



Wayne State College Employee Handbook

Effective July 2018

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I. INTRODUCTION

This handbook was prepared to provide basic orientation and employment information. This handbook is the property of Wayne State College (WSC/College) and the College reserves the right to amend this handbook at any time. All employees will have access to this handbook on the G drive → wscdocuments_and_forms → HR and Payroll Documents → Employment.

WSC 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 on the [Nebraska State College System](#) website at 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 on the [NSCS website](#) at www.nscs.edu, or on the G drive → wscdocuments_and_forms → HR and Payroll Documents → Employment, or in the Human Resources Office, Hahn 220, extension 7403.

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

Mission Statement

Wayne State College is a comprehensive institution of higher education dedicated to freedom of inquiry, excellence in teaching and learning, and regional service and development. Offering affordable undergraduate and graduate programs, the College prepares students for careers, advanced study, and civic involvement. The College is committed to faculty-staff-student interaction, public service, and diversity within a friendly and collegial campus community.

Vision and Strategic Goals

Wayne State College will make a notable difference to rural and community life through learning excellence, student success, and regional service.

- I. **Increase Enrollment, Retention and Persistence to Graduation**
- II. **Value Internal and External Stakeholders**
- III. **Improve Facilities, Infrastructure and Technology**
- IV. **Pursue Knowledge of Diversity in People, Programs and Culture**

II. ADMINISTRATION

Board of Trustees of the Nebraska State Colleges

WSC 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. Information on Board members is available on the [NSCS website](http://www.nscs.edu) at www.nscs.edu.

Board Members

Gary Bieganski, Chair
Jess Zeiss, Vice Chair
John Chaney
Bob Engles
Carter "Cap" Peterson
Michelle Suarez
Matt Blomstedt, Commissioner of Education

Organizational Chart

G:\wscdocuments_and_forms\Miscellaneous_Documents_and_Forms\Organization Chart

WSC Administration

As chief executive of WSC, the President, Dr. Marysz Rames, assumes overall responsibility for operating the institution in accordance with state and federal laws, regulations of the Board, and standards of regional and national accrediting agencies.

The President delegates major administrative responsibility to the following persons:

- Mr. Steve Elliott, Vice President for Academic Affairs
- Ms. Angela Fredrickson, Vice President for Administration and Finance
- Dr. Jeff Carstens, Vice President for Student Affairs
- Mr. Jay Collier, Director of College Relations
- Mr. John Dunning, Vice President for Information Technology
- Mr. Kevin Halle, Director of Admissions

III. GENERAL INFORMATION

Accidents

Personal Injury

In case of any accident, including an accident with personal injury, WSC Campus Security (Alumni House, extension 7216) should be contacted as soon as possible and an "Incident/Accident" Report must be completed. Campus Security should assist in seeking appropriate medical attention. The Human Resources Office (Hahn 220, extension 7403) should also be contacted.

Vehicle Accidents

A police report or an "Incident/Accident" Report must be filled out. All accidents must be reported to the driver's supervisor and to Facility Services (Campus Services Building, Room 101, extension 7274). Insurance information is located on the Insurance Identification Card located in the travel log folder in all State vehicles.

Administrative Office Hours

Administrative office hours are Monday through Friday from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. However, supervisors are encouraged to alternate staff lunches to optimize customer service over the lunch hour. Administrative offices are typically closed on weekends and holidays. Offices may expand coverage beyond the official hours to meet institutional needs at the discretion of the President/appropriate Vice President.

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 College Relations (Hahn 301, extension 7324/7325). Only persons specified in the Campus Mass Email Procedure may post all-campus announcements. For further details on [mass email procedures](#), see www.wsc.edu/nats-procedures.

