University of Nebraska at Kearney
Division of Business and Finance
Policies and Procedures

CLICK HERE FOR A TABLE OF CONTENTS

NOTE: This document has bookmarks for navigation. Firefox and Chrome both have built in viewers for PDFs, but these viewers do not open the navigation by default.

For instructions on how to disable the built in PDF viewers in Chrome and Firefox, visit:

http://www.unk.edu/bfpolicies
Accounts Payable

The primary function of the Accounts Payable Office is to process non-payroll vendor invoices and to facilitate the issuance of payments to vendors.

Overview of the Accounts Payable Process

The University of Nebraska at Kearney is an agency of the State of Nebraska, and is bound by the regulations, policies and procedures set forth by the Nebraska legislature and administered by the Department of Administrative Services. Policies and procedures set forth by the University of Nebraska Board of Regents and other University administrative entities govern issues specific to the University. Certain transactions are subject to Internal Revenue Service documentation and reporting guidelines.

The following processing is required to prepare an invoice for payment:

- A University department makes a purchase of goods and/or services, and subsequently prepares the documentation required to submit the payment request to the Accounts Payable Office.
- The Accounts Payable Office receives and reviews department input, makes changes or corrections, as necessary, and posts the transaction into the University’s financial system.
- Before the claim is paid, the payment request is reviewed by the Accounts Payable Office for compliance with University, State and IRS rules and regulations.
- The payment request is transmitted to the State of Nebraska's accounting system for subsequent preparation of the Treasury Warrant (check) by the Nebraska State Treasurer.

Any questions about the policies and procedures contained on this website may be directed to the Accounts Payable office.

Account Payable Contacts

Accounts Payable Policies

Employee Expenses

Awards

Cash awards paid directly to employees must be paid through payroll and may only be paid in conjunction with an established written award program approved by the Vice Chancellor of Business and Finance.

Non-monetary awards given to employees must comply with the provisions of an established written award program approved by the Vice Chancellor of Business and Finance. Invoices submitted for purchases of awards to be given employees must be accompanied by the name of the recipient(s), and the title of the approved award program. Note: Materials distributed to employees during business-related training sessions and which are provided by the trainer to reinforce the training objectives or to assist the employee in the performance of job related duties are not classified as "awards". Rather, these purchases should be classified as "training supplies". Clear documentation should accompany payment claims for training supplies to demonstrate the business
(See also Gift Cards and Certificates.)

Conference Registrations

Form of payment. Payment may be in the form of a direct payment to the vendor, a reimbursement to the conference registrant, or a purchasing card transaction. The University encourages the use of a purchasing card for the prepayment of conference registration fees.

Prepayment by the University. The only prepayment for conference expenses that the University may remit is for registration fees. Note: If prepayment is required for meals, entertainment reservations, etc., the conference registrant must include a personal check with the payment request to cover those items. See also lodging.

Out-of-pocket expenses. Out-of-pocket expenses incurred for meals, conference registrations, travel and lodging may be reimbursed after the conference.

Entertainment expenses. Entertainment expenses for conference registrants and/or traveling companions may not be reimbursed.

Documentation. Documentation must include original invoices, receipts, and/or registration forms and a statement providing the date, business purpose and agenda of the conference. In the case of a reimbursement to a University employee, documentation must be attached to an appropriately executed SAP Travel Expense Statement.

Employee vs Independent Contractor
See Accounts Payable-Purchasing/Spending Process-Tax and Regulatory Issues-Employee vs Independent Contractor

Entertainment Expenses

State funds may not be used to pay entertainment expenses for any purpose.

Faculty/Staff Training, Planning and Development Retreats.

- Food expenses incurred in conjunction with a faculty or staff training, planning or development retreat being conducted by UNK faculty/staff or administrators may not be paid with general appropriations, revolving or auxiliary funds.
- Exception: When food expenses are incurred in conjunction with a faculty/staff training, planning or development retreat which is managed and conducted by an external consultant engaged by the University to provide those services, general appropriations, revolving or auxiliary funds may be used to underwrite those food expenses. Accompanying a request for payment of food expenses incurred in these circumstances must be an explanation of the purpose of the event, an agenda, and a complete roster of participants classified by “Student”, “UNK Employee”, and/or “Other (please specify)”
- Other expenses: Expenses (e.g. lodging, facilities rentals or other travel-related costs) incurred in conjunction with faculty/staff training, planning or development retreats are subject to the same exception and the same documentation requirements noted in the previous two bullet points. General appropriations, revolving, or auxiliary funds may not be used to fund those functions which are not managed and conducted by an external consultant engaged by the University.
Food/Meal Expenses

When food or refreshments are purchased with State funds, a legitimate business purpose for the expenditure must be demonstrated. In no circumstance may alcoholic beverages be purchased with State funds. When substantiation requirements are met, there are three categories of food/meals expenses for which employees may be reimbursed:

- Extended Travel
- One-day Travel
- Non-travel Status

Lodging
See University Travel-Other Travel Expenses-Lodging

Mileage

(See Personal Vehicle, Use of)

Moving Expenses

Approval-

--In general, UNK will only reimburse employees for moving expenses if the expenses have been pre-approved in writing by the appropriate administrative officer--the dean of each respective college, the Chancellor, or the appropriate vice chancellor.

--Reimbursement may be for actual out-of-pocket expenses or for a limited pre-approved dollar amount.

Limitations -

--The distance between the employee's old residence and the new job site must increase at least 50 miles over the distance between the old residence and the old job site.

--A regular full-time employee who is relocated to another geographical area at his/her own request and for his/her personal benefit shall not be reimbursed.

--No office/service employee, student employee, or employee with the rank of research assistant, graduate assistant, teaching assistant or teaching fellow will be allowed moving expense reimbursement.

--Moving expenses may not be incurred by or paid to the employee later than one year from the date the employee begins employment at UNK.

Qualified Expenses -

- The cost of transportation of the employee and members of his/her household from old to new residence.
- The cost of transporting household goods and personal effects. Two bids are required. The University currently has household moving contracts with various moving companies. See Moving Companies (PDF) or Contact
Business Services (865-8525) for more information on these contracts and to arrange for payments to be made by UNK directly to the moving company

- The cost of lodging en route during actual move, subject to standard limitations.
- The cost of meals subject to standard limitations.
- Temporary living expenses for up to thirty (30) days at the new location. Contact Business Services for possible UNK contracts with motels and hotels.
- Expenses of traveling (including meals and lodging) from the former residence to the new place of employment for the principal purpose of searching for a new residence. Reimbursement is limited to two (2) pre-move house hunting trips.
- The cost of relocating one (1) personal vehicle from the pre-move residence to the new location. Note: Reimbursement is limited to one vehicle, one way and for one trip. UNK will not pay or reimburse expenses for the transportation of more than one automobile, nor will UNK reimburse for the transportation of boats, mobile homes, campers, and/or trailers.

### Payment Claim and Other Documentation -

- A **Moving Expense Reimbursement Agreement** may be completed to document the moving expense arrangement between UNK and the employee. The original signed Agreement, accompanied by all original receipts for reimbursable expenses, may be submitted by the UNK department to Accounts Payable for payment.
- All payments will be reported on the employee's W-2 at year-end in the appropriate taxable or non-taxable boxes.

### Payroll Taxes -

- New employees should be advised that, for each **taxable** moving expense reimbursement, applicable payroll taxes will be withheld from the first payroll check issued after the moving expenses are reimbursed unless alternative withholding arrangements have been made with the payroll department in advance.
- Failure to provide original receipts with the request for reimbursement of moving expenses as required by this policy automatically causes the reimbursement to be reported as taxable, regardless of whether the reimbursement would otherwise be reported as non-taxable.
- All reimbursements of moving expenses will be reported on the employee’s W-2 at year-end in the appropriate **taxable or non-taxable** boxes.

### Out-of-pocket Expenses

Appropriate documentation, including original receipts, for all out-of-pocket employee business expense claims should be attached to an appropriately executed SAP **Travel Expense Statement** or **Employee Non-Travel Expense Voucher** (whichever is appropriate in the circumstances) and submitted to Accounts Payable for review. (See also, **Accountable Plan, Reimbursement Claims**.)

**University Employee Expenses Incurred by another Nebraska State Agency.** On occasion, a University employee may incur valid travel or miscellaneous expenses connected with performing services for another Nebraska State Agency. In these situations, after receiving the employee's reimbursement request and after appropriate audit of the request for compliance with State rules and regulations, the Agency receiving the employee's services must transfer funds in the amount of the reimbursement request to the University via the Nebraska State Accounting System. In turn, the employee's home campus must then reimburse its employee using normal employee reimbursement means for his expenses incurred while serving the other State Agency.
University employees entitled to expense reimbursements from other Nebraska State Agencies or employees of other Nebraska State Agencies performing services for the University should contact the Accounts Payable office for specific instructions on submitting the appropriate claim for reimbursement.

**Personal Telephone, Use of**

When an employee finds it necessary to make a work-related call on his/her personal telephone, he/she may request reimbursement on an appropriately executed SAP *Travel Expense Statement*.

**Claiming reimbursement, cellular.** When claiming reimbursement for business calls made on a personal cellular phone, the following conditions must be met:

- The employee must provide their cellular company detail billing for the call(s) for which they wish to be reimbursed. Detail billing will show the date, time, length of call(s), number called and/or calling number, and cost of the call for each call submitted for reimbursement. A log shall be provided if the cellular company billing does not provide the above detail.
- The call(s) must be billed on a per minute basis, above and beyond the monthly fee charged for the service the employee has elected as their base plan. The University will reimburse work related calls regardless of when in the month the calls are made if the employee exceeds the base minutes.
- *For example:* Employee A has a plan which allows 25 minutes of calls for the base rate each month.

Example 1: Employee A has 30 minutes of personal calls and 5 minutes of work related calls during the month. The University will reimburse 5 minutes of calls regardless of when in the month the work related calls are made.

Example 2: Employee A only has 15 minutes of personal calls and 5 minutes of work related calls in the month. The University will not reimburse the employee since the cellular company made no additional billing.

Example 3: Employee A has 22 minutes of personal calls and 5 minutes of work related calls in the month. The University will reimburse 2 minutes of calls since the cellular telephone service provider will charge an additional billing for the 2 minutes exceeding the base plan minutes.

**Claiming reimbursement, land line.** The original telephone bill must be provided upon which the calls for business have been highlighted. The business purpose for each call highlighted must be noted.

**Student Employees**

When a payment is to be made to a University student who is also an employee of the University, a determination must be made of whether the payment to the student originates from a student activity or from an employee activity.

For tax reporting purposes, the payment must only be reported as a payment to an employee if the payment is connected with the student's employment with the University.

*For Example:* A student is a current chemistry major, and is also employed with the University under the work study program in the English department.

- Example 1: The student attended a national chemistry educator's conference during which he presented an original technical paper. He submits a reimbursement request for his lodging bill that the University
has agreed to pay. In this situation, the student will be treated as a non-employee for expense reimbursement purposes because the expense is related to his role as a chemistry student.

- Example 2: The student has been asked by his University work study supervisor in the English department to drive to a local store to pick up some emergency supplies for the office. The student has volunteered to use his own car and to pay out-of-pocket cash for the small amount of supplies. The supervisor agrees to reimburse the student for his expenses. In this situation, the student will be treated as a employee for expense reimbursement purposes because the expense is related to his role as an employee.

Travel Expenses

See University Travel-Travel Overview

US Citizenship & Immigration Service Payments

In order to send a separate check for each payment made to USCIS (US Citizenship & Immigration Srvs), please follow these instructions for entry into SAP.

- Choose vendor #179830 (Laguna Niguel address) or vendor #175860 (Lincoln address).
- Enter a unique invoice/reference number for each check needed. If two identical invoice/reference numbers are used they will pay on the same check.

Any number of requests can be entered to either of these vendors daily and separate checks for each unique invoice/reference number will be issued.

Non-Employee Expenses

Contract Requirements

Contracts with non-employee individuals for the provision of goods and/or services to the University should be prepared in writing before any goods/services are provided and, at a minimum, should include the following:

Full business name, personal name, and address of the independent contractor.

Business tax identification number (either Social Security No. or Federal Employer Identification No.)

Note: For confidentiality purposes, a tax identification number should not be included in the body of the contract. Rather, a Form W-9 should be requested by the department, completed by the service provider and submitted directly to the UNK Accounts Payable office.

- A full description of the goods/services to be provided the University.
- A full description of any in-kind goods/services to be provided by either the University or the contractor.
- A full description of the arrangement for reimbursement of out-of-pocket expenses to the contractor.
- The time period during which the goods/services are to be provided.
• If the service provider is represented by an agent or intermediary, a full description of the relationship between the service provider and/or the agent or intermediary.

• Full description of the University's payment obligation. This includes a description of any prepayment or refund provisions or timelines and a clear designation of who is to be paid if the service provider is represented by an agent or intermediary.

• Original signature of the University official authorizing the contract. This must be an individual who is officially designated by the Vice Chancellor for Business and Finance to enter into a contractual relationship on behalf of the University. (If the total contract payment equals or exceeds $1,000, the contract must be signed by the Vice Chancellor for Business and Finance, the Assistant Vice Chancellor for Business and Finance, or the Director of Business Services. If the total contract payment equals or exceeds $50,000, the contract must be signed by the Vice Chancellor for Business and Finance or the Assistant Vice Chancellor).

• A completed Notice to Out-of-State Provider of Personal Services form should be completed by any out-of-state service provider and attached to the contract along with a completed Form W-4-NA, if applicable. This form may not be completed on the service provider's behalf by an agent or intermediary.

• A completed U.S. Citizenship Attestation Form. Effective October 1, 2009, any individual employed by the University of Nebraska, providing independent contractor services for the University of Nebraska, or otherwise seeking public benefits from the University of Nebraska must attest that she/he is legally present in the United States and when applicable, is eligible to work. This form may not be completed on the service provider's behalf by an agent or intermediary. (Note: If there are more than one individuals performing the services, in lieu of requiring each individual performing services to complete and submit a separate U.S. Citizenship Attestation Form, when appropriate, language may be added to the contract to cover the requirements. Please see State Regulations for more information.)

• See Non-Resident Alien Services/Expenses below for more information regarding contracts involving service providers who are not US Citizens and/or are not permanent residents of the United States.

The Non-employee Service and Expense Reimbursement Agreement form may be used to fulfill the requirements of a simple written contract.

Employee vs Independent Contractor
See Accounts Payable-Purchasing/Spending Process-Tax and Regulatory Issues-Employee vs Independent Contractor

Non-Employee Food/Meal Expenses
See Accounts Payable-Accounts Payable Policies-Food/Meals Expenses-Non-Employee Meal Expenses

Non-Employee Expense Reimbursements

Out-of-Pocket Expenses. Arrangements with non-employee individuals for the reimbursement of out-of-pocket expenses incurred for legitimate business purposes during the business relationship with the University should be documented in the written contract with the individual. IRS rules will be followed in determining the taxability of expense reimbursements paid to non-employees.

Direct Billing. Departments are encouraged to arrange for non-employee travel accommodations (except meals) in advance in the same way arrangements are made for employee travel. Those arrangements should include, when possible, agreements with vendors to bill the University directly for those expenses.
Documentation. Documentation requirements for non-employee expense reimbursements include original copies of the completed Non-employee Service and Expense Reimbursement Agreement form, original vendor invoices or receipts, and copies of letters, agendas or other information describing the purpose or benefit for which the non-employee was invited to campus. This documentation should be submitted to the Accounts Payable office for review. (See also Candidate (Job applicant) Expenses and Independent Contractor Services / Honoraria.)

Non-Employee Volunteers

Definition. "Volunteers" shall mean those persons providing services to the University who are not being compensated for their time.

Allowed Expenses. The University may pay for the reasonable and necessary expenses for the recruitment, training, utilization and recognition of volunteers providing services to the University under a recognized program.

Recognized Program. In order to be a recognized volunteer program, a written program description complying with State specifications must be submitted to the Vice Chancellor of Business & Finance for approval, who, in turn, must submit the program to the State of Nebraska for final approval.

Non-Resident Alien Services/Expenses

Non-Citizens of the U.S. Before contracting for services with an individual who is not a citizen of the United States of America, nor whom has permanent residence in the United States, tax reporting matters and visa type issues must be resolved. Please contact the Accounts Payable office (865-8419) for assistance as soon as a decision is made to invite the non-resident alien individual to campus. The preliminary paperwork involved can sometimes take a lengthy amount of time to prepare and must be in place before services are rendered.

Out-of-state Individuals Performing Services in Nebraska. See Withholding on Non-resident Alien Personal Services.

Independent Contractor Services/Honoraria

Tax Reporting Status. Before contracting for services with an individual who is not an employee of the University, a determination should be made of what the status of that individual is to be with regard to tax-reporting issues. See Employee vs Independent Contractor.

Contract Required. For individuals who will be paid as independent contractors, the State requires a written contract be prepared and negotiated between that individual and the University before services are rendered. See Contract Requirements

Student Expenses

Student Activities, Food/Meals
See Accounts Payable-Accounts Payable Policies-Food/Meals Expenses-Student Activities, Food/Meals
Student Awards

Requests for payment of a cash awards to students and/or invoices for purchases of non-monetary student awards should include a description of the program purpose of the award as well as a list of the recipients, if known.

Student Conferences

(See Conference Registrations.)

Student Employees

See Accounts Payable-Accounts Payable Policies-Employee Expenses-Student Employees

Student Organizations, Financial Transactions

See Finance-Student Organizations-Student Organizations, Financial Transactions

Student Refunds

See www.unk.edu/offices/student_accounts/refunds.php

Original Receipts Provided: Claims for reimbursement to students for out-of-pocket expenses incurred during their participation in a University-sponsored student activity for which original receipts are provided at the time of the claim will be paid at actual cost. The reimbursement is paid under an Accountable Plan and is not reportable for income tax purposes.

Lump Sum Payments: Lump sum allowances paid to students to cover their out-of-pocket expenses incurred during participation in a University-sponsored activity for which there is no accounting of how the funds are used are paid under a Non-Accountable plan and are reportable for income tax purposes.

Direct Billing Recommended: The University recommends that, for the convenience of the student participants, travel, lodging, meals and other expenses incurred for students during University-sponsored student activities be arranged in advance and invoiced by vendors directly to the University.

Student Volunteers

(See Non-Employee Volunteers.)

Food/Meal Expenses

Alcoholic Beverages

State funds may not be used to purchase alcoholic beverages for any purpose.

Documentation Requirements

Documentation accompanying employee requests for reimbursement of meals expense while in travel status or during qualified one-day travel must include:
• The detailed original receipt showing the actual food purchased. Note: A cash register receipt or a credit card receipt which only substantiates the total amount paid or charged to the credit card IS NOT adequate substantiation. (To protect private information, any credit card numbers on receipts should be "blacked out" prior to submission of the original to Accounts Payable and/or prior to preparing copies for scanning or filing.)

• If the meal cost is less than $5.00, a receipt is not required. However, substantiation for that claim should include documentation that the meal was necessary, was incurred in the line of duty, and had a reason/purpose for the expense. Also included should be the date and time the meal was actually purchased. The traveler may create or use a travel expense log to record this information.

• A demonstration that the reimbursement claim is being made not later than sixty days after the final day on which the meal expenses were incurred. For example, if travel occurs June 15-June 18, the request for reimbursement for the travel period must be submitted and received by Accounts Payable no later than 60 days after June 18.

See Employee Meal Expenses.

FAILURE TO PROVIDE REQUIRED RECEIPTS WITHIN 60 DAYS OF THE END DATE OF THE TRAVEL PERIOD WILL AUTOMATICALLY RESULT IN THE DENIAL OF THE REIMBURSEMENT CLAIM. (Note: The 60 day requirement also applies to all reimbursements to employees of other out-of-pocket expenses. See Reimbursement Claims.)

Documentation accompanying requests for direct payments to vendors for food/meals expenses must include:

• The detailed original vendor invoice or receipt showing the actual food purchased.

• A copy of a program agenda specifically showing that the meal/refreshments were included as a part of the program and that a business- or program-related activity occurred during the meal / refreshment time.

• A complete list of participants that includes a designation of which participants are University employees.

• A completed Food Expense Request form.

Exclusive Food Services Contract - Chartwells

The University has an exclusive contract with Chartwells for food services and catering provided on the UNK campus. Chartwells has the first right of refusal to cater all activities for which food is provided on the campus. When an invoice from an outside vendor for food/meals that were provided on campus is submitted to Accounts Payable, documentation must be provided showing that Chartwells was contacted first and did authorize the use of the outside vendor.

Education Supplies, Food used as

Food items consumed or expended with use in a student class, lab, or other classroom educational activity are considered educational supplies and should be GL coded accordingly. Examples: Eggs, flour, potatoes used in cooking lab; baking soda or vinegar used in science lab, milk, cheese, yogurt used in display entitled, "Foods Rich in Calcium".

Employee Meal Expenses

(See also Reimbursement Claims.)
Extended Travel-

- Claims for meal reimbursements are allowed for overnight business- or program-related trips.
- On or after May 27, 2009, reimbursement claims for any individual meal expenses of $5.00 or more must be supported by actual receipts. When original receipts for meals expenses less than $5.00 are not provided, a log containing the date, the time, the place (city), the business purpose, and the actual cost of each meal less than $5.00 consumed during travel should accompany the reimbursement request.
- Only actual out-of-pocket expenses may be claimed (including tips and sales tax).
- The State of Nebraska prohibits the use of the IRS standard meal allowances for the purpose of claiming meals expenses; however, IRS standard meal allowances may be used to estimate the cost of meals for purposes of completing a pre-trip authorization for domestic travel or the M&IE column of the applicable Foreign Meal Allowance Chart to estimate meal costs for foreign travel.
- Meal expenses incurred in a city that is the temporary work location or temporary residence of the employee are not reimbursable.
- Requests for reimbursement must be submitted on the University of Nebraska Travel Expense Statement from SAP Automated Travel.
- For partial days of travel, claims for meal reimbursements are subject to the following limitations:
  - On the day of departure, breakfast may only be reimbursed when the traveler leaves before 6:30 a.m.
  - On the day of departure, lunch may only be reimbursed when the traveler leaves before 11:00 a.m.
  - On the day of departure, supper may only be reimbursed when the traveler leaves before 5:00 p.m.
  - On the day of return, breakfast may only be reimbursed if the traveler returns after 10:00 a.m.
  - On the day of return, lunch may only be reimbursed if the traveler returns after 2:00 p.m.
  - On the day of return, supper may only be reimbursed if the traveler returns after 7:00 p.m.

One-day Travel -

- When deemed necessary for the working conditions of the employee, reimbursement for meals may be claimed for one-day travel under the following conditions:
  - Breakfast may only be reimbursed if the employee leaves for one-day travel before 6:30 a.m.
  - Lunch taken during one-day travel may not be reimbursed.
  - Supper may only be reimbursed if the employee returns from one-day travel after 7:00 p.m.

- Meal reimbursements for one-day travel are monitored by the University and, if the total amount reimbursed to any one employee during the period beginning December 1 and ending November 30 of the following year exceeds $200.00, are reportable on the employee's W-2 for income tax purposes and are subject to applicable payroll tax withholdings.
- On or after May 27, 2009, reimbursement claims for any individual meal expenses of more than $5.00 must be supported by actual receipts. When original receipts for meals expenses less than or equal to $5.00 are not provided, a log containing the date, the time, the place (city), the business
purpose, and the actual cost of each meal less than or equal to $5.00 consumed during travel should accompany the reimbursement request.

- Reimbursement to one employee for two or more employee's expenses will not be allowed for one-day meals because of the income tax reporting provision noted above.

**Non-Travel Status**

- **Official Functions.**
  - Food expenses (in the city of regular work location and/or residence) are only allowed when in attendance at a required official function, conference or hearing of a public or general use nature for a large group, council, policy setting committee, or board whose direction affects the campus or entire university community.
  - The function should be at least one-half day in length and should promote the university to the outside community.
  - Regular University staff meetings or planning sessions are not included within the scope of the definition of "official functions".

- **Faculty/Staff Training, Planning and Development Retreats.** (See Employee Expenses.)
- **Offsetting Revenues.** If funds are collected from participants in official functions of the University to defray meal expenses, the revenues collected from the participants and the expenses incurred by the University for those meals must be coded and recorded to the same cost object.

- **Working Meals.** University funds may only be used for employee food expense incurred in Kearney when:
  - The food is served to facilitate the continuation of University business during an extended period of time which spans a meal period.
  - There is a showing that the meal period was the most expedient time to conduct the business. Payment claims must include documentation substantiating these conditions.

- **Social Gatherings.** Food or refreshments for University personnel gathering in a strictly social setting (example: farewell reception for staff member) may not be purchased with University funds.

- **Recognition/Appreciation Events.** Food expenses for employee recognition/appreciation programs are only allowable if the program is recognized and applied campus-wide and a written description of the program, including a list of specific types of expenses to be incurred, has been approved by and placed on file with the Vice Chancellor of Business and Finance.

- **Hosting University Guests.**
  - Food expenses incurred by University employees hosting University guests in a strictly social setting may not be paid with University funds.
  - University funds may be used for the payment of food expenses of employees who host a job applicant during an interview.
  - Expenses for the meals of a spouse or companion and/or family members of an employee are not allowed unless a direct business purpose for their presence may be shown.
Entertainment

University funds may not be used to pay entertainment expenses for any purpose.

Non-Employee Food/Meal Expenses

Business Purpose Necessary. Food/meal expenses for non-employees are allowed for activities for which a specific business- or program-related purpose may be demonstrated. (See Documentation Requirements above.)

Independent Contractor Agreements. In the case where a non-employee has been contracted for independent contractual services by the University and an agreement has been reached for the provision of the individual's meals, such agreement must be documented in the contract.

Offsetting Revenues. If funds are collected from non-employee participants in official functions of the University to defray meal expenses, the revenues collected from the participants and the expenses incurred by the University for those meals must be coded and recorded to the same cost object.

Spouses or Traveling Companions. Meals for spouses or companions of University employees or of non-employees providing goods or services to the University are not reimbursable unless there is a specific direct University business purpose shown for their presence at a business meal.

Student Activities, Food/Meals

Business or Program Purpose Necessary. Food/meal expenses for students are allowed for student activities for which a specific business- or program-related purpose may be demonstrated. (See Documentation Requirements above.)

Student Leadership or Development Retreats. Food (and/or lodging) expenses incurred for student retreats or training sessions conducted by UNK staff members who lead and manage those sessions for the purpose of training or orienting student leaders may be paid using appropriate related UNK revolving fund fees. At the time of payment, documentation will need to be submitted with the payment request providing evidence that the primary audience and majority of participants were UNK students. Food expense for faculty, staff or other non-student personnel in attendance will be paid only if those persons can provide a reasonable business purpose for attending.

Funds provided by general University appropriations may not be used for this purpose.

Offsetting Revenues. If funds are collected from student participants in official functions of the University to defray meal expenses, the revenues collected from the students and the expenses incurred by the University for those meals must be coded and recorded to the same cost object.

Property/Equipment Expenses

Capitalization Policy

See Finance-Property and Equipment-Asset Acquisitions-Capitalization Policy
(See also Determining Costs.)

**General Ledger (GL) Account Coding**

Although there are many capital equipment GL Account codes available, most capital property and equipment with an acquisition value of $5,000 or more may be classified using the following accounts:

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>553100</td>
<td>Office Equipment</td>
</tr>
<tr>
<td>553270</td>
<td>Educational and Recreational Equipment</td>
</tr>
<tr>
<td>553300</td>
<td>Automotive Equipment Purchase of passenger car (including station wagons, passenger vans and light trucks).</td>
</tr>
<tr>
<td>553350</td>
<td>Ag/Const/Shop Equipment</td>
</tr>
<tr>
<td>553500</td>
<td>Computing Equipment Purchase of electronic data processing equipment, including central processing units, peripheral equipment &amp; terminals.</td>
</tr>
<tr>
<td>553600</td>
<td>Household &amp; Dorm Equipment Purchase of food service, janitorial, and household &amp; institutional equipment and furniture.</td>
</tr>
<tr>
<td>553700</td>
<td>Other Personal Property Equipment that does not fit another category listed herein.</td>
</tr>
<tr>
<td>553800</td>
<td>Research Equipment Purchase of medical equipment having a service life of more than one year.</td>
</tr>
</tbody>
</table>

**Lease/Rental Expenses**

*Documentation.* Included with the documentation for the first rent payment should be a copy of the rental agreement detailing the terms of that agreement. Each time there is a change in a rental agreement or a renewal negotiated, a copy of the agreement should be forwarded to Accounts Payable.

*Major Equipment.* Some agreements for the lease of major equipment (equipment value = $5,000 or more) actually constitute an installment purchase of that equipment called a "capital lease." Copies of all new lease agreements for major equipment should be forwarded to Accounts Payable so that a determination may be made whether to treat the acquisition as capital outlay, which must be added to the fixed asset inventory and the acquisition value depreciated over the life of the equipment.
Other Expenses

Apparel, Uniforms and Footwear

When clothing, uniforms, costumes and any other types of personal apparel or footwear are purchased with University funds, documentation must be prepared at the time of purchase and kept with the purchase documentation describing a reasonable justification for the purchase of those items with University funds. Such justification should clearly show that the use of the apparel items was mandatory in the course of the University sponsored program or event and that the purchases were primarily program-related.

Award Supplies

Invoices submitted for purchases of awards/award supplies must be accompanied by the name of the recipient(s), and the title of the approved award program. (See also Employee Expenses: Awards and Student Awards.)

Gift Cards and Certificates

The IRS has determined that gift cards and certificates are "cash equivalents", and are tax reportable to the recipient. The purchase of gift certificates with University funds is prohibited by UNK because there is no systematic means in the University's financial system for tracking the issuance of gift certificates for tax reporting purposes.

Candidate (Job Applicant) Expenses

Reimbursement Limits. Up to three applicants per position may be reimbursed for travel, meals and lodging

Expenses of Companions. Generally, the University does not allow reimbursement for expenses for the spouse (companion) or family members accompanying the applicant.

Meal Limits. Meals may only be reimbursed if the applicant must be accommodated overnight to facilitate the interview. (See also Hosting University Guests.)

Direct Billing Encouraged. The University encourages the department making arrangements for the upcoming interview (rather than the applicant) to make the reservations for commercial travel and lodging prior to the applicant's visit and to request that the bills be forwarded directly to the University for payment. This should ensure efficiency and cost effectiveness of those arrangements.

GL Coding. All expenses should be coded to Job Applicant Expense regardless of whether payment is to the applicant or to a vendor that provided services on behalf of the applicant.

Documentation. Documentation accompanying payment claims for reimbursement to the applicant must include original receipts, the applicant's name and the position for which he/she interviewed. The documentation must be attached to a completed Non-Employee Service and Expense Reimbursement Agreement.
Entertainment Expenses
See Accounts Payable-Accounts Payable Policies-Employee Expenses-Entertainment Expenses

Lease/Rental Expenses

(See also Space Rental)

Personal Expenses

State of Nebraska and UNK policy prohibits the use of state funds for the purchase of goods or services that would be classified as "personal" in nature because such purchases do not represent a legal claim to the State for goods or services provided in the normal course of business. Examples of purchases that would be considered "personal" in nature are purchases for employees or other individuals or entities such as flowers, appreciation gifts, greeting cards, refreshments which are not being provided as a part of an established award program approved by the Department of Administrative Services or for which a legitimate business purpose cannot be established. Foundation funds are recommended as an alternative funding source for these types of purchases. See also Business Purpose.

Religious Activity Expenses

The Constitution of the United States and the Constitution of the State of Nebraska require that the University of Nebraska refrain from activities which either inhibit or promote any particular religion or sect. [Board of Regents policy RP-6.4.2] Accordingly, no University funds may be used for expenses incurred for religious activities.

Repairs/Maintenance Expenses

When processing a repair bill, the invoice will need to be perused to determine what portion of the amount being billed is for labor, and what portion is actually for the purchase of supplies used in the repair process. This distinction must be made for tax reporting purposes.

Labor - The labor (or repair) portion must be coded to a "repairs and maintenance" account - 525XXX/527XXX or "contractual labor" account 526XXX.

Supplies - The supplies portion of the bill will need to be coded separately to a "supplies" account 53XXXX.

Freight - If the bill also contains a charge for freight, please include the freight with the cost of the supplies portion of the bill coded to a 53XXXX account.

No Distinction Between Supplies and Labor - Only when there is no clear distinction between supplies and labor on the invoice, can the entire amount of the bill be coded to a "repairs & maintenance" 525XXX/527XXX or "contractual labor" 526XXX account.

University Sponsored Conferences/Functions

Faculty/Staff Training, Planning and Development Retreats

Food Expense

Document Last Revised 10/13/2017
Supplies and Other Expenses - Purchases for goods and services required to host and University sponsored function should be coded using "item" orientation, e.g. handouts or pamphlets should be coded to Publications and Printing expense.

Space Rental - Any payments for space rented off campus or out of town for occasional University sponsored events should be coded to general ledger account 524201.

**Purchasing/Spending Process**

**Making Purchases**

Authorization and Approval

*Cost Object Responsible Person.* Every University purchase must be approved by the person responsible for the cost object being charged. Approval may be designated by initialing the original invoice in the "OK to pay" space on the accounts payable stamp or in the appropriate space on the Accounts Payable Split-Coding Form. (See also Authorization and Approval Review.)

*Business Travel.* All out of town and all overnight business travel must be approved in advance with completion of an SAP Automated Travel Request or a Blanket Travel Authorization form. See Pre-Trip Tasks and Planning.

*Signature Stamps.* The use of signature stamps is prohibited.

*Delegated Authority.* Approval authority may be delegated if the person responsible for the cost object performs a post audit review using the SAP financial reports. Any delegation of authority should be formally adopted in writing, and filed in the University department. Accountability for all approvals lies with the person responsible for each cost object charged regardless of whether his/her approval authority has been delegated or not.

*Bids/Requests for Proposals*

(See Business Services - Bidding Process)

**Business Purpose**

The University of Nebraska's stated purpose for existence per Executive Memorandum No. 2 issued January 9, 1976 is "providing educational opportunities for [Nebraska's] citizens, for discovering and disseminating new knowledge, and for extending educational public service to the people and the institutions of the State". All payment requests made by University programs and personnel NOT found to reasonably support this stated purpose will be denied. See also Personal Expenses.
Charge Accounts

Certain vendors allow purchases of goods and services on open account. University personnel making such purchases must be authorized to do so. The purchaser will be responsible for retaining the original purchase receipt or charge slip and for transmitting it to the department personnel responsible for payment processing. Care must be taken to give appropriate information to the vendor at the time of purchase:

- Sales tax exempt information.
- Name of purchaser
- University department address and contact information.

Foundation Funded Expenses

(See UN Foundation Accounts)

Obtaining Vendor Information

During the process of parking a vendor invoice into SAP, it may be discovered that the correct vendor cannot be found. In order to complete the vendor setup, the following information should be requested from the vendor and transmitted to the Accounts Payable office:

- A completed and signed Form W-9 containing the vendor's legal business name, the vendor's federal tax identification number, the correct remittance address, and the vendor's legal business type.
- A completed and signed US Citizenship Attestation Form when applicable.
- A completed and signed Notice to Out-of-State Provider of Personal Services when applicable.
- A completed and signed Form W-4NA when applicable.

This may be accomplished by requesting that the vendor forward the form(s) to the Accounts Payable office via fax (308-865-8326) or by mail.

Online Purchases

Preferred or Prime Vendor Contracts. Purchases from vendors with whom the University has negotiated preferred or prime vendor contracts are accomplished by signing on to the vendors' internet sites, using University User ID's and passwords, and ordering goods/services directly. The vendors subsequently submit detailed reports/statements of all charges to the University for verification. Payments to these vendors are made via electronic funds transfers. For a description of the current preferred or prime vendors contacts, see University Contracts.

Other On-line Purchases. University purchasers should use discretion when making internet purchases to ensure that the purchases are being made from reputable vendors. Adequate screen shots or printouts should be made by the purchaser at the time of purchase to document 1) the type of purchase made, 2) the unit and extended prices and 3) complete contact information for future reference. Documentation should also be prepared to show that the on-line purchase was appropriately authorized. When a University purchasing card was used to make the purchase, all documentation should be retained with department purchasing card records. When the purchaser makes a business purchase using a personal credit card, the documentation must be attached to the University of Nebraska Employee Expense Statement from SAP Automated Travel or an Employee Non-Travel Expense Voucher when the claim is submitted for payment.
Purchasing Cards

A University of Nebraska US Bank VISA card (purchasing card) may be presented to a vendor for the purchase of certain types of goods. The transaction is processed in a manner similar to other types of credit card purchases. For policies and procedures governing the issuance and use of University purchasing cards, see Business Services - Purchasing Card. (See also Purchasing Card Review.)

Providing Sales Tax Exemption Number

See Taxation Issues - Sales Tax Exemption, Nebraska or Sales Tax, Out of State.

Purchase Orders

A purchase requisition may be submitted to Business Services to request a purchase order be prepared and transmitted to a vendor. For policies and procedures governing the use of purchase orders, see Business Services - Purchases Requiring a Purchase Order.

Purchasing from Other State Agencies

Interagency Billing Transactions (IBT) are invoices that represent purchases from other agencies of the State of Nebraska. (See Transactions between UNK Departments and NE State Agencies.)

Purchasing from Other University of Nebraska Campuses

(See Transactions between UN Campuses.)

Purchasing from University Employees

No article or service may be purchased from any University faculty or staff member without prior written approval by the Vice Chancellor of Business and Finance. The written approval must be attached to any request for payment submitted to Accounts Payable and made on behalf of a University employee.

Vendor Discounts, Taking Advantage of

See Discounts

Department Level Processing

Documentation

Definition. Source documentation is any invoice or other type of proof of purchase that provides the complete information required to process a payment transaction:

- Original vendor cash register receipt that itemizes the purchase(s)
- Original detailed vendor invoice
- Original vendor statement only if the statement provides a detailed itemization of the goods/services purchased and the charges for each. A statement merely listing invoice numbers and amounts due for each is not acceptable.
- Original credit card receipt that itemizes the purchases
• Original canceled check showing proof of payment (in combination with detailed receipt or invoice)
• Itemized receipts requested from vendors after the fact when the original receipt is not available (for the purposes of complying with this policy)
• An affidavit, signed by the purchaser, explaining the reason why the original receipts are not available, providing a detailed accounting of the expenses being claimed, showing a reasonable business purpose for the expense, and certifying that the amounts claimed are true and correct. NOTE: This form of documentation is allowable only in limited circumstances.
• Printouts or screen shots substantiating online purchases

Level of Detail. When a receipt does not provide the essential character of the expense, e.g. rate or period of use, specific description of purchase, etc., the University may require a copy of a contract, a catalog page, or additional information substantiating the expense.

Reimbursement Claims. Original receipts must be attached to any claim for reimbursement submitted to the University. The University recommends that claimants prepare copies of those receipts to be retained for their personal records. Effective May 27, 2009, the due date for submitting non-travel reimbursement claims to the Accounts Payable office is 60 days following the date the expense was incurred; the due date for submitting travel reimbursement claims to the Accounts Payable office is 60 days following the last day of any contiguous travel period.

Financial Reporting

Once Accounts Payable posts an invoice or expenditure claim into the SAP system, the transaction will appear in the financial reports for the general ledger account and cost object into which the transaction has been classified. Numerous reports are available online to University personnel who desire access to current financial and accounts payable data for their department or functional area. This data should be reviewed for accuracy and any errors in classifications to general ledger accounts or cost objects reported to Accounts Payable immediately.

General Ledger (GL) Account and Cost Object Coding

Each payment request must be coded so that the transaction will appear in the appropriate category in the University's financial reports. To facilitate this coding, each department is issued a rubber ink stamp that may be impressed on each invoice to identify the cost object and general ledger account for the transaction. If a transaction must be split-coded between cost objects and/or general ledger accounts, the Accounts Payable Split-Coding Form may be completed and attached in lieu of the rubber ink stamp impression to better organize the coding information.

Invoices (Current)

Only original copies of vendor invoices will be accepted for processing by Accounts Payable. Prior to processing, invoices should be perused to ascertain:

Terms of Payment. The terms or agreements for payment vary by vendor. Most vendor invoices contain a statement of the terms for expected payment. For example, the term "Net 30 days" indicates that payment is expected within 30 days. Unless the department shows good cause why a payment should be held, the University's payment policy provides that payment is due to vendors upon receipt of the invoice.
Discounts. Some vendors offer discounts if payment is received by a designated date. Department staff should peruse vendor invoices for discount terms and process those invoices in a timely manner so that discounts may be taken.

Credits. When a vendor invoice reflects a credit to the University's customer account, it is the general policy of the University to request a refund of the credit from the vendor. However, if the vendor is a common vendor used by the University, the credit may be applied against current outstanding invoices on the account. Note: Department personnel may not enter credit invoices in the SAP system. Departments are requested to transmit all credit invoices upon receipt to Accounts Payable for entry into SAP.

Shipping, Handling and Freight Charges. Shipping, handling and freight charges appearing on an invoice should be included as a part of the cost of the item being purchased rather than being broken out and assigned a separate "freight" general ledger account code.

Sales Tax. Nebraska sales tax charged on invoices for which an exemption is appropriate will be deducted for the purposes of determining final payments to vendors. Departments observing that sales tax has been charged are responsible for immediately contacting and notifying vendors of UNK's sales tax exemption and requesting that UNK's account be adjusted accordingly. Upon request by a vendor, the department may request that the Business Services Office forward a copy of the Nebraska Form 13 Nebraska Resale or Exempt Sale Certificate to the vendor's business office.

Prepayments. Generally, the University of Nebraska does not allow payments for goods or services in advance. The position of the State of Nebraska is that until the vendor's goods and/or services are received, there is no legal obligation for payment. Certain exceptions apply, including common arm's length business transactions which are normally prepaid, e.g. subscriptions, conference registrations, rents, etc. When a prepayment for goods or services must be made to a vendor, a written agreement must be in place with the vendor which describes the terms of the prepayment, and which includes a provision stating that the vendor agrees to refund any prepayments (net of any reasonable processing costs, when applicable) for which goods or services are not delivered in a timely manner in compliance with a contract or other prepayment agreement.

Invoices (Old)

The State of Nebraska requires that unpaid out-of-date invoices (those which are older than two years) be processed through the Office of Risk Management, State Claims Board. The process involves the completion of a claim form that is forwarded to the State Claims Board and subsequently reviewed and approved or denied, based upon the circumstances. There is generally a lengthy processing period involved.

Out-of-date invoices should be forwarded immediately to Accounts Payable. Accounts Payable will forward the necessary paperwork to the State Claims Board for further action.

Record Retention

Accounts Payable Transactions. Except for purchasing card transactions and blanket travel authorizations, all official documentation for payment transactions is maintained by the Accounts Payable Office for seven years. Departments are encouraged to retain file copies of payment documentation on site for a convenient length of time when deemed appropriate for timely reference, but for no longer than seven years.

Purchasing Card Transactions. Original copies of purchasing card transaction invoices and receipts must be maintained for seven years in the University department to which the expense is charged. This documentation is
subject to periodic review by Accounts Payable staff to ensure that the documentation is being preserved in compliance with University records retention guidelines. Before documentation for purchasing card transactions may be disposed of by the custodial department, the department must notify the Accounts Payable Office so that appropriate disposal paperwork may be transmitted to the Nebraska Secretary of State.

Remittance Copies of Invoices

It is the objective of Accounts Payable to maintain adequate documentation for each transaction without superfluous paperwork.

No Remittance Copies Required - Generally, departments requesting payments of invoices should submit to Accounts Payable only the original copies of invoice documentation. In cases where invoices bear unique identifying numbers, those numbers are entered in the payment system exactly as they appear on the invoices. The numbers then appear on the payment stubs of the warrants to identify those transactions to vendors. This process eliminates the necessity to include remittance copies of the invoices with payments to vendors.

One Remittance Copy Required - If invoice documentation must be included with payment in order to identify the payment to the vendor, one additional copy of the documentation should be submitted to Accounts Payable along with the originals. In addition, the department must include clear instructions to Accounts Payable noting that the warrant (check) must be returned from the State before mailing for inclusion of the appropriate copies.

Order, Registration and Subscription Forms - The department must transmit to Accounts Payable:

- The completed original form (accompanies payment to vendor)
- One duplicate or photocopy of the completed original form (stamped, coded, approved, and placed on file in the Accounts Payable office)
- Preaddressed envelope from vendor (if available).

SAP Entry, Prerequisites

- User must have SAP Navigation training. To register for SAP Navigation training, click on the Training link on the SAPPHIRE Home Page.
- User must have Accounts Payable entry & display security in SAP. Request security by clicking on the Request or Update SAP ID link on the SAPPHIRE Home Page.
- User must complete Bill-Paying Process training & SAP Parked Invoice Entry training. To register for these trainings, click on the Training link on the SAPPHIRE Home Page.

Special Handling. Any instructions for special handling of vendor payments must be clearly stated and attached with a staple (please do not use paper clips) to the front of the payment documentation prior to transmission to the Accounts Payable office. (e.g., "Please enclose attached letter with payment." or "Please return warrant (check) to Student Services so that additional information may be enclosed with payment.")

Vendor Credits/Refunds

See Credits
Tax and Regulatory Issues

Tax Reporting

All payments disbursed to vendors for independent services and other types of reportable income are subject to IRS reporting rules. By January 31 of each year, a 1099 MISC shall be issued by the University to any vendor for payments that meet the criteria for tax reporting defined by the IRS for the previous calendar year. Questions regarding Forms 1099 MISC received from the University should be directed to the Accounts Payable office, 308-865-8419.

Employee vs Independent Contractor?

Prior to engaging an individual to provide goods and/or services for the University, a determination should be made whether that individual will be paid as an employee or as an independent contractor. A careful review at this stage will prevent any difficulties with the Internal Revenue Service and/or the Social Security Administration later with regard to reporting and withholding. The amount of control the University has over an individual is one of the primary factors in determining the nature of an individual’s working relationship to the University. Departments should contact either the Accounts Payable office or Payroll Office for assistance in making an "employee vs. independent contractor" determination.

Expense Reimbursements, Taxability

Accountable Plan: An expense reimbursement or allowance arrangement must meet the following criteria to exempt the payment to the recipient from income tax reporting:

- The recipient must have paid or incurred allowable business expenses while performing services in a working relationship with the University.
- The recipient must provide a detailed accounting of the expenses to the University at the time the expense or allowance claim is made.
- Any excess reimbursement or allowance must be returned to the University within a reasonable period of time.

Non-Accountable Plan: An expense reimbursement or allowance arrangement not meeting the criteria for an Accountable Plan is considered to be paid under a Non-accountable Plan and any payment to the recipient is income tax reportable.

Required Vendor Information

- Business type
- Remittance address
- Tax identification number

Personal Service Payments, Out of State Service Providers

(See Withholding on Non-resident Alien Personal Services below.)
Sales Tax Exemption-Nebraska

Scope. The University of Nebraska is sales tax exempt in the State of Nebraska. Any unit of the University that reports its financial transactions in the University's official financial statements may purchase goods and services under the blanket of the University's sales tax exemption.

Vendor Notification. Prior to contracting for the purchase of goods and/or services, a University purchaser should notify the vendor of the University's sales tax exempt status. For a first-time purchase from any vendor, the purchaser of the goods and/or services should forward a request, including business name, address and telephone and fax numbers, to Business Services to complete and forward a Form 13Nebraska Resale or Exempt Certificate to the vendor.

Use by Satellite Organizations. Student organizations or other University-related entities may not purchase goods or services using the University's sales tax exemption unless they fall within the scope defined above.

Sales Tax, Out of State

The University of Nebraska has been granted some out-of-state sales tax exemptions. Please contact the Accounts Payable Office to inquire whether sales tax charged on out-of-state invoices should be paid.

Tax Identification Numbers

For tax reporting purposes, the University requires that its vendors (including individuals) paid through Accounts Payable provide a current federal tax identification number (FTIN). There are three types of FTIN's acceptable for tax reporting:

Federal Employer Identification Number (FEIN) - Any business that operates and remits payroll payments to employees must have a Federal Employer Identification Number. The number format for the nine-digit FEIN is XX-XXXXXXXX.

Social Security Number (SSN) - If a payment is to be issued to an individual, or an individual doing business as a sole proprietor who has not applied for and received a FEIN, the vendor setup must include that individual's Social Security Number (SSN). The number format for the nine-digit SSN is XXX-XX-XXXX. The first digit of the number can be 0-8.

Individual Taxpayer Identification Number (ITIN) - This number is assigned to an individual who is not eligible for Social Security benefits, but requires a number for income tax reporting or other identification purposes. The number format for the nine-digit ITIN is 9XX-XX-XXXX.

Request for Vendor's FTIN. If a vendor setup cannot be found in the SAP system during parked invoice processing, and the vendor's FTIN is unknown, please contact the vendor and request that a Form W-9 Request for Taxpayer Identification Number and Certification be faxed to the Accounts Payable office (308-865-8668) to provide the information necessary for establishing the vendor in the SAP system.

Tax Identification Numbers, Application for

Student- or other satellite organizations related to the University but not under University control will need their own federal tax identification number prior to opening bank accounts and/or conducting financial transactions. A federal tax identification number (FTIN) may be obtained from the IRS by submitting
a completed **Form SS-4 Application for Employer Identification Number**. Caution: Organizations should exhaust all efforts to determine that they have not already been issued a FTIN by the IRS before applying for a new FTIN.

**Vendor Business Type**

For tax reporting purposes, a vendor must be identified by type (i.e. sole proprietor, corporation, partnership, governmental agency, tax exempt non-profit organization, non-resident alien individual, etc.) in the SAP Accounts Payable system.

If a vendor setup cannot be found in the SAP system during parked invoice processing, and the vendor's business type is unknown, please contact the vendor and request that a **Form W-9 Request for Taxpayer Identification Number and Certification** be faxed to the Accounts Payable office (308-865-8668) to provide the information necessary for establishing the vendor in the SAP system.

**Withholding on Non-Resident Alien Personal Services**

*State law.* State law requires that payments to non-resident (out-of-state) individuals rendering personal services in the State of Nebraska be subject to Nebraska income tax withholding even though the individuals are not University employees.

*Personal Services, Scope.* Personal services include, but are not limited to, payments made to nonresident consultants, public speakers, entertainers, individual athletes, jockeys, performers, etc.

*Ownership/Control.* Payments for personal services made to a partnership or corporation which is controlled by an individual or individuals performing the service will also require withholding, since the payment is deemed to be made directly to the individual(s) involved. Control is defined as having greater than 80% ownership of the partnership or corporation by the individuals performing the service within the State.

*Nebraska Income Tax Withholding.* Withholding is required whenever a payment or payments to the same individual, partnership or corporation is in excess of $600. If total payments are less than $28,000, withholding is 4.00% of the payment. If total payments are $28,000 or more, withholding is 6.00% of the payment.

*Form W-4NA.* A **Nebraska Withholding Certificate for Non-Resident Individuals (Form W-4NA)** will need to be completed by the payee if:

- A portion of the fee is for expenses directly attributable to the service being performed in Nebraska, or
- The payment is to a non-resident partnership or corporation that is controlled by the person(s) performing the service in the State.

The original Form W-4NA will be placed on file with the original payment documentation in the Accounts Payable office.

**Vendors**
Advance Payments to Vendors

Occasionally, there are situations that arise where advance payments to vendors are necessitated due to federal requirements, State Statutes, contracts or, normal business practices. Prepayments are generally in conflict with the normal claims process since the University has given up assets in anticipation of goods or services being rendered at a later date. (There is no enforceable claim against the University until goods or services are received.) Since the potential for loss to the University is greater under prepayment situations, extreme care should be exercised and a conscious effort should be undertaken to minimize prepayments. Three common types of prepayment situations are:

**Conference Registrations** - University and State policy permits the prepayment of conference registration fees on behalf of University employees.

**Federal Government and Affiliates** - The Superintendent of Documents and the Postmaster require prepayment for publications and postage, respectively. All other transactions with the federal government should be reviewed to determine if prepayment is mandatory or not.

**Routinely Recurring Expenses** - Normal business practice necessitates the prepayment of expenses such as magazine subscriptions, local telephone service, rent expense, etc.

**Major Contracts with University Vendors**


*Antelope Bookstore*. Official campus bookstore (exclusive).

*Chartwells*. Food service (exclusive)


*Océ North America*. Cost-per-copy copier services.

*Linweld, Inc*. Industrial and research gases (prime vendor).

*Office Depot*. Stockless office supplies (prime vendor).

*Pepsi-Cola*. Pouring service (exclusive).

*Runza Restaurant*. Concessions (exclusive).

*Sigma-Aldrich*. Scientific Products (secondary vendor).

*Travel & Transport, Inc*. Travel agency (exclusive).

*VWR Scientific Products*. Scientific products (secondary vendor).
**Payment History**

For those persons having Accounts Payable security in the SAP system, payment history for vendors may be viewed in the system by accessing one of the following reports in SAP:

- **AP-DAS Voucher Lookup report** (transaction code ZAPK). Activate a vendor search on the "Vendor ID#" field to identify the vendor for which history is being sought. Complete other selection fields, as necessary.
- **List of Vendor Line Items** report (transaction code S_ALR_87010053). Activate a vendor search on the "Vendor account" field to identify the vendor for which history is being sought. Complete other selection fields, as necessary.

**Remittance Address**

During the invoice parking process, in circumstances where a vendor has numerous addresses from which to select, the remittance address shown on the invoice is the correct address for the SAP selection. If the vendor is configured for electronic payments, the correct remittance address in SAP will show "ACH" in the second vendor name field and, if different, should be selected instead of the remittance address shown on the invoice.

**Tax Identification Numbers**

**Vendor Business Type**

See [Accounts Payable-Purchasing/Spending Process-Taxation & Regulatory Issues-Vendor Business Type](#)

**Vendor Credits/Refunds**

See [Credits](#)

**Vendor Discounts, Taking Advantage of**

See [Discounts](#)

**Treasury Warrants (Checks)**

**Treasury Warrants, Issuance**

Generally, payments to University vendors are issued from public funds held in the custody of the Treasurer of the State of Nebraska. When all transaction review processes are complete, the Department of Administrative Services directs the State Treasurer to prepare treasury warrants for the payment of all University vendor claims submitted by Accounts Payable. These warrants are negotiable instruments, similar to checks, which are forwarded to vendors in payment of outstanding claims.

**Normal Processing** - In the absence of instructions otherwise, the State Treasurer's Office will mail warrants directly to the vendors. Invoice numbers are included on the warrant payment stub so that the vendor may identify the transactions for which remittance is being received. Departments should expect at least five business days processing time from the point the invoice documentation is received by Accounts Payable until the time the State Treasurer prepares the warrant for mailing to the vendor.

**Priority Processing** - Priority processing may be implemented for invoices that are past due, invoices that include discounts for timely payment, or other invoices that require that payment be expedited. Departments may request this priority handling by contacting Accounts Payable and showing cause why the priority handling
is desirable. In most cases, departments may expect that the warrant will be mailed three business days after the invoice documentation is initially received in the Accounts Payable office.

**Special Handling** - A warrant flag may be marked during SAP invoice processing that cues the State Treasurer to return the warrant to the UNK Accounts Payable office instead of mailing the warrant directly to the vendor. This option is desirable when additional documentation, such as a registration form, must accompany the warrant to the vendor. Departments should clearly mark and include special handling instructions with the invoice documentation transmitted to Accounts Payable if the warrant should be returned to UNK for further processing.

**ACH (Electronic) Payments**

Effective June 1, 2008, the State of Nebraska has mandated that individual payments to vendors amounting to $25,000 or more be paid electronically. In addition, the State strongly recommends that vendors receiving multiple payments annually from the University be set up to be paid electronically. In order for this type of transaction to be completed, a Nebraska ACH Enrollment Form must be initially completed by the vendor's bank. Departments anticipating payments to qualified vendors should notify Accounts Payable immediately to initiate the ACH set-up process because the ACH setup takes some time to complete with the State Treasurer.

Regardless of the payment amount, if a vendor requests that the University's remittances be direct deposited to the vendor's bank, please contact Accounts Payable to initiate the ACH set-up process.

**Expired Warrants**

The State of Nebraska requires that expired warrants (those which are older than one year) be processed through the Office of Risk Management, State Claims Board. The process involves the completion of a claim form that is forwarded to the State Claims Board and subsequently reviewed and approved or denied, based upon the circumstances. There is generally a lengthy processing period involved.

When discovered, expired warrants should be forwarded immediately to Accounts Payable. Accounts Payable will forward the necessary paperwork to the State Claims Board for further action.

**Foreign Currency**

Occasionally, vendor invoices indicate that remittances should be made in a currency other than U.S. Dollars. Upon receiving such an invoice, the department should contact the vendor and determine whether the vendor will accept payment in U.S. Dollars. If the vendor will accept payment in U.S. Dollars, a notation should be made on the invoice documenting the vendor's permission. The Accounts Payable office should be contacted to assist in using the exchange rate to translate the billed amount into U.S. currency. Then the invoice should be processed in normal fashion. If the vendor will not accept payment in U.S. Dollars, the department should immediately contact the Accounts Payable office for assistance.

