

NEBRASKA

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DEPT. OF ADMINISTRATIVE SERVICES



Pete Ricketts, Governor

ADMINISTRATIVE
SERVICES

EMPLOYEE HANDBOOK



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AGENCY INFORMATION

OUR VISION, MISSION, AND CORE BELIEFS

Our Vision

Administrative Services is a proactive partner to help fulfill your mission.

Our Mission

To create government efficiencies and value through unified and agile shared services.

Our Core Beliefs

- We listen, our first answer is not “no”.
- We are easy to do business with.
- We treat everyone with respect, dignity, and always act ethically.
- We are customer focused.
- We are empowered to think and take initiative.
- We must continuously learn, including from our mistakes.

ABOUT THE DEPARTMENT OF ADMINISTRATIVE SERVICES

The Department of Administrative Services was established by Nebraska State Statute 81-101 and has the responsibility to provide centralized support services to state agencies, boards, and commissions. These functions are spearheaded by the agency director through separate divisions.

- 309 Task Force Division
- State Accounting Division
- State Building Division
- Employee Relations Division
- Materiel Division
- State Personnel Division
- Risk Management Division
- Transportation Services Division
- Director's Office
 - Continuity of Operations Center of Excellence
 - Process Improvement Center of Excellence
 - Human Resources Center of Excellence

This policy also applies to:

- Chief Information Officer Division
- Capitol Commission Division
- State Budget Division
- Tourism
- The Department of Economic Development
- The Department of Agriculture
- Parole Board & Administration

- Crime Commission
- Nebraska Arts Counsel

INTRODUCTION TO THE EMPLOYEE HANDBOOK

In Administrative Services, people are our agency's most valuable asset. The dedication and skill of our employees enable us to serve state agencies while making a positive impact. The ability of our agency to fulfill this important role is impacted by our agency culture and effectiveness of our efforts. That's why we created this Handbook.

These pages are filled with the guidelines we all can use- together with common sense, good judgment, integrity, and hard work- to create a culture of support and efficiency.

We encourage you to become familiar with these guidelines and refer to the handbook to answer questions about working conditions, best practices, employee benefits, and your own performance as a member of the DAS family. If you have a question about something not covered in the handbook, contact your supervisor or the DAS Human Resources (HR) team.

We are very excited to have you on the team, and we're counting on you to do your best each day as we create our agency's future together.

EMPLOYMENT

ORIGINAL PROBATIONARY PERIOD

The probationary period is part of the selection process. It is a time for you to familiarize yourself with your position in the agency and for your supervisor to determine your ability to perform the assigned duties and responsibilities. Please reference the NAPE/AFSCME Labor Contract and/or Classified System Personnel Rules and Regulations for additional information.

LABOR CONTRACT COVERED GROUPS

The majority of employees working for the agency are covered under the NAPE/AFSME Labor Contract, which is comprised of various bargaining units. All employees are assigned a job classification with an associated code. Employees whose job classification code starts with an A,C,E,H,I,M,P,S, or X are covered under the NAPE/AFSCME Labor Contract. Each letter depicts a separate bargaining unit under the NAPE/AFSCME Labor Contract. Details about the type of jobs in these coverage codes can be found in the State of Nebraska Classification & Pay Plan.

CLASSIFIED SYSTEM PERSONNEL RULES COVERED GROUPS

Employees whose job classification code starts with a G, K, V, R or N are not covered under the NAPE/AFSCME Labor Contract. Rather, these employees are covered under the Classified System Personnel Rules and Regulations with the exception of any position whose code starts with an N. Details about the types of jobs in these coverage codes can be found in the State of Nebraska Classification & Pay Plan.

EQUAL OPPORTUNITY EMPLOYMENT

The State of Nebraska is an equal opportunity employer. This means that the agency makes employment decisions based on merit, qualifications, experience, and job pertinence. When it comes to employment opportunities and practices, the State does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected by law.

We also believe in the principles of the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Act of 2008 (ADAAA). These acts prohibit employers from unlawfully discriminating against employees or job applicants with disabilities when making employment decisions. We will provide reasonable accommodation to qualified disabled employees or applicants. However, please know we cannot promise to make any and all accommodations. We must consider each accommodation on a case-by-case basis to determine whether the accommodation requested is reasonable.

If you have questions or concerns about any type of discrimination in the workplace, please use the Open Door process described in this handbook to bring it to the attention of your supervisor or another appropriate individual.

Genetic Information

We respect you and your family's medical privacy, and we take our responsibility to comply with laws relating to medical and genetic information very seriously. Federal law prohibits employers from requesting or requiring genetic information about any person or family member. Genetic information includes information about an individual or family member's genetic tests as well as information about family medical history.

If you have any questions about this policy, please speak with your supervisor or contact Human Resources. If you believe this policy has been violated within our agency, you have the right to bring it to our attention using the Open Door process.

Anti-Retaliation

When employees are exercising their lawful rights, the State believes any type of retaliation against them is unacceptable. A process has been put in place for any employee to follow, regardless of position, to submit complaints of retaliation without fear of retribution from their supervisor or other employees.

We ask all employees to recognize how destructive retaliation can be to our work. It not only raises legal concerns but also can seriously damage employee morale.

Retaliation can take many forms. For the purpose of this handbook, retaliation means taking a “materially adverse action” against an employee who:

- Opposed what he or she in good faith believed to be an unlawful or discriminatory practice of the State or its employees.
- Participated in a government investigation of unlawful or discriminatory conduct on the part of the State or its employees.
- Exercised a legal right through actions such as filing a complaint of discrimination or submitting a claim, for workers’ compensation benefits.
- Fulfilled a legal duty such as testifying in court under compulsion of a subpoena, serving on jury duty, reporting suspected abuse, or fulfilling military obligation.

Taking “materially adverse action” means taking any action that would discourage a reasonable person from doing any of the above. This might include actions such as refusing to hire or rehire, disciplining or discharging, refusing to promote, or demoting an employee.

If you experience or witness an incident you believe could be defined as retaliation, you are encouraged to communicate your concern using the Open Door process described in this handbook.

INTER-AGENCY INTERVIEWS

Employees are highly encouraged to grow their careers. Therefore, employees who interview for a position within the agency are allotted up to two hours of work time to interview if the interview time cuts across normal work hours, provided their supervisor's approval is obtained.

OUTSIDE EMPLOYMENT

Administrative Services recognizes that some employees may need or want to hold additional jobs outside their employment with the agency. Employees can engage in outside work or hold other jobs, subject to certain restrictions. Administrative Services strives to provide the best service to our customers, and we require the full attention and efforts of our talented employees. To this end, the agency focuses on shared values, purpose, and vision and neither endorses nor precludes employees seeking employment outside their positions with the agency.

Any employee holding outside employment must demonstrate satisfactory performance in his or her job responsibilities with Administrative Services at all times. All employees will be expected to meet the job performance standards established by the agency and will be subject to Administrative Services' work and scheduling demands, regardless of any other outside work requirements.

If Administrative Services determines that an employee's outside work interferes with his or her job performance or the ability to meet the requirements of Administrative Services at any time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Administrative Services. A refusal to comply with the agency's reasonable request to terminate outside employment may result in discipline up to and including termination of employment with Administrative Services.