Bookstore

The WSC Bookstore, located in the Student Center, offers a wide selection of products and services. It is operated by Follett Higher Education Group. WSC employees are eligible for a *10% discount* on all purchases over \$1.00; excluding textbooks, sale merchandise, computer hardware and academically discounted software. When items are charged to a budget code for departmental use, a 20% discount will apply on all purchases of supplies over \$1.00, excluding textbooks, sale merchandise, computer hardware and academically discounted software.

Campus Clean Air Act (Tobacco Use)

Smoking and second-hand smoke have been found to pose definite health hazards. To provide a safe and healthy environment for working and learning, WSC restricts smoking on campus with the exception of designated outdoor areas. Smoking is prohibited in all indoor areas. Campus buildings are posted with "No Smoking" signs notifying all visitors of the smoke-free environment. Smoking is permitted within 20 feet of designated waste receptacles which are located in Parking Lots 1, 1.2, 3, 8, 9, 10 and 11 (see the [tobacco use map](#) online at <http://www.wsc.edu/tobacco-use-map>).

Smoking is defined as the inhalation, burning, or carrying of any lighted tobacco or nicotine product that produces second-hand smoke. Cigarette butts, packaging, chew containers, chew bottles, and other tobacco debris must be disposed of properly in appropriate waste receptacles.

Campus Security

WSC provides a Campus Security Program (Alumni House, extension 7216) to enhance the safety and security of individuals and property on the campus and to provide service and assistance to the WSC community and its guests. The WSC Campus Security Staff are not armed, do not have arrest powers, and their operations are limited to WSC property. Law enforcement assistance is provided by local police authorities. For assistance from Campus Security in non-emergency situations call extension 7216. In case of EMERGENCY call 911 or 9-911.

Copying

Photocopying machines are available throughout campus. A card system allows employees to access these copiers with their CAT CARD for both WSC and personal use. Employees who wish to make personal copies may put personal funds on their CAT CARD at the Library. WSC has a Copy Center to support large copy jobs. Details about the operation of the [Copy Center](#) can be found online at www.wsc.edu/copy-center.

Crisis Situations/Emergency Procedures

Each office should have an Emergency Procedures Placard which provides general information for a variety of situations. If an Emergency Procedures Placard is not available in an office, please contact Campus Security (Alumni House, extension 7216). Please be familiar with the procedures and locate the nearby emergency exits. Crisis examples include active shooter, fires, severe weather, power outage, bomb threats, etc.

Directory

An [employee directory](#) is available online through WSC's website www.wsc.edu/about/contact.

Donations, Gifts or Bequests

WSC and the Wayne State Foundation (Hahn 312, extension 7510) appreciate donations, gifts or bequests which are beneficial to the role and mission of the College and its Foundation. WSC 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.

Emergency Notifications

Employees and students are strongly encouraged to register with the College's [text message alert system](#) in order to receive messages for campus closures and emergency situations. For details on registering, see www.wsc.edu/help-sheets. Other methods of communicating in an emergency may include the use of campus buildings' voice over fire alarm/speaker systems, employee/student official College e-mail address, [College website \(www.wsc.edu\)](#), area radio and TV outlets, and College social media accounts on Facebook and Twitter.

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 message 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 \$.75 per page to be paid directly to Student Financial Services (Hahn 104, extension 7229).

Food and Non-Travel Meals

In general, State and College funds should not be used to provide food, non-travel meals or refreshments to employees during the regular course of business, including receptions/celebrations for special employment related events, like retirements. However, there are certain circumstances that support and promote WSC's business and educational purposes for which food, non-travel meals or refreshments can be provided. Please note that Wayne State College has an exclusive contract with Chartwells Dining Services for all Food Service on campus.

A Food/Refreshment Authorization Form is required for all non-travel meals and refreshments. The Food/Refreshment Authorization Form should be approved in advance of the expenditure by the appropriate Vice President and should be attached to the invoice and forwarded to Accounts Payable (Hahn 303, extension 7222/7228) for payment.

