

# **csc**

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**CHADRON STATE COLLEGE**

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## Employee Handbook

EFFECTIVE AUGUST 1, 2011

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## **I. INTRODUCTION**

This Handbook was prepared to provide basic orientation and employment information. This handbook is the property of Chadron State College (CSC). All employees will have access to this handbook through the CSC website.

CSC 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. Board Policy Manuals are located in the offices of the Vice Presidents, Deans, Assistant Vice Presidents, Directors, Library, Human Resources, and on-line at [www.nscs.edu](http://www.nscs.edu).

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 on line at [www.nscs.edu](http://www.nscs.edu) or [www.csc.edu/hr](http://www.csc.edu/hr).

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**

Chadron State College will enrich the quality of life in the region by providing educational opportunities, research, service, and programs that contribute significantly to the vitality and diversity of the region.

### **Vision Statement**

Chadron State College aspires to be a premier institution of higher education in the western High Plains states, innovatively pursuing excellence in teaching, scholarship, and service.

## **II. ADMINISTRATION**

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

CSC is governed by the Board of Trustees (BoT) 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.

Board Function. 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**

Carter “Cap” Peterson - Chair

Michelle Suarez - Vice Chair

Gary Bieganski

Bob Engles

Bill Roskens

Larry Teahon

Commissioner of Education, Roger Breed

Chancellor – Stan Carpenter

## **CSC Administration**

Dr. Janie Park

Dr. Lois Veath

Mr. Dale Grant

Dr. Randy Rhine

Dr. Margaret Crouse

Dr. Charles Snare

Dr. Joel Hyer

Mr. Steve Taylor

Ms. Terie Dawson

President

Vice President for Academic Affairs

Vice President for Administration & Finance

Vice President of Enrollment Management &  
Student Services

Dean of Professional Licensure and Dean, School of  
Education, Human Performance, Counseling  
Psychology & Social Work

Dean of Teaching & Learning and Dean, School of  
Liberal Arts

Dean of Curriculum & Academic Advancement and  
Dean, School of Business, Entrepreneurship,  
Applied & Mathematical Sciences & Science

Associate Vice President for Market Development

Assistant Vice President for Enrollment

Management & Institutional Research Officer

## **III. GENERAL INFORMATION**

### **Administrative Office Hours**

Administrative office hours are Monday through Friday from 7:30 a.m. to 4:30 p.m., with the lunch hour generally from 12:00 to 1:00 p.m. although offices are encouraged to alternate breaks to optimize customer service. Administrative functions and offices are normally closed on weekends and holidays. Summer hours may vary from these times and will be communicated in advance.

### **Campus Clean Air Policy**

Smoking is prohibited in campus facilities and vehicles except as designated below. Smoking on the grounds of CSC is allowed as long as such use is not within close proximity (defined as within 10 feet) of any facility entrance or work site, unless other restrictions prevail. Signage reflecting this policy and smoking product waste receptacle placement will be the responsibility of the CSC Department of Physical Facilities (432-6225, Physical Facilities, Room 115). Noncompliance with these provisions will be handled in accordance with existing employee and student disciplinary policies.

### **Campus Security and Law Enforcement**

The CSC Security Supervisor (430-5317 or 432-6037, Physical Facilities, Room 102) or the Chadron Police Department (9-911) should be contacted for emergencies and for law enforcement needs at the College. Additional security issues may also be addressed by the Campus Resource Officer (432-6040 or 430-4142, East Wing of Kent Hall) which is a position developed through a partnership between CSC and the Chadron Police Department. After regular business hours, call 432-0510 or 9-911 with building security concerns such as open windows, unlocked doors, etc. The Chadron Police Department will then relay these concerns to the on-duty College security personnel.

The Security Supervisor (430-5317 or 432-6037, Physical Facilities, Room 102) should be contacted for additional information relative to College law enforcement and security or to make arrangements for buildings to be open for evening and weekend classes.

Employees are responsible for maintaining the security of their respective offices, laboratories and equipment within their respective departments.

