

# EMPLOYEE HANDBOOK



**PERU STATE COLLEGE**

Effective August 2016

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## **I. INTRODUCTION**

This handbook was prepared to provide basic orientation and employment information. This handbook is the property of Peru State College (PSC), and the College reserves the right to amend this handbook at any time. All employees will have access to this handbook through the PSC website.

PSC is one of three State Colleges. The Nebraska State College Board of Trustees develops policies and procedures for all State College employees. Please refer to the Nebraska State College System Policy and Procedures Manual for more detailed information. The Board Policy Manual is available online at [www.nscs.edu](http://www.nscs.edu). Other College operating policies and procedures may exist in individual departments.

Collective bargaining agreements with certain employee groups also include provisions affecting terms and conditions of employment by unit members. Collective bargaining agreements for faculty (SCEA), professional staff (NSCPA) and support staff (NAPE/AFSCME) may be found online at <http://www.nscs.edu/negotiated-agreements.htm> or in the office of the Director of Human Resources (Administration Building, Room 213, 402-872-2230).

This handbook does not constitute a guarantee of employment for a specified period of time and should not be construed as an employment contract.

### **Mission Statement**

In educating the individual to the benefit of society, Peru State College cultivates the capacity and propensity for life-long learning by fostering independent inquiry and promoting the value of knowledge and discovery. Through innovative undergraduate and graduate programs, Nebraska's first college continues its commitment to making a vital contribution to the future of the region and the state.

## **II. ADMINISTRATION**

### **Board of Trustees of the Nebraska State Colleges**

PSC is governed by the Board of Trustees of the Nebraska State Colleges. This governing board consists of six (6) members appointed by the Governor with the approval of the Legislature. These members serve six (6) year terms. The State Commissioner of Education serves as an ex-officio member of the board. A non-voting student member from each college is appointed annually by the Governor.

The Statutes of Nebraska give the Board of Trustees all powers necessary or convenient to accomplish the objectives and to perform the duties prescribed by law.

### **Board Members**

Gary Bieganski - Chair

Jess Zeiss - Vice Chair

John Chaney

Bob Engles

Carter "Cap" Peterson

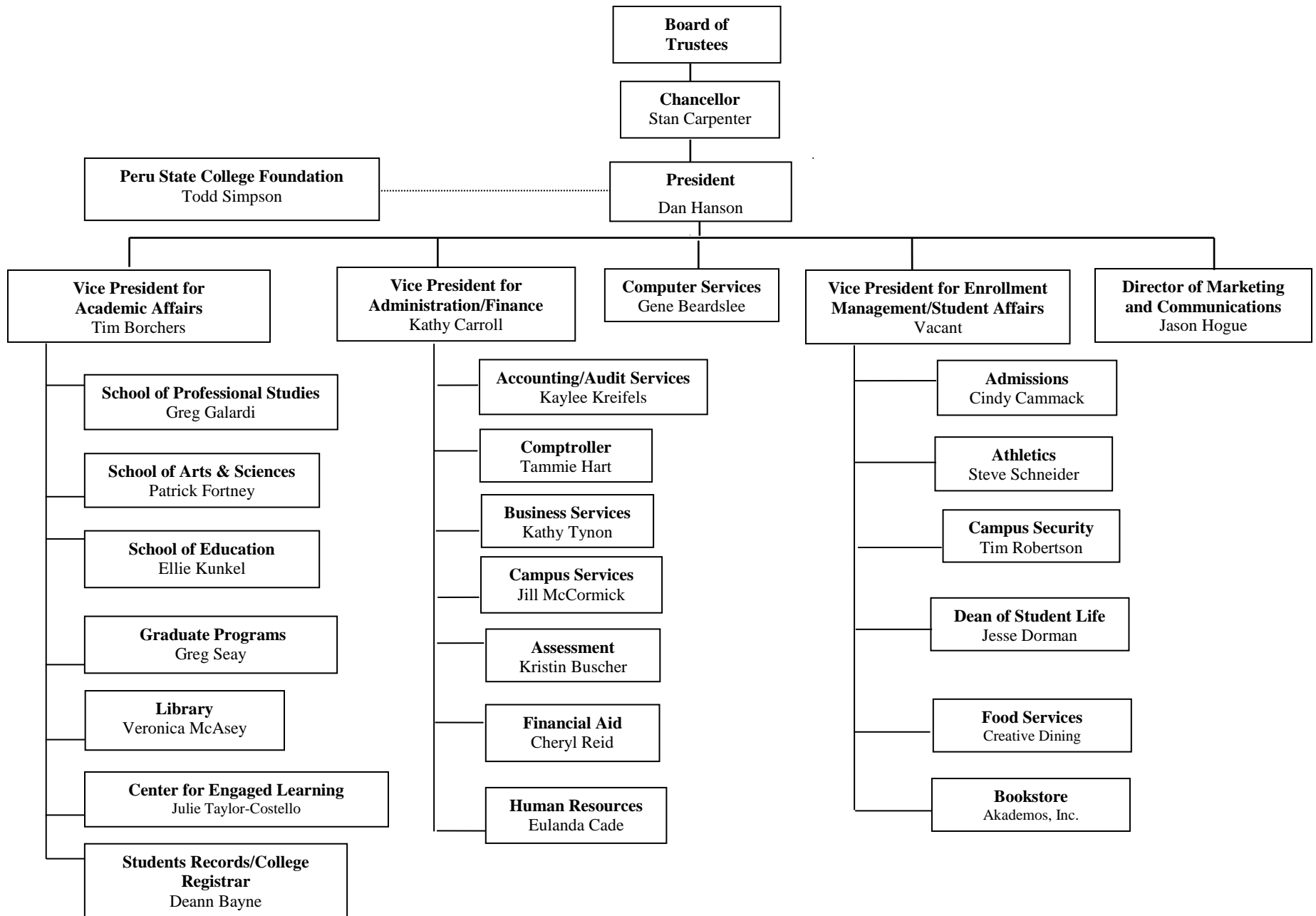
Michelle Suarez

Matt Blomstedt- Commissioner of Education

## **College Administration**

Dr. Dan Hanson	President
Dr. Tim Borchers	Vice President for Academic Affairs (VPAA)
Ms. Kathy Carroll	Vice President for Administration and Finance (VPAF)
Vacant	Vice President for Enrollment Management and Student Affairs (VPEMSA)
Dr. Greg Galardi	Dean, School of Professional Studies
Dr. Patrick Fortney	Dean, School of Arts and Sciences
Dr. Ellie Kunkel	Dean, School of Education
Dr. Gregory Seay	Dean, Graduate Programs

# Peru State College Organizational Chart



### **III. GENERAL INFORMATION**

#### **ACCIDENTS – PERSONAL INJURY**

In case of any accident, including an accident with personal injury, PSC Security (Campus Services Building, Room 228, 402-872-2411) should be contacted as soon as possible and must fill out an “Incident/Accident” Report. Security should assist in seeking appropriate medical attention. The Director of Accounting and Audit Services (Administration Building, Room 124, 402-872-2361) should also be contacted.

#### **ALL CAMPUS NOTIFICATIONS**

The campus email system is a campus-owned communication resource, the use of which is governed by campus procedure and system policy. Announcements of general interest to the campus community shall be processed through the Vice President for Enrollment Management and Student Affairs (Administration Building, Room 315, 402-872-2224) and/or the Department of Marketing and Communications (Administration Building, Room 302, 402-872-2429). Only persons specified in the Campus Mass Email Procedure may post all-campus announcements.

#### **BOOKSTORE**

Akados will operate an online bookstore to serve the campus for textbooks and course materials. Textbooks should be available for purchase for the fall semester in early July through a link on the College’s website and in myPSC.