**Lost or Missing Warrants**

Inquiries regarding the replacement of lost or missing warrants should be addressed to the Accounts Payable office (865-8419). The warrant payee will be required to complete a notarized affidavit form to initiate the stop payment and reissue process.
Outstanding Warrants

Recipients of Nebraska Treasury Warrants (checks) should make every effort to negotiate (cash or deposit) the warrants in a timely manner. Treasury warrants expire one year from issue date. Inquiries regarding whether a warrant processed through the SAP accounts payable system has cleared the bank or not may be made to the Accounts Payable office.

Warrant Payment History

For University employees with accounts payable security in SAP, vendor payment history (including warrant number and issue date) may be viewed using the SAP AP-DAS Voucher Lookup report.

Accounts Payable Audits

Authorization and Approval Review

It is the responsibility of each University department to ensure that all purchases by the department are properly authorized and that claims submitted for payment through Accounts Payable are approved by the person(s) responsible for the cost object(s) being charged. Signatures on payment claims are subject to periodic review by Finance Office personnel to determine that those signatures are appropriate and that any delegation of authority is documented in writing in department records.

Purchasing Card Review

A weekly review is conducted by Accounts Payable to determine that all purchasing card transactions posted into SAP comply with University policy and that the data entered is appropriate. In addition, regular periodic reviews of purchasing card documentation are made by the Internal Auditor to ensure that required documentation is being maintained at the department level, is being retained in compliance with the University's records retention schedule, and that the documentation supports allowable expenses charged to the purchasing card per University policy.

SAP Review

All expenditures entered into the SAP Accounts Payable system are reviewed at the time of posting to determine that the data entered into SAP agrees with the supporting documentation, that the general ledger coding is appropriate, and that the vendor master records for vendors subject to tax reporting are set up correctly. When exceptions are noted, contemporaneous corrections are made, if possible. Otherwise the University department is contacted to assist in making corrections.

State of Nebraska Review

The State of Nebraska has designated the purchase of certain goods/services as "audit-sensitive" purchases. These purchases require a special review to determine whether they comply with State and/or IRS guidelines and whether adequate documentation has been submitted to support that determination. When exceptions are noted, the University department is contacted to assist in correcting those exceptions.
Accounts Payable Forms

Accounts Payable Split Coding Form

The Accounts Payable Split Coding Form may be used in place of the accounts payable stamp imprint when an accounts payable transaction must be split coded between multiple cost objects and/or multiple general ledger accounts. The form provides space for the coding for each combination of cost object and general ledger account used, and provides a space for the signature of each cost object responsible person to whose cost object a portion of the expense is being charged.

Application for Employer Identification Number (SS-4)

Form SS-4 Application for Employer Identification Number may be completed to apply to the IRS for a Federal Employer Identification Number (FEIN). See the form instructions for information on how to apply online or by telephone. It is recommended that the person applying online or by telephone first complete a printed form so that he/she will have the necessary information available at the time the online or telephone application is completed. The FEIN is issued immediately when the online or telephone application is used.

Airfare Situation Report

The Airfare Situation Report must be submitted to Travel and Transport, Inc. in advance of travel when a UNK business traveler finds a quotation for airfare that is less than it may be booked through Travel and Transport, Inc. Travel and Transport, Inc. will then follow up and either arrange for airfare at the same price, or forward the Airfare Situation Report to Business Services for the purpose of notifying the University that the traveler has permission to book the airfare independently. Upon receipt, Business Services will ratify Travel and Transport Inc.’s permission for the traveler to book the airfare independently. The final Airfare Situation Report must be attached to the University of Nebraska Travel Expense Statement from SAP Automated Travel when the traveler submits his claim for reimbursement of the airfare. The Airfare Situation Report form must be completed online.

Blanket Request for Employee Piloted Air Travel

A Blanket Request for Employee-Piloted Air Travel form must be completed for the purpose of documenting advance department authorization for an employee to pilot an airplane for regularly recurring air travel to one destination and for one business purpose during the University's fiscal year.

Blanket Travel Request

The Blanket Travel Request must be completed to obtain authorization to travel on recurring University business for a single and ongoing business purpose. This form may not be used if there are multiple funding sources used to pay for the recurring trips. A new authorization must be completed and signed for each fiscal year during which the travel occurs.
**Employee Non-Travel Expense Voucher**

The *Employee Non-Travel Expense Voucher* form must be submitted when the only expenses for which reimbursement is being claimed are non-travel expenses.

**Expense Reimbursement Log**

The *UNK Expense Reimbursement Log* is a form that may be used by a UNK employee to accumulate and document for his/her department’s Travel Coordinator the information needed to submit a claim for reimbursement of any business-related out-of-pocket expenses. Generally, original receipts for claimed expenses must be attached. Note: When reimbursement for non-travel expenses only is being claimed, please use the *Employee Non-Travel Expense Voucher* form above.

**Mileage Log**

The *Mileage Log* must be completed if mileage will be claimed on a single expense reimbursement claim for the use of a personal vehicle for multiple trips or for one trip with multiple destinations and purposes. The completed form must be attached to the *University of Nebraska Travel Expense Statement* from SAP Automated Travel.

**Moving Expense Reimbursement Agreement**

The Moving Expense Reimbursement Agreement form must be used to document a moving expense reimbursement agreement between the (future) employee and his University college/division. Once the move has occurred the *Moving Expense Reimbursement Agreement* must be submitted to Accounts Payable to claim payment for the moving expenses.

**Nebraska Withholding Certification of Nonresident Individuals (W-4NA)**

In certain circumstances, the *Form W-4NA Nebraska Withholding Certification of Nonresident Individuals* must be completed by the University to determine the Nebraska income tax withholding implications of payments to non-Nebraska vendors providing services in Nebraska. A portion of the form must be completed by the service provider to identify the nature of the payment requested, and to provide appropriate information about the vendor's tax-reporting status. For further information contact Accounts Payable.

**Non-Employee Service and Expense Reimbursement Agreement**

The Non-Employee Service and Expense Reimbursement Agreement form is designed to facilitate the documentation of a service or expense reimbursement agreement between UNK and a non-employee (independent contractor). The completed form may be used to submit a claim for payment of the contracted services in accordance with the terms of the agreement.

**Notice to Out-of-State Provider of Personal Services**

The *Notice to Out-of-State Provider of Personal Services* form is to be completed by any out-of state provider of personal services when those services are provided in the State of Nebraska. The form should be completed by the service provider and attached to the completed *Nonemployee Service and Expense Reimbursement Agreement* or other written contract for services.
Request for Payment from Foundation Funds

The Request for Payment from Foundation Funds form may be used to submit claims for expenses to be charged to a department's foundation reimbursement account.

Request for Taxpayer Identification Number and Certification (W-9)

The Form W-9 Request for Taxpayer Identification Number and Certification must be used when a vendor record cannot be found in SAP and the vendor's taxpayer identification number and business type must be obtained from the vendor to facilitate further processing of the vendor invoice in SAP.

Request for Travel by Personally Rented/Privately Owned Airplane or Charter

The Request for Travel by Personally Rented/Privately Owned Airplane is used to obtain pre-trip authorization for air travel other than that booked through regular commercial airlines.

SAP Automated Travel Split Funding Worksheet & Mileage Calculator

The SAP Automated Travel Split Funding Worksheet & Mileage Calculator may be used by department travel coordinators to allocate travel costs to multiple cost objects and expense types for the purpose of entering the allocated amounts and percentages into SAP Automated Travel requests and expense reports.

Travel & Transport Traveler Profile

The Travel & Transport Traveler Profile may be used to create or update the necessary Traveler Profile with Travel and Transport, Inc. that enables the traveler to book business travel reservations with Travel and Transport, Inc. (This form may also be completed online at the Travel & Transport, Inc. website.)

Travel Comments Template

The Travel Comments Template may be copied and pasted at the end of the Comments section in an SAP Automated Travel Request or Expense Statement or the file itself may be imported into the Comments section in an SAP Automated Travel Request or Expense Statement for the purpose of providing travel approver instructions on a split funded trip.

U.S. Citizenship Attestation Form

A properly completed, signed U. S. Citizenship Attestation Form must be submitted to Accounts Payable before any contract payments are made to independent contractors whose contract with UNK was signed on or after October 1, 2009.

Accounts Payable Reference Guides
Establishment of an Approved Employee Awards Program

The Establishment of an Approved Employee Awards Program (SAPPHIRE › Reference Guides › UNK › Accounts Payable › Establishment of an Approved Employee Awards Program.pdf) reference guide provides information on how to get the approval of the Vice Chancellor of Business and Finance for award payments to employees in accordance with State of Nebraska guidelines.

Food Purchases Reference Guide

The Food Purchases Reference Guide (SAPPHIRE › Reference Guides › UNK › Accounts Payable › Food Purchases Reference Guide_Rev 2013 (XLS)) is a quick reference for how to handle different types of food/meal purchases including general ledger coding references and documentation requirements.

G/L Accounts - Expenditures

The G/L Accounts - Expenditures (SAPPHIRE › Reference Guides › UNK › Finance Office › G/L Accounts › GL Accounts - Group Desc for Revenues, Expenditures and Transfer (PDF)) guide provides a list, with descriptions, of the University chart of general ledger accounts to be used for coding accounts payable transactions.

Instructions for Ticket Purchases from Southwest Airlines Travel Website

The Instructions for Ticket Purchases from Southwest Airlines Travel Website (SAPPHIRE › Documentation › Travel and Expenses › Create Travel › How to Use the Southwest Airlines Website) guide assists travelers in purchasing airline tickets through Southwest Airlines.

Interagency Billing Transactions

The Interagency Billing Transactions (SAPPHIRE › Reference Guides › UNK › Finance Office › Interagency Billing Transactions (PDF)) guide is a quick reference for how to handle billings to and invoices from Nebraska state agencies outside the University system.

Interagency Billing Transaction (IBT) Expense Agency Code List

The Interagency Billing Transaction (IBT) Expense Agency Code List (SAPPHIRE › Reference Guides › UNK › Finance Office › Univ IBT Expense Agency Code List (PDF)) provides the State address book numbers for the respective University campuses and departments. This address book number must be given to any Nebraska state agency from which goods and services are purchased to ensure that the billing is completed correctly.

Kearney Travel Planner

The Kearney Travel Planner (SAPPHIRE › Reference Guides › UNK › Travel › Kearney Travel Planner.xls) guide provides useful information and comparisons to travelers in making the decision whether or not to make air travel departures from the Kearney Airport.
**Parked Invoice Lookup**

By using the 3 simple steps noted in Create a List of Your Parked Documents (SAPPHIRE › Reference Guides › UNK › Accounts Payable › Create a list of your parked documents.pdf), you may generate a “ZPARK” report in SAP that will provide a list of your unposted parked invoices at any given time.

**Parked Invoices Reference Guide**

The Parked Invoices Reference Guide (SAPPHIRE › Reference Guides › UNK › Accounts Payable › Parked Invoice Reference Guide) provides quick reference information on how to enter basic invoice payment requests into the SAP system.

**Purchasing Card Reconciliation Quick Reference Guide**

The Purchasing Card Reconciliation Quick Reference Guide (SAPPHIRE › Reference Guides › UNK › Business Services / Procurement › Procurement Card Recon Quick Ref Jan 2006.doc) is an abbreviated version of the official University script for reconciling purchasing card transactions in SAP.

**Searching for Vendors in SAP**

Searching for Vendors in SAP (SAPPHIRE › Reference Guides › UNK › Accounts Payable › Searching for Vendors in SAP Jan 2006.xls) gives instructions and tips about how to find the appropriate payee vendor in the SAP accounts payable system. Lists of standard abbreviations used in SAP vendor names and addresses are also provided.

**Travel & Miscellaneous Reimbursement Quick Reference**

The Travel & Miscellaneous Reimbursement Quick Reference guide (SAPPHIRE › Documentation › Travel and Expenses › Travel and Misc. Reimbursement Quick Reference) is compiled from the Nebraska State Accounting Manual, University Business Travel Policy & uniform Campus Travel Guidelines and does not include all rules and policies. See [Employee Expenses](#) for additional information.

**Travel & Transport Quick Reference Guide**

The Travel & Transport Quick Reference Guide (SAPPHIRE › Reference Guides › UNK › Travel › Reservation Quick Reference Guide052902.xls) provides abbreviated step-by-step instructions for using Travel and Transport, Inc.’s website to accommodate all of the UNK traveler's planning and reservation booking needs with Travel & Transport, Inc.

**Year-End Accounts Payable Reference Guide**

(Available only at fiscal year-end.) The Year-end Accounts Payable Reference Guide (SAPPHIRE › Reference Guides › UNK › Accounts Payable › AP Year-end Reference Guide) provides step-by-step guidelines and tips about how to enter parked invoices into SAP during the period when two fiscal years: a) prior year-period 12, and b) current year-period 1 are open for parking invoices at the same time.

**General Info**
Calendars

Academic Calendar

Student Calendar-Holidays-Academic

The following PDF displays the official university academic calendar which all University of Nebraska campuses must follow from 2010-2020.

[Academic Calendar 2010-2020 (PDF)]

Holiday and Closedown Schedule

Following is a listing of Holiday Schedules/Closedowns and Academic Dates for 2017, 2018 and 2019 as communicated by Central Administration on November 10, 2016. By proclamation of the Governor or the President, University employees other than temporary are compensated for 12 holidays annually. The numbered dates represent those twelve holidays. To facilitate the “closedown” periods, extra days may appear in the schedule and will need to be reported as annual leave or leave without pay. Those dates are starred. Other Academic Dates are also included. Current information can be found on the web at the following sites and will be updated as appropriate:

[http://www.unk.edu/bf/_files/PoliciesAndProcedures.pdf#nameddest=Holiday_and_Closedown_Schedule]

Schedule for 2017

1. Monday, January 2
   Tuesday, January 3
   Monday, January 9
   New Year’s Day Holiday
   Staff returns to work
   First day of Classes

2. Monday, January 16
   March 19-26
   Saturday, April 29
   Friday, May 5
   Friday, May 12
   Martin Luther King, Jr. Day
   Academic Spring Break – offices open
   Last day of classes
   UNK Commencement
   AY ends for 9-month employees

3. Monday, May 29
   Memorial Day

4. Tuesday, July 4
   Monday, August 14
   Monday, August 21
   Independence Day Holiday
   AY begins for 9-month employees
   First day of classes

5. Monday, September 4
   Monday-Tuesday, October 16-17
   Wednesday, November 22
   Labor Day
   Academic Fall Break – offices open
   Academic Thanksgiving break begins
6. Thursday, November 23  
   Thanksgiving break  
7. Friday, November 24  
   Thanksgiving break  
   Saturday, December 9  
   Last day of classes  
   Friday, December 15  
   UNK Commencement  
8. Monday, December 25  
   Holiday Closedown  
9. Tuesday, December 26  
   Holiday Closedown (in lieu of President’s Day)  
10. Wednesday, December 27  
    Holiday Closedown (in lieu of Arbor Day)  
11. Thursday, December 28  
    Holiday Closedown (in lieu of Columbus Day)  
12. Friday, December 29  
    Holiday Closedown (in lieu of Veteran’s Day)  

The holiday closedown for 2017 will begin Saturday, December 23, 2017 and concludes Monday, January 1, 2018. Staff will return on Tuesday, January 2, 2018.

Schedule for 2018

1. Monday, January 1  
   New Year’s Day Holiday  
   Tuesday, January 2  
   Staff returns to work  
   Monday, January 8  
   First day of Classes  
2. Monday, January 15  
   Martin Luther King, Jr. Day  
   March 18-25  
   Academic Spring Break – offices open  
   Saturday, April 28  
   Last day of classes  
   Friday, May 4  
   UNK Commencement  
   Friday, May 11  
   AY ends for 9-month employees  
3. Monday, May 28  
   Memorial Day  
4. Wednesday, July 4  
   Independence Day Holiday  
   Monday, August 13  
   AY begins for 9-month employees  
   Monday, August 20  
   First day of classes  
5. Monday, September 3  
   Labor Day  
   Monday-Tuesday, October 15-16  
   Academic Fall Break – offices open  
   Wednesday, November 21  
   Academic Thanksgiving break begins  
6. Thursday, November 22  
   Thanksgiving break  
7. Friday, November 23  
   Thanksgiving break  
   Saturday, December 8  
   Last day of classes  
   Friday, December 14  
   UNK Commencement  
8. Monday, December 24  
   Holiday Closedown (in lieu of President’s Day)  
9. Tuesday, December 25  
   Holiday Closedown  
10. Wednesday, December 26  
    Holiday Closedown (in lieu of Arbor Day)  
11. Thursday, December 27  
    Holiday Closedown (in lieu of Columbus Day)  
12. Friday, December 28  
    Holiday Closedown (in lieu of Veteran’s Day)  
   Monday, December 31  
    Holiday Closedown (taken as vacation leave or leave without pay)  

The holiday closedown for 2018 will begin Saturday, December 22, 2018 and concludes Tuesday, January 1, 2019. Staff will return on Wednesday, January 2, 2019.
Schedule for 2019

1. Tuesday, January 1  New Year’s Day Holiday
   Wednesday, January 2  Staff returns to work
   Monday, January 7  First day of Classes

2. Monday, January 21  Martin Luther King, Jr. Day
   March 17-24  Academic Spring Break – offices open
   Saturday, April 27  Last day of classes
   Friday, May 3  UNK Commencement
   Friday, May 10  AY ends for 9-month employees

3. Monday, May 27  Memorial Day

4. Monday, August 19  Independence Day Holiday
   Monday, August 26  First day of classes

5. Monday, September 2  Labor Day
   Monday-Tuesday, October 21-22  Academic Fall Break – offices open
   Wednesday, November 27  Academic Thanksgiving break begins

6. Thursday, November 28  Thanksgiving break

7. Friday, November 29  Thanksgiving break
   Saturday, December 14  Last day of classes
   Friday, December 20  UNK Commencement

8. Monday, December 23  Holiday Closedown (in lieu of President’s Day)
9. Tuesday, December 24  Holiday Closedown (in lieu of Arbor Day)
10. Wednesday, December 25  Holiday Closedown
11. Thursday, December 26  Holiday Closedown (in lieu of Columbus Day)
12. Friday, December 27  Holiday Closedown (in lieu of Veteran’s Day)
   Monday, December 30  Holiday Closedown (taken as vacation leave or leave without pay)

The holiday closedown for 2019 will begin Saturday, December 21, 2019 and concludes Wednesday, January 1, 2020. Staff will return on Thursday, January 2, 2020.

Current information can be found on the web at the following sites and will be updated as appropriate:

http://www.nebraska.edu/calendar.html

Class Cancellation/ Snow Day Notification

(Employees please see Inclement Weather Leave Policy)

Class closings are the decision of the University administration. In the event of severe weather, every effort will be made to announce day classes and office closings by 6:30 am. Night and off-campus class closings will be announced by 1:00 pm.
Commuter students are asked to use their own judgment as to whether to drive when roads are hazardous in their area but clear in Kearney. The Child Development Center is a department of the University and will follow the same notification procedure.

Following are various ways UNK personnel and students will be notified of closings:

- The Office of Communications and Community Relations will post the closing information to the website WeatherThreat.com. Local radio and televisions will receive the closing information from this website also.
- An announcement will be placed on the University Switchboard (865-8441) concerning closings.
- A closing announcement will be sent to all UNK Alert! subscribers within the UNK campus community. Social media sites (Facebook and Twitter) will also be updated with the information.
- A closing notification will be placed on the UNK website at http://www.unk.edu.

**Procedures:**

- The Vice Chancellor for Business and Finance will contact the Director of Facilities and the Director of Police and Parking Services to determine conditions and weather information. The information will be reviewed with the Chancellor.
- The Director of Police and Parking Services notifies the Assistant Vice Chancellor for Communications and Community Relations, whose responsibility is to contact the media. All media includes local radio and TV.
- The Nebraskan Union Office will place a message on the switchboard.
- The UNK Alert! System will post the information on the University web site at http://www.unk.edu. Social media sites such as Facebook and Twitter will also be updated by the UNK Alert! System.

**Poster Approval**

a. Only those events sponsored by recognized UNK student groups or campus departments or a program or meeting taking place on campus may be advertised by displaying posters on campus. Advertising for other university or community events may be posted only as space allows with permission granted by Approver. All posters must list all organizations sponsoring the event. Advertising for events sponsored by recognized UNK student groups must also be signed by the group's advisor.

b. Posters may be 11" x 17" or smaller. Due to the large number of visitors on campus, all posters should be suitable for all ages, and should not suggest, promote or illustrate the use of alcohol, drugs, tobacco, profanity or imply sexual, racial or any other form of discrimination. Posters not meeting the above criteria or posters that do not have the approval signature will be removed from bulletin boards.

c. Person seeking approval to hang a poster on campus public bulletin boards must get an approval signature from their organization's faculty advisor and one of the following approvers:

1. Dean, Division of Student Life or Designee (Memorial Student Affairs)
2. Director, Student Life or Designee (Nebraskan Student Union)
3. Director of Police and Parking Services or Designee (General Services Building)
4. Facilities Director or Designee (General Services Building)
d. Approver will place a date near signature indicating when the item must be removed from bulletin boards.

e. If possible, Approver will scan the poster and email the image to building supervisor(s) and other approvers to alert them that this is a valid signature and to expect appearance of the poster in their buildings.

f. Approved and signed poster will be returned to requester, who may then make copies and hang the posters on the various public bulletin boards around campus. Note that some bulletin boards are departmental and not public. Approval is for public bulletin board only. Posters advertising specific events may remain up until the event is concluded, but not more than a total of 30 days. Persons hanging posters will be asked to remove them at the conclusion of event, however Building Supervisors will also be asked to regularly monitor bulletin boards to remove outdated items.

Sidewalk Advertising

The event to be advertised via sidewalk chalk must be sponsored by an officially recognized UNK student group and held on campus. Recognized UNK student organizations wishing to use sidewalks to advertise organization activities may do so by sending the following information by email or letter to one of the above approvers:

*A sketch of the advertising/announcement as it will appear on the sidewalk. The design must incorporate the student organization's name. The sketch must be approved by the organization's faculty advisor.
*A list of materials to be used. All materials must be water-soluble.

Organizations are encouraged to limit advertising to the Courtyard of the Nebraskan Student Union, however sidewalk advertising may be approved for other areas of campus. Organizations will be subject to clean-up charges for advertising in unauthorized areas.

Advertising may appear on sidewalks for four (4) days prior to an activity. Organization members are encouraged to wash off advertising upon completion of the activity. Advertising can remain for three (3) days after an event. If advertising remains after three (3) days, clean-up charges may be assessed to the organization.

Sandwich Boards

Use of sandwich boards is limited to the Nebraskan Student Union. Use and design of sandwich boards do not require signatures as noted in 1) above, but require approval of Director of Nebraskan. Sandwich boards are subject to all other requirements of this policy.

Contracts

Bookstore

The Antelope Bookstore in the Nebraskan Student Union is the official campus bookstore.

Per the contract, "the University agrees not to permit on the UNK campus the sale of textbooks, merchandise or services in competition to those available to the bookstore." A 10% discount on all purchases over $1.00
(excluding sales of textbooks, sale merchandise and academically discounted software) is available to staff, faculty, administration, graduate assistants, teaching assistants and research assistants.

**Computer Hardware and Services**

The University of Nebraska has a contract with Dell for discounts on Dell product lines and Dell services. Product information and current pricing are available from Information Technology Services at 865-8137.

The University of Nebraska at Kearney has a contract with Apple Computer, Inc. for discounts on Apple products. Product information and current pricing are available from Information Technology Services at 865-8137.

**Food Service**

Chartwells is the contracted food service provider for the University of Nebraska at Kearney campus. Per the contract, "The University hereby grants to the Contractor the exclusive right, during the initial or any renewal term of this contract, to the food service for the University of Nebraska at Kearney. . ." Therefore, any food service on the UNK campus must be coordinated through the contracted food service provider.

Runza Restaurant has the exclusive right to concession operations for events at the Health and Sports Center, Foster Field and any other designated areas.

**Pouring Service**

The University of Nebraska at Kearney has granted the exclusive right to serve soft drinks manufactured by Pepsi-Cola on the campus.

**Travel Service**

See University Travel-Travel and Transport-University Travel Agency.

**Vending Services**

The University of Nebraska at Kearney has granted to First Choice Vending of Hastings, Nebraska the exclusive right to the vending (snack) services on campus.

If there are concerns or requests related to the Pepsi or snack vending machines, notification should be sent to Business Services #8448 to initiate a resolution.

**Memberships**

The University of Nebraska at Kearney holds institutional memberships in the following organizations:
Policy on Serving Alcoholic Beverages

The policy regarding the service of alcoholic beverages on the University of Nebraska at Kearney campus is enacted to conform to the Board of Regents policy on Dispensing Alcoholic Beverages on University Property found at http://www.nebraska.edu/board/bylaws-policies-and-rules.html policy RP-6.4.1. Under all circumstances, operations under this policy shall be in full compliance with the Nebraska Liquor Control Act. Thus, for example, under no circumstances shall any individual under the age of 21 be served or be allowed to consume alcoholic beverages at any such event.

Alcoholic beverages may be served only at those designated events where alcoholic beverages are donated. Alcoholic beverages can never be purchased with state funds. Designated events will be defined as those events in which a pre-identified and pre-existing group of individuals are invited to a specific event. No individual may attend such an event unless specifically invited in advance, except for UNK employees working at the event.

The serving of alcoholic beverages at special events must be approved three weeks in advance of the event by the dean/director and the vice chancellor responsible for the facility in which the event will be held or by the Chancellor or the chancellor's designee. The approval process begins with a responsible representative of the group desiring to hold the event completing and signing the UNK Alcohol Beverage Service Request Form. The individual completing the form must be in attendance for the duration of the event. This form shall be used for all such events, regardless of the facility used. The administrator directly responsible for the facility, or that administrator's designee, shall review the form to insure that the proposed event is consistent with the policies of the Board of Regents, the UNK campus and the particular facility in which the event is to be held. If the proposed event is in compliance, the administrator shall sign the form.

The signed form is then forwarded to the appropriate dean or director for review and approval or disapproval. If approved, the dean/director then forwards the form to the appropriate vice chancellor, or the Chancellor or the chancellors designee for review and final approval if it is determined the proposed event is consistent with all institutional policies relating to the service of alcohol. The final approval at this level of the event must occur no later than forty-eight hours prior to the proposed event.

The alcoholic beverages to be served shall be provided by the sponsoring organization or individual, shall be the property of the sponsoring organization or individual and shall be removed from UNK property immediately.
upon the conclusion of the event. However, actual service of the alcoholic beverages shall be provided only by employees of the contracted food service, or, in extraordinary circumstances as approved by the appropriate administrative officer.

At all designated events, some food service must be available and non-alcoholic beverages must also be provided. No event will be approved unless 75% or more of the guests are over the age of 21 and effective methods are established for ascertaining which guests may legally consume alcoholic beverages.

**Hours of Service:** In no event shall alcoholic beverages be served before 12 noon or after 12 midnight Monday through Friday, or before 10 am and after 1 am on Saturday, or 10 pm on Sunday.

# Red Flag Identity Theft Prevention Program

## I. Basis for Policy

[Regents Policy 6.6.12](#), Red Flag Identity Theft Prevention Program

## II. Purpose

The University of Nebraska at Kearney Red Flag Identity Theft Prevention Program is designed to reduce the risk of identity theft through detection, prevention and mitigation of patterns, practices or activities related to covered accounts (“Red Flags”) that could be indicative of potential identity theft. The Fair and Accurate Credit Transactions Act (FACTA) contains program requirements at 16 CFR 681. The Vice Chancellor for Business and Finance for each campus is responsible for implementing the Red Flag Identity Theft Prevention Program and may delegate day-to-day management to the Assistant Vice Chancellor Business and Finance.

## III. Definitions

1. **Covered Account** means (i) an account that the University of Nebraska at Kearney offers or maintains primarily for personal, family or household purposes, that involves or is designed to permit multiple payments or transactions and (ii) any other account that the University of Nebraska at Kearney offers or maintains for which there is a reasonably foreseeable risk of identity theft to the customer (i.e. students and/or patients).

2. **Creditor** means any person or organization that extends, renews, or continues credit, including the University who accepts multiple payments over time for services rendered.

3. **Identity theft** means fraud that involves stealing money or getting other benefits by using the identifying information of another person.

4. **Notice of an address discrepancy** means a notice that a credit bureau sends to the University of Nebraska at Kearney when the University has ordered a credit report about a consumer. Mail returned because of improper address is not a Notice under this policy.

5. **Red flag** means a pattern, practice or specific activity that could indicate identity theft.
6. *Service Provider* means a vendor that provides services directly to the University of Nebraska at Kearney related to Covered Accounts.

**IV. Covered Accounts**

Covered accounts maintained by the University of Nebraska at Kearney include but are not limited to the following:

1. Student loans
2. Student accounts (including student cards)
3. Patient accounts

**V. Identifying Red Flags**

The University of Nebraska at Kearney shall identify and respond to Red Flags which may indicate potential identity theft. Red Flags include but are not limited to the following:

1. Alerts, notifications or warnings from a consumer reporting agency, including notices of credit freezes, notices of address discrepancies, and receipts of consumer reports showing patterns of activities that are inconsistent with the history and usual pattern of activity of the account holder.
2. Address discrepancies that cannot be explained.
3. Suspicious documents, including: a) photographs or physical descriptions that is inconsistent with the individual presenting the document; b) incomplete, altered, forged, or inauthentic documents; or c) other personal identifying information that is inconsistent with information on file with the University.
4. Complaints or questions from students, guardians, or customers about charges to a covered account for goods/services they claim were never received.
5. Suspicious activity related to a Covered Accounts, including: a) unusual use of accounts that have been previously inactive for a lengthy period of time, b) mail being returned as undeliverable although transactions continue to be conducted in connection with the covered account; or c) unauthorized account changes or transactions.
6. Notice from customers, victims of identity theft, law enforcement authorities or other individuals regarding possible identity theft in connection with University Covered Accounts.

**VI. Detecting Red Flags**

1. The following actions will be taken as appropriate to confirm the identity of students, patients, and other customers when they open and/or access Covered Accounts:
   a. Obtain appropriate personal identifying information (e.g. photo identification, date of birth, academic status, user name and password, address, etc.) prior to opening or allowing access to a covered account; or prior to issuing a new or replacement ID card.
   b. When certain changes are made to Covered Accounts online, the account holder shall receive notification to confirm the change is valid.
   c. Verify the accuracy of changes made to Covered Accounts that appear to be suspicious.
2. Information systems containing Covered Account information shall be monitored by the Information Technology Services Security Team under the guidance of the Assistant Vice Chancellor for Information Technology to detect any unusual user activity that could indicate improper access to and/or use of consumer information.

VII. Responding to Red Flags

Any staff member encountering a Red Flag shall assess the situation to determine if potential identity theft exists. The assessment may determine that no risk of identity theft is present (i.e. a mistake has occurred, or the occurrence is readily explainable). If, after preliminary investigation, the employee suspects identity theft may have occurred, he/she shall notify the Vice Chancellor for Business and Finance and the Assistant Vice Chancellor for Information Technology, who may activate the Computer Incident Response Team.

The Computer Incident Response Team shall further investigate the matter, and, if identity theft is confirmed, take the following actions in coordination with the department managing the Covered Account to mitigate harm, as appropriate, based on the individual circumstances:

2. Notify the covered account holder if the holder is the identity theft victim.
3. Notify the lending institution for student loans or the appropriate University department that awards student aid loans to students.
4. Notify the third party student loan service providers.
5. Notify the campus billing office and third party payers for patient accounts.
6. Notify consumer reporting agency about address discrepancies associated with credit reports received.
7. Notify the State Patrol.
8. File a report with the local police department.
9. Correct any erroneous information associated with the account.
10. Establish Red Flag alerts to notify relevant employees of suspected identity theft (i.e. notes in Covered Account information systems or files, etc.).

The University department responsible for the Covered Account will:

1. Notify the student or individual account holder of the evidence of identity theft and monitor the account for additional fraudulent activity.
2. Request additional information as required to verify identity.
3. Change passwords and security codes as appropriate to further secure access to the account.
4. Reopen a covered account with a new account number, close an existing account, and decline to open a new covered account as appropriate.
5. Attempt to identify the source of the Red Flag and take appropriate steps to prevent additional identity thefts.

VIII. Oversight of Service Providers

The University of Nebraska at Kearney may contract with vendors to provide services related to Covered Accounts. The contracting department shall maintain written certification from the vendor stating it complies with FACTA Red Flag Rule regulations. The department shall investigate any service provider occurrences indicating a potential lack of compliance, and take any necessary actions to mitigate potential risk.
IX. Program Education

All departments managing Covered Accounts shall provide education to current staff members and new hires on this policy and any internal department procedures created to implement it.

X. Program Assessment and Reporting

A Red Flag Identity Theft Prevention Program report shall be forwarded through the Vice Chancellor of Business and Finance to the University of Nebraska Internal Audit Department not later than May 10th of each year for the previous one year period beginning May 1st through April 30th. The report shall contain: 1) a summary of Red Flag Rule monitoring activities; 2) a description of any identity theft incidents that have occurred and the response to them; and 3) any recommended Red Flag Identity Theft Program changes. The University of Nebraska Internal Audit Department shall report information from the administrative units to the Audit Committee of the Board of Regents annually as required by the FACTA regulations. The Board of Regents shall approve material changes to the Red Flag Identity Theft Prevention program.

Human Resources

The mission of the Human Resources Office is to provide innovative service to the University and its staff while maintaining a high level of quality and professionalism. To accomplish this mission, the Human Resources Office must fill a variety of roles within UNK. The first role of Human Resources is to assist and counsel employees in regards to their benefits and issues involving their personal and professional lives. The second role of Human Resources is to act as a part of the administrative team. This role entails providing professional expertise in regards to personnel policies and procedures, labor law compliance, performance management practices and the daily administration of payroll, benefit programs, recruitment and classification/compensation.

Policy and Procedure Introduction

As an employee of the University of Nebraska at Kearney, you should become familiar with all personnel policies. The following information does not cover every policy or procedure but rather it simply summarizes some of the key points each employee should understand. Human Resources has replaced the Employee Handbook with the Policies and Procedures website.

As you review these policies, you should keep in mind several basic concepts. First, our relationship as employer and employee is based on mutual respect and consent, and therefore, will continue only as long as both parties find the relationship to be satisfactory. Accordingly, you are free to terminate your employment with proper notice whenever you feel it would be in your best interest to do so. In turn, the University reserves the right to terminate employment whenever, in its discretion, it is felt necessary to do so. This is known as employment "at-will" and all of the policies are subject to this overriding principle.

Second, these policies cannot possibly describe every circumstance that might arise, and therefore, should be considered only summaries for your convenient reference. They are not a contract, and the University of Nebraska at Kearney reserves the right to exercise its discretion when interpreting and applying these policies, and to modify the policies at any time.

Finally, because these policies are summaries only, there will be other documents containing more complete rules and requirements to which you will need to refer from time to time. This especially applies in the case of certain benefits, which are governed by insurance policies and other written benefit plans. Do not rely
exclusively on the policies outlined with respect to any specific benefit plan. All benefit descriptions in these policies are subject to the terms of the benefit plan itself, and the employee meeting whatever eligibility requirements qualifications and conditions are set forth in the insurance policy or benefit plan, and it is your responsibility to be sure that you understand those provisions.

It is your responsibility to read the policies and keep updated. If you have questions regarding any of the policies, or need more information on any subject, please contact your supervisor, your department head, or the Human Resource department.

**Recruitment and Hiring**

**Personnel Requisition**

The UNK Personnel Requisition represents a request to fill a position and subsequent authorization to proceed with the hiring process. This personnel requisition is required for all budgeted positions since it identifies the budget source(s) that will provide funding for this position. However, it is not required for hiring staff to temporarily fill office/service positions that already exist. The essential functions and position qualifications stated on the Personnel Requisition must be specific. This information is used to develop the hiring criteria and advertising statements. The immediate supervisor or hiring manager for the position requested is responsible for the completion of the electronic form. To access the form log in at UNK Employment. If you have not used the on-line hiring site before or forgot your user name or password please call the Human Resources Office at 865-8522. The form then requires a sequence of reviews and approvals including the Department Dean/Director, the appropriate Vice Chancellor, the Budget Office, the Vice Chancellor of Business and Finance, the Human Resources Director and the Affirmative Action/Equal Employment Opportunity (AA/EO) Office before any further action is taken. Once the appropriate signatures are obtained, the hiring process can proceed.

**Employment Opportunities**

The University of Nebraska at Kearney is an affirmative action/equal opportunity institution and actively seeks applications from members of traditionally underrepresented groups. Applicants needing accommodation under the American's with Disabilities Act should contact the Director of AA/EO.

The normal procedure for posting employment opportunities will include an e-mail distributed through the UNK Employee list; hardcopies posted in Human Resources, Affirmative Action, Warner Hall (first floor west bulletin board), the Library, the Nebraskan Student Union, the Mailroom, the Vocational Center (West Campus), Residential and Greek Life, Facilities, and Career Services; and posting on the UNK web site www.unk.edu/offices/human_resources/employment/employment_opportunities.php. The Workforce Development Office - State of Nebraska (formerly Job Service) and the other campuses will also be given the information to post.

**Hiring Guidelines**

For a complete description of the hiring process go to: http://www.unk.edu/offices/human_resources/aaeo/hiring_guidelines/
Age Requirements for Hiring

UNK policy requires that applicants be at least 16 years old. This applies to any person to be employed by the University in any capacity, in any type of position and involves all earning-type categories, including regular, temporary and on call. For some occupations deemed to be hazardous, federal law requires that applicants be 18 years old. The U.S. Department of Labor website that further explains these regulations and types of activities that are prohibited is located at: [http://www.dol.gov/dol/allcfr/Title_29/Part_570/Subpart_E.htm](http://www.dol.gov/dol/allcfr/Title_29/Part_570/Subpart_E.htm)

Federal law also prohibits on-the-job driving by employees less than 18 years of age with one exception. Under certain restrictions employees who are 17 years of age may do occasional or incidental driving. Driving means using either a personal vehicle or a University vehicle for job related reasons. The U.S. Department of Labor website that explains these conditions in detail under which 17 year old are permitted to drive is located at: [http://www.dol.gov/dol/topic/youthlabor/index.htm](http://www.dol.gov/dol/topic/youthlabor/index.htm)

For further information, please log on to the following websites:

State Department of Labor [http://www.dol.state.ne.us/nwd/pdf/laws/childll.pdf](http://www.dol.state.ne.us/nwd/pdf/laws/childll.pdf)

Affirmative Action/Equal Opportunity

The University of Nebraska is an Equal Opportunity employer in accordance with the provisions of the Civil Rights Act of 1964 and Section 503 of the Rehabilitation Act of 1973. All executive orders relative to equal opportunity in employment and those Nebraska State Statutes pertaining to discrimination are followed.

The Board of Regents policy statements reads as follows:

The University of Nebraska declares and reaffirms a policy of equal employment opportunity, affirmative action in employment, equal educational opportunity, and non-discrimination in the provision of all of its services to the public.

Employees on each campus and equitably treated in the regard to the terms and conditions of their employment without regard to individual characteristics other than qualifications for employment, quality of performance of duties, and conduct in regard to their employment in accord with University policies and rules and applicable law.

Pay Transparency Policy Statement

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information.
Nepotism

No employee shall hire or supervise a member of their immediate family without expressed, written consent of the Board of Regents. For the purpose of this policy, immediate family shall mean wife, husband, children, parents, grandparents, grandchildren, brothers, sisters, daughters-in-law, sons-in-law, guardians, wards, stepfathers, stepmothers, stepdaughters, stepsons, uncles, aunts, cousins or persons bearing the same relationship to the employee's spouse.

State Law: In addition to the University's policy, the 1986 Nebraska State Legislature passed LB548, which requires that public employees and officials employing, recommending the employment of, or supervising the employment of an immediate family member must make disclosure of the fact. For the purpose of this legislation, immediate family is defined as "a child residing in the individual's household, a spouse of an individual, or an individual claimed by the public official or employee or his or her spouse as a dependent for Federal income tax purposes."

The Nebraska Accountability and Disclosure Commission have developed NADC Form C-4 for the disclosure statement. Employees may request a blank form from the Human Resources Office. The Human Resources Office will be responsible for filing the completed forms with the office of the Corporation Secretary at Varner Hall in Lincoln.

Falsifying Applications

Falsifying or omitting pertinent information on employment applications, resumes, or in employment interviews will be cause for disciplinary action up to and including dismissal.

Background Check Policy

Purpose: The purpose of this policy is to describe the terms and conditions under which background checks are conducted. The University of Nebraska at Kearney is committed to recruiting and hiring quality faculty and staff. Background checks serve as an important part of the selection process.

Policy: The University of Nebraska at Kearney conducts background checks on job candidates post-offer (contingency offer) for certain positions. The University of Nebraska at Kearney utilizes a third party administrator licensed in the State of Nebraska to conduct background checks. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment.

The University of Nebraska at Kearney will ensure that all background checks are held in compliance with applicable federal and state statutes, such as the Fair Credit Reporting Act.

All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights Act, this information cannot be used as a basis for denying employment, unless it is determined to be job-related.

The University of Nebraska at Kearney reserves the right to make the sole determination concerning information or any employment decision arising out of the background check.
Offer of Employment Process

When verbally making the offer of employment to the successful candidate, the hiring manager must inform the candidate that the offer is contingent upon the successful results of the background check. The Department of Human Resources then conducts any and all applicable background checks on the final candidate.

The candidate must authorize the background check. This is done by having the applicant complete the Employment Background Authorization form. (A separate form is completed for Child and Adult Abuse Central Registries.) This form is available to the applicant on the University of Nebraska at Kearney website and can be sent via e-mail to the candidate as well. To expedite the process, the candidate may fax the completed and signed form to the Department of Human Resources.

Verification of Background Checks

1. The results of the background check will be sent directly to the Department of Human Resources.

2. The HR Director or HR Staff will review the report. If any discrepancies or criminal history are noted, the HR Director will confer with Legal Counsel for final determination. The University reserves the right to consult with the hiring department, or any other pertinent office such as the Office of the Chancellor or the Office of the Senior Vice Chancellor.

3. If the background check is favorable, the Department of Human Resources will notify the hiring manager that the candidate is approved to begin employment.

Adverse Action Notifications

1. If a background check is returned with unfavorable results, the Department of Human Resources will notify the hiring manager.

2. The Department of Human Resources will contact the candidate to inform him/her that the University of Nebraska at Kearney is rescinding its contingent offer of employment and that he/she will receive written notification that the University third party administrator will send a summary of the candidate’s rights under the Fair Credit Reporting Act. The third party administrator will give the candidate the opportunity to review a copy of the report, which informs him/her of his/her rights to dispute inaccurate information.

Moving Expenses

NU Values / Classification / Compensation

Introduction

The University of Nebraska makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, marital status, veterans status or individual characteristics other than qualifications for employment, quality of performance of duties, and conduct related to employment in accordance with University policies and rules and applicable law.
Unless otherwise specified in a written appointment or in a written contract of employment approved by UNK, office/service and managerial/professional employees are employed at the will of UNK and, with the advance notice prescribed in Resignation and Dismissal, UNK may dissolve the employment relationship for any reason that is not otherwise unlawful without the necessity of showing cause for such action. UNK may also dissolve the employment relationship for cause as provided in Dismissal for Cause.

NU Values Program

The NU Values program shall be applicable to all regular University of Nebraska Office/Service and Managerial/Professional positions.

The NU Values program is a compensation and performance management system for Office/Service and Managerial/Professional employees of the University of Nebraska. NU Values:

- Links performance of employees to the mission and the vision of the University.
- Focuses on job families as the basis for market relevance and equity in pay decisions.
- Provides the tools for growth and development of employees.
- Provides an open framework whereby the tools/processes used to make pay decisions are widely known.
- Utilizes a simple yet effective job evaluation system.
- Utilizes competencies as a basis for employee performance

The NU Values program groups all positions having similar characteristics into job families so that an effective, equitable and market relevant level of compensation may be identified. This categorization is based on an analysis of each position in order to determine the general function, the duties and responsibilities, the supervision received and exercised, and the educational background, training, and experience needed for the position.

Under NU Values the role of Human Resources (HR) is that of a business partner to unit leadership, consulting with them as decisions are made concerning their employees classification/compensation. HR will continue to monitor for compliance with state and federal regulations, as well as University policy and may be required to review documentation describing pay or zone placement decisions that are outside of certain policy and governmental parameters.

Compensation decisions are initiated by requests routed through the unit leadership and approved by HR using either the Position Questionnaire form (in the case of classifications & reclassifications) or through salary discussions at the time of a job offer.

Under NU Values system, HR will hold the primary responsibility of ensuring that staff is compensated appropriately and fairly. HR will provide unit leaders with the necessary resources to make decisions on job title, family and zone placement and salary. The unit leadership holds responsibility for making and documenting decisions in compliance with all laws, regulations and policies. HR will retain primary responsibility for determining market relevance, the employment category (managerial/professional or office/service) and the exemption designation (exempt/salaried or nonexempt/hourly-paid). In order to make these determinations, HR will acquire and maintain internal and external salary data, review all newly created positions, review all changes of zone or family, and review all salary changes that exceed policy guidelines.

Authority & Responsibility
• The Vice President for Business and Finance is responsible for the maintenance and revision of the NU Values program.
• The Director of Human Resources, Central Administration, coordinates the administration of the NU Values program and shall develop procedures, as required, to facilitate the consistent application and administration of policies related to NU Values.
• The Chief Business Officers are responsible for the overall direction of the NU Values program at the campus level.
• The Human Resources Directors are responsible for the day-to-day administration of the NU Values program at the campus level.

**Position Description**

The development and maintenance of current and accurate position descriptions is vital to the job analysis process. The position description is a written statement that describes the work that is to be done and the knowledge, skills and abilities needed to perform the work. Position descriptions serve a variety of purposes.

**Position Description Benefits**

Enhances the understanding of what is expected and required in a job.

- Improves performance and work efficiency.
- Provides a basis for job-related section and performance appraisal standards.
- Provides a basis for identifying career paths.
- Provides a basis for salary survey comparisons.
- Provides a basis for legal defense (such as FLSA exemption status, equal pay act compliance and definition of essential functions under the American with Disabilities Act and other regulatory standards.)

**Position Descriptions Can Be Used to**

- Introduce new employees or applicants to the position.
- Provide basic documentation used in job analysis and compensation planning.
- Set Performance Standards and help employees understand what is expected of them.
- Provide a basis for setting goals and objectives.
- Identify and document essential job functions to ensure compliance with ADA.
- Comply with other legal and workplace requirements.

**Position Description General Guidelines**

- Describe the position/role/work to be performed, not the incumbent.
- Do not make the position description too detailed or complex.
- The position description should define the minimum standards for effective job performance.
- Write clearly and concisely.
- Position description should not be interpreted too rigidly; they are not intended to be used as limitations or restrictions on employee roles.

Each position will have a position description describing the duties, qualifications, nature of the work, know-how, interactions and supervision received/exercised. Managerial/Professional or Office/Service Job Description should include:
General Information

This section provides the general demographic data of the position to be described. Enter the appropriate information.

Basic Function and Responsibility

This section describes why the position exists. The summary should state the role the position plays in achieving the department division, and NU’s mission, goal and objectives. This statement is often used as the basis for describing the position when advertising for candidates. The summary should be concise, no more than four sentences.

Characteristic Duties and Responsibilities

This section lists, in order of importance, the principle responsibilities assigned to the position. Because this is the most important section of the position description, some general rules of construction follow:

- Write in a consistent format.
- Use clear and concise language.
- Use present tense, action verbs to begin each item.
- Avoid gender-based language.
- Avoid unnecessary words. Example: “Transports inter-office mail to locations throughout facility.”

To meet the legal requirements of ADA, identify essential functions of the positions. (ADA defines essential functions as *(a) reason the job exists. (b) A limited number of employees available to distribute work, or (c) functions are highly specialized and require expertise). As a general guideline, any single duty/task that occupies 20 percent or more of the incumbent’s time is considered essential. Place an asterisk “*” next to all duties considered to be essential.

Minimum Qualifications

The purpose of this section is to identify the knowledge, skills, abilities and experience necessary for entry into a position, including:

- Education, licenses, vocational/special training
- Work experience, both type and amount
- Physical skills and mental abilities
- Core competencies

Family/Zone Placement

No person will be assigned to any position until it has been properly allocated to a job family and zone.

If a filled position is reallocated to another job family/zone, the incumbent will not be automatically qualified to continue filling the position unless he or she possesses the minimum qualifications necessary to perform the work satisfactorily. The incumbent of a position reallocated to another family zone who is not qualified to remain in the position will be reassigned if warranted, or will be separated from the University.


**Job Titles**

The standard job title, created by combining the job family name and the zone name, is the job title that will be used on personnel documents. For example, if an employee were in the library services job family and in the associate zone, the standard job title would be “Library Services Associate.” The organizational units are encouraged to use a working title that matches position responsibilities and reflect the job family, such as Acquisitions Associate.

**Competency**

Competency is the combination of observable and measurable knowledge, skills, abilities and personal attributes that contribute to enhanced employee performance and ultimately result in organizational success. To understand competencies, it is important to define the various components of competencies.

- **Knowledge** is the cognizance of facts, truths and principles gained from formal training and/or experience. Application and sharing of one’s knowledge base is critical to individual and organizational success.
- **A skill** is a developed proficiency or dexterity in mental operations or physical processes that is often acquired through specialized training; the execution of these skills results in successful performance.
- **Ability** is the power or aptitude to perform physical or mental activities that are often affiliated with a particular profession or trade such as computer programming, plumbing, calculus, and so forth. Although organizations may be adept at measuring results, skills and knowledge regarding one's performance, they are often remiss in recognizing employees' abilities or aptitudes, especially those outside of the traditional job design.
- **Individual attributes** are properties, qualities or characteristics of individuals that reflect one’s unique personal makeup. Individual attributes are viewed as genetically developed or acquired from one's accumulated life experiences. Although personal characteristics are the most subjective of the components, a growing, significant body of research links specific personality traits to successful individual and organizational performance.
- Individually recognizing and rewarding any of these sources of expertise provides a strong basis for individual performance engagement. However, it is their combination that results in the unleashing of resources that are all too frequently untapped.

When utilizing competencies, it is important to keep the following in mind:

- Competencies do not establish baseline performance levels; rather they are used to raise the bar on employee performance. They provide employees with road maps to increase their capabilities incrementally.
- Competencies focus on an organization’s culture and values. Consequently NU has selected a unique set or combination of competencies that support and facilitate its mission.
- Competencies reflect the organization’s strategy; that is, they are aligned to short- and long-term missions and goals.
- Competencies focus on how results are achieved rather than merely the end result. In this manner they bridge the gap between performance management and employee development and are an integral component of personal development plans.
- Competencies close skill gaps within the organization.
- Competency data can be used for employee development, compensation, promotion, training and new hire selection decisions.

**How Will Competencies Be Used?**

At NU, competencies are the foundation for the compensation and performance engagement programs. NU's philosophy in recognizing and rewarding specific competencies is the key to NU's continued and growing success. Accordingly, development and proficiency of competencies leads to:
- Distribution of monetary awards through salary adjustments.
- Creation of employee development and succession planning opportunities.
- Development of customized training modules and identification of already available training programs.
- Identification of critical selection criteria for candidates desiring employment at the University.

Because competencies are aligned to an organization's strategy, they were carefully selected. Accordingly, NU has identified and determined competencies that are critical to its short- and long-term success. These competencies are applicable to all managerial/professional and office/service jobs within the entire University. Definitions of competencies have been developed to ensure a common understanding of the competencies across campuses and organizational units within the University. Competencies were applied to each job family to develop performance engagement and measurement criteria for employees and will be used to ensure reliable and valid comparative data when reviewing candidates’ credentials during the selection process. In order to have a clearer picture, the NU competencies are further defined in terms of specific behaviors (observable measures) and variable levels of expectation for each job family.

**Core Competencies**

**Accountability**
Accepts responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner.

**Adaptability**
Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.

**Communication**
Effectively conveys information and expresses thoughts and facts. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Customer/Quality Focus**
Anticipates, monitors and meets the needs of customers and responds to them in an appropriate manner. Demonstrates a personal commitment to identify customers' apparent and underlying needs and continually seeks to provide the highest quality service and product to all customers.

**Inclusiveness**
Fosters respect for all individuals and points of view. Interacts appropriately with all members of the campus community, campus visitors and business and community partners without regard to individual characteristics. Demonstrates a personal commitment to create a hospitable and welcoming environment.

**Leadership**
Communicates the University's vision in ways that gain the support of others. Mentors, motivates and guides others toward goals.

**Occupational Knowledge/Technology Orientation**
Demonstrates the appropriate level of proficiency in the principles and practices of one's field or profession. Demonstrates a commitment to continuous improvement, to include understanding and application of technology (hardware, software, equipment and processes).
**Team Focus**
Works cooperatively and effectively with others to achieve common goals. Participates in building a group identity characterized by pride, trust and commitment.

**Key Behaviors**

Competencies were selected to help support and drive NU’s strategic goals. Because these competencies are so critical to the performance management and employee development programs, it is important to provide tailored measures of these competencies that reflect job duties, responsibilities and actual behaviors. From a motivational point of view, it is critical to communicate to employees key performance expectations and provide actionable feedback regarding their performance relative to the competencies. In order to do this, objective and observable measures were developed for each job family. We call these measures key behaviors.

**Developing Key Behaviors for Different Job Family Zones**

Since there are various levels of jobs within a job family, key behaviors were developed with jobs in mind that represented each job zone. The difference by levels can be found in the Index of [Key Behavior Statements by Competency (PDF)](https://example.com/key-behaviors). Naturally, one would expect to find differences in skill development, knowledge and abilities as you contrast a lower level key behavior to the higher level ones within each competency. To this end, the key behaviors were developed for each job family along a continuum from Assistant to Senior in a way that matches the arrangement of jobs in each family.

The following factors were used when developing the key behaviors.

- The purpose of key behaviors is to tailor the competencies to the job family.
- Two to four key behaviors were written for each zone of each competency.
- Key behaviors are observable.
- Key behaviors are measurable.
- Key behaviors are written in a language that is understood by both employees and supervisors.
- Key behaviors are written as succinctly as possible.
- Key behaviors drive the successful performance of the competency. There must be a meaningful difference in skills, abilities and knowledge requirements reflected in the behaviors from one zone to the next. In many instances, the same behavior was used for more than one zone by adjusting magnitude, frequency level, and so forth from one zone to the next. In some instances, different behaviors that measure and reflect distinct skill sets were used to differentiate one zone from the next. When using different behaviors, the behaviors used for higher job zones truly reflect enhanced levels of skill and knowledge than the behaviors used to describe lower zone job requirements and expectations.

In order to develop appropriate and meaningful key behaviors, job experts from all four campuses and Varner Hall gathered in job-family-based groups to develop and refine them. An editor from the University of Nebraska Press reviewed all of the key behaviors and recommended changes to standardize the format and language usage.

**Job Placement**

No person will be assigned to any position until it has been properly allocated to a job family and zone.

If a filled position is reallocated to another job family/zone, the incumbent will not be automatically qualified to continue filling the position unless he or she possesses the minimum qualifications necessary to perform the
work satisfactorily. The incumbent of a position reallocated to another family zone who is not qualified to remain in the position will be reassigned if warranted, or will be separated from the University.

**Job Families**: Job families are composed of jobs related through common vocations/professions. Jobs in a job family are similar in that they have a continuum of knowledge, skills and abilities from the lowest to the highest level job, related key behaviors and similar market characteristics. NU Values has fifteen [job families (PDF)].

**Bands**: Each job family has its own broad [salary band (PDF)]. This band reflects the unique nature of each job family and has its own pay characteristics. The Central Administration Human Resources Department, in conjunction with the campus Human Resources Departments, will utilize labor market wage and salary surveys to determine the pay range for each band.

**Zones**: Zones are established within each band to reflect groupings of positions based on major differences in scope, responsibilities, qualifications and competencies. The zones are labeled Assistant, Associate, Specialist and Senior. Job families with only three zones do not have a Specialist zone.

**Job Analysis**: Job analysis places a relative value on the differing factors that distinguish one job from another: Nature and Complexity of work, Problem solving and Decision-making, Know-how, Interaction and Supervision received and/or exercised.

There are generally two situations that require analysis, either a new position is needed or an existing position has changed. All new and existing positions will be assigned to a job family and zone using the job analysis process. This process is designed to slot positions into families and zones based upon assigned duties, qualifications and competencies.

For the purposes of setting pay, job analysis identifies the relative value of positions that are not specifically surveyed in the labor market to those whose values are known. The University of Nebraska’s job analysis process is based on the following objectives:

- A simplified system that organizational units will use to determine appropriate job family, zone and working job title for a position.
- A flexible process that enables organizational units to quickly or efficiently design positions to meet their needs.
- A set of easy-to-understand-and-apply steps that organizational unit leaders will use to develop employees.