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

### **Child Development Center (432-6379)**

The services of the licensed childcare center are available for children of employees, students, and community members. The center is open from 7:30 a.m. to 5:30 p.m. Monday through Friday for children 2 through 12 years of age. It is located in the Burkhiser Technology Complex, Room 212.

### **Food Service**

All employees, their spouses, dependents, and guests may use any of the food service facilities at the College at the designated prices during hours of operation.

### **Keys**

Keys to buildings, offices, or other college facilities are issued through the immediate supervisor, Building Manager, and/or appropriate Vice President. Employees must complete a Key Request Form to obtain keys. All keys must be returned to the Building Manager or Supervisor's office upon termination of employment or sooner, if requested by CSC.

Proper care of keys is essential in maintaining security of buildings, equipment, and supplies. Keys shall only be used for work purposes and will not be loaned or transferred to others who are not authorized by CSC to use the keys. Inappropriate use of keys may result in disciplinary or legal action. CSC keys may not be duplicated.

Please report lost or stolen keys immediately to your immediate supervisor. Employees may be responsible for any expenses related with the issuance of replacement keys.

### **Mail Services**

Mail service is provided for all departments at the College. The College Mail Room is located in Room 107 of the Maintenance Services Building (432-6063). Both on-campus and U.S. mail is processed through this department. Delivery of U.S. mail, on-campus mail, and packages is made twice daily to the Administration, Armstrong, Math & Science, Burkhiser, Crites, Memorial Hall, NPAC, Sparks, Library, Student Center and Miller buildings at 10:00 a.m. and 1:30 p.m. Mail may be dropped off and picked up in each building's mail room. In order to guarantee that mail is delivered to the U.S. Post Office by 3:30 p.m. daily, outgoing mail must be in the Mail Room no later than 2:30 p.m. The appropriate budget code should be placed in the upper left-hand corner of each envelope or package before it is picked up by Mail Room personnel.

Please contact the Mail Room for instructions regarding specialty mail services (certified, registered, UPS, Fed Ex, bulk). Please note that Fed Ex packages being sent out are picked up in the Mail Room by Fed Ex and the department sending the package must contact Fed Ex (1-800-463-3339) prior to 8:00 a.m. on the day that it is to be picked up.

### **Parking**

Employees are to carefully observe the parking regulations for College parking lots and streets. CSC 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 tag from the Business Office, (432-6241, Crites Hall, Room 113), 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 [www.csc.edu/businessoffice/parking.csc](http://www.csc.edu/businessoffice/parking.csc) or contact the Parking & Safety Office at 432-6490.

### **Records Management**

The Records Management Division for the State of Nebraska maintains the records management schedules for CSC. Disposition schedules and guidelines for specific records are available on line at: <http://www.sos.ne.gov/dyindex.html>.

### **Recreation Facilities**

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

### **Special Activities**

Special activities such as conferences, clinics, conventions, and non-credit workshops may be held at the College to promote involvement of secondary, college, or adult groups. Such activities are encouraged and supported. The Conferencing Office (432-6380, Student Center) will provide assistance in developing such workshops or conferences. The Coordinator of Conferencing will provide assistance in coordinating local arrangements including housing, facilities and equipment. CSC is capable of housing special groups on campus when space is available.

Arrangements for guests, groups or organizations requiring food service and/or housing should be scheduled through the Conferencing Office (432-6380, Student Center), well in advance, to ensure the event can be adequately planned and coordinated.

### **Telephone Services**

Per Neb. Rev. Stat. §81-1120.27, College phones and cell phones are to be used for *official College business purposes only*. Receiving personal calls via use of the 1-800 number is also not allowed. Abuse of the phones may result in disciplinary action as well as the need for financial reimbursement to the institution.

To access the phone manuals online, refer to the Forms Repository on the CSC website. Searchable phone directories are also available on the CSC website and the phone itself.