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

Food Service

WSC has an exclusive food service contract with Chartwells Dining Services and an exclusive beverage contract with Pepsi-Cola of Siouxland. Chartwells provides a full range of food service programs, including catering for special events. Food Service venues include:

- **Cafeteria** - Student Center. Employees are welcome to eat in the Student Center Dining Room. The Cafeteria features all you care to eat options and always has a salad bar.
- **Jitters** - U.S. Conn Library. Features Starbucks coffee, Red Mango frozen yogurt, smoothies and other food items.
- **Cats Corner** - Student Center Lower Level. Features Papa John's Pizza, salads, deli, and grill items.

Employees are welcome to use any of these facilities. Arrangements for special meals for groups may be made by calling the food service manager (Student Center 157A, extension 7418). Facilities in the Student Center must be reserved through the Student Activities Office, (Student Center 154, extension 7322, activities@wsc.edu). Chartwells Dining Services has first priority for providing all food/refreshments on campus.

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 (Hahn 303, extension 7222/7203) 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.

Keys and Facility Access

Keys and facility access (via CAT CARD) to specific offices and work areas are issued to employees. Keys and CAT CARDS are WSC property and must be returned/access removed when work does not require continued use of the key or access, or upon separation. If keys or CAT CARDS are not returned to WSC, a specified amount will be deducted from the final paycheck as indicated in the Key/Facility Access Request Form that is signed when keys and facility access are issued. No employee may transfer, loan, duplicate, or permit the duplication of his/her keys or CAT CARD. Lost keys or CAT CARDS must be reported to Campus Security (Alumni House, extension 7216), as soon as possible.

When doors are locked, the person opening the door is responsible to see that the door is relocked. Campus Security (Alumni House, extension 7216) and/or Facility Services (Campus Services Building 101, extension 7274) should be notified immediately when a door will not lock properly.

Mail Service

WSC provides mail services though it is not an official U.S. Post Office Substation and, therefore, WSC may not provide all postal services. Employees conducting WSC business through the mail should use

WSC printed envelopes and use their office budget code on the return address. More information regarding [mail services](#) can be found here www.wsc.edu/mail-service.

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), Beatrice (402-223-7542), Fremont (402-727-1600), and Omaha (402-595-2801). 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 (Hahn 220, extension 7403).

Office Supplies

Office supplies are issued from Central Supply. A limited amount of supplies is maintained in School/Department offices. Employees should request supplies through the School/Department office. Schools/Departments can order supplies from Central Supply (Campus Services Building 101, extension 7475) to take advantage of state purchasing contracts and quantity pricing. Call extension 7475 or browse through available items by signing in to ecampus.wsc.edu and selecting Central Supply Store from the Office Resources drop-down menu. Central Supply will deliver supplies directly to the office.

State or College funds may not be used for the purchase of *personal* office items which include but are not limited to:

- Tissues, briefcases, umbrellas or desk accessories;
- Ornamental items such as pictures, pillows, planters, candles, flower vases, arrangements, balloons and/or plants for non-public spaces such as offices, lounges, conference or work rooms;
- Holiday decorations, greeting/holiday cards, thank you notes or wrapping paper;
- Cooking or food supplies such as candy, coffeepots, coffee supplies, microwave ovens, refrigerators, paper plates/napkins/cups or eating utensils; and
- Non-tangible awards (i.e. cash, cash equivalents, gift certificates or cards, etc.). NOTE: Tangible awards such as plaques or frames for students or employees are allowable, if given as an award for length of service, awarded as part of a meaningful presentation and awarded under circumstances that do not indicate that the payment is disguised compensation.

Open Flame and Hazard Prohibitions

Open flames and devices are prohibited within WSC buildings except in specific controlled lab environments such as science. The definition of an open flame includes any lighting or heat-generating 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 an event to the Campus Security Manager (Alumni House, extension 7216).

