Governor, any official or employee subject to this section will receive his or her normal salary or compensation, minus the State active duty base pay he or she receives in active service of the State.

### **13.08.03 Enlistment or Extended Duty**

Employees, other than temporary, who leave their positions to undergo military training or extended duty with the armed forces of the United States or undertake military duty in the active service of the State, will be entitled to a leave of absence for a period of such training and/or service, not to exceed 5 years. This will be without loss of pay during the first 15 workdays of the leave of absence, provided they have not already used the allotted time in that calendar year. All actions related to an employee's employment and benefits will be taken in accordance with the Uniformed Service Employment and Reemployment Rights Act of 1994 (USERRA) and amendments.

### **13.08.04 Return to Employment from Military Leave**

Upon returning from training and/or service within 5 years, employees will be entitled to be reinstated in their former position, or a similar position, at a salary level they would have been entitled to had they not been on leave of absence, if application is made in accordance with

USERRA provisions. The employee's service date will not be adjusted due to this type of leave of absence.

## **13.09 Civil Leave**

### **13.09.01 Jury Duty**

If an employee is called to serve as a juror, he/she will be entitled to paid civil leave in addition to jury duty pay. Employees will return to work when not actually serving as a juror on a daily basis.

### **13.09.02 Election Board Duty**

If an employee is appointed to serve on an election or counting board, he/she will be entitled to paid civil leave in addition to pay for this service.

### **13.09.03 Voting Time**

All employees will be given up to two hours for the purpose of voting, provided the employee does not have sufficient time before or after regular duty hours to vote. The two hours authorized for voting does not apply to those employees who, by reasons of their employment, must vote by use of an absentee ballot.

### **13.09.04 Court Appearances**

Time spent by employees appearing in court as a function of their job will be considered as hours worked. All witness fees and reimbursements received as a result of these court appearances will be returned to Administrative Services. Employees attending court as a plaintiff, defendant or witness on non-work related matters may use vacation leave or earned compensatory time. In the event the employee is subpoenaed for non-work related matters and does not have vacation leave or compensatory time, the Director of Administrative Services shall grant leave of absence. Any witness fees paid to the employee for these court appearances will be kept by the employee.

### **13.09.05 Disaster Relief Leave**

Employees who provide proof of their disaster relief volunteer certification with the American Red Cross may, with appropriate supervisory authorization, be granted paid civil leave not to exceed fifteen working days in each calendar year to participate in specialized disaster relief services in Nebraska for the American Red Cross, upon the request of the American Red Cross.

## **13.10 Family and Medical Leave Act**

Family and Medical Leave Act (FMLA) is unpaid time off from work to care for serious medical issues for qualified individuals. However, employees will be allowed to apply accrued sick, vacation, and/or earned compensatory time toward their otherwise unpaid FMLA leave. If an employee elects to apply paid leave toward FMLA leave, the paid leave and FMLA periods run concurrently. Vacation leave and sick leave may be used outside of the 12-week Family Leave allotment.

Employees who have 12 consecutive or nonconsecutive months of total service with the employer are eligible for FMLA leave. In addition, employees must have worked for the employer at least 1,250

hours in the previous 12-month period. In general, permanent or temporary full-time or part-time employees who regularly work 25 or more hours per week are eligible for FMLA leave.

Administrative Services will maintain the employee's existing group health coverage for the duration of FMLA leave provided the employee pays his/her current premium cost when he/she elects not to use paid leave balances or has no accrued paid leave to cover the cost of the health care premium.

Employees returning from FMLA leave are entitled to the same or equivalent position held with same pay and benefits they are entitled to receive. If Administrative Services determines a business necessity requiring finding a permanent replacement while an employee is on leave, the returning employee will be given an equivalent or similar position with the same pay, benefits, and other terms and conditions of employment.

### **13.10.01 Qualifying Conditions for FMLA**

Eligible employees can take FMLA leave to:

- seek treatment for or recover from their own serious health condition;
- care for a parent, spouse, or child with a serious health condition; or
- care for a newborn or a child newly placed through adoption or foster care.

**NOTE:** "Spouse" does not include unmarried domestic partners. "Child" may include step-children, foster children, or certain other children having more than a short-term residence in the employee's home such as legal wards of the employee. Care for mother-in-law or father-in-law is not included. However, "parent" may include individuals other than natural or adoptive parents who served in a long-term parental role for the employee.

- To care for an injured service member, are eligible for 26 weeks of FMLA during a 12-month period if they are a spouse, son, daughter, parent or the nearest blood relative, of the injured service member.
- Those who have a spouse, son, daughter, or parent called to active duty, or having been notified of an impending call or order to active duty in the Armed Forces, will be eligible for 12 weeks of FMLA leave. Leave may also be used for a qualifying exigency arising out of the service member's current tour of active duty.

### **13.10.02 Serious Health Condition**

Serious health condition is defined as illness, injury, impairment, or physical or mental conditions that involve: (1) in-patient care; (2) absence from work, school, or other regular daily activities for more than three calendar days and continuing treatment by a health care provider; or (3) continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, or prenatal care.

Examples of serious health conditions include: heart attack, heart by-pass or valve operations, most cancers, back conditions requiring extensive therapy or surgery, strokes, severe respiratory conditions, spinal conditions, appendicitis, pneumonia, emphysema, severe arthritis, severe nervous disorders, need for prenatal care, severe morning sickness, childbirth, and recovery from childbirth. This does not include voluntary or cosmetic treatments, unless in-patient hospitalization is required. FMLA does not cover short-term illnesses, such as colds, flu, ear infections, upset stomachs, and headaches.

### **13.10.03 Amount of FMLA**

Total FMLA leave cannot exceed 12 weeks in a 12-month period. Employees generally must take FMLA leave in increments of at least one full workday. However, when medically necessary or due to routine medical treatments employees can take FMLA leave on an intermittent basis or use this leave to work a reduced daily or weekly schedule. Family Medical Leave is not cumulative. Therefore, Family Medical Leave cannot be carried forward beyond the 12-month period and banked for future use.

Employees requesting intermittent leave or a reduced work schedule may be temporarily assigned to the Modified Duty Program to accommodate any restrictions of essential duties.

#### **13.10.04 FMLA Requests**

It is the responsibility of the employee to coordinate requests for Family and Medical Leave (FMLA) with the Administrative Services Human Resources Office. The employee must provide a minimum of 30 days notice to the Administrative Services Human Resources Office before he or she may use Family Leave when the need for the leave is foreseeable. Where 30 days notice is not foreseeable, notice must be given as early as possible. The employee will provide notice of the intent to use FMLA to the Administrative Services Human Resources Office and the employee's supervisor.

Division personnel do not have the authority to approve or deny requests for Family and Medical Leave. The Administrative Services Human Resources Office, with the concurrence of the Administrative Services Employee Relations Administrator, will determine eligibility/ineligibility for FMLA in accordance with the federal FMLA guidelines and respond directly to the employee and supervisor on the determination.

#### **13.10.05 Medical Certifications**

Administrative Services will require certifications of the medical need for FMLA leave, whether the leave is for an employee's own or a relative's serious health condition. The employee must provide a copy of the certification to the Administrative Services Human Resources Office no later than 15 calendar days from the date of the FMLA request. The medical certification will include:

- identity of the health care provider(s);
- approximate date on which the serious health condition commenced;
- estimation of the probable duration of the condition;
- all available and appropriate medical facts;
- statement containing specific information why the employee is needed to care for the child, spouse, or parent;
- provide a general description of the treatment regimen;
- applicable statement if the employee cannot perform one or more essential job duties

#### **13.10.06 Medical Second Opinions**

Administrative Services may require a second opinion from a health care provider of their choosing and will pay for the cost of the second opinion. If the second opinion differs from the first, a third opinion may be sought (from a mutually agreed upon health care provider; again, at the expense of Administrative Services). The results of the third opinion are final. Requests for second opinions must be coordinated through the Administrative Services Human Resources Office.

### **13.10.07 Recertification of Serious Health Conditions**

Administrative Services may request recertification of medical conditions, at the employee's expense (and employee's choice of Health Care Provider), to support the employee's FMLA request under the following circumstances:

- For pregnancy, chronic, or permanent/long-term conditions under continuing supervision of a health care provider, Administrative Services may request recertification no more often than every 30 days and only in connection with an absence by the employee unless:
- Circumstances described by the previous certification have changed significantly (i.e.: the severity of the condition, complications, etc.); or Administrative Services receives information that casts doubt upon the employee's stated reason for the absence.
- If the minimum duration of the period of incapacity specified on a certification furnished by the health care provider is more than 30 days, Administrative Services may not request recertification until that minimum duration has passed unless one of the conditions set forth in sections one and two are met.
- For FMLA leave taken intermittently or on a reduced leave schedule basis, Administrative Services may not request recertification in less than the minimum period specified on the certification as necessary for such leave (including treatment) unless one of the conditions listed below is met.
  1. For circumstances not covered in the previous paragraphs, Administrative Services may request recertification at any reasonable interval, but not more often than every 30 days, unless the employee requests an extension of leave.
  2. Circumstances described by the previous certification have changed significantly (i.e., the duration of the illness, nature of the illness).
  3. Administrative Services receives information that casts doubt upon the continuing validity of the certification.
- The employee must provide the requested recertification to the Administrative Services Human Resources Office no later than 15 calendar days from the request by the Administrative Services Human Resources Office, unless it is not practical under the particular circumstances to do so in spite of the employee's diligent, good faith efforts.
- Any recertification requested by Administrative Services will be at the employee's expense. No second or third opinion on recertification may be required.