#### **CAMPUS CLOSURES – CLASS CANCELLATIONS**

##### **Personnel Instructions Regarding Inclement Weather - Class Cancellations**

- Employees can use vacation time balance or the leave time can be made up within thirty (30) working days at the request of the employee, which request shall not unreasonably be denied. *For non-exempt employees- making up the inclement weather leave time is still subject to the FLSA 40 hour work week/overtime provisions.*
- Employees are not required to leave work when classes are cancelled due to inclement weather.
- Some employees may be required to remain at work to provide emergency or other essential services and do not have the ability to take the leave time for inclement weather.
- Unless the campus is closed, offices should remain open and staffed until the announced closing time.

##### **Personnel Instructions Regarding Campus Closures**

- Employees who are currently scheduled to work during hours the campus is closed will not be required to use vacation or other paid leave time to cover this absence from work. The leave is categorized as paid, administrative leave.
- Administrative Leave is only for those employees who were regularly scheduled to be present on campus at the time of the closing. If an employee has already been granted leave for the day/hours of the closing (i.e. vacation, sick, bereavement) the employee may exchange the granted leave

time for administrative leave if approved by the supervisor. Approval will not be unreasonably denied if the employee was not able to use the granted leave for the purpose requested due to inclement weather.

- Employees who are required to remain at work to provide emergency or other essential services (including assistance with repairs, snow removal, security, etc.) will be allowed comparable time off on an alternate date mutually agreed upon by the supervisor and the employee.
- Not all employees will get the same number of hours of leave due to the closure. If Employee A's regularly scheduled shift ends at 3:00 p.m. and the closure occurs at noon, Employee A gets three (3) hours of administrative leave. If Employee B's regularly scheduled shift ends at 5:00 p.m., Employee B will get five (5) hours of administrative leave.
- If the College announces the closing will happen at a specific time later in the day and an employee chooses to leave earlier than the specified closure time, the employee may request vacation or compensatory leave, etc. for the difference in hours. Offices should remain open and staffed until the announced closing time.
- If the closing is due to weather conditions and an employee doesn't think it is safe to travel, he/she is welcome to stay in campus buildings that remain open. If the employee chooses to continue working (in an open building), this does not create an entitlement to future administrative leave time off. If closing coincides with lunch (11 a.m. through 1 p.m.), employees are expected to work until closing and lunch will be taken after the College closes –employees are not allowed to leave earlier stating that the time is for a lunch break.

### **CAMPUS OFFICE HOURS**

Administrative office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m., with the lunch hour from 12:00 to 1:00 although offices are encouraged to alternate breaks to optimize customer service. Administrative offices are normally closed on weekends and holidays.

### **CAMPUS SECURITY AND LAW ENFORCEMENT**

Employees are responsible for maintaining the security of the offices, laboratories and equipment within their respective departments. The PSC Security (Campus Services Building, Room 228, 402-872-2411) or the Nemaha County Sheriff's Department (911 or from a campus phone dial 9-911) should be contacted for emergencies and law enforcement needs on campus. A follow-up incident report on all emergencies must be filed with the Security Office. After regular business hours, call Campus Security - 402-872-2411 with building security concerns such as open windows, unlocked doors, etc. Call 911 (from a campus phone dial 9-911) for emergencies then Campus Security (from a campus phone dial 2411).

The PSC Security staff are not armed and do not have arrest powers. Their jurisdiction is confined to PSC property but they can call for assistance from local police authorities.

The PSC Security Office (402-872-2411) should be contacted for additional information relative to law enforcement and security issues or, to make arrangements for buildings to be open for evening and weekend use. The PSC Security Office is located in the Campus Services Building, Room 228.



All laws and ordinances of the City of Peru and the State of Nebraska are in effect on the campus and are enforced by local law enforcement officers. Any vehicles parked in reserved parking places, in no-parking zones, or too close to fire hydrants will be subject to ticketing and/or towing.

## **CLEAN AIR POLICY**

### **SMOKING AND TOBACCO USE POLICY (NEBRASKA CLEAN INDOOR AIR ACT)**

In compliance with the Nebraska Clean Indoor Air Act, smoking is prohibited in all indoor campus areas including, but not limited to, all administrative and educational buildings and all residence halls. Smoking is prohibited inside every residence hall, including all individual student rooms. The use of electronic cigarettes is permitted in College buildings; however, faculty may restrict use in classrooms. Cigarette butts, packaging, chew containers, chew bottles, and other tobacco debris must be disposed of properly in appropriate waste receptacles.

According to the Nebraska Clean Indoor Air Act, smoking is permitted in outdoor public spaces but must remain ten (10) feet away from all building entrances. Ashtrays must remain outside of the ten (10) foot perimeter of each building.

Smoking must remain fifty (50) feet away from all entrances to day care facilities and outdoor play areas. At Peru State, this means smoking will not be permitted within fifty (50) feet of the outdoor play area behind TJ Majors, nor can smoking occur within a line of sight of the outdoor play area. In addition, smoking in front of TJ Majors must be fifty (50) feet away from each entrance.

Failure to comply with these regulations may result in disciplinary action.

## **COPIERS**

All copiers are charged to the department based on the access code assigned to that department. No personal copies are allowed. Self-service copies are available in the library for a fee.

## **DAY CARE SERVICES**

The services of the licensed Day Care are available for children of employees, students and community members. The center is open from 7:00 a.m. to 5:30 p.m. Monday through Friday for children aged 6 months through 13 years of age. It is located on the first floor of the TJ Majors building, 402-872-7635. The Day Care is operated independently from the College.

## **DIRECTORY**

An employee directory is available online at <http://www.peru.edu/directory>.

## **EMERGENCY NOTIFICATIONS**

Employees and students are strongly encouraged to register with the College's Emergency Alert System, e2Campus in order to receive messages for school closures and emergency situations. Individuals registering within the system will need their NUID in order to register.

To register, go to [www.peru.edu/emergency](http://www.peru.edu/emergency). Select the "Sign Up Now" button. Complete the required information and accept the terms of use. Once your information is added, select "Create an Account." Select your alert method(s) and save the information. You should remember your log-in credentials to update your information regularly. If your contact information changes, log in to your account and update your contact information.

Other methods of communicating in an emergency include use of the College email system, KBox alerts, and the two-way radio system.

### **FAX MACHINES**

State College facsimile machines are intended to be used to send or receive State College related business messages. Employees wishing to send or receive personal messages are encouraged to use commercial facilities available for such purposes. If commercial facilities are not available, the cost for sending a personal fax is \$1 per page and the cost of receiving a personal fax is \$1 per page to be paid directly to the Business Office (Administration Building, Room 204, 402-872-2211).

### **FITNESS CENTER FACILITIES**

Employees may use the recreation facilities at no charge during non-work time during the hours designated for staff and/or general public use. Employee identification cards are required.

### **FOOD AND NON-TRAVEL MEALS**

#### On-Campus Meals and Refreshments

In general, State and College funds should not be used to provide food and refreshments to employees during the regular course of business. However, there are certain circumstances that support and promote PSC's business and educational purposes for which food, non-travel meals and/or refreshments can be provided. Please note that Peru State College has an exclusive contract with Creative Dining for all food service on campus.

Food and refreshments for employees for a business meeting may be acceptable. Prior authorization from the President is required and should be attached to the invoice and forwarded to the Accounting Office (Administration, Room 119, 402-872-2361) for payment.

Receptions or celebrations for special employment related events, like retirements, are allowed during work hours but should be limited in duration. College or state funds may not be used to purchase refreshments or decorations.

