



# Employee Handbook

EFFECTIVE AUGUST 2023

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## **I. INTRODUCTION**

This handbook was prepared to provide basic orientation and employment information. This handbook is the property of Chadron State College (CSC) and the College reserves the right to amend this handbook at any time. All employees will have access to this handbook through the CSC website. <https://www.csc.edu/hr/policies--information/>

CSC 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.

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 <https://www.csc.edu/hr/policies--information/>.

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**

Chadron State College delivers experiences that foster knowledgeable and engaged leaders and citizens to enrich the High Plains region and beyond.

### **Vision Statement**

Chadron State College aspires to continue as a learner centered institution. We are committed to students through our focus on continuous improvement and excellence in teaching, applied scholarship, and service.

## **II. ADMINISTRATION**

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

CSC 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.

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

#### **Board Members**

John Chaney - Chair

Bob Engles - Vice Chair

Danny Reynaga

Jess Zeiss

Carter 'Cap' Peterson

Marjean Terrell

Commissioner of Education, Brian Maher

### **CSC Administration**

Dr. Ron K. Patterson	President
Dr. James Powell	Vice President of Academic Affairs
Ms. Kari Gaswick	Vice President of Administration & Finance
Dr. Tami Selby	Vice President for Enrollment Management
Dr. Ryan Morgan	Dean
Dr. James Margetts	Dean
Dr. Grant Sasse	Interim Dean

### **Organizational Chart**

The current CSC organizational chart can be accessed online <https://www.csc.edu/hr/policies--information/>.

## **III. GENERAL INFORMATION**

### **Administrative Office Hours**

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

### **Campus Clean Air**

Smoking is prohibited in campus facilities and vehicles except as designated below. Smoking on the grounds of CSC is allowed as long as such use is not within close proximity (defined as within 10 feet) of any facility entrance or work site, unless other restrictions prevail. Signage reflecting this policy and smoking product waste receptacle placement will be the responsibility of the CSC Department of Physical Facilities (432-6225, Physical Facilities, Room 115). Noncompliance with these provisions will be handled in accordance with existing employee and student disciplinary policies. Please refer to Campus Clean Air information located at: <https://app.policyiq.com/ChadronStateCollege/Content/View/3430?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>.

Smoking is defined as the inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. Smoking includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form. Cigarette butts, packaging, chew containers, chew bottles and other tobacco debris must be disposed of properly in appropriate waste receptacles.

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

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

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

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

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

### **Child Development Center**

The services of the licensed childcare center 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 two (2) through twelve (12) years of age. It is located in the Burkhiser Technology Complex, Room 212, 432-6379.

### **Directory**

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

### **Emergency Notifications**

The Department of College Relations will send emergency text messages to notify employees and students of campus closures, emergency situations or dangerous weather scenarios. The College will also notify employees and students through email. For directions on how to ensure your information is up to date and correct, please go to <https://www.csc.edu/alert/>.

### **Food Service**

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

### **Gifts, Bequests and Endowments**

CSC and the Chadron State Foundation encourage the donation of gifts or bequests which are beneficial to the role and mission of CSC and its Foundation. CSC 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 College Foundation at the discretion of the Board of Trustees. The President may accept donations according to Board Policy 6705. Other College employees are not authorized to accept donations on behalf of the College or Foundation. The Foundation coordinates the annual campaign for the Chadron community and CSC and will contact employees to request pledges. Please contact the Foundation at 432-6366 located in Sparks Hall, Room 202 for more information. Please refer to Gifts, Bequests, and Endowments information located at: <https://app.policyiq.com/ChadronStateCollege/Content/View/3449?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>. Policy 6705 can be found at: <https://www.nscs.edu/policy-manual>.

### **Keys**

Keys to buildings, offices, or other College facilities are requested by an employee's immediate supervisor, and approved by the Building Manager, and/or appropriate Vice President. Employees must complete a Key Request Form to obtain keys. All keys must be returned to the Maintenance Building prior to the Exit process with Human Resources. All keys must be returned upon termination of employment or sooner and, if requested by CSC. If keys are not returned to CSC, a specified amount will be deducted from the final paycheck.

