

EMPLOYEE HANDBOOK



PERU STATE COLLEGE

Effective August 2021

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I. INTRODUCTION

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

Peru State College is one of three State Colleges. The Board of Trustees of the Nebraska State Colleges develops policies and procedures for all State College employees. Please refer to the Nebraska State College System Policy Manual for more detailed information. The Board Policies are available online at <https://www.nscs.edu/policy-manual>. This site is searchable. Other College operating policies and procedures may exist in individual departments.

Collective bargaining agreements with certain employee groups also include provisions affecting terms and conditions of employment by unit members. Collective bargaining agreements for faculty (SCEA), professional staff (NSCPA) and support staff (NAPE/AFSCME) may be found online at <https://www.nscs.edu/information-for/employees/negotiated-agreements> or in the office of the Director of Human Resources (Administration Building, Room 312, 402-872-2230).

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

Mission Statement

Peru State College provides students of all backgrounds access to engaging educational experiences to strengthen and enrich communities, Nebraska and the world.

II. ADMINISTRATION

Board of Trustees of the Nebraska State Colleges

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

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

Board Members

Jess Zeiss - Chair
John Chaney - Vice Chair
Gary Bieganski
Bob Engles
Carter "Cap" Peterson
Marjean Terrell
Matt Blomstedt- Commissioner of Education

College Administration

Dr. Michael Evans	President
Dr. Tim Borchers	Vice President for Academic Affairs (VPAA)
Ms. Debbie White	Vice President for Administration and Finance (VPAF)
Dr. Jesse Dorman	Vice President for Enrollment Management and Student Affairs (VPEMSA)
Dr. Amber Mahan	Dean, School of Professional Studies
Dr. Paul Hinrichs	Dean, School of Arts and Sciences
Dr. Dwayne Chism	Dean, School of Education
Dr. Gregory Seay	Dean, Graduate Programs

III. GENERAL INFORMATION

ACCIDENTS

Personal Injury

In case of any accident, including an accident with personal injury, Peru State College Security (Campus Services Building, Room 228, 402-872-2411) should be contacted as soon as possible and an “Incident/Accident” Report must be completed. Security should assist in seeking appropriate medical attention.

State Vehicles

In case of any accident involving a state vehicle, the Vice President for Administration and Finance must be notified immediately.

ALL CAMPUS NOTIFICATIONS

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

BOOKSTORE

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

CAMPUS CLOSURES – CLASS CANCELLATIONS

Personnel Instructions Regarding Inclement Weather - Class Cancellations

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

Personnel Instructions Regarding Campus Closures

- Employees who are currently **scheduled** to work during hours the campus is closed will not be required to use vacation or other paid leave time to cover this absence from work. The leave is categorized as paid, administrative leave.

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

CAMPUS OFFICE HOURS

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

CAMPUS SECURITY AND LAW ENFORCEMENT

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

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

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

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

CLEAN AIR

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

In compliance with the Nebraska Clean Indoor Air Act, smoking is prohibited in all campus facilities including, but not limited to, all administrative buildings, all educational buildings, outdoor facilities, and all residence halls. Smoking is not permitted within a fifty (50) foot perimeter of TJ Majors or in sight of outdoor play areas in compliance with the Child Care Smoking Policy. The use of any smoking device, including, but not limited to, E-Cigarettes, vaping, hookahs, and juuling is prohibited in all campus facilities, including, but not limited to, all administrative buildings, all educational buildings, outdoor facilities, and all residence halls due to fire alarm sensitivity.

To provide a safe and healthy environment for working and learning, Peru State College restricts smoking on campus to designated outdoor smoking areas. Smoking is only permitted within ten (10) feet of designated waste receptacles which are located on the Smoking and Tobacco Use Policy Map on our website in locations labeled designated for smoking.

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

COPIERS

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

DAY CARE SERVICES

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

DIRECTORY

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

EMERGENCY NOTIFICATIONS

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

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

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

FAX MACHINES

State College facsimile machines are intended to be used to send or receive State College related business messages. Employees wishing to send or receive personal messages are encouraged to use commercial facilities available for such purposes. If commercial facilities are not available, the cost for sending a personal fax is \$1 per page and the cost of receiving a personal fax is \$1 per page to be paid directly to the One Stop Office (CATS building, 402-872-2228).

FITNESS CENTER FACILITIES

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

FOOD AND NON-TRAVEL MEALS

On-Campus Meals and Refreshments

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

Food and refreshments for employees for a business meeting may be acceptable. Prior authorization from the President is required and should be attached to the invoice and scanned to the O drive (O:/datastore/invoices) for payment.