### **FOOD SERVICE**

Dining Services are managed by Creative Dining. Creative Dining operates the cafeteria, the Bob Inn located in the Student Center, and the Bobcat Den located in the Library. Employees and guests are invited and encouraged to eat in these facilities. Peru State Dining Services serves the general public as well as the College. Banquets and food service for specific events may be scheduled in the Student Center. Catering is also available for off-campus activities. Contact the Dining Services office (Student Center, 402-872-2256) to arrange food/refreshments for an event or conference. Food not purchased through Peru State College Dining is not allowed to be brought on campus for PSC functions, unless the Dining Service has been contacted and has granted approval.

“Dining Dollars” can be purchased which allow employees to use their PSC ID card to make “cashless” purchases for food, drinks and snacks at the Bob Inn, the main line of the cafeteria and the Bobcat Den. While money can be pre-deposited in any amount, if you pre-deposit in the following amounts, you will receive additional money added to your Dining Dollars:

Put \$100 on your card – an additional 10% will be added to make it \$110

Put \$150 on your card – an additional 15% will be added to make it \$172.50

Put \$200 on your card – an additional 20% will be added to make it \$240

Employees may sign up for this program in the Business Office (Administration Building, Room 204, 402-872-2211), and Dining Dollars do not expire from year to year for employees.

## **FURNITURE AND EQUIPMENT**

All College assets are property of the State of Nebraska. If an office plans to purchase, transfer to another department, or dispose of furniture and/or equipment, contact the Accounting Office (Administration, Room 119, 402-872-2361) in advance for information on appropriate procedures. Please note the proceeds from the sale of a state asset do not return to any specific department, and the transfer of a state asset does not generate either a charge or credit to any College department.

## **GIFTS OR BEQUESTS TO PSC OR THE PSC FOUNDATION**

PSC and the Peru State College Foundation (AV Larson, Room 120, 402-872-2304) appreciate donations of gifts or bequests which are beneficial to the role and mission of the College and its Foundation. PSC encourages all donors to make gifts and bequests directly to the Foundation rather than sending gifts and bequests to the College. Gifts and bequests made directly to the College may be transferred to the Foundation at the discretion of the Board of Trustees. The President may accept donations according to Board Policy 6025. Other College employees are not authorized to accept donations on behalf of the College or Foundation.

## **HELPFUL HINTS FROM THE ACCOUNTING OFFICE**

### **Accounting Fast Facts**

The Accounting Office (Administration Building, Room 119, 402-872-2361) often gets questions about travel reimbursements and payables. Following are some helpful tips that can simplify the process as well as answers to commonly asked questions. Please feel free to contact Kaylee Kreifels at 2316 or [kkreifels@peru.edu](mailto:kkreifels@peru.edu), Jen Debuhr at 2362 or [jdebuhr@peru.edu](mailto:jdebuhr@peru.edu) or Deb Pugh at 2361 or [dpugh@peru.edu](mailto:dpugh@peru.edu) with questions about billing/payables and travel. We hope you find the information useful!

### **Travel Reimbursements**

1. Begin by completing a travel request via Firefly and get the necessary approvals before booking travel.
2. When submitting documentation for P Cards/T Cards or Direct Bill for processing, please include the approved trip ID/number from Firefly. If the item is for one or more employees, please include an approved trip number for each employee.
3. When submitting meal expenses for students, please include their names.
4. Be sure to update start and stop times on the online travel reimbursement form.
5. Policy sets the maximum reimbursement for tips/gratuities at 20 percent, excluding tax.
  - a. You can choose to leave a larger tip, but be aware that you will only be reimbursed up to 20 percent.
  - b. Often when a large group (usually 8+) is served in restaurants the gratuity is included on the bill. Be sure to double check or ask the server.
6. Alcoholic beverages cannot be reimbursed. Please remove the cost of alcoholic beverages and related tax and tip when submitting invoices for reimbursement. You can request that the server bill alcohol separately.

Visit <http://www.peru.edu/forms/docs/travel.pdf> or [http://www.peru.edu/hr/docs/employee\\_handbook.pdf](http://www.peru.edu/hr/docs/employee_handbook.pdf) for more detailed information on travel reimbursements.

## **Billing/Payables**

1. Peru State is exempt from sales tax. Prior to completing an online or in-store purchase, ensure that sales tax has not been charged.
  - a. Many retailers already have the college flagged as tax exempt, so be sure to ask the cashier.
  - b. A copy of our Nebraska Form 13 is available at <http://www.peru.edu/forms/docs/sales-tax-exempt-certificate.pdf> and should be provided to vendors.
  - c. If sales tax is erroneously charged and the vendor refuses to adjust the payment, the employee will be personally responsible for covering the sales tax.
  - d. If you are unable to add tax-exempt status to an online order try calling in the order instead.
2. Be sure to include the purpose of the expenditure and documentation of all invoices when submitting for payment. Simply answer the five W's: Who, What, When, Where and Why.
3. Please submit invoices in a timely manner, as state law requires payment within 45 calendar days. State Purchasing Card invoices should be submitted within 2-3 day of purchase or return from travel. See the Prompt Payment Act RRS81-2401 through 81-2408 for additional details.
4. Expenses must be matched with the period that the good or service was provided. Invoices cannot be held until a new fiscal year.
5. Provide W-9s and contract numbers on invoices where required.
6. Use the correct G/L codes when purchasing multiple items with different codes. Examples - 45 Peru State jackets were purchased for a total of \$450. 35 jackets were for students and 10 were for employees. Here's what the GL coding should look like:
  - Student - \$350 - 531695 - Ed Rec Supplies
  - Employees - \$100 - 531200 - Household & Institutional Supplies
7. P-card & T-card holders must sign all invoices used to purchase items from their card. On the top right corner of the invoice, indicate if the item was purchased with a State Purchasing Card.
8. On multiple paged invoices, please sign and place the cost object code on the front page.
9. Attach small invoices to a half sheet of paper to avoid it being inadvertently misplaced.
10. Gift certificates, money vouchers, gift card and any other cash or cash equivalents' are not prohibited expenditures.

## **KEYS**

Keys to buildings, offices, or other facilities are issued through the Security Office (Campus Services Building, Room 228, 402-872-2411) with permission of the immediate supervisor. The Security Office will be the central location for the safe keeping of all keys. The officer on duty will have access to all keys in an emergency.

Proper care of keys is essential in maintaining security of buildings, equipment, and supplies. Individual responsibility for keys requires diligence by the key holder. All employees should demonstrate good key responsibility routinely. Those in supervisory positions who periodically log out keys should have adequate documentation of the transactions.

Keys shall only be used for work purposes and will not be loaned or transferred to others who are not authorized by PSC to use the keys. Inappropriate use of keys may result in disciplinary or legal action.

PSC keys may not be duplicated. Please report lost or stolen keys immediately to the Security Office (Campus Services Building, Room 228, 402-872-2411). PSC employees requesting campus keys shall complete a key request/issuance card. Generally, employees will have keys to their buildings and offices. Requests shall have the signed approval of the employee's area supervisor.

The properly approved key request/issuance card must be taken to the Security Office (Campus Services Building, Room 228, 402-872-2411) for key issuance. Key cards will remain on file with Security. When employees terminate employment, they will submit all PSC keys to Security and have their cards appropriately marked for the returned keys. Employees receiving/returning keys will sign individually for each key received. If keys are not returned to the Security Office at the time of termination of employment, the following fees will be deducted from the employee's final pay:

Single room key	\$ 25.00
Outside door key	\$100.00
Floor master key	\$100.00
Building master key	\$100.00
Grand master key	\$500.00

## **MAIL SERVICES**

The College mail room is in the Campus Services Building, Room 231, 402-872-2257. Mail is delivered and distributed to the boxes only during regular working hours. Outgoing mail must be in the College mail room by 11:30 a.m. Monday through Friday. NOTE: Times are subject to change based upon the US Postal Service. All PSC outgoing mail should be identified with the office or department notation so that proper charge-backs can be made. Mail for on-campus distribution, may be deposited at the College Post Office or in any academic office on campus. PSC stationery should be used only for official PSC correspondence. Bulk mailing can be coordinated with the College Mail Room.