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

Please report lost or stolen keys immediately to your immediate supervisor and Human Resources (432-6224, Sparks Hall, Room 122). Employees may be responsible for any expenses related with the issuance of replacement keys.

### **Mail Services**

Mail service is provided for all departments at the College. The College Mail Room is located in Room 107 of the Maintenance Services Building (432-6063). Both on-campus and U.S. mail is processed through this department. Delivery of U.S. mail and on-campus mail begins at 10:00 a.m., and package delivery begins at 12:00 p.m. Noon. Mail may be dropped off and picked up in each building's mailroom. In order to guarantee that mail is delivered to the U.S. Post Office by 1:30 p.m. daily, outgoing mail prepared after the 10:00 am pickup must be delivered to the Mail Room no later than 1:00 p.m. The appropriate budget code should be placed in the upper left-hand corner of each envelope or package before it is picked up by Mail Room personnel.

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

### **Open Flame and Hazard Prohibitions**

Open flames are prohibited within CSC 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 Vice President for Administration and Finance, (432-6202, Sparks Hall, Room 226). Please refer to Open Flame and Hazard Prohibitions information located at: <https://app.policyiq.com/ChadronStateCollege/Content/View/3487?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>.

### **Parking**

Employees are to carefully observe the parking regulations for College parking lots and streets. CSC is not responsible for damages or losses due to theft, or for personal liability for employees' vehicles or the contents therein. Employees must purchase a parking tag from the Business Office, (432-6241, Crites Hall, Room 115), 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.csc.edu/businessoffice/parking-information/> or contact the Parking & Safety Office at 432-6490, Sparks Hall, Room 113.

### **Photographs and Videos**

Faculty and staff are advised that the Department of College Relations, as well as the Sports Information Office, take 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 for CSC. Please review schedules 66 and 124. Disposition schedules and guidelines for specific records are available on line at: <https://sos.nebraska.gov/records-management/records-retention-and-disposition-schedules-state-govt>.

### **Recreation Facilities**

Recreation facilities are available for use at no charge during non-work time and when designated for staff and/or general public use. Employee identification cards are required. All other family members and general

public (if allowed by the College) utilizing fitness facilities will pay twenty-five dollars (\$25) for their initial ID card and twenty-five dollars (\$25) for a replacement card. No other fees are assessed for access to the fitness centers.

### **Special Activities**

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

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

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.

### **Telephone Services**

College 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.

To access the phone manuals online, refer to <https://www.csc.edu/technology/getting-started/phones/> Searchable phone directories are also available on the CSC website and the phone itself.

If there are technical difficulties, the need to move a phone, or request new phones, please contact the Information Technology Help Desk (432-6311) or [helpdesk@csc.edu](mailto:helpdesk@csc.edu). Accommodations for telephones for employees with hearing or speech impairment should be requested through the Director of Human Resources (Sparks Hall, Room 122, 432-6224).

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

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

### **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. Board Policy 5025 can be found at <https://www.nscs.edu/policy-manual>

### **Weapons and Explosives**

CSC prohibits all persons who enter College property from carrying or possessing prohibited weapons, *regardless of whether the person is licensed to carry the weapon or not*. Weapons include any instrument, article or substance designed, used or intended to be used to cause bodily harm or property damage. Weapons include, but are not limited to the following items: firearms, including rifles, shotguns, handguns, air rifles, paint ball guns, or imitation firearms that could be confused with actual firearms; ammunition used firearms; knives with a blade longer than four (4) inches; explosives (including fireworks); swords, nun



chucks, throwing stars and other martial arts weapons; bows and arrow of all types; tasers or stun guns. Only certified law enforcement officials employed or contracted by the College to provide security or policing services, or on duty licensed law enforcement officers of the city or state, are allowed to carry a weapon on College property. Concealed weapons are not permitted at the College, in buildings, on the grounds, on other CSC property or at CSC activities.

