
Wayne State
College

WSC

Employee Handbook

Effective August 2017

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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 at G://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-line at https://www.nscs.edu/directory/1/policy_manual. 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 line at www.nscs.edu under About Us or G://wscdocuments_and_forms/HR and Payroll Documents/Employment folder, or in the Human Resources/Payroll Office, Hahn 220, ext. 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 at www.nscs.edu under About Us.

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/Dean of Students
- Mr. Jay Collier, Director of College Relations
- Mr. John Dunning, Chief Information Officer
- Mr. Kevin Halle, Director, Admissions

III. GENERAL INFORMATION

Accidents

Personal Injury

In case of any accident, including an accident with personal injury, WSC Campus Security (Alumni House, ext. 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, ext. 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, ext. 7274). Insurance information is located on the Insurance Identification Card located in the travel log folder in all State vehicles.

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, ext. 7324/7325). Only persons specified in the Campus Mass Email Procedure may post all-campus announcements. For further details, see

https://www.wsc.edu/info/20041/network_and_technology_services/149/procedures/7.

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, second-hand smoke and the use of tobacco products have been found to pose definite health hazards. To provide a safe and healthy environment for working and learning, smoking is not permitted in College facilities or vehicles, including Residence Halls. Smoking on College grounds is only allowed at designated locations. Campus buildings are posted with "No Smoking" signs notifying all visitors of the smoke-free environment. Appropriate receptacles will be available for proper disposal of smoking waste.

Campus Security

WSC provides a Campus Security Program (Alumni House, ext. 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 ext. 7216. In case of EMERGENCY call 911 or 9-911.

Copying

Photocopying machines are available in the Schools, the Library and the Student Center. A card system allows employees to access these copiers with their staff ID card. Copy cards are also available for purchase at the Library for personal copying. The WSC Copy Center is located in Hahn 101, ext. 7416 for large copy jobs. Copy requests must be presented with a completed Copy Center request form and appropriate authorization from budget supervisor or designee. Plan to allow at least a two (2) day turnaround time for copy requests made at the 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, ext. 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 <https://www.wsc.edu/about/contact>.

Donations, Gifts or Bequests

WSC and the Wayne State Foundation (Hahn 312, ext. 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 https://www.wsc.edu/directory/31/help_sheets/category/789/categoryInfo/18. 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 (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, ext. 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. 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, ext. 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. College or state funds may not be used to purchase refreshments or decorations.

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, ext. 7418). Facilities in the Student Center must be reserved through the Vice President & Dean of Students Office, (Student Center 201, ext. 7213). 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, ext. 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.

Inclement Weather

Class Cancellation-Determination and Notification

The Vice President, Dean of Students (Student Center 201, ext. 7213) and the Vice President for Academic Affairs (Hahn 204, ext. 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, Dean of Students (Student Center 201, ext. 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, ext. 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.

Local radio and TV stations will be notified of the cancellation. Faculty members are asked to include in their course outlines a list of radio stations which carry WSC cancellation announcements. Other notifications include an all campus email, posting on the College website, and posting to social media outlets (Facebook and Twitter).

Class Cancellation-Personnel Instructions

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

Campus Closure-Determination and Notification

The President (Hahn 217, ext. 7200) is responsible for making the determination regarding campus closure due to inclement weather. Local radio and TV stations will be notified of the closure. Other notifications include an all campus email, posting on the College website, and posting to social media outlets (Facebook and Twitter).

Campus Closure-Personnel Instructions

- 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.

Keys and Key Cards

Keys and electronic card access to specific offices and work areas are issued to employees. Keys and cards are WSC property and must be returned when work does not require continued use of the key or

card, or upon separation. If keys or key cards are not returned to WSC, a specified amount will be deducted from the final paycheck as indicated in the Key/Key Card Request Form that is signed when keys and key cards are issued. No employee may transfer, loan, duplicate, or permit the duplication of his/her keys or key cards. Lost keys or key cards must be reported to Campus Security (Alumni House, ext. 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, ext. 7216) and/or Facility Services (Campus Services Building 101, ext. 7274) should be notified immediately when a door will not lock properly.