Parking and Vehicle Registration

Parking permits are required for all vehicles parked on campus. Permits are available at Student Financial Services (Hahn 104, extension 7229), and the permit must be properly attached to the vehicle. Permit costs, parking regulations, ticket costs, parking lot designations, etc., are included in the College's [Parking Regulations](#) available from Student Financial Services and online at www.wsc.edu/parking. Employees may purchase permits in Student Financial Services for a cost of \$50. The purchase of a parking permit does not guarantee a parking space in a specific lot or close to specific buildings. Parking space has always been available in the outlying lots. Lack of a prime parking space is not considered a

valid reason for failure to comply with parking regulations. WSC is not responsible for damages or losses due to theft, or for personal liability for employees' vehicles or the contents therein.

Promotional Items

Promotional items to be used as advertisement and marketing for the College may be purchased by College Relations or Admissions. Other departments wishing to purchase promotional items such as pens, pencils, and clothing should receive approval of the artwork for the purchases through College Relations (Hahn 209, extension 7325).

Records Management

The Records Management Division for the State of Nebraska maintains the records management schedules that apply to WSC. [Disposition schedules for specific records](#) are available online at www.sos.ne.gov.

Recreation Center Programs

Benefits eligible employees as well as their spouses and dependents may use the recreation facilities at no charge during non-work time at the hours designated for staff use. Employee identification cards are required for employee use. Membership applications and CAT CARD identification cards for spouses and dependents are available. Please find more information on obtaining a [CAT CARD](#) at www.wsc.edu/cat-card. Contact the facility director, (Rice Recreation Center 206, extension 7521/7482), for membership information. Dependents of WSC benefit eligible employees under the age of 19 must be accompanied by a parent/guardian at all times.

Tax Exempt Number

Use of the Wayne 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 Accounting – Accounts Payable (Hahn 303, extension 7228) to obtain a Form 13 Nebraska Resale or Exempt Sale Certificate.

Telephone Service and Use

College phones and College cell phones are restricted to *official College business purposes*. Receiving personal calls via use of the 1-800 number is not allowed. WSC maintains a 1-800 number for public use (1-800-228-9972). Abuse of the phones may result in disciplinary action as well as the need for financial reimbursement to the institution. 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. Detailed information about [switchboard operations](#) is available at www.wsc.edu/switchboard.

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 of any volunteer service being performed. Notice of approval from Human Resources must be received before any volunteer services are performed. The form can be located on the G drive → wscdocuments_and_forms → HR and Payroll Documents → Volunteers.

Weapons

WSC 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, on other WSC property or at WSC activities.

Employees who possess a weapon on WSC 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 INFORMATION

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.

Requests for employment accommodations should be directed to the Director of Human Resources, Hahn 220, ext. 7403. 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.

Accommodations with respect to pregnancy, childbirth, or breast-feeding/expressing breast milk needs may also be requested.

A lactation room is available on campus for WSC students and employees who need to express breast milk and/or breast-feed while on campus. It is located in the Library Room 017. For reservations and available hours, please contact the Library at 402-375-7258 or Asklibrary@wsc.edu or in person at the Circulation Desk. The room has a sink and a refrigerator to store breast milk while on campus.

Address and Phone Number

All employees must keep the Human Resources Office (Hahn 220, extension 7403) informed of their current address and phone number. Employees may update this information as well as emergency contacts using Employee Self Service (ESS) on [Firefly \(https://firefly.nebraska.edu\)](https://firefly.nebraska.edu).

Attendance

Regular attendance and punctuality contribute greatly to the effective operation of WSC. WSC 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 a Monthly Leave Report indicating time each employee has been absent from work for personal reasons. Employees must complete their leave request through Employee Self Service (ESS) 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. Prior to submitting a leave request in ESS, employees should personally discuss their request for time off with their supervisor.

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.