**Salary Administration**

*Creating a New Position/Changing a Position Prior to Recruitment*

1. Unit leadership documents the duties of the new position using the Job Description form.
2. The unit reviews the new job description against the [Master Matrix (PDF)] and against other similar positions in order to determine the Job Family, Zone and Job Title. Consult HR for assistance, if needed.
3. Unit forwards the new job description to Human Resources.
4. An HR staff member reviews the new job description and returns the following necessary information to the unit:
   a. Office Service or Managerial Professional employment status (per NU policy)
   b. Exemption designation (per interpretation of the Fair Labor Standards Act). HR may request additional documentation (Supplemental FLSA Form) in order to confirm exempt/salaried status.
   c. Position number
   d. Title code
   e. Zone placement confirmation
f. Market salary report, if applicable and/or requested

5. Utilizing the market salary report, the unit sets the hiring salary rate or range and initiates the requisition to hire.

New Hire Salary for a New or Refill Position

1. Unit leadership has the responsibility for determining the starting pay rate or the range of pay within which the starting pay will fall and communicate this rate on the HR Requisition authorizing recruitment to fill a new or refill a vacant position. Unit leadership should consult with HR in determining appropriate rate/range.
2. Upon request, HR will provide units with a market salary report detailing important information to consider when selecting an appropriate hiring salary. This detailed, position-specific report will cover a wide range of data, including:
   o Entry, competitive, and performance salary ranges based upon external market data.
   o Internal (unit/department) salary data of same or similar positions.
   o Campus-wide salary data of same or similar positions.
   o Position turnover history.
3. Upon receiving acceptance of a salary offer from a candidate, the unit leader must document the salary decision rationale on the Salary Determination Form and forward it to HR for approval.

Pay Increase

Advancement within Zone

1. Unit leadership reviews and updates the job description and determines that the addition of duties, assignments, or employee competencies warrants advancement within the zone.
2. The unit leader determines an increase that is appropriate for the advancement and documents the rationale using the Salary Determination form.
3. Email/send the updated job description and salary determination form to Human Resources for approval.
4. Changes involving any of the following issues must be reviewed by Human Resources:
   a. Employment status (a change between Office/Service and Managerial/Professional status)
   b. Exemption status (a change between hourly and salary status)
   c. New title code
   d. Change in title

If the unit leadership wishes to exceed the policy limits of 10% per action and/or 2 actions per year per employee, they must submit the Salary Determination form with rationale to HR for co-signature.

HR may stop the pay change or change the amount if they determine that the change amount will create a legal liability for UNK.
Promotion to a Higher Zone

1. Unit leadership reviews and updates the job description, and, upon reviewing the Master Matrix, determines that the addition of duties, assignments or responsibilities warrants promotion to a new zone.
2. The unit leader determines an increase that is appropriate for the advancement and documents the rationale using the Salary Determination form.
3. Email/send the updated job description and salary determination form to Human Resources for approval.
4. Changes involving any of the following issues must be reviewed by Human Resources:
   a. Employment status (a change between Office/Service and Managerial/Professional status)
   b. Exemption status (a change between hourly and salary status)
   c. New title code
   d. Change in title
   e. Zone placement

*If the unit leadership wishes to exceed the policy limits of 20% per action and/or 2 actions per year per employee, they must submit the Salary Determination form with rationale along with the job description to HR for co-signature.*

*HR may stop the pay change or change the amount if they determine that the change amount will create a legal liability for UNK.*

Market or Equity Adjustments

If unit leadership feels that staff pay is out of alignment with the market, or that internal pay equity issues exist, they are encouraged to contact HR to initiate a review of staff compensation.

Performance or Merit

If unit leadership would like to give an employee an increase in pay based on performance or merit, please refer to the Performance Increase policy for request and documentation guidelines.

No employee shall receive a salary that is less than the minimum rate or greater than the maximum rate of the Job Family Zone to which their position has been allocated unless specifically authorized by the appropriate Administrative Office. Appropriate Administrative Office is defined as Chancellor, Dean, Vice Chancellor or the designee of said offices.

Human Resources will be responsible for determining the starting salary for a new University employee. They are encouraged to utilize the criteria prescribed in the NU Values Program including, but not limited to:

- Market relevance
- Other University employee salaries
- Competencies of the new hire
- Fiscal resources available

When a campus Human Resources Director finds that economic or employment conditions make recruitment of qualified applicants within a Job Family Zone difficult, the Council of Business Officers may, subject to budgetary limitations, authorize maximum rate adjustments of a Job Family Zone.
Salary surveys shall be utilized in relevant labor markets. The University of Nebraska labor market is defined as an area of national, regional, or local scope encompassing a competitive market or relevant employer in which employees are either gained or lost.

Salary surveys shall be prepared at least annually under the direction of the Central Administration Human Resources Director. The survey will be used in the NU Values program as the basis to determine market relevance to justify request for salary increases of Office/Service and Managerial/Professional employees and to determine the allocation of salary increase funding to ensure equity in financial support.

Employees who are employed in a market-impacted position may have their rate of pay adjusted to the newly established range.

Administrative Changes in Salary

Advancement within the same Job Family Zone may occur because of the assignment and/or performance of additional duties within the same scope of their current position or an increase in the level of the employee’s competencies relevant and exercised in their position. Salary increases within a zone may warrant an increase in pay up to 10%. Increases of more than 10% require prior approval from the campus Human Resources Director.

Promotion to a higher zone in the same Job Family may occur when an employee accepts or is re-assigned to a position that is in a higher zone. Salary increases for promotions may warrant an increase in pay up to 20%. Increases of more than 20% require prior approval from the campus Human Resources Director.

Salary increases may not exceed 2 occurrences in a fiscal year without prior approval from the campus Human Resources Director. Salary Increases from the Legislature, normally given on July 1 each year, are not included in these two occurrences.

Transfer occurs when an employee accepts a position in the same Job Family and Zone in a different Organizational Unit. Employees who transfer shall be treated as a new hire for pay purposes.

A Career Change occurs when an employee is re-assigned to a new Job Family. Employees who change careers shall be treated as a new hire for pay purposes.

A Voluntary Reduction occurs when an employee accepts or requests to be placed in a lower zone within the same Job Family. Voluntary reductions may require a pay reduction. Some circumstances, for example the rate of pay for other employees in the department, may be considered as reasons for a decrease in pay.

Demotions are corrective actions or disciplinary reductions in an employee’s job assignment or pay. In the case of a demotion for cause, a decrease in the employee’s pay is generally made. Organizational units must receive Human Resources approval before taking any disciplinary actions that affect an employee’s compensation or employment status.

NU Values Salary Bands

See Human Resources-NU Values/Classification/Compensation-Forms and Guides

Frequency of Pay Adjustments Actions Guide
1. Guidelines for Administering Compensation at UNK

Under NU Values the role of Human Resources (HR) is that of a business partner, or consultant to department leadership, assisting them as they make pay rate decisions. HR monitors for compliance with state and federal regulations, as well as University policy, and may require a review of documentation describing pay decisions that are outside of certain policy and governmental parameters.

Department leadership holds the primary responsibility of ensuring that staff is compensated appropriately and fairly. HR will provide these leaders with the necessary resources to make decisions on salary. Department leadership holds responsibility for making and documenting decisions in compliance with all laws, regulations and policies. HR has primary responsibility for gathering and utilizing labor market pay data, determining the employment category (M/P or O/S), making the FLSA exemption designation (exempt/salaried or nonexempt/hourly-paid), and assigning the title code. In addition, job family, zone assignment and job title require HR concurrence. In order to make these determinations, HR will acquire and maintain internal and external salary data, review all newly created positions, review all changes of zone or family, and review all salary changes that exceed policy guidelines.

2. New Hire Salary for a New or Refill Position

Prior to filling a position, department leadership has the responsibility for determining the hiring pay rate or range of pay within which the starting pay will fall. Department leadership should consult with HR in determining appropriate rate/range.

Hiring rate/ranges are documented within the development of the job description for all new positions and for vacant positions that require updating or reclassification. Hiring rate/ranges for refills without reclassification of position are documented as part of the on-line requisition system.

Upon request, HR will provide departments with relevant information to consider when determining appropriate hiring rate/range. This position-specific information may cover a wide range of data, including:

- Entry, competitive, and performance salary ranges based upon external market data.
- Internal (department/department) salary data of same or similar positions.
- Campus-wide salary data of same or similar positions.
- Position turnover history.

The rationale for salary offers that exceed the established hiring rate/range must be documented on the Salary Determination Form and forwarded to HR prior to submission of the PAF.

Note: Employees who transfer to a different organizational department are treated as new hires for pay purposes.

3. Temporary Employee Salary Decisions

Pay of temporary employees should be kept in an appropriate relationship to the pay of regular employees who perform similar duties. Temporary employees' pay may change when the work that they are performing changes similar to a reclassification of a regular position. Setting rates above the currently approved threshold require a description of duties and consultation with HR. Longer-term temporary employees pay may be increased on July 1st.

4. Pay Increase – Advancement within Zone
Department leadership reviews and updates the job description and determines that the addition of duties, assignments, or employee competencies warrants advancement within the zone. The increase and rationale for this increase are documented in the Salary Considerations Section of the job description.

Advancements that exceed 10% per action require Vice Chancellor and HR concurrence.

5. Pay Increase – Promotion to a Higher Zone

The department leadership reviews and updates the job description and, upon reviewing the Master Matrix, determines that the addition of duties, assignments or responsibilities warrants promotion to a new zone.

Promotions that exceed 10% per action require Vice Chancellor and HR concurrence.

6. Pay Increase – Market or Equity Adjustments

If department leadership feels that staff pay is out of alignment with the market, or that internal pay equity issues exist, they are encouraged to contact HR to initiate a review of staff compensation. The rationale for market adjustments, including counter offers, and equity adjustments must be documented on a Salary Determination Form. Market adjustment requests should identify the applicable market comparisons. Outside offers should be verified by the department prior to submission of request. Equity adjustment requests should specify which individuals/jobs are being compared and how are they comparable. These pay increases require HR concurrence.

7. Pay Increase – Performance or Merit

Performance increases may be given on January 1 and July 1 for 12-month employees, and at the beginning of the academic year and beginning of the second semester for academic year employees. Performance increases may not exceed 10% of an individual's salary within a fiscal year without approval from the Chancellor or Chancellor’s designee. Performance increases require approval of the appropriate dean or director and vice chancellor.


Temporary increases in pay may be appropriate when there is a temporary increase in responsibilities. This should occur only when the increased responsibility in work performed outside of the assigned job and at a higher level of classification. Temporary increases are limited to 20%. Rate change and rationale for the temporary increase may be documented either on a Salary Determination Form or other written documentation. Preferably, HR consultation should be obtained prior to submission of PAF.

9. Pay Increase Limitations

Salary increases for the purpose of advancement, promotion or performance may not exceed 2 occurrences in a fiscal year without prior approval from HR. Salary increases from the Legislature are not included in this limitation.

HR may intervene in a salary offer if it in any way creates a legal liability for the University. HR may stop a pay change for an existing employee or change the amount if they determine that the change amount will create a legal liability for UNK.

10. Reduction in Pay
Reductions in pay may either be voluntary or involuntary. Specifically:

- Voluntary Reduction may occur when an employee either accepts or requests a decrease in pay. This may be as result of reclassification or placement in another position. If the employee remains in same position, a revised job description must be approved prior to salary reduction. HR provides consultation/review prior to effecting the action.
- Demotion will occur if a corrective action or disciplinary reduction in job assignment results in a decrease in pay. A revised on-line job description must be prepared and HR must approve the reduction in pay action prior to employee notification or changing of pay.

Revised 1/11/10

**Performance Increases**

Employees may be granted increases in salary for performance. An employee must have worked in the same Job Family and Zone for at least six (6) months in order to be eligible for a performance increase. The total amount of performance increases given to an employee per year may not be greater than ten (10) percent.

All performance increases shall be supported by written evidence of the employee's performance, which is on file in the employee's personnel file.

Consistent with Executive Policy, performance increases shall only be granted on January 1 and July 1, if sufficient funds for such increases are available.

Performance increases granted are considered to be separate from any increase pursuant to the policies governing annual increases generated by legislative appropriations.

**Other Salary Adjustments**

Adjustments in salary may be made to address factors other than those above. Some circumstances, for example to recruit or retain an employee as a result of an offer by another employer, may be considered as reasons for an increase in pay. Salary adjustments of this nature may not exceed the established zone.

**Appeal Procedures**

If there is a disagreement regarding the job family/zone assignment of a position, a request for additional review may be made by following the procedures listed in campus-specific policies. Decisions regarding job family and zone assignment may not be appealed through the formal grievance process.

**NU Values FAQs**

1. **What is NU Values?**

A compensation, classification, performance management, and reward system covering the Managerial/Professional and Office/Service employees of the University of Nebraska.
It is a system that focuses pay on contribution and performance while it provides effective and equitable rates of pay to individuals in these positions.

2. How is NU Values different from what the University has used to compensate jobs in the past?

In the past, all jobs were arranged into a series of grades based upon a single set of criteria. Incumbent pay and pay grades were adjusted annually and positions were individually evaluated for potential reclassification when significant changes in assigned duties occurred. NU Values changes classification and compensation by organizing jobs into Families with broader ranges of pay that provide room for job/incumbent growth. Besides recognizing incremental and significant changes in duties, pay will also be based on competency growth and contribution by the employee. Performance evaluations will be uniform and focus on a common set of well-defined core competencies that support the mission and strategic direction of the University. It encourages development through job changes and growth in an employee’s current job. NU Values purpose is to provide effective, equitable, and market relevant rates of compensation to University employees in addition to identifying salary levels needed to attract highly qualified employees.

3. Why did the university decide to implement NU Values?

University employees and administrators have indicated their desire to see a different approach to determining pay and developing new ways of thinking about career growth, performance expectations and performance evaluation. The NU Values program is a way to link performance of employees to the mission and the strategic plan of the University while changing how jobs are structured, how performance is measured, and how pay is determined. It focuses on job families as the basis for market relevance and equity in pay decisions. It provides the tools for the growth and development of employees. The program provides an open framework whereby the tools and processes used to make pay decisions are widely known.

4. How will NU Values be administered in my department?

Since each campus has different resources, campus-specific policies and procedures, and department and organizational unit structures, NU Values is designed for flexible administration to meet campus needs. The Human Resource Department and unit administrators are responsible for implementing and managing compensation in each department. Many of the decisions previously approved by Human Resources will now be the responsibility of leadership within the departments and/or colleges. Human Resources will coordinate the administration of the program by developing framework forms and procedures to facilitate the consistent application and administration of policies related to NU Values. HR will continue to assist administrators by providing critical information to support sound decisions on job title, job family and zone placement, and pay changes during and after conversion to NU Values.

5. Who has the final decisions on how NU Values decisions are made in my department?

NU Values does not re-write the lines of authority and decision-making in a department, rather it moves final authority on pay decisions to those individuals, where previously some level of Human Resources agreement or approval was required. The leadership within an organizational unit, to include supervisors, business managers, unit administrators, deans or directors and chancellors/vice chancellors will make decisions for each department and college. Human Resources will continue to determine policy and guide decisions involving the Fair Labor Standards Act (FLSA) exemption or managerial/professional versus office/service status. Most of the decisions regarding pay will be made by the designated leader.
6. **How will NU Values affect me as an employee of the University?**

NU Values will affect the way in which each employee’s job is structured, how performance is measured and how pay is determined. It is a system that will encourage employees and supervisors to develop clear objectives and paths to plan for career growth. Its goal is to empower each employee to increase personal responsibility for accomplishments within their jobs. Supervisors will utilize communication and coaching skills and have a greater interactive leadership capacity with each employee.

7. **What is a Job Family?**

Job Families are groupings of jobs related by common vocations/professions. They have similar market competitive pay characteristics, related key behaviors, and a continuum of knowledge, skills and abilities which range from the lowest to the highest level job. Developing job families is a process in which jobs are organized to establish clear distinctions among job titles, support cross training and encourage staff to work across traditional job boundaries. There are 15 job families within NU Values.

8. **What is meant by “Competencies”?**

Competencies are the knowledge, skills, abilities and individual attributes that contribute to enhanced employee performance and organizational success. They are used for employee performance, development, compensation, promotion, and training decisions. They reflect the organization’s mission and goals and focus on its culture and values. Personal development and career growth is driven by how results are achieved and competencies provide the manner in which employees demonstrate their performance. Competencies are measurable and observable actions.

9. **What is a Job Family Zone?**

Job Family Zones reflect the differing levels of duties, responsibilities, competencies and impact that are present within a family of occupations. Each job family has been divided into four groups of jobs based on these recognizable and measurable differences. The four groups or zones in NU Values are: Assistant, Associate, Specialist and Senior.

10. **Who decides in which job family and zone my position is located?**

Human Resources and an outside consulting firm developed the process for identifying differences among positions in the job families. The process resulted in the development of universal criteria for identifying the appropriate zone. Human Resources used this criteria to assign certain benchmark jobs to families and zones and then generally applied it to the rest of the jobs in order to assign them to families and zones. Unit leaders reviewed and approved the initial job family and zone assignments. In the future as existing jobs change or new jobs are created, unit leaders will work with Human Resources to determine the appropriate job family and zone by matching the job description of the new or revised job to the zone criteria.

11. **What is meant by the term “Key Behaviors”?**

Key Behaviors are meaningful, observable, and measurable statements that describe desirable actions and expectations for the performance of core competencies. They are tailored to jobs found in each job family. A library of key behaviors can be found on the NU Values website.
12. What is a Job Analysis and how is it used in NU Values?

Job analysis is the process used to organize jobs into a structure. In NU Values the structure is a system of 15 job families each sub-divided into four zones. The rationale for assigning jobs into the families and zones is based upon criteria commonly used in organizations for differentiating jobs within a structure. These criteria are described in the Master Matrix found on the NU Values web site. The criteria in the Master Matrix is used when a new position is created or when an existing position has changed significantly. There are five criteria in the Master Matrix: Knowledge, skills and abilities used when performing the job, problem solving and decision-making required to complete the job, the nature of interactions with others while conducting the job, supervision received and/or exercised, and the impact of the job on the unit, other units or the rest of the campus. For the purpose of setting pay, job analysis identifies the relative value of positions that are not surveyed in the general labor market to those whose values that are known through the salary survey process.

13. What is the difference between a “system title” and a “working title”?

A system job title is a combination of the job family and zone names. A working job title is more specific and descriptive, and is based on the job that is actually being performed. The organizational unit leadership will determine the working title for each position. This title will be the primary identifier when matching university positions to the general labor market. Many job titles will remain the same or similar to those used prior to NU Values.

14. Will my job title change with NU Values?

Job titles were generally reviewed for consistency as jobs were grouped into families. Most job titles remain the same or similar to those used prior to NU Values unless a change is warranted to enhance the meaningfulness of the job title.

15. How and when will salary increases occur?

The NU Values system identifies a number of ways in which pay could change. When funding is available and the reason for changing pay is appropriate, there is a mechanism for making the change. NU Values is purposefully designed to be flexible to enable leaders to assign duties responsibilities to meet organizational needs and respond with rewards in an acceptable, affordable, and meaningful way. Some of the many ways in which a job may change and an employee rewarded include promotion to a job in a higher zone and advancement to a job with greater responsibility in the same zone. Some ways that an employee may contribute more and be rewarded occurs when there is an increase in the level of the employee’s competencies relating to the assigned job duties or when performance of assigned tasks is noticeably above the norm or expectation. Other changes may occur when the pay for the job is determined to be so far out-of-sink with the same job in the external or internal labor market that a pay adjustment is needed.

16. Has the timing or procedure for giving a performance increase changed under NU Values?

According to Executive Memoranda, performance increases shall be granted twice a year, on January 1 and July 1.
17. What is a “salary band” and what criteria are used to determine salary ranges for positions?

Each job family has its own broad salary band. It reflects that each job family is unique and has its own pay characteristics. The NU Values pay structure shall consist of a set of 15 salary bands and each with four zones with minimum and maximum rates of pay. Labor market surveys will be used to establish these rates. Human Resources will obtain and apply the salary survey data in order to build and update the pay structures. The University will provide market relevant pay and set salary ranges at levels to attract and retain exceptional employees. This data will continually be evaluated to ensure that the pay bands remain market relevant.

18. Is there an appeal process if there is disagreement with a job family/zone assignment of a position?

A request for an additional review may be made by following the procedures listed in campus-specific policies. Decisions regarding job family and zone assignments may not be appealed through the formal grievance process.

19. What is “performance engagement”?

Performance Engagement is the performance appraisal system that links each job to the University’s strategic plan and overall mission. It is an ongoing communication process between employees and their supervisors, helping them to identify and develop competencies and enhance contribution to organizational objectives.

20. How important is my job description in NU Values?

A position description is a written statement that describes the work that is to be done and the knowledge, skills and abilities needed to perform the work. It enhances an understanding of what is expected and required in a job. It also provides a basis for: performance appraisal standards, identifying career paths, salary survey comparisons and assist in compliance with regulatory requirements. Each position will have a job description identifying duties, responsibilities, qualifications, the nature of the work, decision-making, interactions, organizational impact and supervision received and exercised.

Glossary of Terms

**Accountability**
Accepts responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner.

**Adaptability**
Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.

**Advancement**
When an employee is given a pay increase, but stays within the same Job Family Zone. May occur because of additional duties, projects or assignments within the same scope of their current position.

**Allocate or re-allocate**
The method of placing a position within a Job Family/Zone.

**Assignment**
The placement of a person into a position within a Job Family.

**Benchmark Jobs**
Positions that can be matched to salary surveys of market data.
**Career Change**
When an employee is re-assigned to a new Job Family.

**Communication**
Effectively conveys information and expresses thoughts and facts. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

**Compensation**
The method of maintaining balance between interests of operating the university within the fiscal budget and attracting, developing, retaining and rewarding high quality staff through wages that are competitive with the prevailing rates for similar employment in the labor market.

**Competencies**
The combination of observable and measurable knowledge, skills, abilities and personal attributes that contribute to enhance employee performance and ultimately result in organizational success.

**Customer/Quality Focus**
Anticipates, monitors and meets the needs of customers and responds to them in an appropriate manner. Demonstrates a personal commitment to identify customers' apparent and underlying needs and continually seeks to provide the highest quality service and product to all customers.

**Demotion**
Corrective actions or disciplinary reductions in an employee's job assignment or pay.

**Exempt**
Employees who are not covered by the Fair Labor Standards Act's minimum wage and overtime provisions. These employees are typically salaried.

**Feedback & Coaching**
Supervisor's ability to demonstrate effective use of listening skills, to display a general openness to employees' ideas and thoughts and to praise or provide constructive assessment of an employee’s work performance and work habits.

**FTE**
Full-Time Equivalency. Relates to the number of hours worked as a percentage of full-time hours (e.g., an FTE of 0.50 means a person works half-time or twenty hours per week).

**Incentive Plan**
Distribution of monetary awards through incentive payments based upon completion of previously identified plan objectives.

**Inclusiveness**
Fosters respects for all individuals and points of view. Interacts appropriately with all members of the campus community, campus visitors and business and community partners without regard to individual characteristics. Demonstrates a personal commitment to create a hospitable and welcoming environment.

**Job Analysis or Job Evaluation**
The method of ordering jobs with respect to their value or worth to the organization.

**Job Family (PDF)**
Groupings of related jobs with common vocations/professions in that they have similar market characteristics, related key behaviors and a continuum of knowledge, skills and abilities.

**Job Title**
The word or words that identify a job. In NU Values the system job title is a combination of the job family and zone names, e.g., Library Services Associate. The zones are labeled Assistant, Associate, Specialist and Senior. Job families with only three levels do not have a Specialist zone. The working job title is more specific and descriptive.
**Leadership**

Communicates the University's vision in ways that gain the support of others. Mentors, motivates and guides others toward goals.

**Managerial/Professional**

Managerial/professional employees are normally paid monthly salaries, have responsibilities primarily managerial or professional in nature and are generally exempt from the overtime provisions of the FLSA.

**Market (or Labor Market)**

Local, regional or national area and/or competitive employers in which employees are either gained or lost.

**Market Analysis**

Review of salary data to facilitate job pay comparisons and information that reflects the labor force from which the university recruits employees.

**Market Pricing**

Rate of pay or comparable value for specific jobs in relative labor market.

**Market Relevance**

Responsiveness to market fluctuations.

**Non-Exempt**

Employees who are covered by the Fair Labor Standards Act’s minimum wage and overtime pay provisions.

**NU Values**

The compensation and performance management system covering the managerial/professional and office/service employees of the University of Nebraska.

**Occupational Knowledge**

Level of proficiency in the principles and practices of one's field or profession.

**Office/Service**

Office/Service employees are paid hourly and are subject to overtime provisions of the Nebraska overtime law and the FLSA.

**Performance Evaluation**

The method of evaluating an employee's performance which involves tracking, evaluating and giving feedback on actual performance based on key behaviors/competencies established in the goals that support the achievement of the overall organizational mission.

**Performance Increase**

Consistent with the University President’s Memorandum dated Feb. 1995, an increase in salary may be granted only on January 1 and July 1, as funding permits. Employee must have worked in same Job Family and Zone for at least 6 months and be supported by evidence in the employee’s personnel file. The total amount of performance increases given to an employee per year may not be less than one (1) percent or more than ten (ten) percent. This increase is separate from any pay increase pursuant to the policies governing annual increases generated by legislative appropriations.

**Performance Engagement**

A system of linking employee’s job performance to the University’s missions using goals, objectives, and coaching and feedback mechanisms.

**Position**

A set of duties assigned to job and uniquely identifiable by a position number.

**Position Description**

A written statement that describes the work that is to be performed by the job incumbent. The description includes general position information, a summary sentence, detailed duties and responsibilities, and minimum qualifications.

**Promotion**

A job change that involves movement of an employee to a higher zone within the same Job Family, which results in an increase in pay.
**Salary Adjustment**
An Increase in salary authorized to address the recruitment or retention of an individual as a result of an offer by another employer. Requires prior approval from campus Human Resources Director.

**Salary Band**
The range of pay for a job family.

**Salary Survey**
A published summary report of salary information of benchmarked positions from multiple employers. Human Resources uses a comparison of multiple salary surveys to price jobs to the labor market.

**Team Focus**
Works cooperatively and effectively with others to achieve common goals. Participants in building a group identity characterized by pride, trust and commitment.

**Technology Orientation**
Commitment to continuous improvement to include understanding and application of technology (hardware, software, equipment and processes).

**Transfer**
A movement to a different position in the same job family and zone, in the same or a different Organizational Unit. It is not considered to be a promotion.

**Voluntary Reduction**
When an employee accepts or requests to be placed into a position at a lower zone within the same Job Family.

**Zone**
Represents a recognizable and measurable level of responsibilities, skills and expertise within a Job Family and the associated salary base. The zones are labeled Assistant, Associate, Specialist and Senior.

**Employment Orientation**

**Benefits:** The Department of Human Resources will provide a benefit package orientation to all new staff. The employee or supervisor may call to schedule a time. It is preferred that the orientation be conducted during the first week of employment to allow the employee adequate time in which to make their benefit choices. The Human Resource staff will also cover polices with all Managerial/Professional and Office/Service staff at this time.

Department: The Department is responsible for orientating faculty and staff to their area and duties. The Department is also responsible for completing the appropriate payroll paperwork.

Campus: The Department or a campus mentor/volunteer will normally provide new faculty and staff with an orientation to the campus including a campus tour.

**Initial Probationary Period**

There are two different types of probation to which an employee may be subject.

Initial Probationary Period: All Office/Service employees new to the University of Nebraska at Kearney are subject to a 180-day initial probationary period. Management/Professional employees may be subject to an initial probation upon supervisor's request. This period of time is part of the employee selection process. It is a
time for both newly hired employees and their supervisors to determine the employee's suitability to the job. An employee's initial probationary period may be extended to a maximum of twelve months if the supervisor:

1. Submits a written request for an extension to the Director of Human Resources, and
2. Completes the evaluation form sent to the supervisor by the Human Resources Office. Evaluations are automatically sent to the supervisor by the Human Resources Office near the end of the employee's first six months on the job; supervisors may request evaluations be sent out earlier.

An employee may be dismissed during the initial probationary period for any reason except illegal discrimination. Employees serving an initial probationary period are not eligible to apply for vacant University positions outside their own departments without the approval of the Director of Human Resources.

**Disciplinary Probationary Period:** Any Office/Service or Managerial/Professional employee who fails to satisfactorily perform the duties and responsibilities of his or her position or to comply with University policies, procedures, and regulations may be subject to disciplinary probation. Supervisors may place an employee on disciplinary probation for up to 180 days with the approval of the Director of Human Resources. Employees on disciplinary probation status are not eligible for pay increases and may be dismissed for any reason except illegal discrimination.

**Training**

UNK offers a variety of training programs throughout the year including safety, computer, professional development, health and wellness, and many more. The training schedule is not predetermined each year but training sessions are normally announced via the UNK All Subscribers e-mail and through campus mailings.

**Mentoring**

The Staff Senate group is responsible for developing and maintaining a mentoring program for all Office, Service and Managerial/Professional Staff. The purpose of the program is to help new staff become acquainted with UNK and have a person to assist them with general questions about the campus. More information can be found on the Mentoring page of Staff Senate.

Faculty should contact their Department Chair or Dean for information on what is available to faculty.

**Defining the Employment Relationship**

The University of Nebraska-Kearney is a proud campus community of competent, committed, and caring persons, and the members of the non-academic staff perform a vital role in carrying out the institution's mission of teaching, research, and service. Office/service and managerial/professional employees at UNK have traditionally had a strong service orientation: service to students, to faculty, to residents of Nebraska, and to each other. Commitment to service and a desire for excellence are important ingredients for success as a UNK employee.

Human Resources Policies and Procedures provide basic information about employment policies for office/service and managerial/professional employees at UNK. Questions about content or other employment-related matters may be directed to the Department of Human Resources.
Persons requiring accommodation under the Americans with Disability Act to view the policies should inquire in Human Resources.

The Department of Human Resources has the responsibility to interpret these policies. Except for provisions specifying employee rights, Human Resources may, when circumstances warrant, issue determinations that vary from these policies.

Governance at UNK is according to the Bylaws of the University of Nebraska-Kearney and the Bylaws of the Board of Regents of the University of Nebraska. If any point in these policies conflict with either of these documents, the Bylaws of the University of Nebraska and/or the Bylaws of the Board of Regents of the University of Nebraska will prevail. If any point in the Bylaws of the University of Nebraska-Kearney conflict with the Bylaws of the Board of Regents of the University of Nebraska, the Bylaws of the Board of Regents of the University of Nebraska will prevail.

Unless otherwise specified in a written appointment or in a written contract of employment approved by UNK, office/service and managerial/professional employees are employed at the will of UNK and, with the advance notice prescribed in Resignation and Dismissal, UNK may dissolve the employment relationship for any reason that is not otherwise unlawful without the necessity of showing cause for such action. UNK may also dissolve the employment relationship for cause as provided in Dismissal for Cause.

These policies outline the obligations, privileges, and benefits of UNK employees. They do not constitute a contract of employment. UNK reserves the right to change employment policies.

**Evaluations**

Employee performance evaluations are designed to provide a channel of communication between the supervisor and the employee. The evaluations help the employee understand what the immediate supervisor expects, as well as giving the employee a means of measuring how well his or her performance has met those expectations.

Managerial/Professional employees are evaluated each year around May 1. Supervisors of Managerial/Professional employees may elect to use the evaluation forms provided by Human Resources or may devise their own evaluation forms.

A performance evaluation is completed on each Office/Service employee when the 180-day initial probationary period is completed; additional performance evaluations are made each year thereafter on each regular full-time and regular part-time employee usually around May 1.

Performance evaluations may also be used on occasions when the supervisor wishes to record specific instances of noteworthy performance--either favorable or unfavorable.

After completing the evaluation, the immediate supervisor and employee will discuss the performance evaluation, reviewing the employee's strengths and weaknesses. The employee should sign the evaluation. The signature merely indicates that the employee has read the evaluation; it does not necessarily mean that the employee agrees with the evaluation. If an employee feels he or she was evaluated unfairly, he or she should notify the Human Resources Office in writing. The performance evaluation becomes a permanent part of the employee's personnel file in Human Resources.
Supervisors are expected to complete evaluations in a timely manner. Evaluations may be used to decide any number of personnel actions (e.g., promotions, demotions, salary increases,) so it is important that the evaluations accurately reflect the employee's job performance.

**Promotions**

The University's policy on promotion and transfer is one of filling current job vacancies with qualified people from within the organization whenever possible. These promotions are based upon qualifications, dependability, and merit. Vacant positions are advertised through the campus e-mail system and posted on bulletin boards at: Warner Hall, Human Resources, Affirmative Action, Career Services, the Library, Facilities, Residential and Greek Life, and the Nebraskan. If you are interested in applying for any vacancy, eligible employees must contact the Human Resources Office for Office/Service positions or the appropriate search committee chair for all other positions.

If an employee is promoted or reclassified to a higher salary grade, they will receive a minimum of 5 percent pay increase. The new salary must be within the established range for the new salary grade.

**Transfers**

If an employee is transferred to a position of the same class or to a class of the same salary grade, they will not receive an increase in salary as a result of the transfer.

If an employee is transferred to a position of a lower salary grade for other than at the request of the University, they may be required to take a pay reduction up to 5 percent.

If the employee's position is reclassified to a lower salary grade, they will not receive a reduction of pay.

**Demotions**

If an employee is transferred to a position of a lower salary grade other than at the request of the University, they may be required to take a pay reduction up to 5 percent or accept the minimum regular rate depending on the budget of the department for the position.

**Disciplinary Actions**

Employees are responsible for meeting reasonable standards of performance and conduct in their work activities. Supervisors are responsible for providing leadership that makes such performance and conduct possible.

Supervisors may take corrective measures or impose disciplinary actions, up to and including discharge, in the event an employee's performance is less than the reasonable standards of performance or if the employee's conduct is not in keeping with what is expected in the working environment of the University.

The following circumstances justify corrective action. **This list, however, is not all inclusive.** Other acts or omissions by an employee contrary to standards of work performance or employee conduct for a particular job may warrant corrective action.
- Violation of, or failure to comply with, State or Federal law. Failure to comply with published rules, regulations, policies, or procedures of the employing department or of the University
- Sexual harassment of another employee or a student of UNK, to include unwanted advances, persistent sexual innuendo, language, touching, verbal abuse, or any behavior or pattern of behavior that fosters a hostile environment
- Language or acts that are commonly understood to be offensive or insulting to any racial, religious, or ethnic group
- An act that causes disruption of work being performed
- An act or conduct (on or off the job) that adversely affects performance and/or the accomplishment of the job
- Failure or refusal to comply with a lawful request or to accept a proper assignment from an authorized supervisor
- Inefficiency, incompetence, or negligence in the performance of duties
- Possession of narcotics, alcoholic beverages, or other unlawful drugs on University property or while performing duties of employment, drinking alcoholic beverages or using unlawful drugs on duty, or reporting for duty under the influence of alcohol and/or unlawful drugs
- Failure to notify your supervisor of arrest or conviction under any criminal drug statute as a result of violation of law that occurs at the University of Nebraska workplace
- Soliciting or accepting anything of value based on an understanding that one's official action or judgment will be influenced thereby
- Using confidential information received through one's position to obtain favor or financial gain (other than compensation provided by law) for oneself or others
- Release of confidential or other information not authorized for release
- Falsification, fraud, or omission of information in applying for a position
- Unauthorized or improper use of any type of leave or abuse of meal or rest periods
- Repeated tardiness or unauthorized leave, including unauthorized departure from the work area
- Falsifying time cards
- Failure to maintain satisfactory working relationships with students, the public, other employees, or supervisors
- Failure to obtain and/or maintain a current license or certification required by law or department standards as a condition of employment
- Conviction of a felony
- Insubordinate acts or language toward a supervisor that substantially interferes with and impedes efficient operations or substantially interferes with and impedes the ability of a supervisor to manage or function
- Failure to use safety equipment or endangering self and others by unsafe practices
- Any other behavior not in the best interest of the University

In many cases corrective actions are not intended to punish but to bring work performance up to expectations. Corrective action will be taken in the following progressive order, except in cases where in the judgment of supervisory personnel, circumstances warrant the administering of immediacy and more severe corrective action, including dismissal.

- Written coaching
- Written warning
- Suspension without pay
- Dismissal

**Written Coaching:** A written coaching occurs when the employee's supervisor meets with them to discuss the concerns about their performance. If the employee has questions about expectations, it is important that they
have a meeting with a clear idea about what is expected to correct the performance issue. A form is used to document this discussion.

**Written Warning:** If, in the judgment of the employee's supervisor, the written coaching does not correct the performance problem, the employee may receive a written warning. The warning will describe the problem once again and the actions required to correct it. The employee has a right to make a written reply. Copies of the reply will be filed along with copies of the warning in the employee's personnel file, both in the department and in the Department of Human Resources. At the conclusion of the discussion about the written warning, the supervisor will ask for the employee's signature. The signature simply shows that the employee has had an opportunity to read the warning. The signature does not indicate agreement with the contents of the warning. A written warning also may occur as a first corrective action if the supervisor considers the work performance or behavior to be serious enough to warrant a written warning.

**Suspension without Pay:** If, in the judgment of the employee's supervisor, efforts to correct unsatisfactory work performance or behavior have failed, the employee may receive suspension without pay. Suspension without pay also may occur as a first corrective action if the supervisor considers the work performance or behavior to be serious enough to warrant a severe penalty. Suspension without pay will normally not exceed five working days.

The employee will receive a written notice of the suspension and of the reasons for the action. Prior to a suspension without pay taking effect the employee will have an opportunity to meet with the supervisor or another departmental representative to discuss the reasons given for the suspension and to give any pertinent information relating to the same. Copies of all written materials relating to a suspension without pay will be placed in the employee's personnel file, both in the department and in the Human Resources Office.

**Suspension until Further Notice:** In cases involving possible serious acts or omissions contrary to standards of work performance or in cases where serious misconduct is suspected, the supervisor may place the employee on suspension until further notice. During this suspension a review of the acts, omission or misconduct will be made to determine the correct disciplinary action, if any, to be taken. This suspension may be with or without pay dependent on the outcome of the review.

**Dismissal:** In cases involving serious acts or omissions contrary to standards of work performance or in cases involving serious misconduct, the employee may be dismissed from employment for cause. In such cases, UNK may terminate the employment relationship immediately or with less advance notice than is otherwise required. The employee will receive written notice of dismissal for cause, which shall include a statement of the reasons for the action. Prior to a dismissal for cause taking effect, the employee will have an opportunity to meet with the supervisor or with another departmental representative to discuss the reasons given for dismissal for cause and to give any pertinent information relating to the same.

**Right To Appeal:** The type of corrective action will be determined by the nature, severity, and effect of the problem; by the type and frequency of previous problems; by the period of time elapsed since a previous problem; and by any circumstances relevant to the problem.

When meetings are held between the employee and departmental representatives to discuss corrective action or other employment-related matters, the employee may not have another party present.

As a regular employee, the employee may appeal all corrective actions, including dismissal for cause, through the UNK grievance procedure. The appeal, however, will not postpone the action.
Grievance Procedures

The Board of Regents at its March 3, 2006 meeting approved a university-wide grievance procedure. In order that grievances are handled on a consistent basis throughout the University, these procedures are adopted for implementation by the administrative units that compose the University. This procedure encourages any employee who feels he or she is not receiving fair treatment at the University to use the procedures set forth in the policy. This policy supersedes any college or departmental grievance policies for office-service and managerial-professional employees.

Grievance Procedure PDF (Revised 3-24-2006)

Pay Increases

See Pay Increase-Advancement Within Zone

Performance Increases

See Performance Increases

Responsibility Pay

See Frequency of Pay Adjustment Actions Guide

Payroll and Work Scheduling

Fair Labor Standards Act

The Fair Labor Standards Act provides for minimum standards for both wages and overtime entitlement, and spells out administrative procedures by which covered work time must be compensated. Included in the Act are provisions related to child labor, equal pay, and portal-to-portal activities. In addition, the Act exempts specified employees or groups of employees from the application of certain parts of its provisions.

Payroll Schedule

The current payroll schedule is available in Sapphire. Time reports need to be in the payroll office by 10:00 a.m.

Electronic Time Keeping

In 2011, the Board of Regents commissioned several University-wide groups to look at ways to streamline processes and save the University money. The Human Resources group considered electronic timekeeping as one such initiative that should be undertaken.
UNK believes each employee should be paid on time with no errors. Both supervisors and employees share responsibility for compliance with University policies established to meet the requirements of federal and state wage and hour laws. Non-exempt employees are protected by a complex set of regulations concerning hours worked, rest periods, meal periods and overtime compensation.

The new Time Management System will eliminate the time consuming paper shuffle of filling paper timesheets, hand calculating totals, collecting signatures, copying, filing and storing paper records (not to mention time spent correcting errors and trying to decipher illegible handwriting).

Advantages to the Electronic Time System

<table>
<thead>
<tr>
<th>Traditional Timekeeping</th>
<th>Electronic Timekeeping</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Print timesheets and distribute</td>
<td>• Swipe card or log in (some time clocks)</td>
</tr>
<tr>
<td>• Collect timesheets at the end of the pay period</td>
<td>• Approve time (via web )</td>
</tr>
<tr>
<td>• Review timesheets and track down missing information and signatures</td>
<td>• Only follow-up on errors</td>
</tr>
<tr>
<td>• Calculate regular time and overtime</td>
<td></td>
</tr>
<tr>
<td>• Input hours</td>
<td></td>
</tr>
<tr>
<td>• Store timesheets for 7 years</td>
<td></td>
</tr>
</tbody>
</table>

Accuracy - Electronic timecards are far more accurate than the old paper timecards, as the electronic versions do not need to be re-keyed into SAP. Pay will be more accurate, and time will be saved in going over potential errors with employees.

Efficiency - See the chart above for details. Also helps supervisors who have a large number of employees to supervise efficiently manage timekeeping.

Timeliness - Adjustments to pay through overtime or time taken off can be made on a weekly basis. In addition, overtime can be monitored on a daily basis and restricted if necessary.

Environmental - Using electronic time cards also results in less waste of paper and ink. In a large company with thousands of employees, this can add up to great savings.

Reporting - Electronic time integrated with SAP allows for better reporting for supervisors and in some instances the ability to show how much time is spent on various tasks.

Accountability - Electronic time provides the Auditors a reliable method of tracking employee work hours, ensure payroll rules are followed and ensuring the University is paying employees appropriately.

Supported by UNK's Staff Senate.

Frequently Asked Questions
• If I forget to clock in or out or I am working off campus, will I still be compensated?
  o Yes. Your supervisor or department clerk can manually enter missed punches or your time worked off
  campus.

• Will all departments will punch in/out in the same manner?
  o No. Human Resources will work with each department to determine the best solution (time clock or
  computer or a combination of both) for that department.

• All leave should still be requested through Employee Self Services (ESS).
  o Approval processes will remain the same.

• What do I do if there is an internet outage or I am unable to access a computer?
  o Notify your supervisor or time clerk to add your punches.

• Do I punch out for breaks and lunch time?
  o You only need to clock in or out for the parts of your day that the University does and does not pay you
  for, so at the beginning of your shift, at lunch and at the end of your shift.

Direct Deposit

In our continuing efforts to instill best business practices for the University, all University of Nebraska
campuses are requiring as of July 1, 2000 that all new faculty, staff and student employees sign up for electronic
deposit of their payroll payments. Exceptions will be made for temporary workers (employment of 30 days or
less) and those employees under age 18. This policy is similar to one that will be implemented by the State of
the Nebraska.

This practice has several advantages to the employees:

• Eliminates delayed checks through the mail service
• Deposits payroll payments at the beginning of the business day of the financial institution each pay day
• Saves the employee a trip to deposit their pay check
• Reduces the chance of a pay warrant being lost or stolen

There will be increased efficiency in terms of time and effort that is saved in not
manually distributing and tracking pay checks.

Starting July 1, 2000, all new employees will need to complete a direct deposit
authorization form (available on SAPPHIRE) along with their Form W-4, 1-9 form and any other payroll
documents that may be needed.
Holidays Worked

Employees may be required to work on a University holiday. Hourly paid employees required to work on a holiday will be paid for the holiday plus the hours worked. For hourly paid employees required to work on a holiday, departments may exercise one of the following options: Employee receives holiday pay plus pay for hours worked on the holiday. Or the employee receives pay for the hours worked and takes the holiday (hour for hour) with pay at a later date.

Either option requires prior approval from the department head or chair. Monthly paid employees required to work on a holiday will be given an alternate time off for hours worked on the holiday (hour for hour). The time taken should be mutually agreed upon by the employee and the supervisor.

Biweekly Time Reporting

REVISED JULY, 2010

Biweekly Time sheets:

- Each Department is responsible for printing the timesheets for each of their employee. An exception will be made for those Departments who do not have access to an SAP designated printer. The University Payroll Office will print and mail or email time sheets to those areas.
- All timesheets and leave slips must be signed by the employee and his/her supervisor.
- Timesheets and all supporting documents i.e. leave slips must be retained by the department for a duration of four years with the exception of six years for work study students. In addition the records for any grant funded positions must be retained for two years beyond the completion of the audit.
- The University Payroll Office will enter time for Departments that do not have access to SAP Payroll. All departments must have a back-up person to enter time. Timesheets that are sent or Faxed (865-8630) to the Payroll Office for time entry must be received in the Payroll Office by noon on Friday of each week. The only exception to this rule is holiday scheduling or other circumstances which may cause an early submission time. The Payroll Processing Schedule (SAPPHIRE>Reference Guides>UNK>Human Resources) indicates the deadlines.
- Timesheet information must be legible. The timesheet shall contain: employee name, personnel number, position number, cost center, pay period dates and number of hours worked each day of the pay period. The total hours worked must also contain the wage type i.e. ropl, fnl, vac etc. If you have a new hire and you cannot print a time sheet for the individual or if the University Payroll Office prints your time sheets and you did not receive a preprinted time sheet for an employee, you may print a blank one from SAPPHIRE-Human Resources / Time Entry. All of the pertinent information indicated above must be indicated on the timesheet.
- The department time entry deadlines are indicated in the Payroll Processing Schedule. Hours must be entered three days prior to the final lockdown date as indicated in the Payroll Processing Schedule. For new employee/appointments time should not be entered until the employee/appointment has been entered into the payroll system by Data Entry. (DO NOT ENTER TIME FOR AN EMPLOYEE IF THE ASSIGNED POSITION NUMBER IS NOT ACTIVE IN THE DATA BASE.) Keep in mind that an employee may have more than one position number. Each Department is responsible for checking on-line to verify that the PAF or employee information has been entered.
- If a department is printing or receiving a time sheet for someone who is no longer employed by their department, the department shall:
  - Process a PAF immediately if one had not already been completed
  - If an employee has transferred a PDF must be completed reflecting the employee’s new department address
• All departments **must** run a Wage and Hour Report the day after the time has been entered regardless if the department or the Payroll Office enters the time. An exception to this would be those departments who do not have access to SAP. This report is required and is used to audit the actual hours input into the system as compared to the actual timesheets. If there is a discrepancy the department must make the correction or notify the Payroll Office immediately. After the correction has been made the department shall run another Wage and Hour Report the following day to verify that the correction was processed correctly.

• The University Payroll Office will notify the department by e-mail or in some instances by phone of an edit which is stopping the biweekly payroll from processing. It is the responsibility of the Department to **immediately** make the correction. If assistance is needed the Department must **immediately** contact the Payroll Staff person who sent the email. Each University Department is responsible to have a back-up person who can correct any edits.

**Calculation of Pay**

REVISED JULY, 2010

• **Biweekly employees:** If an employee who is paid bi-weekly is to receive partial pay for the pay period, the calculation formula for the gross partial pay is: the number of hours worked, or benefits hours used in each pay period multiplied by the authorized hourly rate.

• **Monthly staff and nine/twelve pay academic employees:** If an employee is paid in a monthly pay cycle and is to receive partial pay for the pay period, the calculation formula for the gross partial pay is: the daily rate is the monthly salary rate divided by the number of work days in the month (including holidays). The daily rate is multiplied by the number of days actually worked in the month to obtain the partial pay amount for the month.

• **Nine month pay employees including staff (academic) employees:** If an employee is paid on a nine month basis and is to receive partial pay for the period, the calculation formula for the gross partial pay is: a daily rate will be determined by the semester salary rate divided by the number of semester days.

**Overpays/Underpays**

• **Accurate use of the Wage and Hour Report will reduce the number of overpays/underpays.**

• At the time that a Department determines that an employee has been overpaid or underpaid, the department must contact the Payroll office immediately. The Department is responsible to make the necessary corrections relating to the paperwork required. i.e. PAF processing, correcting time. If an overpay has occurred, it will be a cooperative effort between the department and the Payroll Office to collect the net overpayment from the employee. The department shall make the initial contact with the employee to inform him/her that an overpaid has been paid. The Payroll Office will send a letter to the employee and copy the department. The letter will indicate the details of the overpay and the manner of collection. The department will not receive credit until the employee has paid back the total net pay.

• If an employee has been underpaid, it is the responsibility of the department to notify the Payroll Office. If the underpay is due to an error in time input, the Department must provide the detailed information and any supporting documentation that is requested to the Payroll Office and the Payroll Office will make corrections to the time entry. If the underpay is due to the lack of a Personnel Action Form (PAF) being processed, the Department must process a PAF immediately and notify Payroll that there has been an underpayment.
Determination of Employee or Independent Contractor

REVISED JULY, 2010

Please refer to Accounts Payable policy More Information

Disposition of Final Pay of Deceased Employee

REVISED JULY, 2010

Upon notification of the death of an employee the Department must notify the Payroll Office immediately. In addition the Department must complete a PAF to separate the deceased employee. The Payroll Office will contact the Benefits Office to determine the next of kin.

Board of Regents Bylaw [3.4.d1b] is as follows:

- Upon death, the salary of a full-time academic-administrative staff member shall terminate at the end of the month in which the death occurs. Provided, however, that this provision in no way abrogates the right to receive salary earned, but not yet paid because of the method of prorating academic-year salaried over a 12 month period.
- Upon death, the salary of a Managerial and Professional staff shall have their salary terminate at the end of the month in which the death occurs.
- Upon death, the salary of an Office and Service staff shall have their pay terminate at the end of the two-week pay period in which the death occurs.

Unpaid wages, vacation pay, floating holiday pay and ¼ of accumulated unused sick leave for office service and benefits eligible temp employees only up to a maximum of 360 hours will be paid out to the “Estate of [deceased]”, unless the successor to the decedent (usually the spouse) completes the Affidavit For Transfer of Personal Property Without Probate Under Nebraska Probate Code which is designed to be used when the estate assets subject to probate do not exceed $25,000. In instances where the spouse meets the qualification set in the affidavit, the last check will be made payable directly to the spouse. If the spouse cannot meet the terms of the affidavit, the University will issue the last check to the estate through a person who is able to show the University letters of appointment that he/she is the personal representative of the estate. If the spouse qualified to be paid directly, the 1099 Form is processed in the name of the spouse using the spouse’s social security number. If the check must be made out to the estate, the 1099 Form is issued to the estate name and the estates’ tax ID number.

- Unpaid wages and vacation pay paid to the estate of a deceased employee are not considered wages subject to federal and state income tax withholding. Therefore, these payments do not represent an increase in Federal Income Tax Gross (FIT), and no income taxes are to be withheld on them. If paid before the close of the calendar year in which the employee died, they are considered wages subject to social security withholding, and therefore represent an increase to social security gross. If paid after the close of the calendar year, the payment is not considered wages and it is not social security taxable.
- Accumulated sick leave paid to the estate of a deceased employee is not considered wages for either federal or state income tax withholding or social security withholding.
- If the employee was enrolled in the UNK retirement plan at the time of death, the payment made for unpaid wages, vacation pay, and accumulated unused sick leave is also subject to retirement withholding.
Establishment of Payroll Schedules

REVISED JULY, 2010
Payroll schedules will be developed by the Payroll Office Administrative Services Group (ASG). The campus will be notified by e-mail of any changes made to the established schedules.

To obtain the payroll schedule go to SAPPHIRE (Reference Guides / UNK SAPPHIRE Reference Guides / Human Resources / 2010 Payroll Schedule):

- Biweekly employees: Payday will be every other Thursday as designated by the payroll schedule.
- Monthly employees: Payday will be the last working day of the month. If the last day of the month is on a weekend or holiday, payday will be the first preceding work day.
- If the payday occurs during the campus holiday closedown, those employees on direct deposit will receive their pay on payday. For those employees who receive a paycheck, University Payroll Office will mail the paychecks on the first working day after the holiday closedown.

Garnishments, Levies, Child Support, Etc.

REVISED JULY, 2010

The University's intention is to comply with federal and state law regarding wage garnishments and wage assignments. The State of Nebraska Department of Administrative Services processes all UNK employee garnishment paperwork. The State Department of Administrative Services handles all court orders to garnishee wages or wage assignment for child support as well as all levies on wages originating from the Internal Revenue Service. In cases of multiple wage assignments, priority for honoring them will be in the following order:

- Child support
- Federal levies
- State levies
- Local tax levies
- Creditor garnishments

Remittances of monies collected and confidential files will be maintained by the State of Nebraska State Department of Administrative Services.

**Replace existing policy on HR Payroll page.

Payroll Tax Withholding

REVISED JULY, 2010

Employee Withholding Allowance Certificate W-4
The University of Nebraska is required to withhold federal and state taxes from certain employee wages, using pre-defined IRS and Nebraska State Income Tax withholding tables.

Each employee must complete a W-4 form when beginning work at UNK. If an employee does not complete the W-4 form, federal and state taxes will be withheld using the single status and zero withholding allowances. UNK will not refund any taxes that were withheld due to an employee's neglect to complete the W-4 form. To make changes to your W-4 allowances contact your department Office Associate or the UNK Campus Payroll office.
office. For those employees who have access to Firefly, changes to W-4 allowances can also be made through Employee Self Service (ESS).

To determine the correct number of allowances you should claim on your W-4, complete the Personal Allowances Worksheet provided by the IRS.

IRS Personal Allowances Worksheet

A W-4 remains in effect until an employee submits a new one except in the case where an employee claimed to be exempt. An exempt employee must complete a new W-4 each calendar year. See further details regarding exempt status below.

If an employee is to receive an award payment or additional pay i.e. overload pay, summer research, summer teaching it is the responsibility of the department to notify the employee that he/she may want to change his/her W-4 withholding status in order to prevent over taxation due to the additional income. An employee may request the Payroll Office to provide him/her with a tax projection analysis worksheet based on the various exemptions.

Exemption from Income Tax Withholding
The W-4 for an employee who has indicated that he/she is exempt from withholding expires on February 16th of each calendar year. The UNK Payroll Office will send a letter of notification in late January of each calendar year to employees who have completed their W-4's indicating that they are exempt from withholding. If the employee qualifies and wishes to continue being exempt from federal income tax withholding, the employee must complete a new W-4 and submit it the Payroll Office by the deadline indicated in the letter. To determine if you are eligible to claim exempt on your W-4, see the Exemption from Withholding section of IRS Publication 515.

Nebraska State Income Tax

Nebraska follows federal rules for determining the number of allowances to claim for NE state tax withholding purposes, unless an alternative withholding percentage is required by state law.

Nebraska Dept of Revenue State Income Tax

Nonresident Aliens
In general, if you pay wages to nonresident aliens, you must withhold income tax (unless exempted by regulations), social security and Medicare taxes as you would for a U. S. citizen. However, income tax withholding from the wages of nonresident aliens is subject to special rules. Please see instruction for completing the NRA W-4 in Sapphire at Business Forms / UNK Business Forms / Human Resources / Form W-4 Form for NRA.

Note: Nonresident alien students from India are not subject to the additional income tax withholding requirement.

Claiming Tax Treaty Benefits

ELIGIBILITY:
In order for foreign nonresident alien students and scholars to be exempt from federal and state income tax withholding the non-resident alien must meet certain criteria. First, there must be a treaty provision that exists between the United States and the nonresident alien’s country of residence. Second, the individual must meet the treaty eligibility requirements for the particular treaty article being claimed. Third, the nonresident alien must have either a social security number or and Individual Taxpayer Identification Number (ITIN) to be able to receive treaty benefits. Fourth, the correct tax treaty exemption forms must be completed supported by all required documentation.

FORMS:

The type of form used to claim treaty benefits depends upon the type of income being paid under the treaty provision, and whether the foreign individual is a nonresident alien for resident alien for tax purposes.

- For personal services income
  
  o Use form 8233 and the Tax Treaty Statement if the individual is a student, a teacher or researcher. Form 8233 and the Tax Treaty Statement expires at the end of each calendar year. The UNK Payroll Office will notify the nonresident alien that he/she must complete a new form each year. The nonresident alien is responsible for completing the form and returning it to the Payroll Office prior to the deadline indicated in the letter. If the nonresident fails to complete the proper forms each year, he/she will not be given treaty benefits until such time that the new treaty forms are completed.

  o Use form W-9 and Attachment to form W-9 if the foreign individual is a resident alien for tax purposes. This form is valid indefinitely until the individual’s circumstances change where the information reported is no longer valid, i.e. the resident alien becomes a “green card” holder or citizen, or treaty time limits run out.