If an employee's outside employment presents a conflict of interest with the agency, as defined in the Conflict of Interest section, or if such outside employment has any potential for negative impact on Administrative Services, the employee will be asked to terminate the outside employment.

Please contact your supervisor if you have questions about this policy. For employees engaging in outside employment, you must complete an Outside Employment Form, which can be found electronically on the Human Resources webpage and submit it to your supervisor.

CONFLICT OF INTEREST

In order to safeguard the activities and assets of The Department of Administrative Services, employees should not have interests in outside businesses which conflict or appear to conflict with their ability to act and make independent decisions in the best interest of the State.

An employee is considered to have an interest in an outside business if the employee or any member of his/her immediate family hold any ownership in the business or its property; furnishes goods or services to the agency; is a creditor, employee, agent, officer, director, or consultant of the agency. Outside businesses include any person, firm, or corporation that sells or provides a service to, purchases from, or competes with Administrative Services.

All employees are expected to exercise good judgement and discretion in evaluating a particular activity so as to avoid any actual, or apparent, conflict of interest. If there is a doubt, the employee should discuss it with his/her supervisor and/or Human Resources.

GIFTS

Employees must never accept any “kickbacks”, loans, gifts, or personal payments of any kind, from any person, vendor, or business enterprise.

TIMEKEEPING

Non-exempt employees shall record their time worked in the timekeeping system. Employees shall request exceptions to their regular schedules in the timekeeping system (e.g., vacation or sick leave). Non-exempt employees and supervisors shall approve timecards at the end of each pay period.

Under the federal law, the State is required to compensate employees for all time worked. For that reason, we ask employees not to work “off the clock.” In other words, you should not perform any work without recording the time worked because you wouldn’t be compensated for that work. If anyone asks you to work “off the clock,” please contact the Human Resources team so the issue can be resolved. Contact Human Resources if you have questions about what we define as work that should be compensated.

ATTENDANCE & PUNCTUALITY

To maintain a safe and productive work environment, it’s important for state employees to be reliable and punctual when they report to work. The following policies help us with attendance and punctuality:

- In the rare instance you can’t avoid being late or are unable to work as scheduled, notify your supervisor as far in advance of your starting time as possible but no less than 30 minutes before your scheduled shift;
- Explain why you will be absent and when you expect to return to work;
- Absences during working time are not paid unless covered by paid leave (vacation, sick, etc.) and approved by your supervisor;

- If an employee doesn't report to work for two consecutive days and doesn't call in, or doesn't report to work on three separate nonconsecutive occasions and doesn't call in, he or she may be subject to discipline, up to and including termination.

WORK WEEK

Flexible Schedules

State offices are open Monday through Friday from 8 a.m. to 5 p.m. where the vast majority of employees work a standard 40 hour work week. However, we recognize that everyone is different, so we strive to maintain a flexible work calendar and environment in which employees (having made proper arrangements with their supervisor) can customize their schedules to meet the particular demands of their jobs while still performing at a high level. If you are interested in establishing a flexible work arrangement, discuss it with your supervisor. Any flextime agreement will remain until written notification is given to the employee at least ten working days prior to a schedule change in hours or days worked.

PAYDAYS AND PAYCHECKS

DAS employees are paid bi-weekly on Wednesday's for work performed during the two-week period ending ten days prior to payday.

Direct deposit is the quickest way to access your paycheck because your earnings are placed directly into your designated account. You may elect to have your paycheck deposited into multiple accounts. Direct deposit can be set up through the Employee Work Center (EWC). You may also choose a pay card, which operates like a debit card and no credit check or bank account is required.

At DAS, we take all reasonable steps to ensure employees receive the correct amount of pay in each paycheck and they receive their pay promptly on the scheduled payday. If you discover an error in the amount of your pay, please bring it to the attention of your supervisor right away so a correction can be made in a timely matter.

OVERTIME AND COMPENSATORY “COMP” TIME

Non-exempt employees are responsible to obtain their supervisor’s approval prior to working any overtime and/or accruing compensatory time hours.

In place of overtime, and with their supervisor’s approval, non-exempt employees may accrue compensatory time off. Comp time accruals will not exceed 120 hours per employee, unless approved through the agency Director. Use of comp time hours does not count towards the calculation of hours worked for overtime purposes.

Between December 25 and December 31 of each year, an employee may elect by notifying Human Resources in writing, to receive payment for unused compensatory time accumulated the prior state fiscal year.

BREAKS

During the daily work schedule, we encourage breaks so employees can return to work refreshed and relaxed.

Every employee is allowed to take a 15-minute paid break during each work period of four consecutive hours. In general, you can take one break in the morning and one in the afternoon. Please be considerate of your coworkers and return to work promptly after 15 minutes.

After an employee has worked five hours, he or she is allowed to take an unpaid meal break of at least 30 minutes. If an employee is scheduled to work more than ten hours, he or she is allowed to take a second unpaid meal break of at least 30 minutes.

Because consistency and fairness are important, breaks may not be waived to excuse an employee from arriving late, leaving early, extending a meal break, or in lieu of a meal break.

Meal breaks should not be taken while performing work related duties and every effort should be made to take the meal period away from the immediate work area.

LACTATION POLICY

As part of our family-friendly policies, The Department of Administrative Services supports breastfeeding mothers by accommodating mothers who wish to express breast milk during their workday when separated from their newborn child.

For up to one year after the child's birth, any employee who is breastfeeding her child may be provided reasonable break times to express milk for her baby.

Administrative Services has designated space located in the 1526 K street building basement for this purpose. Nursing mothers wishing to use this room can contact Human Resources. Employees who work offsite or in other locations will be accommodated with a private area as necessary.

PERFORMANCE EVALUATION

It is important for employees and their supervisors to regularly communicate to celebrate progress and accomplishments, clear roadblocks, and ensure expectations are clear.

Employees will receive a performance review at the end of their original probation period and every calendar year thereafter.

DAS utilizes a centralized performance management system for performance evaluations through the Employee Development Center (EDC).

TRAINING POLICY

Training is essential for agency and employee success. The Department of Administrative Services believes that it is crucial to enhance knowledge and skills, and to network with other professionals, thus improving potential for future opportunities and growth.

Because of this, all agency employees are required to complete at least 10 hours of training within a calendar year. We recognize that for development, employees may need to attend training that is conducted off or on-site and/or join professional associations that will enable them to remain up to date on best practices for their relevant fields.

Please note that the training policy is subject to annual division budgets established for training and memberships.

TRAVEL TIME

All employees who are required to report to a worksite other than that normally assigned or for the purpose of training, picking up tools, equipment, and/or uniforms and subsequently travel to a second work site, shall be in a paid status for time spent traveling to and from work sites. Overtime eligible employees away from the work site shall be in a paid time status during times of travel or when performing work related duties.

MILEAGE REIMBURSEMENT

An employee will be reimbursed at the rate per mile set by the IRS for travel in the employee's personal vehicle if work related.