If there are technical difficulties, the need to move a phone, request new phones, or request accommodations for a telephone for individuals with hearing or speech impairment, please contact the Information Technology Help Desk (432-6311) or [helpdesk@csc.edu](mailto:helpdesk@csc.edu).

Dialing Access Codes: The following access codes must be used for placing off-campus phone calls:

- Local Calls--Dial 9 + seven digit number
- Long Distance--Dial 9 + 1 + area code + seven digit number
- International Calls—Dial 9 + 011 + number

### **Weapons; Explosives**

CSC 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 CSC property or at CSC activities.

Employees who possess a weapon on CSC 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**

### **Address and Phone Number**

Employees are to keep the Human Resource Office (432-6224, Sparks Hall, Room 124) informed of their current address and phone number. Employees may also update this information as well as emergency contacts using Employee Self Service (ESS) on firefly (<https://firefly.nebraska.edu>)

### **Attendance**

Regular attendance and punctuality contribute greatly to the effective operation of CSC. CSC stresses the importance of developing efficient work habits that serve as indicators of employee dependability and value. 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 a 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. Each employee must promptly notify his or her supervisor of any absence and the reason for such absence. Leave requests should be made five (5) days prior to a planned absence.

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 is considered unacceptable conduct and is cause for disciplinary action.

Employees must complete their leave request using Employee Self Service 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.

Employees must complete the “Work Related Request to be Absent from Campus” form at least five (5) days prior to the planned work activity and submit it to the immediate supervisor and appropriate Vice President. The President must also approve any out-of-state travel.

### **Confidentiality Statement**

Information contained in hard copy or electronic records for CSC 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 your supervisor or their designee to ensure compliance with state and federal laws.

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 or services.

### **Dress Code**

Employees are expected to dress in a manner that is appropriate to the type of work performed. It is important that employees project a professional image to those they are interacting with at all times. Supervisors may deem some work days appropriate for “business casual” days. This may include Fridays or days that they are working in unclean conditions. Shorts, flip flops, or sweat pants should typically not be worn in 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 - Board Policy 5009 & 2011-13 NSCS-SCEA Bargaining Agreement Article 18.
- Professional Staff - Board Policy 5009 & 2011-13 NSCS-NSCPA Bargaining Agreement Article 18.
- Support Staff - Board Policy 5009 & 2011-13 NSCS-NAPE/ASFCME Bargaining Agreement Article 23.

### **Employee Credentials**

The Human Resource Office (432-6224, Sparks Hall, Room 124) maintains a cumulative record of the training and experience of each employee. It is essential that employees have current official transcripts of all academic credits or other certifications earned forwarded to the Human Resource Office (432-6224, Sparks Hall, Room 124) for placement in their official personnel file.

## **Equal Opportunity**

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

Ms. Kara Vogt  
Chadron State College  
1000 Main Street  
Chadron, NE 69337  
(308) 432-6224  
**kvogt@csc.edu**

## **Faculty Absence Procedure**

In an effort to improve communication and response time during any future College emergency, the following procedures are to be used when faculty are not able to be on campus during their regularly scheduled work times:

If a faculty employee will not be able to report to the College for a scheduled class, office hour or meeting, he or she must contact the department's Office Assistant to inform them as soon as possible. If the departmental Office Assistant is not available, the Dean's Office should be contacted.

If the absence is due to illness, sick leave shall be calculated in the following manner:

- If the faculty employee is able to fulfill all of their scheduled obligations (teaching on campus or online, office hours, and meetings), no sick leave time will be charged.
- If the faculty employee is unable to fulfill all of their teaching obligations, they will be charged a full day (8 hours) of sick leave.
- If the faculty employee can meet their teaching obligations but not their office hours or meetings, then a partial day (2 or 4 hours, as appropriate) of sick leave will be charged.
- If the faculty employee is not able to fulfill any of their scheduled work obligations, then a full day (8 hours) of sick leave will be charged.

The same calculation procedure will be used for other types of leave i.e. funeral, etc.