### **13.10.08 Health Insurance While on Family Leave**

Employer health insurance contributions will continue during an employee's unpaid Family Leave absence, provided the employee makes his/her required contributions. Employer contributions will be based as if the employee had continued to work his/her normal schedule. When an employee does not return from Family Leave for a reason other than:

- the continuation, recurrence, or onset of a serious health condition which would entitle the employee to Family Leave; or
- other circumstances beyond the employee's control,
- the employee will be required to reimburse the State for the State's share of health insurance premiums paid on the employee's behalf during Family Leave.

### **13.10.09 Return to Work after FMLA**

Medical Certification stating the employee is able to return to work with or without restrictions, permanent or temporary, will be required from the attending health care provider if the employee was on FMLA leave because of the employee's own serious health condition. The medical certification will be submitted to the Administrative Services Human Resources Office.

Administrative Services may require the employee to submit certification from a health care provider to support a claim of being unable to return to work. Upon return to work the employee's service date will be adjusted when any unpaid absence due to Family Leave exceeded 14 consecutive calendar days.

### **13.11 Catastrophic Illness Donation Program**

The catastrophic illness donation program is available to Administrative Services employees who meet eligibility requirements. Generally, when employees are suffering from a catastrophic illness or accident and have exhausted their paid leave, they may apply for leave donations from other employees.

The provisions of this section are non-grievable.

#### **13.11.01 Catastrophic Donations**

Vacation leave shall be donated in no less than four (4) hour increments. The contributing employee must identify the specific amount of time donated and the name of the recipient of the donated vacation leave on forms provided by the Administrative Services Human Resources Office. Vacation leave donated and transferred to another State employee will be irrevocably credited to the recipient's catastrophic leave account (NAPE/AFSCME covered employees, refer to current labor contract).

Leave transferred will be converted to a dollar value and then converted to hours based on the recipient's hourly rate i.e.: the leave donor's salary is \$6.00 per hour and the recipient's salary is \$12.00 per hour. Thus a donor must transfer twice the amount of hours to achieve full conversion. No more than 1200 hours of donated leave may be received by an employee during a twelve month period.

#### **13.11.02 Eligibility of Recipient**

The recipient must meet the following requirements in order to be eligible for catastrophic leave donations:

- Must be suffering a serious illness or injury resulting in a prolonged absence of at least thirty work days during the past six months.
- Must produce satisfactory medical verification.
- Must have completed original probation.
- Must have exhausted all earned paid leave time including compensatory time off, sick leave, and vacation leave.
- Must not have offered anything of value in exchange for the donation.

#### **13.11.03 Eligibility of Donor**

The donor must meet the following requirements in order to donate time for catastrophic leave:

- Only four (4) hour increments of vacation leave may be donated.
- Must not have solicited nor accepted anything of value in exchange for the donation.
- Must have at least 40 hours of accrued vacation leave remaining to his/her credit, if donating vacation leave.

#### **13.11.04 Excess Donations**

If the amount of catastrophic leave donations exceed that which is needed to cover the catastrophic illness/injury related absence, it will remain in the catastrophic leave account for a period of one year from the employee's return to work. Remaining amounts may be used for future absences related to the catastrophic illness/injury (i.e., follow-up medical appointments/treatments). After one year from the date of the employees return from the first period of extended absence, or upon death of the employee, any remaining catastrophic leave balance will be forfeited.

### **13.12 Adoption Leave**

Mothers of newly adopted children will receive the same sick leave allowed to State employees who are new mothers by natural birth (generally six weeks). Fathers of newly adopted children should receive leave on the same terms as fathers by natural birth.

### **13.13 Leave of Absence**

Employees may request an unpaid leave of absence not to exceed one year (except for military service and some worker's compensation cases), when such absences will not interfere with the best interest of the State and Administrative Services. All requests for leave of absence are subject to review and approval by the appropriate Administrative Services Division Administrator. Requests that will require a period of absence greater than one year must be reviewed and approved by the Administrative Services Division Administrator and Administrative Services Director.

Written requests for leaves of absence will be considered for such things as temporary disabilities, educational purposes, or other uses. Medical leaves of absence will not exceed six weeks unless approved by a physician.

The leave of absence, when granted, will be in writing and detail the employment conditions that will be in effect at the end of the absence. Vacation leave will not be required to be exhausted prior to such requests.

When an employee has an illness or temporary disability that prohibits the employee from performing his/her job duties, and the employee has no paid sick leave available, the employee must notify his/her supervisor immediately of his/her need for unpaid leave. In all cases where unpaid leave is approved, the employee should contact the Administrative Services Human Resources Office prior to beginning an unpaid leave to coordinate the continuation of benefits and discuss other leave options such as family and medical leave or catastrophic illness donation.

At the conclusion of an extended medical leave, a doctor's release returning the employee to work must be completed by the attending physician. This release must be submitted prior to an employee's return to work. Any questions regarding this process can be directed to the immediate supervisor, Division Administrator or the Administrative Services Human Resources Office.

### **13.14 Worker's Compensation and Injury Leave**

In cases of work-incurred injuries, illness, disabilities, or death, the State of Nebraska provides protection for all employees (and their families in case of death) under the Workers' Compensation Law. Employees who are injured on the job must report all injuries to their immediate supervisor within twenty-four hours of the injury. Employees should not seek medical care on their own unless it is an emergency. Employees must notify their supervisor prior to seeking non-emergency medical services from a doctor, hospital, or pharmacy for a work-related injury. The Workers' Compensation First Report of Injury Form can be found on the State's website at: <http://www.nol.org/home/wc/pubs/pubs.htm>. Unless the situation is an emergency that requires

immediate treatment, the supervisor must complete the Workers' Compensation First Report of Injury Form and the completed form must be submitted to the Administrative Services Human Resources Office by the supervisor on duty. The Human Resources Office will then provide the employee a reference number to be given to his/her health care provider.

- Employees who are disabled as a result of a job-related injury or disease deemed compensable by Worker's Compensation, may be granted injury leave not to exceed five of the employee's normal working shifts for any particular injury. A working shift is counted each time an employee is absent for any portion of his/her assigned shift. Disabled will mean the employee is unable to perform the tasks usually encountered in his/her employment due to an injury/disease or to treatment for an injury/disease.
- Any job-related injury or disease will be reported to the Administrative Services Human Resources Office as soon as possible. The Administrative Services Human Resources Office will have the responsibility to supply all the necessary information to the Administrative Services Risk Management Division.
- Employees being paid workers' compensation for job-related injuries or disease may use accrued sick, vacation, or compensatory leave time to supplement the payment, up to, but not to exceed, their regular gross pay. Worker's compensation benefits are not taxable.
- Employees on workers' compensation will be treated as part-time employees for purposes of leave earnings. They will earn pro-rated sick and vacation leave based on the number of hours worked and/or the accrued leave time hours used to supplement the worker's compensation payment. If they do not have, or choose not to use, accrued leave time to supplement the worker's compensation payment, they will earn leave time only on the number of hours worked.
- Holidays occurring during this period will be paid at a rate proportionate to the amount of accrued leave time being used.
- After all accrued leave time has been exhausted, employees will not be entitled to any leave or pay benefits, except as authorized under worker's compensation, and will be carried in a leave without pay status while on worker's compensation. This type of leave of absence may exceed one calendar year. No service date adjustment is necessary for this unpaid leave.
- For a period of one year after the date of disability and upon termination of workers' compensation, and after the physician has released him/her to return to work, the employee will be reinstated to his/her former classification with no salary reduction. If his/her former position is not available, Administrative Services will place the employee in a similar position and, at the Administrative Services Director's discretion, reduce the salary appropriately.
- For a period of one year after the date of disability and after the physician has released him/her to return to work, if disabled and unable to return to the former classification, the employee will be reinstated to a vacant position, if available, for which he/she is qualified and physically suited and, at the Administrative Services Director's discretion, may have their salary reduced.
- After one year from date of disability, if the employee has not or is not able to return to work, Administrative Services is relieved from any re-employment obligation, and the employee may be terminated.
- An employee's health insurance will continue with the appropriate employer contribution during an absence under workers' compensation after all accrued leave time has been depleted, provided that the employee makes his/her required contribution.

### **13.15 Modified Duty Program**

If needed and reasonable, work adjustments will be made to accommodate an employee's safe return to work in order to prevent any further injury, delayed health recovery, or loss of earnings and benefits. Employees who sustain on or off the job injury or illness, and who have provided a Release to Return to Work Status from their healthcare provider, may be eligible for the Modified Duty program. A modified duty assignment may result in a different shift, different days off, special equipment or training, or different work assignment(s) on a temporary basis during the time of

recovery. The Administrative Services Human Resources Office and the employee's supervisor will make determination of modified duty assignments. An employee not able to return to his/her job performing modified duty assignments, may be assigned specific job tasks in other work areas within Administrative Services that would be consistent with reported restrictions. The length of the modified duty assignment will be determined based on reported restrictions based on treatment progress. Periodic medical reviews will be conducted by the healthcare provider to assess the employee's medical improvement, treatment, and recovery status. An employee in a modified duty assignment will continue to receive the rate of pay he/she was receiving at the time of injury or sickness.

An employee participating in the Modified Duty program is required to keep all medical appointments and follow the prescribed treatment plan. The employee will submit to the Administrative Services Human Resources Office a Release to Return to Work Status form from the treating health care professional after each appointment. During the time of modified duty, the employee will follow all medical restrictions and will not vary from these restrictions unless approved from his/her attending physician.

The employee will follow all expectations and directives related to job assignment(s) in the Modified Duty program until he/she reaches maximum medical improvement and are fully released to perform all essential duties for his/her regularly assigned position without restrictions.