Use form W-8BEN for scholarship/fellowship grants and royalty income if the foreign individual is a nonresident alien for tax purposes. This form is valid as long as the individual is eligible for treaty benefits and the individual receives a tax reportable payment at least once per year.

  o Use form W-9 and Attachment to form W-9 if the foreign individual is a resident alien for tax purposes. This form is valid indefinitely until the individual’s circumstances change where the information reported is no longer valid i.e. resident alien becomes a “green card” holder, a citizen or treaty time limits run out.

NONRESIDENT & RESIDENT ALIEN SOCIAL SECURITY NUMBER/ TAXPAYER IDENTIFICATION NUMBER (TIN) REQUIREMENT

Effective for payments made on or after January 1, 2001, any tax treaty claim made on forms 8233 or W-8BEN which do not contain a social security number or a permanent U. S. Taxpayer Identification number cannot be accepted.

A permanent TIN is:

- Social Security Number (SSN) – Used for employees, independent contractor and scholarship/fellowship recipients

- Individual Taxpayer Identification Number (ITIN) – Used for independent contractor and some scholarship/fellowship recipients
W-2 Tax Forms
By January 31st of each calendar year, UNK is required to report to the Internal Revenue Service (IRS) and the State of Nebraska Department of Revenue on a W-2 form for each employee the taxable wages and related compensation, income taxes withheld and certain payroll deduction for the previous calendar year. Wages are always reported for the year in which they are paid.

W-2’s for all current University of Nebraska at Kearney employees will be delivered via campus mail to the respective department and the Office Associate for each department will be responsible for distribution to each employee. W-2’s for separated employees will be mailed to the employee’s permanent home address in the University SAP payroll system prior to January 31st of each calendar year.

It is the employee’s responsibility to notify his/her payroll clerk of any address change. If an employee has already separated from the University, it is his/her responsibility to notify the Payroll Office of his/her permanent mailing address.

If an employee does not receive his/her W-2 for wages earned in the previous calendar year by February 10 of each calendar year, he/she should contact the UNK Payroll Office to determine if the W-2 had been returned to the Payroll Office by the U.S. Postal Service. If an employee did not receive his/her W-2 and it was not returned by the U.S. Postal Service, he/she may request a duplicate by completing a request for duplicate and providing proof of identification via a picture ID.

Social Security
All employees of the University of Nebraska are subject to social security tax withholding, based on the earnings levels and tax rates established by the IRS. Two categories of employees may be exempt from social security tax withholding, depending on the specific facts and circumstances relating to their employment as follows:

- Undergraduate and graduate students who meet the tests defined in IRS revenue procedure 98-16 and UNK Policy for being enrolled and regularly attending classes during the academic semester in which they are employed will be exempt from FICA withholding on University wages. The term “student” refers to undergraduate or graduate.

- Nonresident aliens who hold F-1, J-1, M-1 or Q-1 visas and who are performing employment that is consistent with the provisions of their visa status; and do not meet the substantial presence test (SPT) which is 5 years for students and 2 years for teacher/researcher.
In accordance with federal tax laws, the University of Nebraska shall grant an exemption from social security (FICA) tax withholding on wages paid to a student during an academic semester or summer session in which the student is enrolled and regularly attending classes. A student will be deemed to be enrolled and regularly attending classes if he/she is enrolled at least half-time, i.e. 50% of the minimum number of hours required for full-time enrollment certification purposes. Minimum exemption thresholds are:

Undergraduate Students:

Fall, Spring Semesters six (6) credit hours per semester
All Summer Sessions Combined six (6) credit hours

Graduate Students:

Fall, Spring Semesters four (4) credit hours per semester can be certified full time
All Summer Sessions Combined three (3) credit hours per session can be certified full time
Active Dissertation Status one (1) credit hour per semester must be certified as full-time

Between Semesters:

Students who are enrolled and regularly attending classes in a given academic semester/session will be entitled to the exemption from FICA tax withholding for any brief period of time between the end of one semester/session and the start of the succeeding semester/session if they qualified for the exemption in the immediately preceding semester/session. For example, a student who is enrolled during the second summer session would retain the exemption during the period between the end of the second summer session and the start of the fall semester and also during Christmas break.

In all circumstances, it is the responsibility of the student worker to register, maintain his/her student status and complete any required forms to be eligible for FICA exempt status. If a student fails to maintain exempt status during the fall and spring semester or summer sessions by dropping credit hours or terminating his/her student status, all wages paid from that point forward are subject to FICA.

Full-Time Employees:

All non-student and/or full-time employees will not be eligible for the student FICA exemption.

IRS Student FICA guidelines - Social Security Administration

Refund of Employee Voluntary Deductions

REVISED JULY, 2010

A University employee may choose to have “voluntary deductions” withheld from his/her paycheck i.e. parking, health insurance, campus recreation fee, combined campaign, foundation. The various departments or organizations are responsible for the notifying to the University Payroll Office that the deduction is to be made. The departments or organization must make arrangements with the Payroll Office as to the means by which the deduction will be updated to the employee’s record.
A refund of an employee voluntary payroll deductions will be made to an employee upon written or e-mail notification to the Payroll Office by the department or organization that initiated the deduction request. In most cases, refunds will be added to the net pay of the next payroll check to be issued to the employee. Refunds of voluntary deductions must be negotiated between the employee and the entity requesting that the deduction be made. If the delay will cause a hardship on the employee, a refund will be made by means of a special check. Any payroll deductions already committed to the purchase of US Savings Bonds cannot be refunded.

Refunds of required taxes and FICA deductions cannot be made except as provided for in federal regulations.

www.irs.gov

Retention/Destruction of Payroll Records

REVISED JULY 2010

It is the department's responsibility to retain all employee payroll records, including work study student records, for a period of the current year plus seven. For example, for an employee working in January, 2003, payroll records would be maintained from January, 2003 through January, 2010.

More Information

Stop Payment and Reissue of Payroll Checks

REVISED JULY, 2010

University payroll checks, which are lost, stolen or mutilated, will be replaced upon authorization of the Payroll Office. The State Department of Administrative Services will process the request for duplicate check. Upon notification of a lost, stolen or mutilated check, a stop payment will be placed on the original check prior to submitting the request for a duplicate. The employee must complete the Affidavit for Lost or Stolen Check and send it to the Payroll Office for processing. The form must be notarized and signed by the employee payee. Upon submission of the completed form, ten working days must elapse before a reissue will be processed. The request for duplicate form may be obtained from the Payroll Office.

Attendance Policy

Employment positions at UNK have been evaluated and designed so that the duties are commensurate with the FTE. That is, a 1.00 FTE position provides tasks and responsibilities that will completely occupy a full-time employee while at work. Therefore, attendance at work must be reliable, predictable, regular, and prompt. Such attendance is essential to the performance of any UNK position.

Notwithstanding the leave benefits offered to UNK employees, unpredictable attendance, habitual tardiness, and absenteeism are considerations in the evaluation of performance and are cause for corrective action up to and including dismissal.

Unpredictable attendance is particularly detrimental to planning and organizational efficiency and employee morale. As such, employees must notify supervisors of requested leave as promptly as possible.

Nothing in this policy shall be construed to prevail over requirements of state and federal law.
Work Schedule

All employees follow work schedules established in order to maintain continuity in the administration of the University.

The usual work schedule is 40 hours per week, and the usual workday is 8 a.m. to 5 p.m. for a full time staff person, Monday through Friday. However, work schedules in some departments vary, and employees will be notified of their schedule by their immediate supervisor.

Work schedules provide for a lunch period that is unpaid and for one rest period of 15 minutes for each four-hour period that is worked. Rest periods are paid and are considered to be an employee privilege. They are not intended to be used to alter any employee's assigned work schedule.

Work schedules may in certain instances require an employee to work beyond the usual schedule.

Travel Time

When employees travel overnight for a required activity, travel time during the employee's usual working hours, both for workdays and non-workdays (e.g., Saturdays, Sundays, or holidays), is considered as time worked. Travel time as a passenger outside normal working hours is not compensable, but for an employee who is required to drive, the entire travel time is considered as time worked.

Rest Periods

Work schedules provide for a lunch period that is unpaid and for one rest period of 15 minutes for each four-hour period that is worked. Rest periods are paid and are considered to be an employee privilege. They are not intended to be used to alter any employee's assigned work schedule.

Shift Differential

Non-exempt employees working four or more hours of the workday outside normal UNK hours (usually 8:00 a.m. to 5:00 p.m.), are eligible for shift differential of up to ten (10) percent of their base hourly rate. The differential is intended to provide additional pay for those who work during a less desirable time period.

Employees are eligible for shift differential only if they are paid by the hour. Shift differential is paid only for hours worked, and employees will not receive shift differential when they are sick or on vacation leave or other paid leaves.

Flextime

Departments may institute a schedule of flexible working hours for office/service and managerial/professional employees, provided it does not increase staffing costs or decrease departmental efficiency. Flextime allows employees to maintain a work schedule other than normal UNK hours. Regardless of flextime scheduling, all offices should be sufficiently staffed to maintain regular operations during normal UNK hours described above.

When used appropriately, flexible scheduling for hourly paid employees can incorporate varying times for arriving at and leaving work and/or for lunch breaks long enough to give time for wellness activities. Because
UNK is committed to wellness for its employees, departments are encouraged to use flexible scheduling to facilitate employees' ability to engage in wellness activities when it is possible to do so without decreasing work efficiency.

When monthly paid employees are frequently expected to work more than 40 hours in a work week, departments are encouraged to offer them flexibility in arranging work schedules.

When it is possible to do so without decreasing work efficiency, departments are encouraged to consider employee requests for flexible scheduling, for example, four 10-hour days.

Fulltime hourly paid employees, whether on flextime or other scheduling, are required to take an unpaid lunch break of at least 30 minutes.

Flextime schedules must be approved by the immediate supervisor and by an administrator one level above the supervisor. Departments are encouraged to work with employees to accommodate needs for flextime when it is possible to do so without decreasing work efficiency.

Abuse of flextime scheduling may result in loss of the privilege.

Occasions may arise when flextime must be suspended temporarily because of departmental work load, vacations, or other reasons. When this occurs, the department should give employees as much advance notice as possible.

Adequate supervision must be provided for employees on flextime. However, this does not require that supervisors be present during all hours worked by employees. Supervision can frequently be exercised by measuring productivity.

**Overtime**

University policy directs that nonexempt full-time employees will normally work and be paid for 40 hours during the workweek. Overtime compensation in the form of compensatory time or overtime pay will be granted at a rate of one and one-half times the regular hour or hours worked in excess of 40 per workweek. The form of overtime compensation will be determined by the director or chair of the department. Overtime must be approved by the employee's supervisor prior to being worked. Vacation, sick, holiday, funeral, military, administrative and other approved leaves will not be included as hours worked toward the computation of overtime. Attendance at mandatory meetings and training sessions will be included as hours worked toward the computation of overtime. Meal periods are not counted as worked if the employee is relieved from duty during those periods. However, if the employee is required or permitted to perform any duties while eating, the meal period will be counted as hours worked. The regular 15-minute breaks are considered as hours worked. There is not compensation for rest periods not taken.

Office/Service employees working for two or more separate departments or campuses will be given compensatory time when the combined hours of all jobs exceed 40 in any workweek. The primary home department is responsible for monitoring the total hours worked. The Fair-Labor Standards Act requires that a record of the hours worked each day by non-exempt employees be maintained. Departments are responsible for maintaining the records of hours worked by their Office/Service employees. Internal auditors, as well as Federal auditors, may request these records.
Employees who request to use earned compensatory time shall be permitted to use such time within a reasonable period after making such a request if the use of the compensatory time does not unduly disrupt the operation of the department. Employees shall not accumulate more than 60 hours of compensatory time. To insure that compensatory time is used within a reasonable time, compensatory balances should be used by June 30th of each year unless permission is granted by the Human Resources Office to carry a balance beyond that date. All accumulated compensatory time must be taken prior to the effective date of a promotional salary change or a department transfer. Employees who separate from the University shall be paid for earned compensatory time.

University employees may choose to work for the University in a part-time job on an occasional or sporadic basis in a different capacity than their regular employment. The hours of work in the different job shall not be counted as hours worked for overtime pay purposes on the regular job but will be for the part-time job. Supervisors should check with the Human Resources Office prior to authorizing the part-time work.

Employees exempt from the overtime provision of the Fair Labor Standards Act are not eligible to receive overtime compensation. Acceptance of an exempt position constitutes acknowledgment that job responsibilities may sometimes exceed 40 hours a week.

Benefits

Benefits at a Glance

This reference guide is being provided so that staff can be familiar with the benefits offered by the University of Nebraska.

If you have questions regarding any of these benefits, please contact the Human Resources Office.

Complete Current Benefits Information

NUFlex (PDF)- Provides an overview of the University's benefit plans including health, vision, dental, life, disability, long term care, dependent life and accidental death and dismemberment.

CAREMARK PPO Directory- Listing of preferred providers for the prescription drug program.

Formulary Information- A formulary is a list of preferred drugs that includes most generic drugs and selected brand name drugs program.

Healthcare Providers- Listing of the preferred providers for the Blue Cross / Blue Shield Health and Dental Plans.

Vision Care -Information on vision care insurance plans.

EyeMed Vision Care Network- Service to locate the provider nearest you.

Employee Assistance Program- A short-term counseling service to help employees and their families work through problems.

Employee Scholarship Program - Allows eligible staff to take classes at reduced rates.
Dependent Scholarship Program - Allows eligible staff to allocate all or part of their employee scholarship benefit to their spouse or dependent children.

Retirement Benefits Summary - Information regarding the University's retirement plan.

Supplemental Retirement Plan Summary (PDF) - Information regarding an additional retirement plan available to staff.

TIAA/CREF - This links to information on one of the University's retirement plan investment agencies. To schedule for a one-on-one counseling session click here (Appointments).

Fidelity Investments - This links to information on one of the University's retirement plan investment agencies. To schedule a one-on-one counseling session call 1-800-642-7131 or go on-line at http://www.fidelity.com/.

Nebraska College Savings Plan - This links to information on how to save money for college.

UNK Child Development Center - Click here for more information on the child care center available for faculty, staff and students.

UNMC Physicians Eye Specialties. LASIK Surgery from UNMC Physicians Eye Specialties: 10-20% off based on patient needs. For LASIK questions and/or appointment call (402) 559-2015. Employees must show their ID badge to receive the discount.

Eligibility

All employees who work half time or more (.50 F.T.E. or greater which is 20 hours per week or more) with an anticipated term of employment of more than six months are eligible to participate in any of the University insurance programs. Student workers, including graduate assistants, are not eligible to participate.

NU Flex

NU Flex is the term given to the University of Nebraska flexible insured benefits program.

The following link directs you to the university-wide benefits website http://www.nebraska.edu/faculty-and-staff/benefits.html

Complete Benefits Information

NU Credits

Each year the University provides you with an allowance of NU Credits. This allowance represents part of the money the University contributes for your benefits. Under NU Flex this money is yours to distribute according to your individual needs.

If your benefit and Reimbursement Account choices add up to less than your allowance of NU Credits, you will receive the remaining amount as taxable cash, paid in your regular paycheck.
If you choose a level of benefits that adds up to more than the amount of NU Credits, part of your regular pay may be converted to pretax dollars to pay for benefits and to reduce taxable income. The exception to this is the dependent life insurance benefit, individual life insurance over $50,000, and long term care insurance, which is most beneficial if premiums are paid with after-tax dollars.

Under NU Flex each benefit option has a price tag, allowing you to choose coverage according to your individual needs.

It is important to note that the benefit choices you make will be in effect for the entire calendar year in most cases.

**Retirement (Savings)**

*Eligibility and Enrollment Requirements.* All employees who are age 30 and over, have two year of service in an educational setting, and an employment status equal to at least one-half full-time equivalency (.50 FTE) must participate in the Basic Retirement Plan as a condition of employment. Participation begins the first day of the month following attainment of eligibility.

In addition, those employees who are age 26 and over with two years of service in an educational setting, an employment status of .50 FTE or greater, may participate voluntarily. Participation begins on the 1st of the month following attainment of eligibility. Employees eligible for voluntary participation who do not wish to participate at the time of eligibility will not be eligible for enrollment until the 1st of the month following the attainment of age 30, when participation becomes mandatory.

Once an employee enrolls in the University Retirement Basic Plan, either through voluntary or mandatory entry, there is no right to withdraw and they must continue to participate in the Plan so long as employment with the University continues.

Employees who are not eligible to participate upon initial employment will be notified when they are eligible to participate.

*Basic Retirement Plan.* The University and each participating employee make minimum monthly payments to purchase retirement income for the employee. The minimum percentage of gross salary contributed by the employee and by the University is as follows:

<table>
<thead>
<tr>
<th>Employee Contributes</th>
<th>University Contributes</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>3.5%</td>
<td>6.5%</td>
</tr>
<tr>
<td>Tier 2</td>
<td>5.5%</td>
<td>8.0%</td>
</tr>
</tbody>
</table>

Anyone initially electing the Tier 1 may, at a later date, change to the Tier 2. You may make this change only once. (No change will be permitted from Tier 2 to Tier 1).
Supplemental Retirement Plans. All employees with a .50 F.T.E. or greater can participate in a Supplemental Retirement Annuity Plan regardless of years of service or level of participation in the basic retirement plan. Contact the Human Resources Office for more information.

Additional Retirement Plan (457b). Employees who are on track to maximize their Supplemental Retirement Account can also participate in the Additional Retirement Program (457 b). Contact Human Resources for more information.

Tax Sheltering. Contributions to the Basic, Supplemental Retirement and 457 (b) Plans are made on a pretax basis, thus reducing employees' Federal and State income taxes.

Various investment options are available on a pre-tax basis for employees including: IRA's, mutual funds, personal annuities and many more. For more information contact Human Resources.

Reimbursement Accounts

All regular employees working at least half-time (.50 FTE) and benefit eligible are eligible to participate in the Employee Reimbursement Accounts. The Reimbursement Accounts allow employees to set aside pre-tax dollars, which can later be used to pay for certain health care, and/or dependent care expenses. Examples include: deductibles, co-insurance amounts, and items not covered by the health care, dental care or vision care plans. By utilizing this plan staff are spared the tax consequences on the money put in to the account for these purposes. However, staff cannot utilize the reimbursement accounts and also claim the same amounts on their tax returns. Staff must also sign up for this benefit each year and the amount must be used in the calendar year or it will be forfeited. For more information contact the Human Resources Office.

Employee Tuition Remission

For non KSC credit allocations, access through Firefly by going to ESS (Employee Self Service) and clicking ‘Employee & Dependent Scholarship’

For employees utilizing the Kearney State College option:

[hyperlink to KSC Employee Remission Form]

[hyperlink to KSC Dependent Remission Form]

Regents Policy 3.2.6 - Employee and Dependent Scholarship Programs

Employee Scholarship Program

Pursuant to Section 3.7 of the Bylaws of the Board of Regents of the University of Nebraska, the following regulations shall apply to an Employee Scholarship Program:

1. Eligibility for Employee Scholarship Program
   a. All regular full-time (1.00 F.T.E.) employees of the University are eligible to apply.
   b. All retired employees of the University who have met the normal retirement regulations are eligible to apply.
c. Employees must be admitted students of the University and must have met all normal academic requirements for the courses taken.

d. The Employee Scholarship Program is not available to employees on leave of absence without pay.

e. The Employee Scholarship Program is not available to employees whose anticipated employment period is less than six months.

2. Terms and Conditions

a. The granting of employee scholarships is subject to openings in the specific classes in which the employee intends to enroll. If the reduction or withdrawal of this privilege is necessitated by the lack of funds, such reduction or withdrawal shall apply to all classes of employees on a University-wide basis, and timely notice of this action shall be provided to all employees.

b. The Employee Scholarship Program applies only to academic credit courses being offered at any unit of the University of Nebraska. These courses may be taken for credit or audit.

c. The University of Nebraska Employee Scholarship Program shall provide tuition equal to the University's resident tuition charge per semester credit hour.

d. Employees whose applications have been approved shall pay all normal admission and matriculation fees, including lab fees and course fees, but not UPFF fees. Employees shall also pay all usual course-related costs such as books and supplies.

e. The Employee Scholarship Program is limited to no more than fifteen (15) credit hours in any 12-month period (August through July) and is normally restricted to no more than six (6) credit hours per semester.

f. Employees eligible for scholarship plans through other programs are expected to avail themselves of these programs prior to applying for the University of Nebraska Employee Scholarship Program. If the employee's costs are not entirely covered by the other programs, the University of Nebraska Employee Scholarship Program shall allow for the difference up to the maximum established herein.

g. Employees will be billed for their tuition if they resign from University employment and the effective date of resignation occurs during the first thirty (30) days after classes have commenced.

3. Class Attendance

a. Normally, employees taking advantage of the Employee Scholarship Program will enroll in classes held during non-working hours.

b. If the course(s) is (are) not scheduled during non-working hours, the employee's hours may be rearranged, with the appropriate approvals, to accommodate enrollment.

**Dependent Scholarship Program**

Pursuant to Section 3.7 of the Bylaws of the Board of Regents of the University of Nebraska, all University of Nebraska employees who meet the Employee Scholarship Program employment eligibility conditions may elect to transfer all or part of their employee scholarship benefit to their spouse or to their dependent children. The following provisions shall apply to the Dependent Scholarship Program:

1. **Definitions** The following definitions shall apply to the Dependent Scholarship Program:
a. Spouse shall be an employee's husband or wife, as recognized by the laws of the State of Nebraska.

b. Dependent child shall mean any naturally born child, legally adopted child, stepchild, or ward of an employee who (i) is unmarried and under 24 years of age, and (ii) is chiefly dependent on the employee for support (claimed as a dependent for tax purposes).

2. Eligibility for Dependent Scholarship Program

a. All regular full-time (1.00 F.T.E.) employees of the University who meet the employment eligibility requirements of the Employee Scholarship Program may transfer up to a total of fifteen (15) credit hours per year (August through July) to their spouse or to any dependent child at tuition equal to the University's resident tuition charge per semester credit hour at the campus of attendance.

b. The Dependent Scholarship Program is only available to an employee's spouse or any dependent child who is an admitted student of a University of Nebraska campus and who has met all normal academic requirements for the course(s) taken. Full-time student enrollment status is required for a dependent child to be eligible, but not for a spouse. An affidavit will be required to document the status of dependent children. The University reserves the right to request copies of tax returns and or other supporting documentation.

c. All retired employees of the University who have met the normal retirement regulations may apply the dependent scholarship program to their spouse or to their eligible dependent children.

3. Terms and Conditions

a. The Dependent Scholarship Program will be limited to undergraduate academic credit courses at any campus of the University of Nebraska.

b. The Dependent Scholarship Program shall provide tuition equal to the University's resident tuition charge per semester credit hour at the campus of attendance, subject to the limitations listed in Section (e) below.

c. Dependents whose applications have been approved shall pay all normal admission and matriculation fees including lab fees, course fees and UPFF fees, and all usual course-related costs such as books and supplies.

d. The maximum total number of credit hours that may be transferred by an employee to one or more dependents will be the equivalent of fifteen (15) semester credit hours in any 12 month period (July through August) and is restricted to no more than nine (9) credit hours per semester.

e. Dependents eligible for scholarship plans through other programs are expected to avail themselves of these programs prior to applying for the University of Nebraska Dependent Scholarship Program. If the dependent's tuition costs are not entirely covered by the other programs, the University of Nebraska Dependent Scholarship Program shall allow for the difference up to the maximum established herein.

f. Employees will be billed for their dependent tuition if they resign from University employment and the effective date of resignation occurs during the first thirty (30) days after classes have commenced.
Employee Assistance Program

A short-term counseling service is available to help employees and their family work through personal problems, such as marital conflicts, grief issues, stress, legal problems, emotional difficulties substance abuse, financial troubles, plus more.

The services of the Employee Assistance Program (EAP) are confidential. Employees arrange a private and confidential appointment by directly calling EAP toll free at 1-800-801-4182. If there is no answer, call (402) 354-8000. Local counselors are available by appointment. Or visit the website at http://www.bestcareeap.org.

Loss of loved one (PDF)

Workmen's Compensation

The University's Workmen's Compensation program is self-insured. This means that the State of Nebraska pays all hospital and medical expenses resulting from an injury or occupational disease while on the job or in the course of employment. To receive this benefit, it is necessary to report all accidents immediately, no matter how slight, so that an accident report may be prepared recording the details. This report provides the basis for preparing a Workmen's Compensation report which must be submitted if an injured employee is to receive benefits. In the event of a serious or life-threatening accident, the employee should report to the nearest facility where emergency treatment is available. The physician and/or hospital providing treatment should be informed that it is a work-related injury.

Up to five workdays are authorized as injury leave because of injury or occupation disease arising out of the course of employment. Injury leave is not charged against accumulated sick leave. If, after these five workdays, the individual's injury still prohibits them from working, they may then elect to use any accumulated sick leave in conjunction with Workmen's Compensation benefits. Workmen's compensation benefits pay a portion of the employee's salary up to the current statutory maximum per week.

Checks for lost work time come directly from the Workers Compensation Insurance carrier and are sent to the employee. These checks make up about 2/3 of the employee's salary. The remaining 1/3 can be made up by utilizing sick leave or vacation.

Safety, Injury and Illness Prevention

Nebraska Law (LB757) requires employers subject to the Worker's Compensation Act to: 1) establish a safety committee, and 2) maintain an effective written injury and illness prevention program. Copies of the general safety policy approved by the Board of Regents may be secured from Human Resources.

Credit Unions

Employees are eligible to participate in two credit unions. Members of each credit union can maintain savings accounts and obtain various kinds of loans. Each has a payroll deduction plan and offers travelers checks to members at no cost. The credit unions, their addresses, and telephone numbers are as follows:

Kearney Federal Credit Union
2915 2nd Ave Kearney, NE 68848
Telephone: (308) 234-9311 or (308) 237-9993
Cushing Coliseum

Faculty and staff have access to utilize Cushing Coliseum for their recreational needs. This includes participation in the intramural sports program, aerobics programs, racquetball, swimming and weight lifting. Please contact the Coliseum for the available hours.

Wellness Programs

UNK faculty and staff can volunteer to serve on the Wellness Task Force. The goal of this group is to promote health and wellness activities and information on the campus. For more information on the group, contact Human Resources or visit the website at http://www.unk.edu/academics/wellness/

Childcare

UNK Child Development Center - Click here for more information on the child care center available for faculty, staff and students.

COBRA

COBRA stands for the "Consolidated Omnibus Budget Reconciliation Act of 1985." It is a Federal law that requires the University of Nebraska at Kearney to allow you and your covered dependents to continue being covered under your UNK group health insurance plan--at your expense--for a limited period of time upon the onset of a qualifying event. COBRA generally protects you if you are terminated from your job or if you lose your right to group health insurance coverage for certain other reasons, as discussed below. COBRA coverage is not automatic; you must let the Human Resources Office know if you want to continue your insurance coverage.

The law also requires the University of Nebraska at Kearney to inform you and your dependents of this right to coverage when UNK is aware of a triggering event. (See "COBRA Notice Period" below.) In some cases, such as a divorce or the growth of your children, the University of Nebraska at Kearney may not be aware of a change in status. In those cases YOU should inform the Human Resources Office. Be sure you are aware of such coverage limits in your group health plan.

Remember, the University of Nebraska at Kearney will require you to pay for the full cost of the coverage plus a small premium. UNK is not required to continue to pay for any part of your coverage. COBRA is simply a means of maintaining health insurance while you are between plans.

COBRA applies in cases where:

- Your employment is terminated;
- Your work hours are reduced;
• You find a new job that provides health care coverage, but you want continued coverage while waiting to become eligible for coverage in the new group health plan;
• You get a new job, but you want to continue coverage for preexisting conditions that would be excluded from coverage under your new employer's group health plan for a period of time;
• You are retiring;
• You are retired and your company enters bankruptcy;
• You die and are survived by a spouse or a dependent child;
• You continue working for UNK but are getting divorced and therefore your dependents;
• Your children become too old for coverage.

It is essential that you understand your rights under COBRA. This way both you and UNK can avoid misunderstandings or communication problems that can result in disputes about whether you or your dependents continued to be covered for health care.

Leave (Time Off)

Vacation Leave

Vacation leave accrues on a daily (not monthly) basis and cannot be taken until it is earned. The amount of vacation time that can be accumulated at the University of Nebraska is (280) hours regardless of employment category. If an employee reaches (280) hours they will not accrue any additional vacation leave until their balance drops below (280) hours. Vacation leave is accrued according to an employee's service date. An employee's service date is the basis from which the number of years of service is determined; it is defined as the month in which current continuous employment began in a regular status. However, service at another State agency is recognized in this calculation.

Requests for vacation must be submitted in advance to the appropriate supervisor. Assuming supervisor approval, vacation leave may be taken as it accrues without a specific waiting period. Employees' preferences as to time of vacation will be considered but the University reserves the right to assign vacation periods.

Regular part-time employees (.50 FTE or greater) can earn vacation leave on a prorated basis. Temporary employees shall not earn, accumulate or be granted vacation leave. Vacation leave shall not accrue to any employee on leave of absence without pay. Holidays falling within a period of vacation leave shall not be charged as vacation.

Accumulated vacation leave balance is not affected by an employee's transfer from one University office/department to another University office/department. Regular employees who leave the University's employ but return to employment within three years, may count all of their previous continuous service for the purpose of vacation leave accrual. Employees who return to employment after retirement are considered new employees and earn the same amount of leave as other new employees. The value of unused vacation is paid when an employee separates from the University. Upon the death of an employee, the value of any unused vacation will be paid to the employee's beneficiary.

Vacation Leave Accrual Rates. The amount of vacation time that can be accumulated at the University of Nebraska is (280) hours regardless of employment category. If an employee reaches (280) hours they will not accrue any additional vacation leave until their balance drops below (280) hours.

Accrual rates change effective the first pay period following the employee's anniversary date.
**Managerial/Professional Vacation Leave Accrual Schedule.** During first through second year of continuous regular service - 8 hours per pay period (3.692 hours per pay period for Managerial Professional hourly), which is 12 working days or 96 hours/year.

During third through fifth year of continuous regular service - 12 hours per pay period (5.538 hours per pay period for Managerial Professional hourly), which is 18 working days or 144 hours/year.

After fifth year of continuous regular service - 16 hours per pay period (7.385 hours per pay period for Managerial Professional hourly), which is 24 working days or 192 hours/year.

**Office/Service Leave Accrual Schedule.** During 1st year through fifth year of continuous regular employment - 3.692 hours per pay period, which is 12 working days or 96 hours/year.

During 6th year of continuous regular employment - 4.615 hours per pay period, which is 15 working days or 120 hours/year.

During 7th year of continuous regular employment - 4.923 hours per pay period, which is 16 working days or 128 hours/year.

During 8th year of continuous regular employment - 5.231 hours per pay period which is 17 working days or 136 hours/year.

During 9th year of continuous regular employment - 5.538 hours per pay period which is 18 working days or 144 hours/year.

During 10th year of continuous regular employment - 5.846 hours per pay period which is 19 working days or 152 hours/year.

During 11th year of continuous regular employment - 6.154 hours per pay period which is 20 working days or 160 hours/year.

During 12th year of continuous regular employment - 6.462 hours per pay period which is 21 working days or 168 hours/year.

During 13th year of continuous regular employment - 6.769 hours per pay period which is 22 working days or 176 hours/year.

During 14th year of continuous regular employment - 7.077 hours per pay period which is 23 working days or 184 hours/year.

During 15th year of continuous regular employment - 7.385 hours per pay period which is 24 working days or 192 hours/year.

During 16th year of continuous regular employment and beyond - 7.692 hours per pay period which is 25 working days or 200 hours/year.

The amount of vacation time that can be accumulated at the University of Nebraska is (280) hours regardless of employment category. If an employee reaches (280) hours they will not accrue any additional vacation leave until their balance drops below (280) hours.
Holiday Leave

Recognized Holidays: The University of Nebraska recognizes twelve holidays. The holidays recognized, but not necessarily on the date indicated are:

New Year's Day - January 1
Martin Luther King Jr. Day - Third Monday in January
President's Day - Third Monday in February*
Arbor Day - Last Friday in April*
Memorial Day - Last Monday in May
Independence Day - July 4
Labor Day - First Monday in September
Columbus Day - Second Monday in October*
Veteran's Day - November 11*
Thanksgiving Day - Fourth Thursday in November
Day after Thanksgiving - Friday following Thanksgiving
Christmas Day - December 25

Floating Holidays

The University is authorized to schedule employee holidays to be more closely aligned with the academic year calendar. As such, four holidays (noted *) are accrued but not observed on the given day. These are designated as Floating Holidays and are saved with the intention of using them during the holiday shutdown in December. Human Resources will provide a schedule of the holidays each year.

Full-time regular employees are eligible for eight hours of pay for each recognized holiday.

Regular part-time employees are eligible for holiday pay on a prorated basis based on their FTE.

Temporary employees are not eligible for paid holidays and if required to work on a holiday will be paid for the time worked at their normal rate of pay.

Employees who work on one of the four noted holidays will accrue floating holiday pay to be used normally at holiday break. In certain situations, employees may request to use the floating holiday pay during the year, with their supervisor's and Human Resource's approval.

Employees who separate employment before the use of floating holiday pay will be paid at the regular rate for those hours.

Employees who have used their floating holiday pay or who begin employment later in the calendar year and therefore have not accumulated enough floating holiday pay to cover the holiday break may use accrued vacation leave, time off without pay, and/or may be advanced up to one week vacation leave, with the supervisor's and Human Resource's approval, as needed to cover such days off.

Employees who are advanced leave and then separate employment may have their final pay reduced as necessary to cover the advanced leave.
Holidays Worked

Employees may be required to work on a University holiday. Hourly paid employees required to work on a holiday will be paid for the holiday plus the hours worked. For hourly paid employees required to work on a holiday, departments may exercise one of the following options: Employee receives holiday pay plus pay for hours worked on the holiday. Or the employee receives pay for the hours worked and takes the holiday (hour for hour) with pay at a later date (banked holiday).

Either option requires prior approval from the department head or chair. Monthly paid employees required to work on a holiday will be given an alternate time off for hours worked on the holiday (hour for hour). The time taken should be mutually agreed upon by the employee and the supervisor.

Observed Holidays

New Year's Day - January 1
Martin Luther King Jr. Day - Third Monday in January
Memorial Day - Last Monday in May
Independence Day - July 4
Labor Day - First Monday in September
Thanksgiving Day - Fourth Thursday in November
Day after Thanksgiving - Friday following Thanksgiving
Christmas Day - December 25

Eligibility

In order to receive pay for a holiday, an employee must not have been absent without pay on the workday immediately preceding or immediately following the holiday. If an employee is absent from work the day immediately preceding or immediately following an observed holiday using authorized vacation, sick, injury, military, civil, administrative, or funeral leave they are entitled to pay for the holiday.

If an employee is absent from work the day immediately preceding or immediately following an observed holiday and the supervisor chooses not to authorize paid leave, the employee will not be entitled to pay for the holiday.

Sick Leave

Regular full- and part-time staff are eligible to accumulate sick leave. Sick leave must be accrued before it can be taken. Absence due to illness or injury which exceeds the accumulated sick leave allowance may be charged to annual vacation leave before a deduction is made for leave without pay. See the Family and Medical Leave Policy and Crises Leave Policy for more information.

Sick leave shall not be used as vacation leave. Sick leave may be granted to employees who become ill on vacation if satisfactory medical proof is submitted. Absences for dental and doctor appointments may be charged to sick leave. There is no minimum amount of sick leave that must be charged; sick leave shall be taken on a working hour basis. Holidays that fall within a period of sick leave shall not be charged to sick leave.
Up to five (5) days of sick leave may be used when illness or injury to a member of the immediate family demands the employee's presence. Immediate family means wife, husband, children, parents, grandparents, grandchildren, guardian, ward, foster child, brother, sister, daughter-in-law, son-in-law, stepfather, stepmother, stepdaughter, stepson, or persons being the same relationship to the spouse. When an absence because of illness or injury to the employee or member of the employee's immediate family exceeds three working days, an employee may be required to submit a substantiating medical certificate. If a supervisor suspects an employee may be abusing sick leave privileges, the supervisor may require a substantiating medical certificate any time the employee is absent. Sick leave shall be denied when the supervisor has facts to show that an employee is abusing sick leave privileges. Sick leave shall not accrue during leave of absence, leave without pay, suspension, or lay off.

Absences due to pregnancy, maternity, miscarriage, or abortion will be treated as any other temporary disability. The disability will begin and end when medically indicated, and accrued sick leave may be used.

Sick leave may be granted during any probationary period up to the number of hours accrued by the employee. Probationary employees shall be entitled to accrue sick leave at the same rate as regular employees.

An employee's previously accumulated sick leave is generally not affected if the employee is transferred from one University department/office to another University department/office or to another state agency. Employees returning to the University with less than three years break in service will also have the hours from their previous sick leave balance restored. Employees who retire and return to employment with the University are considered new employees and therefore accrue the same amount of sick leave as other new employees. The rate at which an employee accrues sick leave shall be computed from the service date and adjusted by breaks in service if such break in service is less than three years.

Office/Service employees who retire are paid 1/4 the value of their unused sick leave (360 hours maximum). Such payment is a one-time payment. The normal retirement age for all members of the university staff is 65 years. Employees may retire at age 55 after ten year of service with the University. Should an Office/Service employee die while in the employment of the University, their beneficiary will be paid 1/4 the value of the employee's unused accumulated sick leave (360 hours maximum).

Full-time Managerial/Professional staff members accumulate eight hours of sick leave per month for the first two years of employment. (Part-time Managerial/Professional staff members accumulate sick leave on a prorated basis). Thereafter, the provisions for the Managerial/professional staff shall apply as follows:

Whenever a member of the full-time regular Managerial/Professional staff is temporarily disabled due to illness, accident, and in the case of female staff members due to pregnancy or maternity, such staff member upon approval of the Chancellor, shall be paid their regular salary during the period of such disability but not to exceed six months less:

- The amount they have received during such time as Workmen’s Compensation; and,
- The amount required, if any amount be required, to pay any substitute who has performed all or any part of the work of the incapacitated staff member. Substitutes shall be selected by the Chancellor. Whether such a substitute shall receive pay for such work performed or be permitted to substitute gratuitously for the incapacitated staff member shall be determined by the Chancellor. Such leaves of absence may be extended beyond six months without pay upon recommendation of the Chancellor and President and approval by the Board of Regents of the University.
Office/Service Sick Leave

Sick leave accrues for full-time regular Office/Service staff at the rate of four hours per pay period or eight hours per month (96.0 hours per year) during the first five years of consecutive service. Regular part-time employees accrue sick leave on a prorated basis. During the sixth and subsequent years, the accrual rates increase until the maximum of 240.0 hours per year (30 working days/year) is reached in the 19th year of service. Accrual rates are adjusted on the pay period following the employee's anniversary date.

Effective 4/1/07
The amount of sick leave that can be accrued is 1,440 hours. Once an employee reaches 1,440 hours, they will not accrue sick leave until the balance drops below 1,440 hours. Sick leave is accumulated continuously and is tabulated in terms of hours according to the following table:

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Hours Per Month</th>
<th>Hours per Year</th>
<th>Days per Year</th>
<th>Hours per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st through 5th year</td>
<td>8.00</td>
<td>96.00</td>
<td>12.00</td>
<td>0.26301</td>
</tr>
<tr>
<td>Beginning of 6th year</td>
<td>11.33</td>
<td>136.00</td>
<td>17.00</td>
<td>0.37260</td>
</tr>
<tr>
<td>Beginning of 7th year</td>
<td>12.00</td>
<td>144.00</td>
<td>18.00</td>
<td>0.39452</td>
</tr>
<tr>
<td>Beginning of 8th year</td>
<td>12.67</td>
<td>152.00</td>
<td>19.00</td>
<td>0.41644</td>
</tr>
<tr>
<td>Beginning of 9th year</td>
<td>13.33</td>
<td>160.00</td>
<td>20.00</td>
<td>0.43836</td>
</tr>
<tr>
<td>Beginning of 10th year</td>
<td>14.00</td>
<td>168.00</td>
<td>21.00</td>
<td>0.46027</td>
</tr>
<tr>
<td>Beginning of 11th year</td>
<td>14.67</td>
<td>176.00</td>
<td>22.00</td>
<td>0.48219</td>
</tr>
<tr>
<td>Beginning of 12th year</td>
<td>15.33</td>
<td>184.00</td>
<td>23.00</td>
<td>0.50411</td>
</tr>
<tr>
<td>Beginning of 13th year</td>
<td>16.00</td>
<td>192.00</td>
<td>24.00</td>
<td>0.52603</td>
</tr>
<tr>
<td>Beginning of 14th year</td>
<td>16.67</td>
<td>200.00</td>
<td>25.00</td>
<td>0.54795</td>
</tr>
<tr>
<td>Beginning of 15th year</td>
<td>17.33</td>
<td>208.00</td>
<td>26.00</td>
<td>0.56986</td>
</tr>
<tr>
<td>Beginning of 16th year</td>
<td>18.00</td>
<td>216.00</td>
<td>27.00</td>
<td>0.59178</td>
</tr>
<tr>
<td>Beginning of 17th year</td>
<td>18.67</td>
<td>224.00</td>
<td>28.00</td>
<td>0.61370</td>
</tr>
<tr>
<td>Beginning of 18th year</td>
<td>19.33</td>
<td>232.00</td>
<td>29.00</td>
<td>0.63562</td>
</tr>
<tr>
<td>Beginning of 19th year and all following years</td>
<td>20.00</td>
<td>240.00</td>
<td>30.00</td>
<td>0.65753</td>
</tr>
</tbody>
</table>

Maximum Accrual

1440.00 180.00

Military Leave

An employee who is a member of one of the following reserve components of the Armed Forces may be granted leave with pay up to 15 days per year to fulfill his/her service obligation:
National Guard, Coast Guard Reserve, Navy Reserve, Air Force Reserve
Army Reserve, Marine Corps Reserve.

This granting of up to 15 days paid leave for fulfillment of an employee's service obligation does not apply to
an employee who receives an emergency call-up. Any University employee who is a member of the National
Guard and is ordered to active duty by the Governor under emergency conditions shall be entitled to receive
their full University of Nebraska at Kearney pay in addition to their military pay for the first five work days of
such military service. Thereafter, during the period of such active duty, they shall be entitled to receive the
difference between his/her military pay and University of Nebraska at Kearney pay provided the military pay is
less than their University of Nebraska at Kearney pay.

The five work day limitation of dual pay is established for the purpose of ensuring that each University of
Nebraska employee who is a member of the National Guard will have sufficient time remaining of the 15 work
day authorized by Section 55-160, RRS Nebraska 1943, without using all or any part of their earned vacation
leave.

If the National Guard unit the employee is assigned to, or an individual member of the Guard, is not scheduled
to participate in the 15 day annual encampment prescribed by Section 55-144, RRS Nebraska 1943, the
employee then may receive both University of Nebraska at Kearney pay and military pay for a maximum of 15
work days per year while serving in an emergency status. All days in excess of 15 days service shall be
compensated for by the University of Nebraska at Kearney paying the difference between the University of
Nebraska at Kearney pay and military pay, provided that the military pay is less than the University of Nebraska
at Kearney pay.

Employees ordered to a pre-induction physical for the Armed Forces may receive one day of administrative
leave with pay.

Extended Military Duty. If you are a regular University of Nebraska at Kearney employee and you leave your
position to undergo military training or extended duty with the Armed Forces of the United States, or if you
undertake military duty in the active service of the State, you will be entitled to a leave of absence for the period
of such training and/or service, not to exceed four years. You will receive pay from the University of Nebraska
at Kearney during the first 15 workdays of the leave of absence. This is not in addition to the 15 days of pay for
annual training.

After the first 15 days of military leave, you will not receive pay from the University of Nebraska at Kearney in
the same calendar year. If the obligation to duty extends into the next calendar year, you will receive pay for
another 15 days.

If you leave the University of Nebraska at Kearney for extended military duty, you should submit to your
department a request for leave of absence ten days in advance of your leave date. It is recognized that this is not
always possible. You are required to notify the department within 48 hours after you have reported to duty.

Retirement contributions are made only when you are in a pay status. When you serve the guard or military in a
non-pay status, you will not have retirement contributions made by the University of Nebraska at Kearney. You
may continue your participation in the University health insurance program (paying the University's share plus
your share), or you may switch coverage to the military's insurance program. You may reenter the University's
insurance plan with no evidence of insurability within 30 days after release from the military.
Before leaving UNK for extended military duty, it is important for you to discuss insurance coverage with the Human Resources Office.

If you apply within 30 days after release from training and/or service with a certificate of satisfactory service from your military unit, you will be entitled to reinstatement to the position you formerly had at a rate of pay equal to what it would be had you not been on leave.

Your service date and your benefit accrual date will not be adjusted after a military leave of absence, and you will be entitled to any privileges, rights, and fringe benefits you would have received if your service had not been interrupted by a military leave of absence.

Sick and vacation leave accrual and holiday pay continue during a paid authorized absence under military leave. They do not continue during leave of absence without pay.

Proper documentation, including copies of your orders for any military leave of absence, must be submitted to your department.

**Nebraska Family Military Leave Act**

The Nebraska Family Military Leave Act, enacted on April 4, 2007, provides unpaid leave to qualifying University employees who are spouses or parents of military service members under federal or state deployment orders.

Qualifying employees shall include any employee who:

- has been employed by the University of Nebraska for at least twelve months
- has provided at least one thousand two hundred fifty (1,250) hours of service during the twelve-month period immediately preceding the commencement of the leave
- is the spouse or parent of a person called to military service lasting over one hundred seventy-nine days or longer with the state or United States pursuant to the orders of the Governor or the President of the United States

Requests for Family Military Leave may be made to the employee’s immediate supervisor any time the deployment orders are in effect. Employees requesting five (5) or more consecutive days of Family Military Leave shall provide at least fourteen calendar day’s prior notice, and where able, will consult with the supervisor to schedule leave to avoid work disruptions. For leave of less than five (5) consecutive days, employees shall give advance notice as practical. Certification/proof of the call to service, from the proper military authority, may be required.

Maximum leave allowable under the Family Military Leave Policy shall be thirty (30) working days of unpaid leave. The employee may elect to apply accrued vacation leave, compensatory time off, or banked holiday during the leave period. (FMLA does not apply as this is not a medical issue.)

Employees involved in any of the University of Nebraska insured benefit programs may continue to participate in said programs and will receive continued employer contributions for the period of the leave. They are, however, responsible for their employee contributions required to maintain those benefits when on an unpaid status.

Upon expiration of the leave, the employee is entitled to be restored to the position held prior to commencement of leave or to an equivalent position.
Request for Family Military Leave Form (PDF)

If an employee has two or more children at two different activations/deployments, it is considered two distinct actions. Employees who exercise this right are protected from discrimination.

If you have any question regarding the Family Military Leave please contact the Human Resources Office at 865-8426.

Crisis Leave

In an effort to provide some measure of assistance to University employees who are experiencing a family crisis that necessitates an employee's absence, a Crisis Leave Sharing Policy was established in January 1998. (Updated in April 2008) Crisis Leave Donation Form

Regular employees who earn vacation leave may donate up to five accumulated vacation days per calendar year to the crisis leave pool. An employee must follow four steps when making donations of vacation leave.

1. The employee completes a Donation of Crisis Leave form and forwards the form to Human Resources.
2. Human Resources verify that the donor has a sufficient balance of annual leave.
3. Human Resources records the donation and reduces the employee's vacation leave balance for the hours donated.
4. The Donation of Crisis Leave form is filed in the employee's benefit file.

Before receiving crisis leave, an employee must first exhaust all applicable sick and vacation leave and compensatory time. Crisis leave granted must also not exceed the number of vacation days the employee accrues in one year. To obtain a complete Crisis Leave Sharing Policy contact Human Resources.

Civil Leave

When an employee is called to serve as a juror or is appointed to serve as a clerk or a judge on an election board or counting board, they are entitled to any fee paid to them as a result of this service, in addition to receiving paid civil leave.

Paid leave may also be granted an employee when called to perform emergency civil duty in connection with a natural disaster such as a flood or tornado, or for emergency civilian duty in connection with national defense if the performance of such service is required during working hours. This should not be confused with leave for military duty in connection with national defense or natural disasters.

When an employee is subpoenaed to appear in court, leave with pay will normally be granted. When an employee is subpoenaed to appear in court on behalf of the state, in addition to receiving civil leave with pay, they will also receive pay for travel and subsistence when it is required. An employee who is required to appear in court as a plaintiff or defendant on a personal matter may be granted vacation leave or leave without pay.

Up to two hours of civil leave with pay may be granted to an employee for the purpose of voting, provided that the employee does not have sufficient time before or after regular working hours to cast a ballot.

Pursuant to Neb. Rev. Stat. 81-1391, an employee who is a certified disaster service volunteer of the American Red Cross may, with the authorization of their supervisor, be granted a leave not to exceed fifteen (15) working
days in each year to participate in specialized disaster relief services in Nebraska for the American Red Cross, upon the request of the American Red Cross, without loss of pay, vacation time, sick leave or earned overtime accumulation.

**Administrative Leave**

Paid time can be granted to staff to participate in professional development activities, meetings away from campus or due to inclement weather, which closes the campus. Office/Service and Managerial/Professional staff should submit a request form to their immediate supervisor for approval in these instances.

**Parental Leave**

Employees who are unable to work because of a medical disability caused or contributed to by pregnancy, miscarriage, termination of pregnancy, childbirth and recovery there from, will be covered by the provisions of the University's sick leave policy or disability leave program. Employees are therefore eligible for paid leave for such absences under the provisions of the applicable leave policy.

An eight week total leave period for pre-partum and post-partum care and recovery will be considered normal; however, more or less leave time may be taken based upon individual health circumstances. This eight week period is paid leave time and does not allow the employee's pay to be reduced to compensate for a substitute.

Male employees may also take one week of paid leave upon the birth of a child because the health of the employee's spouse or child requires the employee's presence, or because such presence would be beneficial to the employee's spouse or child.

**Adoption Leave**

A newly adoptive parent, who is the primary care giver may take up to eight weeks paid leave upon adoption of a child to provide care and assistance to the child chargeable to either sick leave or disability leave depending on the employee's appointment category. The declaration of which parent is the primary care giver is made by the adopting parents. The non-primary caregiver of the adopted child may take up to five days paid leave to provide assistance in the care of the child.

[Adoption Leave Request Form (PDF)](Opens new window)

Any parental leaves taken in accordance with the above parental leave policies are, by definition, related to qualifying events under the Family Medical Leave Act (FMLA), and will therefore be considered part of the twelve week FMLA leave period.

For a complete Parental Leave Policy contact Human Resources.

**Funeral (Bereavement)**

Up to five days of paid funeral leave may be granted for each funeral in the immediate family. For each funeral of persons not in the immediate family, up to one day of paid funeral leave may be granted at the discretion of the immediate supervisor. Funeral leave shall not be charged to sick leave or vacation leave. Immediate family means wife, husband, children, parents, grandparents, grandchildren, guardian, ward, foster child, brother,
sister, daughter-in-law, son-in-law, stepfather, stepmother, stepdaughter, stepson, or persons being the same relationship to the spouse.

**Family and Medical Leave**

Family and Medical Leave. Under University policy, in compliance with the Federal Family and Medical Leave Act of 1993 (FMLA), eligible employees are provided up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons. All regular Academic/Administrative, Managerial/Professional and Office/Service employees with an FTE of .50 or greater are eligible, as are all other employees (including temporary and graduate student employees) who have worked for the University for at least one year, and for 1,250 hours over the previous 12 months. A complete Family/Medical leave policy can be obtained in the office of Human Resources.

**Reasons for Taking Leave.** Unpaid leave will be granted for any of the following reasons:

- To address maternal/paternal concerns related to the birth of a child or the placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, son, or daughter, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the employee's job, or in association with a death in the immediate family.

In an expansion of the Family and Medical Leave Act (FMLA) signed into law on January 28, 2008, unpaid leave will also be granted for the following reasons:

- Twelve (12) weeks of FMLA leave due to a spouse, son, daughter or parent being on active duty or having been notified of a “qualifying exigency” arising out of the service member’s current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.
- Twenty Six (26) weeks of FMLA leave during a single 12-month period for a spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active-duty that may render the person unable to perform the duties of the member's office, grade, rank or rating.

As may be required or approved by the University, certain kinds of paid leave may be substituted for unpaid leave, if such paid leave would otherwise be granted based on the reason for the absence. Absences of five or more sick days will be charged against the employee's Family/Medical Leave balance.

**Advance Notice and Medical Certification.** The employee may be required to provide advance leave notice and medical or military certification to their director or department chair. Leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable".
- The University may require medical certification to support a request for leave because of a serious health condition, and may require other medical opinions (at the University's expense) and a fitness for duty report to work.
- The University may require certification by the employee that the covered service member is indeed on active duty.
Job Benefits and Protection

- For the duration of approved Family/Medical Leave, the University will maintain the employee's health coverage under any University sponsored "group health plan".
- Upon return from Family/Medical Leave, employees will be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms.
- The use of approved Family/Medical Leave cannot result in the loss of any employment benefits that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Leave of Absence without Pay

Regular employees may be granted an unpaid leave of absence of up to one year for personal reasons. Requests for such leave must be in writing and approved by the employee's immediate supervisor and the Director of Human Resources. An employee's request for leave of absence is considered when the employee's record has shown them to be of more than average value to the University and when it is desirable to retain the employee even at some sacrifice.

There are two types of leave of absence. The first is a leave of absence from the position presently being held in the University. In this case, the employee is replaced with a temporary worker, and the person on leave will be able to return to the former position. The second type is a leave of absence from the University. In this case, a regular replacement is hired in the employee's position, and the person on leave will be given preference for other similar position vacancies. A job is not guaranteed in this instance.

Accrued vacation is paid to an employee before going on leave of absence from the University, but accrued sick leave remains on record. No vacation leave or sick leave is accrued during leaves without pay.

Consulting Leave: Managerial/Professional

Managerial/professional employees may request approval for consulting leave for professional activity outside UNK by contacting Human Resources.

Employing departments are responsible for monitoring the use of consulting leave.

Unauthorized Leaves

Any absence not authorized or covered by these policies will be considered an unauthorized leave for which the employee will not be paid.

An unauthorized leave is grounds for corrective action up to and including dismissal.
Workers Compensation and Injury Leave

Employees who are eligible to receive workers’ compensation (including temporary employees) are entitled to work-related injury leave with full pay for up to five scheduled workdays (40 hours or normal number of hours scheduled in a week). This leave, for illness or injury arising out of and in the course of employment, is not charged to vacation leave or sick leave.

Absence from work of five days or more due to a work-related injury will reduce the 12 weeks of eligibility for family/medical leave.

Employees receiving workers’ compensation for job-related injuries or disease may use sick and/or vacation leave to supplement the payment up to, but not to exceed, their regular rate of pay.

Employees receiving workers’ compensation will continue to accrue vacation and sick leave in proportion to the amount of sick and/or vacation leave being paid. For holidays occurring during this period, the employee will be paid at a rate in proportion to the amount of sick and/or vacation leave being used.

After all sick and vacation leave has been exhausted, employees are not entitled to leave or pay benefits other than workers' compensation. Employees may be put into a leave without pay status during this time without adjustment in the service date.

Employees who are off work due to a workers compensation claim, need to provide updates to their department once every two weeks indicating current course of treatment and anticipated date to return to work. It is the employee's responsibility to ensure that doctor's updates are sent to the University of Nebraska at Kearney in a timely manner. Failure to provide information could be considered job abandonment and possibly lead to termination of employment.

For a regular employee disabled with a work-related injury, a position will be held open as long as the department can function with the vacant position. At some point (not later than one year after the date of injury) the employee, if unable to return to work, will be separated from UNK. If during the one-year period following the injury the separated employee is released by the attending physician for any kind of work duty, the employee will be entitled to benefits under the reduction-in-force policy.

Inclement Weather Policy

EFFECTIVE JANUARY 2010

The decision to close the University because of severe weather or other reasons shall be made by the Chancellor on the recommendation of the Vice Chancellor for Business & Finance. Personnel who have the most direct responsibility for understanding and dealing with weather emergencies will advise the Vice Chancellor for Business & Finance.

Selected positions have been identified, by the appropriate departments, as essential (e.g., police, grounds crew, custodial and HVAC) during times of severe weather, natural or other disasters. Staff holding those positions should be made aware of the essential designation at the time of hiring or upon reassignment to such a position. The individuals in positions specifically identified as essential during severe weather and natural or other disasters will be required to report during those conditions. Unless a position has been specifically identified as essential during a weather closing, the employee should assume their services are not required.
When the University is closed due to severe weather, all regular office/service and managerial/professional personnel scheduled to work will be considered on paid administrative leave (BADW). If an employee is utilizing vacation, sick leave or compensatory time on a day that the University is closed due to severe weather, their leave will be changed to administrative leave (BADW). Temporary personnel are not eligible for administrative pay. Essential office/service and managerial/professional personnel who work during a weather closedown will receive time off (hour for hour) at a later date for the period of time they work. At departmental discretion, regular hourly paid employees may receive additional pay (hour for hour) in lieu of time off.