For other absences, faculty employees should submit a memo which includes a detailed description of the need for this time, five (5) days in advance to the Dean, Vice President of Academic Affairs, and President for review. A copy should also be sent to Human Resources.

## **Family/Friends/Pets in the Workplace**

CSC values family life and has worked to develop employment policies and benefits that are supportive of families. While CSC seeks to focus on providing an environment open to work and family issues, it also believes that the work place should not be used in lieu of a child care provider. Also, visits from friends and family both in person and on the telephone should be limited during regular business hours.

Pets are not allowed in buildings at CSC. Service animals used for accommodation purposes are not considered pets.

## **Grievance Procedures**

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

- Faculty - Board Policy 5102 or 2011-13 NSCS-SCEA Bargaining Agreement Article 9.
- Professional Staff - Board Policy 5103 or 2011-13 NSCS-NSCPA Bargaining Agreement Article 11.
- Support Staff - Board Policy 5104 or 2011-13 NSCS-NAPE/AFSCME Bargaining Agreement Article 15.

## **Identification Card**

New employees must go to the Career & Academic Planning Services Office (432-6388) in Room 111 of Crites Hall to receive their CSC Identification Card. Cards can be replaced if lost or stolen for a \$5 charge.

## **Inclement Weather/Campus Closure**

During periods when inclement weather causes classes at the College to be canceled, all employees, other than those required to provide emergency or essential services, will be entitled to take Inclement Weather Leave. Time spent on Inclement Leave will be charged against the employee's vacation leave balance unless arrangements are made to make-up the time. Such leave does not require prior approval of the employee's supervisor. When the President declares the entire College closed, unit member's absences will not be charged against leave balances.

If classes aren't cancelled but an employee decides not to report to work, it will be charged as a vacation day or arrangements may be made to make-up the time. Employees required to provide emergency or essential services as determined by the College on days the College is closed due to weather conditions or other incidents, will be allowed comparable time off on an alternate date mutually agreed upon by the supervisor and employee.

The purpose of closing the College during inclement weather is for the safety of students and employees. Employees working at a different College location (Scottsbluff or North Platte), will close their office when the Community College President announces the decision to close the College.

## **Injuries or Illness**

If an employee is injured or becomes ill due to a work related incident, the employee shall observe the following procedures:

1. Visit the Nurse (432-6232), whose office is in Crites Hall, Room 009, for first aid if available. If the employee sustains a serious injury or illness that requires immediate medical attention, call 9-911. All on-the-job injuries/illnesses must be reported to your supervisor immediately or as soon as practicable after the injury.
2. Contact the Parking & Safety Office (432-6490, Sparks Hall, Room 114) for the appropriate worker's compensation forms which must be completed as soon as practicable.

### **In-Kind Gifts, Bequests and Endowments - Chadron State Foundation**

CSC and the Chadron State Foundation encourage the donation of in-kind gifts or bequests which are beneficial to the role and mission of CSC and its Foundation. The Foundation coordinates the annual campaign for the Chadron community and CSC and will contact employees to request pledges. Please contact the Foundation at 432-6366 located in Sparks Hall, Room 202 for more information.

### **Meals and Breaks**

During each four-hour work period, employees are allowed one fifteen (15) minute rest period or break free from regular duties. Such periods are counted as time worked and are to be taken at a time and location approved by the employee's supervisor. Employees, whose work assignment is less than seven (7) hours but more than three (3), are allowed one fifteen (15) minute break. Employees are not required to take rest breaks, nor can employees be regularly denied the same; however, depending on the nature of the immediate work being performed, the supervisor may shift one or both break periods to other parts of the work day. In the event the work of a given day results in an employee's not receiving a break due to the supervisor's direction, compensatory straight time off shall be given prior to the end of the ensuing workweek.

Break time voluntarily not taken by an employee may not be accrued or used in an accumulated manner at later dates. Break time voluntarily not taken by an employee may not be used regularly to alter an employee's scheduled work start and/or stop time, nor may such time be used to lengthen the meal period.