Mail Service

The Mailroom is located in Hahn 101, ext. 7416. It is not an official U.S. Post Office Substation and, therefore, 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.

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/Payroll Office (Hahn 220, ext. 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, ext. 7475) to take advantage of state purchasing contracts and quantity pricing. Call extension 7475 or browse through available items by signing in to https://wildcat.wsc.edu/central_supply/index.php. 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, ext. 7216).

Parking & Vehicle Registration

Parking permits are required for all vehicles parked on campus. Permits are available at Student Financial Services (Hahn 104, ext. 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/campus_security/. 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.

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.

Promotional Items

Promotional items to be used as advertisement and marketing for the College such as candy, food, pens, pencils and clothing may be purchased by College Relations, Marketing or Admissions. Other departments wishing to purchase such items should process the purchases through College Relations (Hahn 301, ext. 7324/7325).

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: http://www.sos.ne.gov/records-management/retention_schedules.html.

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 identification cards for spouses and dependents may be obtained at Student Financial Services, (Hahn 104, ext. 7229). Contact the facility director, (Rice Recreation Center 206, ext. 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, ext. 7228) to obtain a Form 13 Nebraska Resale or Exempt Sale Certificate.

Telephone Service and Use

The College switchboard is open Monday through Friday, 8:00 a.m. to 5:00 p.m.; 1-800-228-9972, ext. 7000. 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. 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.

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

Requests for employment accommodations should be directed to the Director of Human Resources, 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.

Address and Phone Number

All employees must keep the Human Resources/Payroll Office (Hahn 220, ext. 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>).

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.

Employees must complete the Travel Request form through Employee Self Service (ESS) at least five (5) days prior to the planned work activity and submit it to the immediate supervisor. Additional approvals are required for out-of-state and out-of-country travel. See the 'Travel – Travel Requests' section for more details.

Unless ill or away from WSC on an absence authorized by the Vice President for Academic Affairs, (Hahn 204, ext. 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, ext. 7107) to obtain Board procedures and an application for requesting cellular service stipends at https://www.wsc.edu/info/20041/network_and_technology_services/149/procedures/5.

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, ext. 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, ext. 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 the following URL:

https://www.wsc.edu/info/20041/network_and_technology_services/149/procedures/2.

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

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, ext. 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, ext. 7403) if their license is revoked, suspended or lapses within five (5) days.

Employees must also report to Human Resources (Hahn 220, ext. 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/Payroll, (Hahn 220, ext. 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.

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

Employee Credentials

The Human Resources/Payroll Office (Hahn 220, ext. 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/Payroll 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 at: (https://www.nscs.edu/directory_record/31/3020_sexual_violence_or_sex_harassment_reporting_policies_and_procedures).

Board Policy 3021 prohibits unlawful discrimination (including harassment) based on students' race, color, religion, national origin, disability, age or any other class protected by applicable federal, state, or local law. A student alleged to have committed unlawful discrimination or harassment can be disciplined under the Code of Student Conduct and/or prosecuted under Nebraska criminal statutes. Additional Board Policies and Collective Bargaining Agreements, also apply to employees alleged to have committed unlawful discrimination or harassment. Board Policy 3021 can be found at: (https://www.nscs.edu/directory_record/32/3021/_unlawful_harassment_other_reporting_policies_and_procedures).

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 www.integrareport.com/NSCS. To access IntegraReport via phone, please call 855-858-3344. All concerns and reports will be investigated. Details will be kept confidential to the extent possible, consistent with resolution of the issue and in compliance with applicable laws.

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

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.

Injuries or Illness

In case of an emergency, call 911 (from a campus phone dial 9-911) and Campus Security (Alumni House, ext. 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, ext. 7403, who will provide and assist with the completion of the First Report of Alleged Occupational Injury or Illness form found via G://wscdocuments_and_forms, HR and Payroll Documents, Safety and Training, Work Comp Packet. WSC Campus Security (Alumni House, ext. 7216) should be contacted as soon as possible and must fill out an "Incident/Accident" Report.