Release to Return to Work Status

Return form to: Administrative Services -- Human Resources, PO Box 94905 Lincoln NE 68509 or fax to 402-471-8589

|                  |                   |
|------------------|-------------------|
| Name of employee | Medical Diagnosis |
|------------------|-------------------|

**Medical Provider: Please complete the following information.**

1. Has our employee reached maximum medical improvement, MMI, to report to work?  Yes  No  
 Date Achieved MMI \_\_\_\_\_ If NO, next scheduled appointment date for evaluation \_\_\_\_\_

2. Employee is released to:  
 full duty without limitations Date \_\_\_\_\_ (Do not complete questions 3 through 11. Sign below.)  
 modified duty from \_\_\_\_\_ date to \_\_\_\_\_ date (specify limitations below.)  
 modified hours (specify here) \_\_\_\_\_ Dates: from \_\_\_\_\_ date to \_\_\_\_\_ date

|                                                              | Number of Hours          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                                              | No limit                 | 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |                          |
| 3. In an eight-hour workday, employee can stand/walk a total | <input type="checkbox"/> |
| 4. At one time, employee can stand/walk                      | <input type="checkbox"/> |
| 5. In an eight-hour workday, employee can sit a total of     | <input type="checkbox"/> |
| 6. At one time, employee can sit a total of                  | <input type="checkbox"/> |

7. The employee is able to work in the following range for lifting, carrying, pushing/pulling: Occasionally 6-33% of the workday or frequently 34-66% of the workday.

| Pounds       | <10                      | 10                       | 15                       | 20                       | 25                       | 30                       | 35                       | 40                       | 45                       | 50                       | 55                       | 60                       | 65                       | 70                       | 75                       | 80                       | 85                       | 90                       | 95                       | 100                      | >100                     |
|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Occasionally | <input type="checkbox"/> |
| Frequently   | <input type="checkbox"/> |

8. Employee can use hands for repetitive

|                        |                                                          |                                                          |                                                                               |
|------------------------|----------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------|
|                        | Right                                                    | Left                                                     |                                                                               |
| a. Fine manipulation   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | Dominant hand<br><input type="checkbox"/> Right <input type="checkbox"/> Left |
| b. Pushing and pulling | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                                               |
| c. Simple grasping     | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                                               |
| d. Keyboarding         | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                                               |

9. Employee can use feet for repetitive raising and pushing (as in operating foot controls)  Yes  No

10. Employee is able to

|               | Continuously<br>67-100% of the day | Frequently<br>34-66% of the day | Occasionally<br>6-33% of the day | Intermittently<br>1-5% of the day | Not at all               |
|---------------|------------------------------------|---------------------------------|----------------------------------|-----------------------------------|--------------------------|
| a. Stoop/bend | <input type="checkbox"/>           | <input type="checkbox"/>        | <input type="checkbox"/>         | <input type="checkbox"/>          | <input type="checkbox"/> |
| b. Crouch     | <input type="checkbox"/>           | <input type="checkbox"/>        | <input type="checkbox"/>         | <input type="checkbox"/>          | <input type="checkbox"/> |
| c. Crawl      | <input type="checkbox"/>           | <input type="checkbox"/>        | <input type="checkbox"/>         | <input type="checkbox"/>          | <input type="checkbox"/> |
| d. Kneel      | <input type="checkbox"/>           | <input type="checkbox"/>        | <input type="checkbox"/>         | <input type="checkbox"/>          | <input type="checkbox"/> |
| e. Twist      | <input type="checkbox"/>           | <input type="checkbox"/>        | <input type="checkbox"/>         | <input type="checkbox"/>          | <input type="checkbox"/> |
| f. Climb      | <input type="checkbox"/>           | <input type="checkbox"/>        | <input type="checkbox"/>         | <input type="checkbox"/>          | <input type="checkbox"/> |
| g. Balance    | <input type="checkbox"/>           | <input type="checkbox"/>        | <input type="checkbox"/>         | <input type="checkbox"/>          | <input type="checkbox"/> |
| h. Reach      | <input type="checkbox"/>           | <input type="checkbox"/>        | <input type="checkbox"/>         | <input type="checkbox"/>          | <input type="checkbox"/> |
| i. Push/pull  | <input type="checkbox"/>           | <input type="checkbox"/>        | <input type="checkbox"/>         | <input type="checkbox"/>          | <input type="checkbox"/> |

11. Other functional limitations or modifications necessary in our employee's employment:  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional comments may be written on back of form.

**AUTHORIZATION TO RELEASE INFORMATION**

I hereby authorize my attending Physician and/or Hospital to release any information or copies thereof acquired in the course of my examination or treatment to my employer or his/her representative.

|                    |                       |      |
|--------------------|-----------------------|------|
| Employee signature | Employee printed name | Date |
|--------------------|-----------------------|------|

Physician Clinic (Address & Phone): \_\_\_\_\_

|                     |                        |      |
|---------------------|------------------------|------|
| Physician signature | Physician printed name | Date |
|---------------------|------------------------|------|

## Request for Unpaid Leave of Absence

To: \_\_\_\_\_ (Name of Immediate Supervisor)      From: \_\_\_\_\_ (Name of Requesting Individual)

Date of Request: \_\_\_\_\_

Why is this leave being requested? Please be specific:

\_\_\_\_\_

\_\_\_\_\_

My first day of absence will begin:    Date: \_\_\_\_\_    Time: \_\_\_\_\_

I will return to work on:                      Date: \_\_\_\_\_    Time: \_\_\_\_\_

Total hours / days requested: \_\_\_\_\_    HOURS / DAYS  
(circle one)

**If insurance is to be continued during a leave without pay, please contact the Human Resource Office at 471-4602 to make the necessary arrangements.**

A leave of absence is not paid work time. Sick and vacation leave will not accrue during a leave of absence.

Your service date will be adjusted if the leave of absence exceeds ten total workdays.

If you are on an unpaid leave during a State holiday, you will not receive pay for that holiday.

**If at any time your status changes during your leave, you should contact your immediate supervisor.**

Approval for Unpaid Leave of Absence:

\_\_\_\_\_ Approved \_\_\_\_\_

\_\_\_\_\_ Denied                      Immediate Supervisor's signature                      Date

\_\_\_\_\_ Approved \_\_\_\_\_

\_\_\_\_\_ Denied                      Division Administrator's signature                      Date

## Request for Catastrophic Illness Leave

Date:

Name:

NIS #:

Division:

Job Title of Position:

### PART II – Eligibility and Employee Information

*The provisions of this section of the 2007-2009 NAPE/AFSCME and State of Nebraska Labor Contract are non-grievable. Employees may contribute accrued vacation leave or compensatory time to benefit another State employee in the same agency suffering from a catastrophic illness. Vacation/Compensatory leave shall be donated in no less than four (4) hour increments. The contributing employee must identify the specific amount of time donated and the name of the recipient of the donated vacation/compensatory leave on forms provided by the Employer for this purpose. The agency shall transfer donated leave to the recipient's account on an as needed basis.*

*Donated Leave will be available only to employees who have exhausted their own paid leave through bona fide serious illness or accident. Donating employees must sign an authorization, including the specific employee to be a recipient of the donation. Leave transferred will be converted to a dollar value and then converted to hours based on the recipient's hourly rate i.e., the leave donor's salary is \$6.00 per hour and the recipient's salary is \$12.00 per hour; thus a donor must transfer twice the amount of hours to achieve full conversion.*

*Medical documentation must support the number of hours and eligibility for hours requested. Medical documentation must be signed by a treating physician and be attached for consideration.*

#### Eligibility for Leave:

1. Must be suffering a serious illness or injury resulting in a prolonged absence of at least thirty work days during the past six months.
2. Must produce satisfactory medical verification.
3. Must have completed original probation.
4. Must have exhausted all earned paid leave time including compensatory time off, sick leave and vacation leave.
5. Must not have offered anything of value in exchange for the donation.

Number of Hours Requested:

Reason for Request:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

#### Human Resource Use Only:

Ineligible for Catastrophic Leave Donations

Reason:

Eligible for Catastrophic Leave Donations

Date Copy of Approval Sent to Employee:

Date Copy of Approval Sent to HR Contact:

Verified by \_\_\_\_\_  
Human Resource Contact

Date

## Catastrophic Illness Donation

Date:

Name:

NIS #:

Division:

Job Title of Position:

### PART II – Eligibility and Employee Information

*The provisions of this section of the 2007-2009 NAPE/AFSCME and State of Nebraska Labor Contract are non-grievable. Employees may contribute accrued vacation leave or compensatory time to benefit another State employee in the same agency suffering from a catastrophic illness. Vacation/Compensatory leave shall be donated in no less than four (4) hour increments. The contributing employee must identify the specific amount of time donated and the name of the recipient of the donated vacation/compensatory leave on forms provided by the Employer for this purpose. The agency shall transfer donated leave to the recipient's account on an as needed basis.*

*Donated Leave will be available only to employees who have exhausted their own paid leave through bona fide serious illness or accident. Donating employees must sign an authorization, including the specific employee to be a recipient of the donation. Leave transferred will be converted to a dollar value and then converted to hours based on the recipient's hourly rate i.e., the leave donor's salary is \$6.00 per hour and the recipient's salary is \$12.00 per hour; thus a donor must transfer twice the amount of hours to achieve full conversion.*

*Donating employee must have a minimum balance of 40 vacation / compensatory hours after the donation.*

Type of Hours Donated:  Vacation  Compensatory

Number of Hours Donated:

Name of Employee Receiving Donation:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

#### Human Resource Use Only:

Ineligible to Donate Catastrophic Leave Time Reason:

Eligible to Donate Catastrophic Leave Time

Donor Hourly Wage:

Recipient Hourly Wage:

Conversion To Hours Donated:

Donated Hours Used:

Date Copy of Approval Sent to Employee:

Date Copy of Approval Sent to HR Contact:

Verified by \_\_\_\_\_ Date \_\_\_\_\_  
Human Resource Contact

# Chapter 14 - Disciplinary Actions

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This information in this chapter is for reference only.