Although the University is open during periods of adverse weather, supervisors and department chairs may alter work schedules to make allowances for unique travel problems. This means employees must still account for their normal workday by working or taking vacation leave.

Work Related Policies

Affirmative Action/Equal Opportunity

The University of Nebraska is an Equal Opportunity employer in accordance with the provisions of the Civil Rights Act of 1964 and Section 503 of the Rehabilitation Act of 1973. All executive orders relative to equal opportunity in employment and those Nebraska State Statutes pertaining to discrimination are followed.

The Board of Regents policy statements reads as follows:

The University of Nebraska declares and reaffirms a policy of equal employment opportunity, affirmative action in employment, equal educational opportunity, and non-discrimination in the provision of all of its services to the public.

Employees on each campus and equitably treated in the regard to the terms and conditions of their employment without regard to individual characteristics other than qualifications for employment, quality of performance of duties, and conduct in regard to their employment in accord with University policies and rules and applicable law.

Ombudsperson

The Ombudsperson is an impartial and independent party appointed to receive complaints and provide information and confidential assistance to help achieve resolution. The Ombudsperson is an information resource, offering guidance when you do not know where to begin or offering help when regular channels have failed. Services of the Ombudsperson do not replace formal grievance processes or other channels of redress open to students and employees. Rather, the Ombudsperson is an option that is confidential, informative, advisory and conciliatory in nature.

The Office of the Ombudsperson may assist any member of the University of Nebraska at Kearney community in the resolution of academic, administrative, or personal problems that can not otherwise be resolved equitably within existing mechanisms. The Office will seek to improve the academic and administrative processes within the University by discovering problems and suggesting reforms. The Ombudsperson may listen to, investigate, and seek to mediate and resolve complaints concerning academic or administrative policies, procedures.
practices, or decisions. Every effort will be made to resolve problems as fairly and expeditiously as possible. All information presented to the Office of the Ombudsperson shall be considered confidential.

Your concerns may be directed to the Ombudsperson by appointment, walk-in, letter, telephone, or e-mail: Ombudsperson Warner Hall (308) 865-8404.

**Code of Professional Ethics**

[Code of Professional Ethics-PDF](#)

1. We perform our public responsibilities, services and activities ethically, competently, efficiently and honestly, in keeping with University policy and applicable law. We strive for continuous improvement in our performance, mindful of the public cost to our activities.

2. We expect that all necessary and proper controls safeguarding public resources are in place and observed, with periodic auditing of functions and departments by all appropriate audit authorities.

3. While in the service of the University, we conduct ourselves free of personal conflicts or appearances of impropriety, mindful that our exercise of authority on behalf of the University has been delegated fundamentally for the public good. Conflicting interests or influences are promptly disclosed to our superiors and appropriate steps are undertaken to promote the integrity of University business and other transactions.

4. We do not accept anything of value offered in consideration of performing our public duties, other than the compensation, benefits and reimbursement of expenses duly authorized by the University or otherwise permitted by law. We do not accept any favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties, or when acceptance thereof may reasonably be perceived as an impropriety in violation of University policy or state law. University procurements of goods or services are undertaken only by authorized personnel and, when competitive principles apply, decisions are made impartially and objectively in accordance with established policy and state law.

5. We preserve and respect the confidentiality of University records. We do not externally disclose confidential records or other nonpublic information without appropriate authorization, and any confidential record or information we access as a result of our position or duty is neither exploited for personal benefit nor misused for any unauthorized purpose.

6. We are committed to the principles of federal and state law guaranteeing equal opportunity and nondiscrimination with respect to University services, programs, activities and employment, and we support an environment that respects the rights and opinions of all people. Complaints of discrimination, harassment and retaliation are investigated and when warranted appropriate corrective action is taken and disciplined in accordance with University policy and applicable law.

7. Our communications on behalf of the University with all persons, including faculty/staff, customers, clients, students, guests and vendors, are conducted professionally and with civility.

8. We do not condone dishonesty in any form by anyone, including misuse of University funds or property, fraud, theft, cheating, plagiarism or lying. We encourage and expect reporting of any form of dishonesty, and our managers and supervisors to appropriately investigate such reports. We also expect that appropriate law enforcement and the University Director of Internal Audit will be notified when circumstances reasonably indicate fraud or theft of University funds.
9. We bring to the attention of supervisors and managers, the University Director of Finance, the UNK Vice Chancellor for Business & Finance, the University Director of Internal Audit, the Nebraska Auditor of Public Accounts, the Nebraska State Ombudsman, or other responsible University office, any violation of these principles or circumstances reasonably indicating that a violation has occurred or may occur. Such reporting in good faith in order to promote the ethical integrity of operations is expected and encouraged by the University, and retaliation by any University employee as a result against the person making such good faith report shall be subject to disciplinary action. We appropriately investigate all such reports and, when warranted by the facts, require corrective action and discipline in accordance with University policy and state law.

Reporting Fraud

Any employee who becomes aware of fraud or abuse in the workplace is encouraged to contact the Nebraska Auditor of Public Accounts. A toll-free hotline is available 24 hours a day at 471-3686 (in Lincoln) or 800-842-8238 (statewide). Complaints may be made anonymously either by phone or email. Visit http://www.auditors.state.ne.us/ for more information.

Employees may also contact the State Ombudsman (Public Counsel), an independent governmental office designed to receive and investigate miscellaneous complaints relating to administrative agencies of state government. The office can be reached by telephone at (402) 471-2035 or toll-free at (800) 742-7690. Visit the office on line at http://nebraskalegislature.gov/divisions/ombud.php http://www.nebraska.edu/hr/hr_reportingfraud.shtml

Access to Records

Accessibility of Records. The Human Resources Office maintains a file on each employee to record their University employment history. Employees have the right to review their personnel file during regular office hours upon request.

Reports, letters, and documents that reflect unfavorably on an employee will not be placed in their file without the employee's knowledge.

The following are proper forms of documentation:

- Materials bearing the employee's signature.
- Letters or memos addressed to the employee.
- Letters or memos showing a copy sent to the employee.

All official records of disciplinary action are maintained in an employee's personnel file

Except for directory information, information in employee records at the University must be secured in strict conformity with laws, regulations, and Board of Regents policy governing the confidentiality of such information. Directory information includes:

1. Name
2. Position
3. Date of Hire
4. Department of Employment
5. Gross Salary  
6. Date of Separation

All records pertaining to an employee's medical or health history will be kept in a separate file.

**Computer Use**

Computing resources at the University of Nebraska at Kearney include computers, storage devices, peripheral devices, supplies, software, documentation, networks, services and support. These resources are owned by the University and are to be used only in accordance with its academic and administrative goals, and in conformance with the policies of the University Board of Regents. Any other use is prohibited.

According to Executive Memorandum No. 16, access to electronic information systems at the University of Nebraska is a privilege, not a right, and must be treated as such by all users of these systems. All users must act honestly and responsibly. Every user is responsible for the integrity of these information resources. All users must respect the rights of other computer users, respect the integrity of the physical facilities and controls, and respect all pertinent licenses and contractual agreements related to University information systems. Failure to so conduct oneself in compliance with this Policy may result in denial of access to University information systems or other disciplinary action.

The Director of Information Technology Services is authorized to monitor the use of campus-wide computing resources. Department and Program Administrators are authorized to monitor their specific computing resources, manage and protect those resources and the rights of their users, and recommend the imposition of sanctions against any person who violates these guidelines. Sanctions may be both internal, involving loss of computing privileges or other disciplinary measures, and external, involving civil or criminal action under the Nebraska Computer Crimes Act or Federal statutes.

The authority to monitor resources includes the authority to access all files on relevant systems, and to monitor communications, including terminal sessions and E-mail. Campus-wide and Internet E-mail monitoring will be conducted only by members of the professional staff of the Information Technology Services Office, who will observe all restrictions of all applicable Privacy Laws.

There are established procedures for gaining access to the Student information System (SIS) and the Administrative Systems Project (ASP) data. For further information or a complete policy per Executive Memorandum No. 16, please contact the Information Technology Services Office. Please refer to the index for the complete policy.

**Lactation Support Program**

**I. Statement of Principle**

The University of Nebraska at Kearney recognizes the importance of supporting mothers who wish to continue to breastfeed while they are at work or attending school. The University acknowledges the significant health benefits of breastfeeding and believes that the University should make private, accessible, and comfortable lactation rooms available to its employees and students who want to express milk while on campus and away from their infant.

**II. Program Details**
a. Lactation Rooms - Private

A private lactation room is located in the Calvin T. Ryan Library on campus for those who do not have a private office on campus or do not want to use their office. A student or employee wanting access to a room should contact the front desk of the library. Lactation room users are responsible for bringing their own equipment and cleaning up after each use. In the future, the campus will make every effort to identify rooms that can be scheduled as use for lactation rooms in new buildings as part of the planning process. Departments are responsible for working with employees to provide an area when requested.

b. Time Away from Work

Supervisors should attempt to be flexible and provide reasonable accommodation to support the needs of nursing mothers. For some, expressing breast milk may be a physical necessity. Employees, in consultation with their supervisors, are permitted to flex their work schedules for the purposes of lactation.

E-Verify

I-9 Procedures To Comply With Passage Of LB 403

The Nebraska State Legislature passed legislative bill (LB) 403 which requires every public employer to register with and use the federal government E-Verify system to determine the work eligibility status of new employees. This went into effect October 1, 2009. (E-Verify is already required as of 9/8/09 for anyone on federal money.)

E-Verify utilizes information from an employee’s form I-9 to search the databases of the Social Security Administration and the Department of Homeland Security to ensure the person is lawfully eligible to work in the United States.

The E-Verify regulations state that verification must be conducted within the first 3 business days of employment, as is the rule for completion of form I-9. Since this will cause a compressed timeframe in which the hiring department must complete the I-9 and get it to Human Resources (HR) who will conduct the e-verification, a new process has been established to expedite the document transfer from department to HR.

For all employees, the department must complete the I-9 on the first day of employment and then either hand deliver them to Human Resources or scan it and the supporting documents to be included to the UNK HR E-Verify e-mail account (hreverify@unk.edu) and send via e-mail in an encrypted message on the same day they are completed.

Once the I-9 is received in HR it will be processed through the E-Verify system. If a new hire’s information is confirmed in the E-Verify system it will be a quick and simple process. If the I-9 information cannot be confirmed, HR will notify the effected employee and their department. The employee will be responsible for contacting the appropriate government agency to resolve the issue within 8 federal business days. HR will be available for assistance. Those employees who fail or are unable to resolve the E-Verify issue, will be terminated from employment.

Participation in the E-Verify system also requires:

1. Documents for all employees are completed no later than the first day of employment and delivered to HR (either in person or via encrypted e-mail to hreverify@unk.edu).
2. In order to complete the E-Verify process all “List B” identity documents must contain a photograph. (some will require copies of the back of the identity document)

3. It is mandatory that an employee provide their social security number on form I-9

Departments who receive a federal contract with a FAR E-Verify clause must E-Verify all employees who will perform work under the contract within 30 days of beginning the contract or 90 days from the contract award date, whichever is later. Anyone hired prior to 11/6/86 are exempt from this process.

LB 403 is also interpreted to require employee attestation of their lawful resident status for participation in the University tuition remission program. This is available in Firefly to be completed each semester. UNK will utilize paper forms for this process for those on the KSC tuition program.

If you have questions please contact Human Resources at 865-8655.

E-Verify Process in HR for New Hires

1. The Office Associate will complete the I-9 form and bring it to HR or scan it and send it to the UNK HR E-Verify e-mail account (hreverify@unk.edu) via encrypted e-mail, no later than the first working day.

2. The completed I-9 is given to the Payroll Technician (Human Resource Technician is back-up) to enter into the E-Verify system.

3. If the E-Verify process is confirmed, the case number, date and person conducting the E-Verify will place the information on the upper right-hand corner of the I-9 form. The completed form is then filed in Human Resources. If the E-Verify process is not confirmed, follow-up is completed which includes calling the employee and asking them to come to HR, providing them the notification letter and having them indicate what course of action they will take. The department Office Associate and Chair/Director are also notified that there is an issue that must be resolved in 8 business days. The HR Director will be notified of anyone not completing the E-Verify process to help coordinate with the Chair/Director the termination of that person’s employment. If anyone is terminated due to not completing the E-Verify process, the appropriate separation action code will be used.

4. Human Resources will enter the E-Verify date into SAP on the date specifications screen.

5. The I-9 and associated E-Verify report are then filed in the I-9 file cabinet.

E-Verify Process in HR for Existing Employees

1. When a department is notified that they are the recipient of federal funds, a new I-9 should be completed on any existing employees who will be paid from those funds. The Office Associate will complete the I-9 form and bring it to HR or scan it and send it to the UNK HR E-Verify e-mail account, within 30 days of the employee being paid from those funds or 90 days from the contract award date, whichever is later.

2. The completed I-9 is given to the Payroll Technician (Human Resource Technician is back-up) to enter into the E-Verify system.

3. If the E-Verify process is confirmed, the case number, date and person conducting the E-Verify will place the information on the upper right-hand corner of the I-9 form. The completed form is then given to the Payroll Technician and filed with the previous I-9 if one is on file (there will not be for anyone hired prior to 11/6/86).

4. If the E-Verify process is not confirmed, follow-up is completed which includes calling the employee and asking them to come to HR, providing them the notification letter and having them indicate what course of action they will take. The department Office Associate and Chair/Director are also notified that there is an issue that must be resolved in 8 business days. The HR Director will be notified of anyone not completing the E-Verify process to help coordinate with the Chair/Director the termination of that person’s employment. If anyone is terminated due to not completing the E-Verify process, the appropriate separation action code will be used.
5. The Payroll Technician will enter the E-Verify date into SAP on the date specifications screen.
6. The I-9 and associated E-Verify report are then filed in the locked I-9 file cabinet.

http://nebraska.edu/docs/legal/LB403GCGuidance.pdf  (Guidance from UN General Counsel on LB403)

http://nebraskalegislature.gov/laws/search_range_statute.php?begin_section=4-108&end_section=4-114  (Link to LB403)

Smoking

The University of Nebraska at Kearney prohibits smoking in all buildings. Smoking is permitted outside at least 10 feet away from the buildings.

Drug Free Workplace


Identification Cards

All University of Nebraska at Kearney employees are issued identification cards. The Human Resources Office initiates the paperwork to acquire an employee UNK ID card during new employee orientation. This card identifies the carrier as an employee of the University of Nebraska at Kearney. The UNK ID Card is required to write checks for purchases in the Bookstore, to check books out of the Library and for admittance to University functions. If the card is lost, stolen, or destroyed, the employee should contact the UNK ID Card Office http://www.unk.edu/offices/id_card or 308-865-8154. Upon separation, the card must be returned to the Human Resources Office.

Outside Employment

Employees may not accept employment outside of the University unless the following conditions are met:

- There is no interference with the performance of duties at the University.
- There is no conflict of interest or appearance of conflict of interest as a result of outside employment.
- The employee obtains approval for the outside employment if required by Section 3.4.5 of the Bylaws of the Board of Regents.

Staff members employed by the University, other than those covered in the preceding paragraph, shall be encouraged to engage in professional activities outside the University as a means of broadening their experience and keeping them abreast of the latest developments in their fields, provided such activities do not interfere with their regular duties at the University or represent a conflict of interest. Staff members may accept temporary or occasional employment for such professional services when such employment is recommended by the Dean of the College or Director of the Division involved and approved by the Chancellor.
In accordance with Section 3.4.5 of the Bylaws of the Board of Regents, approval of the Board of Regents is required before full-time professional employees may:

- Accept retainer fees or other remuneration on a permanent or yearly basis as professional consultants.
- Accept professional employment requiring more than an average of two days per month during the period of their full-time employment.
- Charge fees for work performed in University buildings with University equipment and materials.
- Provide professional services for remuneration to departments or agencies of State government.

**Sexual Harassment**

The University of Nebraska reaffirms that all women and men--administrators, faculty, staff and students--are to be treated fairly and equally with dignity and respect. Any form of sexual harassment is prohibited.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing,
- submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working/academic environment.

Sexual harassment will not be condoned in the work place or outside of the work place if such acts affect the work environment or student/teacher relationship.

For complete information about the Nondiscrimination or Sexual Harassment Policies or Grievance Procedures Relating to Alleged Prohibited Discrimination, contact the [UNK Affirmative Action/Equal Opportunity Website](#) or:

Director of Human Resources
University of Nebraska at Kearney
Warner Hall
905 West 25th Street
(308) 865-8388

**Safety**

The University of Nebraska at Kearney is concerned about the safety and welfare of all employees, students, and visitors to the campus. Each employee is expected to participate in the University Safety Program and by conducting their daily activities in the safest possible manner, reporting and/or correcting safety hazards, wearing appropriate protective equipment, and participating in appropriate safety orientations or training. Each employee should also be aware that there is a Safety Committee on campus that meets quarterly to consider safety issues. A listing of committee members is available at the Campus Security Office. Further, employees should be aware that there is an active Hazardous Materials (HAZMAT) program on campus, and there is a
Hazardous Materials Technician available to assist them with any HAZMAT concern. Only persons with the appropriate Department of Transportation Training may pack and label "hazardous materials" or "dangerous goods" being shipped from this campus. This training must be documented and current. Hazardous materials include: explosives, flammable solids, liquids and gasses, oxidizers, poisonous materials, corrosive materials, all compressed gasses, water reactive and air reactive materials, infectious substances and radioactive materials. Dangerous goods are articles or substances which are capable of posing a significant risk to health, safety and property when transported and are not classified by ICAO or IATA as dangerous goods. All of these are defined specifically in DOT regulations. Persons needing to ship such items must have the applicable DOT training or must contact the Campus HAZMAT Technician for assistance.

Confidentiality of Records

Because UNK is a public body, its records are available for public inspection. However, UNK employment records are confidential and will not be made available, except upon written authorization signed by the individual to whom the records pertain or in response to a legal mandate. In this context, employment records are those of persons who are employees of UNK and persons who are or have been either applicants or nominees for employment by UNK. Such records include the entire employment process beginning with application or nomination for appointment, search committee evaluation and appointing authority evaluation, through appointment and employment, and ending with separation from employment.

The following are not confidential and are considered by UNK as directory information:

- Employee's Name
- Gross salary
- Dates of hire and separation
- Type of appointment(s) held and term of each appointment
- Title or academic rank
- UNK employment address
- Postsecondary education degrees earned
- Awards or honors

Information other than directory information is accessible only to the employee, the department administrative personnel, UNK Human Resources, and other University offices with a need to know. Non-directory information should be released to others only with signed authorization from the employee or in response to a legal mandate.

Departments have three options for responding to requests for reference checks:

- Refer to Human Resources
- Provide directory information only
- With a signed release, respond to questions and provide information based only on what is documented in the employment file

For more information about responding to reference checks, inquire in Human Resources.

Conflict of Interest
No employee of the University may engage in any activity which in any way conflicts with his/her duties and responsibilities at the University of Nebraska. No employee may hire or supervise a member of his/her immediate family without the expressed written consent of the Board of Regents.

**Outside Employment and Professional Activities**

Pursuant to Section 3.4.5 of the Bylaws of the Board of Regents, full-time, regular, professional employees may engage in professional activities outside the University as a means of broadening their experience and keeping abreast of the latest developments in their specialized fields, provided these activities do not interfere with their regular duties at the University or represent a conflict of interest. Employees may not accept employment outside of the University unless the following conditions are met:

1. There is no interference with the performance of duties at the University.

2. There is no conflict of interest or appearance of conflict of interest as a result of the outside employment.

3. The employee obtains approval of the outside employment if required by Section 3.4.5 of the Bylaws of the Board of Regents. The Bylaws require full-time professional employees to secure approval of the appropriate administrative officers and the President and, under certain conditions, the approval of the Board of Regents prior to engaging in said activities.

Approval of the Board of Regents is required before full-time professional employees may:

(A) Accept retainer fees or other remuneration on a permanent or yearly basis as professional consultants.

(B) Accept professional employment requiring more than an average of two days per month during the period of their full-time employment.

(C) Charge fees for work performed in University buildings with University equipment and materials.

(D) Provide professional services for remuneration to departments or agencies of state government.

An application form for permission to engage in outside employment should be completed prior to accepting any such activity. These forms are available from the campus Human Resource Office.

**Policy for Americans with Disabilities**

See [Board of Regents Policy](http://nebraska.edu/docs/hr/employee-policies.pdf)

**Workplace Violence Policy**

[http://nebraska.edu/docs/hr/employee-policies.pdf](http://nebraska.edu/docs/hr/employee-policies.pdf)

**Separation**

[Employee Checkout Form](http://nebraska.edu/docs/hr/employee-policies.pdf)
Resignation

Office/Service and Managerial/Professional employees shall not have a property interest in continuing employment except and only to the extent of:

(1) The advance notice prescribed below which the University is required to give to terminate the employment relationship, or

(2) The term stated in a written appointment to a position or a written contract of employment, whichever is longer. Unless otherwise expressly stated in a written appointment to a position or in a written contract of employment duly approved and executed by the University, regular Office/Service and Managerial/Professional employees are considered employees at will, and either the University or the employee may terminate the employment relationship upon giving the advance notice provided below.

Office/Service: Regular Office/Service employees who voluntarily terminate their employment shall give at least two weeks advance notice to the University. In absence of a written appointment to a position or a contract of employment providing otherwise, the University may dismiss regular Office/Service employees by giving at least two weeks advance written notice of termination, except in cases of termination for cause, in which case termination of employment by the University may occur immediately, or with less than two weeks notice.

Managerial/Professional: Employment of regular Managerial/Professional employees will terminate in accordance with the time stated in writing in an appointment to a Managerial/Professional position or in a written contract of employment. If no termination date is stated in a written appointment or written contract of employment, employment may be terminated by either party giving the other party at least ninety days advance written notice of termination, except in cases of termination for cause, in which case termination of employment by the University may occur immediately or with less than ninety days notice.

Additional exceptions: to the foregoing notice requirements for termination of employment of both Office/Service and Managerial/Professional employees are as follows:

- An employee on original probation may be dismissed without advance notice.
- A temporary or on-call employee may be dismissed without advance notice.
- At the discretion of the department an employee may be granted pay in lieu of the required notice in cases of termination of employment by the University. An employee granted pay in lieu of notice would not accrue sick leave or vacation leave for the period during which the employee is not working.

Pay for unused vacation and holiday leave will be added to the final paycheck.

Resignation Dates and Holidays and Leaves

The last day worked by an employee will be the resignation date. An employee may not use vacation or sick leave to be paid for a holiday occurring after the last day worked. Payment for accrued vacation will be included in the employee's final paycheck. This policy does not apply to separations due to retirement or disability.
Retirement (Board of Regents Policy 3.12.1)

Retirement shall be mandatory at age 70 for any law enforcement personnel. Employees may retire at age 55 after ten years of service with the University. An employee also may be retired prior to the normal or mandatory retirement age because of physical or mental disability that prevents such employee from satisfactorily performing the work, such disability to be determined by resolution of the Board.

The mandatory retirement date for law enforcement personnel who have reached the mandatory retirement age shall be July 1 following the month in which the employee reaches such age.

Disability Retirement (Board of Regents Policy 3.12.2)

An employee, regardless of age, is eligible for a disability retirement should a physical or mental disability prevent such employee from satisfactorily performing work. A Disability Retirement will allow a disabled employee to receive university retiree benefits.

Approval of a Disability Retirement is predicated on 1) the disabled employee's obtainment of a Social Security Disability Award, or 2) long term disability benefits approval by the group long term disability insurance company. University administration may also approve a Disability Retirement in certain situations. In addition, Disability Retirements for academic/administrative staff and faculty must be approved by the Board of Regents.

Reduction in Force

Reduction in Force

(Revised 07/17)

This information is being provided so that staff and supervisors can be familiar with the reduction in force procedures at the University of Nebraska Kearney.

If you have questions regarding any of these benefits, please contact the Human Resources Department.

Reduction In Force (RIF) Policy – Provides the University of Nebraska policy.

Employee Information Sheet -(PDF) Provides information regarding University placement services, counseling services, benefits and pay, and policies relevant to the reduction in force.

Placement Services and Unemployment Information-(PDF) Provides information regarding placement services and some basic unemployment information.

Focusing Your Job Search Brochure- PDF Listing of free community services to assist in your job search.

Dealing with Job Loss- Provides information regarding the emotional aspects of job loss and links to local resources to help you and your family.

Supervisor Information Sheet -(PDF)- Provides information regarding University services available to support
supervisors during the reduction in force. The attached file provides additional information regarding how to conduct the reduction in force meeting, necessary paperwork, and methods of helping your department deal with the change. Supervisor Handout-(PDF).

Unemployment Benefits- Provides information regarding eligibility and filing for unemployment benefits.

The Grieving Process

For most people a job plays a key role in their lives beyond providing a paycheck. A job provides a sense of belonging, security, and most importantly, a sense of identity. People define themselves by what they do for a living and by what groups they belong to (e.g. family, company, church, civic). A person has a strong sense of attachment to his or her job - an attachment that is accompanied by personal feelings of control, expectation and loyalty. Any threat to job security threatens a lot more than loss of income. Job loss brings with it loss of income, position, power, and in many cases, identity. The process a person goes through with the loss of a job is much like the stages of grief when someone close to us dies.

It is normal to grieve when you have experienced the loss of your job. Grief is:

- A set of reactions to loss or the threat of loss, and
- The process of experiencing the psychological, social and physical reactions to your perception of loss.

Grief is the healing process we go through after suffering a loss. Grief includes feelings, attitudes and behaviors that exist over a period of time. Everyone in the person's environment is affected...coworkers, spouse, children, and other family members. A person may move back and forth between the different stages of grief, experiencing waves of sadness, anger and fear. Following are the three stages of grief and normal grief reactions for each:

1. Initial Shock and Denial

Shock/disbelief · denial · withdrawal · stunned · "if only" scenarios · forgetfulness/loss of memory · poor concentration · feelings of anxiety, sadness, depression · hopelessness · lack ability to cope · blaming others · confusion · pre-existing life problems may be intensified

2. Anger/Sadness (acute feelings)

Powerlessness · helplessness · sense of injustice/betrayal · anger · bitterness · resentment · displaced anger directed at spouse/kids · blaming oneself · pain · fear · guilt · shame · depression

3. Acceptance/Resolution

Come to terms with negative feelings · end point after working through above phases/feelings · start focusing on taking constructive steps toward changing one's circumstances · searching for employment · exploring career options · taking better care of oneself through dieting, exercising, relaxing and being with friends

Each of us grieves differently. There is absolutely no one "right way" to grieve a loss. How much time it takes to move through these stages depends on the nature of the loss, the individual who is grieving and the overall circumstances of the individual's life. To deal with the loss of your job requires time and effort and acceptance of the necessary grief process. The more positive your attitude, the more constructive your efforts, the better
chance you will have of surviving and coming out ahead. A well-organized plan and a disciplined job search effort, which utilizes your internal resources as well as other external resources, will be the best way to survive and win.

**Local Resources**

[More Local Resources (PDF)]
The [Kearney Chamber of Commerce](#) has created a website that provides helpful information.

[Community Action Programs of Mid-Nebraska](#) - We are a non-profit, community action agency based in Kearney, Nebraska covering 27 counties. Our mission is to help others help themselves.

The [Best Care Employee Assistance Program](#) (EAP) provides free, short-term counseling if you or your family need help coping with feelings about the loss of your job or in exploring alternatives at this critical point in your life. You and your immediate family members may use the EAP for one year after your separation date by calling: (800) 801-4182 or (402) 354-8000.

Contact Human Resources for more information by calling 865-8516.

**Disciplinary Actions**

Employees are responsible for meeting reasonable standards of performance and conduct in their work activities. Supervisors are responsible for providing leadership that makes such performance and conduct possible.

Supervisors may take corrective measures or impose disciplinary actions, up to and including discharge, in the event an employee's performance is less than the reasonable standards of performance or if the employee's conduct is not in keeping with what is expected in the working environment of the University.

The following circumstances justify corrective action. *This list, however, is not all inclusive.* Other acts or omissions by an employee contrary to standards of work performance or employee conduct for a particular job may warrant corrective action.

- Violation of, or failure to comply with, State or Federal law. Failure to comply with published rules, regulations, policies, or procedures of the employing department or of the University
- Sexual harassment of another employee or a student of UNK, to include unwanted advances, persistent sexual innuendo, language, touching, verbal abuse, or any behavior or pattern of behavior that fosters a hostile environment
- Language or acts that are commonly understood to be offensive or insulting to any racial, religious, or ethnic group
- An act that causes disruption of work being performed
- An act or conduct (on or off the job) that adversely affects performance and/or the accomplishment of the job
- Failure or refusal to comply with a lawful request or to accept a proper assignment from an authorized supervisor
- Inefficiency, incompetence, or negligence in the performance of duties
- Possession of narcotics, alcoholic beverages, or other unlawful drugs on University property or while performing duties of employment, drinking alcoholic beverages or using unlawful drugs on duty, or reporting for duty under the influence of alcohol and/or unlawful drugs
• Failure to notify your supervisor of arrest or conviction under any criminal drug statute as a result of violation of law that occurs at the University of Nebraska workplace
• Soliciting or accepting anything of value based on an understanding that one's official action or judgment will be influenced thereby
• Using confidential information received through one's position to obtain favor or financial gain (other than compensation provided by law) for oneself or others
• Release of confidential or other information not authorized for release
• Falsification, fraud, or omission of information in applying for a position
• Unauthorized or improper use of any type of leave or abuse of meal or rest periods
• Repeated tardiness or unauthorized leave, including unauthorized departure from the work area
• Falsifying time cards
• Failure to maintain satisfactory working relationships with students, the public, other employees, or supervisors
• Failure to obtain and/or maintain a current license or certification required by law or department standards as a condition of employment
• Conviction of a felony
• Insubordinate acts or language toward a supervisor that substantially interferes with and impedes efficient operations or substantially interferes with and impedes the ability of a supervisor to manage or function
• Failure to use safety equipment or endangering self and others by unsafe practices
• Any other behavior not in the best interest of the University

In many cases corrective actions are not intended to punish but to bring work performance up to expectations. Corrective action will be taken in the following progressive order, except in cases where in the judgment of supervisory personnel, circumstances warrant the administering of immediacy and more severe corrective action, including dismissal.

• Written coaching
• Written warning
• Suspension without pay
• Dismissal

Written Coaching

A written coaching occurs when the employee's supervisor meets with them to discuss the concerns about their performance. If the employee has questions about expectations, it is important that they have a meeting with a clear idea about what is expected to correct the performance issue. A form is used to document this discussion.

Written Warning

If, in the judgment of the employee's supervisor, the written coaching does not correct the performance problem, the employee may receive a written warning. The warning will describe the problem once again and the actions required to correct it. The employee has a right to make a written reply. Copies of the reply will be filed along with copies of the warning in the employee's personnel file, both in the department and in the Department of Human Resources. At the conclusion of the discussion about the written warning, the supervisor will ask for the employee's signature. The signature simply shows that the employee has had an opportunity to read the warning. The signature does not indicate agreement with the contents of the warning. A written warning also may occur as a first corrective action if the supervisor considers the work performance or behavior to be serious enough to warrant a written warning.
Suspension without Pay

If, in the judgment of the employee's supervisor, efforts to correct unsatisfactory work performance or behavior have failed, the employee may receive suspension without pay. Suspension without pay also may occur as a first corrective action if the supervisor considers the work performance or behavior to be serious enough to warrant a severe penalty. Suspension without pay will normally not exceed five working days.

The employee will receive a written notice of the suspension and of the reasons for the action. Prior to a suspension without pay taking effect the employee will have an opportunity to meet with the supervisor or another departmental representative to discuss the reasons given for the suspension and to give any pertinent information relating to the same. Copies of all written materials relating to a suspension without pay will be placed in the employee's personnel file, both in the department and in the Human Resources Office.

Suspension until Further Notice

In cases involving possible serious acts or omissions contrary to standards of work performance or in cases where serious misconduct is suspected, the supervisor may place the employee on suspension until further notice. During this suspension a review of the acts, omission or misconduct will be made to determine the correct disciplinary action, if any, to be taken. This suspension may be with or without pay dependent on the outcome of the review.

Dismissal

In cases involving serious acts or omissions contrary to standards of work performance or in cases involving serious misconduct, the employee may be dismissed from employment for cause. In such cases, UNK may terminate the employment relationship immediately or with less advance notice than is otherwise required. The employee will receive written notice of dismissal for cause, which shall include a statement of the reasons for the action. Prior to a dismissal for cause taking effect, the employee will have an opportunity to meet with the supervisor or with another departmental representative to discuss the reasons given for dismissal for cause and to give any pertinent information relating to the same.

Right To Appeal

The type of corrective action will be determined by the nature, severity, and effect of the problem; by the type and frequency of previous problems; by the period of time elapsed since a previous problem; and by any circumstances relevant to the problem.

When meetings are held between the employee and departmental representatives to discuss corrective action or other employment-related matters, the employee may not have another party present.

As a regular employee, the employee may appeal all corrective actions, including dismissal for cause, through the UNK grievance procedure. The appeal, however, will not postpone the action.

Termination

If an employee's position at the University of Nebraska at Kearney is terminated due to performance problems or disciplinary reasons, the University will provide such information to the employee prior to the action.
occurring. The employee does have the right to follow the grievance procedure if this occurs however; no notice requirements are imposed upon the University.

**Employee Checkout**

**Exit Interview**

The Chancellor's Administrative Council has also implemented a policy that terminating employees participate in voluntary exit interviews. Exit interviews for faculty are to be conducted through the Vice Chancellor for Academic Affairs Office, through the appropriate Vice Chancellor for Managerial/Professional employees and through the Human Resources Office for Office/Service employees. Terminating employees should contact the appropriate office to set up the exit interview.

**Re-employment Policies for Non-Probationary, Regular Employees. Eligibility for Re-employment**

Employees shown to have below satisfactory job performance will not be eligible for coverage under this reduction-in-force policy.

A regular employee, not on original probation, shall be eligible for re-employment to the position previously held (or to a position in the same department at a classification comparable to or lower than that formerly held), provided the employee is qualified for the position should a vacancy occur in the twelve-month period after separation. The twelve-month period shall begin the day the reduction-in-force is effective.

Eligibility for employment in another position begins on the date the employee receives written notification of the reduction-in-force.

Employees will be eligible for reemployment in reverse order of layoff. Those desiring to be re-employed shall, following notification by UNK of the availability of a position, notify the department in writing of the acceptance or refusal of the position within three workdays.

Employees reduced-in-force may apply for all externally advertised positions and for those open only to University employees.

**Layoff Pool**

Employees who are a part of a reduction-in-force and who express interest in re-employment will be placed in a layoff pool by Human Resources once they complete an on-line application. They will remain in the pool for twelve months after the date of separation. As vacancies occur, hiring authorities are expected to review qualified applicants from persons in the pool prior to filling positions. Employees who were part of the reduction-in-force are expected to indicate their interest in a position by applying for it on-line. Human Resources will assist departments in identifying qualified applicants from the layoff pool.
Response to Offers of Re-employment

A reduction-in-force employee who declines re-employment in the position previously held or a comparable one will forfeit any reemployment right.

A reduction-in-force employee who declines re-employment in a position at a classification lower than that previously held shall retain eligibility for re-employment, should a vacancy occur within twelve months after layoff.

A reduction-in-force employee who accepts employment in a position at a classification comparable to that previously held will forfeit any further re-employment right.

A reduction-in-force employee who accepts employment in a position at a classification lower than that previously held shall retain eligibility for reemployment at a classification equal to the previously held position, should such a vacancy occur within twelve months after layoff.

A reduction-in-force employee who does not respond within three working days to an offer of re-employment will forfeit all reemployment rights.

Pay and Benefits for Those Re-employed

Reduction-in-force employees shall be considered separated from UNK for pay purposes but, if they are re-employed at UNK within twelve months, the service date will be readjusted. Upon employment, reduction-in-force employees will be treated as new employees for pay purposes. Re-employed RIF employees will be required to serve a new original probationary period.

Staff Recognition

Employee Achievement Award

Each month nominations are accepted to recognize an outstanding staff member and their contributions to the campus. These nominations are approved by the immediate supervisor and appropriate Vice Chancellor of the nominee and reviewed by the Staff Senate. Selected members are recognized through e-mail announcements, a certificate presented at Staff Senate and their name posted on the electronic billboard outside of Health and Sports Complex. For more information visit the Staff Senate webpage.

Recognition of Excellence Award

Nominations are accepted to recognize the outstanding contributions by a department, committee or group to the UNK campus. The Staff Senate accepts nominations and selects a recipient each month to receive a certificate of recognition and a posting on the electronic billboard outside of Health and Sports Complex.

KUDOS Award

At each of the University of Nebraska Board of Regents meetings, the Board recognizes outstanding staff members at any of the four campuses.
SAFE Award (Staff Award for Excellence)

The Chancellor presents the Staff Award for Excellence to one or two University of Nebraska at Kearney staff members (administrative, managerial/professional, office or service employees) in recognition of consistent, outstanding service to students, to the institution and to education in general. Staff members may have her/his name placed in nomination for a Staff Award for Excellence by any individual or group, including themselves.

All application forms with supporting documentation must be received by June 30th. See application form below.

SAFE Form PDF

Service Awards

Service awards are given to recognize employee's long and continuing service to the University. Awards are given after ten calendar years of continuous regular employment and are given in intervals of five calendar years thereafter. Years of service are calculated on total years of service at the University of Nebraska at Kearney. Questions regarding service dates should be directed to the Human Resources Office.

Temporary employment is not credited toward total years of service, nor is employment as a graduate or undergraduate student.

Other Resources

Sapphire

See sapphire.nebraska.edu

Business Services

Mailroom

The University mailroom coordinates the distribution of incoming, outgoing and intercampus mail. The mailroom exercises all avenues to achieve cost effectiveness and delivery expediency. The mailroom is located in the Memorial Student Affairs Building.

Addressing Mail

Campus Mail is mail that is sent from one department to another on the University campus. Campus mail is for University business only. It is not to be used for dissemination of political or advertising materials. Chain letters or any mailings that are not University business will not be delivered.

The "brown" envelopes for campus mail are available from Central Supply at no cost to the department. Keep a
supply on hand in your department to avoid using University stationery for campus mail. Any departments having an excess of brown envelopes are asked to send them to Central Stores for distribution.

To help the expediency and accuracy of the delivery of campus mail, include the department name and the individual's name in addressing campus mail. This will save mailroom personnel from having to look up the individual's department. Example: Department, Name of Person, Building. Also, notify the mailroom of all personnel changes, i.e. new hires or personnel moves to other departments.

The University of NE at Kearney has been assigned a 68849 zip code. Be sure to use the proper zip code in subscribing to publications, in correspondence, or receiving packages. The 5-digit, 68849, number is all that is needed to assure mail the University receives is expeditiously Processed.

When placing the account number in the return address area of the University #IO envelope, the return on the envelope will look like the following:

University of Nebraska at Kearney
Kearney NE 68849

In the area to the right of the 5-digit zip code, place the 4-digit zip code assigned to the cost center to be charged for the postage.

**Business Reply**

Business Reply Mail (BRM) allows permit holders to provide response cards, envelopes, self-mailers, and reply labels to large numbers of potential users while only paying postage on those returned. BRM has proven itself a convenient and effective means of increasing the response rate of mailings. There are, however, specific requirements the USPS requires.

For example, specific zip+4 codes must be used:

For postcards, use 68845-9902

For letters up to 1 oz, use 68845-9986

For more specific requirements, visit the USPS web site

Publication Services should be contacted for assistance in placing an order for Business Reply mailers.

**Contract Station**

The campus mailroom is a contract station of the United States Post Office. Advantages of operating as a contract station are selling of stamps, stamped envelopes, postal cards and mailing of personal letters and packages to the public.

**United States Postal Service Holiday Closing Schedule**

On United States Postal Service holiday closings, no mail from the United States Postal Service will be received
for the University or mailed from the University. United States Postal Service mail received in the University
mailroom on these designated holiday closings will not be processed until the next business day.

Christmas Day

Additional Holiday's Observed: Martin Luther King Jr's Birthday, Presidents Day, Columbus Day,
and Veterans Day

**Campus Zip Code Assignment**

When a department has a cost object with an operating expense budget, the cost object can have postage
expenses charged against it. The cost object is assigned a four digit number to be used as the last four numbers
of a 9 digit University zip code (68849-XXXX). When the zip code is identified in the return address on a piece
of out-going mail, the appropriate cost object assigned to that zip code is charged. To request a zip code, fill out
a Zip Code Request Form and send the completed form to the University Mailroom. The University mailroom
will send you a campus e-mail notifying you of the zip code assigned to the cost object identified.

DO NOT use the mail code identified in the upper left hand corner of the printed monthly SAP financial reports
for your four digit zip code.

If it is determined that the zip code is no longer needed, send an e-mail to Karen Volz at
volzkk@unk.edu identifying the zip code number to be deleted.

To download a Zip Code Request Form, login to Firefly > click Sapphire tab > Business Forms > UNK >
Miscellaneous.

**Residence Hall Mail Service**

Students living in the Residence Halls will be assigned a street address and 9-digit zip code to be used in
receiving mail from the United States Postal Service. Students should use the following addresses along with
the appropriate student’s name and room number.

*Example:*

*John Doe*
*Martin Hall*
*Room XYZ*
*904 West 27th*
*Kearney NE 68845-4232*

<table>
<thead>
<tr>
<th>Antelope Hall</th>
<th>Centennial Towers East</th>
<th>Centennial Towers West</th>
</tr>
</thead>
<tbody>
<tr>
<td>1013 West 26th</td>
<td>1002 West 29th</td>
<td>1014 West 29th</td>
</tr>
<tr>
<td>Kearney NE 68845-4297</td>
<td>Kearney NE 68845-3381</td>
<td>Kearney NE 68845-3387</td>
</tr>
<tr>
<td>Mantor Hall</td>
<td>Men’s Hall</td>
<td>Nester Hall North</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>1203 West 26th</td>
<td>1103 West 26th</td>
<td>905 West 26th</td>
</tr>
<tr>
<td>Kearney NE 68845-4230</td>
<td>Kearney NE 68845-4234</td>
<td>Kearney NE 68845-4296</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nester Hall South</th>
<th>Randall Hall</th>
<th>University Residence North</th>
</tr>
</thead>
<tbody>
<tr>
<td>904 West 26th</td>
<td>1207 West 26th</td>
<td>1601 University Drive</td>
</tr>
<tr>
<td>Kearney NE 68845-4295</td>
<td>Kearney NE 68845-4236</td>
<td>Kearney NE 68845-4257</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>University Residence South</th>
</tr>
</thead>
<tbody>
<tr>
<td>1700 University Drive</td>
</tr>
<tr>
<td>Kearney NE 68845-4256</td>
</tr>
</tbody>
</table>
The zip code for all Residence Halls is 68845.

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Address</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antelope Hall</td>
<td>1013 West 26th Street</td>
<td>ANTH</td>
</tr>
<tr>
<td>Centennial Towers East</td>
<td>1002 West 29th Street</td>
<td>CTE</td>
</tr>
<tr>
<td>Centennial Towers West</td>
<td>1014 West 29th Street</td>
<td>CTW</td>
</tr>
<tr>
<td>Mantor</td>
<td>1203 West 26th Street</td>
<td>MANH</td>
</tr>
<tr>
<td>Mens</td>
<td>1103 West 26th Street</td>
<td>MENH</td>
</tr>
<tr>
<td>Nester Hall North</td>
<td>905 West 26th Street</td>
<td>NSTHN</td>
</tr>
<tr>
<td>Nester Hall South</td>
<td>904 West 26th Street</td>
<td>NSTHS</td>
</tr>
<tr>
<td>Randall</td>
<td>1207 West 26th Street</td>
<td>RANH</td>
</tr>
<tr>
<td>University Heights</td>
<td>1701 West 35th Street</td>
<td>UNIH</td>
</tr>
<tr>
<td>University Residence North</td>
<td>1601 University Drive</td>
<td>URN</td>
</tr>
<tr>
<td>University Residence South</td>
<td>1700 University Drive</td>
<td>URS</td>
</tr>
</tbody>
</table>
The zip code for the following buildings is 68849 unless otherwise indicated.

<table>
<thead>
<tr>
<th>Administrative Building</th>
<th>Address</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni House</td>
<td>Location: 2222 9th Avenue</td>
<td>ALUM</td>
</tr>
<tr>
<td></td>
<td>Mailing: PO Box 21, UNK</td>
<td></td>
</tr>
<tr>
<td>A.O. Thomas Hall</td>
<td>2404 11th Avenue</td>
<td>THMH</td>
</tr>
<tr>
<td>Bruner Hall of Science</td>
<td>2401 11th Avenue</td>
<td>BHS</td>
</tr>
<tr>
<td>Bruner Hall of Science Greenhouse</td>
<td>2401 11th Avenue</td>
<td>GRNH</td>
</tr>
<tr>
<td>Calvin T. Ryan Library</td>
<td>2508 11th Avenue</td>
<td>LIBR</td>
</tr>
<tr>
<td>Central Utilities Plant</td>
<td>1421 University Drive</td>
<td>CUP</td>
</tr>
<tr>
<td>College of Education Building</td>
<td>1615 West 24th Street</td>
<td>COE</td>
</tr>
<tr>
<td>Communications Building</td>
<td>1910 University Drive</td>
<td>CMCT</td>
</tr>
<tr>
<td>Conrad Hall</td>
<td>2615 11th Avenue</td>
<td>CONH</td>
</tr>
<tr>
<td>Cope Stadium</td>
<td>2708 12th Avenue</td>
<td>CPST</td>
</tr>
<tr>
<td>Cope Stadium – North Field House</td>
<td>1105 West 28th Street</td>
<td>NFH</td>
</tr>
</tbody>
</table>
The zip code for the following buildings is 68849 unless otherwise indicated.

<table>
<thead>
<tr>
<th>Administrative Building</th>
<th>Address</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni House</td>
<td>Location: 2222 9th Avenue</td>
<td>ALUM</td>
</tr>
<tr>
<td></td>
<td>Mailing: PO Box 21, UNK</td>
<td></td>
</tr>
<tr>
<td>Bruner Hall of Science</td>
<td>2401 11th Avenue</td>
<td>BHS</td>
</tr>
<tr>
<td>Bruner Hall of Science</td>
<td>2401 11th Avenue</td>
<td>BHS</td>
</tr>
<tr>
<td>Greenhouse</td>
<td>2401 11th Avenue</td>
<td>GRNH</td>
</tr>
<tr>
<td>Calvin T. Ryan Library</td>
<td>2508 11th Avenue</td>
<td>LIBR</td>
</tr>
<tr>
<td>Central Utilities Plant</td>
<td>1421 University Drive</td>
<td>CUP</td>
</tr>
<tr>
<td>College of Education Building</td>
<td>1615 West 24th Street</td>
<td>COE</td>
</tr>
<tr>
<td>Communications Building</td>
<td>1910 University Drive</td>
<td>CMCT</td>
</tr>
<tr>
<td>Conrad Hall</td>
<td>2615 11th Avenue</td>
<td>CONH</td>
</tr>
<tr>
<td>Cope Stadium</td>
<td>2708 12th Avenue</td>
<td>CPST</td>
</tr>
<tr>
<td>Cope Stadium – North Field</td>
<td>1105 West 28th Street</td>
<td>NFH</td>
</tr>
<tr>
<td>House</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copeland Hall</td>
<td>2507 11th Avenue</td>
<td>COPH</td>
</tr>
<tr>
<td>Administrative Building</td>
<td>Address</td>
<td>Abbreviation</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Cushing Coliseum</td>
<td>1410 West 26th Street</td>
<td>CUSH</td>
</tr>
<tr>
<td>Facilities Building</td>
<td>2501 19th Avenue</td>
<td>FAC</td>
</tr>
<tr>
<td>Fine Arts Building</td>
<td>2506 12th Avenue</td>
<td>FAB</td>
</tr>
<tr>
<td>Fine Arts Building Art Wing</td>
<td>2506 12th Avenue</td>
<td>FABW</td>
</tr>
<tr>
<td>Frank House</td>
<td>2010 University Drive</td>
<td>FRNK</td>
</tr>
<tr>
<td>General Services Building</td>
<td>2507 19th Avenue</td>
<td>GSB</td>
</tr>
<tr>
<td>Health &amp; Sports Center</td>
<td>2501 15th Avenue</td>
<td>HSC</td>
</tr>
<tr>
<td>Health Science Education Complex</td>
<td>2402 University Drive</td>
<td>HSEC</td>
</tr>
<tr>
<td>Heating Plant East</td>
<td>1002 West 27th Street</td>
<td>HPE</td>
</tr>
<tr>
<td>Heating Plant West</td>
<td>1939 University Drive</td>
<td>HPW</td>
</tr>
<tr>
<td>Administrative Building</td>
<td>Address</td>
<td>Abbreviation</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Martin Hall</td>
<td>904 West 27&lt;sup&gt;th&lt;/sup&gt; Street</td>
<td>MARH</td>
</tr>
<tr>
<td>Memorial Student Affairs Building</td>
<td>2510 11&lt;sup&gt;th&lt;/sup&gt; Avenue</td>
<td>MSAB</td>
</tr>
<tr>
<td>Museum of Nebraska Art</td>
<td>2401 Central Avenue, Kearney, NE 68847</td>
<td>MONA</td>
</tr>
<tr>
<td>Nebraska Safety Center</td>
<td>1801 West Railroad</td>
<td>SFTCS</td>
</tr>
<tr>
<td>Nebraskan Student Union</td>
<td>1013 West 27&lt;sup&gt;th&lt;/sup&gt; Street</td>
<td>NSU</td>
</tr>
<tr>
<td>Ockinga Seminar Center</td>
<td>2505 20&lt;sup&gt;th&lt;/sup&gt; Avenue</td>
<td>OCKC</td>
</tr>
<tr>
<td>Otto Olsen</td>
<td>2508 12&lt;sup&gt;th&lt;/sup&gt; Avenue</td>
<td>OTOL</td>
</tr>
<tr>
<td>Thomas Hall</td>
<td>2404 11&lt;sup&gt;th&lt;/sup&gt; Avenue</td>
<td>THMH</td>
</tr>
<tr>
<td>University Foundation</td>
<td>215 West 39&lt;sup&gt;th&lt;/sup&gt; Street, Kearney, NE 68845</td>
<td>UFND</td>
</tr>
<tr>
<td>Warner Hall</td>
<td>2504 9&lt;sup&gt;th&lt;/sup&gt; Avenue</td>
<td>WRNH</td>
</tr>
<tr>
<td>Welch Hall</td>
<td>2504 19&lt;sup&gt;th&lt;/sup&gt; Avenue</td>
<td>WLCH</td>
</tr>
</tbody>
</table>

**Express Delivery**

Some express delivery supplies are available at the University Mailroom. Contact them at 8433 for more information.
Solicitation Prohibited

The use of campus mailboxes and bulletin boards for solicitation is strictly prohibited. Mail processed by the United States Post Office directed to specific individuals or University offices will be delivered. Attempts to deliver mail to student and employee mailboxes not directed to specific offices or individuals will not be delivered, but disposed of immediately.

Purchasing

Code of Ethics

The Purchasing Department provides University departments with procurement services that effectively and efficiently respond to their operating needs. Purchasing manages a systematic procurement process which provides for the acquisition of quality goods and services in a cost effective manner within acceptable time frames for the University community.

Purchasing professionals must have a highly developed sense of professional ethics to protect their own and their institution's reputation for fair dealing. The University of Nebraska at Kearney is a member of the National Association of Educational Procurement (NAEP). To strengthen ethical awareness, and to provide guidelines for its members, NAEP has long promoted a code of ethics which the Purchasing Department subscribes to.

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.

Dealing with Vendors

(Revised 4-20-2006)
Departments are encouraged to seek information on products and services from vendor representatives. They
are a valuable source of information. To help you in dealing with vendor representatives, the following guidelines are suggested:

1. Plan ahead. Be realistic regarding the expected delivery date.
2. Contact Business Services, in advance, to assist in locating vendors and a procurement plan.
3. Contact more than one vendor whenever possible.
4. Give the same information to all vendors. Each vendor should have an equal opportunity to compete.
5. Research all aspects of product usage, such as maintenance, supplies, guarantees, and warranty coverage.
6. A complete description of the item or items should be stated on the purchase requisition. Please attach any additional information to the requisition. If an electronic requisition is submitted, indicate in the comments field that additional information will be forwarded through campus mail.
7. Only a signed Purchase Order can commit the University. Do NOT commit by telling a sales representative that he or she has the order.
8. Never accept gratuities of any kind from vendors.
9. Beware of vendor created crisis, such as “Price goes up next month,” “This is the last one in stock,” or unrealistically low prices if we act immediately. Report any claims of this sort to Business Services.
10. Do not place an order with a vendor that is a result of an unsolicited phone call to you.

**Competitive Bidding**

**Bidding Process**

(Effective July 1, 2016)

**Over $400,000 Requires BOR Approval:** Formal Board of Regents action for purchases of personal property and/or services is not required except in those cases when the purchase price exceeds $400,000.

**$150,000 or more Requires Formal Bids:** Except as otherwise provided in the purchasing policy, any purchase committing the University to an expenditure of $150,000 or more shall be made to the lowest responsible bidder, taking into consideration the best interests of the University. A formal sealed bid process is used in securing pricing using an “Invitation to Bid” or “Request for Proposals.” A minimum of fifteen (15) days shall elapse between the time formal bids are advertised or called for, and the time of their opening.

**$50,000 to $150,000 Requires Quotations:** Purchases greater than $25,000 and less than $150,000 will be processed on a competitive basis, although in an informal manner – by verbal or written quotations. These purchasing solicitations must originate from Business Services who will administer/manage the informal verbal or written requests during the quotation process.

**Sole Source Purchase**

In the rare event that a requesting unit elects to solicit competitive pricing, a written justification for a sole source purchase signed by the unit head is required at dollar levels above $50,000. The Sole Source Justification form, instructions and an example can be found in SAPPHIRE › Business Forms › UNK › Business Services / Procurement › Purchasing. The form should be turned in to the Business Services office when completed.
Goods/Services

Purchase Order Processing for Items Less Than $5,000: Purchases less than $5,000 should be made with the purchasing card, if the purchase is a nonrestrictive commodity, and not with a University Purchase Order. Purchase Order numbers can no longer be obtained without submitting a Purchase Requisition. The Purchasing Card Program was designed to improve efficiency in processing and completing low dollar purchases, and is more cost effective for the University. If you would like to apply for a purchasing card, please fill out an application, which can be found in SAPPHIRE under UNK Business Forms. Send the completed application to Business Services for processing. If a vendor does not accept a Visa credit card, please indicate this information on the purchase requisition. The process for purchases made through a contracted vendor will remain the same. If you would like more information regarding the University’s contracted vendors, please see Business Services-Purchasing-Contracts-University.

Request for Sealed Bids

Request for Sealed Bids (Purchases over $150,000). The request to bid should include the following information:

- Complete description of items needed
- Listing specific requirements
- Any vendors that should receive the bid

A minimum of fifteen (15) days shall elapse between the time formal bids are advertised or called for and the time of their opening.

Award of Contract. Once bids have been received, copies of the bids will be sent to the department to review. An award will be made after Purchasing consults will the requesting department. The buyer shall award a contract to the lowest responsible bidder. In determining the lowest responsible bidder, bids may be rejected and awards may be made upon consideration of the following factors:

- The ability, capacity, and skill of the bidder to comply with the University's specifications and perform the contract required;
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- Whether the bidder can perform the contract within the time specified;
  - The quality of the bidder's performance of previous contracts;
  - Previous and existing compliance by the bidder with laws relating to the contract
- The life-cost of an article in relation to its purchase price and specific use by the University;
- The performance of an article, taking into consideration any commonly accepted tests and standards of product usability and user requirements;
- Such other information as may be secured having a bearing on the decision to award the contract.

Rejection of Bids. The University may reject the bid of any bidder who has:

- Failed to perform a previous contract with the University
- Failed to provide any required bid security
- Submitted a bid which is in any way incomplete, irregular, or not responsive to specifications.

Exceptions to the sealed bid procedure does not require buyers to use the sealed bid procedure for purchases meeting the following criteria. The buyers will determine if the purchase meets the exception criteria:
- Purchase of unique or non-competitive articles or services
- Contracts for professional services
- Purchases necessary in emergency situations
- Contracts for maintenance or servicing of equipment
- Purchases from another governmental agency or political subdivision.

**Bidding Terminology**

**Article:** Article shall mean any item of personal property, and shall include all materials, supplies, furniture, equipment, printing, stationery, automotive and road equipment and all chattels, goods, wares and merchandise whatsoever.