Moving Expenses

Newly hired employees (excluding temporary appointments) may be reimbursed for qualified relocation and moving expenses, if it is included within the initial contract/salary offer and approved in

advance by the President. The expenses must be in compliance with the State of Nebraska Accounting Manual, and may require the employee to furnish multiple price comparisons. The employee will be reimbursed only upon provision of paid moving bill receipt; moving companies cannot be paid directly.

Payments to Employees

Employees will be reimbursed for authorized business expenditures made on behalf of WSC by creating an Expense Report using Employee Self Service (ESS) on Firefly (<https://firefly.nebraska.edu>) or completing an Employee Expense Reimbursement Request form located at G://wscdocuments_and_forms\Accounting and Accts Payable. Please contact the Accounting Office (Hahn 303, ext. 7089) for assistance with using the Travel module of ESS. Expense reimbursements must be submitted within sixty (60) days of the date of the expense.

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

Payroll Procedures

The salary for full-time employees (1.0 FTE) is paid in twelve (12) equal installments on the last working day of the month; salary of faculty members is paid in twelve (12) equal installments, September through August.

Part-time faculty:

- Are paid for a fall semester appointment in four (4) equal installments September through December.
- Are paid for a spring semester appointment in five (5) equal installments, January through May.

Graduate Assistants:

- Are paid for a fall semester appointment in either four (4) or five (5) equal installments, August or September through December.
- Are paid for a spring semester appointment in five (5) equal installments, January through May.

Faculty members on extended appointment for the summer session receive salary for this service paid over the term of the appointment.

All wages will be paid by direct deposit or other means of electronic deposit. Pay advices are available through Employee Self Service (<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. Contact Human Resources (Hahn 220, ext. 7403) for more details.

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

- Social Security
- Federal Income Tax Withholding

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- Nebraska State Income Tax Withholding
 - Retirement (if full-time and otherwise eligible)
 - Health & Dental (employee contribution portion)
 - Long-Term Disability (employee contribution portion)

The following deductions are voluntary and represent the current list of those that may be withheld from a full-time employee's monthly payroll check, at the employee's option:

- Additional life insurance
- Wayne State College Foundation
- Union dues (as contracted with approved unions)
- Child support
- Community Enrichment Campaign
- Supplemental Retirement Annuity
- Section 125 – Flexible Benefits Plan
- Vision Plan

Photo-Identification Card (Cat Card)

Each employee must secure a WSC photo-identification card (Cat Card) from Student Financial Services (Hahn 104, ext. 7229). 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 at Student Financial Services (Hahn 104, ext. 7229) for a fee.

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."*)

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- 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.

V. Business and Fiscal Operations

The following topics provide additional information to employees who are responsible for or involved in budgeting or purchasing, require special business services, or who travel on behalf of the College.

Budget Management

Each separately budgeted school, department, office or program receives an annual budget allocation. It is the responsibility of the Departmental Budget Supervisor to ensure that budget allocations are not exceeded.

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

Personal Services - These funds cover **all** salaries, wages and benefits for full and part-time employees. Regular employee (includes Faculty, Professional and Support Staff) salaries and benefits are managed centrally. Most temporary/part-time employee budget allocations (includes adjunct faculty, student/part-time workers, and Federal Work Study student workers) are managed by the Departmental Budget Supervisor. Graduate Assistant budget allocations are managed by the Vice President for Academic Affairs (Hahn 204, ext. 7208) and the Athletic Director (Recreation Center 206, ext. 7520). Departments are encouraged to hire students whenever possible. Please contact the Financial Aid Office (Hahn 104, ext. 7229) with questions about an individual student's eligibility for Federal Work Study.

Non-Personal Services - These funds cover **all** non-personal services expenditures including operating expenditures and equipment (i.e. any expenditures that do not go through payroll). Non-personal services (NPS) budget allocations are "pooled" to provide as much management flexibility as possible to pursue the priority objectives of the school, department or office. *Staying within this bottom-line total is the Budget Supervisor's primary budgetary responsibility.* Within the overall limit set by the NPS budget allocation, the Department may expend the non-personal services funds for the benefit of WSC and the school, department or office in accordance with Board/College policies and state laws and in a manner that exhibits careful stewardship of state and student funds.

If adjustments to a budget allocation are made during the fiscal year, the Departmental Budget Supervisor will receive a Budget Adjustment Notification from the Budget Director.