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

FOOD SERVICE

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

FURNITURE AND EQUIPMENT

All College assets are property of the State of Nebraska. If an office plans to purchase, transfer to another department, or dispose of furniture and/or equipment, contact the Accounting Office (Administration Building, Room 204, 402-872-2361) in advance for information on appropriate procedures. Please note the proceeds from the sale of a state asset do not return to any specific department, and the transfer of a state asset does not generate either a charge or credit to any College department.

GIFTS OR BEQUESTS TO PERU STATE OR THE PSC FOUNDATION

Peru State and the Peru State College Foundation (AV Larson, Room 120, 402-872-2304) appreciate donations of gifts or bequests which are beneficial to the role and mission of the College and its Foundation. The College 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. Policy 6025 can be found at: <https://www.nscs.edu/policy-manual?keyword=6025&category=&Search=Search>.

KEYS

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

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

Keys shall only be used for work purposes and will not be loaned or transferred to others who are not authorized by the College to use the keys. Inappropriate use of keys may result in disciplinary or legal action. Peru State College keys may not be duplicated. Please report lost or stolen keys immediately to the Security Office (Campus Services Building, Room 228, 402-872-2411). College employees requesting campus keys shall complete an online key request form.

Key cards will remain on file with Security. When employees terminate employment, they will submit all Peru State keys to Security and have their cards appropriately marked for the returned keys. Employees receiving/returning keys will sign individually for each key received. If keys are not returned to the Security Office at the time of termination of employment, the following fees will be deducted from the employee's final pay:

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

MAIL SERVICES

The College mail room is in the Campus Services Building, Room 231, 402-872-2257. Mail is delivered and distributed to the boxes only during regular working hours. Outgoing mail must be in the College mail room by 2:00 p.m. Monday through Friday. NOTE: Times are subject to change based upon the US Postal Service. All College outgoing mail should be identified with the office or department notation so that proper charge-backs can be made. Mail for on-campus distribution, may be deposited at the mail room, or in any academic office on campus. Any international mail must be separated from any other outgoing mail. Bulk mailing can be coordinated with the College Mail Room. Mail services are for College business only. Personal employee mail should not be sent to the College address and should not be routed through the College mail room.

NEBRASKA STATE EMPLOYEES CREDIT UNION

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

OFFICE SUPPLIES

This policy follows the regulations, policies and procedures set forth by the Nebraska Legislature for the purchase of items that may be of a personal nature for agencies of the State of Nebraska. Please note that other sources of funds, such as Revenue Bond, Student Activity Fee, Peru State College Foundation and/or Grant funds may, at times, be used to purchase some of the items listed below for a specific student activity or event, if approved in advance by the funding source. The Peru State College Accounting Office (Administration Building, Room 204, 402-872-2361) can serve as a resource to give advice prior to purchasing.

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

***Ornamental items –**

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

***Personal items –**

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

***Appliances/electronics –**

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

***Decorations/stationery-**

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

***Cooking/food items-**

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

No gifts may be purchased.

OPEN FLAME AND HAZARD PROHIBITIONS

Open flames are prohibited within College 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 (1) week in advance of an event to the Security Office (Campus Services Building, Room 228, 402-872-2411).

PARKING AND VEHICLE REGISTRATION

Employees are to carefully observe the parking regulations for College parking lots and streets. Peru State is not responsible for damages or losses due to theft, or for personal liability for employees'

vehicles or the contents therein. Employees must purchase a parking permit from the Security Office (Campus Services Building, Room 228, 402-872-2411) by completing an online parking permit form in order to park in tag-designated parking lots on campus. Employees not following the parking regulations will be subject to parking tickets and applicable fines.

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

PHOTOGRAPHS AND VIDEO

Faculty and staff are advised that the Marketing and Communications Department takes photographs and video throughout the year. These photographs and video often include students in classrooms, study areas, residence halls, and at athletic events and other College activities.

The College reserves the right to use these photographs and video as a part of its publicity and marketing efforts. Employment at the College constitutes consent to the inclusion/publication of one's name, photo, image, voice and likeness in College publications, including print, broadcast or electronic media, or for publicity, commercial or marketing purposes without compensation.

RECORDS MANAGEMENT

The Records Management Division for the State of Nebraska maintains the records management schedules that apply to Peru State College. Disposition schedules for specific records are available online at: http://www.sos.ne.gov/records-management/retention_schedules.html.