## **NEBRASKA STATE EMPLOYEES CREDIT UNION**

The Nebraska State Employees Credit Union is open to employees and their families. Office locations are in Lincoln (402-471-2561.) The credit union offers low-cost loans, savings accounts and certificates, checking accounts, travelers' checks, notary public service, and consumer information. For further information contact the Human Resources Office (Administration, Room 312, 402-872-2230).

## **OFFICE SUPPLIES**

This policy follows the regulations, policies and procedures set forth by the Nebraska Legislature and administered by the Department of Administrative Services for the purchase of items that may be of a personal nature for agencies of the State of Nebraska. Please note that other sources of funds, such as Revenue Bond, Student Activity Fee, Peru State College Foundation and/or Grant funds may, at times, be used to purchase some of the items listed below for a specific student activity or event if approved in advance by the funding source. **The Peru State College Accounting Office** (Administration Building, Room 119, 402-872-2361) **can serve as a resource to give advice prior to purchasing.**

These regulations, policies and procedures do not permit the use of State funds for the purchase of personal items, which include but are not limited to:

\*Ornamental items –

Décor, art objects, pictures, pillows, planters, candles, flowers, flower vases, arrangements, balloons and plants for non-public spaces such as offices, lounges, conference or work rooms. Ornamental items for public or common areas such as entrances may be allowed.

\*Personal items –

Facial tissue (Kleenex), band aids, hand sanitizer, drugs & pharmaceutical products, etc.

\*Appliances/electronics –

Microwave ovens, refrigerators, and heaters. These items may be an allowable purchase for research purposes. Radios or televisions may be allowed, if used for business purposes.

\*Decorations/stationery-

Holiday decorations, greeting/holiday cards, invitations, thank you notes or wrapping paper.

\*Cooking/food items-

Candy, coffeepots, coffee, coffee supplies, paper plates, napkins, cups or eating utensils.

No gifts may be purchased.

## **OPEN FLAME AND HAZARD PROHIBITIONS**

Open flames prohibited within PSC buildings except in specific controlled lab environments such as science. The definition of an open flame includes any lighting or heat-generation device which produces smoke, flame/ember or scent. Other devices that create a hazard are also prohibited. Examples include candles (with or without wicks), warmers, incense, smoking, burning, halogen lamps, oil or tiki lamps, torches, plug-in oil/scent devices, etc. Exceptions may be requested at least one week in advance of the event to the Security Office (Campus Services Building, Room 228, 402-872-2411).

## **PARKING AND VEHICLE REGISTRATION**

Employees are to carefully observe the parking regulations for College parking lots and streets. PSC is not responsible for damages or losses due to theft, or for personal liability for employees' vehicles or the contents therein. Employees must purchase a parking permit from the Business Office (Administration, Room 204, 402-872-2211) in order to park in tag-designated parking lots on campus. Employees not following the parking regulations will be subject to parking tickets and applicable fines.

For more information on Parking, go to <http://www.peru.edu/security/regulations.htm> or contact the Campus Security Office (Campus Services Building, Room 228, 402-872-2411).

## **RECORDS MANAGEMENT**

The Records Management Division for the State of Nebraska maintains the records management schedules that apply to PSC. Disposition schedules for specific records are available online at:

[http://www.sos.ne.gov/records-management/retention\\_schedules.html](http://www.sos.ne.gov/records-management/retention_schedules.html)

## **SPECIAL ACTIVITIES**

Special activities such as conferences, clinics, conventions, and non-credit workshops may be held on campus to promote involvement of secondary, college, or adult groups. Such activities are encouraged and supported by PSC. Conference Services (Student Center, Room 114, 402-872-2246) will provide information and resources for developing workshops or conferences on campus.

## **SPIRIT SHOP**

The Cat Cave is operated by Southeast Design. They are located in the Student Center, with a game day location in the Oak Bowl. Hours of operation are 9:00 a.m. to 5:00 p.m. Monday through Friday. College employees will receive a 15% discount on purchases by showing their college id card.



## **TAX EXEMPT NUMBER**

Use of the Peru State College tax exempt number is limited to those transactions that are in full compliance with applicable state/federal regulations and Board/College policies. The transactions must also be processed in full through the College's accounting system. Contact the Accounting Department – Accounts Payable (Administration Building, Room 119, 402-872-2362) to obtain a Form 13 Nebraska Resale or Exempt Sale Certificate.

## **TELEPHONE USE**

Calls on College telephones are to be for communications related only to College or System Office business. Receiving personal calls via use of the 1-800 number is not allowed. Personal use of College phones, for local calls, during working hours should be limited to break periods or lunch periods. Personal long distance calls may not be charged to the College. If an emergency need arises, a long-distance personal call may be made. If such a call is made, reimbursement shall be made by the employee to the College. Employees are allowed to make local personal calls for essential personal business from College telephones.

Phone calls are monitored on a monthly basis by the College. Abuse of the phones may result in disciplinary action as well as the need for financial reimbursement to the institution.

The PSC telephone system is a Windstream System. For a copy of the dialing instructions for this system or for assistance in the use of this system, contact Computer Services (Campus Services Building, Room 204, 402-872-2270). Please note the following important information when making calls from a campus phone:

- Under NSCS Board Policy 7025, College phones are for communications related to College business and are not to be used for personal calls.
- PSC's calling plan includes only the 872 exchange (Peru) and the 274 and 414 exchanges (Auburn) as local calls. All other exchanges require you to dial a "1" and are billed as long distance calls under our plan.
- When calling Peru or Auburn, **do not** dial a "1" before the area code, exchange and number. Doing so causes a local call to be charged to the College as long distance.

Accommodations for telephones for employees should be requested through Human Resources (Administration Building, Room 312, 402-872-2230). If there are any technical difficulties, the need to move a phone or request new phones, contact Computer Services (Campus Services, Room 205, 402-872-2270).

## **VOLUNTEERS**

Volunteer service is regulated by Board Policy 5025. Volunteers must be officially approved and a Volunteer Service Agreement form must be completed in advance. Notice of approval from Human Resources must be received before any volunteer services are performed.

## **WEAPONS - EXPLOSIVES**

PSC prohibits all persons who enter College property from carrying or possessing a handgun, firearm, explosives (including fireworks), prohibited weapons of any type or any item designed to cause injury or death, *regardless of whether the person is licensed to carry the weapon or not*. Only certified law enforcement officials who have appropriate approval will be allowed to carry a weapon. Concealed weapons are not permitted at the College, in buildings, on the grounds, other PSC property or at PSC activities.

Employees who possess a weapon on PSC property are in violation of this policy and may be subject to disciplinary actions up to and including termination of employment. Any violator may also be reported to law enforcement officials to face the possibility of criminal prosecution.

#### **IV. EMPLOYMENT**

##### **ACCOMMODATIONS FOR DISABILITIES, PREGNANCY, CHILDBIRTH, OR BREAST-FEEDING**

Any employee may request a reasonable accommodation when there is a workplace barrier that is preventing him/her, due to a disability, from effectively performing a job, or gaining equal access to a benefit of employment. Accommodations with respect to pregnancy, childbirth, or breast-feeding/expressing breast milk needs may also be requested.