MEAL AND LODGING REIMBURSEMENT

Employees who are required to travel shall be compensated for meals and lodging as follows:

- a. Breakfast – When an employee leaves for overnight travel at or before 6:30 a.m., breakfast shall be reimbursed.
- b. Lunch – When an employee leaves for overnight travel at or before 11:00 a.m. or returns from overnight travel at or after 2:00 p.m., lunch shall be reimbursed.
- c. Supper – When an employee returns from overnight travel at or after 7:00 p.m., the evening meal shall be reimbursed.
- d. One-Day Travel – Breakfast shall be reimbursed when an employee leaves at or before 6:30 am. Lunch is not reimbursable. Supper shall be reimbursed when an employee returns at or after 7:00 p.m.

The appropriate record keeping procedure for the proper reporting of travel expenses under this handbook shall be consistent with the completion of the current State of Nebraska Accounting System Expense Reimbursement Document and I.R.S. Code. The employee must adequately account, upon request from the Employer, for each state expense, dates of travel, and the area of travel.

RESPECTFUL WORKPLACE

Respect means treating other employees, customers, clients, vendors, and other partners as professionals by showing courtesy and consideration for the full range of their talents, strengths, and viewpoints. We are a workplace that values respect for one another and trust our employees to perpetuate this value.

We know our employees are knowledgeable, talented people who understand how to conduct themselves properly at work. Nevertheless, we believe it helps to put some of these values into writing. These are just some of the ways in which we, as employees, can show respect with our daily behavior:

- We treat all customers in a patient, courteous, and professional manner;
- We treat other employees as we wish to be treated ourselves. Employees should not participate in practical jokes or making jokes at the expense of others;
- We don't fight, attempt to provoke fights, threaten, or cause bodily harm to others;
- We ensure our behavior does not damage customer relationships.

To help maintain a respectful workplace, the following policies have been implemented:

CODE OF CONDUCT AND ETHICS

To preserve our reputation and continued success as an agency, it is very important that we comply with all laws, rules, and regulations of the State of Nebraska.

To help us live up to our strong commitment to conduct business lawfully and ethically, we encourage employees to talk with a supervisor or the Human Resources team when in doubt about the best course of action to take in a particular situation. If you see what you believe might be a violation of a law, rule, or regulation, we ask you to report the violation to a supervisor or the Human Resources team to help us make things right. We do not allow retaliatory action against any employee who, in good faith, reports a possible violation. Our commitment to conducting business ethically also means it's unacceptable to file false reports.

CONFIDENTIAL INFORMATION

All employees at one time or another may have access to confidential information about Administrative Services, the State of Nebraska and/or employees or customers with whom we do business. It is very important to preserve this information in a confidential manner. Misuse of confidential information could damage the agency and/or our employees' reputation. Don't take chances - if you find yourself in possession of such information or are unsure of what to do, talk with your supervisor and get their authorization before you do anything with the information.

Not sure what is considered confidential? Here are specific examples:

- Any business process, data, plans, products, customer lists, or know-how, used in the agency;
- Information the agency hasn't disclosed to the public or is not readily ascertainable by persons or entities outside the agency's business without expending significant time and efforts;
- Information restricted by the agency to only select employees;
- Information about third parties the agency possesses as part of its business relationship with that person or company—especially if our agency is obligated to keep in confidence;
- Information the agency has spent significant time and money to develop or acquire. Information like this includes, but is not limited to, client lists, client files, vendor agreements and relationships, pricing lists and strategies, business strategies, and IT solutions.

INTELLECTUAL PROPERTY

All work products developed on work time belong to the State of Nebraska and are considered intellectual property. Work products include, but are not limited to computer code, computer applications, proposals, manuals or white papers. Any outside financial gain or other benefits from work products developed while working for the State is prohibited.

STATE PROPERTY AND RESOURCES

The damage of equipment and loss of supplies all employees use to do their work could reduce our effectiveness and jeopardize our agency's well-being. That's why we ask all employees to exercise care when using state property. Please use state property only for authorized business purposes and report broken or malfunctioning equipment and depleted supplies to your supervisor as soon as possible.

Remember, all of the equipment and materials you use to do your work, as well as any materials you produce through your work, are the sole property of the State. It isn't permissible for employees to use state property for personal use.

INFORMATION TECHNOLOGY USER AND INFORMATION SECURITY

Administrative Services is committed to maintaining strong information security practices for users within our agency. The inappropriate use of technology exposes the State to risks such as virus attacks and compromised network systems and services, which could be very damaging to our work environment and the health of our agency. All computer, internet, and statewide network usage will be guided by the State of Nebraska Acceptable Use Policy (NITC 7-101) which can be found on the Nebraska Information Technology Commission NITC) website or from the Human Resources Department.

SOCIAL MEDIA

We know social media can be a fun, useful, and a rewarding way to share your life and opinions with family, friends, and other employees around the world. However, the use of social media also presents certain risks and carries certain responsibilities.

In the rapidly expanding world of electronic communication, social media can mean many things. For Administrative Services, social media includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or chat room.

When you are online using social media, you need to follow all of the same principles, guidelines, and policies that the agency asks you to follow outside social media. Ultimately, you are solely responsible for what you post online, so before creating online content, consider the risks that could be involved. It's important to avoid any conduct that could adversely affect your job performance or the performance of fellow employees. You should watch for and avoid any conduct online that could adversely affect customers, clients, suppliers, or people who work on behalf of the State. It's possible any such harmful activity could result in corrective action by the State or law enforcement.

Know and Follow Workplace Guidelines

It's the responsibility of each employee to carefully read these guidelines as well as the agency's Equal Opportunity Employment, Harassment, and Confidential Information policies, so you understand them and know what to do. Make sure it's the responsibility of each employee to carefully read these guidelines as well as the agency's Equal Opportunity Employment, Harassment, and Confidential Information policies, so you understand them and know what to do. Make e any social media posting you make are consistent with these policies. Examples of inappropriate postings that could lead to corrective action (or even termination) include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct.

Be Respectful

When you are communicating online, always be fair and courteous to customers, clients, suppliers, or any person who works on behalf of the agency. Avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, or threatening. Don't post anything that disparages others or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of negative comments made about race, sex, disability, religion, or any other status protected by law. DAS doesn't protect any other group of employee, or person.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember, the internet archives almost everything so even deleted postings can be searched. The key is to think carefully about it before you post. Never post any information you know to be false, or rumors, about the State, fellow employees, customers, clients, suppliers, or people working on behalf of the State.

While posting online, remember to:

- Maintain the confidentiality of the States trade secrets and private and confidential information trade secrets might include information regarding the development of systems, processes, products, know-how, and technology. Be careful not to post internal reports, policies, procedures, or other internal business-related confidential communications;
- Don't create a link from your blog, website, or other social networking site to the State's website without identifying yourself as a state employee;
- Never represent yourself as a spokesperson for the State. If the State is a subject of the content you are creating, be clear and open about the fact that you are an employee, and make it clear your views do not represent those of the State, customers, clients, suppliers, or people working on behalf of the State.

- If you publish a blog or post online related to the work you do or subjects associated with the State, be clear you aren't speaking on behalf of the State. It is best to include a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of the State."

Using Social Media at Work

It's important not to use social media during working hours or to use it on equipment that belongs to the State unless it is work related and authorized by your supervisor. Please don't use the States email addresses to register on social network, blogs, or other online tools utilized for personal use.