Departmental Budget Supervisors may request that funds they manage be reallocated by using the Budget Reallocation Form. The form is available at G://wscdocuments_and_forms; Accounting and Accts Payable; Budget Reallocation Form.xlsx. For additional information and assistance, please contact the Budget/Grants Department (Hahn 210 A/B, ext. 7191/7221).

Several functions are performed centrally by the College and are automatically charged back to individual departmental accounts on a monthly basis. These include telephones, the copy center, copy services, central store orders, postage, express service (UPS/FedEx), transportation (use of College cars/vans) and others. Please contact the Accounting Office (Hahn 303, ext. 7222/7203) for the rates currently in effect.

Resources allocated to a department/office are to be used for that fiscal year's operating expenses only. Funds remaining at the end of any fiscal year will not automatically carry forward into the next fiscal year unless they are encumbered by a purchase order, or if approval is received prior to the end of the fiscal year to carry forward a specific dollar amount for an approved purpose. In all other instances, unspent allocations will revert to the College Reserve at the end of the fiscal year.

For further information and assistance in budget management, call the Budget/Grants Department (Hahn 210 A/B, ext. 7191/7221).

Cash Drawers

If a cash drawer is needed for making change at a campus event, the request must be either in written or email form from the director or the director's designee or sponsor of the event to Student Financial Services (Hahn 104, ext. 7229). The request must include event, date, time, number of cash drawers needed, amount of cash required in each drawer, denomination of currency, and campus location where delivery and pick up should be made. Specific guidance will be provided to assure adequate oversight of the cash drawers.

Grant Applications

All grant applications/proposals must be reviewed by the Budget/Grants Department and approved by the appropriate Vice-President **before** they are submitted. If applying for an outside grant, please contact the Budget/Grants Department (Hahn 210 A/B, ext. 7191/7221).

A Grant Proposal Routing Form must be completed for each grant proposal. The form is available at G://wscdocuments_and_forms; Administration and Finance.

Purchasing

Purchases and contracts for services, materials, supplies, or equipment, and all leases of property must be in accordance with NSCS Board Policy 7010. *All contracts must be reviewed by the Vice President for Administration and Finance (Hahn 201, ext. 7220) and then signed by the Vice President for Administration and Finance, the President or the Chancellor.*

Purchases of "Technology" (software and equipment that connect to the network and computers) are also reviewed by Network & Technology Services (NATS) to ensure compatibility with WSC network. Technology purchases must be made directly through NATS via email to purchasing@wsc.edu.

Purchase Orders are required in advance for all purchases of \$5,000 or more; unless for registrations, memberships, subscriptions and repairs. All documentation should be attached to the Purchase Order. All purchase orders must be signed and approved by the Vice President for Administration and Finance (Hahn 201, ext. 7220) or designee before a purchase may be made. Purchases may only be made from vendors who have a Drug-Free Workplace Policy in place.

To ensure timely payment to our vendors and compliance with the Nebraska Prompt Payment Act, all invoices and charge receipts for purchases must be submitted to Accounts Payable within 14 days of the invoice date/date of purchase.

Bidding requirements are as follows:

Under \$5,000. **No Bid Required.** Bidding and/or documented price comparisons are not required; however if it is determined that solicitation of bids would result in a better quality product or lower cost, informal bids may be secured by telephone or in writing.

\$5,000-\$50,000. **Informal Bids.** Informal bids are price quotations for goods or services which are secured by telephone calls or letters to potential vendors or from the vendors' published material. Price quotations must be secured from at least three (3) vendors. If the bids are obtained by telephone, the College is required to document such bids in writing [which should include a detailed description of the item(s)/specifications, the vendor's name, the vendor's spokesperson, quantity of each item quoted, unit prices, additional costs (i.e. shipping/handling), total price, date quote was obtained, and the date through which the quote is effective].

Greater than \$50,000. **Competitive Formal Sealed Bids.** Competitive formal sealed bids are price quotations secured from vendors by means of a Quotation Request form. A minimum of fifteen (15) calendar days shall elapse between the time formal bids are advertised or called for and the time of their opening. Bids are opened publicly at the time and date specified in the Quotation Request. Facsimile quotes or e-mails received by the institution are not allowed during this process.

