

# TEAMMATE HANDBOOK



**THIS HANDBOOK REPRESENTS OFFICIAL POLICIES AND PROCEDURES FOR THE STATE OF NEBRASKA, DEPARTMENT OF ADMINISTRATIVE SERVICES ("DAS") AND CONTRACTED SHARED-SERVICES AGENCIES. THIS POLICY WILL REMAIN IN EFFECT UNTIL ALTERED OR AMENDED.**

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# Introduction from the DAS Director

Teammates,

In State government, our values include our team, respect, integrity, accountability, and transparency. As employees in State government and public servants, we are deserving of a workplace that fosters these values. The Human Resources Shared Services Teammate Handbook has been written to bring these values to life and ensure they are core to our work experience.

Within this handbook you will find helpful guidance on a wide variety of workplace issues. Most important among these is how we treat each other. At all times and in all circumstances, we treat each other with dignity and respect. As part of the DAS and Human Resources Shared Services Contracted Agency team, we will model professionalism and civility in our behavior and communications. We take pride in differentiating ourselves by exhibiting the highest standards of professionalism and extending to one another the same respect we would hope to receive ourselves.

Thank you for taking the time to read this handbook and for choosing public service as a career. If you have any questions or concerns about this handbook or any conduct that you observe in the workplace that conflicts with its provisions, please contact your supervisor or your Human Resources Shared Services representative.

Thank you again for being a part of our team!

Regards,

A handwritten signature in black ink, appearing to read 'Jason Jackson', with a stylized, cursive flourish.

Jason Jackson

# I. RESPECTFUL, ETHICAL & PROFESSIONAL WORKPLACE

Respect means treating other teammates, customers, clients, vendors, and other partners as professionals by showing courtesy and consideration for their full range of their talents, strengths, and viewpoints. The State of Nebraska is a workplace that values respect for one another. State teammates will always treat everyone with dignity and respect by extending professionalism and courtesy to other teammates, our customers, our vendors, and the public. To maintain these standards, DAS and Human Resources Shared Services have implemented the following policies:

## A. TEAMMATE ETHICS

State Teammates will comply with all laws, rules, regulations, and policies of the State of Nebraska. But ethical behavior is more than simply complying with the law. Teammates should be honest and transparent in their communications. Teammates should treat others the way they would like to be treated or the way that they would like a close family member or friend to be treated. Teammates should presume good intentions in their colleagues and engage civilly in conversations to resolve conflict.

If a teammate is unsure whether an action is ethical or observes an ethical violation, they should consult with their supervisor or the Human Resources Shared Services team.

## B. SENSITIVE INFORMATION & PUBLIC DISCLOSURES

All teammate communications with the public should be transparent, honest, and helpful. Some information to which teammates have access is sensitive and not subject to public disclosure. Sensitive information may include personal identifiable information, personnel records, health information, federal tax information, privileged communications, vendor proprietary information, system security information, and other

information that may be confidential. When in doubt, teammates should ask their agency legal counsel whether information is sensitive.

Teammates need to safeguard sensitive information and use it only for professional purposes in furtherance of their official duties. Teammates who work remotely should make every effort to protect sensitive information in their remote location. Teammates who receive an inquiry from the public about sensitive information or for other records, they should contact their agency legal counsel for further instruction.

Some agencies have more higher restrictions on the specific kinds of sensitive information or data based on disclosure restrictions in State or federal law. Teammates should ask their supervisor whether their agency has policies for handling specific kinds of sensitive information.

### **C. INTELLECTUAL PROPERTY**

All work product developed on work time belongs to the State and is considered intellectual property. Work product includes computer code, computer applications, proposals, manuals, white papers, etc. Any outside financial gain or other benefits from work products developed while working for the State is prohibited.

### **D. STATE PROPERTY & RESOURCES**

Teammates will exercise care when using state property. Teammates need to use state property only for authorized business purposes and in accordance with proper procedures. Teammates need to report broken or malfunctioning equipment and depleted supplies to their supervisor as soon as possible. The State of Nebraska prohibits the use of State property for personal purposes.

### **E. INFORMATION TECHNOLOGY USER & INFORMATION SECURITY**

All computer, internet, and statewide network usage will be guided by the [State of Nebraska Acceptable Use Policy \(NITC 7-101\)](#).