Unless ill or away from WSC on an absence authorized by the Vice President for Academic Affairs, (Hahn 204, extension 7208) faculty members will meet all classes at the scheduled time, including scheduled final examination meetings. Faculty members may not be absent from campus more than three (3) consecutive class days while WSC is in session to attend a professional meeting or for any other non-emergency purpose without special permission from the Vice President for Academic Affairs. It is expected that, unless excused by the Vice President for Academic Affairs, all faculty members will attend regularly scheduled faculty meetings.

Cell Phones

Some WSC employees have job duties and responsibilities that are critical in supporting business and technical needs, and WSC recognizes the importance of cellular telephone service as a function of these roles. Employees may be eligible for a cellular service stipend as outlined 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 Network and Technology Services (NATS) (Campus Services Building 125, extension 7107) to obtain Board procedures and an application for requesting [cellular service stipends](#) at www.wsc.edu/nats-procedures.

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 can 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 on an annual basis through the Vice President for Administration and Finance (Hahn 201, extension 7220). 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 on the employee's W-2 form. Human Resources (Hahn 220, extension 7403) must be advised of clothing purchases in order to assure that W-2 forms accurately reflect such taxable income.

Computers, Use of WSC Network

Use of the WSC network and user access to the Internet is a privilege that should be respected and used wisely. The Board of Trustees and WSC have developed [computer policies and guidelines](#). The guidelines may be found at www.wsc.edu/nats-procedures.

Confidentiality

Information contained in hard copy or electronic records for WSC 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 a supervisor or their 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 (EAP)

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: easpecialists@4continuum.com

Criminal Conviction Reporting

All College employees are required to report to the Director of Human Resources (Hahn 220, extension 7403) 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.

Employees required to possess a license (i.e. driving, profession, etc.) as a part of their employment are also required to report to Human Resources (Hahn 220, extension 7403) if their license is revoked, suspended or lapses within five (5) days.

Employees must also report to Human Resources (Hahn 220, extension 7403) within five (5) days any criminal drug or alcohol statutory citation, arrest or conviction. See Board Policies 5006 and 5009 for more information.

Defensive Driving Course

All employees driving on WSC-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 personal, rented or State vehicles. The State-Required defensive driving course must be completed at the earliest possible date. Contact Human Resources, (Hahn 220, extension 7403) to register for the defensive driving course.

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 with whom they are interacting at all times.

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

- Faculty Employees – Board Policies 5006 and 5009 and 2017-19 NSCS-SCEA Bargaining Agreement Article 18.
- Professional Staff Employees – Board Policies 5006 and 5009 and 2017-19 NSCS-NSCPA Bargaining Agreement Article 18.
- Support Staff Employees – Board Policies 5006 and 5009 and 2017-19 NSCS-NAPE/AFSCME Bargaining Agreement Article 23.

Employee Credentials

The Human Resources Office (Hahn 220, extension 7403) maintains a cumulative record of the job related training and experience of each employee. It is essential that employees have current official transcripts of all academic credits or other certifications earned that are job related forwarded to Human Resources for placement in their official personnel file.

Equal Opportunity

WSC is an equal opportunity institution. WSC 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 nondiscrimination efforts to comply with regulations implementing Title II of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act. Inquiries regarding non-discrimination policies and practices may be directed to the Compliance Coordinator:

David McMahan
Assistant Dean of Students
Wayne State College
Student Center 201
1111 Main Street
Wayne, NE 68787
402-375-7213

The Board of Trustees of the Nebraska State Colleges is committed to providing an environment which all students who participate in WSC 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 WSC 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. WSC 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 WSC 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 in the policy manual on the [NSCS website](#) at www.nscs.edu.

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 in the policy manual on the [NSCS website](#) at www.nscs.edu.