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

Items may be purchased from a previously competitively bid government or multi-state compact contract, including other state colleges and higher education institutions, or when the price has been established by the federal General Services Administration (GSA). Please check with Central Supply (Campus Services Building 101, ext. 7475) to determine if a State Contract exists for the product or service.

For further information and assistance in purchasing, call the Budgets/Grants Department (Hahn 210 A/B, ext. 7191/7221).

All purchases must be approved by the appropriate Budget Manager either by submitting a Purchase Requisition or a Purchase Order. Further information and assistance on purchasing is available from the Director of Accounting (Hahn 303B, ext. 7222).

Purchasing Cards or P-Cards are issued at the request of the Vice President for Administration and Finance Office (Hahn 201, ext. 7220) in an individual employee's name. The Purchasing Card Program is intended for use when normal purchasing procedures are not available. The P-Card can also be used for in-store, mail order and internet purchases. A Travel P-Card can be used for airlines and hotels, but it cannot be used for food or meal purchases.

Under no circumstances can the P-Card be used for personal expenses. To request a P-Card, please contact the Vice President for Administration and Finance Office (Hahn 201, ext. 7220).

Travel - Travel Requests

Employees must complete a Travel Request Form when traveling on behalf of Wayne State College whether or not a State vehicle is used and whether or not reimbursement is being requested. This also applies to in-town travel (not eligible for reimbursement). The Travel Request establishes that the travel is for official purposes and that College liability and workers compensation insurance applies. The Travel Request form can be completed electronically using Employee Self Service (ESS) on Firefly (<https://firefly.nebraska.edu>) or by completing a hard copy form located at G://wscdocuments_and_forms\Accounting and Accts Payable. If a State vehicle is being requested then a Vehicle Reservation Form must be completed from within the Travel module of ESS or the Transportation Requested section needs to be completed on the hard copy request. If the hard copy form is used, the completed and signed Travel Request should be submitted to Student Financial Services (Hahn 104, ext. 7229) for vehicle assignment, and a copy of the approved Travel Request is returned to the employee. Please contact the Accounting Office (Hahn 303, ext. 7089) for assistance with using the Travel module of ESS.

If an employee is traveling with another employee and will not be reimbursed for meals or other travel related costs, both can be listed on one Travel Request and do not need to complete separate Travel Requests.

Complete the form including business purpose, departure/return information and estimated cost of travel. If travel is for a conference or professional development, a copy of the agenda must be attached to the Travel Request before it will be approved. The State of Nebraska prohibits the use of a per diem for claiming meal expenses. Please note that the IRS standard meal allowance (available at www.gsa.gov/portal/category/21287) may be used to estimate the cost of meals for purposes of completing a Travel Request form. All Travel Requests require supervisor approval. All out-of-

country travel also requires the advance approval of the President. Out-of-state travel requires the President or his/her designee's approval.

Travel - Expenses

Employees may purchase airline tickets through AAA, and the College will pay for the ticket; or employees may purchase tickets online or through the airlines and claim reimbursement. If the cost of the airline ticket(s) exceeds \$5,000, written documentation of comparative pricing is necessary. Retain a copy of the flight itinerary with cost of airfare included, along with proof of payment, as part of the Expense Reimbursement Request.

To Purchase an airline ticket through the College:

- Complete the Travel Request Form.
- Notify Student Financial Services (Hahn 104, ext. 7229) that you would like to utilize AAA Travel.
- Student Financial Services will notify AAA Travel of receipt of completed Travel Request.
- After completed Travel Request is received at Student Financial Services, contact AAA Business Travel to book airline ticket.
- AAA will obtain lowest cost tickets within employee preference.
- Cost will be billed directly to Budget Code provided on Travel Request Form.

The expense of using a state vehicle during travel is part of the total cost of a trip. The vehicle expense is charged back to the office/department using the vehicle on a per-mile basis of \$0.48 for car/mini-van and \$0.65 for full-size van. Keys are to be picked up at Student Financial Services (Hahn 104, ext. 7229), during regular office hours. Vehicles are available for pick up on the east side of the Campus Services Building.