POSTING, DISTRIBUTING, AND SOLICITING

It's important to maintain a proper work environment at the State. One way to help achieve a positive environment is to prevent any interference or inconvenience caused by distribution of literature or printed materials for the sale of merchandise solicitation of business or financial donations during working time (working time does not include breaks, lunch breaks, or before and after a scheduled shift).

Employees on break aren't allowed to communicate about these types of materials with those who are working. The distribution of literature or printed materials of any kind is prohibited in work areas. Visitors aren't allowed to distribute materials or solicit employees on state property.

VISITORS IN THE WORKPLACE

For the safety of our employees, customers, vendors, and visitors, we ask all visitors to enter a State facility at its main entrance and be accompanied to their destination by an employee. It is asked that you keep visits short. Reception areas may be used if children or other individuals are waiting for an employee for an extended period of time. Young children should not be left alone in reception areas or break rooms. The guideline applies to former employees that come to visit as well.

CELL PHONES

Cell phones have become a common convenience for many employees. However, we need your help to assure your phone won't interrupt our daily progress towards Administrative Services goals. Except in emergency and work-related situations, we ask you not use your personal cell phone during working hours to make or receive personal calls, send or receive personal text messages, search the internet, or use a cell phone application. It's okay to use your cell phone during breaks or unpaid meal periods.

POLITICAL ACTIVITIES

An employee may engage in any political activities aside from:

- An employee may not participate in political activities while on state work time or while performing official state duties;
- An employee may not engage in political activity while wearing a uniform issued by the State or a Federal agency or activity;

- An employee may not use or authorize the use of state personnel, property, resources, or funds for campaign purposes, unless otherwise permitted by law;
- An employee whose position is partially or entirely funded with federal money and is covered by the federal Hatch Act is barred from being a candidate for a partisan office (offices with candidates identified as being from specific political parties).

If an employee wishes to take part in political activities during normally scheduled work hours, the employee must arrange for leave (vacation, leave without pay, etc.) to cover the period of absence. If an employee is elected to office and such office presents a conflict of interest with the employee's job or interferes with the employee's scheduled work hours, Administrative Services has the authority to change the terms and conditions of employment, up to and including termination of employment.

PERSONAL APPEARANCE/DRESS FOR SUCCESS

Our goal for Administrative Services is to create a comfortable work environment while still maintaining a policy of appropriate attire for the workplace.

Proper hygiene is also an important part of your personal appearance and should be maintained.

Each employee is asked to use his or her best judgment and wear clothing appropriate for their schedule and activities on any given day. If you have questions about attire, please see your supervisor before wearing a particular item. A good policy to follow is, “When in doubt, do not wear it.” If an employee comes to work and the person’s supervisor considers his or her attire to be unprofessional, the supervisor will talk with the employee privately about it. It’s possible the employee may be sent home to change into more appropriate attire.

Listed below are general guidelines to help us make good decisions about our appearance, helping to maintain a comfortable yet appropriate work environment:

- Collared shirts, dress shirts, or appropriate blouses
- Appropriate sweaters
- Dress pants
- Skirts or Dresses
- Professional shoes or dress sandals

Inappropriate dress attire includes but is not limited to, traditional t-shirts (some dressy t-shirts are acceptable), sweatpants, tank tops, hats, flip flops, any clothing that is not well-maintained (torn, stained, frayed), and revealing clothing that shows the midriff or undergarments.

DRUG, ALCOHOL & TOBACCO POLICY

Administrative Services is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We recognize alcohol and drug use could pose a significant threat to employees and our agency.

For that reason, we have established a drug-free workplace program that balances our respect for individuals and their right to privacy with the need to maintain an alcohol-free and drug-free environment. Compliance with this policy is a condition of employment, as well.

It is a violation of our Drug and Alcohol Policy to engage in the following prohibited conduct during work hours or on state property:

- The use, unlawful manufacture, distribution, dispensation, possession, trade, transfer, gift, or offer for sale of alcohol, illegal drugs, intoxicants, or paraphernalia on state property or during work hours.
- Being under the influence of alcohol or illegal drugs or misusing legal prescription drugs.
- These rules apply:
- During all working hours, whenever conducting business or representing the agency, while on call, while on standby, while on duty, when reporting for work, or when returning to work;
- While on state property- this includes state parking lots and in state vehicles.

Alcoholic beverages should not be consumed or served at agency functions or on state property.

This policy does not prohibit the use of a controlled substance that has a currently accepted medical use, provided the drug is prescribed or authorized by a medical doctor, the use of the drug at the prescribed or authorized level is consistent with the safe performance of the employees duties, and the drug is used at the dosage prescribed or authorized. When an employee under physician's guidance is taking prescription drugs or other medication that could affect the employee's ability to work safely, the employee taking the medication is responsible for bringing the matter to his or her supervisor's attention before beginning work. We prohibit working under the influence of prescribed medication if it causes inability to perform the job safely, even when using medication under your physician's guidance.

Reasonable Cause Testing:

Administrative Services employees may be subject to drug and alcohol testing when there is reasonable cause or suspicion to believe the employee is using, or under the influence of, a controlled substance or alcohol while on duty or in the workplace.

Reasonable cause or suspicion exists when the actions or appearances of an employee are out of the ordinary and unusual to the normal behavior patterns of the employee.

It is based on objective facts sufficient to lead a sensible person to conclude that a particular employee is unable to satisfactorily perform his/her duties due to drug or alcohol impairment.

The conduct relied upon to form reasonable cause or suspicion must be based on specific describable observations, including but not limited to the following examples:

- Observable signs of intoxication (such as bloodshot or watery eyes, slurred speech, appearance of unsteady body movements or breath odors);
- A work related accident or near death accident which indicates employee fault;
- Decrease in the quality or quantity of employee productivity, judgment, reasoning, and/or concentration;
- Marked changes in behavior or erratic conduct;
- Deviations from safe working practices;
- Credible information received from a reliable person with firsthand knowledge;
- Smell of alcohol, marijuana, or other drug.

All determinations and documentation concerning reasonable suspicion need to be made by at least one supervisor and one Human Resources representative.

Drug/Alcohol Testing Procedures:

Upon determination that reasonable cause or suspicion exists, an employee who is believed to be under the influence of an intoxicating substance while on duty or on work premises, may be directed to undergo drug/alcohol testing. All supervisors involved in this determination will document the events surrounding this reasonable suspicion.

The final decision to direct the employee to undergo drug/alcohol testing will be made in collaboration with the Human Resource Department. If an employee is referred for testing, all efforts will be made to transport the employee with their supervisor to the nearest testing facility. The employee will be required to provide a blood, breath, or urine sample. The sample will be tested qualitatively for at least the following substances: THC, cocaine, PCP, opiates, methamphetamine/amphetamine, and alcohol.

An employee who is required to submit a sample testing after determination of reasonable cause or suspicion will be informed verbally, followed by a written directive, that he/she may be placed on unpaid investigatory suspension, pending the outcome of an investigation.

After the testing is completed, the employee will not be returned to work or allowed to drive themselves home. Accompanying supervisors will assist the employee in arranging for transportation home after the testing, preferably by cab (at employee expense), or ride provided by a family member or friend.

Refusal to Test:

An employee refusing to submit a sample under this policy will be placed immediately on unpaid investigatory suspension and will be subject to disciplinary action. Refusal by an employee to be tested, or confirmation by the lab of a specimen which has been altered will be treated as a positive test.