If there is a need to create documents related to performance improvement, please utilize the Nebraska Classified Rules and Regulations or the NAPE/AFSCME Labor Contract for more specific documentation requirements.

If there are questions about this information, please contact the Administrative Services Human Resources Office.

14.01 NAPE/AFSCME Covered Employees

Employees covered by the provisions of the NAPE/AFSCME and State of Nebraska Labor Contract may be disciplined, subject to just cause as defined in Article 10. Discipline may be taken for violating reasonable Administrative Services work rules including those contained in this manual, legally promulgated rules and regulations, state and federal statutes, and for any of the reasons for discipline listed in Article 10 of the labor contract.

14.02 Classified System Rules and Regulations Covered Employees

Employees may be disciplined for violating reasonable Administrative Services work rules including those contained in this manual, legally promulgated rules and regulations, state and federal statutes, and for any of the reasons for discipline listed in Chapter 14 of the Nebraska Classified System Personnel Rules and Regulations.

14.03 Disciplinary Actions

The following types of disciplinary issues and levels of disciplinary actions are described in a progressive manner. However, the nature and severity of the violation will dictate the level of discipline imposed. More severe levels of disciplinary action may be imposed when a lesser action is deemed inadequate or has not achieved the desired results. Consideration will also be given on the type and frequency of previous offenses, the period of time elapsed since a prior offense, and consideration of extenuating circumstances. Any, or a combination, of the following disciplinary actions may be imposed. If one or more of the prescribed disciplinary actions are imposed, it will be in writing on a single document and imposed at the same time.

14.03.01 Written Warning

This action consists of a discussion with the employee during which the supervisor explains in detail the reasons for the warning and advises the employee of the action required to correct the unsatisfactory performance. Documentation of such discussion will be placed in the employee's personnel file.

14.03.02 Disciplinary Probation Status

A disciplinary probation may be imposed for a period of up to 6 months, but may be extended to a total of one year by the Administrative Services Director. This is a designated time period during which the employee must improve. Improvement standards and time frames will be set by the supervisor and put in writing and a copy given to the employee. An extension of disciplinary probation will be considered as a separate disciplinary action.

- Employees on disciplinary probation will not be promoted or granted wage increases.
- Employees granted leave while serving disciplinary probation may have their probation extended by the number of days absent on leave.
- Employees may be removed from disciplinary probation at anytime provided the performance has been documented at a satisfactory level of performance and approved through the Administrative Services Human Resources office.

14.03.03 Suspension

Employees may be suspended without pay for disciplinary reasons. The period of suspension will be for one or more full days, not to exceed 20 workdays. The document informing the employee of suspension will be dated and include the reason for the suspension and the period of the suspension.

- The employee's service date will be adjusted by the number of calendar days absent during a suspension.
- Employees on suspension will not be granted vacation, sick, or holiday leave, nor unused compensatory time off during the suspension period.

14.03.04 Demotion

The Administrative Services Director may demote an employee to a class of a lower salary grade as a disciplinary action. The employee's duties will be changed to reflect the new classification. Upon demoting an employee for disciplinary reasons, the Administrative Services Director will reduce the employee's salary a minimum of 5%, and the salary may not be above the maximum rate of the new salary grade. However, demoted employees' salaries may be reduced no lower than the hiring rate of the new salary grade. (Note: If the employee's reduced salary is at the hiring rate, the employee's salary will be increased to the minimum permanent rate within six months.)

14.03.05 Reduction in Salary within Salary Grade

Employees not eligible for overtime (exempt employees) may not have their salary reduced for disciplinary reasons. Employees eligible for overtime (non-exempt employees) may have their salary reduced within their salary grade for disciplinary reasons. The Administrative Services Director may restore employees to their previous salary when circumstances justify. Employees' salaries may be reduced to no lower than the hiring rate of the salary grade. (Note: If the employee's reduced salary is at the hiring rate, the employee's salary must be increased to the minimum permanent rate within six months.)

14.03.06 Dismissal

A written document will be given to the employee two calendar weeks prior to the dismissal date, except in cases as described below:

- Employees may be granted two calendar weeks pay in lieu of notice at the discretion of the Administrative Services Director. Employees granted two calendar weeks pay in lieu of notice will not be eligible to accrue sick or vacation leave for the period for which payment in lieu of notice is made.
- An employee dismissed for gross misconduct, such as conviction of a felony, or an employee who commits an offense which threatens the safety or health of another person, or an offense of sufficient magnitude that the consequence causes disruption of work, will not be entitled to two calendar weeks' notice of dismissal or two calendar weeks pay in lieu of notice.

- Employees may be dismissed during disciplinary probation if they do not take positive action to correct the conditions which resulted in the disciplinary probation. The serving of disciplinary probation is not a prior requirement for dismissal.

14.03.07 Investigatory Suspension

Employees may be suspended for investigatory reasons. Such suspension may be with or without pay at the discretion of the Administrative Services Director, based on the nature of the alleged offense. Suspensions for employees not eligible for overtime (exempt employees) will be in one day or multiple day increments. Investigatory suspension is not a disciplinary action. An employee who is under investigation, either by an agency or civil authorities for, or charged with, criminal activity, or who is alleged to have committed an offense which threatens the safety or health of another person, or an offense of sufficient magnitude that the consequence causes disruption of work, may be suspended pending outcome of the investigation or trial. If no immediate danger would result, the Administrative Services Director, before suspending an employee under this section, will direct the Administrative Services Personnel Administrator to verify evidence with the employee and may afford the employee an opportunity to refute this information or present mitigating evidence.

If a meeting takes place, the Administrative Services Personnel Administrator will notify the employee prior to such meeting and will inform the employee of the purpose of the meeting. Employees will be notified of the general nature of the investigation.

- An employee who is found not guilty through a court proceeding or Administrative Services investigation, or has no judicial action taken, may or may not be reinstated (to his/her position) by the Administrative Services Director, based on relevant facts acquired in the investigation. If reinstated to the former position, it will be with full back pay and service credit for the period of suspension. If evidence in an investigation shows that disciplinary action should be taken, the Administrative Services Director will direct the Administrative Services Personnel Administrator to initiate disciplinary procedures.
- Investigatory suspensions may be grieved by employees.

14.04 Reasons for Imposing Disciplinary Action

Appropriate disciplinary action may be taken for offenses such as:

- Violation of, or failure to comply with: federal laws; State constitution or statute; an executive order; or published rules, regulations, policies, or procedures of the employing agency or the State of Nebraska Classified Personnel System.
- Failure or refusal to comply with a lawful order or to accept a proper assignment from an authorized supervisor.
- Inefficiency, incompetence, or negligence in the performance of duties.
- Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage in the workplace, or reporting for duty under the influence of alcohol and/or unlawful drugs.
- Negligent or improper use of state property, equipment, or funds, or conversion of same to one's own use.
- Use of undue influence to gain, or attempt to gain, promotion, leave, or favorable assignment for individual benefit or advantage.
- Falsification, fraud, or intentional omission of required information on the employment application/resume.
- Unauthorized, improper use or abuse of any type of leave, meal, or rest periods.
- Repeated tardiness or unauthorized leave, including unauthorized departure from work area.
- Failure to maintain satisfactory working relationships with the public or other employees.

- Failure to obtain and maintain a current license or certification required by law or agency standards as a condition of employment.
- Conviction of a felony.
- Repeated failure to make reasonable provision for payment of personal debts which results in more than one garnishment, except in cases of court ordered child support payments.
- Insubordinate acts or language which seriously hampers the agency's ability to control, manage, or function.
- Acts or conduct (on or off the job) which adversely affects the employee's performance and/or the employing agency's performance or function.
- Workplace harassment based, in whole or in part, on race, color, sex, religion, age, disability, or national origin, which manifests itself in the form of comments, jokes, printed material, and/or unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Possession of materials and/or the utterance of comments in the workplace that are derogatory towards a group or individual based upon race, gender, color, religion, disability, age, or national origin.

14.05 Procedure for Imposing Disciplinary Action

Prior to imposing discipline, employees will be entitled to written notice of the allegations, alleged violations of rules, policies, and/or statutes and an explanation of any alleged evidence against the employee. The written notice will include a description of the incident involved and/or dates of occurrence to the extent the explanation would not impair the function or operation of Administrative Services or expose Administrative Services to legal liability.

Prior to imposing any form of discipline, the employee will be entitled to an opportunity to present mitigating evidence to the violations or reasons why disciplinary action should not be taken. A written notice of a meeting will be given to the employee. The notice will include time, place, and purpose of such meeting. The immediate supervisor and the Administrative Services Personnel Administrator will be required to attend such meetings. Twenty-four hour notice will be considered adequate from the time of the notice to the meeting.

If a disciplinary action is imposed, the employee will be advised in writing of the nature of the offense and the disciplinary action being administered; and, if appropriate, notified of the time allowed for improvement and the consequences (including dismissal) of future violations or failure to improve;

The employee should acknowledge receipt by signing the disciplinary action notice. The employee's signature does not constitute agreement with the content of the document. If the employee refuses to sign, the supervisor and witness will sign a notation of the employee's refusal on the document. A copy of the document will then be placed in the employee's personnel file.

When an incident calls for the application of discipline, the discipline will be imposed only once for that incident. Further action may be imposed for any subsequent incidents.