Faculty - Academic Responsibility

The Board of Trustees Board policy statement regarding academic responsibilities for faculty members 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 twenty four (24) hours a day, seven (7) days a week via the Internet and via a toll-free number. To access [IntegraReport](#) on the web, go to <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](http://www.auditors.state.ne.us) at 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 and 2017-19 NSCS-SCEA Bargaining Agreement Article 9.
- Professional Staff Employees - Board Policy 5103 and 2017-19 NSCS-NSCPA Bargaining Agreement Article 11.
- Support Staff Employees - Board Policy 5104 and 2017-19 NSCS-NAPE/AFSCME Bargaining Agreement Article 15.

Inclement Weather

Class Cancellation-Determination and Notification

The Vice President for Student Affairs (Student Center 201, extension 7213) and the Vice President for Academic Affairs (Hahn 204, extension 7208) are responsible for making the decision regarding the cancellation of on-campus classes due to inclement weather. Generally, if inclement weather occurs while most students are on campus, WSC will not cancel classes and activities scheduled on campus.

The Vice President for Student Affairs (Student Center 201, extension 7213) is responsible for making the decision regarding cancellation of off-campus classes due to inclement weather in consultation with the Vice President for Academic Affairs (Hahn 204, extension 7208). Attempts will be made to make the decision early enough in the day to make sure that all students and faculty have an opportunity to receive the cancellation message.

If inclement weather occurs when most students are away from campus (such as at the end of a holiday or over a weekend), WSC will cancel classes so students will not be at risk in attempting to return to campus. In such circumstances, all on-campus activities; including but not limited to, rehearsals, laboratories, and performances; will be canceled.

Employees will be notified by the College's text message alert system (see 'Emergency Notifications' section). Other notifications include an all campus email, posting on the College website, and posting to social media outlets (Facebook and Twitter). The College will notify area television and radio stations, however, the College cannot vouch for the accuracy of their reports.

Personnel Instructions Regarding Inclement Weather – Class Cancellations

- Employees can use vacation time 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.

Campus Closure-Determination and Notification

The President (Hahn 217, extension 7200) is responsible for making the determination regarding campus closure due to inclement weather. Employees will be notified by the College's text message alert system (see 'Emergency Notifications' section). Other notifications include an all campus email, posting on the College website, and posting to social media outlets (Facebook and Twitter). The College will notify area television and radio stations, however, the College cannot vouch for the accuracy of their reports.

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 does not 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, 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.

Injuries or Illness

In case of an emergency, call 911 (from a campus phone dial 9-911) and Campus Security (Alumni House, extension 7216) to indicate the location of any medical emergency. If it is necessary to send anyone to the hospital, do not transport the individual; call 911.

If an employee is injured due to a work-related accident, immediately contact the Director of Human Resources, Hahn 220, *extension* 7403, who will provide and assist with the completion of the First Report of Alleged Occupational Injury or Illness form found on the G drive → wscdocuments_and_forms → HR and Payroll Documents → Safety and Training → Work Comp Packet. WSC Campus Security (Alumni House, extension 7216) should be contacted as soon as possible and must fill out an "Incident/Accident" Report.

Leaving Employment

Employees resigning or retiring from employment should submit their written notice of resignation to Human Resources (Hahn 220, extension 7403) and copy their supervisor at least two (2) weeks in advance unless an earlier date is agreed to by the Director of Human Resources. Faculty members who are resigning should submit their written notice of resignation to Human Resources and copy their Dean and Vice President for Academic Affairs as soon as possible in order to allow the College ample time to find a replacement.

Once a resignation or retirement notice has been submitted, employment cannot be extended through the use of leave time. The resignation date will be the last day the employee works unless there is a serious health condition that prevents this.

Human Resources will communicate the employment exit process as well as final pay and benefits information to the departing employee. Personal belongs should be removed from the employee's office/work space by their last day of work unless a later date has been discussed and approved by the Director of Human Resources.

Mileage Reimbursement

Mileage reimbursement for private auto use shall be in accordance with rates established by the System Office, which is forty cents (\$0.40) per mile as of July 1, 2018.

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 employee will be reimbursed only upon provision of paid moving bill receipt; moving companies cannot be paid directly. Moving expense payments are taxable income to the employee.