Employees suspected of being under the influence of drugs/alcohol, and who refuse an escort to be tested will be given a directive to not drive home. Local law enforcement will be notified if an employee suspected of being under the influence disregards a directive not to drive home and leaves in his/her vehicle.

Negative Test Results:

If the test results are negative for alcohol/drugs, the employee will be reinstated back to work and all leave without pay during the investigatory suspension will be paid back to the employee. All records of the investigation will be purged.

Tobacco:

Administrative Services is a smoke-free, tobacco-free environment. This includes the use of lighted, battery operated or electronic smoking or similar devices. Employees are prohibited from using tobacco products of any kind in state owned vehicles and all property shall remain smoke and tobacco free.

LEGAL CHARGES OR CONVICTIONS

Employees who are charged or convicted of any state and/or federal offenses (misdemeanor or felony other than a minor traffic violation) or that have been charged or convicted of an offense related to their duties, are expected to report the charges or convictions to their supervisor before their next scheduled work shift. Supervisors shall then notify the Human Resources department.

WORKPLACE VIOLENCE PREVENTION

Administrative Services takes our responsibility to support the safety of its employees very seriously. For this reason, our agency doesn't tolerate any form of violence in the workplace. Violence could mean such actions as physically harming another person, threatening, or joking about violence.

In an effort to provide a safe workplace and prevent violence, Administrative Services specifically prohibits possession of any weapons, including weapons transported in employees' vehicles, while on state property or while performing work for the agency unless state law provides otherwise.

For the purposes of this policy, weapons include guns, knives, explosives, and other potential weapons.

Administrative Services will do what is possible to prevent violence in the workplace. However, you, as an employee, have a role in preventing violence, as well. If you believe another employee could become violent or if you see a violation of this policy, we encourage you to report this to your supervisor immediately or any other supervisor with whom you feel comfortable.

If you aren't comfortable reporting it to a supervisor, contact a member of the Human Resources team. All reports will be investigated, and the information you share will be kept as confidential as possible.

SEXUAL & OTHER UNLAWFUL HARASSMENT

Administrative Services is committed to providing a work environment that is free of discrimination and unlawful harassment. That means we won't tolerate negative actions, words, jokes, slurs, or comments based on an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, military status, or any other legally protected characteristic or prohibited basis of discrimination under the law.

It is important to understand that the listener's perceptions will be taken into consideration in order to determine if harassment or discrimination has taken place. Harassment is any conduct that unreasonably interferes with another person's work performance; creates an intimidating work environment; and is repetitive in nature.

Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature.

There are two distinct types of sexual harassment:

- Quid pro quo (or “this for that”) sexual harassment when supervisors make submission to such conduct either explicit or implicit term or condition of employment (including hiring, performance evaluation, discipline, compensation, promotion, or retention, etc.).
- Hostile Work Environment which is when a person, through unwanted advances, conduct, comments, or other actions unreasonably interferes with performance or morale.

Sexual harassment under our policy might also exist when other employees (or non-employees, such as vendors, customers, or clients) engage in such conduct, when the conduct unreasonably interferes with an employee’s work performance, or creates an intimidating, hostile, or offensive work environment.

It is important to note that harassment doesn’t have to involve conduct of a sexual nature in order to violate this policy. For example, abusive, offensive, or demeaning behavior could violate this policy even though the conduct wasn’t motivated by sexual desire or gratification. In addition, harassment of a male by another male or female by another female also constitutes a violation of this policy.

Employees who feel they have been subjected to or have witnessed sexual or other harassment are encouraged, without fear of reprisal, to:

- 1) Immediately ask the offending person to stop unless you are uncomfortable confronting the offending person. Whether you confront the person or not, report the matter immediately to your supervisor;
- 2) All of these types of situations should be investigated by Human Resources.
- 3) If you still aren't satisfied with the handling or outcome of your complaint or if you feel more comfortable bypassing the other steps, take the matter directly to the agency Director.

Employees alleged to be involved in sexual or other unlawful harassment may be placed on paid or unpaid leave pending the investigation of the claim. Anyone who is known to have engaged in sexual or other unlawful harassment will be subject to disciplinary action up to and including termination.

Bullying:

Bullying is repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Employees are prohibited from bullying other employees whether or not the incidents occur on employer premises and whether or not the incidents occur during working hours. As with sexual harassment, it is the effect of the behavior upon the individual which is important.

Examples of bullying include, but are not limited to the following:

- **Cyber bullying:** Overt or covert behaviors using digital technologies, including hardware such as computers and smartphones, and software such as social media, instant messaging, texts, websites, and other online platforms. This can include: abusive or hurtful texts, emails, or posts, images, or videos, nasty gossip or rumors, imitating others online, or using their log-in.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.
- **Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault, threat of physical assault, or damage to a person's work area or property.
- **Social bullying:** Sometimes referred to as covert bullying, this is carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation. Activities include: lying, gossip, spreading rumors, playing jokes to embarrass and humiliate, and damaging someone's reputation or social acceptance.
- **Verbal bullying:** Slandering, ridiculing or defaming a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; abusive and offensive remarks.

Bullying should be reported to your supervisor and/or the Human Resources department for proper investigation. Supervisors who knowingly permit or ignore bullying in the workplace will be subject to disciplinary action up to and including termination of employment.

People are by nature different. Personality conflicts or not liking someone are not considered bullying. Neither is a supervisor holding an employee accountable to work standards and/or behavior or performance expectations. Additionally, neither is a supervisor imposing legitimate counseling or discipline based on documented facts of sub-par performance, sick leave abuse, and/or policy violations. For supervisors, the standard to remember is that discipline is designed to be corrective in action, it should not demean, insult, or otherwise ostracize an individual from their peers.

RELATIONSHIPS

Administrative Services recognizes that a romantic or sexual relationship between a supervisor and an employee who directly or indirectly report to him or her (a Subordinate) has the potential to create a conflict of interest or the appearance of a conflict of interest, favoritism, or bias. Also, consent to a relationship like this by the employee could be suspected to be a result of coercion or intimidation. For these reasons, romantic or sexual relationships between a supervisor and an employee who directly or indirectly reports to him or her are not permitted. This policy doesn't apply to employee's who have no supervisory/subordinate relationship.

If an employee and a supervisor find themselves in this situation, we ask that they take the initiative to notify the Human Resources team right away. Human Resources will review the situation and work with everyone involved to determine the appropriate action.

Our goal is to find a solution that respects our employees while preserving our agency goals in a way that is least disruptive to our agency.

NEPOTISM

Administrative Services welcomes the opportunity to hire and retain qualified employees who are related to one another by blood or marriage. However, since such relationships sometimes can create conflict of interest, favoritism or bias in the workplace, we ask that employees not hire, promote, or supervise a family member.

If a state official or employee becomes a supervisor of a family member, the supervisor must notify the agency Director in writing within 7 days of the situation.

The Administrative Services Director may grant an exception to the policy or review the situation to determine appropriate action. If an exception is made, the Administrative Services Director must file the following with the Accountability and Disclosure Commission:

1. A copy of the notification from the employee.
2. A written decision showing good cause for the exception.
3. Any written decision of the Administrative Services Director.