Chapter 15 - Informal Complaint & Grievance Procedure

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### **15.01 Informal Complaint Procedures**

Administrative Services has established an informal complaint procedure to deal with issues that are not grievable and are not covered by the Administrative Services Workplace Harassment Policy. The complaint procedure is not intended to address any topic that may be the legitimate subject of a grievance. Administrative Services will not process both a grievance and an informal complaint on the same issue at the same time, nor can an employee go through the formal grievance process and then utilize the informal complaint process, or vice versa.

#### **15.01.01 Complaints Regarding Non-Grievable Issues**

Complaints should be submitted in writing on the Administrative Services Informal Complaint Form and resolved at the lowest level possible. Employees are encouraged to bring concerns directly to their immediate supervisor for discussion and resolution. The supervisor will respond in writing to the employee within seven workdays of receiving the complaint. Supervisors are encouraged to meet with the employee to discuss the complaint prior to responding in writing.

If the employee is not satisfied with his/her supervisor's response, the issue may be presented in writing to the Division Administrator within two work days of receiving the supervisor's written response. The administrator will respond in writing to the employee within ten workdays of receiving the complaint. Administrators are encouraged to meet with the employee to discuss the complaint prior to responding in writing.

If the employee is not satisfied with the administrator's response, the issue may be presented in writing to the Administrative Services Director within two workdays of receiving the administrator's written response. The Administrative Services Director or his/her designee will respond in writing within 15 workdays. On non-grievable issues not involving alleged discriminatory practices, the Administrative Services Director's decision is final.

Time frames may be extended by mutual agreement of the parties. Failure to meet the timelines by any member of management automatically allows the employee to go on to the next step. If the employee does not forward his/her concern within the specified time frame, the issue is considered resolved.

#### **15.01.02 Non-Grievable Issues**

The State Personnel Board has final authority to determine whether or not an issue is grievable and may elect to hear any issue at its discretion. Issues determined to be non-grievable are subject to summary dismissal. The following issues, when done in compliance with established law, rule or policy, are examples of non-grievable matters (the list below is not to be considered all inclusive):

- performance appraisals;
- Administrative Services appointments, including promotions to positions;
- involuntary transfers not requiring the employee to relocate, with no salary reduction;
- leave of absence decisions;
- payment of moving expenditures;
- salary increase allocations;

- position classification, with no salary reduction.

### **15.01.03 Protected Classes**

Matters which involve harassment or discrimination based on race, color, religion, national origin, age, sex, marital status, or physical or mental disability may be pursued with the Administrative Services Personnel Administrator.

## **15.02 Grievance Procedure for Rules Covered Employees**

Eligible employees in the State Classified Personnel System who are aggrieved as a result of management actions resulting in an injury, injustice, or wrong involving a misinterpretation or misapplication of rules promulgated by the Administrative Services-State Personnel Division or Administrative Services rules and regulations, if so agreed to by the appropriate parties, may formally grieve such actions. The Administrative Services Director will ensure that every possible effort is made to resolve grievances at the agency level. Employees may ultimately appeal grievances not resolved within Administrative Services to the State Personnel Board, by filing a grievance and completing the steps of the procedure described in the State of Nebraska Classified System Personnel Rules and Regulations Chapter 15.

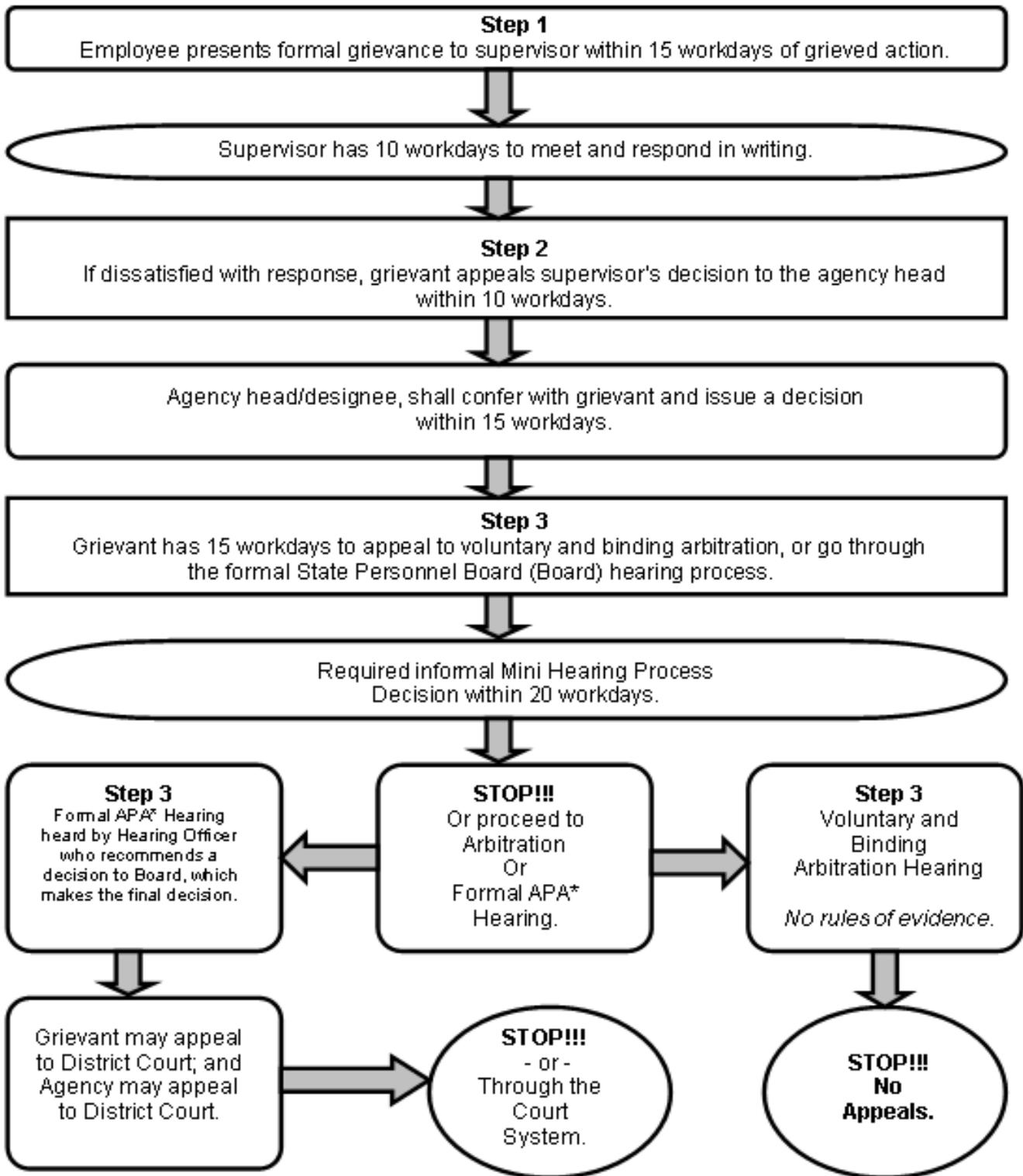
### **15.02.01 Eligibility**

All employees occupying a permanent position have grievance rights. Applicants, temporary employees, employees on original probation, and discretionary non-classified employees have no grievance rights within the State Classified Personnel System grievance procedure.

### **15.02.02 Effect of Grievance on Management Action and Employee Status**

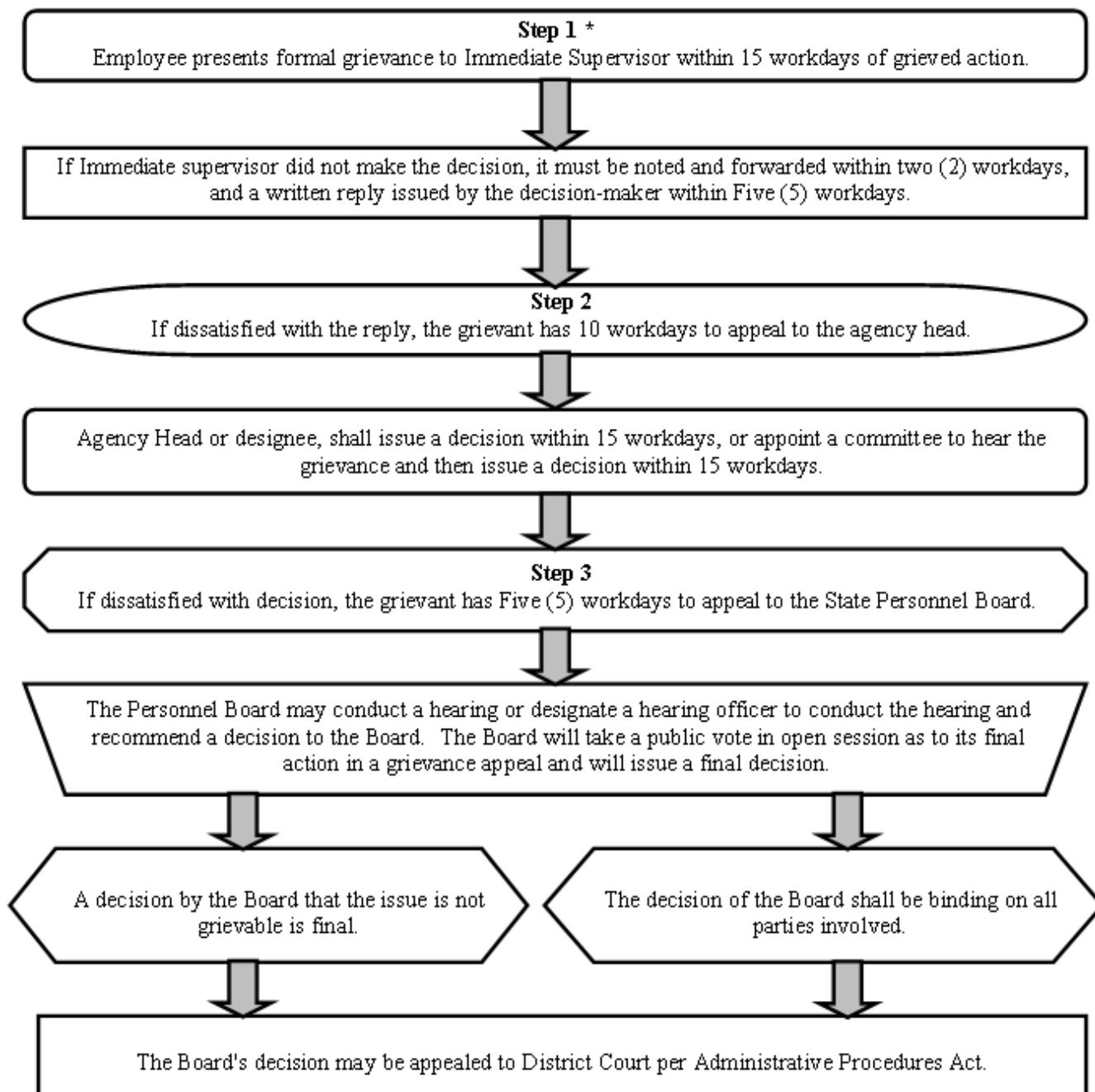
Filing of a grievance does not delay the effective date of any management action. Filing of a grievance will not jeopardize the grievant's position, opportunities for advancement, or salary increases. No employee may be coerced by any Administrative Services employee(s) into not proceeding with a grievance or not appearing as a witness at a hearing.