Employees may not retain possession of state-owned vehicles during nonworking hours and weekends. Vehicles may not be taken home before or after scheduled trips. *The only exception is in accordance with State of Nebraska Executive Order 99-01 and only when approved in advance in writing by the President or appropriate Vice President.* Vehicles must be returned to the Campus Services Building parking area no later than the return time indicated on the Travel request.

Travel advances are not allowed for employees. All expenses claimed shall reflect only those amounts actually expended. No reimbursements are allowed for alcohol.

Travel expenses should be recorded on the Expense Reimbursement form and returned along with a copy of the Travel Request and *all detailed/itemized receipts* or other supporting documentation to Accounting (Hahn 303, ext. 7089) for processing. Credit card receipts are not acceptable documentation for reimbursement if they are not detailed.

A supervisor's signature is required on all employee expense reimbursement requests. Accurate departure and return times are required on all employee expense reimbursements. Credit card receipts should not be highlighted; this reacts with the print and becomes illegible. Illegible receipts will not be reimbursed. *Expense reimbursement requests must be submitted within sixty (60) days of the date of the expense or from the last day of a trip.* See the 'Payments to Employees' section for details about submitting expense reimbursements requests.

Employees should request "Government Rates" for all lodging, unless a lower rate can be obtained through a group discount. All claims for lodging must be supported by original itemized receipts that

show the name of the motel/hotel, and the number of occupants claimed. Credit card receipts are not acceptable documentation for reimbursement. No reimbursement will be made for unauthorized lodgers if the single and double rates are different. Many motels/hotels will direct bill lodging expenses to the College. Contact WSC Accounting Office (Hahn 303, ext. 7222/7228) for assistance in making the arrangements. The utilization of direct billing to WSC or payment via a State purchasing card for lodging within Nebraska is advantageous since WSC is tax-exempt (see the Tax Exempt Number section for details). Taxes paid on lodging charges within the State of Nebraska will not be reimbursed to the employee.

Employees must be more than sixty (60) miles from his/her workplace in order to be eligible for lodging. Exceptions would be for severe weather or dangerous traveling conditions and should be noted on the expense reimbursement form.

Employees who have advance reservations for lodging and airline tickets are responsible for canceling/changing them due to schedule changes, weather, illness, etc. If they fail to utilize the reserved accommodation (hotel or flight) and are subsequently charged for the reservation, it is considered the employee's responsibility to pay such charges and not that of the State.

Reimbursement will be the actual cost of meals purchased, including tip of fifteen percent (15%) to the extent that the meal allowance is not exceeded. Tips up to 20% may be allowable in situations where the restaurant required and assessed a tip higher than 15% (i.e. based on large party) and the meal allowance is not exceeded. Snacks and refreshments are not an allowable reimbursable travel expense except as a substitute for a daily meal. No reimbursement may be made for alcoholic beverages. Meal expenses incurred in the headquarter city are not reimbursable.

State law requires the submission of actual detailed/itemized meal receipts for meals equal to or greater than \$5.00. Meals without itemized receipts can only be reimbursed at \$4.99. Maximum allowances in the United States may be found at www.gsa.gov/portal/category/21287. As a guide, assume twenty percent (20%) of the daily allowance for breakfast, thirty percent (30%) for lunch and fifty percent (50%) for dinner.

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

Trip	Breakfast	Noon Meal	Evening Meal
One Day Trip	Yes, if departure from home is prior to 6:30 a.m.	No	Yes, if departure is prior to 5:00 p.m. and return is after 7:00 p.m.
First & Last Day of a Multi-Day Trip	Yes, if departure is prior to 6:30 a.m. or return is after 10:00 a.m.	Yes, if departure is prior to 11:00 a.m. or return is after 2:00 p.m.	Yes, if departure is prior to 5:00 p.m. or return is after 7:00 p.m.

One-day travel is a trip to one or more locations which does not involve an overnight stay. Breakfast and supper only may be reimbursed when it is deemed necessary for the working conditions of the employee.