**Bid:** A bid is a written or an oral offer to supply goods or services in response to a request for quotation, a request for bid, a request for sealed bid, or a request for proposal.

**Bidder:** A supplier who offers a bid or a quotation.

**Quotation:** A quotation is a written or oral offer to supply goods or services in response to a request for quotation.

**Request for sealed bid:** A request for sealed bid is a part of the sealed bid procedure. A Request for a Sealed Bid requires responses to be in sealed envelopes and received before a certain date and time. Buyers obtain firm offers in competitive situations for purchases estimated to be greater than $75,000. A buyer may use sealed bid procedures for any purchase to maintain full disclosure, to increase competition, or to otherwise achieve efficiency and economy.

**Specifications:** The explicit requirements furnished with a solicitation. Specifications establish the characteristics of the goods or services the buyer intends to purchase. Specifications enable the supplier to determine and understand the goods or services that the buyer will purchase. This information may be a description of the physical or performance characteristics, a reference brand name or both. Specifications may include a description of any requirement for inspection, testing, preparation of material, equipment, supplies, warranty, service or delivery.

Any purchase where competitive bidding is required shall be made on the basis of written specifications which shall be developed by the requesting department, the buyer, and/or the appropriate academic/administrative authority. All specifications shall be prepared in a manner designed to attract maximum competitive bidding with the standard of quality appropriate for intended use.

**Bidding Opportunities**

See [www.unk.edu/offices/business_services/purchasing/bidding_opportunities.php](http://www.unk.edu/offices/business_services/purchasing/bidding_opportunities.php)

**Purchases Requiring a Purchase Order**

**Purchase Requisition**

When a formal purchase order is needed, please fill out a Purchase Requisition and send it to Business Services. A purchase requisition is an informal document used by the department to inform Business Services of what goods or services you need to purchase. You will need to fill in the following information:
To download a Purchase Requisition visit Firefly > SAPPHIRE › Business Forms › UNK › Business Services / Procurement › Purchasing.

- The Req. Tracking Number is your own department numbering system. This is optional.
- The vendors name and address of where the purchase order should be sent.
- If you know the vendor is one that the University has not purchased goods or services from before, please obtain the Federal Identification Number.
- If you would like to have your order faxed, please enter the fax number on the required line.
- The required delivery date is the date you would like to receive your goods/services.
- A description of the items or services needed.
- Indicate the quantity and unit of measure, such as each or box.
- Indicate the Unit Price, not the total, of each line item.
- The GL Account and the Cost Center or WBS Element in which the order is to be paid. The funding for a line item can be split between two or more funding sources. Split funding can only be distributed by QUANTITY OR PERCENT. If you chose percent, the distribution must equal 100%. If you are using the same GL Account and the same Cost Center/WBS Element for the entire order, only enter this information on line 1.
- Indicate the date you filled out the requisition, your department name, requestor's name and phone number, and any other delivery instructions.
- Please have the person(s) responsible for the Cost Center/WBS Element sign on the approval signature line.

If you are purchasing any of the following items, please contact Business Services before contacting a vendor or filling out a purchase requisition. Business Services will assist you in finding the best quality and price available.

- Copier/Fax Machine: Contact Business Services to obtain quotations for the purchase of copiers and facsimile machines. Any departmental purchase of copiers and facsimiles should not be completed until a purchase order has been issued to the vendor by Business Services.
- Furniture
- Computer Equipment: Please contact your college IT Coordinator or the ITS Help desk for assistance with configuration and pricing.

Receiving Goods/Services

When you have received the items on your purchase order or the service has been completed, send an e-mail to Kim Christensen, busserv@unk.edu, in the Business Services Office. If you receive the invoice with your order, forward it on to Accounts Payable indicating if it is okay to process payment.

Purchase Order Commitments

Review periodically the commitments appearing on your online reports and notify Business Services if any of these commitments from purchase orders should be cancelled (because the vendor cannot supply the goods or services or because you no longer want the goods or services) or payments for the purchase orders have been completed through Accounts Payable. To see the individual open commitments for purchase orders and purchase requisitions, log on to SAP and follow the paths:
**Cost Center Commitment Line Items**

KSB2 or Information Systems>Financial Accounting>Cost Center Accounting>Detail Line Items>Cost Centers: Commitment Line Items
Enter your cost center number in the box next to "Cost Center"
Enter CESUMMARY in the box next to "Cost Element Group"
In the boxes next to "Expected debit date", enter the full current fiscal year, ie. 7-1-XX to 6-30-XX
Click on 📅 to execute the report.

**Project Commitment Line Items**

CJ76 or Information Systems>Financial Accounting>Project System>Detail Line Items>Project Commitment Line Items
Leave the Project field blank. Enter your WBS element number in the box next to "WBS element"
Enter CESUMMARY in the box next to "Cost Element Group" to see all transactions
In the boxes next to "Expected debit date", enter the full grant term (e.g. 10-1-XX to 9-30-XX)
Click on 📅 to execute the report.

**Online Capability**

If you are interested in entering your purchase requisitions and receiving your goods on-line in the University's SAP software system, please fill out an SAP ID Request. (In SAPPHIRE, on the menu at the left, click the bottom link ‘Request / Update SAP ID’)

**eSHOP**

The University of Nebraska received Board of Regents approval to purchase an e-procurement software from SciQuest. SciQuest specializes in e-procurement for Higher Education.

This e-procurement solution is called Nebraska eSHOP. eSHOP offers an online shopping experience allowing you to search and compare pricing, and to place orders to multiple suppliers with a single shopping cart.

**eSHOP Approval Policy**

The Division of Business and Finance requires that the financial approver (Chair/Director/Dean/VC/Chancellor) be designated in eSHOP in the Financial Approver Role for all cost objects (Cost Center or WBS) in their department.

The financial approver is entrusted with the authority to approve expenditures on behalf of the University within the budget or funding sources allocated to their department. The function of the financial approver is to assess each individual purchase request for appropriateness, validity and reasonableness and should not be viewed as simply clicking the "Approve" button as a rubber stamp.

The financial approver of the department can designate a Substitute Approver. If the department has an assistant position (such as assistant director), then the assistant position would be the Substitute Approver in the Approver's absence.
If the department does not have an assistant position, the financial approver will need to designate the substitute approver in the Approver's absence. However, to maintain an appropriate control environment, the Substitute Approver cannot be an Office/Service staff member, Graduate Assistant, or student position.

The Dean/Vice Chancellor/Chancellor will approve the Substitute Approver for departments in their respective Colleges and Divisions which the financial approver will submit on the eSHOP Substitute Approver Designation form (SAPPHIRE › Business Forms › UNK › Business Services / Procurement › Purchasing › eShop Substitute Approver Designation (PDF)).

The Substitute Approver has the authority to report to their next level supervisor if the Substitute Approver feels the authority delegated to them is being questioned.

**Records Management**

Departments are not required to store hard copies of purchasing records created in eSHOP (Purchase Requisition, Purchase Order, Good Receipts) in the originating department or by the department funding the purchase. eSHOP will be the system of record for eSHOP-source purchasing records, and all required records can be viewed electronically in eSHOP. It will be at the discretion of the department which purchasing records the department chooses to retain in hard copy outside of eSHOP. When the department receives an invoice from the vendor related to a purchase originating in eSHOP, that invoice should be forwarded to the Accounts Payable office for processing and subsequent filing.

In cases where a department has chosen to store eSHOP records outside of eSHOP, the current University of Nebraska Board of Regents Records Management Schedule must be followed for retention and disposal of eSHOP records.

**Users and Roles**

A user is any person that has access to eSHOP. Users can be assigned to a specific role or roles. Roles provide a time-efficient method for managing user information. Three specific roles (Shopper, Requestor and Approver) are described below.

**Shopper**-A user that can shop for items and create a shopping cart, but must assign it to a Requestor for funding source assignment.

**Requestor**-A user that assigns funding information to a shopping cart after it is submitted by a Shopper. A Requestor can also shop for items themselves.

To request a Shopper or Requestor role in eSHOP, click on Request/Update SAP ID in SAPPHIRE and fill out the electronic form.Request/Update SAP ID

**Approver (Financial)**-A user that can review (approve, reject or return) purchase requisitions that are assigned to them. Approvers are assigned according to funding source. The Division of Business and Finance requires that the financial approver (Chair/Director/Dean/VC/Chancellor) be designated in eSHOP in the Financial Approver Role for all cost objects (cost Center or WBS) in their department.
**GL Accounts for Sensitive Items**

[Click here for info on GL Accounts for Sensitive Items]

**eShop Technology Purchases**

**7/11/2012**

**Technology Coordinators**

Technology Coordinators will use the following procedure to complete purchases for computer hardware and software in eSHOP.

**Procedure**

1. Technology Coordinator receives request from Faculty or Office Associate for a purchase. Technology Coordinator creates an eSHOP cart. The correct delivery address is either (1) the Technology Coordinator for the academic colleges, or (2) UNK Help Desk for a nonacademic department.
2. The Technology Coordinator assigns the cart to the Office Associate for account and g/l assignment.
3. Office Associate verifies the cost object and g/l account and Proceeds to Checkout.
4. Funding Approver (Department Chair/Dean) receives the purchase requisition and approves the purchase.
5. UNK Technology Store receives an email notification to approve the purchase.

When the UNK Technology Store receives notification from eSHOP that a requisition requires their approval, the UNK Technology Store will (1) verify that the Technology Coordinator in the respective College or nonacademic department (if applicable) is the owner of the cart and (2) the delivery address is correct.

**Note:** Because the delivery address for the department requesting the goods and commodities is not used, it is strongly recommended that the User Defined field designates the specific delivery information for the department: Employee Name or Department Contact and Room Number. The User Defined Field (15 character) is located under Accounting Codes. Currently the department uses the unloading point for the delivery point (Room Number) and can become part of the delivery address used by the supplier, but that should only be used if used in conjunction with a department delivery address.

If the UNK Technology Store determines that (1) the eSHOP purchase has not been reviewed by the appropriate Technology Coordinator (required for Academic purchases) or (2) an incorrect delivery address is used, the UNK Technology Store will not approve the purchase, but “Return for Changes”. The requestor (Owner of the Cart) or Technology Coordinator will be sent an email notification that the purchase requisition has been returned. The UNK Technology Store will add a comment stating what changes are required. The requestor will need to complete the changes and resubmit the purchase requisition.

**Sensitive Items**

At [Business Services-Purchasing-eSHOP-GL Accounts for Sensitive Items] you will find the G/L accounts to be used for sensitive items. When these G/L accounts are used, workflow will require approval of the purchases in the cart by the UNK Technology Store. This workflow does not create a notification to the Technology Coordinator.
When the UNK Technology Store receives notification (email) from eSHOP that a purchase requisition requires their approval, the UNK Technology Store will (1) verify that the appropriate Technology Coordinator (if applicable) has reviewed the purchase and (2) the delivery address is correct.

All purchases for academic departments will be shipped to the Technology Coordinator in the appropriate academic college. All purchases for nonacademic departments will be shipped to the UNK Help Desk.

If the UNK Technology Store determines that (1) the eSHOP purchase has not been reviewed by the appropriate Technology Coordinator (required for Academic purchases) or (2) an incorrect delivery address is used, the UNK Technology Store will not approve the purchase, but “Return for Changes”. The UNK Technology Store will add a comment stating what changes are required.

If the UNK Technology Store approves the requisition, the UNK Technology Store will forward the email approval notice to the UNK Help Desk for a nonacademic department purchase.

**Document Search**

Document search in eSHOP can assist you to track purchases. If you choose to search by requisition or purchase order, you can select numerous search criteria. At the bottom of the search criteria you can also select the custom fields.

**Product Order & Delivery**

**Product Ordering**

Only those individuals specifically designated in writing by the Board of Regents can authorize purchases. When you are placing an order, state that you are calling from the University of Nebraska at Kearney.

- Emphasize that the University is sales tax exempt. The University's tax exempt number is 05-0279064 and can only be used if the purchase will be paid from a University issued check or payment process.
- Give vendor/supplier your name, the department name, and complete delivery address. (Please provide complete shipping address, to include building name, room number, and street address to insure proper delivery).
- Make sure that the appropriate departmental personnel are aware of your purchase, and that you have followed all departmental procedures regarding processing and University record retention/documentation requirements.
- Document the name of the vendor, the name of the person you placed the order through, the date ordered, what you purchased, and the amount of the purchase.

**Product Delivery**

Inspect the product at the time of delivery.

- Compare the merchandise being delivered to the packing list. Verify quantity, style number, color and delivery address.
- Compare the packing list to the original purchase order.
• Check the merchandise for damage

**Delivery Discrepancies**

**Wrong Merchandise.** Carefully examine the packing list. If the product received is listed on the packing list, but is not as ordered, accept the shipment, and contact the company. Purchasing should also be notified.

If the product is to be returned, follow company instructions, and retain a proof of return (i.e.: a bill of lading or parcel post receipt).

**Short Shipments.** If a product is listed on the Bill of Lading/delivery receipt but is not part of the order delivered, note the shortage, and report the shortage to the company.

**Damaged Merchandise.** Do not use any product received in a damaged condition. If the product is used, the claim will be denied.

**Shipments Received with Visible Damage.**

• During delivery, cartons that appear damaged should be inspected immediately. Carefully inspect blanket wrapped or shrink items.
• To validate the damage, clearly note the damage on your copy and the carrier's copy of the Bill of Lading/delivery receipt. Include a description of the damage, the receiver's signature and the driver's full signature.
• **DO NOT REFUSE** the shipment or the damaged items. The right to file a claim may be forfeited if the shipment or damaged item is refused. The carrier may consider the shipment abandoned and sell the product.

**Shipments Received with Concealed Damages (Concealed damages are damages found after the delivery was accepted).**

• Inspect the product before it is moved to a different location. If damage is found, hold the merchandise and all packing material at the delivering site for the carrier's inspection. If the damaged product is moved or the packing materials discarded, the carrier will deny the claim.
• Contact the carrier and report the damage, request an inspection report and ask if an inspection will be performed by the carrier or their agent. Document the date and time of the call and the name of the person you spoke to.
• In accordance with industry rules, concealed damage must be reported to the delivering carrier with 15 calendar days (the day of delivery is considered day 1). The carrier is to inspect the product within five working days after notification. In some cases, the carrier may decline an inspection and issue a waiver of inspection.
• The carrier's representative will inspect the damaged merchandise and prepare an inspection report for your approval and signature. Carefully read the report before signing. Do not sign the report if you believe it to be incorrect. Upon receipt of the inspection report, send a copy of the report to Purchasing.
• Retain the damaged goods until the claim is settled. If the carrier accepts the full amount of the claim, they are entitled to salvage the damaged product. If the product is not available, the claim settlement will be denied. Carriers usually deny or reimburse only a portion of a concealed damage claim amount.
Invoice Enclosed in Shipment

If you receive the invoice with your order, forward it on to Accounts Payable indicating if it is okay to process for payment.

Freight Terms

Establishing ownership will fix responsibility for the product and is important in handling claims that may result from accidents occurring before, during or after transport. If you are contacted by the company after Purchasing issues a purchase order, direct any questions regarding freight questions or delivery terms to Business Services.

F.O.B.-"Free On Board": This means that the product will be placed on a mode of transport without any loading cost and free of any encumbrances. F.O.B. is followed by the term Origin or Destination.

F.O.B.-"Origin": Title or ownership passes to the purchaser at the shipping point when the carrier accepts the product for transport. The shipping point is usually the company's factory or warehouse.

F.O.B.-"Destination": Title or ownership passes to the purchaser when the carrier delivers the product to the delivery point specified by the purchaser.

After ownership is established, the last section of the freight term establishes payment terms.

Freight Prepaid: The purchaser is billed for the freight by the company the product was order from.

Freight Collect: Upon delivery, the purchaser pays the carrier for freight charges.

Purchasing Card

The purchasing card is a product offered by US Bank. The Purchasing Card program is designed to improve efficiency by simplifying the processing of small dollar purchases. Cards are issued to employees, who use them to purchase goods or services from any merchant that accepts Visa credit cards. The card is embossed with the cardholder's name and the University tax-exempt number and will designate the University of Nebraska. The product does offer purchase limits.

The typical target usage is high frequency, low unit costs purchases. Reconciliation of the weekly charges is performed electronically, thereby eliminating the need to process supplier invoices and the need to issue checks to pay each supplier. US Bank will be paid with an electronic funds transfer (ACH credit). Cardholders will complete reconciliation and dispute purchases weekly. Purchases appearing on the reconciliation will be charged to the card's default cost object. If the cost object needs to be changed or the purchase needs to be split between cost objects, these entries are made during reconciliation.

Billing Cycle

The Purchasing Card has a monthly spending limit. The Purchasing Card Monthly Spending Limit is $10,000. Purchasing Card limits may be adjusted only if approval has been granted, in advance, in writing from the Division of Business and Finance.
When the monthly spending limit is reached before the beginning of a new billing cycle all transactions on the Purchasing Card will be declined. 

*Please note the end of the monthly billing cycle for the Purchasing Card is the 25th of each month.*

[Click here to download the purchasing card policies and procedures](#) (PDF)
Purchasing Card Application (SAPPHIRE › Business Forms › UNK › Business Services / Procurement › Purchasing Card › Procurement Card Application (XLS))

If you would like more information on this program, contact Kim Christensen, Business Services, at (308) 865-8525 or send an email at [christensenkj@unk.edu](mailto:christensenkj@unk.edu).

**Amazon.com Prime Membership**

Amazon Prime is a membership program that provides free shipping on many Amazon.com items for an annual fee. If you would like to enroll in this program, please review the Amazon.com Prime Membership Policy and complete and submit the Terms and Conditions Agreement to Business Services, Warner Hall, Rm 119.

[Click here to open the Amazon.com Prime Membership Policy and Agreement](#) (PDF)

If you would like more information on this program, please call Business Services at (308) 865-8525.

**Gift Cards For Research Subjects**

(Effective February 23, 2015)

*Purpose*

The purpose of the Gift Cards for Research Subjects Policy is to provide guidelines for appropriate use and accountability over the use of all gift cards.

*Definition*

A Gift Card, for the purposes of this policy, is defined as a stored-value or similar instrument issued in lieu of cash or check. Gift Cards must be valued at $50 or less unless the Director of Business Services and Accounts Payable approves a special exception. In no case, shall the value of the gift card be more than $75.

*Policy Statement*

This Gift Card for Research Subjects Policy is established to provide a mechanism for a University of Nebraska at Kearney (UNK) Principal Investigators (PI) to be able to provide participation incentives to research subjects for Institutional Review Board (IRB) approved research projects. The University recognizes that there are times when it is necessary to protect the identity of research subjects thus making it impossible to process a check request through Accounts Payable (AP).

As cash-equivalent instruments, gift cards are governed by IRS tax rules and internal control requirements. These rules and requirements must be followed and communicated to those involved before purchase or distribution of any gift.
cards. The office of Business Services and Accounts Payable will be responsible for the oversight and the administration of all gift cards. In addition, purchasing gift cards with University funds, or grant funds on deposit with the University, is strictly limited for recipients who are research subjects participating in a University IRB approved study.

**Gift Card Usage**

Gift cards must be requested through the office of Business Services and Accounts Payable. The requesting Department or PI agrees to provide a list of all recipients of a gift card, including the amount of the gift card, for tracking purposes. Unless the IRB approved research project includes anonymous participation, recipient detail shall be provided for the following reasons:

1. For employees of UNK, gift cards are considered by the IRS as a cash equivalent and thus are considered taxable income and subject to withholding, regardless of the amount. All gift cards distributed to UNK employees will be reported to Human Resources and included on the employee’s W-2 for the calendar year in which the gift card was distributed to the employee,
2. For non-employees, IRS regulations stipulate that the value of the gift card must be reported via a Form 1099, if it and all other eligible payments to the recipient add up to be $600 or more in a calendar year

**Gift Card Purchase Procedures**

A Gift Card Request Form shall be completed by the Principal Investigator and the approval of the purchase shall be provided by the Cost Center Responsible Party (usually a Department Chair, College Dean or Director). Gift cards will be purchased by the Office of Business Services upon receiving a completed and approved Gift Card Request Form.

Gift cards should be requested no sooner than one month before disbursement. Gift Cards will be released to the requesting Department or PI on the date of distribution (or the Friday before, if the distribution date is a Saturday or Sunday) as indicated on the Gift Card Request Form. Any exceptions will require the approval of the Accounts Payable Manager or the Director of Business Services and Accounts Payable. If the gift cards are to be disbursed over a longer period of time, the gift cards should be purchased and tracked in increments.

For IRS tax reporting purposes, Accounts Payable is required to maintain a list of all gift cards distributed to individuals. Should the Department/PI not know the names of the recipients at the time the Gift Card Request Form is completed, the Department/PI must complete a Gift Card Log, which lists all individuals receiving a gift card from the University and turn it in to Accounts Payable once all cards have been distributed.

All Gift Card forms and instructions are located in SAPPHIRE>Business Forms>UNK>Accounts Payable>Gift Cards for Research Subjects
Central Supply

Central Supply is located at the Facilities Building.

Order and Delivery:

1. Create a UNK Central Supply in eSHOP by clicking on the UNK Central Supply Icon under Internal Catalogs.
2. Enter Search Keywords such as Envelope or Xerox Paper for copy paper.
3. If you leave the search field blank and click on the Search button, a list of everything available in UNK Central Supply will appear.
4. Enter the quantity of the item(s) you need and Add To Cart.
5. When completed, go to your cart and Proceed to Checkout.
6. Once your order has been Submitted and Approved, UNK Central Supply will deliver the order to your department. The charges will appear on your department Monthly Financial Report.

Below is a list of items available in Central Supply.

**ENVELOPES**
- #10 Envelope, without Window, Printed Return
- #10 Envelope, with Window, Printed Return
- #9 Meter Reply Envelope
- # 11 Campus Mail Envelope
- Campus Envelope, 10" x 13"
- Manila Envelope, 12" x 15 ½", Printed Return
- Manila Envelope, 9" x 12", Printed Return
- Manila Envelope, 6 ½" x 9 ½", Printed Return
- Travel Expense Timesaver Envelope

**XEROX PAPER**
- Xerox Paper, White, 11" x 17"
- Xerox Paper, White, 8 ½" x 11"
- Xerox Paper, White, 8 ¼" x 14"

**OTHER TYPES OF PAPER**
- Letterhead Paper, 8 ½" x 11"
- Second Sheets for Letterhead, 8 ½" x 11"
- Scantron Computer Paper
- Exam Paper, Wide-Ruled, 8 ½" X 11"

**FORMS**
- Adm/Staff/Service Absence Request
- Copy Request Forms
- Instructional & Office Hours Schedule
- Key Authorization

**ID ACCESSORIES**
- Hard Card ID Holder
- Breakaway ID Lanyard ½" with Key Ring
If you chose to use your own lanyard, it is recommended that the lanyard be a "breakaway" for safety reasons.
- Snap Strap Clear ID Clip, 5 ¼"
- Magnetic ID Badge Holder

Name Badges worn in a visible location are sometimes required for employees in certain departments, student ambassadors, etc. If you are required to wear a name badge, you have the option of requesting a second UNK Card to serve as a name badge only. The magnetic stripe will not be activated and the bar code will not be printed on the back of these cards thereby making them ineffective in any campus card reader. The UNK Card Office reserves the right to request verification from the employee’s or student’s supervisor regarding the requirement that they must wear a name badge.
Moving/Relocation Request
Request for Temporary Absence

**MISCELLANEOUS**
"To-From" Pads
Class Record Books
Student Time Cards

**Contracts**

*State*


*University*

Please contact Business Services at 865-8525 for information.

**Cost per Copy**

(Revised 06/26/2017) The University of Nebraska at Kearney has signed an agreement with Océ North America for the cost per copy program. The cost per copy program requires no capital investment for equipment and offers a program that bills the user only for prints made. The hardware, supplies (except paper), consumables and service are all provided for a determined monthly cost quoted in the cost per copy.

The cost per copy program offers the low price of $.024 per black and white copy and $.049 per color copy. The cost includes features like network printing, scanning, copying and faxing. You are only billed for the copies you make. No minimum number of copies is required. The flexibility of the program lets you add options or upgrade your system. Service needs are completed by a local Kearney Service Team in 4 hours or less.

If the copier will be used for network printing or for scanning to email, access to the network will be required. Please read the installation procedures for UNK. If the copier will be used for faxing, access to a landline connection will be required. Complete a Telephone Change Order form found in Sapphire under Miscellaneous to schedule this work. Complete these requests as soon as possible as scheduling of the work required to provide these services will be required.

To place a service call or to order supplies for your Canon Copier, you can log on to Océ 360 and click on Request Service or Order Products. If you would prefer, you can call 1-800-456-6482. If you do not have a log in, please e-mail your request to amanda.king@oce.com.
Custodial Chemicals and Hard Goods

AmSan Nogg Chemical and Paper has been awarded a Prime Vendor Contract for custodial chemical products/supplies and custodial supplies/hard goods. AmSan is the largest distributor specializing in the Jan-San industry. AmSan provides outstanding products matched to Customer needs, understands unique needs to provide solutions that deliver value, and specializes in Jan-San and the full range or proven products, services and solutions that are unmatched in the industry. Please contact Business Services at 865-8525 for information.

Key Phone Number and Contact List:

Michael Hansen, Sales Consultant
4616 Pierce Drive
Lincoln NE 68504
Phone: (402) 466-4555, Ext 14618 Toll Free 1-800-279-6644
Fax: (402) 453-5966
Email: mhansen@amsan.com

Matt Bridges, Sales Manager
4616 Pierce Drive
Lincoln NE 68504
Phone: (402) 466-4555, Ext 14611 Toll Free 1-800-279-6644
Fax: (402) 453-5966
Email: mbridges@amsan.com
http://www.nogg.com

Industrial and Research Gases

Matheson Tri-Gas has been awarded a Prime Vendor Contract for furnishing industrial and research gases. Matheson Tri-Gas is the largest gas producing independent welding supply company in the United States. They manufacture cryogenic gases via air liquefaction and produce over 90% of their own specialty and medical gases. A full-line catalog is available. Matheson Tri-Gas also offers a Safety and Compliance Division to provide safety seminars on gases to the University at no charge. Matheson Tri-Gas has a full-time Route Sales Associate dedicated to the University on a daily basis. Please contact Business Services at 865-8525 for information.

Orders can be placed by clicking on the Supplier Icon in eSHOP.

Scientific, Apparatus, Chemicals and Supplies

The University of Nebraska has a contract with Fisher Scientific, VWR Scientific, and Sigma-Aldrich to furnish laboratory and research supplies and chemicals. Orders can be placed by clicking on the Supplier Icon in eSHOP. Please contact Business Services at 865-8525 for questions.

Travel Program

The University of Nebraska has signed a contract with Travel and Transport to provide exclusive travel services for the University. This contract is effective May 1, 2000. The advantages of this contract will be:

- Guaranteed lowest fares
- On-line, internet booking and e-mail communication for travelers utilizing a unique web-site developed just for UNK travelers
- Ability to utilize travel agency expertise and technology to provide complete travel management and reporting for air, lodging, vehicles and any others University travelers require
On-campus travel workshops/seminars
Management of unused tickets, non-refundable tickets and voucher issuance, and miscellaneous transactions/charges
Avoidance of processing fee charged per transaction
Consolidation of all UN travel data/figures improves negotiation leverage with vendors in all areas. The single agency will serve as the University of Nebraska's consultant and conduct vendor negotiations.

Contract Language

Nebraska Laws LB403 - Verification Lawful Present/Public Benefits and Employment

General-Contract Language

All University contracts deemed to be "public contracts", as defined under the statute must contain the following representation:

Contractor, on behalf of itself and any subcontractor to this Agreement, shall use an electronic verification system to determine the work eligibility status of new employees physically performing services with the State of Nebraska as required by Neb. Rev. Stat. §§4-108 to 4-114, as it may be in effect as of the date of this Contract, or as such law may be amended from time-to-time. Compliance with these Nebraska statutes shall be considered material to this Contract.

The statutory description of the term "public contract" indicates that is is a contract for the physical performance of services within the State of Nebraska. The required contract language may be incorporated into the contract by reference to other documents such as bid specifications, a request for proposals, a purchase order, or business office policies. The required language is incorporated in the Terms and Conditions for the purchase orders issued by Business Services. Contracts which have the ability to be renewed or extended beyond the initial term, will comply by incorporating the required contract language into the renewal or extension.

LB403 is effective October 1, 2009.

Regulations
State Regulations

1.1 Legislative Bill 403

According to LB 403, its purpose in part is "to require verification of lawful presence for purposes of public benefits; to require verification of work eligibility status for purposes of public employment; [and] employment under public contracts. The chief purpose of the statute is to prohibit payment of public benefits to persons not legally qualified to receive them. The statute requires any individual applying for one of the above public benefits to attest that he or she is either a U.S. citizen or a qualified alien. This attestation is to be achieved by completing the US Citizenship Attestation Form found in Sapphire>Procurement>Purchasing.

General - Contract Language

All University contracts deemed to be "public contracts," as defined under the statute must contain the following representation, or one substantially similar to the following:
"Contractor shall use an electronic verification system to determine the work eligibility status of any new employees physically performing services within the State of Nebraska, as required pursuant to Neb. Rev. Stat. §§4-108 to 4-114 as of the effective date of this Contract, or as such law may be amended from time-to-time. Compliance with these Nebraska statutes shall be considered a material term of this Contract." The statute provides that the new contract rules do not apply to contracts awarded prior to October 1, 2009. Contracts which have the ability to be renewed or extended beyond the initial term, will comply by incorporating the required contract language into the renewal or extension.

Sole Proprietors - Contract Language

Contracts awarded to a sole proprietor are also considered a "public benefit" requiring the attestation and verification process. Contracts awarded to a sole proprietor require that the sole proprietor complete a US Citizenship Attestation Form found in Sapphire>Procurement>Purchasing. If the sole proprietor attests that he or she is a qualified alien, and not a U.S. citizen, then the University is required to verify through the U.S. Department of Homeland Security's Systematic Alien Verification for Entitlements Program ("SAVE") that he or she is eligible to receive the contract.

1.1.1 Definitions

"SAVE": U.S. Department of Homeland Security Systematic Alien Verification for Entitlements Program. The SAVE program is a system by which the U.S. Citizenship & Immigration Services provides verification of the immigration status of aliens.

Federal Regulations

1.1 Debarment and Suspension

Federal Executive order (E.O) 12549 and 12689 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds for $25,000 or more, and all sub recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. The University of Nebraska has developed a policy which states how the University complies with this Federal Executive Order.

EPA's management authority includes an effective administrative tool to address waste, fraud, abuse, poor performance, environmental noncompliance or other misconduct...the authority to suspend and or debar individuals and entities.

Suspension and Debarment actions prevent companies and individuals from participating in government contracts, subcontracts, loans, grants and other assistance programs. The effect of suspension and debarment by a Federal agency is government wide. (See 2 CFR Part 180 and 2 CFR Part 1532). Suspension and debarment actions protect the government from doing business with individuals/companies/recipient who pose a business risk to the government.

The University of Nebraska policy is to not procure goods or services or make contract purchases from an entity or individual included on the debarment list.
A purchase or contract greater than $25,000.00 shall not be made from or with an entity or individual included on the debarment list. Purchases and contracts that exceed the small purchase threshold of $25,000.00 shall be verified by one or more of the following methods:

1) Cross checked to the debarment list before a purchase is made,
2) collecting a certification from the entity, or
3) adding a clause or condition to the covered transaction with that entity. The small purchase threshold applies to a contract amount and not to separate invoice amounts. Purchases for goods and services or contract purchases less than $25,000.00 will not be cross-checked to the debarment list; however purchases will not knowingly be made from those entities or individuals.

For purchases $25,000 or greater, which are to be charged to a a federal grant or contract (WBS beginning with 54, 55, and in some cases 56 (federal pass-through)), prior to the purchase, the University must run the vendor through the Excluded Parties List System (EPLS) system. Business Services will monitor purchase orders for these transactions.

1.1.1 Definitions

"Federal Agency or agency": Any United States executive department, military department, government corporation, government controlled corporation, any other establishment in the executive branch, or any independent regulatory agency.

"Debarment": An action taken by a Federal Agency to prohibit a recipient from participating in Federal Government procurement contracts.

"EPLS": The Excluded Parties List System (EPLS) is a source of the most current information about persons who are excluded or disqualified from covered transactions. In accordance with the Federal Office of Management and Budget (OMB) guidelines, the General Services Administration (GSA) maintains the EPLS. When a Federal agency takes an action to exclude a person under the nonprocurement or procurement debarment and suspension system, the agency enters the information about the excluded person into the EPLS.

"Suspension": An action taken by a suspending official in accordance with regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensure. A person so excluded is suspended.

"Debarment Certification": A statement from a vendor or service provider that their company, and it's principals have not been debarred, suspended, proposed for debarment, declared ineligible, are not in the process of being debarred, or are voluntarily excluded from conducting business with a federal department or agency of the federal government. This certification can take the form of a signed letter, or a signature block with a procurement document.

"Checking debarment status on the web": The process by which an agent checks the federal website (epls) to see if a vendor is on the government list of debarred vendors. Being on the list means the vendor is debarred, being absent from the list indicates a vendor is in good standing.
Procedure for Specific Commodities

In addition to the general "how to" for purchases, some commodities purchased have unique requirements that usually require either additional processing time, further coordination/approval, or simply just do not fit the normal "mold". Such commodities are discussed in this section which require a little different process.

Advertising

The following procedures will be used by the University to place any type of advertisements or request services that would generate an invoice or charge to the University. Each vendor will send Accounts Payable a monthly summary billing which will indicate the cost object and department name for each charge on the summary billing. Accounts Payable will process the charges through the SAP accounting system.

- **The Kearney Daily Hub** will request a person's name and University department who is requesting the service. The Kearney Hub will also request a cost object. The Kearney Hub will no longer contact the Office of Business Services for a purchase order number and must secure the cost object and department name from the requester.

- **The Omaha World Herald** will request that a department complete an Advertisement Fax Request form (SAPPHIRE › Business Forms › UNK › Accounts Payable › Advertisement Fax Request for Omaha World Herald (XLS)) and fax this form along with your advertisement to the fax number designated on the form. By visiting with the designated contact person listed on the form, you can obtain the number of characters per line for your request. The current line rate schedule is below:

<table>
<thead>
<tr>
<th>Type</th>
<th>Daily Rate</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td>$3.09</td>
<td>$3.81</td>
</tr>
<tr>
<td>Legal Notices</td>
<td>$3.09</td>
<td>$3.72</td>
</tr>
<tr>
<td>Retail</td>
<td>$61.90</td>
<td>$74.60</td>
</tr>
</tbody>
</table>

Copiers/Faxes

Contact Business Services to obtain quotations for the purchase of copiers and facsimile machines. Any departmental purchase of copiers and facsimiles should not be completed until a purchase order has been issued to the vendor by Business Services.

Furniture

Contact Business Services to receive assistance in purchasing furniture. Business Services has available information on various types of furniture, catalogs, and University discounts. Business Services also has contact with representatives from several furniture companies for quotation requests and assistance in measuring a room or area for the appropriate dimensions needed.

University Travel

See [University Travel-Travel Overview](#)
Typewriter Services

Departments should report all service calls for typewriters covered on the University's maintenance agreements to Business Services. It is important that all calls are made to Business Services so that an accurate log of service can be maintained. Call in repair by reporting name, office, serial number of the typewriter, and identify the specific problem.

Service Contract Information:

Loan Machine: Some instances forbid Nebraska Office Service to repair machines on-site. In these instances a loan machine will be provided at no charge (consumable parts are chargeable – i.e. ribbons, correction tapes, printer cartridges, etc.) until the owners machine is returned.

Yearly Cleaning: The service contract includes one (1) yearly cleaning on the contracted machines at no charge. The service will be scheduled in advance with the University of Nebraska at Kearney and Nebraska Office Service at a mutually agreed upon time.

Service List: An internal list of all service work done on all machines is kept on file at Nebraska Office Service for documentation and can be referred to by both parties at any time.

Service Notification: Anytime a Nebraska Office Service technician responds to a service call, notification will be given to Business Services in writing of their visit and documented in the internal service list. Written Notification will be left with the department in which the technician responded.

Diagnostic Fee: A $35.00 diagnostic fee will be charged to any machine not covered under the service contract. This fee only applies if you decide not to have the work performed on the machine. This fee is forgiven if you decide to go ahead with the work or if you purchase a different machine.

Contract Exclusions: The following items are excluded from the service contract: Ribbons, platens, cases, sound covers, feel rollers, customer abuse and/or negligence.

University Travel

See University Travel-Travel Overview

Student Travel Policy

1. Purpose

1.1 The University of Nebraska at Kearney seeks to promote safe student travel to events and activities. University travel involving students is limited to:

1.2 Students who are:

   1.2.1 Employees of the University.
   1.2.2 Members of the Board of Regents.
   1.2.3 Members of an official University committee approved by the Chancellor’s Office traveling on University business.

1.3 Students on field trips conducted as part of an approved instructional program.
1.4 Students who travel as representatives of the University, such as members of performing groups or teams.
1.5 Students who have obtained proper insurance coverage.

2. Objectives

1.1 The Procedures for Travel Involving Students are as follows:
1.2 The Procedures for Travel Involving Students applies to student travel that extends beyond a ten-mile radius of the campus of the University of Nebraska at Kearney and is done with the financial or partial financial support of an office or department of the University. Examples of travel that fall under this Policy include: field trips or community service travel, trips to attend and/or present at professional conferences, travel for recognized student organizations, and students traveling with Student Event Ticket (SET) and/or Pepsi funding.
1.3 The Procedures for Travel Involving Students does not apply to travel undertaken by students engaging in student teaching, field experiences, internships, practicums, observations, independent research, sports clubs, international travel, study abroad or to travel for participation in intercollegiate athletics under the auspices of the Athletic Department. Additionally, the policy does not apply to travel carried out by individual students attending out of town athletic or recreation events as non-participants.
1.4 The Procedures for Travel Involving Students is intended to cover travel that originates from the campus of the University of Nebraska at Kearney. A student residing in a city other than Kearney who travels from his or her home city to another location is excluded from the Procedures for Travel Involving Students.

3. Processes

1.1 The procedures in this policy govern student travel that extends beyond a ten-mile radius of the campus of the University of Nebraska at Kearney and meets the criteria for student travel as outlined in “Section 2: Objectives” of this document.
1.2 The University Employee Requesting Student Travel will complete, at least one week prior to travel, a Student Travel Insurance Form available through the Office of Business Services.
1.3 The Student Travel Insurance Form will be used to document student travel. The form will state: the purpose of the trip, the intended destination, the departure and return to campus dates, the name of the hotel if the trip is an overnight stay, the name of the Responsible Party Traveling with the Group, the mode of transportation, the list of students who will participate in the trip.

4. Transportation Arrangements

1.1 Procedures for obtaining transportation for students and for transporting students are governed by the UNK Driving and Motor Pool Vehicle Policy. Travel involving students must comply with this policy. Prior to traveling, the University Employee Requesting Student Travel and the Responsible Party Traveling with the Group are required to carefully review the complete UNK Driving and Motor Pool Vehicle Policy.
1.2 Vehicles are available for students to use through the UNK Driving and Motor Pool department. Moreover, students are encouraged to utilize vehicles from the UNK Driving and Motor Pool department. Students may contact (308) 865-1800 for more information.
1.3 As outlined in the UNK Driving and Motor Pool Vehicle Policy: “Any individual who drives his or her personal vehicle to a University activity or on University business is responsible for the safety of himself/herself as well as all passengers. The University bears no responsibility and is not liable for the operation or operating condition of personal vehicles and expects such drivers to comply with state law requirements regarding insurance coverage and to carry appropriate automobile liability insurance. Personal automobile insurance is the primary insurance coverage when a personal vehicle is used for a University activity or University business. All costs, including fuel, maintenance, or damage, which may occur while on University business is the responsibility of the owner of the personal vehicle.”
1.4 If a personal vehicle is utilized for student travel, the *University Employee Requesting Student Travel* is responsible for verifying that the personal vehicle is insured. The *Campus Risk Manager* may require that drivers of personal vehicles submit copies of insurance to his/her office.

1.5 Owners/drivers of personal vehicles are advised that, whenever a personal vehicle is driven for university use, the owner’s personal insurance will be utilized. Regardless of the vehicle driven, travel must comply with the UNK Driving and Motor Pool Vehicle Policy.

1.6 When more than one vehicle is utilized, it is recommended that the vehicles travel as a caravan. Additionally, when more than one vehicle is driven, the *Responsible Party Traveling with the Group* is advised to maintain a list of student travelers in each vehicle.

5. Lodging Arrangements

1.1 Student rooms will be maintained as same sex. No overnight guests are allowed. Students, who for health or other reasons prefer not to lodge with other students, should lodge in a single room.

1.2 Advisors and/or part- or full-time employees of the University (including graduate assistants) will not room with students. Additionally, advisors and/or part- or full-time employees of the university will not room with graduate assistants. The *Responsible Party Traveling with the Group* is advised to create a roommate list.

6. Conduct

1.1 Travelers are expected to maintain professional conduct. Students are governed by the *Student Code of Conduct* as outlined in the Student Handbook, as well as by the guidelines of their academic classes and organizations, while engaging in travel governed by this policy. This regulation includes attendance at conferences, workshops, programs, events, and activities from the time of departure until returning to the campus. Students are accountable under the UNK Student Code of Conduct throughout the duration of the travel, including, but not limited to:

1.1.1 Use, possession, distribution, or being in the presence of alcoholic beverages, except as expressly permitted by state and federal law and University regulations, is prohibited.

1.1.2 Additionally, use, possession, distribution, or being in the presence of narcotics, marijuana, drugs or other controlled substances or possession of paraphernalia for their administration, is prohibited.

1.2 Students traveling for the purpose of attending conferences, workshops, programs, and events representing the University must follow the procedures as prescribed herein:

1.2.1 Participants should conduct themselves in a manner that positively reflects upon themselves and the University of Nebraska at Kearney.

1.2.2 Participate fully in the conference or workshop by attending all programs, workshops, activities, and events as outlined by the hosts or sponsors.

1.2.3 Attend as many different sessions as possible in order to obtain the greatest amount of information and/or resources.

1.2.4 Dress appropriately for the conference or event based on the guidelines provided by the conference or event organizers. Students should direct any questions regarding dress to the instructor or advisor of the group prior to leaving campus.

1.3 Students who fail to follow these procedures will be subject to disciplinary action and may be returned to campus prior to the rest of the group. Participants may be held responsible for additional expenses as a result.

7. Reporting a Safety Concern, Emergency or Accident

1.1 In the event of a safety concern, violation of the Procedures for Travel Involving Students, and/or other emergency, the *Responsible Party Traveling with the Group* should immediately
contact local medical care and/or law enforcement and assistance in the area. Following this notification, the Responsible Party Traveling with the Group should notify the UNK Department of Police and Parking Services at (308) 865-8911, as well as the University Employee Requesting Student Travel.

1.2 The University Employee Requesting Student Travel is expected to take an active role in implementing contingency plans for the group in the event of a vehicle malfunction, accident, illness or other travel disruption. The after-hours and weekend number for Police and Parking Services is (308) 865-8911. Procedures for reporting an accident are available in the Vehicle Travel Log Book. Additionally, complete procedures for reporting an accident can be found in the UNK Driving and Motor Pool Vehicle Policy.

8. Definitions

8.1 Student Travel Insurance Form: (SAPPHIRE › Business Forms › UNK › Business Services › UNK Student Travel Insurance) A signed or electronic document shall be submitted by the University Employee Requesting Student Travel at least one week prior to the intended travel.

8.2 University Employee Requesting Student Travel: A member of the faculty or administration/managerial staff of the University of Nebraska at Kearney with the authority to expend University funds. This individual is responsible for confirming that the travel has been properly approved and authorized. The University Employee Requesting Student Travel is expected to help outline and implement contingency plans for the group in the event of a vehicle malfunction, an accident or illness, or other travel disruption.

8.3 Financial Support: Funds for travel, including, but not limited to funds and/or reimbursement for: meals and lodging, transportation, conference registration, access to vehicles, tickets, or use of any funds under University control.

8.4 Student: The term “student” includes persons taking courses at the University of Nebraska at Kearney, whether full-time or part-time, pursuing undergraduate, graduate, or professional studies.

8.5 Representing the University: Each student and/or member of a student group, as well as each faculty and staff member, will be considered to be representing the University while attending University funded activities, conferences, and events during travel.

8.6 Responsible Party Traveling with the Group: The Responsible Party Traveling with the Group may be the University Employee Requesting Student Travel. He or she shall be approved to travel with the group by the University Employee Requesting Student Travel. The Responsible Party Traveling with the Group will accompany students during the trip and ensure that travel guidelines are followed. The Responsible Party Traveling with the Group is responsible for proper preparation of the participants concerning behavior and travel guidelines. The Responsible Party Traveling with the Group will serve as the first contact with the University. Additionally, the Responsible Party Traveling with the Group is expected to communicate with the campus and help outline and implement contingency plans in the event of a vehicle malfunction, accident, illness, or other travel disruption.

8.7 Student Group: A group of students recognized by a University department as such.

8.8 Additional Travel Contact: The University Employee Requesting Student Travel may designate an Additional Travel Contact. This individual may be a part-time or full-time employee and/or a graduate student of the University, an advisor or upper-class student approved by the University Employee Requesting Student Travel. This position is not required, but is encouraged. The Additional Travel Contact will provide support to the Responsible Party Traveling with the Group and serve as an ancillary contact with the University.

8.9 Recognized Student Organization: A group of students officially recognized by UNK Student Government (Associated Students of the University of Nebraska at Kearney).
Budget

Budget Process

March
Department chairs prepare budget requests. Directors prepare budget request.

University Deans review department budget requests and place in order. Vice Chancellors review directors' budget requests.

April
VC for Academic Affairs reviews university budget requests and establishes instructional priorities. Vice Chancellors establish priority order for directors' budget requests.

Review for budget requests by Chancellor's Planning Council, Faculty Senate Executives Committee, and Chancellor's Administrative Council.

May
Chancellor submits to Board of Regents.

May-June
University President reviews requests and establishes system priorities for Board of Regents approval.

September
University approved budget requests submitted to DAS Budget Division and Legislature Fiscal Office.

January
Governor establishes budget bill.

February-March
Appropriations Committee conducts budget hearings.

April
Appropriations Committee establishes budget recommendations.

May
Budget Bill approved by Legislature.

June
Governor approves/vetoes budget bill.

June-July
University President submits campus budgets for Board of Regents approval.

Budget Transfer
Requests to transfer budget allocations within a budget program may be submitted during a fiscal year. You may click below to view and print a form online.

All budget transfer requests must be submitted on the Request for Budget Transfer Form (SAPPHIRE › Business Forms › UNK › Budget Office › Budget Transfer Form (PDF)).

**Budget Revenue & Expense Summary**

The Budget Revenue & Expense Summary is a report summarizing the month-to-date and year-to-date statement. The report includes the annual allotment, month-to-date expenditures, year-to-date expenditures, the unexpended balance, and the percent of the total budget expended for the various categories of expenditures in the cost center. This report is to be monitored by the person controlling the cost center to assure that expenditures stay within the limitations of the budget.

**Links**

[Legislative Budget Process](#)

[State of NE Budget Division](#)

[UNK Operation Budget](#)

SAP HELP – See SAPPHIRE ([firefly.nebraska.edu](http://firefly.nebraska.edu)) › Documentation › Using SAP

**Finance**

**Cashiering**

**Cashiering Definition**

The term cash includes currency, checks, money orders, negotiable instruments and charge card transactions.

**Responsibilities of Individual Departments**

The Department is responsible for developing detailed written departmental operating procedures that comply with University policies. The Finance Office is available for consultation and review of departmental procedures. The Department is responsible for training designated employees in fund handling policies and procedures.

**Segregation of Duties in Campus Departments**

There should be a separation of duties between the person receiving/processing/depositing cash (asset custody) and the person responsible for reconciling & maintaining the accounting records (recording). Cash receipt activity should be reconciled to SAP and any subsidiary ledgers at least monthly. The reconciliation should be reviewed and approved by someone independent of the cash handling or account record maintenance. The
Department should have a plan for delegation of duties when employees are absent to ensure that cash collection policies & procedures continue intact and remain appropriately segregated.

**Safekeeping of Funds**

All forms of cash (currency, checks, money orders, negotiable instruments and charge card transactions) should be physically protected through the use of vaults, locked cash drawers, cash registers, locked metal boxes, etc. Access should be restricted to authorized personnel. Safe combinations & locks should be changed periodically and after turnover. Checks, money orders, traveler’s checks, etc. should be made out to “University of Nebraska-Kearney” (not “UNK” or not left blank for later ink stamping). Checks should be stamped on the back with the UNK endorsement stamp immediately upon receipt. DO NOT personally endorse checks. The UNK endorsement stamp is limited to the top 1.5 inches on the backside of the check at the trailing edge. If you look at the face of the check, the stamp area is directly behind where "Pay to the Order of" is printed.

**Department Petty Cash Fund**

Departments are not authorized to maintain petty cash funds.

Money should be deposited promptly and intact to the Finance Office. Receipts may not be used for loans, advances, refunds, check cashing, or petty cash purchases. Purchases and refunds must be requisitioned through the Finance Office. Cash should not be withheld from a deposit for the purpose of adding to or creating a petty cash or change fund.

**Department Change Fund**

Departments can request a change fund through the Finance Office. Upon authorization, a change fund will be issued by the Finance Office. Departments should assign a custodian responsible for the accountability of these funds. The custodian of the fund is fully responsible for the safekeeping of the fund and for its proper usage. Any discrepancies in the fund are the responsibility of the custodian. The change fund is to be used only for making change in cashiering operations and cannot be used for expenditures. Change funds must not be commingled with other funds or used for any other purpose. At the conclusion of its use, a change fund must be returned to the Finance Office.

**Departmental/Affiliated Organizations/Student Group Bank Accounts**

University departments must use the Nebraska State Treasurer as the fiduciary for their funds. The use of outside bank accounts for the depositing and/or safekeeping of funds is strictly prohibited, regardless of the funding source. Any requests to deviate from this policy must be presented to the Finance Office for proper authorization. Student groups must use their own tax identification number when opening an outside bank account.

**Frequency of Deposits**

State statute requires that all cash be deposited with the State Treasury within 3 business days of receipt if > $500 and within 7 days of receipt if < $500. Note that the time begins when anyone at UNK receives the funds, not just when the department secretary or the Finance Office receives the funds. The Finance Office requests that all departments routinely deposit receipts twice weekly at a minimum to comply with the state statute; however daily depositing is recommended. Do not hold funds until conclusion of an event in order to facilitate refunds. Instead, deposit funds promptly and request refunds through the Finance Office.
Customer Receipts

When payments are received in person, the transaction should be recorded on a pre-numbered two-part receipt form or cash register immediately. (The only exception to this would be in the case where pre-numbered tickets are sold.) One copy of the receipt should be given to the customer and one copy maintained by the department. Receipts should be issued in sequential order. Both copies of void receipts should be maintained by the department for sequence accountability and audit. Unused receipts must be controlled and accounted for.

Mail should be opened, by two persons preferably, and payments logged and checks stamped with the UNK endorsement stamp immediately.

Once payments are receipted or logged, the funds should immediately be safeguarded until deposited with the Finance Office. The receipt books and payment logs (rather than the checks) can then be used by other personnel to update and reconcile customer subsidiary ledgers, conference rosters, customer files, etc.

Money should be deposited promptly and intact to the Finance Office. Receipts may not be used for loans, advances, refunds, check cashing, or petty cash purchases. Purchases and refunds must be requisitioned through the Finance Office.

Check Re-presentment Policy

The following notice must be permanently posted anywhere that UNK accepts paper checks. Forms that are mailed or posted on a web page that give the customer the option to pay by paper check should also include this policy.

*Electronic Check Re-presentment Policy – In the event that your check is returned unpaid for insufficient or uncollected funds, we may re-present your check electronically. In the ordinary course of business, your check will not be provided to you with your bank statement, but a copy can be retrieved by contacting your financial institution.*

Deposit Forms & Supporting Paper Trail

Deposits should be made on a UNK Inter-Office Cash Transmittal Form (SAPPHIRE › Business Forms › UNK › Finance Office › Cash Transmittal - No Sales Tax 07232008 (XLS)). This form is used to record, communicate and document deposits made by departments to SAP. An itemized list of payments should be included on the form or attached to the form. The list should include payer, student or customer name if different than payer, check number, amount, etc. All deposits should be counted twice prior to being delivered to the Finance Office. An adding machine tape reflecting the deposit amount can be stapled to the deposit form to serve as a point of reference in case something does not match up.

Things to check prior to bringing your deposit to the Finance Office:

Checks
- They are stamped with the UNK endorsement stamp
- Checks are not *stale-dated* or *post-dated*. No two party checks.
- Checks are made payable to “University of Nebraska at Kearney”. UNK cannot receipt checks made payable to the “University of Nebraska Foundation”.
- Written amount and numerical amount agree
- Payer’s signature is not missing
- Checks are drawn on a U.S. bank and in U.S. funds
- Existence of bank account and routing number
Cash
- Make sure the count is accurate
- Look for counterfeit currency
- Look for altered currency
- We do not accept foreign currency

Inter-Office Deposit Form
- Check for mathematical accuracy
- Verify check & cash totals are listed properly
- Verify account number field is filled in
- Verify that the funds received equal the deposit form

**How to Transport Deposits**

Deposits should be hand-carried by a department representative to the Finance Office. Customers should be discouraged from sending currency through the mail.

**What the Finance Office Does With the Departmental Deposits**
If the department representative waits for the deposit to be processed, the Cashier will count/validate the funds in the presence of the departmental representative. The Cashier will immediately compare the validated total to the amount on the Inter-Office Cash Transmittal Form. Any discrepancies must be reconciled at once before the deposit can be processed and applied to the departmental account. A receipt is given to the departmental representative.

If the deposit is left in the Cashier in-box for later processing, the Cashier will open the transport bag or envelope and validate/process the deposit in a timely manner. Any discrepancies will be verified by both the Cashier and supervisor. Any overages or shortages will result in a confirmation call to the originating department. Upon reconciliation, the deposit will be processed and applied to the departmental account. The Cashier will send a transaction receipt back to the originating department.

Departments can generally expect to see a deposit post to SAP two business days after receipt by the Finance Office.

**Department Reconciling**

At least monthly, a person other than the person handling cash receipts should:
Reconcile deposits per SAP to the Inter-Office Cash Transmittal Forms
Reconcile the Inter-Office Cash Transmittal Forms to the customer receipt trail (i.e. receipt book, payment log, cash register close-out report, etc.)
Reconcile deposits to payments recorded in customer subsidiary ledger, databases, worksheets, etc.

**Department Approval**

Supervisors should review and approve reconciliations, review SAP and subsidiary ledger detail activity and perform regular analytical review of balances for reasonableness based on expectations. Such reviews should be documented for proof that they are being done.
Returned Check Procedures

The Finance Office will notify the department when a check they have deposited is returned unpaid by the State Treasurer due to insufficient funds, closed account or stop payment. The amount of the returned check will be charged back to the same department account to which the original check was deposited. The State Treasurer assesses a $20.00 fee for each returned check. That fee will be passed on to the department and deducted from the department account as well.

Upon notification of the returned check, the department should attempt collection of the debt plus a $30.00 service charge for each returned check. This service charge covers the State Treasurer's fee and the University's cost to collect the debt. When collection is made, a new receipt, including the $30.00 service charge, should be issued to the customer and a new cash transmittal should be submitted to the Finance Office for deposit to the department's account. Only cash or money order should be accepted for payment on a returned check.

Recording Accounts Receivable

Certain departments routinely provide goods and services to customers resulting in accounts receivable. The subsidiary receivable records and billings are maintained by the department.

- Accounts receivable records should be maintained by an individual who does not handle cash collections.
- Additions to accounts receivable records should be reconciled to sales & service records to ensure all sales & services are billed.
- Payments posted to accounts receivable records should be reconciled to cash collection records.
- Any credit memos or adjustments to accounts receivable should be approved by supervisor.
- A billing cycle should be followed and an aging of accounts receivable monitored. The Department should have a policy for handling delinquent accounts.
- Departments will provide an aged schedule of accounts receivable to the Finance Office at June 30. This schedule will be signed by the dean, department chair, or their designated business representative. A journal entry will be entered into SAP to debit accounts receivable and credit revenue in the appropriate cost center for the department that supplied the good or service. Information provided by Department with regards to aging and collection efforts will be considered by the Finance Office when evaluating whether to establish an allowance for doubtful accounts.
- Arrangements can be made with the Finance Office to submit accounts receivable greater than or equal to $50 to a collection agency. The department will need to issue a final demand letter to the customer and submit supporting documentation to the Finance Office. Any funds received from the collection agency will be deposited to the department’s cost center. The Finance Office will notify the department when the collection agency returns the account as uncollectible. The accounts receivable should remain on the department’s accounts receivable records until it is either collected or returned from the collection agency as uncollectible.
- A departmental receivable determined to be uncollectible can be written off at the time it is determined to be uncollectible or at June 30. The dean, director, or department chair will prepare and sign a schedule of accounts receivable recommended for write off and submit it to the Finance Office. The Finance Office will review the information and submit it to the Assistant Vice Chancellor for Business & Finance for written approval of the write off.
Sales/Use Tax

Sales tax must be collected on those sales made to the final customer. Sales for resale are not subject to sales tax, but sales are considered for resale only if a Resale Certificate is procured from the buyer. All other sales are presumed to be taxable. Contact the Finance Office if you have questions.