OPEN DOOR/OPEN FLOOR

If you feel a work condition is unfair or keeping you from doing your job well, we want you to have a comfortable, professional way to share your concerns. That's why Administrative Services has a policy to provide all employees with accessible avenues of communication for work-related issues. This policy is called the Open Door/Open Floor policy. Here's how it works:

- 1.) First, bring the situation to the attention of your supervisor, explaining the nature of the problem. The supervisor will make an effort to resolve the problem.
- 2.) If your supervisor is unable to resolve the problem or you are uncomfortable discussing the problem with your supervisor, you may contact your next-level supervisor.
- 3.) If the problem still isn't resolved, notify the Human Resources team of the situation. The HR team will help you figure out whether you should talk with your supervisor or next-level supervisor. If needed, they will help you talk with your supervisor and/or inform them of the problem.
- 4.) If the previous steps have been taken or if the HR team decides circumstances warrant deviating from the previous steps, the HR team will:
 - Talk with you for clarification of the problem.
 - Talk with your supervisor and next-level supervisor for clarification of the problem.
 - Schedule a meeting- usually within five working days- between you, your supervisor, and your next-level supervisor.

- A recommendation will be made usually within 10 days, and HR will explain it to all parties involved.

GRIEVANCE PROCESS

The grievance process was developed as a means for employees to formally present their complaints to management. Grievances are filed after informal attempts at complaint resolution are unsuccessful. An employee is not required to utilize the informal complaint process prior to filing a grievance.

Grievance Rights:

All employees except temporary, discretionary non-classified, and those employees who are on original probation have grievance rights.

Grievable Issues:

Grievable issues are decisions which are believed to be the result of an injury, injustice, or wrong doing involving the alleged misinterpretation and/or misapplication of rules, regulations, or the labor contracts.

All disciplinary actions are grievable. Verbal counseling or coaching is not discipline and is not grievable. The following areas when accomplished in compliance with established law, rule or policy, are examples of non-grievable issues (this list is not all inclusive):

- Performance Evaluations
- Sexual Harassment

- Retaliation
- Agency appointments including promotions to (Rules) positions
- Involuntary transfers not requiring the employee to relocate, with no salary reduction
- Leave of absence decisions
- Payment of moving expenditures
- Merit increase allocations
- Position reclassification, with no salary reduction

Matters which address harassment or discrimination may be pursued through the Human Resources department.

Grievance Procedures: (Scheduled to change 7/1/2017)

There are two separate, although similar, processes for filing an employee grievance appeal. One process of filing a grievance appeal is for employees whose position classification is covered by the NAPE/AFSCME Labor Contract. The grievance will be heard at the agency level for Step 1 and Step 2 appeals. At step 3 the employee can choose to have the matter heard by a hearing officer appointed by the State Personnel Board, or to have the matter heard by an arbitrator. This process is outlined in the NAPE/AFSCME and State of Nebraska Labor Contract.

The other process is for employees whose position classification is covered by the Classified System Personnel Rules and Regulations. The grievance will be heard at the agency level for Step 1 and Step 2 appeals. Should the employee choose to appeal to Step 3, a hearing officer may be appointed by the State Personnel Board, and such hearing officer holds an evidentiary hearing; or the Board itself may hold a hearing on the issue being grieved. The Board hearing process is outlined in the Classified System Personnel Rules and Regulations.

Grievance Effects:

Filing a grievance does not delay the effective date of any management action. Filing a grievance will not jeopardize the grievant's position, opportunities for advancement, or salary increases. No employee shall be coerced by any agency employee into not proceeding with a grievance or not appearing as a witness at a hearing.

SAFETY AT WORK

The safety of all our employees and our supervisors is a primary concern to our agency. We believe it is extremely important that you have a clean, safe, and healthy environment to support you as you do your work. That's our goal and we plan to take every reasonable precaution to make it a reality!

A safe environment reduces the likelihood that you or any other employee could become injured at work. However, not every situation can always be controlled, and you are trusted to take responsibility for thinking and acting safely to protect yourself and other employees.

SAFETY RULES

The following safety rules were created to help us reach our goal of a safe and healthy work environment.

Please follow these rules whenever they relate to the work you do:

1. No smoking or using e-cigarettes is allowed in unauthorized areas, which includes any areas within state-owned or leased buildings.
2. For certain jobs, it's necessary to wear protective clothing and use protective equipment at all times. This equipment might include items such as gloves.
3. To avoid injury, make sure loose or baggy clothing, hair, jewelry, and other dangling items are kept clear of machinery with moving parts. This includes paper shredders.

4. Be careful not to strain muscles when lifting. Bend your knees, keep your torso vertical, and lift with your legs. Use any available equipment to assist in lifting or carrying heavy or awkward loads, or ask for help.
5. Use a ladder when handling objects in high places.
6. Be alert to warning signals and odors.
7. Maintain a clean and safe working area. Avoid creating a tripping or slipping hazard.
8. Watch for blocked aisles, stairs, exits, and fire doors, and help keep them clear at all times.
9. If vehicles, machinery, and safety equipment are in your care, keep them in top working order. If you detect a reason there might be a potential breakdown, report it right away to your supervisor.
10. Periodically check tools and equipment for flaws or wear. Report hazardous conditions right away to your supervisor.
11. Always stay vigilant and never ignore safety rules or precautions, especially during busy operating times when equipment and employees are under more stress and fatigue.
12. Use common sense. Don't take any risks that can be avoided. Exercise care and good judgment to keep yourself and your fellow employees safe and healthy.

IF AN ACCIDENT OCCURS

If an accident occurs, the safety and health of our employees is of utmost priority. We ask all employees report every accident, no matter how small or insignificant it might seem.

- Report any injury that happens to you or a fellow employee on duty right away. Tell your first-level supervisor and apply appropriate first aid or medical treatment immediately. Supervisors should report any injury to Human Resources as soon as possible but no later than 24 hours after the accident occurred;
- Even minor personal injuries such as cuts and abrasions, foreign objects in the eye, minor burns, etc. Must be promptly reported and treated to prevent any complication;
- Remember not to move a seriously injured employee (unless you must get him/her out of harm's way) until proper caregivers have determined the injured person can be safely moved without causing further injury;
- It's very important that an injured employee not operate machinery or vehicles until proper caregivers have determined the person is capable of working without jeopardizing the safety of himself/herself or others.

WORKERS' COMPENSATION INSURANCE

All agency employees are covered by workers' compensation insurance to ensure they have coverage for job-related injuries or illnesses. The insurance provides coverage for missed days of work, medical costs, and rehabilitation.

We ask that you take responsibility for reporting employment-related injuries or illnesses right away to your supervisor. Your supervisor should then report it to Human Resources as soon as possible.

DRIVING SAFETY

In the performance of their work, employees often use vehicles, whether state-owned, state-rented, or personally owned. We ask those who use vehicles during working hours to follow safety procedures and obey all traffic laws while driving to assure the safety of oneself, other employees, and the general public.

Both drivers and passengers shall wear seatbelts. Don't use a cell phone while driving unless using a phone specifically designed and configured to allow hands-free listening, talking, and dialing. Texting while driving is never permitted.