Noon meal reimbursements cannot be claimed on a one-day trip. When reimbursements for meals for one-day travel exceed two hundred dollars (\$200) per employee in any one (1) year (December 1 through November 30), the entire amount of such reimbursements will be considered taxable income.

The reimbursements will be added to the employee's gross wages and payroll taxes will be withheld accordingly.

Whenever a meal is provided by a lodging facility or as part of a conference/official function/event that a claim for purchasing another meal and seeking reimbursement from College funds is not allowed. The cost of these meals are technically included in the billing for room charges and/or registration fees. As such, duplicate claims for a meal are not allowed unless properly supported by documentation detailing why a replacement meal is required. Please check with the Accounting Office (Hahn 303, ext. 7222/7089) for clarification for specific situations.

Reimbursement may be claimed for the following miscellaneous travel expenses providing such expenditures were necessary for conducting College business. Please note that receipts are not required for these expenses but additional explanation may be requested:

- Vending machine meal purchases and other meals less than \$4.99
- Baggage Handling
- Tolls & Parking Fees
- Telephone Calls and Internet Fees for business purposes
- Ground transportation to and from terminals only
- Admission to events for recruiting/scouting purposes

Employees using personal vehicles have primary coverage for damages to their vehicles by their own insurance, with the state's policy providing excess liability coverage under certain circumstances. However, the state's policy will not provide any coverage for damage to the employee's personal vehicle. The College will reimburse the shorter of home to destination or headquarter city (typically Wayne) to destination. The College will not reimburse employees for commuting miles. WSC will reimburse Privately Owned Vehicle (POV) mileage in accordance with mileage reimbursement rates established by the Nebraska Department of Administrative Services, which can be accessed online at http://das.nebraska.gov/accounting/manual/account_manual.html#t7. Note that there are different rates depending on the type of vehicle used (i.e. car, motorcycle, etc.). Please note that if mileage exceeds 110% of the normal mileage between the beginning point and destination; additional information may be requested substantiating mileage. Employees may not be reimbursed for in-town travel or gasoline purchases in lieu of mileage.

All employees driving on College business must have a valid driver's license. Reimbursement to the employee will be made only for the most cost effective method of travel. The method of travel should reflect the greatest advantage to the College in terms of time management, employee productivity and cost efficiency. Example: If airline travel (ticket, parking, transportation to/from airport) is six hundred dollars (\$600) and mileage reimbursement is six hundred fifty dollars (\$650); the maximum amount of reimbursement will be six hundred dollars (\$600) regardless of the travel method. Expenses are allowed for travel by aircraft, rental vehicle, train, bus, and ground transportation to and from terminals only.

Rental cars-The State of Nebraska automobile insurance policy provides physical damage insurance to rental cars. When renting a car, decline this coverage, as WSC 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 and/or the cost of other transportation such as a taxi or shuttle is more than the cost of the rental car).

Other transportation, if necessary, should be obtained based on the most effective means. It may not be necessary for business purposes to obtain a rental car; when sufficient public transportation is available or a shuttle from the airport is less costly than a taxi.

Travel – Students

If an employee is traveling with students, several important notes follow.

For a field trip or off-campus activity, a liability waiver form must be completed by students and filed with Student Financial Services (Hahn 104, ext. 7229). Trip waiver forms will be maintained as follows: student athlete waiver forms by the Assistant Athletic Director for Business Management (Recreation Center 206F, ext. 7183); student club/organization waiver forms by the Student Activities Office (Student Center 154, ext. 7322); and student academic waiver forms by the Vice President for Academic Affairs Office (Hahn 204, ext. 7208). Single Trip or Blanket Waiver forms are available at G://wscdocuments_and_forms; Student_Financial_Services.

All students traveling must complete a pre-authorized Travel Request Authorization.

Students, with a sponsor, participating in a field trip or activity, may temporarily be authorized to drive on a per-use basis. Students driving on College business must have a valid driver's license, and must have completed the Defensive Driving Course. A copy of the student's driver's license must be on file in the Human Resources/Payroll Office (Hahn 220, ext. 7403) prior to departure. No student will be allowed to drive a full-size state van except as approved by the Vice President Administration and Finance (Hahn 201, ext. 7220).

Students are to utilize official team transportation only for athletic team travel.