## **F. SOCIAL MEDIA**

Teammates are encouraged to use discretion in their use of social media. Online activity that violates the policies of this handbook is prohibited and may be grounds for discipline.

## **G. TEAMMATE SOLICITATION**

The distribution of literature or printed materials for the sale of merchandise, solicitation of business, or financial donations during work hours or in work areas is prohibited. Work hours does not include breaks, lunch breaks, or before and after a scheduled shift. Visitors are not allowed to distribute materials or solicit teammates on state property.

## **H. WORKPLACE VIOLENCE PREVENTION**

Violence, non-consensual physical touching, threats of violence, or physically aggressive behavior that creates a reasonable fear of violence is prohibited. Teammates who observe other teammates engage in violent behavior or who believe another teammate could become violent need to immediately report the situation to their supervisor, another supervisor with whom they feel comfortable, or a member of the Human Resources Shared Services team. Teammates who believe that they or others are in danger based on another teammate's behavior should contact law enforcement immediately. The State of Nebraska will investigate all reports of violence, and information shared about violence will be kept as confidential as possible.

## **I. HARASSMENT-FREE WORK ENVIRONMENT**

The State of Nebraska does not tolerate harassment in the workplace. Harassment is words, conduct, or action directed at a specific person or persons that would annoy, alarm, or cause substantial emotional distress to a reasonable person and that serves no legitimate purpose. Harassment is usually repetitive in nature, but it can be based on a severe incident. The State considers negative actions, words, jokes, slurs, or comments based on an individual's sex, race, color, ethnicity, national origin, age, religion, disability, genetic information, military status, or any

other legally protected characteristic or restricted basis of discrimination under the law to be harassment.

## 1. Sexual Harassment

The State of Nebraska considers any unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome sexualized physical or verbal conduct to be sexual harassment. There are two distinct types of sexual harassment:

- ***Quid Pro Quo Sexual Harassment*** is sexual harassment in which an employment decision (like hiring, performance evaluations, discipline, compensation, promotion, or retention, etc.) is based on the satisfaction of a sexual demand.
- ***Hostile Work Environment Sexual Harassment*** is sexual harassment in which a work environment is created where an employee is subject to unwelcome verbal or physical sexual behavior that is either severe or pervasive.

Sexual harassment can occur between members of the same sex or members of the opposite sex. Moreover, unwelcome sexual advances or behavior is sexual harassment regardless of the sex of the aggressor.

## 2. Non-Sexual Harassment

Not all harassment is sexual. Abusive, offensive, or demeaning behavior also violate the State's policy against harassment. Harassment between teammates that occurs outside of work environment may still violate this policy, particularly if the behavior contributes to a negative or hostile work environment.

## 3. Reporting Harassment

Teammates who feel they have been subjected to or have witnessed, sexual or other harassment are encouraged to do the following:

- 1) Immediately ask the offending person to stop unless the teammate is uncomfortable confronting the offending person;



- 2) Report the matter to your supervisor or Human Resources Shared Services; and
- 3) If still unsatisfied with the resolution, teammates should take the matter directly to the Agency Director.

Human Resources Shared Services will investigate all claims of sexual harassment. Verified sexual or other unlawful harassment will result in disciplinary action. Depending on the nature and severity of the harassment, it may be grounds for termination, even in the first instance.

## J. TEAMMATE HYGIENE & APPEARANCE

Teammates are expected to maintain proper hygiene and to wear appropriate clothing for their schedules, activities, and lines of work. Teammates who work remotely are expected to maintain appropriate attire and a professional background when video-chatting with other teammates, customers, vendors, or the public. Clothing or video backgrounds that are sexually suggestive, lewd, display inappropriate graphics or messages, or make political statements are prohibited.

The below are offered as examples of appropriate clothing for a comfortable yet professional work environment:

- Collared shirts, dress shirts, or appropriate blouses
- Appropriate sweaters
- Dress pants
- Jeans free of holes (dependent on agency approval)
- Skirts or dresses
- Professional shoes

Teammates who are unsure about whether a particular item of clothing is appropriate should choose not to wear that item until their supervisor or a Human Resources Shared Services representative confirms that the item is appropriate. Teammates who come to work without maintaining appropriate hygiene or who wear unprofessional or inappropriate attire may be sent home using their own time to clean themselves or to change

into more appropriate attire. Failure to follow this policy may result in discipline, up to and including termination.