Requests for employment accommodations should be directed to the Director of Human Resources, Eulanda Cade (Administration Building, Room 312, 402-872-2230). After a request for an accommodation has been made, the College administration will work with the employee to identify the workplace barriers and identify an appropriate, reasonable accommodation. As part of the interactive communication process, the College may offer alternative suggestions for reasonable accommodations and discuss their effectiveness in removing the workplace barrier.

In some situations, the College may need to obtain information regarding the nature of the disability and the employee's functional limitations in order to identify an effective accommodation. When the disability and/or the need for accommodation is not obvious, the College may ask for reasonable medical documentation regarding the disability and functional limitations.

##### **ADDRESS AND PHONE NUMBER**

Employees must keep the Human Resources Office (Administration, Room 312, 402-872-2230) informed of their current address and phone number. Employees may update this information and emergency contact information using Employee Self Service (<https://firefly.nebraska.edu>).

##### **ATTENDANCE**

Regular attendance and punctuality contribute greatly to the effective operation of PSC. PSC stresses the importance of dependable and efficient work and attendance habits. There are times, of course, when illness or some other reason makes it necessary to be absent. Prompt reporting of an absence permits supervisors to plan accordingly, thus reducing problems related to absenteeism.

Each employee is required to submit an accurate Monthly Leave Report indicating time each employee has been absent from work for personal reasons unless the employee uses a time clock on a daily basis. Employees must complete their leave request using Employee Self Service (Firefly) at least five (5) days prior to the planned absence. If it is not a planned absence, the leave request should be made as soon as possible.

If any employee anticipates being late for work, his or her supervisor should be notified immediately. The supervisor may then alter the work shift and require the employee to make up time lost due to lateness, use vacation time, or recommend a reduction in pay. Repeated tardiness and/or unauthorized absences are considered unacceptable conduct and are cause for disciplinary action.



## **CELL PHONES**

Employees utilizing a personal cell phone for work purposes may qualify for a cell phone stipend as identified in Board Policy 7026. All phone records (phone calls, emails, text messages) are subject to public records requests when using a College owned cell phone. Phone records may be subject to public records requests when using a personally-owned cell phone for conducting College business regardless of whether an employee receives a cellular services stipend. Please contact Human Resources (Administration Building, Room 312, 402-872-2230) for additional information and refer to Board Policy 7026.

Personal cell phone use during work hours is discouraged and should be limited to break time, lunch periods and emergency situations. The same applies to use of personal computers or tablets.

## **CLOTHING PURCHASES**

College and related third-party (i.e. Foundation or vendor) funds should only be used to purchase employee clothing if the clothing is a required uniform (i.e. everyone must wear for an event or to report to work). All required uniforms must be documented and approved through the Vice President for Administration and Finance (Administration Building, Room 313, 402-872-2224). Unless the “clothing” qualifies as specialized equipment (i.e. safety equipment such as safety goggles, steel toe boots, etc. that cannot be normally worn outside of work, it is considered taxable income and must be included in the employee’s W-2 form. Human Resources must be advised of clothing purchases in order to assure that W-2 forms accurately reflect such taxable income.

## **CONFIDENTIALITY**

Information contained in hard copy or electronic records for PSC students, employees, volunteers, vendors/contractors, alumni, as well as institutional financial records, must be maintained in a secure and confidential manner at all times. This also applies to confidential verbal information that is discussed during the daily operation of business. Only those items that are considered public information may be released.

Employees are authorized access to confidential information as a condition of employment to the extent necessary to perform their duties. Employees are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Any questions regarding release of such information to another person should be directed to the employee’s supervisor or designee to ensure compliance with state and federal laws.

Specifically, the Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records and provides the student the right to review education records, the right to seek to amend those records, and to limit disclosure of information from those records.

Release or distribution of any confidential information outside the intended and approved use is strictly prohibited and could result in disciplinary action up to and including termination of employment.

See Board Policy 3650 for more details regarding Student Records and FERPA.

## **CONFLICT OF INTEREST**

No employee shall engage in any activity that conflicts or appears to conflict with his or her duties and responsibilities at the College. See Board Policy 5002 for specific constraints and directions regarding financial and other conflicts of interest, nepotism, gifts, outside employment and use of

College resources, personnel, property and funds. Nepotism issues and exception requests must be submitted to the Chancellor prior to any employment action as outlined in Board Policy 5002.

### **CONSENSUAL RELATIONSHIPS**

Consensual relationships (romantic or sexual) between two employees or between an employee and a student are prohibited where a power differential exists. Examples of power differentials include, but are not limited to: a supervisor and an employee, a faculty member and a student, and a coach and an athlete. A power differential exists when one party has influence or control over the other party's employment, grades, degrees, evaluations, promotions, tenure, scholarships, or awards, for example.

A power differential makes mutual consent inherently suspect and raises potential concerns regarding a conflict of interest. Even the mere appearance of such bias may seriously disrupt the academic or work environment at the College. Employees should not initiate, accept, or enter into a relationship (romantic or sexual) where a power differential exists. If an employee is in such a relationship, the employee with the power differential (holding the power advantage), has a special burden of accountability and must take immediate remedial steps as described in Board Policy 5019.

### **CONTINUUM EMPLOYEE ASSISTANCE PROGRAM**

Continuum EAP provides assessment and short-term, confidential counseling, work/life services, legal and financial consultations, and wellness coaching to employees and their dependent family members.

- 1-800-755-7636 or 402-476-0186
- Email: [easpecialist@continuum.com](mailto:easpecialist@continuum.com)

### **CRIMINAL CONVICTION REPORTING**

All College employees are required to report to the Director of Human Resources (Administration Building, Room 312, 402-872-2230) if they are convicted of a criminal misdemeanor or felony offense or subject to a restraining order no later than five (5) days after such conviction or order. Refer to Board Policy 5040 for more details.

### **DEFENSIVE DRIVING COURSE**

All employees, driving on PSC-related business are required to take an online defensive driving course. The online course is paid for by the College and must be completed before operating a motor vehicle in the performance of their duties as an employee. This includes the use of personal, rented or College vehicles. Contact the Human Resources Office (Administration Building, Room 312, 402-872-2230) to register for the defensive driving course.

### **DRESS CODE**

As Peru State College continues to improve the quality of its services, it is important that employees who interact with students, visitors, and the public project a positive, professional image of the College. Work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. Employees are expected to dress in a manner that is appropriate to the type of work performed.

Examples of clothing that should ***not*** be worn in the office setting:

- no jeans, except when designated by the administration
- no plain or pocket t-shirts
- no shorts or cutoffs

- no athletic wear
- no sweatpants or other exercise wear
- no flip-flops or bedroom slippers
- no tank tops, halter tops, or midriff length tops
- no beach wear
- no clothing or accessories that promote a commercial enterprise or a PSC competitor

On days when it is appropriate, clothing bearing PSC's name or logo may be worn, but clothing bearing the name or logo of another college or university is prohibited.

No guide can cover all the contingencies, so employees must exercise a certain amount of judgment in their choices of work attire. If you question the appropriateness of the attire, it probably is not appropriate.

It is the supervisor's responsibility to monitor the attire of their direct reports and counsel them as needed. Student workers in office areas should also be counseled about what is appropriate attire for an office setting.

### **DRUG-FREE WORKPLACE**

The Board is committed to maintaining a drug-free workplace environment for all employees. Unlawful manufacture, distribution, dispensing, sale, possession or use of a controlled substance or alcoholic beverage in the work place or reporting for duty under the influence of alcohol and/or unlawful drugs are offenses that may warrant disciplinary action. Specific procedures for drug and alcohol testing is outlined in the Board of Trustees Policy Manual and/or Collective Bargaining Agreements as follows:

- Faculty Employees - Board Policies 5006 and 5009 & 2015-17 NSCS-SCEA Bargaining Agreement Article 18.
- Professional Staff Employees - Board Policies 5006 and 5009 & 2015-17 NSCS-NSCPA Bargaining Agreement Article 18.
- Support Staff Employees - Board Policies 5006 and 5009 & 2015-17 NSCS-NAPE/AFSCME Bargaining Agreement Article 23.