## NAPE/AFSCME Article 4 Grievance Procedure Flowchart



\* Administrative Procedures Act

## Classified Rules and Regulations - Grievance Procedure



*\* An optional informal meeting may occur with the Immediate supervisor and the employee within five workdays of the occurrence of the grieved action (or from the day the employee could reasonably have known about the action). Immediate supervisor shall issue a verbal decision within five workdays of the meeting. This informal meeting does not extend the 15-day timeline for filing a written grievance.*

# Informal Complaint Form

## Informal Complaint Form

### Preface

The informal complaint procedure was established to deal with issues that are not grievable. Administrative Services will not process a grievance and an informal complaint on the same issue at the same time.

Employee complaints should be submitted to the supervisor for resolution as soon as possible after the incident that caused the complaint. If you are not satisfied with your supervisor's response, you may present the issue in writing to the division administrator. If you are not satisfied with the administrator's response, the issue may be presented in writing to the Administrative Services Director.

Employees are encouraged to immediately report alleged work place harassment, but minimally by the end of the scheduled work day to their supervisor or the Administrative Services Human Resources Office.

Questions concerning the complaint process should be referred to: Administrative Services Human Resources Office at 471-4605.

## Informal Complaint Form

|                                                                                                                                |                             |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Employee Name:                                                                                                                 | Position Title:             |
| Division:                                                                                                                      | Work Phone :<br>Home Phone: |
| Supervisor Name:                                                                                                               | Supervisor Phone:           |
| May your Supervisor be Contacted? YES _____ NO _____                                                                           |                             |
| <b>NATURE OF COMPLAINT:</b> (Describe the Incident or issue of the complaint, date(s) of occurrence and individuals involved.) |                             |
| <b>WHAT ACTION WOULD RESOLVE YOUR COMPLAINT?</b>                                                                               |                             |
| Employee Signature:                                                                                                            | Date:                       |
| Complaint Received By:                                                                                                         | Date:                       |
| Respondent:                                                                                                                    | Date of Response:           |
| Title:                                                                                                                         | Phone Number:               |
| <b>SUPERVISORY RESPONSE TO COMPLAINT:</b>                                                                                      |                             |
| Complaint Received By:                                                                                                         | Date:                       |
| Signature of Respondent:                                                                                                       | Date of Response:           |
| Title:                                                                                                                         | Phone Number:               |
| <b>ADMINISTRATOR'S RESPONSE TO COMPLAINT:</b>                                                                                  |                             |
| Complaint Received By:                                                                                                         | Date:                       |
| Respondent:                                                                                                                    | Date of Response:           |
| Title:                                                                                                                         | Phone Number:               |
| <b>DIRECTOR OR DIRECTOR'S RESPONSE TO COMPLAINT:</b>                                                                           |                             |
| Signature of Respondent:                                                                                                       | Date of Response:           |
| Title:                                                                                                                         | Phone Number:               |

# Chapter 16 - Reduction in Force

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16.01 Overview

It is critical for Administrative Services to retain their best-performing employees in order to accomplish their mission, achieve their goals, and provide the best services to their customers. The provisions in this chapter provide alternatives to layoff and tools to retain best-performers when reduction-in-force becomes necessary. The Administrative Services Director decides when a reduction in force is necessary, what form that will take, and what classes and positions will be affected.

16.02 Furloughs

A furlough is defined as placing an employee in a temporary non-duty, non-pay status because of lack of funds. This is an alternative to layoff that provides for the continuation of critical work and retention of valuable human resources. Furloughs should not be used as a long-term solution.

- In cases of involuntary furloughs, Administrative Services will consider performance and seniority in deciding who will be furloughed.
- An employee may be placed on furlough for a period of consecutive days/weeks or discontinuously over a period of time (i.e.: one work day per month for a six-month period).
- According to State Statutes 81-1320 and 81-1328, employees who regularly work less than 40 hours per week will have sick and vacation leave earnings proportionate to their regular work week. However, under the authority of 81-1317, the Director of Personnel, Administrative Services-State Personnel Division may adjust these provisions to mirror similar provisions of a collective bargaining agreement.
- The Administrative Services Director will determine when a furlough would be beneficial and will develop a plan following the Nebraska State Government Furlough Guide. Furlough plans will be submitted to the Director of Personnel, Administrative Services-State Personnel Division for review. The Administrative Services Director will approve all furloughs.

16.03 Layoffs

The Administrative Services Director will develop a layoff plan which complies with the reduction in force policy. The Director of Personnel, Administrative Services-State Personnel Division, will review Administrative Services layoff plan prior to the initiation of any layoff. Layoff plans will provide detail on what basis retention privileges are to be determined.

Chapter 17 - Employee Recognition

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## **17.01 Off the Beaten Path – A Celebration of Leadership**

The Administrative Services Employee Recognition Program is designed to actively seek out employees at all levels who are demonstrating and advancing the mission, vision, and values of Administrative Services. By recognizing high-performing people in our organization who exceed our expectations and demonstrate high levels of customer service, innovation, and leadership, we clarify our Agency's priorities and create role models for other employees. Moreover, employees appropriately and adequately recognized feel valued and are more likely to remain with and support the mission of Administrative Services.

This Employee Recognition Program is in compliance with the published Administrative Services – State Personnel Employee Recognition Guidelines. Consideration will be given to all current, permanent employees whose behaviors and/or work outcomes exceed Administrative Services standards. Criteria associated with each recognition opportunity are listed under the Informal and Formal Recognition Sections that can be reviewed in detail on the Central Human Resources website at [www.das.state.ne.us/personnel/hrcentral](http://www.das.state.ne.us/personnel/hrcentral).

Recognition opportunities include:

- taking on new challenges,
- building relationships,
- new employee recognition for employees beginning their career with Administrative Services,
- employees leaving Administrative Services for retirement,
- employees with years of demonstrated dedication to Administrative Services, and
- an employee taking on the responsibility of professional development.

In order to allow for and encourage recognition across the organization, Divisions within Administrative Services have the opportunity to develop and implement a recognition program specific to the needs of their employees. For recognition to have the most impact, it needs to occur in a timely fashion. For this reason, nominations under the umbrella of “Formal Recognition Opportunities” must be submitted within one year of the completion of the project, or the action of the individual, to be considered eligible for formal recognition. To be recognized, employees should be in good standing and have received a minimum rating of “satisfactory” on the most recent performance appraisals. In the absence of a performance appraisal, employees are considered to be in good standing.

This recognition program will acknowledge and honor an Administrative Services permanent or temporary employee and/or a team for contributions and accomplishments within the workplace that have a significant and positive impact on the vision and mission for Administrative Services.

## **17.02 Governor's Employee and Manager of the Year Nominations**

Administrative Services participates in the Governor's Employee and Manager of the year recognition program. Annually, each Administrative Services division may submit nominations for consideration to the Administrative Services Human Resources Office. Nominations are reviewed, and final determination will be made by the Director's office. Selection of the Employee and Manager of the year will be based on performance, considering such factors as exceptional customer service, accountability, initiative, communication, code of conduct, teamwork, and leadership.

Administrative Services will have two “Employee of the Year” awards and two “Supervisor/Manager of the Year” awards. The four recipients will each receive a \$500.00 award.

## Chapter 18 - Miscellaneous

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18.01 Media Contact

The Administrative Services Director is the agency's primary spokesperson and will normally speak for Administrative Services in matters of crisis and issues concerning Administrative Services. All Divisions have the authority to respond to the press in matters that pertain to their respective division. It is the policy of Administrative Services to immediately inform the Administrative Services Director, the Administrative Services Deputy Director, and the Governor's Press Secretary of all contact with the media. The Press Secretary will then notify other appropriate Governor's staff.

18.02 Outside Employment

With the prior notification to the Division Administrator, Administrative Services employees may engage in additional employment or acquire a private interest in business provided such employment or interest does not interfere or cause a conflict with the interest of the State, Administrative Services, or State Statutes. All current employees participating in outside employment or who have acquired a private interest in a business will ensure their immediate supervisor is notified of the additional employment / business. The immediate supervisor is responsible to file a written notice of outside employment to the Administrative Services Human Resources Office. This notice will be placed in the employee's personnel file. If the outside employment/business, in the opinion of the Division Administrator, is adversely impacting the employee's ability to perform their work expectation, the Division Administrator will notify the individual of the performance-related deficiencies and required corrective action.