Agencies may have additional policies related to hygiene and personal appearance. Teammates should direct their questions about their agency's hygiene and personal appearance policy to their supervisors.

## **K. DRUGS, ALCOHOL & TOBACCO**

The State of Nebraska is a drug-and-alcohol-free workplace. The State of Nebraska prohibits the consumption, use, unlawful manufacture, distribution, dispensation, possession, trade, transfer, gift, or offer for sale of alcohol, illegal drugs, intoxicants, or paraphernalia on State property during work hours. The State also prohibits teammates from being under the influence of alcohol or illegal drugs or misusing legal prescription drugs. Under this policy, "work hours" means whenever a teammate conducts business or represents the agency; is on duty, call, or standby; or reports for work or returns to work. The term "state property" includes state parking lots and state vehicles.

This policy does not prohibit the use of a controlled substance if (1) the drug is prescribed or authorized by a medical doctor; (2) the use of the drug at the prescribed or authorized level is consistent with the safe performance of the teammate's duties; and (3) the drug is used at the dosage prescribed or authorized. When a teammate is taking prescription drugs or other medication that could affect the teammate's ability to work safely, the teammate needs to alter their supervisor before beginning work. The State prohibits teammates from working under the influence of prescribed medication that cause them to be unable to perform their job safely.

Teammates may be tested for drugs and alcohol before beginning employment with the State, after a work accident or critical incident, if assigned to work as a commercial driver, upon their return to duty after leave, or upon reasonable suspicion of drug or alcohol use while on duty or in the workplace.

## **1. Reasonable Suspicion Testing**

Reasonable suspicion to test a teammate for drug or alcohol use exists when (1) a teammate's actions or appearances do not conform to their normal behavior and (2) the circumstances would lead a reasonable person to conclude that the teammate is unable to perform their duties due to drug or alcohol impairment. The conduct relied upon to form reasonable cause or suspicion needs to be based on specific describable observations, including the following:

- Observable signs of intoxication, such as bloodshot or watery eyes, slurred speech, appearance of unsteady body movements, or breath odors;
- A work-related or near-death accident caused by a teammate's behavior;
- Decrease in the quality or quantity of a teammate's productivity, judgment, reasoning, or concentration;
- Marked changes in behavior or erratic conduct;
- Deviations from safe working practices;
- Credible information received from a reliable person with firsthand knowledge;
- Smell of alcohol, marijuana, or other drug;
- Etc.

Observations related to whether reasonable suspicion exists to test a teammate for drug or alcohol use will be documented by at least one supervisor and one Human Resources Shared Services representative. Determinations about whether reasonable suspicion exists will be made jointly by a supervisor and a Human Resources Shared Services representative.

## **2. Drug & Alcohol Testing Procedures**

If a teammate is referred for testing, all efforts will be made to transport the teammate with their supervisor to the nearest testing facility. The teammate must provide a blood, breath, or urine sample. The sample will

be tested qualitatively for at least the following substances: tetrahydrocannabinol (“THC”), cocaine, opiates, phencyclidine (“PCP”), methamphetamine/amphetamine, benzodiazepine, barbiturates, lysergic acid diethylamide (“LSD”), alcohol, and any derivative of these substances. Teammates who are directed to submit a sample testing will be informed verbally and in writing that they may be placed on unpaid investigatory suspension pending the outcome of an investigation.

After the testing is completed, the teammate will not return to work or be allowed to drive themselves home. Accompanying supervisors will assist the teammate in arranging for transportation after the testing. The tested teammate will pay any cost associated with post-testing transportation.

### **3. Refusal to Test**

A teammate who refuses to submit a sample under this policy will be immediately placed on unpaid investigatory suspension and will be subject to disciplinary action. A teammate’s refusal to be tested or the lab’s confirmation that a teammate’s specimen has been altered will be treated as a positive test. Teammates suspected of being under the influence of drugs or alcohol who refuse to be tested will be directed not to drive home. The State will notify local law enforcement if such a teammate refuses the State’s direction not to drive.