Payments to Employees

Employees will be reimbursed for authorized business expenditures made on behalf of WSC by creating an Expense Report using Employee Self Service (ESS) on [Firefly \(https://firefly.nebraska.edu\)](https://firefly.nebraska.edu). Please contact the Accounting Office (Hahn 303, extension 7089) for assistance. Reimbursement requests must be submitted no later than sixty (60) calendar days after the final day on which expenses were incurred.

Payments to employees for services rendered outside of the scope of their current duties and/or job description are made only through Human Resources (Hahn 220, extension 7403). 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.

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. Employees must be at work on their last day of employment.

For information regarding direct deposit, please contact the Director of Human Resources (Hahn 220, extension 7403). 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.

Payroll

Employees on monthly payroll are paid on the last workday of each calendar month via direct deposit or other means of electronic deposit. Salaries for full-time faculty are paid over twelve (12 months), September through August. Employees receiving additional salary will be paid over the term of the additional assignment. Part-time employees (i.e., Adjuncts and Graduate Assistants) are paid per the terms of their employment contracts.

Pay advices are available through [Employee Self Service \(https://firefly.nebraska.edu\)](https://firefly.nebraska.edu). Employees are encouraged to enroll in online W-2 delivery in Employee Self Service so they may access their tax information online easily and as early as possible for tax preparation.

Employment forms including payroll and benefit enrollment forms for eligible employees, will be completed in coordination with Human Resources.

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

- Social Security
- Federal Income Tax Withholding
- Nebraska State Income Tax Withholding
- Health and Dental Insurance (employee contribution portion, if elected)
- 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 eligible employee's monthly payroll, at the employee's option:

- Supplemental and/or dependent life insurance
- Section 125-Flexible Benefits Plan
- Vision Insurance
- Supplemental Retirement Annuity (SRA)
- Wayne State Foundation Contributions
- Union Dues
- Community Health Charities of Nebraska
- United Way

For additional information about payroll and benefits, please contact Human Resources (Hahn 220, extension 7403).

Pets in the Workplace

Pets are not allowed in buildings at WSC with the exception of the apartments of full-time residence life staff required to live on campus. Service animals used for disability accommodation purposes are not considered pets.

Photo-Identification Card (CAT CARD)

Each employee must secure a WSC photo-identification card (CAT CARD). This card identifies the individual as an employee of WSC for admittance to and/or for use of campus facilities. The CAT CARD is required to use the Library, Recreation Center and for many other purposes. Replacement CAT

CARDS are available for a fee. More details about the [CAT CARD](#) program, including where to obtain your CAT CARD, are available online at www.wsc.edu/cat-card.

Political Activities

Board Policy 5005 states: “Employees of the State College System enjoy the full right of citizens to participate in the political life of the State of Nebraska and the United States. The welfare of the State College System, however, requires that each employee perform State College duties without the interference of outside activities. Unless specifically restricted by a federal law or any other state law, no employee of the State College System shall be prohibited from participating in political activities except during office hours or when otherwise engaged in the performance of his or her official duties.”

Employees are free to communicate with elected officials or otherwise engage in political activities; however, employees are not allowed to use College time or resources to do so. Opinions expressed should be clearly identified as personal in nature and unrelated to employment at Wayne State College. Failure to comply with these directions may result in disciplinary action.

Travel

Guidelines related to travel are available in the NSCS Travel Manual located on the G drive → wscdocuments_and_forms → Accounting and Accts Payable → Travel.

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 Members- Board Policy 5102 and 2017-19 NSCS-SCEA Bargaining Agreement Article 17.
- Professional Staff Employees- Board Policy 5103 and 2017-19 NSCS-NSCPA Bargaining Agreement Article 16.
- Support Staff Employees- Board Policy 5104 and 2017-19 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 periods.
- 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 College 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. Workplace 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 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.