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

Exceptions to the possession of weapons include the following:

- Colleges may permit the use of a black powder cannon discharge at athletic events by trained individuals with approval of the President; and,
- Imitation weapons may be used for school instruction and for extracurricular events, if authorized by the President.

## **IV. EMPLOYMENT**

### **Absence Procedures**

#### **Faculty**

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.

#### **Professional & Support Staff**

Prior to submitting a leave request in Employee Self Service (ESS), employees should personally discuss their request for time off with their supervisor. See "Attendance" section below for more details.

### **Accommodations for Disabilities, Pregnancy, Childbirth, Breast-Feeding or Lactation**

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. CSC has set aside three rooms.

Room number 122 in Burkhiser Technology (BRK 122) to be available for breast-feeding/expressing breast milk. The room is available during Burkhiser building hours 6:30 a.m. – 10:00 p.m., Monday-Friday and is supplied with comfortable seating, electrical outlets and a refrigerator to store breast milk, while on campus. Employees may reserve time in the room utilizing the Outlook appointment *Scheduling Assistant* and request **Lactation Room – Burkhiser 122**. Requests for assistance with room scheduling should be directed to 432-6290.

Room number 010 in Crites Hall will be available for breast-feeding/expressing breast milk. The room is available during Crites building hours 7:30 a.m.-4:30 p.m., Monday-Friday and is supplied with comfortable seating, electrical outlets and a refrigerator to store breast milk, while on campus. Employees may reserve time in the room utilizing the Outlook appointment *Scheduling Assistant* and request **Lactation Room – Crites 010**. Requests for assistance with room scheduling should be directed to 432-7026.

Room number 034 in Math Science Center of Innovative Learning will be available for breast-feeding/expressing breast milk. The room is available during Math Science Center of Innovative Learning

building hours 7:30 a.m.-4:30 p.m., Monday-Friday and is supplied with comfortable seating, electrical outlets and a refrigerator to store breast milk, while on campus. Employees may reserve time in the room utilizing the Outlook appointment *Scheduling Assistant* and request **Lactation Room – Math Science COIL 034**. Requests for assistance with room scheduling should be directed to 432-6293.

Requests for employment accommodations should be directed to the Director of Human Resources (432-6224, Sparks Hall, Room 122). After a request for an accommodation has been made, the College administration will work with the employee to identify the workplace barriers and identify an appropriate reasonable accommodation. As part of the interactive communication process, the College may offer alternative suggestions for reasonable accommodations and discuss their effectiveness in removing the workplace barrier.

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

### **Address and Phone Number**

Employees are to keep the Human Resources Office (432-6224, Sparks Hall, Room 122) informed of their current address and phone number. Employees may also update this information as well as emergency contacts using Employee Self Service (ESS) on Firefly (<https://firefly.nebraska.edu>). ESS is also the location employees may sign-up to receive campus alert text messages by indicating "TEXT" in the type field and providing a number.

### **Attendance**

Regular attendance and punctuality contribute greatly to the effective operation of CSC. CSC 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 Fair Labor Standards Act (FLSA) exempt employee is required to submit a monthly workflow via SharePoint indicating that they have worked at least 40 hours or been on approved leave. FLSA non-exempt employees report time worked as well as absences on a Monthly Work/Leave report, unless the employee uses a time clock on a daily basis. Employees must complete their leave request using Employee Self Service (ESS) at least five (5) days prior to planned absences. 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.

### **Cell Phones**

Employees utilizing a personal cell phone for work purposes may qualify for a cell phone stipend as identified in Board Policy 5031. 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 (432-6224, Sparks Hall, Room 122) for additional information and refer to Board Policy 5031. Board Policy 5031 can be found at <https://www.nscs.edu/policy-manual>.

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 through the Vice President for Administration and Finance (432-6202, Sparks Hall, Room 226). 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 on 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 (432-6224, Sparks Hall, Room 122) 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 CSC students, employees, volunteers, vendors/contractors, alumni, as well as institutional financial records, must be maintained in a secure and confidential manner at all times. This also applies to confidential verbal information that is discussed during the daily operation of business. Only those items that are considered public information may be released.