### **4. Tobacco**

Teammates are restricted from using tobacco in the workplace outside of designated smoking areas.

## **L. LEGAL CHARGES OR CONVICTIONS**

Teammates who are charged or convicted of any state or federal criminal offenses (other than minor traffic violations) or who have been charged or convicted of an offense related to their duties are expected to report the charges or convictions to their supervisor before their next scheduled work shift. Supervisors will then notify the Human Resources Shared

Services team. Violation of State or federal law on or off duty may result in disciplinary action.

#### **M. ROMANTIC RELATIONSHIPS**

Romantic relationships or sexual contact between supervisors and subordinates is prohibited.

#### **N. VISITORS IN THE WORKPLACE**

For the safety of our teammates, customers, vendors, and visitors, all visitors need to enter state facilities at the main entrance for those facilities. A teammate needs to accompany visitors to their destination. Young children should not be left alone while visiting.

#### **O. POLITICAL ACTIVITIES**

Teammates are prohibited from (1) participating in political activities while on state work time or while performing official state duties; (2) engaging in political activity while wearing a uniform issued by the State or a federal agency or activity; (3) using or authorizing the use of state personnel, property, resources, or funds for campaign purposes, unless otherwise permitted by law. Teammates may represent an agency's interests at an official function or during the legislative process. Teammates in positions that are partially or entirely funded with federal money and that are covered by the Federal Hatch Act are barred from being a candidate for a partisan office. If a teammate wishes to take part in political activities during normally scheduled work hours, they need to arrange for leave to cover the period of absence.

Teammates who have questions about whether an activity is political should contact their supervisors or the Human Resources Shared Services team.

#### **P. OPEN-DOOR POLICY**

The State of Nebraska has an open-door policy for hearing workplace concerns. Teammates who have workplace concerns are encouraged to bring those concerns to their supervisor; their supervisor's manager;

Human Resources Shared Services; or any senior leader, including the agency head.

## Q. GRIEVANCE PROCESS

The grievance process was developed as a means for teammates to formally present their complaints to management. Qualifying teammates may file grievances after informal attempts at complaint resolution are unsuccessful. However, not all teammates have grievance rights. If a teammate's attempts to informally resolve their complaints are unsuccessful or if informal resolution is undesirable, the teammate may ask Human Resources Shared Services to learn more about the grievance process.

## II. EMPLOYMENT

The State of Nebraska values its teammates and their employment experience. The following policies are intended to maximize teammates' employment experience with the State:

### A. EQUAL OPPORTUNITY, ANTI-DISCRIMINATION & ACCESSIBILITY

The State of Nebraska is an equal opportunity employer. This means that the State makes employment decisions based on merit, qualifications, experience, and job pertinence. The State does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected by law. All forms of discriminatory conduct from teammates based on these classifications is prohibited. Teammates can avoid discriminatory conduct by employing the principles of respect and civility in the workplace as well as high maintaining high ethical standards.

The State also believe in the principles of the Americans with Disabilities Act of 1990 (ADA) and the Americans with Disabilities Act of 2008 (ADAAA). These acts prohibit employers from unlawfully discriminating against teammates or job applicants with disabilities when making

employment decisions. The State of Nebraska will provide reasonable accommodations to qualified disabled teammates or applicants.

The State of Nebraska encourages teammates to use the State's open-door policy to bring concerns about potentially discriminatory conduct to the attention of agency leadership.

## **B. ANTI-RETALIATION**

The State of Nebraska prohibits retaliation. Retaliation means taking a "materially adverse action" against a teammate who does the following:

- Opposes what they, in good faith, believed to be an unlawful or discriminatory practice of the State or its teammates.
- Participates in a government investigation of unlawful or discriminatory conduct on the part of the State or its teammates.
- Exercises a legal right through actions such as filing a complaint of discrimination or submitting a claim for workers' compensation benefits.
- Fulfills a legal duty such as testifying in court under compulsion of a subpoena, serving on jury duty, reporting suspected abuse, or fulfilling military obligation.

Taking "materially adverse action" means taking any action that would discourage a reasonable person from doing any of the above. This might include actions such as refusing to hire or rehire, disciplining or discharging, refusing to promote, or demoting a teammate.