SPECIAL ACTIVITIES

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

SPIRIT SHOP

The Cat Cave is operated by Mertz Inc. They are located in the Student Center, with a game day location in the Oak Bowl. Hours of operation are 10:00 a.m. to 4:00 p.m. Monday through Friday. College employees will receive a 15% discount on purchases by showing their college id card.

TAX EXEMPT NUMBER

Use of the Peru State College tax exempt number is limited to those transactions that are in full compliance with applicable state/federal regulations and Board/College policies. The transactions must also be processed in full through the College's accounting system. Contact the Accounting Department – Accounts Payable (Administration Building, Room 204, 402-872-2362) to obtain a Form 13 Nebraska Resale or Exempt Sale Certificate.

TELEPHONE USE

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

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

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

- Under NSCS Board Policy 7025, College phones are for communications related to College business and are not to be used for personal calls. Board Policy 7025 can be found at <https://www.nscs.edu/policy-manual?keyword=7025&category=&Search=Search>

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

VOLUNTEERS

Volunteer service is regulated by Board Policy 5025. Volunteers must be officially approved and a Volunteer Service Agreement form must be completed in advance. Notice of approval from Human Resources must be received before any volunteer services are performed. Board Policy 5025 can be found at <https://www.nscs.edu/policy-manual?keyword=5025&category=&Search=Search>.

WEAPONS - EXPLOSIVES

PSC prohibits all persons who enter College property from carrying or possessing a 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 Peru State property or at College activities.

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

IV. EMPLOYMENT

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

Any employee may request a reasonable accommodation when there is a workplace barrier that is preventing him/her, due to a disability, from effectively performing a job, or gaining equal access to a benefit of employment.

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

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

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 Peru State students and employees who need to express breast milk and/or breastfeed while on campus. It is located in the College Library. For reservations and available hours, please contact the Library at 402-872-2311 or x2311 from a campus phone. A clean, secure and private room is available which includes comfortable seating, electrical outlets near chairs, a microwave for sterilizing, a sink with hot and cold water and a refrigerator to store breast milk while on campus.

ADDRESS AND PHONE NUMBER

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

ATTENDANCE

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

All non-exempt employees as defined by the Fair Labor Standards Act (FLSA) are required to submit a Monthly Work/Leave Report indicating time worked and personal absences. All exempt employees as defined by the Fair Labor Standards Act (FLSA) are required to submit monthly time certifications acknowledging that they have worked their assigned schedule or have been on approved leave. Employees must complete their leave request using Employee Self Service (Firefly) at least five (5) days prior to the planned absence. If it is not a planned absence, the leave request should be made as soon as possible.

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

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

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

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

- If the faculty member is unable to fulfill all assigned teaching obligations for the day, the faculty member will be charged eight (8) hours of sick leave for the day.
- If the faculty member is only able to fulfill part of the assigned teaching obligations for the day, the faculty member will be charged four (4) hours of sick leave for the day.
- If the faculty member is able to perform all assigned teaching obligations but not established office hours and/or required meetings, four (4) hours of sick leave will be charged for that day.

The same calculation procedure will be used for other types of leave.

CELL PHONES

Employees utilizing a personal cell phone for work purposes may qualify for a cell phone stipend as identified in Board Policy 7026. All phone records (phone calls, emails, text messages) are subject to public records requests when using a College owned cell phone. Phone records may be subject to public records requests when using a personally owned cell phone for conducting College business regardless of whether an employee receives a cellular services stipend or not. Please contact Human Resources (Administration Building, Room 312, 402-872-2230) for additional information and refer to Board Policy 7026. Board Policy 7026 can be found at <https://www.nscs.edu/policy-manual?keyword=7026&category=&Search=Search>

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

CLOTHING PURCHASES

College and related third-party (i.e. Foundation or vendor) funds should only be used to purchase employee clothing if the clothing is a required uniform (i.e. everyone must wear for an event or to report to work). All required uniforms must be documented and approved through the Vice President for Administration and Finance (Administration Building, Room 313, 402-872-2224). Unless the “clothing” qualifies as specialized equipment (i.e. safety equipment such as safety goggles, steel toe boots, reflective gear, etc. that cannot be normally worn outside of work,) it is considered taxable income and must be included in the employee’s W-2 form. Specialized equipment, excluding security uniforms, may not be removed from the work site and each department will maintain an inventory checklist of these items accounting for them each time they are checked in and out for use. Human Resources (Administration Building, Room 312, 402-872-2230) must be advised of clothing purchases in order to assure that W-2 forms accurately reflect such taxable income.