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

### **Conflict of Interest**

No employee shall engage in any activity that conflicts or appears to conflict with his or her duties and responsibilities at a 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>.

### **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>.

### **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. Please contact Human Resources (432-6224, Sparks Hall, Room 122) for the web login credentials (user name and password) for accessing the full site.

- 1-800-755-7636 or 402-471-0186
- Email: [especialist@continuum.com](mailto:especialist@continuum.com)

### **Criminal Conviction Reporting**

All College employees are required to report to the Director of Human Resources (432- 6224, Sparks Hall, Room 122) 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>

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 (432-6224, Sparks Hall, Room 122) if their license is revoked, suspended or lapses within five (5) days.

Employees must also report to Human Resources (432-6224, Sparks Hall, Room 122) 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>

Board Policy 5009 can be found at: <https://www.nscs.edu/policy-manual>

### **Defensive Driving Course**

All employees driving on CSC-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 the Parking & Safety Office (432-6490, Sparks Hall, Room 113) 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 they are interacting with at all times. Supervisors may deem some work days appropriate for “business casual” days. This may include Fridays or days that they are working in unclean conditions. Shorts, flip flops, or sweat pants should typically not be worn in an office setting.

### **Drug-Free Workplace**

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

- Faculty - Board Policies 5006 and 5009 and 2023-2025 NSCS-SCEA Bargaining Agreement Article 17.

- Professional Staff - Board Policies 5006 and 5009 and 2023-2025 NSCS-NSCPA Bargaining Agreement Article 19.
- Support Staff - Board Policies 5006 and 5009 and 2023-2025 NSCS-NAPE/AFSCME Bargaining Agreement Article 23.

### **Employee Credentials**

The Human Resources Office (432-6224, Sparks Hall, Room 122) maintains a cumulative record of the training and experience of each employee. It is essential that employees have current official transcripts of all academic credits or other certifications earned forwarded to the Human Resources Office (432-6224, Sparks Hall, Room 122) for placement in their official personnel file.

### **Equal Opportunity**

CSC is an equal opportunity institution and does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, 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 CSC, 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](mailto: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 CSC programs and activities can work together in an atmosphere free from unlawful discrimination, including harassment, and/or sexual harassment. CSC 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 individuals indicated 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. Ameer Diers  
Director for Human Resources  
Chadron State College  
Sparks Hall, Room 122  
1000 Main Street  
Chadron, NE 69337  
308-432-6224

Morgan Cullan  
Title IX Coordinator  
Chadron State College  
Crites Hall, Room 341  
1000 Main Street  
Chadron, NE 69337  
308-430-0980

Board Policy 3020 sets forth CSC'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 to Sexual Harassment, and how CSC will respond.

Sexual Harassment is prohibited by law and by Board Policy and CSC 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. Board Policy 3020 can be found at: <https://www.nscs.edu/policy-manual>

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>

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>

Board Policy 5011 sets forth CSC'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 CSC 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>

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

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

Pets are not allowed in campus buildings at CSC. Employees and family members should not bring pets to campus, and will be asked to remove them immediately.

Animals used for disability accommodation purposes are not considered pets.



Please refer to Family-Friends-Pets in the Workplace information located at:  
<https://app.policyiq.com/ChadronStateCollege/Content/View/3445?Key=c320bad9-cae1-4820-bac1-ec7a3b6d69ba>

### **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 <https://nscs.integrareport.com/>. To access IntegraReport via phone, please call 1-855-858-3344. 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: <https://www.auditors.nebraska.gov>

### **Grievance Procedures**

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

- Faculty - Board Policy 5102 and 2023-2025 NSCS-SCEA Bargaining Agreement Article 9.
- Professional Staff - Board Policy 5103 and 2023-2025 NSCS-NSCPA Bargaining Agreement Article 12.
- Support Staff - Board Policy 5104 and 2023-2025 NSCS-NAPE/AFSCME Bargaining Agreement Article 15.