Teammates who experience or witness an incident that could be defined as retaliation should communicate their concerns using the State's open-door policy.

## **C. INTRA-AGENCY INTERVIEWS**

A teammate who applies for a position within their agency may use up to two hours of work time to interview for that position if (1) the interview is scheduled during normal work hours and (2) the teammate obtains their supervisor's approval.

## D. OUTSIDE EMPLOYMENT

Teammates engaged in outside employment need to submit a completed Outside Employment Form to their supervisor. Teammates should ask Human Resources Shared Services for an Outside Employment Form to complete.

## E. NEBRASKA POLITICAL ACCOUNTABILITY AND DISCLOSURE ACT

The Nebraska Political Accountability and Disclosure Act (“NPADA”), [Neb. Rev. Stat. §§ 49-1401 to 49-14,142](#), prohibits State teammates from having conflicts of interest or accepting any kickbacks, loans, gifts, or personal payments of any kind, from any person, vendor, or business enterprise. The NPADA requires [some teammates](#) to file Statements of Financial Interests immediately when they are hired, on yearly basis thereafter, and within 30 days of leaving their position. The NPADA also [prohibits nepotism](#) within the executive branch of the State of Nebraska. For more information on the NPADA, teammates should refer to the [Nebraska Accountability and Disclosure Commission website](#), ask their supervisors, or contact a Human Resources Shared Services representative.

## F. TIMEKEEPING

Teammates who are not exempt under the Fair Labor Standards Act (“FLSA”) will not work more than their regularly scheduled hours unless they receive prior authorization for overtime. All teammates not exempt under the FLSA need to record the time they worked in their agency’s timekeeping system. Some Shared Services Contracted agencies may require employees exempt under the FLSA to also record their time. Supervisors will approve timecards at the end of each pay period. All teammates, whether exempt under the FLSA or not, need to request exceptions to their regular schedules (e.g., vacation or sick leave) in the timekeeping system. Teammates who have questions about whether they need to record their time in their agency’s timekeeping system or how to



do so should contact their supervisor or their Human Resources Shared Services representative.

## G. ATTENDANCE & PUNCTUALITY

Teammates need to be reliable and punctual when they report to work. In the rare instance that a teammate cannot avoid being late or is unable to work as scheduled, they should notify their supervisor no fewer than 30 minutes before their scheduled shift. As part of this communication, the teammate should explain their absence and the time at which they expect to return to work. Absences during working time are not paid unless covered by paid leave (vacation, sick, etc.) and approved by a teammate's supervisor. If a teammate does not report to work for two consecutive days or three nonconsecutive days and does not call in, they may be subject to discipline.

## H. WORK WEEK

State offices are open Monday through Friday from 8 a.m. to 5 p.m. See [Neb. Rev. Stat. § 81-113](#). Regular full-time teammates generally work a standard 40-hour workweek during that time, and teammates should not work on State holidays or weekends without supervisory approval. See [Neb. Rev. Stat. § 84-1001](#). All teammates, whether exempt or nonexempt under the FLSA, who desire an alternative work schedule need to receive written approval from their supervisors for the alternative schedule. A teammate's failure to communicate their alternative work hours to their supervisor or supervisors may result in discipline.

## I. PAYDAYS & PAYCHECKS

Teammates are strongly encouraged to receive their paycheck by direct deposit, which places all funds paid directly into the teammates designated account or accounts. Teammates should contact their Human Resources Shared Services representative to learn how to set up their direct deposit. Teammates may also choose a payroll card or mailed warrant. The State discourages the use of mailed warrants due to

mail-related delays. Teammates who discover an error in their paycheck should immediately bring the error to their supervisor's attention.

## J. OVERTIME & COMPENSATORY TIME

Teammates eligible for overtime pay are responsible to obtain their supervisor's approval prior to working any overtime hours. Overtime-eligible teammates may elect to accrue compensatory time in place of overtime pay. Teammates eligible for overtime pay who work overtime hours without supervisory approval may be subject to discipline.