Credit Cards

Departments must receive Finance Office approval prior to acceptance of payment cards regardless of the method or technology used (e-commerce, POS device, in person, telephone, fax or mail). Upon approval, departments agree to comply with Payment Card Industry Data Security Standards (PCIDSS) including an annual security control review & attestation. PCI compliance mitigates risk, protects the University from the costs of a breach, and strengthens overall security. When the University complies with the PCIDSS, it not only protects itself, but also its students, employees, alumni and customers.

Departments Handling Credit Card Numbers

Departments who accept payment cards must comply with the Payment Card Industry Data Security Standards (PCIDSS) https://www.pcisecuritystandards.org. PCI compliance mitigates risk, protects the University from the costs of a breach, and strengthens overall security. When the University complies with the PCIDSS, it not only protects itself, but also its students, employees, alumni and customers.

The requirements for departments include:

- Approval by the Finance Office prior to acceptance of payment cards as a means of payment regardless of the transaction method or technology used (e-commerce, POS device, in person, telephone, fax or mail).
- Approval by Information Technology Services of all technology implementation to process any payment card transaction including internet payment service providers such as PayPal.
- Establish department procedures for safeguarding cardholder information and secure storage of data. An updated copy of these procedures signed by the department head must be submitted to the Finance Office annually.
- Annual security control attestation to assure understanding of the requirements to comply with payment card merchant safeguards. Attestation form provided by the Finance Office.
- Breach of security reported immediately to ITS at Schroederd@unk.edu, Finance Office at Purdyj@unk.edu, and Public Safety at hamakerm@unk.edu. If you suspect loss or theft of any materials containing cardholder data, you are required to report the incident as soon as possible. See policy regarding Information Security Incident Reporting and Response at http://www.unk.edu/offices/its/its_main_page_tabs-files/Policies/combined-sec-procedures-20130820.pdf

Ticket Sales

When charging admission for an event, either in advance or at the door, tickets should be used. Tickets enable you to maintain accurate records of revenue generated by the event. Because each event is different, consult with the Finance Office in advance to establish appropriate ticket sales procedures for your event. The Finance Office can also assist in establishing an online website to sell tickets.

Selling tickets at the entrance of an event can be problematic for events anticipating a large turn-out. In that
regard, procedures for separating actual ticket sales from the point of entry for the event should be implemented whenever possible. In addition, advance tickets sales should be encouraged wherever feasible by such practices as differential pricing for tickets purchased in advance and for tickets purchased at the door.

The total number of tickets available for each event shall be limited to the effective capacity of the particular location, allowing for predictable variation in attendance flow.

**Ticket Sale Roles**

The following roles should be segregated and defined for each event.

**Event Coordinator** – The event coordinator oversees the ticket process for the event and verifies that the ticket sale policies are followed.

**Ticket custodian** – The ticket custodian is responsible for the physical inventory and control of the tickets. The ticket custodian (and their back-up) is the only individual that should have access to the ticket stock. The ticket custodian is responsible for ticket custody, ticket distribution as well as maintenance of the control list of tickets.

**Ticket seller** – The ticket seller is responsible for collecting the money for ticket sales and compliance with all University [Cash Collection](#) policies including timely deposit into a University SAP account. Deposit to an outside bank account is prohibited. The ticket seller should perform a daily reconciliation of the tickets sold that day to verify that the tickets sold equals the amount to be deposited and that the tickets sold plus the tickets still on hand equals the total number of tickets distributed to them to sell. This daily reconciliation should be documented to support the deposit and ticket inventory.

**Reconciler** – The reconciler is responsible for reconciling the total number of tickets sold at the conclusion of the concert. This person should be independent of the ticketing process.

**Reviewer** – The reviewer is the Finance Office or the department designee if the department has frequent ticket sales.

**Tickets**

All tickets should be pre-numbered. When tickets are sold in advance, the ticket should include specific information to the event. Recommended information to be printed on the ticket:

- The name of the department sponsoring the event.
- The name of the event.
- The date and time of the event.
- The ticket price. List the amount of sales tax on the tickets or state that sales tax is included in the ticket price.
- Print different color tickets for each price category.

Tickets sold at the door can be more generic in form but still must be pre-numbered. Tickets should not be hand-numbered.

**Complimentary Tickets**
The Department should determine in advance who is eligible to receive complimentary tickets for an event. The complimentary ticket policy should be approved by the department head. The complimentary ticket policy should consider:

- Reimbursement from foundation or other external funds for ticket value to assist in covering costs.
- W-2 reporting requirements for University employees receiving complimentary tickets.
- Nebraska Political Accountability Act reporting requirements for elected officials receiving complimentary tickets.

**Recording Ticket Sales**

The following are general guidelines for recording ticket sales:

1. As soon as tickets or ticket stock are received and before ticket sales begin, the ticket custodian and one other person should examine/count the tickets or ticket stock and report the count to the event coordinator.
2. The ticket custodian should maintain a control list of tickets. The control list should detail ticket block distributions for subsequent sale or other distribution and include the ticket numbers distributed, to whom and for what purpose. All unused tickets should be returned to the ticket custodian. Each printed ticket on the control list should be classified as sold, unsold, complimentary or voided.
3. Keep a list of all recipients of complimentary tickets, including the ticket numbers. This list must be approved by the department head or other designee authorized to decide who is eligible to receive free tickets. The recipients of the complimentary tickets must also sign this list or an acknowledgment form at the time they receive their tickets and show proper identification.
4. Refunds should be made only after the ticket is returned and should be requisitioned through the Finance Office. Refunds should not be made in cash. The ticket should be marked VOID and retained for ticket accountability.
5. Within 10 business days after the event, prepare a reconciliation of the ticket sales. All tickets must be classified as sold, complimentary, void or unsold. The number of tickets sold at each price should equal the amount deposited into the department cost center or WBS.
6. Provide the ticket sales reconciliation and the following documentation to the Finance Office or the designated reviewer for departments with frequent ticket sales:
   - All unsold tickets and void tickets.
   - The list of complimentary ticket recipients with their signatures.
   - A listing of the Cash Transmittal Forms that includes the date, transmittal number and amount.
   - Copies of documentation of any refunds.
   - An explanation of any reconciling items.

**Review Report**

The reviewer will prepare a report that describes the procedures used to review the ticket sales. The reviewer will:

- Count the returned (unsold) tickets and trace this number to the reconciliation.
- Count the number of complimentary tickets and trace this number to the reconciliation. Verify that the list of complimentary tickets has been approved.
- Count the void tickets and trace this number to the reconciliation.
- Recalculate the number of tickets sold. (Beginning number of tickets issued, less unsold tickets, less complimentary tickets less void tickets = tickets sold.)
• Verify the number of tickets sold times the price of the tickets equals the total deposits on the Cash Transmittals.
• Trace the Cash Transmittal deposits to SAP.
• Contact the department if additional information is needed on reconciling items or if there are problems with the reconciliation.
• Send a copy of the report, along with the reconciliation and other documentation including unsold tickets, to the department. The department should retain the reconciliation, the review report and other documentation in accordance with the University retention policies.
• Send a copy of the review report to the department head, who should follow up on all exceptions, document the resolution, and approve the reconciliation.

Student Accounts
http://www.unk.edu/offices/student_accounts/

UNK Card
http://www.unk.edu/offices/id_card/

Accounting and Reporting

General Accounting

General Accounting within the Finance Office is responsible for the maintenance of the University's SAP financial system and coordinates interfaces with other financial systems including the Student information System and the Nebraska Accounting System. This department is also responsible for external and internal audits, maintaining adequate internal control over financial transactions and ensuring that financial transactions are recorded in accordance with Generally Accepted Accounting Principles.

Fiscal Responsibility and Review of Financial Reports

Summary of Key Points:

• Department heads, program coordinators, and principal investigators must perform a high level review of their financial reports on a monthly or quarterly basis. This responsibility can be delegated only when specific criteria are met as explained below.

• Administrative or Office Associates should perform a detailed reconciliation of general ledger line item reports to source documents such as PACFs, invoices, etc. on a monthly basis.

• Performance of these reviews and reconciliations must be documented (print or download the report, document notes from the review & follow up, initial, date, and file).
• Unusual variances, errors, unknown or inappropriate transactions, and missing transactions must be researched and resolved. Corrections should be verified on subsequent financial reports.

• Access to financial reports can be requested through Sapphire or by calling the Finance Office.

For internal control purposes, the department head must establish ongoing control activities to provide assurance that financial transactions are appropriate and are accurately recorded. There are a variety of reports available online to assist Departments in routinely reviewing their budget status, revenues, payroll, and operating expenses.

Segregation of duties is the concept of having more than one person required to complete a transaction and is intended to prevent fraud and error. In an ideal control environment, the review and reconciliation of financial activity would be performed by an individual who does not have the authority or the ability to initiate, record or authorize transactions. However, in smaller departments where only two or three administrative positions may exist, appropriate segregation of duties can still be accomplished through two different activities or roles that are carried out in a diligent and consistent manner:
1. High level budget review and analysis by the person responsible for the budget (department head, program coordinator, principal investigator).
2. Detailed comparison of posted transactions against supporting documentation (department office associate).

Controls surrounding fiscal responsibility and review of financial information must incorporate the following key principles:

Every cost center or WBS element (hereafter referred to as a fund center) is assigned to a person who is responsible for managing the financial resources associated with that fund center and executing these responsibilities with integrity and ethical conduct. The responsible person is generally the department head but may be the director or coordinator of a program or principal investigator of a grant.

Control activities are generally carried out by the person responsible for the fund center. However, the person responsible may delegate this responsibility within these constraints: 1) accountability for the fund center cannot be delegated, 2) the delegate must be someone who has adequate knowledge of the department’s business activities to be able to identify unusual budget variances, unauthorized or inappropriate expenses, or inaccurate revenues, 3) the delegate cannot be a person who has the authority or the ability to process or post the transactions (generally the Administrative or Office Associate), 4) the delegated responsibility must be documented, specific, and updated as necessary, and 5) the person delegating must periodically verify that the control activity is being performed properly.

Source documents such as invoices, trip authorizations, time sheets, etc. should be examined as necessary to resolve questions and validate explanations provided by employees, vendors, service centers, etc. Corrections and transfers should be reviewed to ensure that they are completed and posted.
If inappropriate, fraud, or illegal activities are suspected, the reviewer must report this suspicion to their supervisor or Internal Auditor immediately. Where the potential for personal financial gain exists, the reviewer should verify that the potential conflict of interest was reported and evaluated before the financial transaction was executed.

Review and reconciliation should be completed monthly, but no less frequently than quarterly. All financial information for a fiscal year should be reviewed and reconciled within 20 days after fiscal year-end. Timely review of financial reports expedites the correction of errors allowing for more accurate internal reporting for management decisions and external reporting to granting agencies, bond holders, and the general public.

Departments are required to provide evidence that control activities are being performed on a regular basis. Evidence would include documenting which financial reports were reviewed and for which fund centers, time period covered by the review, the person performing the review, and the date that the review was performed. Explanations or resolutions to any variances noted should also be documented and evidence of corrective actions maintained. Documentation of the control activities should be retained for one fiscal year after the fiscal year in review (for example, evidence of the review of November 2015 reports can be disposed on July 1, 2017).

The Finance Office will visit campus departments periodically to monitor that the review and reconciliation of financial reports is being performed and documented. Also, because these procedures are relied upon by management for internal control, compliance with these procedures will be subject to review by internal and external auditors.

The following financial reports are available online through Firefly. The reports can be printed (as PDF) or downloaded to Excel. Firefly reports include all data posted in SAP through the previous day. For instructions, see Firefly Reporting – Running Reports.

High level summary reports:

**CC/WBS Revenue/Expense Summary** report can be used to view the fund center budget and the progress of expenses against the budget. Open commitments for the fiscal year are also summarized. For revolving activities, this report includes revenues, expenses and any fund balance carried forward from prior years. Grants and construction projects report life-to-date balances rather than fiscal year balances.

**Salary Balances** report can be used to view the budget, expenses, and commitments by position for a particular fund center.

**Summary by Fund Type** report is a high level report used to monitor multiple fund center balances on one report and is especially useful for department heads who have many fund centers to monitor.

**Detail transaction reports:**

**Actual Expense Detail** report can be used to monitor the detail transactions posted to a particular fund center.
The report displays the information in sequential order by type of revenue or expense (gl account) by posting date. Information such as vendor name, reference numbers and descriptive text is also displayed.

**Commitment Detail** report displays open commitments for a particular fund center. Commitment items include salary, eShop, and purchase order commitments.

**Payroll Cost Detail and Payroll Detail** reports provide summary or detailed listings of payroll transactions posted during a specific period or range of periods within a fiscal year. The reports can be generated on a fund center and then can be sorted or restricted to one or more personnel numbers.

**Payroll Cost Distribution** report will identify the payroll allocation for an employee paid from multiple funding sources. The report can be generated on one or many personnel number(s) to display the cost distribution data for specific individual(s).

**SAP Online Reconciliation** is a tool in SAP that allows departments to add an online check off once financial transactions charged to a fund center have been reconciled. It is simple and may eliminate the need to print reports to reconcile.

Getting Access to Online Financial Reports

To request access to the online Firefly or SAP financial reports, go to Firefly > Sapphire > Request/Update SAP ID. Please note you must access SAPPHIRE from on-campus or via a secure VPN.

Contact Chris Moran, Senior Financial Accountant in the Finance Office, for training on the online financial reports or questions regarding access to the reports.

**SAP**

**SAP Defined**

SAP (Systems, Applications, and Products in Data Processing) is software that integrates or unifies all the business functions of an organization in one software package. SAP R/3 includes up to fifteen generic business modules that must be customized to an organization’s business processes. Currently, the University has implemented the following modules:

- **Financial Accounting**, FI is designed for managing general ledgers, accounts payable, fixed assets, and external reporting. It is the integration point that most system components relate to in one way or another.

- **Controlling**, CO manages the flow of costs and revenues. It facilitates an organization’s internal planning, management and decision-making processes. Tightly integrated with all other system components, it collects transactions from the other modules, using related data for internal accounting, reporting, and management of University funds.

- **Human Resources**. HR is an integrated system that supports planning and administration of personnel activities – everything from hiring to separation or retirement. Employee records, payroll, benefits, and time recording are all handled in HR. This module also contains positions and organizational structure data, which provide the framework for many HR transactions.
Materials Management. MM supports the procurement function occurring in day-to-day business operations. Purchase orders and goods receipts are examples of activities processed in MM.

Project Systems. PS is used for grants and contracts, plant fund accounting, and student loan funds. PS helps with planning, managing, controlling and figuring the costs of research and development projects – most of which are temporary activities that have a finite life and are subsequently closed.

These individual SAP modules function as a team, compiling and integrating information across departments and automating information management. Because SAP is fully integrated, we can think more globally about information transfer. For instance, items purchased through Materials Management will be posted directly and immediately to Financial Accounting and Controlling.

SAP ID Requests

To request access to SAP for a new employee or to request a change to an existing employee’s access, go to Firefly > Sapphire > Request/Update SAP ID. Please note you must access SAPPHIRE from on-campus or via a secure VPN.

SAP Training

SAP training can be requested through the UNK Business & Finance Workshop Registration found at http://unk.enrollware.com/schedule.

Accounting Terminology

Accrual Adjustments - Fiscal year end accrual adjustments post unrecorded June transactions. These generally represent revenue earned (i.e. good or service has been provided) but not received as of June 30 and expenses incurred (i.e. good or service has been received) but not paid as of June 30. The most common accrual adjustments include accounts payable invoices, travel reimbursements, biweekly payroll and faculty salaries for those faculty with 9-month contracts paid over 12 months.

Auxiliary Funds - Auxiliary funds are supplementary to the primary educational function of the University and include such activities as the residence halls, food service, intercollegiate athletics, the student union, and the computer store. Auxiliary cost centers begin with 53.

Biennium - A biennium represents a budget cycle that covers two fiscal years. For example, the current budget biennium spans the period of July 1, 2015 to June 30, 2017.

Budget Transfer - A budget transfer moves expenditure authority from one cost center, WBS element and/or G/L account to another. Budget transfers must always remain within the same fund type – i.e. budget from one state aided non-revolving cost center can only be transferred to another state aided non-revolving cost center. In other words, budget can only be transferred from a cost center that begins with 51 to another cost center that begins with 51; budget can only be transferred from a cost center that begins with 52 to another cost center that begins with 52, etc.
**Commitments** - Commitments are contractual or scheduled commitments which are not yet reflected in actual expenditures but will lead to actual expenditures in the future. They can include salary commitments, purchase order commitments or manual department commitments. When departments follow predefined procedures, budget can be committed at the end of a biennium and carried forward to the next fiscal year.

**Cost Centers** - Cost Centers are used to plan, gather, and track costs for a University unit or department for state aided non-revolving funds (cost centers that begin 51), state aided revolving funds (cost centers that begin 52) and auxiliary funds (cost centers that begin 53). Cost centers are 10 digit numbers. Within a department, multiple cost centers may be set up to further break down expenses by project or activity.

**Cost Element** - An SAP term for G/L account. See G/L account.

**Cost Objects** - Cost objects (also known as Fund Centers) are used to plan, gather, and track revenues and costs. There are two types of cost objects in SAP - the cost center and the WBS element.

**Document Numbers** - Document numbers are system assigned keys that uniquely identify documents within each SAP module.

**Document Type** – Document type is an identifier in the document header that characterizes the type of financial transaction being performed. For example, a cash receipt has a document type of CR and a journal entry has a document type of JE.

**Encumbrance** - See commitment.

**Fiscal Year** - The 12-month period for which budgetary authority is granted and for which external financial statements are prepared. The University of Nebraska operates on the same fiscal year as the State of Nebraska: July 1 through June 30.

**Fund Center** – An SAP term for Cost Center or WBS element.

**GL Account** - The G/L account is a six-digit number that identifies the nature of revenue/expense transactions (e.g. tuition, printing, office supplies) or balance sheet items (e.g. cash, deferred income, etc.). The group of G/L accounts defined for the University as a whole is referred to as the University Chart of Accounts. G/L account numbers that begin with a 4 are used to record revenues from various sources. G/L account numbers that begin with a 5 are used to record disbursements for the procurement of goods or services.

**Journal Entry** - A journal entry is used to move revenue or expense that was coded to an incorrect cost center, WBS element and/or G/L account to the correct cost center, WBS element and/or G/L account.

**Non-Revolving State Aided Funds** - Non-revolving state aided funds represent annually budgeted funds supported primarily by tax appropriations and tuition and fee revenue. Non-revolving state aided cost centers begin with 51.

**Plan** - An SAP term for budget.

**Posting Period** - Generally, each calendar month represents a separate posting period within SAP. For example, period 1 would be July; period 2 would be August, and so on. However, the month of June is broken down into multiple posting periods.
**Revolving State Aided Funds** - Revolving state aided funds represent self-supporting activities where the balances roll forward from year to year such as lab fees and clinic/workshop revenues. Revolving state aided cost centers begin with 52.

**State Aided Funds** - State aided funds are those that are under the control and discretion of the University to use in achieving its educational purposes. There are two types of state aided funds, non-revolving state aided funds and revolving state aided funds.

**Variance** - On a SAP report, variance generally represents the amount of budget remaining after actual expenditures and commitments have been subtracted. Generally, a balance in the variance column that has a negative sign behind it is a deficit and a balance with no sign behind it is a surplus.

**WBS Elements** - WBS elements are used to plan, gather, and track costs for a grant or contract, agency or plant project. A Project can have one or many WBS elements depending on the degree of segregation or breakdown desired. WBS elements are 13 digit numbers and begin with 54, 55, 56, 57 or 59.

**Cost Centers**

Cost centers are used to track revenue and expenses for state aided (non-revolving and revolving) and auxiliary funds. Within a department, multiple cost centers may be set up to break down expenses by project or activity.

State aided funds are those which are under the control and discretion of the University to use in achieving its educational purposes. Non-revolving state aided funds represent annually budgeted funds supported primarily by tax appropriations and tuition and fee revenue. Revolving state aided funds represent self-supporting activities where the balances roll forward from year to year such as lab fees and clinic/workshop revenues.

Auxiliary funds are supplementary to the primary educational function of the University and include such activities as the residence halls, food service, intercollegiate athletics, the student union, and the computer store.

Cost centers are 10 digit numbers with the following visual recognition built into the numbering system:

![Cost Centers Numbering Scheme Diagram]

**Cost Centers Numbering Scheme**  
10 digit number (no alpha)

1. Campus  
   - 2 - UNL  
   - 3 - UNMC  
   - 4 - UNO  
   - 5 - UNK  
   - 9 - UNCA

2. Sub-Program (College or Division)

3. Type of Fund  
   - 1 - State Aided - Non-revolving  
   - 2 - State Aided - Revolving  
   - 3 - Auxiliary  
   - 9 - Other

4. Department

5. Sequential

7. College Park  
   5126110100
WBS Elements

WBS elements are used to track revenues and expenses for a grant or contract, agency or plant project. A Project can have one or many WBS elements depending on the degree of segregation or breakdown desired.

Grant or contract funds are generally restricted by donors or other outside agencies as to the specific purpose for which they may be expended.

Agency funds include funds held by the University as custodian or fiscal agent for others.

Plant funds are used to purchase, construct or renovate long-life assets such as land, land improvements, buildings and equipment.

WBS elements are 13 digit numbers with the following visual recognition built into the numbering system:

Requesting a New Cost Center or WBS Element

When a department wants to establish a new cost center, the Cost Center Information Sheet (Sapphire › Business Forms › UNK › Finance Office) must be completed (including required signatures) and forwarded to the Senior Financial Accountant in the Finance Office. The Finance Office will create the new cost center in SAP and notify the Department of the cost center number by email.

When a department wants to establish a new WBS element, a grant or contractual agreement that outlines terms and requirements must be obtained. All such agreements must be signed by the Vice Chancellor for Business & Finance. In addition, the WBS Element Information Sheet and the WBS Element Plan Summary (SAPPHIRE › Business Forms › UNK › Finance Office) must be completed. The two forms along with a copy of the signed grant agreement are forwarded to the Office of Sponsored Programs. The Director of Sponsored Programs signs the WBS Element Information Sheet and forwards the documentation to the Finance Office. The Finance Office
will create the new WBS element in SAP and notify the Department of the WBS element number by email. For further information regarding accounting for restricted grants and contracts, refer to Grants Accounting.

**G/L Accounts**

In contrast to a cost center or WBS element which identifies an area of responsibility, a G/L account identifies the specific nature of a transaction within a cost center or WBS element.

Every transaction entered into the accounting system must be associated with a G/L account. The G/L account is a six-digit number and is hierarchical in structure. G/L account numbers that begin with a 4 are revenues and G/L account numbers that begin with a 5 are expenditures. You can think of the first three digits of a G/L account as its “prefix” to help you narrow your search for a G/L account. For a list of G/L Accounts and other information, see SAPPHIRE › Reference Guides › UNK › Finance Office › G/L Accounts:

- GL Account Expenditure List
- GL Account Revenues List
- GL Account Transfers List
- GL Account Group Description for Revenues, Expenditures and Transfers
- G/L Account Tips & Reminders

**G/L Account Posting Form**

The G/L Account Posting Form is used to submit journal entries for corrections, transfers and internal charges to Accounting for input into SAP. Note that this form should NOT be used for payroll and benefit corrections. Payroll and benefit corrections should be coordinated with the Payroll Office. The G/L Account Posting Form can be found at SAPPHIRE › Business Forms › UNK › Finance Office.

For additional assistance on understanding G/L Accounting Postings, visit SAPPHIRE › Reference Guides › UNK › Finance Office:

- Helpful Hints for Completing a G/L Account Posting
- Journal entries and budget transfers.

** Corrections & Adjustments to Posted Transactions**

A journal entry is used to move previously posted revenue or expense that was coded to an incorrect cost center, WBS element and/or G/L account.

In contrast, a budget transfer moves expenditure authority from one cost center and/or G/L account to another. Budget transfers must always remain within the same fund type - i.e. budget from one state-aided non-revolving cost center can only be transferred to another state-aided non-revolving cost center. See Budget Transfers for the form used to process a budget transfer.

**Transactions between UNK Departments**

Departments frequently sell and purchase products or services between departments on the UNK campus. The organization providing the service or product will initiate the billing. The authorization to issue the internal
charge will be receipt of the cost center or WBS element from the requestor of the product or service.

To initiate a billing, a UNK department must complete a *G/L Account Posting Form* and send the form to Finance Office-General Accounting. Mass billings such as postage, copies, telephone, printing, central supplies and mileage can be submitted to Accounting via a spreadsheet document. Accounting enters the documents into SAP.

**Transactions between UN Campuses**

Departments frequently sell and purchase products and services between University of Nebraska campuses. The organization providing the service or product will initiate the billing. The authorization to issue the internal charge will be receipt of the cost center or WBS element from the requestor of the product or service.

To initiate a billing, a UNK department must complete a *G/L Account Posting Form* and send the form to Finance Office-General Accounting. Accounting will enter the document into SAP.

**Transactions between UNK Departments and NE State Agencies**

UNK departments frequently sell and purchase products or services to and from other Nebraska state agencies outside of the University system. The organization providing the product or service is generally responsible for initiating the billing. A transaction between two state agencies is referred to as an Interstate Billing Transaction (IBT).

*UNK is the purchaser:* When a UNK department places an order to purchase a product or service from another state agency outside of the University system, they must provide their department’s NIS address book number to the other state agency. To find your department’s NIS address book number, go to SAPPHIRE › Reference Guides › UNK › Finance Office › Univ IBT Expense Agency Code List. Once the other state agency receives the UNK department’s NIS address book number, they will prepare an invoice and forward it to the UNK department for payment processing.

When the UNK department receives the invoice from the billing agency, the invoice should be stamped with the accounts payable stamp, approved, and coded similar to any other invoice being paid, and parked as a one-sided or “VC” (vendor create) document in SAP. The invoice should then be forwarded to the Accounts Payable Office for final processing. Once the parked invoice is posted, the IBT transaction will appear in the department’s financial statements.

*UNK is the seller:* When a UNK department receives an order for a product or service from another state agency outside of the University system, the UNK department must complete a *UNK Interagency Billing Invoice*. To find this invoice form, go to SAPPHIRE › Business Forms › UNK › Finance Office › IBT Invoice-UNK. This invoice along with any supporting documentation must be forwarded to the Finance Office – General Accounting. General Accounting will enter the transaction into SAP and submit the invoice to the other state agency for payment.

**Fiscal Year End Closing**

- *June 30, 2017 Reporting and Posting Period Schedule*
Generally, each calendar month represents a separate posting and reporting period within SAP. However, the month of June is broken down into three posting and reporting periods – periods 12, 13 and 14. **When running final fiscal year reports in SAP, always use period 14 to ensure that all activity for the year is included in the report.**

**Period 12** reflects all transactions posted to FY 2017 from June 1 through July 18. Transactions posted from June 1 to June 30 reflect regular June activity. Transactions posted from July 1 to July 18 include fiscal year-end accrual adjustments as well as any remaining corrections and transfers requested by departments.

**Period 13** reflects all transactions posted to FY 2017 from July 19 to August 3 including any remaining corrections or adjustments required to close out the fiscal year.

**Period 14** reflects any adjustments required after the fiscal year is closed. Such adjustments are rare. On-line reports are available at any time and reflect transactions posted through the reporting period selected. Again, when running final fiscal year reports in SAP, always use period 14 to ensure that all activity for the year is included in the report.

**Budget Encumbrances & Balances Carried Forward**

**State non-revolving funds:** Since this is the end of the biennium (July 1, 2015 through June 30, 2017), budget remaining in state-aided non-revolving cost centers (those that begin 51xxxxxxxx) will carry forward if supported by a purchase order encumbrance or a plant fund transfer. The Deans and Vice Chancellors have the option to adopt a policy that is more restrictive than this for carrying forward budget within their College or Division. Check with your Dean or Vice Chancellor’s Office for any exceptions to this policy.

The following are factors to consider when encumbering:

1. There must be adequate funding in the cost center to equal or exceed the encumbrance.
2. A purchase order must be entered into eSHOP no later than June 26, 2017 that includes:
   a. A description of the goods or services. This encumbrance cannot be for a blanket order but must be specific as to the items encumbered.
   b. No preferred delivery date (this field must be left blank for the system to encumber current year funds).
   c. An Internal Note regarding estimated date of receipt of the goods/services.
   d. The transaction/payment must be completed by October 31, 2017.
3. If a vendor is not in eSHOP, please send the vendor name, address, phone number and fax number to Kim Christensen in Business Services. Kim can be reached at christensenk@unk.edu or 8525.
4. The purchasing policy of the Board of Regents regarding bidding must be followed.

For more specific information, refer to *Policies and Procedures for Reserving and/or Carrying Forward Departmental State-Aided Non-Revolving Budget*.

**Revenue bond funds:** Budget for revenue bond operations **cannot** be carried forward from one fiscal year to the next. For an expense to apply against the FY 2017 budget, the good or service must be received as of June 30 and the invoice must be accrued against the FY 2017 budget.

**Revolving funds:** The funds in revolving cost centers automatically carry forward from one fiscal year to the next. No encumbering is required.
**Restricted funds:** The funds in restricted grant or plant project WBS elements automatically carry forward from one fiscal year to the next. No encumbering is required.

**Year-end Processing Dates for Accrual Adjustments and Other Transactions**

Fiscal year end accrual adjustments post unrecorded June transactions. These generally represent revenue earned (i.e. good or service has been provided) but not received as of June 30 and expenses incurred (i.e. good or service has been received) but not paid as of June 30.

**Accounts payable invoices:** The date that the good or service is received determines which fiscal year the expense is reported. For practical purposes, the invoice date is used to determine when the good or service was received. If an invoice is dated June 30 or prior, the expense will be recorded in FY 2017 even if the invoice is not received and submitted for payment until July.

All FY 2017 invoices (including employee non-travel expense reimbursements) must be parked in SAP and paperwork received by the Accounts Payable Office by July 17, 2017.

**Employee Expense Reimbursements:** If travel is completed by June 30, the full amount of reimbursement will be recorded in FY 2017 even if the travel is not entered into SAP Automated Travel until July. Reimbursement for conference registration prior to travel completion will be recorded in the fiscal year that the reimbursement is paid. Reimbursement for airfare prior to travel completion is not allowed.

All FY 2017 travel reimbursements must be entered into SAP Automated Travel and supporting documentation received by Accounts Payable by July 17, 2017.

**Payroll:** The biweekly payroll earned during the last 16 working days of June will be reported as a FY 2017 expense even though it is paid in July. This payroll adjustment will post to FY 2017 on July 6 and will be calculated based on 160% of the July 6 biweekly payroll.

The July and August salaries will be reported as a FY 2017 expense for those employees who have 9 month appointments but are paid over 12 months.

Personnel Action Change Forms (PACFs) for FY 2017 payroll transfers and corrections must be received by the Payroll Office by June 2, 2017 for biweekly payroll and by June 16, 2017 for monthly payroll. Contact the Payroll Office immediately regarding any FY 2017 payroll corrections discovered after these dates.

**Procurement Card Purchases:** Transactions transmitted to the bank by the vendor by June 30 and prior will be a FY 2017 expense.

**Travel & Transport and Hotels.com** transactions will be recorded in the fiscal year they are purchased.

**Central Supplies:** Orders for Central Supplies must be entered into SAP by June 26, 2017 for the expense to be reported in FY 2017. After June 26, no orders will be filled until July 1 to allow for year-end inventory.

**Routine Internal Charges:** June 2017 postage, copies, telephone, printing, and mileage charges will be reported in FY 2018.
Journal Entries & Other Internal Charges: GL Account Posting forms for any FY 2017 corrections or transfers of revenue or non-payroll expenses should be submitted to the Finance Office by June 16 or earlier if known. This includes intercampus billings. The last day that the Finance Office will accept GL Accounting Posting forms for FY 2017 is July 25 and the forms should boldly indicate that they are to be posted to FY 2017.

Budget Transfers: Budget Transfer forms for FY 2017 budget transfers must be received by the Budget Office by July 15. However, earlier submission is strongly encouraged.

Cash Receipts: All cash and checks deposited with the Cashier on June 30 will be reported in FY 2017. Please make sure money is deposited promptly at all times. Do not hold funds until conclusion of an event in order to facilitate refunds. Instead, deposit funds promptly and request refunds through the Finance Office.

Unrelated Business Income Tax

The University of Nebraska is exempt from Federal income tax under section 501(c) (3) of the Internal Revenue Code. The University qualifies for this exemption because it is organized and operated exclusively for the purpose of Education. The IRS recognizes that the organizations with tax-exempt status also engage in activities that are unrelated to their tax-exempt purpose; that is, income that is generated from the conduct of one or more activities that are undertaken for reasons other than the furtherance of the organization’s exempt purpose. These activities are often termed “unrelated business activities”, and the income they yield is often termed “unrelated business income”. These activities often compete with private businesses. The primary objective of unrelated business income tax is to eliminate a source of unfair competition by placing the unrelated business activities of the tax-exempt organization on the same tax basis as the nonexempt businesses with which they compete.

Filing Requirements

The University is required to report all UBI on IRS Form 990-T. The University of Nebraska combines UBI information for all campuses and files one 990-T for the University as a whole.

The University of Nebraska Kearney calculates UBI by activity. All revenues for the activity are analyzed as to whether they are related to education or unrelated. These revenues are then offset by the expenses incurred in order to carry out that activity, to arrive at the net revenue or loss from the activity. This amount is reported to the University of Nebraska Central Administration for consolidation with the other campus activity.

No charges are assessed to University cost objects for UBI. We are merely reporting our activity to the IRS.

Basic Principles of Unrelated Business Income Tax

In order for an activity to be considered unrelated business income, the activity must originate from a trade or business that is regularly carried on by an exempt organization and that is not substantially related to the organization’s exempt purpose. All three of these conditions must exist for the activity to be considered as UBI.

Trade or Business

Generally includes any activity carried on for the production of income from selling goods or performing services. There must be a profit motive. If the primary purpose for engaging in the activity is to income or
profit, the activity is subject to taxation. If the intent is to merely recover costs and indeed no realized profit exists, the activity is not subject to taxation.

**Regularly Carried On**

Business activities of an exempt organization ordinarily are considered regularly carried on if they show a frequency and continuity, and are pursued in a manner similar to comparable commercial activities of nonexempt organizations.

Conduct of an activity over a period of a few weeks does not constitute regularly carried on, but if an activity has a regular schedule, i.e. operating a commercial parking lot every Saturday, year-round, would be the regular conduct of a trade or business. Seasonal activities may show regularity, even if they are conducted for only a short period each year. Where the sales or services are not merely casual, but are systematically and consistently promoted and carried on, they may meet the requirement of regularity.

Fund raising activities will not be regarded as regularly carried on merely because they are conducted on an annual basis. Many special event fund-raising activities, such as dances, auctions, tournaments, car washes and bake sales do not give rise to unrelated business income. However, advertising in connection with these activities is likely to be taxable.

**Not Substantially Related**

A business activity is not substantially related to the University’s exempt purpose (Education) if it does not contribute importantly to accomplishing that purpose. The exempt purpose of colleges and universities include teaching and instruction, research and public service.

In determining whether activities contribute importantly to the accomplishment of an exempt purpose, the size and extent of the activities involved must be considered in relation to the nature and extent of the exempt function that they intend to serve. There must be a substantial causal relationship between the activity that generates revenue and the exempt purpose of the organization.

Generally speaking, if *student involvement* in the activity facilitates or supports a student’s education, it will be considered substantially related to education. For example, if the University generates income from a speech and hearing lab, and the lab is staffed mainly by students, the activity will be considered related to education, because the students are getting valuable experience in their field of study.

If the activity enhances student or prospective student *interest in education by exposure to the institution*, it would be considered related to education. For example, income from holding a summer camp or workshop for high school students may be considered a recruiting tool.

Also in determining whether activities contribute importantly to the accomplishment of an exempt purpose, the following principles apply:

**Sale of products of exempt functions**

Generally, the sale of products that result from the performance of exempt functions is not an unrelated trade or business if the product is sold in substantially the same state it is in when the exempt functions are completed. For example, an exempt organization engages in rehabilitating handicapped persons (its exempt function), selling articles made by these persons as part of their rehabilitation training is not an unrelated trade or business.
However, if a completed product resulting from an exempt function is used or exploited in further business activity beyond what is reasonably appropriate or necessary to dispose of it as is, the activity is a trade or business. An example of this would be if an exempt organization maintains an experimental dairy herd for scientific purposes, the sale of milk and cream produced in the ordinary course of operation of the project is not an unrelated trade or business. But if the organization uses the milk and cream in the further manufacture of food items such as ice cream, cheese, etc. the sale of these products is an unrelated trade or business unless the manufacturing activities themselves contribute importantly to the accomplishment of an exempt purpose of the organization.

**Dual Use**

If an asset or facility necessary to the conduct of exempt functions is also used in commercial activities, its use for exempt functions does not, by itself, make the commercial activities a related trade or business. The test is whether the activities contribute importantly to the accomplishment of exempt purposes.

An example of this is the athletic facilities of the university, which, while used primarily for educational purposes, also may be made available for members of the faculty, other employees of the institution, and members of the general public. Income derived from the use of the facilities by those who are not students or employees of the institution is likely to be unrelated business income.

**Exploitation of Exempt Functions**

Exempt activities sometimes create goodwill or other intangibles that can be exploited in a commercial way. Unless the commercial exploitation contributes importantly to the accomplishment of the exempt purpose, the commercial activities are an unrelated trade or business.

An example of this is the sale of advertising in a University newspaper. Because the advertising contributes importantly to the education of the students working on the newspaper, this activity is a related to our tax exempt purpose of education.

**Exceptions for Activities**

**Convenience**

Income from a business that is carried on by the organization primarily for the convenience of its members, students, or its employees is excluded from UBI. Any sales to the general public are taxable unless the sales are not regular. The IRS position is that the convenience exception does not apply to items with useful lives of more than one year, but low cost items that are recurrent in demand.

**Research**

For a college or university, all income from research, whether fundamental or applied, is excluded in computing UBI.

**Corporate Sponsorships**

Soliciting and receiving qualified sponsorship payments is not an unrelated trade or business. A qualified sponsorship payment is any payment made by a person engaged in a trade or business for which the person will receive no substantial benefit other than the use or acknowledgment of the business name, logo, or product lines in connection with the organization’s activities. A payment is not a qualified sponsorship payment if, in return, the organization advertises the sponsor’s products or services. Advertising includes (1) messages containing
qualitative or comparative language, price information, or other indications of savings or value (2) endorsements or (3) inducements to purchase, sell, or use the products or services.

The use of promotional logos or slogans that are an established part of the sponsor’s identity is not, by itself, advertising. In addition, mere distribution or display of a sponsor’s product by the organization to the public at a sponsored event, whether for free or remuneration, is considered use or acknowledgment of the product rather than advertising.

**Income Exclusions**

The following types of income are generally excluded when calculating UBI:

**Passive Income**
This exclusion would include dividends, interest, and certain types of rent, annuities, commissions, royalties and licensing agreements where no active business participation and/or management are involved.

**Commissions** that are calculated on a percentage of the gross profit are related business income. If the commission is calculated using a percent of the net profit, then it is unrelated business income. The latter indicates that we are in business with the vendor.

**Rent** collected from outside agencies is considered passive if the university merely collects the rent and does not provide any services with the rental. If any services are provided such as facility maintenance, set-up, tear-down, mowing, etc., we are involved in the enterprise that generates the revenue and the rental is considered UBI. If the rental fee is based in whole or in part on the income or profits derived from the lessee, then the rental is considered UBI.

**Possible Areas of Exposure to UBIT**

**Rental of facilities with services provided**
Rentals of facilities where the university provides services with the rental such as set-up and/or tear-down services, maintenance, mowing, cleaning, etc.

Advertising
The IRS considers general consumer advertising in an organization’s publications as a trade or business since it does not contribute importantly to its exempt purpose. Examples of this type of advertising include any advertising in programs or publications other than the use of a name or logo related to a corporate sponsorship. This is pure UBI.

Excluded from this category are advertisements in a college newspaper as part of an instructional program. This is related to education.

**Catering Services**
Food service will often cater special functions such as weddings, conferences, dances, etc., sometimes in conjunction with a facility rental. If the catering services are provided in a non-university function, then it is unrelated business income.

**Summer Dorm Rentals**
Rental of the dorms over the summer includes both related and unrelated parties.
The portions of rentals that can be considered university related are excluded from UBI. Such rentals include but are not limited to UNK sponsored athletic camps, UNK sponsored workshops, special guests of the university and student walk-ins.

The portion of rentals that are included in UBI would include any rentals to the general public or parties that have no relationship to UNK. They are merely renting the rooms. Because the rental would obviously include cleaning services provided by UNK, they are no longer passive rentals. Such rentals include but are not limited to church and youth groups, cheerleading camps administered by outside agencies (not sponsored by UNK) and non-student walk-ins.

Child Care Centers
When users of the service are students, faculty and staff, and the childcare facility is provided for their convenience, the income is not subject to UBI. However, if the service is available to the general public as well, the portion attributable to general public usage may be subject to UBI depending upon other factors such as education training and college credit given for student participation.

Activities Excluded from UBI

Museum Gift Shop Sales
Any museum owned and operated by the university is exempt as an educational organization on the basis of its ownership, maintenance, and exhibition for public viewing of works of art. The sale of greeting cards with printed reproductions of artworks, and related items contribute importantly to the achievement of the museum’s exempt educational purposes by enhancing public awareness, interest, and appreciation of art.

Use of Athletic Facilities by Students, Faculty and Staff
Recreational use of university athletic facilities such as student weight rooms and/or the Human Performance Lab is considered for the convenience of students, faculty and staff. It is therefore excluded from UBI.

Broadcasting Rights
The educational purpose served by intercollegiate athletics are identical whether conducted directly by individual universities or by their regional athletic conference. The educational purposes served by exhibiting a game before an audience that is physically present and exhibiting the game on television or radio before a much larger audience is substantially similar. Therefore, the sale of the broadcasting rights contributes importantly to the accomplishment of the organization’s exempt purpose of education and is not an unrelated trade or business.

Travel Tour Programs (Elderhostel) Travel tour activities that are at trade or business are an unrelated trade or business if the activities are not substantially related to the purpose for which tax exemption was granted to the institution.

The Elderhostel program is developed, promoted and operated in a manner that supports the mission and exempt purpose of education. Therefore, this activity is not UBI.

Summer Camps
Those camps that are sponsored by the institution are considered related to education. They are also considered a recruiting tool and not UBI.

Utility Rental
Rent collected from organizations for the use of university property such as utility buildings or cellular towers is passive and not considered UBI.
Lease of Farmland
The rental of farm ground is considered passive rental and not UBI.

Fundraising Activities
Special event fund-raising activities such as dances, auctions, tournaments, car washes and bake sales do not give rise to UBI. Advertising in conjunction with these events may be taxable.

Royalties
Payment for the use of a valuable intangible right such as a trademark, trade name, copyright or logo is passive in nature and will not be considered UBI.

Grants Accounting
Grants Accounting is responsible for the collection of grant proceeds, the review and submission of post-award financial reports, and works closely with principal investigators to ensure that financial transactions comply with granting agency regulations. This department also works with the Department of Health and Human Services to negotiate UNK's indirect cost rate.

Department Responsibilities

The Principal Investigator (PI) is ultimately responsible for administering the grant. The PI must comply with the specific terms and conditions of the grant award and ensure that the program requirements of the award are fulfilled. The PI must make certain that any required project reports are submitted in a timely manner. The PI is also responsible for monitoring expense budgets to prevent cost overruns and for the certification of cost share/matching funds (if any).

Grants Accounting provides financial and administrative oversight for all external gifts, grants, contracts and agreements entered into by the University. The Grant Accountant works closely with the Principal Investigator to ensure that financial transactions comply with the granting agency and the University’s accounting requirements.

The Grant Accountant also enters and revises grant budgets in SAP, prepares billing documentation and cash requests, completes and/or reviews post-award financial reports, distributes Personnel Activity Reports (PARs), and prepares the campus Indirect Cost rate proposal.

Monitoring of Budget and Expenses
See Finance-Grants Accounting-Budget-Budget Revisions-Monitoring of Budget and Expenses

Equipment Purchased With Grant Funds
See Finance-Grants Accounting-Equipment Purchased With Grant Funds

Expenditures Exceed Budget
The Principal Investigator is responsible for monitoring their budget to ensure that actual expenses do not exceed the budget. If LTD actual expenditures in SAP are greater than budget on the total direct cost line, an e-mail notification is generated and sent to the Grant Accountant, Principal Investigator and their secretary. This
situation may occur if the WBS has a cost overrun, or if the WBS has receipted additional revenue and a budget increase was not executed.

If the WBS has a cost overrun, the Principal Investigator should submit a G/L Account Posting Form (Sapphire › Business Forms › UNK › Finance Office › GL Account Posting Form041902 (XLS)) to the Grant Accountant detailing which expense(s) should be transferred out of the over-expended WBS and into another cost center. The Grant Accountant will enter the expense transfer into SAP.

If the WBS has receipted additional revenue, the Grant Accountant will enter a budget revision to increase the budget. The WBS element will be removed from the notification process once the balance on the direct cost line becomes positive.

WBS elements that have no budget data entered (i.e. 57's such as Foundation Reimbursement WBS) are ignored.

Contracts and Awards

Any time that a University faculty or staff member is to provide a good or service to an external organization and the University is to receive payment for that good or service, a written contract for services or a grant agreement must be executed.

The contract/agreement should at minimum include a description of the good or service that is to be provided, what the other party is providing in exchange for the good or service, and original signatures of all parties to the contract. All contracts and awards are entered into by the University, and not to individuals or individual departments. All contracts and awards require the signature of the Vice Chancellor for Business and Finance.

Prior to the execution of a contract or the submission of a proposal, proper documentation must be submitted to the Office of Sponsored Programs to secure internal University approval of the contract or award. Internal approval forms may be obtained at [http://www.unk.edu/acad/sponsoredprograms/index.php?id=1822](http://www.unk.edu/acad/sponsoredprograms/index.php?id=1822).

Requesting a new account (WBS element)

Once a new grant or contract has been awarded and all University approvals have been secured, the Principal Investigator will need to request a WBS element. A **WBS element** is an SAP account used to track costs for a grant, contract or project. A separate WBS element is required for all federal or federal pass-through awards or contracts and for all non-federal awards or contracts > $3,000. Three documents are required to set up a WBS: 

1. **WBS Element Information Sheet** (SAPPHIRE › Business Forms › UNK › Finance Office › WBS Element Info Sheet 10272011 (XLSX))
2. **WBS Element Plan Summary** (SAPPHIRE › Business Forms › UNK › Finance Office › WBS Plan Summary Form 111605 (XLS))
3. A copy of the contract or grant agreement which outlines the terms and conditions of the award.

Once these three documents are obtained and authorized by the Principal Investigator and the Dean of the College, they must be sent to the Office of Sponsored Programs to ensure that the appropriate internal forms have been submitted.

The Office of Sponsored programs will review the internal forms and send the three documents to the Grant Accountant. A WBS number will be assigned to the project by the Finance Office and the PI and other appropriate personnel will be notified of the WBS number by e-mail. No WBS number will be assigned until all required documents have been obtained.
The Principal Investigator will be allowed to begin spending against the grant as soon as the WBS number has been assigned, regardless of whether the grant revenues have been received.

**Budget**

The WBS Plan Summary (budget) prepared by the Principal Investigator will be entered into SAP by the Grant Accountant after the new WBS has been established. Over the course of the grant if there are changes to the original budget (i.e. budget change between line items or the receipt of additional funding), a Budget Revision (SAPPHIRE › Business Forms › UNK › Budget Office › Budget Transfer Form (PDF)) should be completed by the Principal Investigator and sent to the Grant Accountant for entry into SAP. The Principal Investigator must obtain approval of budget revisions from the granting agency in accordance with the grant agreement and/or OMB Circular A-110 for federal or federal pass-through awards.

**Budget Revisions**

The following regulations for Federal and Federal Pass-through grants are per OMB Circular A-110, Uniform Administrative Requirements for Grants and agreements With Institutions of Higher Education.

Recipients are required to report deviations from budget and program plans, and request prior approvals for budget and program plan revisions.

For non-construction awards, recipients shall request prior approvals from Federal awarding agencies for one or more of the following program or budget related reasons:

- Change in the scope or the objective of the project or program (even if there is no associated budget revision)
- Change in a key person specified in the application or award document
- The absence for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator
- The need for additional Federal funding
- The transfer of amounts budgeted for indirect costs to absorb increases or decreases in direct costs
- The transfer of funds allotted for training allowances to other categories of expense
- The sub award, transfer or contracting out of any work under an award

The Federal awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for awards in which the Federal share of the project exceeds $100,000 and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency.

For both construction and non-construction awards, Federal awarding agencies shall require recipients to notify the Federal awarding agency in writing promptly whenever the amount of Federal authorized funds is expected to exceed the needs of the recipient for the project period by more than $5,000 or five percent of the Federal award, whichever is greater. This notification shall not be required if an application for additional funding is submitted for a continuation award.
When requesting approval for budget revisions, recipients shall use the budget forms that were used in the application unless the Federal awarding agency indicates a letter of request suffices.

**Monitoring of Budget and Expenses**

Financial reports detailing expenses and the budget status of the grant are available on-line SAP and may be accessed at the user’s convenience. It is very important for PI’s to routinely monitor this information for accuracy and to ensure that corrections and/or budget revisions have been completed. The on-line information is updated and available daily.

You can request an SAP ID through Firefly. SAP Financial reporting classes are available for assistance in generating and interpreting the on-line financial reports. Upcoming classes are listed on the Training Registration website.

**Expense Transfers on Grants and Contracts**

Granting agencies regard expense transfers as red flag items. Every effort should be made to charge expenditures directly to the correct WBS Element. Transfers are highly scrutinized by auditors. If a transfer (journal entry or payroll expense transfer) is necessary, it must include detailed documentation of the reason for the transfer.

The explanation on a journal entry or payroll transfer involving a WBS Element must include a reason why the original entry was made to the wrong cost object and why it should be charged to the new cost object. “To correct an error” or “to move expenses” are not sufficient explanations.

The G/L Account Posting Form or payroll document requesting the transfer must include this explanation along with the reference information (document number of the transaction, posting date, and vendor name) of the expense, so that there is an audit trail for the transaction. Transfer requests received without all required information will not be entered until all data is obtained.

Expense transfers on grants and contracts should be made within 90 days of the original expense.

**Equipment Purchased With Grant Funds**

All grants are awarded to the University of Nebraska at Kearney and not to the individual Principal Investigator of the grant. Thus equipment purchased with grant funds remains the property of the University unless otherwise indicated in the grant award document. The grant funded equipment is not the personal property of the Principal Investigator.

The Finance Office is responsible for maintaining the accounting and financial records for additions, disposals, transfers and sales of all real and personal property. The Asset Records Manager works closely with the faculty and staff as well as with the Asset Disposal Manager in the Facilities Department to ensure that property and equipment are safeguarded, values are recorded appropriately in the University's financial statements and that transfers and disposals of surplus property are accommodated in compliance with State and University policies and procedures.

Before disposing of or transferring equipment purchased with grant funds, please contact the Grants Manager for assistance.
Benefit Costs on Additional Pay

Additional pay from grants whose agreements cover the cost of benefits including medical and life insurance will have a proportionate amount of the university’s medical and life insurance charged to the grant.

Additional pay from other outside sources whose agreement does not include the cost of benefits will have medical and life insurance charged back to the employee’s base salary cost center. The cost of retirement and social security must remain with the outside source of funding, as these costs must follow the pay.

Faculty who apply for outside funding are required to meet with Richard Mocarski in the Office of Sponsored Programs before applying for funding. This will ensure that the proposal will include all applicable grant costs.

Billings and Revenues

The Grant Accountant reviews WBS cash balances subsequent to the close of each calendar quarter. Upon this review, each WBS is examined individually to determine the billing and reporting status of the project. The Grant Accountant bills the granting agency and/or submits any required financial reports. Any cost overruns are identified at this time and the Principal Investigator is contacted to determine resolution.

Grant revenues may be received by the following methods:

**Advance:** The grantor may send 100% of the grant proceeds to UNK at the time of award.

**Letter of Credit:** For certain direct federal grants, revenues are drawn down electronically as expenditures are posted at the State level.

**Reimbursement:** The grantor reimburses UNK for expenditures incurred after expense reports have been submitted and reviewed.

**Payment Schedule:** Payments may be made on a schedule usually documented in the grant agreement.

Payments may be made in the following forms:

**Wire transfer:** Contact the Finance Office for arrangements.

**Check:** Must be made out to the University of Nebraska Kearney.

**Intrastate Billing Transaction (IBT):** Revenue received from another State of Nebraska agency.

**Journal Entry:** Revenue received from another University of Nebraska campus

Grant Close-Out Procedures

When it has been determined that all revenue and expense transactions have been posted to the WBS, all technical and program reports have been submitted by the Principal Investigator, and all financial reports have been submitted by the Grant Accountant, the WBS may be closed. The PI shall send an e-mail to the Grant Accountant requesting that the WBS be closed. Once a WBS has been closed, expenditures can no longer be posted to it.

If an occasion arises where the project has been completed and an unexpended cash balance remains in the WBS, the unexpended balance will be remitted back to the granting agency. In some cases, the granting agency
will allow the University to expend the remaining funds on a similar project. The granting agency’s prior written approval is required for such arrangements.

**Record Retention**

A grant file will be maintained in the Grant Accountant’s office for each WBS. Federal OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, Section .53 states that “Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report . . .” However, some granting agencies such as the U.S. Department of Education require that records and supporting documentation be maintained for five years from the date of submission of the final expenditure report. Therefore, it is the UNK’s policy to maintain all grant records in the Finance Office and the PI’s department for five years from the close of the WBS. Complete University Record Retention Policy

**Cost Share / Matching Funds**

Some granting agencies require that the University fund a portion of the total cost of the project. Any commitments on the part of UNK to share costs or match funds should be detailed in the contract or grant agreement. *The Principal Investigator is responsible for identifying and maintaining documentation of items and expenses claimed as match.* A separate cost center can be created to account for all items claimed as match.

Federal OMB Circular A-110, Section .23 states that:

All contributions, including cash and third party in-kind, shall be accepted as part of the recipient’s cost sharing or matching when such contributions meet all of the following criteria:

1. Are verifiable from the recipient’s records.
2. Are not included as contributions for any other federally-assisted project or program.
3. Are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
4. Are allowable under the applicable cost principles (OMB Circular A-21).
5. Are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.
6. Are provided for in the approved budget when required by the Federal awarding agency.
7. Conform to other provisions of Circular A-110, as applicable.

Other contributions may include:

- *Un-recovered* indirect costs only with the prior approval of the federal awarding agency.
- Values for recipient contributions of services and property where the values are established in accordance with the applicable cost principles (of OMB Circular A-21).
- Volunteer services furnished by professional and technical personnel, consultants, etc. if the service is an integral and necessary part of an approved project or program.
- Services of an employee which are furnished by an employer other than the recipient.
- Donated supplies such as expendable equipment, office supplies, laboratory supplies or workshop and classroom supplies.
- Donated property.
The descriptions and values for the above listed categories of cost share were not included in their entirety. Please refer to OMB A-110 for specific details regarding what is allowed.

**Sub-agreements and/or Sub-awards**

An institution who has been awarded sponsored funding for a research project as a prime recipient, may wish to award a portion of the scope of the project to another institution as a sub-award or sub-agreement. Once this type of relationship has been established, certain rules and regulations must be followed. These rules and regulations are discussed below.

A sub-award should not be mistaken for a vendor relationship. Generally in a vendor relationship the organization is a dealer, distributor, merchant or other seller of goods and services that are required for the conduct of the program. These goods or services are ancillary to the operation of the project.

Per OMB Circular A-133 Compliance Supplement, Subpart M, the pass-through entity (prime recipient) is responsible for the following:

- **Award Identification** – The prime recipient of the funding must identify to the sub-recipient any Federal award information (i.e. CFDA title and number, award name, name of Federal agency) and any applicable compliance requirements. *This will be outlined in the sub-agreement.*

- **Sub-recipient Audits** – The prime recipient must ensure that:
  1. Sub-recipients expending $500,000 or more in federal awards during the sub-recipient’s fiscal year have met the audit requirements of OMB Circular A-133, and that the required audits are completed within 9 months of the end of the sub-recipient’s audit period
  2. The sub-recipient is issuing a management decision on any audit findings within 6 months after the receipt of the sub-recipient’s audit report
  3. The sub-recipient takes timely and appropriate corrective action on all audit findings.