### **EMPLOYEE CREDENTIALS**

The Human Resources Office (Administration, Room 312, 402-872-2230) maintains a cumulative record of the training and experience of each employee, including adjunct faculty members. It is essential that employees have current official transcripts of all academic credits earned or other credentials forwarded to the Human Resources Office for placement in the employee's official personnel file.

### **EQUAL OPPORTUNITY**

PSC is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's non-discrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Reports regarding discrimination or harassment may be directed to the following Compliance Coordinator. In addition,

inquiries regarding non-discrimination policies and practices may be directed to the Compliance Coordinator:

Ms. Eulanda Cade  
Peru State College  
Administration, Room 312  
PO Box 10, 600 Hoyt Street  
Peru, NE 68421-0010  
(402) 872-2230  
[ecade@peru.edu](mailto:ecade@peru.edu)

The Board of Trustees of the Nebraska State Colleges is committed to providing an environment in which all students who participate in PSC programs and activities can work together in an atmosphere free from unlawful discrimination, harassment, or violence. Sexual violence and sex harassment are prohibited by law and by Board policy and PSC will not tolerate sexual violence or sex harassment in any form, including, but not limited to, sexual assault; stalking; dating violence; domestic violence; acquaintance, date or stranger rape; non-consensual sexual intercourse; sexual cyber harassment or sexual bullying. PSC will take appropriate action to prevent, correct, and discipline harassing or violent behavior that is found to violate Board policies and principles of equal opportunity and access.

Board Policy 3020 provides guidance for what students should do if they have been victims of sexual violence or sex harassment, and what PSC will do if such violence or harassment occurs. A student alleged to have committed sexual violence or sex harassment can be disciplined under the Code of Student Conduct and or prosecuted under Nebraska criminal statutes. Additional Board Policies and Collective Bargaining Agreements, also apply to employees alleged to have committed sexual violence or sex harassment. Board Policy 3020 can be found at:  
(<http://www.nscs.edu/Policy%20Manual/Policy%20Manual%20Master/Policy%203020>).

Board Policy 3021 prohibits unlawful discrimination (including harassment) based on students' race, color, religion, national origin, disability, age or any other class protected by applicable federal, state or local law. A student alleged to have committed unlawful discrimination or harassment can be disciplined under the Code of Student Conduct and/or prosecuted under Nebraska criminal statutes. Additional Board Policies and Collective Bargaining Agreements, also apply to employees alleged to have committed unlawful discrimination or harassment. Board Policy 3021 can be found at:  
(<http://www.nscs.edu/Policy%20Manual/Policy%20Manual%20Master/Policy%203021>).

#### **FACULTY- ACADEMIC RESPONSIBILITY**

The Board of Trustees Board policy statement regarding academic responsibilities for faculty employees can be found in Board Policy 4651.

#### **FRAUD, WASTE OR ABUSE**

If an employee has a concern about fraud, waste or abuse occurring at the College, the employee can contact the College administration or make a report on the IntegraReport hotline services. IntegraReport is available 24 hours a day, seven days a week via the Internet and via a toll-free number. To access IntegraReport on the Web, go to [www.integrareport.com/nscs](http://www.integrareport.com/nscs). To access IntegraReport via phone, please call 855-858-3344. All concerns and reports will be investigated. Details will be kept confidential to the extent possible, consistent with resolution of the issue and in compliance with applicable laws.

Additionally, reports can be directed to the State Auditor's Office anonymously at 1-800-842-8348 or visit the Auditor's website at [www.auditors.state.ne.us](http://www.auditors.state.ne.us).

## **GRIEVANCE PROCEDURES**

Grievance procedures are outlined in the Board of Trustees Policy Manual and/or Collective Bargaining Agreements as follows:

- Faculty Employees - Board Policy 5102 or 2015-17 NSCS-SCEA Bargaining Agreement Article 9.
- Professional Staff Employees - Board Policy 5103 or 2015-17 NSCS-NSCPA Bargaining Agreement Article 11.
- Support Staff Employees - Board Policy 5104 or 2015-17 NSCS-NAPE/AFSCME Bargaining Agreement Article 15.

## **IDENTIFICATION CARD**

New employees must go to the Student Life Office (402-872-2246) located on the upper floor of the Student Center, Room 121 to receive their PSC Identification Card. Cards can be replaced if lost or stolen for a \$25.00 charge. New employees are encouraged to bring their NUID number with them to complete this process.

## **INJURIES OR ILLNESS**

During the academic year, the Health Center is staffed Monday through Thursday for four hours per day, and can be reached at Al Wheeler Activity Center, Room 216, 402-872-2229. In case of an emergency, call 911 (from a campus phone dial 9-911). If it is necessary to send anyone to the hospital, do not transport the individual; call 911 (from a campus phone dial 9-911).

If an employee is injured due to a work-related accident, seek medical attention, if necessary, and then contact the Director of Human Resources (Administration Building, Room 312, 402-872-2230), who will provide the First Report of Alleged Occupational Injury or Illness form.

## **MOVING EXPENSES**

Newly hired employees (excluding temporary appointments) may be reimbursed for qualified relocation and moving expenses, if it is included within the initial contract/salary offer and approved, in advance, by the President. The expenses must be in compliance with State of Nebraska guidelines. The employee must furnish two (2) price comparisons. The employee will be reimbursed only upon provision of paid moving bill receipt; moving companies cannot be paid directly.

## **PAYMENTS TO EMPLOYEES**

Employees will be reimbursed for authorized business expenditures made on behalf of PSC through an Employee Reimbursement Request form.

Payments to employees for services rendered outside of the scope of their current duties and/or job description are made only through Human Resources/Payroll (Administration Building, Room 312, 402-872-2230). These payments must be authorized by the written approval of the appropriate Vice President or the President. In regard to College purchases from employees or employee family members; please refer to Board Policy 5002 which outlines the policy regarding Conflict of Interest for State College employees.

## **PAYROLL**

Employees are paid on the last workday of each calendar month. Faculty salaries are paid over twelve (12) months, September 1 through August 31. All wages are paid by direct deposit. Pay advices and W-2 forms are available through Employee Self Service (<https://firefly.nebraska.edu>).

Employees will be paid for unused, accumulated vacation leave (up to 280 hours maximum) and unused, accumulated compensatory leave (up to 240 hours maximum) at the time the employee leaves employment. Vacation leave will be pro-rated for partial month.

For information regarding direct deposit please contact the Director of Human Resources (Administration Building, Room 312, 402-872-2230). W-4s, I-9s and other payroll related forms must be completed in the Human Resources Office. The amount of tax withheld from the paycheck is in accordance with current rates.

## **STATE PURCHASING CARD**

The College provides State of NE purchasing cards to select employees for necessary purchases for the College. The purchasing card is to be used within the guidelines of existing purchasing policies as determined by the College, NSCS Board policy, the State Department of Administrative Services and the issuing bank. Card usage will be monitored and may be rescinded at any time. Under no circumstances can the card be used for personal use.

## **WORK RULES AND DISCIPLINARY ACTION**

Specific disciplinary actions and applicable procedures are outlined in the Board of Trustees Policy Manual and/or Collective Bargaining Agreements as follows:

- Faculty Employees - Board Policy 5102 or 2015-17 NSCS-SCEA Bargaining Agreement Article 17.
- Professional Staff Employees - Board Policies 5103 or 2015-17 NSCS-NSCPA Bargaining Agreement Article 16.
- Support Staff Employees - Board Policy 5104 or 2015-17 NSCS-NAPE/AFSCME Bargaining Agreement Article 11.