Because paid holidays are a benefit to State teammates, State teammates, exempt and nonexempt under the FLSA, should not work on State holidays without prior approval. Teammates exempt from the FLSA who work on paid holidays at the direction of their supervisor may be eligible for compensatory time for their time worked. [Neb. Rev. Stat. § 84-1001\(5\)](#). Teammates who work on paid holidays without supervisory approval may be subject to discipline.

Use of compensatory time hours does not count towards the calculation of hours worked for overtime purposes. Teammates should ask their supervisor to learn about the maximum compensatory time accruals for their agency. Between December 15 and December 31 of each year, a teammate may elect to receive payment for unused compensatory time accumulated the prior state fiscal year by notifying the Human Resources Shared Services team in writing.

## K. BREAKS

All teammates, exempt and nonexempt under the FLSA, are allowed paid breaks and unpaid meal breaks. Paid breaks and unpaid meal breaks cannot be waived to excuse a teammate from arriving late, leaving early, extending a meal break, or in lieu of a meal break.

### 1. Paid Breaks

All teammates should take a 15-minute paid break during each work period of four consecutive hours. Generally, this means teammates will

take one break in the morning and one in the afternoon. Teammates should be considerate of their coworkers during their breaks and return to work promptly after 15 minutes.

## **2. Unpaid Meal Break**

After a teammate has worked four hours, they are allowed to take an unpaid meal break of at least 30 minutes. If a teammate is scheduled to work more than ten hours, they are allowed to take a second unpaid meal break of at least 30 minutes. Meal breaks should not be taken while performing work related duties, and every effort should be made to take the meal period away from the immediate work area.

## **L. LACTATION POLICY**

Teammates who wish to express breast milk during their workday will be provided reasonable break times as necessary to express milk for their baby. The State has designated spaces for this purpose in State buildings. Teammates who are nursing mothers can contact the Human Resources Shared Services team to schedule time in these spaces. Teammates who work offsite, or in other locations, will be accommodated with time or a private area for expressing milk as applicable.

## **M. SUPERVISORY COMMUNICATION & PERFORMANCE EVALUATIONS**

Supervisors should regularly communicate with their subordinates about their job performance to celebrate their accomplishments, clear roadblocks, and ensure expectations are clear. Additionally, all teammates will receive a performance review at the end of their original probation period and every calendar year thereafter. Agencies have different performance review procedures. Teammates should check with their supervisors to learn more about their agency's performance review procedure.

## **N. TRAININGS & PROFESSIONAL ASSOCIATIONS**

Teammates may need to attend off- or on-site training or to join professional associations that will enable them to remain current on the

best practices for their relevant fields. Expenses related to these trainings and professional associations may be reimbursable, depending on agency policy. Teammates should ask their supervisors to learn more about what trainings and professional associations are reimbursable in their agencies.

#### O. TRAVEL TIME BETWEEN WORKSITES

Overtime eligible teammates who are directed to report to a worksite other than their normally assigned worksite and who subsequently travel to a second work site will be compensated for their time traveling between work sites. For teammates not eligible for overtime, such travel time will be considered part of their working hours.

Under this policy teammates who work remotely time will not be compensated for time spent traveling between their remote work location and their office of record. Similarly, for teammates who are not eligible for overtime, time spent traveling between a teammate's remote work location and their office of record will not be considered part of their working hours.

#### P. TRAVEL EXPENSES

The State of Nebraska provides mileage reimbursement and per diem for employees' pre-approved travel expenses under the [State Accounting Manual's travel policies](#). The appropriate record keeping procedure for the proper reporting of travel expenses is [the State of Nebraska Accounting System Expense Reimbursement Document](#).

#### Q. TELEWORK/REMOTE WORK POLICY

Many state teammates have the flexibility to work remotely. Each agency has a remote-work policy that its teammates need to follow. Teammates should ask their supervisor or a Human Resources Shared Services representative for their agency's telework/remote work policy. Teammates who have a hybrid work arrangement or who alter their work location from their normal location need to alert their supervisor or supervisors of their work location. A teammate's failure to inform their supervisor or supervisors of their work location may result in discipline.

### **III. SAFETY AT WORK**

The following policies are intended to ensure the safety of all State teammates:

#### **A. ALL TEAMMATES RESPONSIBLE FOR SAFETY**

All teammates are responsible for maintaining clean and safe working conditions, wearing protective clothing when required, and using equipment in the manner prescribed. Teammates who observe an unsafe condition or a workplace accident or injury should report it immediately to their supervisor of the Human Resources Shared Services team.