Any employee operating a vehicle for the benefit of the agency must have a valid driver's license when an employee is hired who will be driving while working. Every year thereafter, documents showing the person's driving history as it appears in records held by the Department of Motor Vehicles will be requested and reviewed by the agency. The Motor Vehicle Record we receive, including the individual driver's license verification becomes a part of the employee's file.

Driving safety is so important that any driving offense identified in the Motor Vehicle Record we receive from the State, whether the offense occurred during personal time or while on state business, prompts a review of the employee's state driving privileges. We'll notify the employee of any offenses found during the review.

The Department of Administrative Services reserves the right to decide whether the employee will be allowed to continue driving for state business, depending on the seriousness and frequency of the offense.

Serious driving offenses could lead to disciplinary action and/or termination of employment. The following examples of serious offense:

- Driving while under the influence;
- Refusing to submit to alcohol or drug testing;
- Reckless or careless driving;
- Vehicular homicide;
- Offenses resulting in violation of any statute;
- Repeated, less serious offenses and violations.

SEVERE WEATHER POLICY

Departments of the State of Nebraska have a statutory responsibility to be open for the transaction of business from at least 8:00 a.m. to 5:00 p.m., Monday through Friday. (§81-113) Only the Governor has the authority to close State Government for a severe weather emergency.

Only our employees can decide if their driving skills, the condition of their vehicle, the weather conditions, or the road conditions are such that they could travel to work safely. Therefore, employees will need to decide if it is safe to travel to work.

Employees that choose not to report for work should report their absence to their supervisor and request an appropriate leave status. Employees may take vacation, compensatory time, or leave without pay. Employees may not use sick leave unless they are in fact sick. Leave shall be granted as liberally as possible. If feasible, a department may allow employees to make up missed work time within the current work week.

The agency Director may authorize employees to work from other locations, but employees may need to verify that assigned work was completed. The Department will notify employees if an alternative work site is being utilized due to a building closure.

EMERGENCY WORK CONDITIONS

Administrative Services has emergency plans in place in the event that an employee's physical work location cannot be used. (i.e., acts of nature, catastrophic events, bombings and and/or bomb threat, epidemics, etc.). Employees should make themselves familiar with the Continuity of Operations Plan (COOP) for their work area so they are prepared in the event of an emergency.

Employees who are deemed as “essential staff” will follow the appropriate COOP plan, including potentially reporting to an alternative worksite. This time will be compensable as regular work time. All other employees may be placed on a ready to work status by their supervisor. This means that he/she is ready and available to be called back to a work location at any time. Employees in a ready to work status will be compensated.

BENEFITS

We value our employees and want to provide valuable employment benefits. The State of Nebraska offers insurance benefits to permanent, full time employees. Part time permanent employees who work 20 or more hours per week are also eligible for insurance benefits at a pro-rated cost.

Descriptions and in-depth information about these benefits can be found on the Benefits Page of our website.

Every spring, you'll have a chance to participate in an Open Enrollment period for certain benefits. During this time, you are allowed to make changes to your benefit elections. If you experience a life-changing event such as marriage, divorce, or death of a spouse, birth of a child, etc., you are allowed to make eligible changes at times other than during Open Enrollment.

EMPLOYEE DISCOUNT PROGRAM

Employees may only receive employee discounts through an approved program per state statute. You can find information about this program on our website.

CREDIT UNION

Employees may become a member of the Nebraska State Employees Credit Union. Some services offered include checking and savings accounts and loans. To apply for membership, visit the Credit Union's website.

The Credit Union main office is located at 330 South 16th Street in Lincoln, Nebraska and can be reached toll free at 1.800.227.5965.

**Administrative Services does not endorse this particular Credit Union or any other Credit Union. The NSECU is a private entity and is not a unit of State Government. It is the sole intent of Administrative Services to make employees aware of NSECU as a banking option available to state employees.

EMPLOYEE ASSISTANCE PROGRAM

Balancing work and personal life can be a challenge. To help our employees find a healthy balance, we offer an Employee Assistance Program (EAP) - a great way for you to receive counseling, financial advice, legal advice, and other support. No fees are charged to employees for the services. Rest assured all EAP-related calls and sessions are kept confidential to protect your privacy and are not shared with the agency.

RETIREMENT/DEFERRED COMPENSATION

The State of Nebraska offers a mandatory retirement plan. All permanent full time and part time employees, who have reached the age of 18, will be enrolled into the plan immediately.

Permanent employees contribute 4.8% of gross wages to their retirement plan, which begins with the first paycheck. The State matches 156% of the employee contribution.

A Deferred Compensation Plan is voluntary and is also available to state employees. Under the provision of this voluntary supplemental retirement plan, employees may request the State defer payment of a portion of their income to a later date. Deferred Compensation is available to any employee and can be started and stopped at any time.

TUITION AND REQUIRED COURSE REIMBURSEMENT

Administrative Services recognizes the need for education and encourages employees to pursue continued education to improve their skills and abilities.

Permanent employees who have completed their original probationary period and meet satisfactory job performance standards are eligible to apply for the tuition reimbursement program.

Courses provided by an accredited or approved institution of higher learning would be eligible for reimbursement. The program reimburses for tuition only and needs to be approved through the agency Director and the Human Resources Department.

For permanent employees enrolled in a degree program, the degree must have a direct relationship to the current job responsibilities or to career development opportunities within the agency in order to be approved for reimbursement. The program is for obtaining an Associate's, Bachelor's, or Master's degree.

The following criteria must be met in order to be considered for approval:

- Degree must have a direct relationship to the current job responsibilities;
- Improves the services which the employee was hired to perform or would be relevant for the employee's career development or advancement within Administrative Services;
- The course is not available through any regular agency training program;
- The course is not a workshop, convention or seminar.

Program Reimbursements:

The reimbursement rates of tuition per credit hour will be no higher than the current per credit hourly rate for the University of Nebraska- Lincoln resident students. Tuition reimbursement will be limited to one class per semester, term or quarter. Employees successfully completing approved course(s) with a grade of "C" or better, or "Pass" for a Pass/Fail course will be reimbursed for the tuition rate as approved on the "Tuition Reimbursement Application".

Any other associated costs are not eligible for reimbursement. The employee must complete and submit the State of Nebraska-Expense Reimbursement Request form and attach to this form documentation of receiving a grade of “C”, or better, and/or a “Pass” for any approved course(s) and documentation of the final tuition receipt paid by the employee to the Human Resources Department to begin the reimbursement process.

Application for Assistance:

Prior to the class starting date, the employee must initiate and complete a “Tuition Reimbursement Application”. The completed application form must have attached a course description and the core curriculum from the academic advisor for final determination. The employee’s supervisor will submit the documentation to Human Resources who will then review with the agency Director.

Required Course(s) Needed to Perform Duties:

Permanent employees, with approval, may attend a course of instruction through an accredited university, college, technical school, or community college, that an employee is required to complete in order to retain their employment with the agency. Such requirements to retain employment would be job specific credentials, licenses, certificates, etc. that are mandatory to perform the essential functions of the job.

HOLIDAY PAY

The following are recognized as paid holidays for permanent employees with the State: New Year's Day, Martin Luther King Jr. Day, President's Day, Arbor Day, Memorial Day, Independence Day, Labor Day, Columbus Day*, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day.

Part time employees use holidays on a prorated basis. Employees must be in an approved paid status the day before and the day after an observed holiday in order to be paid for the holiday.