Appropriate disciplinary action may be taken for any of the following offenses:

- A. Violation of, or failure to comply with, published rules, regulations, policies or procedures of the employing College or the Board of Trustees, or applicable state statutes.
- B. Failure or refusal to comply with a lawful order or to accept a proper assignment from an authorized supervisor.
- C. Inefficiency, incompetence or negligence in the performance of duties.
- D. Inability to perform the essential functions of one's position with or without reasonable accommodation. (*Note: the College remains obligated to provide reasonable accommodations as required by state and federal law including, but not limited to, the Americans with Disabilities Act.*)

- E. Unlawful manufacture, distribution, dispensing, sale, possession or use of a controlled substance or alcoholic beverage in the work place or reporting for duty under the influence of alcohol and/or unlawful drugs.
- F. Refusal to submit to drug testing; attempting to contaminate test specimens or otherwise interfering with drug or alcohol testing procedures. (*Note: refer to Board Policy 5009 for "Guidelines for Reasonable Cause Drug and Alcohol Testing."*)
- G. Negligent or improper use of state property, equipment, or funds, or conversion of same to one's own use.
- H. Falsification, fraud or omission of required information on the employment application/resume.
- I. Unauthorized, improper use or abuse of any type of leave, meal or rest period.
- J. Repeated tardiness or unauthorized leave, including unauthorized departure from work area.
- K. Failure to maintain satisfactory working relationships with the public or other employees.
- L. Failure to obtain and maintain a current license or certification required by law or campus standards as a condition of employment.
- M. Conviction of a job-related criminal offense.
- N. Insubordinate acts or language which seriously hampers the College's or department's ability to control, manage or function.
- O. Work place harassment based, in whole or in part, on race, color, sex, sexual orientation, gender identity, 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.
- P. Possession of materials and/or the utterance of comments in the work place that are derogatory towards a group or individual based upon race, gender, color, religion, disability, age or national origin.
- Q. Any action or behavior that negatively reflects upon the College, damages the College's reputation or standing in the community or otherwise creates an environment in which an employee cannot effectively perform his or her job duties.

## **WORKING WITH MINOR CHILDREN**

The College is committed to the safety and protection of minor children (any person under 19 years of age) on campus. Employees working with, or around, minor children, must at all times be aware of, and maintain, appropriate physical, emotional, and sexual boundaries. Employees are prohibited at all times from physically disciplining minor children. One-on-one meetings with minor children are best held in public areas or in spaces where interactions can be observed by other employees.

Employees who are aware of abuse or neglect of a minor child occurring on campus or in conjunction with any College activity or event, must report the matter to the College administration (President, Vice

Presidents, Human Resources Director [Administration Building, Room 312, 402-872-2230] or Title IX Coordinator) as quickly as possible.

Nebraska State law requires any person who suspects that a child has been abused or neglected to report it promptly to law enforcement or to the Nebraska Department of Health and Human Services at 1-800-652-1999.

## **V. TRAVEL AND EXPENSE POLICIES AND PROCEDURES**

### **BUDGET MANAGEMENT**

Each school, department, office or major program receives an annual budget allocation. It is the responsibility of each Budget Supervisor to ensure that spending is within the budget allocation.

Budget allocations are divided into two parts: Personal Services and Non-Personal Services:

Personal Services - These funds cover salaries and benefits for full and part-time employees. Regular employee (includes Faculty, Professional and Support Staff) salaries and benefits are managed centrally. Most part-time employee budget allocations (includes adjunct faculty, student/part-time workers, and Federal Work Study student workers) are managed by the Budget Supervisor. Graduate Assistant budget allocations are managed by the Vice President for Enrollment Management and Student Affairs (Administration Building, Room 315, 402-872-2224). Departments are encouraged to hire students whenever possible. Please contact the Financial Aid Office (Administration Building, Room 204, 402-872-2228) with questions about an individual student's eligibility for Federal Work Study.

Non-Personal Services - These funds cover all non-personal services expenditures including operating expenses, supplies, travel and equipment (i.e. any expenditures that do not go through payroll). Non-personal services budget allocations are "pooled" to provide as much management flexibility as possible to pursue the priority objectives of the school, department or office.

Staying within this bottom-line total is the Budget Supervisor's primary budgetary responsibility. Within the overall budget allocation, the Department may expend the non-personal services funds for the benefit of PSC and the school, department or office in accordance with Board/College policies and state laws, and in a manner that exhibits careful stewardship of state and student funds.

Budget Supervisors may request that funds they manage be reallocated by using the Budget Transfer Form. If adjustments to a budget allocation are made during the fiscal year, the Budget Supervisor will receive a Budget Adjustment Notification from the Comptroller. In the event of budget overages a budget transfer request should be submitted. Expenditures should not be reclassified to cover overages.

Several functions are performed centrally by the College and are automatically charged back to individual departmental accounts on a monthly basis. These include telephones, copy centers, paper, postage, express service, use of college vehicles, etc. Please contact the Accounting Office (Administration Building, Room 119, 402-872-2361) for the rates currently in effect.

Resources allocated to a school, department or office are to be used for that fiscal year's operating expenses only. Funds remaining at the end of any fiscal year will not automatically carry forward into



the next fiscal year unless approval is received prior to the end of the fiscal year to carry forward a specific dollar amount for an approved purpose. In all other instances, unspent allocations will revert to the College Reserve at the end of the fiscal year.

For further information and assistance in budget management contact the Comptroller (Administration Building, Room 119, 402-872-2447).

## **CONTRACTS/PURCHASING**

Whether a document is titled as a contract, an agreement, a memorandum of understanding, or any other type of cooperative undertaking, any written arrangement wherein parties exchange value, such as the exchange of services for payment, is legally considered to be a contract. *Peru State College should use a Contract for Services form (either the NSCS long form or the short form) to document agreements between the College and a party, other than an employee, who provides services to Peru State College.*

Purchases and contracts for services, materials, supplies, or equipment, and all leases of property must be in accordance with NSCS Board Policy 7010, which is summarized below. *All contracts must be reviewed and signed by the Vice President for Administration and Finance* (Administration Building, Room 313, 402-872-2224).

Board Policy 7010 Bidding requirements are summarized as follows:

*Under \$5,000 No Bid Required*

*\$5,000 - \$50,000 Informal Bids*

*Greater than \$50,000 Formal Competitive Sealed Bids*

All contracts for purchases and leases shall be bid as a single whole item. In no case shall contracts be divided or fractionated in order to produce several contracts, which are of an estimated value below that required for competitive bidding.

Items may be purchased from a previously competitively bid government or multi-state compact contract, including other state Colleges and higher educational institutions, or without competitive bidding when the price has been established by the federal General Services Administration (GSA).

For further information and assistance in purchasing, please refer to Board Policy 7010 or contact Accounts Payable at 402-872-2362 (Administration Building, Room 119).

Purchasing Cards or P-Cards are issued at the request of the Vice President for Administration and Finance Office in an individual employee's name. The Purchasing Card Program is intended for use when normal purchasing procedures are not available. The P-Card can also be used for in-store, mail order and internet purchases. A Travel P-Card can be used for airlines and hotels, but it cannot be used for food or meal purchases for employees. Under no circumstances can the P-Card be used for personal expenses. To request a P-Card, please contact the Accounting Office at 402-872-2316 (Administration Building Room 124).