### **Payroll**

Employees are paid on the last workday of each calendar month. All wages will be paid by direct deposit or other means of electronic deposit.

W-4s, I-9s and other payroll related forms, including direct deposit forms, must be completed in the Human Resource Office (432-6224, Sparks Hall, Room 124). For additional information regarding payroll or benefits, please contact the Human Resource Office (432- 6224, Sparks Hall, Room 122).

Employees are subject to Social Security withholdings; however, full-time student employees are typically exempt from Social Security withholdings per IRS regulations. The amount of tax withheld from the paycheck is in accordance with current rates. If anyone is not familiar with the benefits available, it is recommended that employees contact the nearest Social Security Administration branch office for information.

The following deductions are mandatory for full-time employees and will be withheld from each employee's paycheck each month:

- Social Security
- Federal Income Tax Withholding
- Nebraska State Income Tax Withholding
- Health & Dental Insurance (employee contribution portion)
- Retirement (if eligible)
- Long-Term Disability Insurance (employee contribution portion)

The following deductions are voluntary and represent the current list of those that may be withheld from the employee's monthly paycheck, at the employee's option:

- Additional life insurance
- Section 125-Flexible Benefits Plan
- Union Dues
- Supplemental Retirement Annuity (SRA)
- Chadron State Foundation Contributions
- Vision Insurance

### **Personal Cell Phone Use**

The use of personal cell phones during work hours is discouraged and should be limited to emergency situations only.

### **Work Hours and Overtime**

For purposes of scheduling, the CSC work week begins on Sunday and ends on Saturday. The work week for part-time employees on biweekly payroll is from Friday to Thursday. Specific information about work schedules and overtime or compensatory time is outlined in the Board of Trustees Policy Manual and/or Collective Bargaining Agreements as follows:

- Faculty – 2011-2013 NSCS-SCEA Bargaining Agreement Article 5
- Professional Staff – 2011-2013 NSCS-NSCPA Bargaining Agreement Article 5 or Board Policy 5032
- Support Staff – 2011-2013 NSCS-NAPE/AFSCME Bargaining Agreement Article 7 or Board Policy 5032

### **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 - Board Policy 5102 or 2011-2013 NSCS-SCEA Bargaining Agreement Article 17
- Professional Staff - Board Policy 5103 or 2011-2013 NSCS-NSCPA Bargaining Agreement Article 16
- Support Staff - Board Policy 5104 or 2011-2013 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. 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.
- E. Negligent or improper use of state property, equipment or funds, or conversion of same to one's own use.
- F. Falsification, fraud or omission of required information on the employment application/resume.
- G. Unauthorized, improper use or abuse of any type of leave, meal or rest period.
- H. Repeated tardiness or unauthorized leave, including unauthorized departure from work area.
- I. Failure to maintain satisfactory working relationships with the public or other employees.
- J. Failure to obtain and maintain a current license or certification required by law or College standards as a condition of employment.
- K. Conviction of a job-related criminal offense.
- L. Insubordinate acts or language which seriously hampers the College's or department's ability to control, manage or function.
- M. Work place harassment based, in whole or in part, on race, color, sex, religion, age, disability or national origin, which manifests itself in the form of comments, jokes, printed material and/or unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.
- N. 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.

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

### **General Information**

(Additional information is also available on the CSC website under Forms Repository)

1. All absences must be approved by the immediate supervisor prior to departure for expenses to be reimbursed. Forms are available through the immediate supervisor.
2. Whenever travel is out-of-state, the "Work Related Request to be Absent from Campus" form must be signed by the President and attached to the Expense Voucher.
3. Travel expenses, for which reimbursements will be made, are strictly confined to those essential to the transaction of official business. Allowed expenses include travel by aircraft, rental vehicle, train or bus; ground transportation to and from terminals only; meals, including tips and taxes; lodging (for the employee only); parking; tolls; and any miscellaneous expenses incurred while on official College business. Reimbursement will be made for the most cost-effective method of travel only, regardless of travel method.\* Example: airline ticket price is \$500 and mileage costs are \$750, the maximum amount of reimbursement will be \$500 regardless of travel method. When practical and cost-effective, flights should originate from

Chadron Airport. Airline tickets should be purchased thirty (30) days in advance of the travel, except when schedules will not allow.