*Employees in the E Bargaining Unit do not receive the Columbus Day Holiday

BEREAVEMENT LEAVE

We allow employees to take as many as five days of leave following the death of an immediate family member. The person's supervisor should determine the leave period based on the circumstance. Bereavement leave is compensated for full-time employees at 8 hours per day.

Immediate family members include spouse, father, mother, grandfather, grandmother, sister, brother, child, grandchild, spouse of any of these, or someone who bears a similar relationship to the spouse of the employee and any other individual for whom the employee is legal guardian. Step-persons bearing these relationships are included. At the agency Director's discretion, the definition of immediate family may be expanded to include other individuals with a similar personal relationship to the employee as that of an immediate family member.

CIVIL LEAVE

All employees covered by the NAPE/AFSCME Labor Contract and Classified System Personnel Rules and Regulations are eligible for paid civil leave. For detailed information regarding Jury Duty, Election Board Duty, Voting Time, court appearances and disaster relief, please reference the applicable NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations.

MILITARY LEAVE

Military leave is granted in accordance with applicable federal and state laws. Employees who are members of the National Guard or Reserve shall provide their Unit Training Assembly (drill) schedule to their supervisor as soon as it is available from the Military Unit.

Where practicable and at the request of the employee, the agency may allow the employee to flex his/her work schedule to accommodate Unit Training Assembly (drill) schedules. Please reference the applicable NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations for specifics.

CATASTROPHIC ILLNESS LEAVE

If you experience a catastrophic event, you may be eligible for catastrophic leave donation. A catastrophic event is defined as a serious illness or injury resulting in a prolonged absence of at least thirty work days during a six month period.

Refer to the applicable NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations for information on eligibility, conditions and donating to other employees.

LEAVE WITHOUT PAY/LEAVE OF ABSENCE

We understand that situations may arise where there may be a need to take leave time without pay. Therefore, employees may request an unpaid leave of absence for up to one year in certain circumstances. This request will need to be in writing and approved by the agency Director or designee. Business and agency needs will be a consideration when determining whether to approve leave of absence requests.

We ask that you make reasonable efforts to schedule leave for planned medical treatment so your absence doesn't unduly disrupt operations or cause undue difficulty for your coworkers.

Employees in a leave without pay or on an unpaid leave of absence that exceeds 14 days, which is not an approved FMLA absence, will experience a loss in benefits coverage.

ADVANCEMENT OF LEAVE

The agency Director may approve advancement of sick and/or vacation leave under extenuating or compelling circumstances. Any leave advancement shall not exceed 80 hours per calendar year (prorated for part time employees). Employees shall reimburse the State for all unearned sick and/or vacation leave used upon separation.

Employee's service date shall be adjusted when an unpaid absence due to Family Leave exceeds 14 consecutive calendar days.

SICK & VACATION PAY

Permanent employees begin to accrue sick and vacation days on their first day of employment, and it's accrued bi-weekly based on length of service.

Refer to the applicable NAPE/AFSCME Labor Contract or the Classified Personnel Rules and Regulations for accrual schedule, scheduling, balancing, and payout of leave upon separation of employment.

INJURY LEAVE

All employees (aside from E Unit employees) who are disabled as a result of a job-related injury or disease, which is deemed compensable by Worker's Compensation, may be granted injury leave not to exceed five of the employee's normal working shifts for any particular injury. A working shift is counted even if an employee is absent for any portion of their assigned shift. Disabled shall mean the employee is absent for any portion of their assigned shift. Disabled shall mean the employee is unable to perform the tasks usually encountered in one's employment due either to injury/disease or to treatment for an injury/disease.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Basic Leave Entitlement

As an employer covered by the Family and Medical Leave Act (FMLA), we provide as many as 12 weeks of unpaid, job-protected leave to eligible employees who need time off for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition;
- For qualifying exigencies that arise when the employee's spouse, son, daughter, or parent who is on covered active duty or has been notified of an impending call or order to covered active duty (used to manage family affairs);
- To care for a service member with a serious injury or illness;
- A serious health condition results in the employee being unable to perform his or her job.

Eligible employees may take a leave of absence for one or more of the above reasons for as long as a total of 12 weeks in a 12 month period and 26 weeks for a military service member.

Notice

The employee shall give at least 30 calendar days of notice of taking leave if the leave will consist of five or more consecutive work days.

Benefits and Protections

During FMLA leave, Administrative Services will maintain the employees' health coverage under any "group health plan" on the same terms as if the employee had continued work.

Upon return from FMLA, employees must be returned to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

If the employee doesn't return to work after leave entitlement has expired, Administrative Services is allowed to recover from the employee his or her portion of premiums normally paid to maintain the health insurance coverage. There are a couple of exceptions to this rule: 1) when the person fails to return to work due to the continuation, recurrence, or onset of a serious health condition or 2) when the person fails to return to work due to other circumstances beyond the employee's control.

Use of Leave

An employee doesn't need to use leave entitlement in one block of time. Leave can be taken intermittently when medically necessary. However, leave for placement of a child for adoption or foster care must be taken in one block of time (as opposed to intermittently) and must be concluded within 12 months of the birth or placement.

Employee Responsibilities

When you know you will have a need for FMLA leave, you must provide 30 days of advanced notice. When 30 days' notice isn't possible, you must provide notice as soon as possible. Whether your leave is taken all at once or intermittently, you also must follow Administrative Services normal call-in procedures to report your absence.

Before leave is approved, employees must provide sufficient information for Administrative Services to determine if the leave might qualify for FMLA protection and to plan for the anticipated timing and duration of the leave.

Employer Responsibilities

When you request leave, it's Administrative Services responsibility to review all the information and inform you whether or not you're eligible for leave under the FMLA. If you are eligible, the notice will specify any additional information needed from you as well as outline your rights and responsibilities. If you are not eligible, Administrative Services will provide a reason for the ineligibility.

FMLA Leave and Work-Related Injury or Illness

Employees who suffer a work-related injury or illness that constitutes a serious health condition under the FMLA will be granted FMLA leave if otherwise eligible for FMLA leave. Workers' compensation leave and FMLA leave will run concurrently.

Questions

It isn't possible to cover all aspects of family and medical leave in this handbook. If you believe you will need to take leave under the FMLA, please contact the Human Resources team for additional details.

THANK YOU FOR YOUR SERVICE

The policies and guidelines we've presented in this Employee Handbook are designated to help us - and you, as a valued employee - make the working experience for Administrative Services as fulfilling and productive as possible for everyone!

The better everyone understands and uses these guidelines to maintain the agency and keep everyone moving in the same direction, the more likely it is we will all enjoy each day with minimal difficulty, as members of a highly functioning team. We can all be proud of our service as an agency that effectively supports our customers and partners.

We're happy to have you on our team and look forward to working with you!

NOTE: Nothing contained in this handbook or in any other statement of Administrative Services philosophy, should be taken as an expressed or implied promise of continuing employment. The information in this handbook supersedes and replaces all previous handbook information and is current as of the date shown below. Administrative Services reserves the right to modify, add, or remove any policies or portions of the handbook at any time. Whenever possible, employees will be notified of changes to the handbook as they occur.

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EFFECTIVE: April 17, 2017