Board Policy 5102 can be found at: <https://www.nscs.edu/policy-manual>

Board Policy 5103 can be found at: <https://www.nscs.edu/policy-manual>

Board Policy 5104 can be found at: <https://www.nscs.edu/policy-manual>

### **Identification Card**

Employees must obtain a campus issued ID at the Information Technology Help Desk (432-6311) in the Library Main Floor. ID cards can be replaced if lost or stolen for a charge of twenty-five dollars (\$25). Card benefits, for benefits eligible employees, can be identified with Human Resources (432-6224, Sparks Hall, Room 122) but include admission to athletic and fine arts events, access to the NPAC, and use of the library. IDs will be returned to Human Resources upon the end of employment.

### **Inclement Weather/Campus Closure**

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

- Employees can use vacation time or the leave time can be made up within thirty (30) working days at the request of the employee, which request shall not unreasonably be denied. *For non-exempt employees- making up the inclement weather leave time is still subject to the FLSA 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.

Employees working at a different College location (North Platte), will close their office when the Community College President at that location announces the decision to close the College.

### **Injuries or Illness**

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

1. If the employee sustains a serious injury or illness that requires immediate medical attention, call 9-911. All on-the-job injuries/illnesses must be reported to the supervisor immediately or as soon as practicable after the injury.
2. Contact the Parking & Safety Office (432-6490, Sparks Hall, Room 113) for the appropriate worker's compensation forms which must be completed as soon as practicable.

### **Leaving Employment**

Employees resigning or retiring from employment should submit their written notice of resignation to Human Resources (Sparks Hall, Room 122) 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) and employees required to relocate to another geographic location for the benefit of the employer may be reimbursed for qualified relocation and moving expenses, if it is included within the initial contract/salary offer and approved in advance by the President. The employee will be reimbursed only upon provision of paid moving bill receipt; moving companies cannot be paid directly by the College. Moving expense payments are taxable income to the employee.

### **Out of Office Notifications**

To best serve students and the public, employees are encouraged to utilize out of office notification features available in the voicemail and email services during absences in the normal workweek, providing alternate contacts or approximate response times, as applicable. Supervisors may also designate an alternate leave approver via ESS.

### **Payments to Employees**

Employees will be reimbursed for authorized travel and non-travel expenses through Concur or the official travel system.

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 (432-6224, Sparks Hall, Room 122). 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>

Employees will be paid for unused, accumulated vacation leave (up to 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 on their last day of employment unless there is a serious health condition that prevents this.

For information regarding direct deposit please contact the Director of Human Resources (Sparks Hall, Room 122, 432-6224). 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 Accounts – Health and/or Dependent Care
- Vision Insurance
- Supplemental Retirement Annuity (SRA)
- Chadron State Foundation Contributions
- Union Dues

For additional information about payroll and benefits, please contact Human Resources (432-6224, Sparks Hall, Room 122).

### **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 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>

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 CSC. 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.

### **Technology Resources. Use of**

Use of CSC Technology Resources is a privilege that should be respected and used wisely. The Board of Trustees have developed policies. The policy may be found at [Microsoft Word - Policy 5008 \(nscs.edu\)](#)

## **Travel**

Guidelines related to travel are available in the NSCS Travel Manual located at <https://www.nscs.edu/information-for/employees>

## **Work Hours and Overtime**

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

- Faculty –2023-2025 NSCS-SCEA Bargaining Agreement Article 5
- Professional Staff –2023-2025 NSCS-NSCPA Bargaining Agreement Article 6 and Board Policy 5032
- Support Staff – 2023-2025 NSCS-NAPE/AFSCME Bargaining Agreement Article 7 and Board Policy 5032

## **Work Rules and Disciplinary Action**

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

- Faculty - Board Policy 5102 or 2023-2025 NSCS-SCEA Bargaining Agreement Article 16
- Professional Staff - Board Policy 5103 or 2023-2025 NSCS-NSCPA Bargaining Agreement Article 17
- Support Staff - Board Policy 5104 or 2023-2025 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 "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 omission and/or inappropriately tampering/altering any College record or report including, but not limited to, an employment application/resume, payroll related record, student record or financial record.
- 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 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. 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, Director for Human Resources 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.