18.03 Educational Assistance Program

Educational Assistance is to encourage employees to pursue formal education that will improve their skills and abilities for the position which the employee was hired to perform or to qualify him/her for career advancement within Administrative Services.

To be eligible for Educational Assistance, an employee has to be a permanent employee who has completed their original probationary period and must meet satisfactory job performance standards.

18.03.01 Program Guidelines

Educational Assistance is limited to courses provided by accredited or approved institutions of higher learning. Courses taken for academic credit and/or towards a completion of a degree must be approved through the Administrative Services – Director's Office and the Human Resources Office.

- 1. Degree Programs:** For permanent employees enrolled in a degree program, the degree must have a direct relationship to the current job responsibilities or to career development opportunities within Administrative Services in order to be approved for reimbursement. This program is limited to Associates, Bachelors and Masters Degree programs. Doctorate level courses are not eligible for the Educational Assistance Program.

In collaboration with the Human Resources Office, the Director's Office has sole discretion to determine whether a course is job related or enhances performance/promotion potential. Only courses specified in the core curriculum for the declared major or certificate program will be approved. In order for a course to be approved, it must meet the following criteria:

- a. Degree must have a direct relationship to the current job responsibilities.
 - b. Improves the services which the employee was hired to perform or would be relevant for the employee's career development or advancement within Administrative Services.
 - c. The course must not be available through any regular Administrative Services Training Programs.
 - d. The course(s) must not be workshops, conventions or seminars.
- 2. Required course(s) needed to perform duties program:** Administrative Services permanent employees, with the review and approval of the Administrative Services Director and Personnel Administrator, may attend a course of instruction, through an accredited university, college, technical school, or community college, that an employee is required to complete in order to retain their employment with Administrative Services. Such requirements to retain employment would be job specific credentials, licenses, certificates, etc., that are mandatory to perform the essential duties of the position.
- 3. Courses for personal advancement program only. Not related to a degree program:** Administrative Services permanent employees, with the review and approval of the Administrative Services Director and Personnel Administrator, may attend course(s) voluntarily taken by the employee that is determined to be job specific and directly related to the employee's duties and responsibilities.

18.03.02 Educational Assistance – Program Reimbursements

The reimbursement rates of tuition per credit hour will be no higher than the current per credit hourly rate for the University of Nebraska – Lincoln resident students. Employees under Education Assistance will be limited to one class per semester or term or quarter. Employees successfully completing approved course(s) with a grade of "C" or better, or "Pass" for a Pass/Fail course will be reimbursed for the tuition rate as approved on the HR Educational Assistance application for each Educational Assistance program and will not be reimbursed for any fees, cost of books or any other costs associated with the course. An employee who fails to successfully complete an approved course with a grade of "C" or better and/or receives a "Fail" for a Pass/Fail course will not be reimbursed. The employee must complete and submit the State of Nebraska – Expense Reimbursement Request form and attach to this form documentation of receiving a grade of "C", or better, and/or a "Pass" for any approved course(s) and documentation of the final tuition receipt paid by the employee to the Human Resources Office to begin the reimbursement process.

Budgetary constraints may cause Educational Assistance requests to be denied.

1. **Degree Programs:** For permanent employees enrolled in a degree program, the degree must have a direct relationship to the current job responsibilities or to career development opportunities within Administrative Services in order to be approved for reimbursement. This program is limited to Associates, Bachelors and Masters Degree programs. Doctorate level courses are not eligible for the Educational Assistance Program. Reimbursements shall be limited to 50% of the actual tuition costs of the current per credit hourly rate for the University of Nebraska – Lincoln resident students and are subject to the limitations set forth below:
 - a. For the grades of "A and B", or a "Pass" in a pass/fail course, reimbursement will be for 50% of the allowable amount.
 - b. For the grade of "C", reimbursement will be for 25% of the allowable amount.
 - c. For the grade of "D and F", or a "Fail" in a pass/fail course, there will be no reimbursement allowed.

2. **Required course(s) to perform duties program:** Permanent employees may receive reimbursement of 100% of tuition costs for the completion of a course of instruction, through an accredited university, college, technical school, or community college, that an employee is required to complete in order to retain their employment with Administrative Services. Such requirements to retain employment would be credentialing, licenses, certificates, etc., that are required to perform the essential duties of the position.
3. **Courses for personal advancement program only. Not related to a degree program.** Administrative Services permanent employees may receive reimbursement for the completion of course work voluntarily taken by the employee that is determined to be job specific and directly related to the employee's duties and responsibilities. Reimbursements shall be limited to 50% of the actual tuition costs of the current per credit hourly rate for the University of Nebraska – Lincoln resident students and are subject to the limitations set forth below:
 - a. For the grades of "A and B", or a "Pass" in a pass/fail course, reimbursement will be for 50% of the allowable amount.
 - b. For the grade of "C", reimbursement will be for 25% of the allowable amount.
 - c. For the grade of "D and F", or a "Fail" in a pass/fail course, there will be no reimbursement allowed.

18.03.03 Application for Educational Assistance

Prior to the class starting date, the employee must initiate and complete a "Request for Educational Assistance" application. For degreed programs, the completed application form must have attached a course description and the core curriculum from the academic advisor for a degree program for final determination. For required courses and courses for personal advancement, a course description must be attached to the application. All required documentation is to be forwarded to the Division Administrator for recommendation. If the recommendation is favorable, the Division Administrator forwards the application and required documentation to the Human Resources Office. Once the application is received, the Human Resources Office will submit a request for financial approval from the Central Finance Office. Final determination on all requests will be made in collaboration between the Administrative Services – Director's Office and the Administrative Services – Human Resources Office.

Educational Assistance requests denied by the Human Resources Office and/or from the Director's Office are final and are not grievable issues. All original approved or denied requests for Educational Assistance will be retained at the Administrative Services – Human Resources Office.

18.03.04 Course Attendance

Employees enrolling in a course may do so either by correspondence or attendance at classes during non-working hours. Attending course(s), or course related activities, during working hours will not be approved, unless attendance in the course work is directed by the Division Administrator in order for the employee to maintain credentialing, licensing, certification, etc. for their position.

18.03.05 Other Financial Assistance

Employees eligible for other educational reimbursements through governmental grants or other financial programs will use the grants/programs first. If the cost of an approved course is more than the amount available from these sources, Administrative Services may reimburse the employee, using the same criteria on percentage reimbursements, on the remainder of the

tuition balance. If student loans are used by the employee, the employee is only reimbursed for the approved tuition rate as each class is completed and not a percentage of the total student loan at the time of approval or at the time of paying back the student loan.

18.03.06 Employee Leaving Employment with Administrative Services

Employees who receive Educational Assistance will be required to repay Administrative Services 100% of the cost of education assistance that was provided in reimbursement funds if the employee resigns, retires or is terminated within 12 calendar months after completion of any approved educational assistance course(s). Employees who voluntarily or involuntarily leave employment prior to completing an approved educational assistance course are responsible for all expenses associated with that course. All repayment of funds will be coordinated through the Human Resources Office.

18.03.07 Non-qualified Educational Assistance Opportunities

Employees required to attend seminars, workshops, conferences, training classes, etc., that are not related to retaining credentials, licenses, certificates, etc., are not required to use the Educational Assistance program. Employees will use the State Accounting Expense Reimbursement document for any costs associated to the required training.

18.04 Personnel Records

An employee's personnel and medical files are available for inspection by the employee at the Administrative Services Human Resources Office. Employees should contact the Administrative Services Human Resources Office to make an appointment to view their personnel or medical file. Under no circumstances will personnel or medical files be removed from the Human Resources Office for review.

18.05 Employee Solicitation

Administrative Services does not endorse any company product or services. Realizing, however, that individual employees may have products they wish to promote (i.e., Girl Scout cookies, Boy Scout popcorn, etc.) Administrative Services will allow very limited activities in this area.

Employees will not actively solicit for a product during their work time (or that of other employees). However, they may make known, during breaks and lunch-time, information regarding their solicitation.

Employees are cautioned to use extreme discretion when promoting a product or soliciting for an organization. Any complaints about an employee abusing this policy should be brought to the attention of the Division Administrator or Administrative Services Human Resources Office immediately.

18.06 Vendor Solicitation

The intent of the Vendor Solicitation Policy is to make sure the State of Nebraska is not endorsing or appearing to endorse or assist a vendor in selling or promoting their product or service. The following State policy has been adopted for employees of Administrative Services.

For the purposes of this policy, a "vendor" is a person, group of people, or organization (whether profit or non-profit) selling or promoting a product or service for personal use. These persons who are selling or promoting this product or service will not contact state employees during work hours.

Vendors may not send by U.S. mail, interoffice mail, or deliver any materials to state employees at their work address.

No information concerning a vendor (such as advertisements) will be displayed on any state bulletin board. However, employees may post individual notices of their sale or purchase of individual items that comply with the State's requirements, including the State's Work Place Harassment Policy on state bulletin boards located in cafeteria areas. The State Capitol provides office space for the operation of State Government and also serves as a tourist attraction for visitors. Because of this, the State Capitol may make information available of a tourist nature, such as eating establishments in the area, other tourist attractions, etc. However, this does not pertain to vendors who are soliciting or promoting a product or service not considered tourist value.

Only "State sponsored" vendors that have been selected by the State to provide a product or service to employee will be allowed to use State time and State property to distribute information. This type of solicitation will be coordinated through the Administrative Services-State Personnel Division. The securing of payroll deduction through Administrative Services – Accounting Division does NOT mean a vendor is state-sponsored.