#### **B. WORKERS' COMPENSATION INSURANCE**

All agency teammates are covered by the State's workers' compensation insurance. This insurance may provide coverage for missed days of work, medical costs, and rehabilitation due to a qualifying work-related illness or injury. To ensure coverage on the workers' compensation insurance plan, teammates will report employment-related injuries or illnesses to their supervisors immediately. The supervisor will then report the injury or illness to the Human Resources Shared Services team.

#### **C. DRIVING SAFETY**

Teammates will follow all traffic laws while driving. Both drivers and passengers will wear seatbelts. Teammates will not use a cell phone while driving unless the vehicle or phone allows hands-free listening, talking, and dialing. Texting while driving is never permitted.

Any teammate operating a vehicle for the benefit of the agency needs to have a valid driver's license. Documents showing the teammate's driving history as it appears in records held by the State of Nebraska, Department of Motor Vehicles ("Motor Vehicles") may be requested and reviewed by the teammate's agency at any time. Any driving offense identified in Motor Vehicle's records, regardless of whether the offense occurred during personal time or while on state business, can prompt a review of

the teammate's state driving privileges. The State of Nebraska will notify the teammate of any offenses found during the review. Depending on the seriousness and frequency of the offense or offenses, the State may revoke a teammate's driving privileges for State-business purposes. Serious driving offenses could lead to disciplinary action, up to and including termination of employment.

Agencies may have additional policies related to driving State vehicles. Teammates should contact their supervisor or the Human Resources Shared Services team to learn about what policies apply to them.

#### **D. SEVERE WEATHER & EMERGENCY WORK CONDITIONS POLICY**

State teammates should evaluate their driving skills, the condition of their vehicle, and the weather and road conditions to decide whether they can safely drive to work. Teammates who choose not to report for work should report their absence according to the [Attendance & Punctuality policy](#) and should account for the workday by (1) requesting a flexible schedule for the work week, (2) working remotely, or (3) applying qualifying leave for hours missed. Teammates should note that sick leave will only be granted if a teammate qualifies for sick leave. Agencies will notify teammates of alternative worksites or work arrangements in the event of an emergency building closure. Teammates should contact their supervisor or the Human Resources Shared Services team to learn about State's severe weather and emergency work conditions policies.

## **IV. BENEFITS**

The State of Nebraska provides valuable employment benefits to its teammates, including the following:

### **A. HEALTH & WELLNESS**

The State offers health and wellness benefits to permanent, full time Teammates. Part-time permanent teammates who work 20 or more hours per week are also eligible for insurance benefits at a pro-rated cost.

Information about these health and wellness benefits can be found at [website for the DAS State Personnel Division, Wellness & Benefits team](#).

## B. RETIREMENT PLANS

For information about the State's retirement plans, teammates can visit the [Nebraska Public Employees Retirement Systems website](#).

## C. PAID HOLIDAYS

No teammate should perform work on a paid holiday without authorization from their supervisor. Teammates may refer to [the applicable labor contract or the State Personnel Rules, 273, Neb. Admin. Code, ch. 9](#), for the paid holidays that apply to them. Teammates should ask their supervisor or the Human Resources Shared Services team if they have questions related to paid holidays.

## D. LEAVE

The State officer teammates vacation leave, sick leave, bereavement leave, civil leave, military leave, and injury leave. Under some circumstances, teammates may qualify for an unpaid leave of absence. Teammates should refer to [the applicable labor contract or the State Personnel Rules, 273, Neb. Admin. Code, ch. 9](#), for information related to the leave policies that apply to them. Information about the State's catastrophic illness leave donation program, maternity leave donation program, and applying for leave under the Family & Medical Leave Act are available in the applicable labor contract or State Personnel Rules as well as on [the website for the DAS State Personnel Division – Employee Relations Division](#).

## E. SUPPLEMENTAL TEAMMATE PROGRAMS

Information about the State's teammate discount program, the tuition reimbursement program, moving expenses reimbursement program, and other supplemental teammate benefit programs is available at [the DAS State Personnel Division website](#).