CONFIDENTIALITY

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

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

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

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

See Board Policy 3650 for more details regarding Student Records and FERPA. Board Policy 3650 can be found at <https://www.nscs.edu/policy-manual?keyword=3650&category=&Search=Search>.

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. Board Policy 5002 can be found at <https://www.nscs.edu/policy-manual?keyword=5002&category=&Search=Search>.

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. Board Policy 5019 can be found at <https://www.nscs.edu/policy-manual?keyword=5019&category=&Search=Search>.

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: easpecialist@continuum.com

CRIMINAL CONVICTION REPORTING

All College employees are required to report to the Director of Human Resources (Administration Building, Room 312, 402-872-2230) if they are convicted of a criminal misdemeanor or felony offense or subject to a restraining order no later than five (5) days after such conviction or order. Refer to Board Policy 5040 for more details. Board Policy 5040 can be found at <https://www.nscs.edu/policy-manual?keyword=5040&category=&Search=Search>.

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 (Administration Building, Room 312, 402-872-2230) if their license is revoked, suspended or lapses within five (5) days.

Employees must also report to Human Resources (Administration Building, Room 312, 402-872-2230) within five (5) days of any criminal drug or alcohol statutory citation, arrest or conviction. See Board Policies 5006 and 5009 for more information. Board Policy 5006 can be found at <https://www.nscs.edu/policy-manual?keyword=5006&category=&Search=Search>. Board Policy 5009 can be found at <https://www.nscs.edu/policy-manual?keyword=5009&category=&Search=Search>.

DEFENSIVE DRIVING COURSE

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

DRESS CODE

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

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

- no jeans, except when designated by the administration
- no plain or pocket t-shirts
- no shorts or cutoffs
- no athletic wear
- no sweatpants or other exercise wear
- no flip-flops or bedroom slippers
- no tank tops, halter tops, or midriff length tops
- no beach wear
- no clothing or accessories that promote a commercial enterprise or a PSC competitor

On days when it is appropriate, clothing bearing Peru State's name or logo may be worn, but clothing bearing the name or logo of other colleges or universities is prohibited.

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

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

DRUG-FREE WORKPLACE

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

- Faculty Employees - Board Policies 5006 and 5009 and 2021-2023 NSCS-SCEA Bargaining Agreement Article 17.
- Professional Staff Employees - Board Policies 5006 and 5009 and 2019-21 NSCS-NSCPA Bargaining Agreement Article 18.
- Support Staff Employees - Board Policies 5006 and 5009 and 2021-2023 NSCS-NAPE/AFSCME Bargaining Agreement Article 23.

EMPLOYEE CREDENTIALS

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

EQUAL OPPORTUNITY

Peru State College is an equal opportunity institution. Peru State College 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. Colleges receiving federal funding, like PSC, are required by Title IX of the Education Amendments of 1972 and 34 CFR Part 106 to not discriminate on the basis of sex in their educational programs or activities, including admission and employment. Inquiries about the application of Title IX or 34 CFR Part 106 may be referred to the College's Title IX Coordinator or to the Assistant Secretary of the U.S. Department of Education, Office for Civil Rights, who can be contacted at 1-800-421-3481 and ocr@ed.gov.

The Board of Trustees of the Nebraska State Colleges is committed to providing an environment in which all students who participate in Peru State programs and activities can work together in an atmosphere free from unlawful discrimination, including harassment, and/or Sexual Harassment. The College will take appropriate action to prevent, correct, and discipline behavior that is found to violate Board policies and principles of equal opportunity and access.

The College has designated the individual below to coordinate the College's non-discrimination 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 and reports regarding discrimination or harassment may be directed to the Compliance Coordinator. Reports or inquiries regarding Title IX

Sexual Harassment or Sex Discrimination may be directed to the Title IX Coordinator. Any person may report Sex Discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute Sex Discrimination or Sexual Harassment) in person, by mail, by telephone, by email, or any other means that results in the Title IX Coordinator receiving the person's written or verbal report. A report can be made at any time.

Ms. Eulanda Cade
Compliance Coordinator & Title IX Coordinator
Peru State College
Administration Building, Room 312
PO Box 10, 600 Hoyt Street
Peru, NE 68421-0010
(402) 872-2230
ecade@peru.edu

Board Policy 3020 sets forth Peru State College's Grievance Policy and Procedures for addressing Sexual Harassment, including what students should do if they have been victims of Sexual Harassment, how a student, or others reporting on behalf of a student, may report or file a formal complaint of Sexual Harassment, and how the College will respond.