## TRAVEL AND EXPENSE POLICIES AND PROCEDURES

### GENERAL INFORMATION

#### TRAVEL REQUEST

Employees must complete a Travel Request form via Firefly prior to travel with approval by the supervisor/director and Vice President for travel expenses **before** paying conference registration fees, booking airline tickets or making hotel reservations. If travel is out of state, the President's approval and signature is also required. The Travel Request must indicate the destination city and state, the reason for the trip and start and stop dates and times of the trip. A Travel Request form and Vehicle Reservation form are needed to reserve a state vehicle.

#### AIRFARE

Airfare is an allowable expense, provided that it is less expensive to fly than to drive. Using the internet to book airline tickets is permissible. State purchasing cards should be accessible via Deans and Vice President's. Please see the Accounting Office for a complete list of cardholders. If a State purchasing card is not available airline reservations may be made through Bagby Travel (800-497-6911 and billed to the college directly. Please see EXPENSE REIMBURSEMENT section for personal card usage.

#### CONFERENCE REGISTRATION

Payment requests for registration fees will not be paid without the accompanying Travel Request Trip Number indicated on the top of the invoice or a copy of the employee's approved Travel Request form is attached.

#### EXPENSE REIMBURSEMENT

The Expense Reimbursement form must be completed via Firefly after returning from travel. The Travel Request Trip Number or copy of the Travel Request form must accompany the Expense Reimbursement form when the employee returns from travel and is submitting for reimbursement of meals and/or other expenses. Detailed receipts for all requested reimbursement expenses must be attached to the Expense Reimbursement form. Expense reimbursement requests must be submitted within 60 days of return from travel. The use of an employees' personal cards for advanced payment for airfare, lodging and conference registration is discouraged as reimbursement **will not** be paid out until the trip is complete.

#### LODGING

Hotel reservations should be made with a State purchasing card. Employees are expected to exercise good judgment in making lodging reservations and always request the government rates. Lodging receipts must be on hotel statement forms and reflect all charges incurred during the stay. Credit card receipts are not acceptable documentation for reimbursement. Please see EXPENSE REIMBURSEMENT section for person card usage.

#### MEALS

Detailed meal receipts are **required** for all food/meal expenses. Meals without itemized receipts can only be reimbursed up to a maximum of \$4.99. The Meal and Incidental Expense Breakdown per day for in-state travel (except Omaha) shall not exceed \$11.00 for breakfast, \$12.00 for lunch, \$23.00 for dinner and \$5.00 for incidentals. The Meal and Incidental Expense rates include taxes and tips. The maximum reimbursement for tips is 20% calculated by the total of the expense. Meal and Incidental Expense Breakdowns for Omaha and other cities in the continental United States may be found at

[www.gsa.gov](http://www.gsa.gov). Expenses reimbursement requests must be submitted within 60 days from the last day of a trip. State purchasing cards may **not** be used to pay for employees meals. No reimbursement may be made for alcoholic beverages or alcohol sales tax.

Refer to the chart below to determine which meals are reimbursable.

\*\* Please note that travelers are entitled to M&IE for one day travel away from their official station only if it is for more than 12 hours.

\*\* The time limits set forth in these policies do not include the time taken for the meal.

\*\* Meal expenses incurred in the city or town in which the residence or primary work location of such employee is located are not reimbursable, except as discussed in General Policy #22. State Employee Expenses While Not in Travel Status and Travel Expense Policy #3. Conference (attendance by State Employees).

\*\* Purchasing cards CAN NOT be used to purchase employee meals.

<b>Incidentals</b>	<b>Breakfast</b>	<b>Noon Meal</b>	<b>Evening Meal</b>
<b>\$5.00</b>	<b>\$11.00</b>	<b>\$0.00</b>	<b>\$23.00</b>
<b>One Day Travel</b>  *Away from official station longer than 12 hours.	Yes, when an employee leaves at or before 6:30 a.m.	No, lunch expenses for one-day travel are not allowable reimbursements	Yes, when an employee returns from travel at or after 7:00 p.m.

<b>Incidentals</b>	<b>Breakfast</b>	<b>Noon Meal</b>	<b>Evening Meal</b>
<b>\$5.00</b>	<b>\$11.00</b>	<b>\$12.00</b>	<b>\$23.00</b>
<b>Overnight Travel</b>	Yes, when an employee leaves at or before 6:30 a.m.	Yes, when an employee leave at or before 11:00 a.m. or returns at or after 2:00 p.m.	Yes, when an employee leaves at or before 5:00 p.m. or returns at or after 7:00 p.m.

### PERSONAL VEHICLE USAGE

If a personal vehicle is driven for business purposes, PSC will reimburse at the maximum allowable rate established by the Department of Administrative Services, which is currently fifty four cents (\$0.54) per mile (effective January 1, 2016). Employees may not be reimbursed for gasoline purchases in lieu of mileage. Reimbursement for valet parking is not an allowable expense unless it is equal to or less than self-parking. Expense reimbursement requests must be submitted within sixty (60) days from the last day of a trip.

**\*All reimbursements and expenses are subject to department policies and approval.**

### TRAVEL ADVANCES

Travel advances are not allowed. Employees must pay for their travel out-of-pocket and then be reimbursed upon return from travel. However, when travel involves taking students on a trip, the Business Office (Administration Building , Room 204, 402-872-2211) can issue a check in advance for students' travel expenses, if a Revolving Fund Request form is completed. All receipts and unused cash must be returned to the Business Office after travel is complete along with a listing of students who traveled.

## **ACCOMODATIONS FOR EMPLOYEES WITH DISABILITIES**

Employees who need special accommodations for travel may request use of their personal vehicle with mileage to be reimbursed. Accommodation requests should be directed to Human Resources (Administration Building, Room 312, 402-872-2230).

## **AUTOMOBILES**

Nebraska statutes prohibit the use of any State-owned vehicle for any personal use. It is the employee's responsibility to see that the car is used for College business only. Traffic violations are the personal responsibility of the operator and may be grounds for disciplinary action. The supervisor may require the employee traveling on state business to use a state vehicle.

## **LIABILITY INSURANCE**

The State of Nebraska provides insurance in the amount of \$5,000,000 per occurrence for liability (bodily injury, liability and property damage to personal or real property) caused by a State vehicle. Medical expenses for employees are covered under Workers' Compensation.

All accidents, regardless of fault, should be reported within 24 hours or next business day, whichever is sooner, to the employee's supervisor. At the time of an accident the employee should neither acknowledge fault nor disclose the amount of insurance carried. This report should be on the Vehicle Accident Report form of the State Claims Board and submitted to the Campus Services Office (Campus Services, Room 231, 402-872-2257).

Making a Vehicle Accident Report to the State Claims Board does not relieve the driver of the responsibility of filing the Motor Vehicle Accident Report required by the Motor Vehicle Department. And, in the event of injury to a State employee, a First Report of Alleged Accident form and other forms are required. These forms may be obtained from and returned to the Director of Human Resources (Administration Building, Room 312, 402-872-2230) and will be filed with Workers' Compensation.

## **RENTAL CARS**

The State of Nebraska automobile insurance policy provides physical damage insurance to rental cars. When renting a car, decline this coverage, as PSC will not reimburse this expense. Rental cars will be reimbursed only when need is substantiated in writing. (Example: staying in motel away from conference site when savings in motel cost are more than the cost of the rental car.)

## **TRAVEL - STUDENTS**

Students, may temporarily be authorized by the Vice President for Administration and Finance to drive a state vehicle. Students must have a valid driver's license, and must have completed the NSCS defensive driving course through Safety Serve. A copy of the student's driver's license must be on file in the Vice President for Administration and Finance Office (Administration Building, Room 313, 402-872-2224) prior to departure.