Vendors who are not State-sponsored are not allowed to sell, promote or distribute information concerning a product or service within State buildings. However, any vendor may make a written request to the Director of State Personnel – Administrative Services – State Personnel Division to distribute information within State buildings. This request must be approved, in writing, by the Director of State Personnel – Administrative Services – State Personnel Division prior to any distribution of material.

Lists of employees' names and/or home addresses and telephone numbers are not public information and will not be released to any vendor, except as previously authorized by the Director of State Personnel – Administrative Services – State Personnel Division. Vendors may purchase a State telephone directory from the Office of the Chief Information Officer.

18.07 Moving Expenses

Employees who are relocated to another geographical location for the benefit of Administrative Services will be reimbursed for moving expenses. Employees relocating to another geographical area at their own request, for their personal benefit, need not be reimbursed for expenses incurred. Reimbursement for the amount and type of expenses will be in accordance with policies and procedures established by the Administrative Services State Accounting Division.

Relocation is defined as a change of job site which results in the new job location being at least 50 miles farther from the employee's current home than the current job location. If circumstances warrant, the Administrative Services Director may waive the 50-mile requirement.

Whether or not relocation is for the benefit of Administrative Services will be determined on an individual basis by the Administrative Services Director. The decision of the Administrative Services Director is non-grievable. Promotions may be considered as a benefit to Administrative Services.

Payment of moving expenses will be made only with the prior written approval of the Administrative Services Director and in accordance with policies and procedures established by the Administrative Services State Accounting Division.

Administrative Services may reimburse a newly appointed employee (excluding temporary) for moving expenses or a portion of these expenses, at the Administrative Services Director's discretion,

provided the employee agrees, in writing, to remain in the employment of Administrative Services for one year. If an employee, whose moving expenses (all or a part) have been paid, resigns within one year of the move, Administrative Services Director may require the employee to reimburse Administrative Services for a portion of the moving expenses, based on the length of time the employee worked after the move.

Payment of moving expenses will be recorded into the employee's permanent personnel record and the notation of fact that such payment was made will be signed by the Administrative Services Director and the employee.

18.08 Political Activities

An employee may engage in any political activities except that:

- An employee will not participate in political activities while on state time or while performing official State duties.
- No employee will engage in political activity while wearing a uniform required by the State.
- No employee will use or authorize the use of state personnel, property, resources, or funds for campaign purposes, unless otherwise permitted by law.
- An employee whose position is partially or entirely funded with federal money and is covered by the federal Hatch Act is barred from being a candidate for a partisan office (offices with candidates identified as being from specific political parties).

For employees covered by the aforementioned rules and covered by the Hatch Act, the federal agency responsible for administering the Hatch Act should be consulted for specific restrictions on these employees.

If an employee wishes to take part in political activities during normally scheduled work hours, the employee must arrange for leave (vacation, leave without pay, etc.) to cover the period of absence.

If an employee is elected to office and such office presents a conflict of interest with the employee's job or interferes with the employee's scheduled work hours, Administrative Services has authority to change the terms and conditions of employment, up to and including, termination of employment.

18.09 Employment Reference

Written authorization and/or a release form must be signed by the current and/or former employee and provided to the Administrative Services Human Resources Office prior to the release of any non-public employment information. All requests for references and/or verification of employment will be directed to the Administrative Services Human Resources Office. No information will be given that is not contained within the personnel file.

Documented employment information from a current or former employee's personnel file will be shared with other State Agency Human Resources staff or hiring supervisors when the current or former employee has applied for a position in another department/division/agency.

18.10 Voluntary Resignation

To resign in good standing, employees must give written notice to their immediate supervisor at least ten workdays before separation unless the Administrative Services Director or his/her designee agrees to a shorter period. Employees providing less than ten days written notice prior to separation may be considered as separated not in good standing.

Once an employee submits written notice of voluntary resignation, the resignation may not be

rescinded without the approval of the Administrative Services Director or his/hers designee. Employees terminated from Administrative Services employment for cause, will not be eligible for re-hire within Administrative Services without the prior approval of the Administrative Services Director.

If an employee submits notice of voluntary resignation verbally, the immediate supervisor or designee may accept the resignation and will confirm the voluntary resignation in writing. Once confirmed in writing, the verbal voluntary resignation may not be rescinded without approval of the Administrative Services Director.

18.10.01 Employee Retirement – Resignation Packet

Once the Human Resources Office receives notification that an employee is resigning, the resigning employee's supervisor and / or manager will receive an Employee Retirement – Resignation packet from the Human Resources Office. The packet will contain needed information for the employee and items to complete between the employee and the supervisor before the employee's last day of employment.

Administrative Services

Status of Last Pay Check

Completed by the Human Resources Office with the employee

After an employee announces their resignation or retirement, a representative of the Human Resources Office will begin the Employee Exit process. This form will be completed during the exit process to indicate the employee's decision on receiving their last pay check. The last payment is an actual warrant as it will be accompanied with a paystub.

Last Paycheck

- Mail final check to current address on record with Human Resources.
- Pick-up final check at Administrative Services Human Resources Office.
- Mailed final check to new address:

Employee PRINTED Name

Last Day of Work

Employee Signature

Date

Personnel Officer Signature

Date

Administrative Services Return of State Property and Computer Terminations

Completed by the supervisor with the employee on their last day of employment

- Uniforms
- Keys (desk, cabinets, buildings, office doors, elevators)
- Keyless access card (forward card to HR. HR will terminate access)
- TSB Driving card (forward to HR)
- Parking garage tags (if applicable, complete the Building Division parking exit form and forward form and parking tag to HR)
- Calendars, planners, etc.
- Cell phones/charger(s)
- Laptops
- Pager
- Blackberry
- Palm Pilot
- Procurement card
- GETS card
- Satellite phone
- Calling card
- Credit cards
- DSL line in home residence
- Contact the Human Resources Office to request termination and removal of NIS ID through the authorized agent
- Supervisor – Request removal from Outlook account. Password _____
- Supervisor – Request removal from Lotus notes account. Password _____
- Supervisor – Request removal from Voice Mail. Password _____
- Supervisor – Request removal from e-mail account (internet) Password _____
- Supervisor – Request removal from dial-up account. Password _____
- Supervisor – Request to State Accounting to remove Citrix account _____ Password _____
- Supervisor – Request removal from procurement – Materiel
- Other State property or supplies (please specify) _____

Employee PRINTED Name

Employee Signature

Supervisor PRINTED Name

Supervisor Signature

Date

HUMAN RESOURCES – EDUCATIONAL ASSISTANCE APPLICATION

EMPLOYEE INFORMATION						
Application for: Fall___ Winter___ Spring___ Summer___						
Date:						
NIS Employee Number:				Name:		
Job Title:				Work Phone:		
Division:				Immediate Supervisor:		
Division Administrator:						
COURSE INFORMATION						
Name of School:						
List the course for which you are requesting assistance. Attach required documentation per Educational Assistance Policy						
Course Number	Course Title	Start Date	End Date	Credit Hours	Cost per Credit	Total Tuition
Explain how course is related to your work or to your career advancement. (Be specific)						
Type of Program: Undergraduate___ Graduate___						
Major or Certificate Sought:						
Will you receive Financial Assistance from another source for the course(s) for which you are requesting Tuition Assistance? Yes___ No ___ If yes, please list type of assistance and amount:						
I hereby apply for reimbursement in accordance with the established Educational Assistance Policy. I have read the policy and I understand and agree to comply with its provisions. I also certify that the information above is correct. It is my intent, at this time, to remain in the employment of Administrative Services for at least one year following completion of approved course work. In the event I leave the employment with Administrative Services within this one-year period, I agree to repay Administrative Services the Educational Assistance funds applicable to course(s) completed during such period as outlined in the Education Assistance Policy. By signing this application request, I certify that I am not receiving Educational Assistance from any other source.						
Signature of Applicant:				Date:		
RECOMMENDATION AND APPROVALS						
I have reviewed this application and recommend ___or deny___ this application.						
Signature of Division Administrator:				Date:		
I have reviewed this application and approve___ or deny___ this application. Approval: ___100% for Required Course ___50% for Degree Programs or for Personal Advancement Program						
Signature of Administrative Services' Director:				Date:		
I have reviewed this application and approve ___ or deny ___ this application. Approval: ___100% for Required Course 50%___ for Degree Programs or for Personal Advancement Program						
Signature of Personnel Administrator:				Date:		
Reason to approve or deny application:						
Human Resources Use Only						
Date Application Received:		Final Dollar Approval:				
		Date Final Grade Documentation Received:				
Percentage of Reimbursement:		Date Submitted to CF for Payment:				





Notification of Outside Employment

As provided by the State of Nebraska Personnel Rules and Regulations, Chapter 17, 007 – Other Employment, "An employee, with prior approval of the Agency Head, may engage in additional employment or acquire private interest in a business, provided such employment or interest does not interfere with the interest of the state, the agency or state statutes.

Outside employment notifications shall only be questioned if there is a verifiable conflict of interest with the State, Administrative Services, or State Statutes.

- I do not hold such employment
- I am notifying the Agency of my outside employment described below

Name of Employer or Firm:

Nature of the above business:

Type of Work Performed:

Approximate Hours Worked Per Week: _____

The above employment will not interfere with my employment with Administrative Services nor will it conflict with the interests of the State or with Administrative Services.

_____ Signature of Employee	_____ NIS Number	_____ Date
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The employee's immediate supervisor/manager shall indicate notification by signature. **The original completed form will be forwarded to the Administrative Services Human Resource Office to be filed in the employee's personnel file.**

_____ Signature of Supervisor/Manager	_____ Date
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_____ Signature of Division Head	_____ Date
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