Sexual Harassment is prohibited by law and by Board Policy and the College will not tolerate it in any form, including, but not limited to, Quid Pro Quo Harassment; Severe, Pervasive, and Objectively Offensive Unwelcome Conduct; Sexual Assault; Stalking; Dating Violence; and, Domestic Violence. A student alleged to have committed Sexual Harassment can be disciplined under the Code of Student Conduct and or prosecuted under Nebraska criminal statutes. 3020 can be found at: Board Policy 3020 can be found at: <https://www.nscs.edu/policy-manual?keyword=3020&category=&Search=Search>

Board Policy 3021 prohibits unlawful discrimination 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/policy-manual?keyword=3021&category=&Search=Search>

Board Policy 5007 prohibits unlawful discrimination of employees, job applicants, or visitors by employees or students based on race, color, religion, sex, sexual orientation, gender identity, disability, age, marital-status, national origin and any other categories protected by federal, state, or local law. Additional Board Policies and Collective Bargaining Agreements, also apply to employees alleged to have committed unlawful discrimination or harassment. Board Policy 5007 can be found at: <https://www.nscs.edu/policy-manual?keyword=5007&category=&Search=Search>

Board Policy 5011 sets forth PSC's Grievance Policy and Procedures for addressing Sexual Harassment, including what employees should do if they have been victims of Sexual Harassment, how an employee, or others reporting on behalf of an employee, may report or file a formal complaint of Sexual Harassment, and how PSC will respond. An employee alleged to have committed Sexual Harassment can be disciplined and/or prosecuted under Nebraska criminal statutes. Additional Board Policies and Collective Bargaining Agreements, also apply to employees alleged to have committed

Sexual Harassment. Board Policy 5011 can be found at: <https://www.nscs.edu/policy-manual?keyword=5011&category=&Search=Search>

FACULTY- ACADEMIC RESPONSIBILITY

The Board of Trustees Board policy statement regarding academic responsibilities for faculty employees can be found in Board Policy 4651. Board Policy 4651 can be found at <https://www.nscs.edu/policy-manual?keyword=4651&category=&Search=Search>.

FAMILY/FRIENDS IN THE WORKPLACE

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

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 2021-2023 NSCS-SCEA Bargaining Agreement Article 9.
- Professional Staff Employees - Board Policy 5103 and 2019-21 NSCS-NSCPA Bargaining Agreement Article 11.
- Support Staff Employees - Board Policy 5104 and 2021-2023 NSCS-NAPE/AFSCME Bargaining Agreement Article 15.

Board Policy 5102 can be found at <https://www.nscs.edu/policy-manual?keyword=5102&category=&Search=Search>.

Board Policy 5103 can be found at <https://www.nscs.edu/policy-manual?keyword=5103&category=&Search=Search>.

Board Policy 5104 can be found at <https://www.nscs.edu/policy-manual?keyword=5104&category=&Search=Search>.

IDENTIFICATION CARD

New employees must go to the Student Life Office (402-872-2246) located on the upper floor of the Student Center, Room 121 to receive their Peru State College Identification Card. Cards can be replaced

if lost or stolen for a fifteen dollar (\$15.00) charge. New employees are encouraged to bring their NUID number with them to complete this process.

INJURIES OR ILLNESS

During the academic year, the Health Center is staffed Monday through Thursday for four (4) hours per day, and can be reached at Al Wheeler Activity Center, Room 216, 402-872-2229. The Health Center is staffed Monday, Wednesday, and Thursday 9am – 2pm and Tuesday 11am -4pm. In case of an emergency, call 911. 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, seek medical attention, if necessary, and then contact the Assistant Director-Human Resources (Administration Building, Room 316, 402-872-2280), who will provide the First Report of Alleged Occupational Injury or Illness form.

LEAVING EMPLOYMENT

Employees resigning or retiring from employment should submit their written notice of resignation to Human Resources (Administration Building, Room 312, 402-872-2230) 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 belongings 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.

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 a paid moving bill receipt; moving companies cannot be paid directly by the College. Moving expense payments are taxable income to the employee.

PAYMENTS TO EMPLOYEES

Employees will be reimbursed for authorized non-travel business expenditures made on behalf of the College through Concur.