\*In determining the most cost-effective method of travel, savings in employee time while in travel status may be used. Example: if driving takes 15 hours and flying takes 3 hours, 12 hours may be calculated at employee's pay rate to assist in determining the most cost-effective method.

4. All expenses, including meals, claimed must reflect only actual amounts expended. Meal allowances are limited to the maximum per diem established by the Federal government. Per Diem meal allowances for the continental United States are available on the government website at [www.gsa.gov](http://www.gsa.gov).
5. Travel advances are not allowed. Employees must pay for their travel and then be reimbursed upon return from travel.
6. **Original itemized receipts** must be attached to expense vouchers for **all expenses** incurred while traveling on official business. Credit card receipts are not acceptable forms of documentation for reimbursement.
7. No reimbursement may be made for alcoholic beverages.
8. No expenses will be paid for time shown as vacation, military leave, excused absence without pay or sick leave.
9. Expenses will be paid only for College employees or contracted persons; lodging and all other receipts must indicate the appropriate single-person charge at the government rate.
10. Employees are expected to exercise good judgment in making lodging reservations; always request the government rate. In cases where an employee makes advance reservations for lodging, fails to spend the night in the reserved accommodation, and is subsequently charged by the motel, it is considered to be the employee's responsibility to pay such charges and not that of the College.

### **Travel Expenses**

#### **ALL TRAVEL EXPENSES MUST BE SUBMITTED FOR REIMBURSEMENT WITHIN SIXTY (60) DAYS OF RETURN FROM TRAVEL.**

1. **Lodging.** **Original itemized receipts** for lodging are required to be filed with the expense voucher. Lodging receipts must be on hotel/motel statement forms and reflect all charges incurred during the stay. Credit card receipts are not acceptable documentation for reimbursement. Employees should request the government rates on all occasions.
2. **Meals.** **Original itemized receipts** for meals are required to be filed with the expense voucher. Only actual amounts paid for employee's meals may be claimed. The maximum allowance for meals per day on in-state travel (except for Omaha) shall not exceed \$35.00. Maximum allowances for Omaha and other cities in the continental United States may be found at [www.gsa.gov](http://www.gsa.gov).

Cities not listed have a \$35.00 maximum per diem. When submitting reimbursement documents that include meal charges, it will be necessary to complete a daily log of meal expenditures and provide detailed meal receipts. Tips are an allowable expense to the extent that the meal allowance is not exceeded. As a guide, assume 20% of the daily allowance for breakfast, 30% for lunch, and 50% for dinner.

Noon meals may not be claimed unless the employee is on an overnight trip. To claim the noon meal, the employee must depart prior to 11:00 a.m. on the day of departure and return after 2:00 p.m. on the day of return. Breakfast is allowed if departure is prior to 6:30 a.m. and the evening meal is allowed if return is after 7:00 p.m.

When not an overnight trip, breakfast is allowed if departure is before 6:30 a.m. and the evening meal is allowed if return is after 7:00 p.m. There is no allowance for noon meals.

3. Rental cars. The State of Nebraska automobile insurance policy provides physical damage insurance to rental cars. When renting a car, decline this coverage, as the college 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.
4. Personal Auto Reimbursement. Mileage reimbursement for private auto use shall be in accordance with rates established by the Department of Administrative Services unless the employee chooses to use a personal vehicle when a fleet vehicle is available, in which case reimbursement will be at 36¢ per mile. At the time of this printing, the DAS mileage reimbursement rate is 55.5¢ cents per mile (effective July 1, 2011), but be aware that this rate may change. **Employees may not be reimbursed for gasoline purchases in lieu of mileage.**

### State Vehicle Use

All drivers must:

1. Request use of state vehicles through the appropriate Supervisor on the form entitled “Work Related Request to be Absent from Campus”. Appropriate coding and the approximate time of pickup should be indicated on the request form.
2. Reserve vehicles for each trip through the Parking & Safety Office (432-6490, Sparks Hall, Room 113). Keys may be picked up at the Maintenance Services Building (432-6225, Physical Facilities) during regular office hours. Keys can be picked up and returned at the Boiler House (432-6226) after normal office hours.
3. Log each day of a trip on the daily log sheet. The trip slip included in the bag containing car keys and credit card, must be completed, as well as the gasoline and oil entries on the vehicle trip slip. It is important that these entries be accurate to insure proper servicing.
4. After each trip, park vehicles under the canopy east of the Maintenance Services Building, and the 12 passenger vans may be picked up and dropped off at the upper level of Hildreth Hall parking lot by the stairs going to the Maintenance Services Building (432-6226, Physical Facilities) keys are to be in the mailbox slot of the building during normal work hours, and at the Boiler House (432-6226) after normal work hours. Vehicles may be returned at any hour.

Vehicles should be filled with gas and cleaned out prior to their return.

5. Not use State of Nebraska vehicles for personal uses per Neb. Rev. Stat. §81-1024. Any employee who shall violate the provisions of this section may be found guilty of a misdemeanor. State vehicles may not be parked overnight at home.
6. Obey traffic regulations, drive courteously and use discretion while driving a State owned vehicle to avoid complaints. Parking a state vehicle at home is poor public relations. The vehicle and its contents are the driver's responsibility. Vehicles are to be locked when left unattended.
7. Purchase gas and oil from State owned facilities whenever possible. With some planning, the College or state facilities can be used the majority of the time. The credit card is not to be used at a commercial facility when state facilities in the immediate vicinity are open. When it is necessary to obtain gas and oil from a commercial facility, drivers must use the self-service island and perform the necessary courtesy services. Only gas, oil, and repairs may be charged to a credit card.

## **Transportation Regulations and Policies**

### Automobiles

When State-owned automobiles are available, CSC employees who have successfully completed the State defensive driving course and have had a satisfactory review of their driving record may request to use a State vehicle for use on official State business only. It is the responsibility of the employee to see that the car is used appropriately. The assignment of a State-owned vehicle does not imply that special privileges are granted for travel, which could not be approved for reimbursement if a private car was used.

### Operator

Only employees may operate State-owned motor vehicles. Employees must have a valid driver's license, which must be on the person when driving. An employee who has failed to procure a valid license may be dismissed. All traffic violations are the personal responsibility of the employee.

### Defensive Driving Course

Employees required to operate a motor vehicle in the performance of their duties must enroll in and successfully complete an 8-hour defensive driving course. Employees driving their own automobiles and requesting reimbursement must also successfully complete the defensive driving course. Employees having successfully completed a course in another state may submit a copy of his/her certificate to the state for approval.

A copy of the Transportation Service Bureau Policies and Procedures may be obtained from the Parking & Safety Office (432-6490, Sparks Hall, Room 113). A signed affidavit that the employee has read the manual and completed a defensive driving course is required before a vehicle will be assigned.

### Insurance

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

All accidents, regardless of fault, should be reported immediately to the employee's supervisor or dean. 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 Parking & Safety Office (432-6490, Sparks Hall, Room 113).

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 Parking & Safety Office (432-6490, Sparks Hall, Room 113), which will file it with the Worker's Compensation Court.

If you are driving your personal vehicle on College business, you will need to provide a copy of your insurance card and a list of passengers to the Parking & Safety Office prior to departing. Please note that your insurance is primary and the College's insurance is secondary in this case.

#### Accommodations for Individuals with Disabilities

A state vehicle is to be used for professional travel, unless none is available or appropriate. Employees who need special accommodation for travel may request use of their personal vehicle with mileage to be reimbursed. Prior approval must be received by the sponsor (if appropriate), the fund controller, and the supervisor.