Payments to employees for services rendered outside of the scope of their current duties and/or job description are made only through Human Resources (Administration Building, Room 312, 402-872-2230). These payments must be authorized by the written approval of the appropriate Vice President or the President. In regard to College purchases from employees or employee family members; please refer to Board Policy 5002 which outlines the policy regarding Conflict of Interest for State College employees. Board Policy 5002 can be found at: <https://www.nscs.edu/policy-manual?keyword=5002&category=&Search=Search>

Employees will be paid for unused, accumulated vacation leave (up to two hundred eighty [280] hours maximum) and unused, accumulated compensatory leave at the time the employee leaves employment. Vacation leave will be pro-rated for partial month. Employees must be at work their last day of employment unless there is a serious health condition that prevents this.

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

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>). 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 and Medicare Taxes
- Federal Income Tax Withholding
- Nebraska State Income Tax Withholding
- Health & 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
- Flexible Spending Account – Health and/or Dependent Care
- Vision Insurance
- Supplemental Retirement Annuity (SRA)
- PSC Foundation Contributions
- Union Dues
- Community Health Charities of Nebraska

For additional information about payroll and benefits, please contact Human Resources (Administration Building, Room 312, 402-872-2230).

PETS IN THE WORKPLACE

Pets are not allowed in buildings at Peru State 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.

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.”

Board Policy 5005 can be found at <https://www.nscs.edu/policy-manual?keyword=5005&category&Search=Search>.

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 Peru State College. Failure to comply with these directions may result in disciplinary action.

STATE PURCHASING CARD

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

TRAVEL

Guidelines related to travel are available in the NSCS Travel Manual located at https://www.nscs.edu/_resources/e30d:qmfjsj-1q4/files/76780358z48ccc0f9/_fn/2021-01-01_NSCS%20Travel%20Manual.pdf

WORK RULES AND DISCIPLINARY ACTION

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

- Faculty Employees - Board Policy 5102 and 2021-2023 NSCS-SCEA Bargaining Agreement Article 16.
- Professional Staff Employees - Board Policies 5103 and 2019-21 NSCS-NSCPA Bargaining Agreement Article 16.
- Support Staff Employees - Board Policy 5104 and 2021-2023 NSCS-NAPE/AFSCME Bargaining Agreement Article 11.

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

- A. Violation of, or failure to comply with, published rules, regulations, policies or procedures of the employing College or the Board of Trustees, or applicable state statutes.

- B. Failure or refusal to comply with a lawful order or to accept a proper assignment from an authorized supervisor.
- C. Inefficiency, incompetence or negligence in the performance of duties.
- D. Inability to perform the essential functions of one's position with or without reasonable accommodation. **(Note: The College remains obligated to provide reasonable accommodations as required by state and federal law including, but not limited to, the Americans with Disabilities Act.)**
- E. Unlawful manufacture, distribution, dispensing, sale, possession or use of a controlled substance or alcoholic beverage in the work place or reporting for duty under the influence of alcohol and/or unlawful drugs.
- F. Refusal to submit to drug testing; attempting to contaminate test specimens or otherwise interfering with drug or alcohol testing procedures. **(Note: refer to Board Policy 5009 for "Guidelines for Reasonable Cause Drug and Alcohol Testing.")**
- G. Negligent or improper use of state property, equipment, or funds, or conversion of same to one's own use.
- H. Falsification, fraud or omission of required information on the employment application/resume.
- I. Unauthorized, improper use or abuse of any type of leave, meal or rest period.
- J. Repeated tardiness or unauthorized leave, including unauthorized departure from work area.
- K. Failure to maintain satisfactory working relationships with the public or other employees.
- L. Failure to obtain and maintain a current license or certification required by law or campus standards as a condition of employment.
- M. Conviction of a job-related criminal offense.
- N. Insubordinate acts or language which seriously hampers the College's or department's ability to control, manage or function.
- O. Work place harassment based, in whole or in part, on race, color, sex, sexual orientation, gender identity, religion, age, disability or national origin, which manifests itself in the form of comments, jokes, printed material and/or unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.
- P. Possession of materials and/or the utterance of comments in the work place that are derogatory towards a group or individual based upon race, gender, color, religion, disability, age or national origin.
- Q. Any action or behavior that negatively reflects upon the College, damages the College's reputation or standing in the community or otherwise creates an environment in which an employee cannot effectively perform his or her job duties.

WORKING WITH MINOR CHILDREN

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

Employees who are aware of abuse or neglect of a minor child occurring on campus or in conjunction with any College activity or event, must report the matter to the College administration (President, Vice Presidents, Human Resources Director [Administration Building, Room 312, 402-872-2230] or Title IX Coordinator) as quickly as possible.

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