*This will be performed by the Grant Accountant.*

- **During the award monitoring** – An institution is required to monitor the sub-recipient’s use of federal awards through reporting, site visits, regular contact, or other means to provide reasonable assurance that the sub-recipient administers federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements and that performance goals are achieved.

  (1) **Financial Administration** – Sub-award invoices for payment received by the University shall be monitored for compliance with terms and conditions of the award by the Principal Investigator. The PI’s approval of expenses incurred shall be documented by the Grant Accountant prior to payment of the invoice. Amounts exceeding the dollar amount of the sub-award agreement will not be paid.

  (2) **Technical Administration** – To ensure that the sub-recipient is administering the Federal award in compliance with laws, regulations, and the provisions of the sub-agreement, and to ensure that the performance goals are met, the Principal Investigator should monitor sub-recipient activities. Monitoring can take various forms, including but not limited to reporting, site visits, and/or regular contact with the sub-recipient. *These
monitoring activities should be documented in order to substantiate the oversight of the project for audit purposes.

Ultimate responsibility for the conduct and the completion of the project rests with UNK, as the prime recipient of the award.

**Indirect Costs (F&A Costs)**

Many of UNK's external grants earn indirect costs to offset general and administrative costs associated with administering the award.

Indirect Costs or Facilities and Administrative Costs (F&A Costs) are defined as expenses incurred in conducting or supporting research or other externally-funded activities but not directly attributable to a specific project. General categories of indirect costs include general administration (accounting, payroll, purchasing, etc.), sponsored project administration, plant operation and maintenance, library expenses, departmental administration expenses, depreciation or use allowance for buildings and equipment and student administration and services.

UNK’s indirect cost rate is negotiated with our Federal Cognizant agency, the U.S. Department of Health and Human Services. The current rate for UNK is 47.23% of Salaries, Wages and Fringes (SWF). This rate is effective through June 30, 2021, at which time UNK will negotiate a new rate.

UNK seeks to recover the fullest possible amount of indirect costs from external sponsors funding research projects. All grant proposals submitted should include a budget line for indirect costs. Not all grantors will pay indirect costs on their grants. The granting agency reserves the right to reduce or reject the amount of indirect costs proposed.

If a grant award does include indirect costs, an indirect cost base will be entered into SAP when the WBS is established. The indirect cost base tells SAP how to automatically calculate indirect cost expense on each individual grant. For example, if a WBS has an IDC base of 47.23% of SWF, and during the month there were $2,000 of SWF posted to the WBS, after the close of the month SAP will multiply $2,000 times 47.23% and post $944.60 of indirect cost expense to the WBS and will also post $944.60 of revenue to 5199300001 Indirect Cost-Federal. The indirect cost expense will be billed to the granting agency along with the direct costs of the grant.

After the close of the fiscal year, the total indirect cost revenues that were earned from all grants during that year and posted to 5199300001 will be distributed based on an allocation approved by the Vice Chancellor for Business and Finance. The allocation method is:

- The first $20,000 of the total campus IDC is allocated to the UNK base budget in the proportion each grant contributed to the total campus IDC.

- 50% of the grant’s remaining IDC is allocated to the appropriate College Dean to distribute at their discretion.

- 50% of the grant’s remaining IDC is allocated to the Office of Sponsored Programs.

Once the IDC distribution is approved by the Vice Chancellor for Business and Finance, a budget adjustment is made increasing the spending authority of the cost center specified by the Dean.
Personnel Activity Reports (PARs)

Federal OMB Circular A-21 Cost Principles for Educational Institutions requires that the University document the compensation for personal services of employees rendered during the period of performance under sponsored agreements (grants). This compensation includes salaries, wages and fringe benefits.

The University uses After-the-fact Activity Records. Under this system the distribution of salaries and wages by the institution will be supported by activity reports that reasonably reflect the activities for which employees are compensated by the institution. To confirm that the distribution of activity represents a reasonable estimate of the work performed by the employee during the period, the reports will be signed by the employee, principal investigator, or responsible official using suitable means of verification that the work was performed.

PAR preparation and tracking is done within the SAP system. Quarterly, the Grant Accountant will generate and distribute the PARs. Two copies of the PAR are distributed to the Principal Investigator for each individual working on their project. The PI should review these reports VERY CAREFULLY for accuracy and completeness. If the information that is on the report agrees with the PI’s records, the PAR should be signed and dated at the bottom. One copy of the completed PAR should be returned to the Grant Accountant. The other copy should be kept on file by the PI for their records. The Grant Accountant reviews the signed copy that is returned and enters it as returned into the PAR system of SAP. The PAR is then filed in the grant file.

If the amount or cost distribution does not agree with the PI’s records, please contact the Grant Accountant so that the problem may be resolved. Amounts reported on PARs are pulled from the payroll records of the University.

Periodically the Grant Accountant will run a report in SAP that lists PARs that have not been returned by the PI. The Grant Accountant will contact the PI and request that the approved PAR be returned. It is very important that the PI return the signed report to the Grant Accountant. Because this is a Federal requirement, external auditors will randomly select PARs and request to see the Grant Accountant’s completed copy to ensure that the University is complying with OMB Circular A-21. Missing or incomplete PARs will most likely result in an audit finding for non-compliance.

UN Foundation Accounts

If a department has discretionary funds on deposit with the University of Nebraska Foundation, a WBS is generally established for the department to charge expenses for subsequent reimbursement by the Foundation. Disbursements from Foundation discretionary accounts can be made as follows.

1. If an expense is allowable under state regulations and can be processed through the State Department of Administrative Services (DAS), the expense must be charged to the department’s Foundation reimbursement WBS. Quarterly, the Finance Office Grants Accountant will review all expenses charged to the department’s Foundation reimbursement WBS and will prepare a Request for Payment From Foundation Funds form for the total of the expenses made to the WBS for the period. This form will be sent to the person authorized to make expenditures from the Foundation account, along with detail of the expenses for their approval and signature. The signed form should then be returned to the Finance Office Grants Accountant for submission to the UN Foundation. The UN Foundation will send check payment to the Finance Office, which will be deposited into the department’s Foundation Reimbursement WBS to offset the expenses incurred.

2. If the expense is NOT allowable per state regulations and cannot be processed through DAS, (i.e. funeral flowers, entertainment expenses, gifts to individuals, etc.) the department should complete the Request For
Payment From Foundation Funds form (Sapphire › Business Forms › UNK › Foundation › Request for Payment from Foundation Funds), get the authorized person's signature and submit the form with appropriate documentation (receipts or invoices) to the Director of Finance. The Director of Finance will review the expense for any possible tax implications and submit the form to the UN Foundation for payment. The UN Foundation will return the check payment to the requesting department.

**Gifts and Donations**

When soliciting funds for UNK, the donor should be advised to make gifts payable to the University of Nebraska Foundation. The Foundation is the preferred place to accept gifts or donations, as they will send a thank you/acknowledgement letter to all donors regardless of the amount. If a gift or donation includes goods or services received by the donor, they are not considered a true gift or donation, and cannot go to the Foundation, but must come directly to UNK.

When gifts are sent directly to the University and made payable to University of Nebraska Kearney:

1. The gifts should be submitted to the Office of the Vice Chancellor for Business and Finance with all correspondence relating to the gift.
2. The Office of the Vice Chancellor for Business and Finance, with the approval of the Chancellor, will authorize the acceptance, acknowledge receipt of the gift, and send the funds to the Finance Office for processing. Any single gift in excess of $200,000 must be presented to the Board of Regents for acceptance.

**Grants Accounting Links**

[Office of Management and Budget Circular A-110](#)

[Office of Management and Budget Circular A-21](#)

[Office of Management and Budget Circular A-133](#)

[U.S. Department of Education – Education Department General Administrative Regulations-EDGAR](#)

[National Science Foundation Grant Policy Manual](#)

[National Science Foundation GC-1 Grant General Conditions](#)

**Property and Equipment**

**Ownership and Control of University Property**

Title and all rights of ownership to all property and equipment purchased with University funds (including grants, contracts, awards, gifts, and Foundation funds) or donated to the University shall vest in the University, except for property purchased in accordance with specially donated or restricted funds providing for other ownership.
Custody of University Property

The Vice Chancellor for Business & Finance shall be the custodian of personal property for the University of Nebraska at Kearney. Such property belongs to the University as a whole and not to any department or division to which it has been allotted. University staff members shall be held accountable for any damage resulting from their negligence to property assigned to them, and shall not lend such property or permit the same to pass out of the control of a University employee, except upon a permit signed by the Vice Chancellor for Business & Finance or his/her designee.

Securing University Property

Campus departments and personnel are entrusted with the obligation to take appropriate measures to safeguard and secure University-owned property and equipment against the unauthorized or illegal access to or use of that property and equipment. Such measures may include written policies 1) defining unauthorized use and corresponding disciplinary actions to be pursued for those actions; 2) providing that property and equipment susceptible to theft or unauthorized use be secured in a safe location; and 3) defining the circumstances and procedures for moving property to temporary work locations.

Accounting for University Property

The UNK Finance Office is responsible for maintaining the accounting and financial records for additions, disposals, transfers and sales of all real and personal property. The Asset Records Manager works closely with the faculty and staff as well as with the Asset Disposal Manager in the Facilities Department to ensure that property and equipment are safeguarded, values are recorded appropriately in the University's financial statements and that transfers and disposals of surplus property are accommodated in compliance with State and University policies and procedures.

Asset Acquisitions

Acquisitions of Federal Surplus Property

Since UNK is a part of the Nebraska university system, federal surplus property may be acquired using the university system authorization. For more information about how to acquire federal surplus property using the university system authorization, contact University of Nebraska-Lincoln (402) 471-2677. More information about federal surplus property may be found at the federal website, http://sales.gsa.gov.

Acquisitions of State Surplus Property

As an agency of the State of Nebraska, the University may acquire surplus property through the Materiel Division of the State Department of Administrative Services. For a current listing of State surplus property inventory and information regarding its sale, see the State website http://www.das.state.ne.us/materiel/surplus/surplus.htm.

Capitalization Policy

All equipment or other personal property with an acquisition cost of $5,000.00 or more (for each individual item) shall be classified as capital equipment. (Note: Equipment for which the cost of each piece individually is less than $5,000.00 shall be considered a supply and the related cost of each an expense of the current period.)
Determining the Cost Basis of Capital Equipment

The cost of capital equipment includes shipping, installation, site preparation, attachments that are permanent parts of the basic equipment, or any other costs that are properly included in compliance with accepted accounting standards. Any questions about appropriate general ledger (GL) coding on purchases of capital equipment should be directed to the Asset Records Manager.

Donated Property

Donated property is to be capitalized at its appraised value when it meets criteria specified in the capitalization policy. In the absence of a formal appraisal, the donor is responsible for providing a reasonable estimate of the value of the donated property. A department receiving a gift of personal property should contact the Office of the Vice Chancellor for Business & Finance so that a formal acknowledgement and receipt may be sent to the donor for the donor's income tax reporting records.

Gifts in Kind

Gifts in kind, i.e. vehicles received from local dealers by the athletic department for use during the year, are not considered capital acquisitions.

Purchases from University Personnel

No property and equipment may be purchased from any University personnel without prior approval by the Vice Chancellor for Business & Finance. Any such purchase must comply fully with all conflict of interest provisions of University policy.

Purchases with a Capital Lease Agreement

Equipment acquired under a capital lease agreement must be capitalized.

Purchases Using an Installment Contract

The total cost of capital equipment or other personal property purchased on an installment contract will be recorded in the year the asset is acquired. Special care should be taken by departments making these types of purchases to notify the Finance Office of such purchases ensuring that the entire asset cost is captured for financial reporting purposes (i.e. periodic individual installments of less than $5,000 each may not easily be tied together and detected by the Finance Office as representing a purchase of capital equipment with a total cost of more than $5,000).

Special Circumstances

(For special circumstances not listed here, please contact the Asset Records Manager for further information.)
Asset Trades

Notification

When University property is acquired by giving University property in trade, the following information must be provided by the University department to the Asset Records Manager:

Trade-ins on the Purchase of like Property

- **For property given in trade:**
  - When the property was traded.
  - To whom the property was traded.
  - Full description of the property including manufacturer, serial number and/or model number.
  - **Capital equipment tag number.** If the property given in trade bears a University capital equipment tag, the department must complete a UNK Asset Transfer / Disposal Form. (Sapphire › Business Forms › UNK › Finance Office › Asset Transfer Disposal Form (PDF)) The capital equipment tag should be removed from the property and securely attached to the form before transmittal to the Asset Records Manager.

- **For property acquired in trade:**
  - When property was acquired.
  - Full description of the property including manufacturer, serial number and/or model number.
  - From whom the property was acquired. (A copy of supporting invoice documentation must be included.)
  - Description of the terms of the trade, including payment given or received for trade difference.
  - Location of new property, including building and room number.
  - **Installment arrangements**, if any.

Asset Transfer/Disposal

Abandoned Property

*Abandoned by students.* Any personal property with an estimated value of $250 or more that is abandoned by a student on the premises of the University of Nebraska at Kearney (UNK) will be subject to the following:

- A notice will be mailed to the student at the student's latest address of record.
- The notice will be sent within six months of the end of the contract between UNK and the student.
- The notice will describe the abandoned property, the location where it can be claimed, a UNK contact person, and the date by which the property must be claimed. This date will be no later than 14 days from the postmark date of the notice.
- If the property has not been claimed by the specified date, the property will become the property of UNK, and will be subject to UNK's policy on transfer/disposal of surplus property.

Notice is not required to be mailed to the student for abandoned property with an estimated value of less than $250. Upon determination that the estimated value is less than $250, a 14-day waiting period will ensue at the end of which ownership shall immediately transfer to UNK and the property will become subject to UNK's policy on the transfer/disposal of surplus property.

Inquiries regarding the abandonment of student property should be directed to the Office of Residence Life (8519).
Abandoned by Employees. Any personal property with an estimated value of $250 or more that is abandoned by an employee on the premises of the University of Nebraska at Kearney (UNK) will be subject to the following:

- A notice will be mailed to the employee at the employee's latest address of record.
- The notice will be sent within six months of the termination date of the employment relationship between UNK and the employee.
- The notice will describe the abandoned property, the location where it can be claimed, a UNK contact person, and the date by which the property must be claimed. This date will be no later than 14 days from the postmark date of the notice.
- If the property has not been claimed by the specified date, the property will become the property of UNK, and will be subject to UNK's policy on transfer/disposal of surplus property.

Notice is not required to be mailed to the employee for abandoned property with an estimated value of less than $250. Upon determination that the estimated value is less than $250, a 14-day waiting period will ensue at the end of which ownership shall immediately transfer to UNK and the property will become subject to UNK's policy on the transfer/disposal of surplus property.

Inquiries regarding the abandonment of employee property should be directed to the Asset Records Manager (8865).

Board Approval*

Notwithstanding any of the foregoing provisions of this policy to the contrary, no single item or identical items of personal property having an estimated market value in excess of $400,000 shall be sold without prior approval by the Board of Regents. All sales shall be made in the name of the Board of Regents.

* Nebraska Board of Regents Policy RP 6.2.2

Classification and Disposition of Property

When a University department determines that property in its custody is excess or surplus, the Department Head shall contact the Asset Disposal Manager who will make a number of determinations.

Those determinations are:

Does the University own the property?

- Before the University may dispose of property on its premises, a determination must be made of whether the property is owned by the University.
- If it is determined that the property is not owned by the University (for example, the property is leased), the individual or entity that holds title to the property must be contacted for further instructions regarding the removal of the property.

Is an official University capital equipment tag affixed to the property?

- The University owns any property to which a University capital equipment tag has been affixed. The tag will bear a number that identifies the property in the official inventory and accounting records of the University.
When property is transferred or disposed of, the capital equipment inventory record must be adjusted to reflect the change in location, sale or other disposition of the property. The department head requesting the transfer or disposal of any property to which a University capital equipment tag has been affixed must notify the Asset Records Manager of the request by completing a UNK Asset Transfer / Disposal Form (Sapphire › Business Forms › UNK › Finance Office › Asset Transfer Disposal Form (PDF)).

For property disposals and transfers to an outside entity, the capital equipment tag must be removed from the property and secured to the completed form before forwarding to the Asset Records Manager.

In no circumstances should a capital equipment tag remain affixed to an asset that has been sold or transferred to an outside entity.

**Does the property contain hazardous materials?**

- The Asset Disposal Manager will determine whether the property contains hazardous materials subject to special disposal guidelines.
- If the property contains hazardous materials, the Asset Disposal Manager will contact Environmental Health and Safety for guidance on the appropriate disposal procedures.

**Was the property purchased with Federal funds?**

- Some Federal grants or contracts may require that funds from the sale of equipment originally purchased in support of the grant or contract be returned to the Federal Government.
- Items in this category will be handled on an individual basis in cooperation with the applicable campus grants office.

**Is the property a serviceable vehicle or is it farm equipment?**

- University vehicles or farm equipment may be disposed of by auction or sealed bids after appropriate advertisement.
- Vehicles and farm equipment also may be disposed of through the Materiel Division of the State Department of Administrative Services.

**Is the property livestock or farm products?**

- Livestock and farm products excess to the needs of the University may be disposed of by auction, livestock or farm product sales, or in whatever manner would best serve the interest of the University.

**Is the current value of the property $5,000 or more?**

- The Asset Disposal Manager will evaluate the property to determine if it meets the value test ($5,000 or greater current value) to be classified as personal property subject to the transfer/disposal procedures in Section RP 6.2.2 of the University of Nebraska Board of Regents Policy.

* Nebraska Board of Regents Policy RP 6.2.2

**Definitions**

*Excess or Surplus Personal Property.* Excess or surplus personal property shall mean usable or non-useable property which has been declared excess to the needs of an administrative unit of the University.

*Administrative Unit.* Administrative unit shall mean the Central Administration, the University of Nebraska-
Lincoln, the University of Nebraska Medical Center, the University of Nebraska at Omaha, and the University of Nebraska at Kearney.

**Personal Property.** For the purposes of this policy the term personal property refers to movable equipment and/or fixtures with a value of $5,000 or more and a useful life of over one year. Without limiting the generality of the foregoing, fixtures shall include, but not be limited to, chillers, boilers, transformers, special purpose equipment, research equipment and electronic equipment.

**Principal Business Officer.** Principal business officer shall mean the Vice Chancellor for Business and Finance of [the University of Nebraska at Kearney].

* Nebraska Board of Regents Policy RP 6.2.2

**Determination of Best Manner for Transfer/Disposal**

The Asset Disposal Manager may exercise judgment to determine the best manner in which to transfer or dispose of property that has not been claimed after appropriate notifications have been given and response times allowed. In making such judgment, some of the factors to be considered are:

- Any residual value of the property.
- Any personal knowledge that the Asset Disposal Manager has of a potential use for the property by another entity.
- Any marketability of the property for outside sale.
- Any cost involved in the administration and staff time required to accomplish a particular disposition.
- The most reasonable option, given the circumstances, that creates the most benefit to the University at the least cost.

**Expense of Disposing of Personal Property***

The expense of selling surplus property shall be deducted from the proceeds of the property being sold.

* Nebraska Board of Regents Policy RP 6.2.2

**General Sale or Disposal of Surplus Property after Making Required Notifications**

When notification to other entities is made, if the Asset Disposal Manager receives no response after ten business days, the Asset Disposal Manager may sell or dispose of the property by such method as is to the best advantage of the University.

**Options for Disposal of Property**

Regardless of the disposition, care must be taken to ensure that the property is disposed of in a discreet and reasonable manner in compliance with policy. In addition to these considerations, when it has been determined that the property has residual value, some options the Asset Disposal Manager may consider are:

- Transfer to the UNK surplus property inventory.
- Sale via public auction.
- Donation of property to a charitable organization.
- Transfer to the State of Nebraska surplus property inventory.
Normally sale or disposal of any item of surplus property having an estimated value in excess of $25,000 will be by auction, sealed bid public sale, or exchange for other property.

* Nebraska Board of Regents Policy RP 6.2.2

**Personal Property Proceeds Account(s)**

There shall be established for each administrative unit appropriate University account(s) for the deposit of proceeds from the disposal of personal property.

* Nebraska Board of Regents Policy RP 6.2.2

At UNK, proceeds from the sale of personal property originally purchased with

1. *State-aided funds* will be deposited into the General Institutional Revolving Account unless other arrangements have been approved, in writing, by the Vice Chancellor for Business and Finance;
2. *Revenue bond funds* will be remitted to the Bond Trustee; and
3. *Federal grant funds* will be handled according to the disposal provisions of the grant, if any.

**Pricing Practices**

The sale price of surplus property shall be the highest bid price if sold by public auction or sealed bid public sale, or the reasonable market value if no bid is involved.

* Nebraska Board of Regents Policy RP 6.2.2

**Procedure for Transfer/Disposal of University Property**

Except in special circumstances, University property will be transferred or disposed of in the following manner:

**Property Damaged by an Act of Nature or in an Accident.**

- Before transfer or disposal, please refer to the [Risk Management](#) section.

**Property with a current value of $5,000 or more.**

- [UNK Asset Transfer / Disposal Form](#) (Sapphire › Business Forms › UNK › Finance Office › Asset Transfer Disposal Form (PDF)). The department head requesting the transfer or disposal of any personal property valued at $5,000 or more must notify the Asset Records Manager of the request by completing a UNK Asset Transfer/Disposal Form and forwarding it to the Asset Records Manager.
- *Notification and transfer.* Upon receipt of a request for transfer or disposal, the Asset Disposal Manager will give concurrent notification to all UNK departments and University of Nebraska campuses of the availability of the property. Ten-business-days response time will be allowed. The property will be transferred to a responding unit with priority given first to all UNK departments on a first-come-first-served basis, and then to other University units on a first-come-first-serves basis. Note: If an offer to purchase the personal property is made, the best offer will be accepted after the above notifications and response period are complete.

**Property with a current value of less than $5,000.**
Notification and transfer. Upon receipt of a request for transfer or disposal, the Asset Disposal Manager will give concurrent notification, when deemed appropriate, to all UNK departments and to local civic agencies and non-profit organizations of the availability of the property. When such notification is deemed appropriate, ten-business-days response time will be allowed. The property will be transferred to a responding unit with priority given first to all UNK departments on a first-come-first serve basis, and then to local civic agencies and non-profit organizations on a first-come-first serve basis. (Note: If an offer to purchase the personal property is made, the best offer will be accepted after the above notifications and response period are complete.) In situations where an asset has little or no value, the Asset Disposal Manager may waive notifications and may dispose of the asset in the manner determined to be of the most benefit to the University.

Sale or Transfer of Computer Equipment

If excess or surplus computer equipment is to be sold or transferred, proceed as follows:

Transfer to another UNK department. The Asset Disposal Manager or the Department must contact Information Technology Services (ITS) for further instructions regarding the disposition or storage of the property.

Sale or transfer to an outside campus or agency, or transfer to an outside disposal agency. The Asset Disposal Manager or the Department must contact Information Technology Services (ITS) who arranges for periodic transfers of computer equipment to an outside agency. ITS must make arrangements to inspect the equipment slated for transfer or disposal and to prepare it for transfer, reuse, or disposal. Due to the lack of storage availability, when the equipment is determined by ITS to be of no value to the University, ITS notes the equipment on a current list of items for disposal, and the department requesting the transfer or disposal will be asked to clearly mark and retain the equipment until ITS schedules a pick-up date. The outside disposal agency will facilitate the removal of the property from the Department. Questions regarding the scheduled pick-up dates should be directed to ITS.

Sale to University Personnel*

In accomplishing any sale or disposal of surplus property under the provisions of this policy, no preference will be given to University personnel.

* Nebraska Board of Regents Policy RP 6.2.2

Transfer within Same University Department

There is no need to notify the Asset Disposal Manager of an impending property transfer within the same University department unless assistance from the facilities department is required to accomplish the move.

Safeguarding Assets/Inventory

Capital Equipment Tags

The Asset Records Manager shall assign each piece of capital equipment or personal property a UNK capital equipment tag that shall be affixed conspicuously to the property. Arrangements to tag the equipment will be made by the Asset Records Manager. No capital equipment tag shall be issued for property costing less than $5,000.00 individually unless specifically requested for tracking purposes by the purchasing department.
Personal Use

Except when allowed by Board of Regents policy, University property should not be used for personal purposes and should not be removed from campus for personal use.

Recorded Inventory of Capital Equipment

The Finance Office maintains an inventory of property and equipment with an individual cost of $5,000 or greater. Giving full consideration to the cost/benefit of tracking, each department head is responsible, on behalf of his/her department, for determining whether an inventory of equipment with an individual cost less than $5,000 (e.g. camera equipment, scientific equipment, tools, etc.) should be maintained by the department when deemed necessary to safeguard and secure that equipment.

Physical Confirmations of Inventory

In preparation for the annual financial audit, the Asset Records Manager will print schedules of capital equipment by location, and will forward those schedules to designated individuals at each location or department for the purpose of confirming that the capital equipment is still on site and in working order. Each department is responsible for verifying the physical presence of each item on inventory and reviewing its condition for update purposes. Any discrepancies should be noted at each location and follow up conducted by the Asset Records Manager to determine if changes should be made to the current capital equipment schedule.

Lost or Missing Property

Property that cannot be located must be accounted for by the department. There are several ways to account for missing property:

1. Produce a copy of a signed Asset Transfer / Disposal Form (Sapphire › Business Forms › UNK › Finance Office › Asset Transfer Disposal Form (PDF)) showing the item was transferred to surplus property.
2. Produce a copy of an incident report from UNK Police and Parking Services showing the item has been reported as “stolen”.
3. Produce a copy of a signed Asset Transfer/Disposal Form stating that the item cannot be located. Information should be included citing specific and valid reasons why the item should be deleted from the inventory listing. Before the item may be deleted from inventory, signed approval from the Assistant Vice Chancellor of Business and Finance must be obtained.

Surplus Property

The Asset Disposal Manager shall be responsible for the custody and safekeeping of University surplus property. The Asset Disposal Manager shall maintain a current and accurate inventory listing of surplus property and shall make that listing available periodically for campus-wide review. The inventory listing shall include a description of the property and an assessment of its current condition and value. The Asset Disposal Manager shall facilitate the sale or transfer of surplus property to other University departments or campuses, to other State agencies, or to outside entities in accordance with this policy. The Asset Disposal Manager shall be responsible for determining the terms and conditions of the sales or transfers. The Asset Disposal Manager is responsible for notifying the Asset Records Manager when these transactions occur. Upon notification by the Asset Disposal Manager, the Asset Records Manager shall be responsible for any intercampus, or interagency accounting entries necessary to complete the transaction, and for receiving and processing all proceeds from the sale of University property.

205

Document Last Revised 10/13/2017
SAP Objects on Loan

Campus departments are responsible for recording laptops assigned to individuals and all desktop computers, printers and fax machines that are taken home or off campus on the employee's personnel record via SAP Objects on Loan. At the department head's discretion, SAP Objects on Loan can be used to track other items, as well.

Use of University Property in Off-Campus Work-Related Activities

If UNK property is removed from a department for off-campus work-related activities, the department must maintain written documentation of the department head's authorization which specifically identifies the equipment removed, reason for the removal, location, and dates removed and returned. Laptops assigned to individuals and all desktop computers, printers and fax machines that are taken home or off campus for work related use must be recorded on the employee's personnel record via SAP Objects on Loan.

Property and Equipment: Contacts

Asset Records Manager

The Asset Records Manager is responsible for updating the accounting and financial records for acquisitions, trades, transfers, disposals and/or sales of University real and personal property. The Asset Records Manager is also available to assist in interpreting and applying policy as it relates to University property.

- Chris Moran, Asset Records Manager, morancl@unk.edu, 865-8785

Asset Disposal Manager

The Asset Disposal Manager is responsible for maintaining physical custody of excess or surplus property (regardless of its value) and providing for its safekeeping until the time it is transferred or otherwise disposed. The Asset Disposal Manager maintains an up-to-date inventory of all property classified as excess or surplus, and is responsible for transferring or disposing of such property in accordance with the provisions of this policy. The Asset Disposal Manager is responsible for providing an assessment of the current value of property at the time it becomes classified as excess or surplus.

- Don Wellensiek, Asset Disposal Manager, wellensiekdr@unk.edu, 440-2573

Student Organizations

Financial Transactions

Student organizations operating on the UNK campus are generally independently organized and self-governing bodies not under University authority and control, which means those organizations MAY NOT use the University's income tax identification or exemption, nor may they use the University's sales tax identification or exemption. During the ongoing activities of these organizations, financial transactions may occur. To facilitate these financial transactions, a student organization may need its own bank account to facilitate the retention, receipt and disbursement of cash. While UNK may provide general guidelines to student organizations for standard business-type operations, if the organization has specific questions related to legal, contractual and/or tax issues, the organization must independently contact a qualified professional for advice or guidance.
The guidelines noted below should be followed by student organizations to establish bank accounts and to conduct financial transactions:

**Application for Federal Employer Identification Number**

Prior to opening bank accounts and/or conducting financial transactions, a federal employer identification number (EIN) must be obtained from the IRS. **Caution:** Organizations should exhaust all efforts to determine that they have not already been issued an EIN by the IRS before applying for a new EIN. In addition, the issuance of an EIN to a student organization does not automatically give that organization an exemption from income tax reporting or payment liability. The student organization should check with a tax adviser to determine its tax reporting and payment responsibilities and to apply for income tax exemption, if applicable.

**Recording of Federal Employer Identification Number**

The organization’s EIN should be kept in an easily accessible location for ready reference. It is recommended that the issuance of the EIN be recorded in the organization’s official minutes. (Note: The University of Nebraska's EIN may not be used as the EIN of record for the organization unless the finances of the organization are accounted for and are subject to audit as a part of the official financial records of the University of Nebraska.)

**Sales Tax Issues**

As a "subordinate organization" of UNK, a student organization **MAY NOT** conduct fund raisers, or purchase goods and/or services under the umbrella of the UNK's Nebraska sales tax/sales tax exempt status. Nebraska sales tax must be collected and remitted to the Nebraska Department of Revenue on any qualified sale of goods or services (including those sold for fund-raising purposes); and sales tax must be paid by the organization to vendors for the purchase of qualified goods and/or services. For more information see the Nebraska Department of Revenue information guide, [The Nebraska Taxation of Nonprofit Organizations](#) or contact the Nebraska Department of Revenue.

**Opening Bank Accounts**

When opening bank accounts in a student organization’s name, the organization’s EIN should be provided as the tax identification number for the bank’s records. NOTE: If an existing bank account contains the University of Nebraska’s EIN, a sponsor’s social security number, or an officer’s social security number, the bank should be notified and the records changed to reflect the organization’s own EIN. For internal control purposes, the organization should consider requiring two signatures on checks drawn on its checking accounts.

**Maintaining checking accounts**

Whenever a change of sponsor, or a change of officers occurs within the organization, care should be taken to notify the bank of the changes in personnel. Necessary changes should be made to the signature cards of the organization’s accounts at that time.
Internal control

An organization’s bylaws should designate an officer to be the keeper of the checkbook whose responsibility it shall be to account for the funds of the organization and to make regular and accurate bank reconciliations. In addition, regular reports should be made to the organization’s body noting key financial transactions and reporting fund balances. Appropriate investigations should be conducted to follow up on items that appear to be unusual or improper.

Conducting Raffles/Lotteries

Student organizations are subject to the rules and regulations set down by the State of Nebraska in conducting raffles or lotteries. Organizations should take care to ensure that they are complying with those rules and regulations when conducting fund-raising projects. For more information, refer to the Lottery and Raffle Information Guide published by the Nebraska Department of Revenue.

Facilities

Emergency/Fire Safety

Facilities Emergency Response List

Purpose

The purpose of this policy is to provide a means to contact Facilities Management and Planning Staff in the event of an emergency.

Policy

If there is an Emergency Situation requiring Facilities Staff response (i.e., electrical, plumbing, back-up or over-flow, heating or cooling problem, broken lawn sprinkler "head," etc.), the following will apply:

A. Normal Office Hours

During Normal Office Hours (8:00 A.M. to 5:00 P.M. Monday through Friday), if you have an Emergency Situation requiring Facilities response, please notify:

<table>
<thead>
<tr>
<th>Facilities Service Desk</th>
<th>308 865-1800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Management and Planning Office</td>
<td>308 865-1700</td>
</tr>
</tbody>
</table>

The Facilities Service Desk number is also available for non-emergency Service Requests and questions concerning Facilities Management and Planning. You may also use iServiceDesk on the Facilities website.

B. After Normal Office Hours
Facilities Management and Planning provides 24 hour per day, 365 day per year limited coverage of the campus. Outside of normal office hours the Utilities Operator on duty is available to handle emergency situations and to call in personnel as needed.

If you have an emergency outside of normal office hours, please call the Utilities Operator at:

<table>
<thead>
<tr>
<th>Utilities Operator</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>308-627-6044</td>
</tr>
</tbody>
</table>

If the Operator cannot be reached please call:

| UNK Officer on Duty | 308-865-8911 |

**Fire Safety Policies**

State laws covering false alarms and arson are established and are applied as needed.

State Fire Codes governing building construction, egress facilities, fire protection to be provided, fire extinguishers, sprinkler systems, standpipe systems, flammable liquid storage, use and storage of explosives, gas appliances and other areas too numerous to list here are applied as applicable.

University of Nebraska at Kearney recognizes and hereby establishes the use of the provisions of the National Fire Prevention Code, the National Building Code, and the Standards of the National Fire Protection Association as a minimum requirement for fire protection in all University of Nebraska at Kearney properties. Additional fire protection above these requirements shall be provided whenever the need is established by the State Fire Marshal.

The University of Nebraska at Kearney policy hereby establishes that requests for new or additional fire safety equipment shall be directed to the Vice Chancellor for Business and Finance. Used or "surplus property" fire protection equipment shall not be placed in use in any campus facility without examination and approval by the State Fire Marshal.

University of Nebraska at Kearney policy establishes that the installation of all fire protection equipment or additional fire extinguishers shall be made under the supervision of Facilities, and such installation shall require the approval of the State Fire Marshal before being placed in service.

The State Fire Marshal Fire Safety personnel are hereby authorized to enter premises and other areas owned, rented or leased by the University of Nebraska at Kearney for the purpose of conducting inspections, detecting fire hazards, maintenance or testing of equipment, investigation of fires and other such duties as may be their assigned responsibility.

Conditions considered hazardous to life or that may cause a fire to start or spread shall be reported to the responsible Building Supervisor, Department Head and to the Vice Chancellor for Business and Finance:

If the conditions still exist at the time of a second inspection and satisfactory solution is not agreed upon by the responsible parties, the problem shall be referred to the Vice Chancellor for Business and Finance for disposition.
Fire Safety Procedures

When a fire alarm is sounded in any University of Nebraska at Kearney building, all personnel and students shall immediately leave the building in an orderly manner by means of the nearest exit. Remain approximately 100 feet away from the building and follow your building emergency evacuation plan. Under no circumstances should any personnel return to the building until UNK Police Services has re-opened the building.

When you have been alerted by an alarm of fire, proceed as follows:

1. Keep low to the floor if smoke is in your room.
2. Before opening the door:
   - Feel the door knob. If it is hot, do not open the door.
   - If the knob is not hot, brace yourself against the door and open slightly (fire can create pressure enough to push open a door if it is not held firmly.) If heat or heavy smoke is present in the corridor, close the door and stay in the room.
3. If you cannot leave the room:
   - Open the windows. If your windows are the type that can be raised and lowered, open the top to let out heat and smoke, open the bottom to let in fresh air.
   - Seal cracks around the door with towels or bed clothing to keep out smoke.
   - To attract attention if you are trapped, hang an object out the window, such as a sheet, jacket, shirt, or anything that will attract attention. Shout for help.
4. If you leave the room:
   - Close all doors behind you as you exit. This will retard the spread of smoke and lessen damage.
   - Go to the nearest exit or stairway. **DO NOT USE AN ELEVATOR.**
   - If the nearest exit is blocked by smoke, heat or fire, go to an alternate exit.
   - If all exits from a floor are blocked, go back to your room, close the door, open the windows and follow the procedure described above.
5. After leaving the building, follow your building emergency evacuation plan. Emergency apparatus will be maneuvering around the building. Follow directions of fire and police personnel.

If it is determined the alarm is false, the party responsible for sounding the alarm, if apprehended, shall be detained if at all possible and turned over to fire or security personnel upon their arrival.

**Use of Fire Equipment**

To insure that fire equipment is in operating condition at all times, the use of fire extinguishers should be immediately reported to Facilities at Extension 1800.

**Use of Exits and Exit Access**

1. Exit access shall be the corridors and stairwells provided in the building. The exit itself is the door or other means provided between the exit access and a place of safety from fire and smoke.
2. Exits or exit access shall not be obstructed in any manner with furniture, storage, displays, vending machines, etc.

3. Fire doors on stairwells, unless arranged to close automatically in the event of fire, shall be maintained in the closed position at all times.

4. Exit signs shall be properly illuminated at all times. Such signs shall not be obstructed or blocked from view at any time.

5. Exits and exit access doors shall not be locked at any time unless they are equipped with panic hardware or other approved means to permit emergency egress by building occupants.

**Decorations**

Decorations shall be constructed of flameproof or non-combustible materials only. If there are questions concerning the type of materials to be used or their placement, contact Facilities for approval.

**Candles**

Lit candles are not allowed on University property.

**Additional Fire Protection**

1. In most cases, fire protection equipment in new buildings will be furnished when the building is constructed. Additional fire protection equipment required to accompany a new building shall be requested in writing to the Facilities Director who will review and recommend approval to the Vice Chancellor for Business and Finance.

2. Additional fire protection equipment necessitated by the remodeling of areas within a building, change of occupancy, or the establishment of a new laboratory, shall be determined Facilities and recommended to the Vice Chancellor for Business and Finance.

**Building Management**

**Building Supervisors**

The purpose of this policy is to provide an avenue of communication between building occupants and Facilities Management and Planning.

To view the building supervisor handbook, please use this link: [Building Supervisor Handbook (PDF)]

<table>
<thead>
<tr>
<th>Building</th>
<th>Supervisor</th>
<th>Office Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni House</td>
<td>Toni Meyers</td>
<td>NU Foundation/UNK Alumni Office</td>
<td>308-698-5284</td>
</tr>
<tr>
<td>Antelope Hall</td>
<td>LeAnn Jochum</td>
<td>CONH</td>
<td>8519</td>
</tr>
<tr>
<td>Building</td>
<td>Contact Name</td>
<td>Department</td>
<td>Phone</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------</td>
<td>------------</td>
<td>-------</td>
</tr>
<tr>
<td>Bruner Hall</td>
<td>Scott Darveau</td>
<td>BHS</td>
<td>8491</td>
</tr>
<tr>
<td>Centennial Towers East/West</td>
<td>LeAnn Jochum</td>
<td>CONH</td>
<td>8519</td>
</tr>
<tr>
<td>Central Heating Plants</td>
<td>Lee McQueen</td>
<td>GSB</td>
<td>1700</td>
</tr>
<tr>
<td>College of Education</td>
<td>Sheryl Feinstein</td>
<td>COE 114</td>
<td>8502</td>
</tr>
<tr>
<td>Communications Center</td>
<td>Gloria Vavricka</td>
<td>CMCT 302</td>
<td>8390</td>
</tr>
<tr>
<td>Conrad Hall</td>
<td>LeAnn Jochum</td>
<td>CONH</td>
<td>8519</td>
</tr>
<tr>
<td>Copeland Hall</td>
<td>Interim, Peter Longo</td>
<td>COPH 101C</td>
<td>8518</td>
</tr>
<tr>
<td>Cranewood Property</td>
<td>Lee McQueen</td>
<td>GSB</td>
<td>1700</td>
</tr>
<tr>
<td>Cushing</td>
<td>Nita Unruh</td>
<td>Cushing 137</td>
<td>8335</td>
</tr>
<tr>
<td>Facilities</td>
<td>Lee McQueen</td>
<td>GSB</td>
<td>1700</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Bill Jurma</td>
<td>FA 300</td>
<td>8521</td>
</tr>
<tr>
<td>Frank House</td>
<td>Will Stoutamire</td>
<td>FRNK</td>
<td>8284</td>
</tr>
<tr>
<td>General Services Building</td>
<td>Lee McQueen</td>
<td>GSB</td>
<td>1700</td>
</tr>
<tr>
<td>Health &amp; Sports Center</td>
<td>Paul Plinske</td>
<td>HSC 103</td>
<td>8332</td>
</tr>
<tr>
<td>Health Science Education</td>
<td>Ryan Splittgerber</td>
<td>HSEC 137</td>
<td>865-1105</td>
</tr>
<tr>
<td>Complex</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Janet Wilke</td>
<td>LIBR</td>
<td>8546</td>
</tr>
<tr>
<td>Mantor Hall</td>
<td>LeAnn Jochum</td>
<td>CONH</td>
<td>8519</td>
</tr>
<tr>
<td>Martin Hall</td>
<td>LeAnn Jochum</td>
<td>CONH</td>
<td>8519</td>
</tr>
<tr>
<td>Mens Hall</td>
<td>LeAnn Jochum</td>
<td>CONH</td>
<td>8519</td>
</tr>
<tr>
<td>Museum of Nebraska Art</td>
<td>Audrey Kauders</td>
<td>MONA</td>
<td>8165</td>
</tr>
<tr>
<td>Nebraska Safety Center/Addition</td>
<td>Mick Anderson</td>
<td>WSTC 227E</td>
<td>8256</td>
</tr>
<tr>
<td>Nebraskan Student Union</td>
<td>Sharon Pelc</td>
<td>NSU</td>
<td>8523</td>
</tr>
<tr>
<td>Nester Hall Building North</td>
<td>LeAnn Jochum</td>
<td>CONH</td>
<td>8519</td>
</tr>
<tr>
<td>Nester Hall Building South</td>
<td>LeAnn Jochum</td>
<td>CONH</td>
<td>8519</td>
</tr>
<tr>
<td>Ockinga Center / Welch Hall</td>
<td>Traci Gunderson</td>
<td>WLCH 203</td>
<td>8687</td>
</tr>
<tr>
<td>Otto Olsen</td>
<td>Debbie Schroeder</td>
<td>OO 114</td>
<td>8950</td>
</tr>
<tr>
<td>Randall Hall</td>
<td>LeAnn Jochum</td>
<td>CONH</td>
<td>8519</td>
</tr>
<tr>
<td>Student Affairs Bldg.</td>
<td>Dusty Newton</td>
<td>MSAB 111</td>
<td>8702</td>
</tr>
</tbody>
</table>
Posters

a. Only those events sponsored by recognized UNK student groups or campus departments or a program or meeting taking place on campus may be advertised by displaying posters on campus. Advertising for other university or community events may be posted only as space allows with permission granted by Approver. All posters must list all organizations sponsoring the event. Advertising for events sponsored by recognized UNK student groups must also be signed by the group's advisor.

b. Posters may be 11" x 17" or smaller. Due to the large number of visitors on campus, all posters should be suitable for all ages, and should not suggest, promote or illustrate the use of alcohol, drugs, tobacco, profanity or imply sexual, racial or any other form of discrimination. Posters not meeting the above criteria or posters that do not have the approval signature will be removed from bulletin boards.

c. Person seeking approval to hang a poster on campus public bulletin boards must get an approval signature from their organization's faculty advisor and one of the following approvers:

1. Dean, Division of Student Life or Designee (Memorial Student Affairs)
2. Director, Student Life or Designee (Nebraskan Student Union)
3. Director of Police and Parking Services or Designee (General Services Building)
4. Facilities Director or Designee (General Services Building)

d. If possible, Approver will scan the poster and email the image to building supervisor(s) and other approvers to alert them that this is a valid signature and to expect appearance of the poster in their buildings.

e. Approved and signed poster will be returned to requester, who may then make copies and hang the posters on the various public bulletin boards around campus. Note that some bulletin boards are departmental and not public. Approval is for public bulletin board only. Posters advertising specific events may remain up until the event is concluded, but not more than a total of 30 days. Persons hanging posters will be asked to remove them at the conclusion of event, however Building Supervisors will also be asked to regularly monitor bulletin boards to remove outdated items.

Sandwich Boards

Use of sandwich boards is limited to the Nebraskan Student Union. Use and design of sandwich boards do not require signatures as noted in 1) above, but require approval of Director of Nebraskan. Sandwich boards are subject to all other requirements of this policy.
Room Reservation

Campus Reservation and Event Coordination

Revised December 2013

Policy
This policy provides guidance for the scheduling of University of Nebraska at Kearney facilities and grounds for non-academic events.

This policy does not cover reserving space for classroom and class lab activities. The Registrar’s Office is responsible for academic scheduling. Questions concerning class schedules should be directed to the Office of Student Records & Registration at (308) 865-8527.

Reservation Request
Any individual or group requesting use of University facilities is required to complete a Facility Reservation Request form and provide proof of liability insurance, if required, at least six weeks in advance of their event. Specific details for audio-visual equipment, food service and room arrangements should be submitted at that time. Requests received less than two weeks in advance of the event do not allow enough time for coordination of support services, and therefore cannot be honored. The University reserves the right to substitute facilities and/or cancel arrangements at its discretion and to give preference to academic programs of the University. The University further reserves the right to review, specify and restrict any advertising, sales transactions or product distribution. A Facility Reservation Request must be filled out and approved by Facilities for sidewalk chalk advertising. The policy involving sidewalk chalk can be found here.

Facilities Reservation Request Forms can be found at here.

Priorities of Use
The University of Nebraska at Kearney is pleased to make facilities available to responsible groups and organizations, whenever in the judgment of the University, such use will not interfere with the academic mission of the University or provide undue risk to personnel or property.

The University reserves the right to substitute facilities and/or cancel arrangements at its discretion and to give preference to academic programs of the University, recognized student organizations, and other events sponsored by the University.

Athletics Facilities Use
Requests for use of Athletic Facilities in Health and Sports, Cushing, and Foster Field are subject to the Athletics and Intramural event and practice schedules as well as the Facilities staff availability to set up the event, work the event and tear down of the event. Athletic and Intramural schedules will not be altered to accommodate non-Athletic and non-Intramural event requests unless approved by Athletics/Intramurals and Facilities. Requests requiring set up, Custodial, and tear down outside of the regular working hours of the Facilities staff will be considered on a case by case basis and will be dependent upon staff availability. If approved, the event will be charged $25 per hour, per person for all tasks associated with the event as well as a maintenance and materials fee. Availability of these areas is especially limited during the Academic year.

Reservations for Campus Buildings and Campus Grounds
Reservations for rooms/spaces in all campus buildings, except the Alumni House, Frank House and Residence Halls (see below) and green space/campus grounds are made through the Facilities Business Office, 865-8692 or 865-8469. Reservations for the Nebraskan Student Union can be made at 865-8392. You may call to see if the area you are looking to reserve is available, fill out the Facility Reservation form, and send (via fax, campus mail, or email) or deliver to the
General Services Building, room 105 on the UNK campus. The Facility Reservation Request form with the signatures of the Contact Person and Student Organization Advisor should be given to the Facilities Business Office 3 WEEKS in advance of your event. All student group requests must be signed by the Office of Student Life as well as the Student Organization Advisor before the event can be scheduled. It is necessary to obtain approval, insurance and agree upon liability responsibilities. The Facilities Business Office will send you confirmation when your reservation is approved or disapproved within three weeks of application. Once approved and scheduled, notification will be sent to the Building Supervisor, UNK Police and Parking Services, and Custodial Services.

Cancellation of your event, or requests to change dates or locations, must be communicated to the Facilities Business Office at least two weeks in advance if possible. Failure to communicate cancellation of plans could result in overtime charges or other fees.

**Liability and Risk Management**

University departments and recognized organizations sponsoring an on-campus student organization event, dance or concert shall be held liable for damages. The presiding officer and the advisor of a student organization sponsoring an on-campus event, dance and/or concert are required to be in attendance during the entire time of the event, and are financially responsible for any damage to, or theft of University property. Alcohol and/or drug use is strictly prohibited. If evidence of alcohol or drug use is linked to the event, the organization will not be permitted to schedule future events. On-campus events will conclude by 11:00 pm, and may be asked to conclude earlier should noise violate City of Kearney code or campus Residence Hall quiet hours, or if there are general complaints from the campus community or surrounding city neighborhoods. The sponsoring organization will pay for any damage and additional charges that occur whether or not a member of the department or organization caused the damage. Student activities are subject to University guidelines, supervision and conduct.

Requests involving the use of personal tents will be reviewed by the Facilities office, UNK Risk Management and UNK Police and Parking Services. In general, no requests to erect staked, overnight-use, “camping” tents will be approved. Pop-up, non-staked type tents may be approved depending upon location and use of the tent.

Requests involving activities that pose a risk to the safety and wellness of those on campus or the campus landscaping and buildings, such as flying debris or hazardous materials, including but not limited to “car bash” events, will not be allowed.

Requests involving youth activities on campus must adhere to the [Youth Activity Safety Policy](#).

**Liability for Damage and Insurance**

By reserving the facilities, the group shall enter into an agreement to hold the University of Nebraska at Kearney, the University of Nebraska Board of Regents, and any agents, representatives, or employees of any of these bodies, free of any liability incurred in connection with use of the facilities). By reserving a facility, the group shall also bind itself to indemnify the University of Nebraska at Kearney for any property damages other than normal wear. All non-university groups (groups which are not directly funded and governed by the university) must provide a certificate of liability insurance naming the Board of Regents of the University of Nebraska as “an additional named insured” in the coverage amount of $1,000,000 minimum, for the duration of the event. A certificate of insurance is required whether or not a rental fee is assessed. In its sole discretion, the University may waive any or all certificate of insurance requirements.

**ADA Accommodations**

Individuals needing accommodation under ADA should notify the Facilities Service Desk (308) 865-1800, or ADA Coordinator at UNK (308) 865-8655 prior to the event.
Facility Use Fees
Fees will be assessed to all groups whose primary purpose is anything other than serving the constituency of the University of Nebraska at Kearney. Fees may be negotiated, if in the judgment of the University, the program or event will benefit the mission of the University. Facility Use Fees apply only to the reserving of space. They do not include support services or catering.

Criteria for Waiving Facility Use Fees
The organization must be part of the University of Nebraska system (direct involvement by University of Nebraska faculty, students or staff), or non-profit, or a government agency; and the event must be educational and consistent with the University of Nebraska at Kearney mission; and the event must bring potential students to the University of Nebraska at Kearney campus; or the event must otherwise be beneficial to the University of Nebraska at Kearney. Exceptions may be made by the Facilities Business Manager with approval from the Director of Facilities Management and Planning.

Support Services Fees
All non-UNK related events are subject to service fees for University staff and equipment that provides support for the event. UNK related events may also be subject to support services fees if the event is requested to be scheduled during hours in which support services staff would accumulate overtime pay.

The University will determine the type and level of support required for an event based upon the information provided by the requestor. The decision of the University is final.

In general, only University personnel may be utilized for support of the event as it relates to the facilities, parking, public safety, food service, and other areas directly related to the campus.

Other Fees
Other fees may be levied as required for a particular event.

Approved Applications
An event will be deemed approved upon the completion of a signed agreement by the Facilities Business Manager or designee, outlining all requested services and facilities for a specific event, and upon the signature of the Vice Chancellor for Business and Finance as required. Proof of liability insurance must be made prior to final approval of the facility use agreement.

Contracts
For particularly large and/or complex events, a separate contract may be written to outline the specific duties and responsibilities of each party. All contracts are to be reviewed by the Facilities Business Manager. Only the Vice Chancellor for Business and Finance and his/her designee(s) may sign contracts.

Payment
Payment is required within 60 days of invoice date. A 10% late charge may be applied to accounts not paid within 60 days, with an additional 5% assessed every 30 days thereafter. At the University’s discretion, payment may be required in advance. The University reserves the right to deny reservation requests of vendors with a history of late payments to the University.

Security and Building Access
The University reserves the right to restrict or refuse activities that may be deemed a risk to the health and/or safety of participants or the mission of the University.
The University reserves the right to require the presence of UNK Police Officers at any event. The cost of security may be charged in addition to facility use fees and will be negotiated with the user prior to approval of the use agreement.

All campus buildings are secured after normal working hours and access to them will be controlled by university personnel.

Academic and Administrative buildings will not be used for overnight camping or sleeping. Overnight guests to the UNK campus may check with the Office of Residence Life at 865-8519 for available space in the Residence Halls. Events requiring overnight stays shall be structured as a “camp” through the sponsoring UNK department and may be subject to camp or guest housing fees. Guest room space is limited during the academic year and may not be available during that time.

Requests for events that take place overnight involving UNK students will be considered on a case by case basis.

UNK Police Officers are on duty 24 hours a day to respond to calls for assistance and may be reached at 308-865-8911.

If a room or building for a scheduled event is not unlocked, please call 308-865-8911.

Parking
Click here for the current campus parking map: [http://www.unk.edu/about/fastfacts/maps-directions.php](http://www.unk.edu/about/fastfacts/maps-directions.php)

Individuals visiting the UNK campus between the hours of 7:30 a.m. and 5:00 p.m. weekdays must obtain a visitor parking permit from the Chancellor’s office in Warner Hall or UNK Parking Services in the General Services Building.

Reserved parking, for large events taking place weekdays between the hours of 7:30 a.m. and 5:00 p.m., is subject to approval and availability, and an additional fee will apply (please see the UNK Police and Parking Services Special Event Parking Policy). Parking fees for reserved parking will be negotiated with the user prior to approval of the use agreement.

Temporary parking permits will be required for small events taking place weekdays between the hours of 7:30 a.m. and 5:00 p.m. They may be obtained from the office of Facilities Management and Planning or requested and obtained from UNK Parking Services in the General Services building.

Basic Rental Fees
Please contact wallersl@unk.edu for general pricing and rental fees or mgugelmanml@unk.edu for events pricing and rental fees for Nebraskan Student Union space.

Inclement Weather
The Facilities Business Office will make every effort to assist in finding an alternate date in the event of inclement weather. However, alternate dates will not be scheduled in advance of the event. If inclement weather is a possibility, the sponsoring group must determine 24 hours prior to the event if a change of venue or cancellation is necessary, and contact the Facilities Business Office accordingly. Furthermore, the Facilities Business Office reserves the right to determine if weather is bad enough to warrant a change of venue or cancellation.

Use of University Equipment
The use of university equipment off campus is restricted to professional use only, and is not to be used for events that are personal in nature. Written permission must be obtained from the University official responsible for the property. Please contact the Facilities Business Manager to obtain permission to use tables, chairs, staging and other event equipment off campus. Policies regarding University property may be viewed at [Finance-Property and Equipment](http://www.unk.edu/about/fastfacts/maps-directions.php).

Sales, Raffles, & Special Activities at Athletic Events
Requests involving sales, raffles, and other special activities at UNK Athletic events, will require a facility reservation form to be completed and provided to the UNK Athletic office as well as a cover letter briefly describing the event,
sponsoring organization or party, contact information, etc. A good example is to include the information you have provided on the Facility Reservation Request form and summarize the reason for the event, i.e., charity, organization fundraiser, etc. UNK Athletics will determine if your event will complement the athletic event you want to coordinate with. Athletics will then sign the Facility Reservation Form as building supervisor and forward to the Facilities Business Office. For more information please contact the Athletics office in the Health & Sports Center (308)-865-8184.

**Food Service including Sales, Raffles and Special Activities**
Coordinated with the Director of Chartwells Food Service, Nebraskan Student Union, 865-8428.

Chartwells is the contracted caterer for the UNK campus. Chartwells will provide all food and beverage service requests. Under special circumstances, permission may be granted to bring in food from other sources. Contact Jon Watts at Business Services or Josh Methe at Chartwells to obtain written permission to use a food vendor other than Chartwells for your event.

Catering is defined as: Serving such special parties as banquets, teas, receptions, faculty and/or student group affairs, or snacks for meetings, and including any other special services requested by the University in serving the campus community.

Special Event Catering: Chartwells has agreed to provide food service at special functions including but not limited to teas, social functions, receptions, luncheons and/or dinners held at the University. Hours of service, menu and prices are to be negotiated between the sponsoring group and Chartwells, subject to the approval of the Director of Business Services. All function rooms will be scheduled through the room scheduling process, and food service requests will be coordinated through the Director of Food Services. The University shall control the space commitment and scheduling of authorized institution- catered events. Chartwells shall consult on and coordinate the menu, details of services required, and advise on effective program arrangements required with the individual, department, or group requesting catering service.

**Fundraisers/Donations**
Any UNK group or organization wishing to hold a fundraising/donation event on behalf of a charity, or for that organization’s own use, can do so provided they make clear that the event is not a UNK sponsored event. No wording that the University of Nebraska at Kearney or UNK is sponsoring the event is allowed on signs, flyers, or any other marketing tools used by the organization. The sponsoring organization will be responsible for selling tickets, collecting and remitting sales tax on the ticket sales to the Nebraska Department of Revenue, paying vendors and related 1099 reporting, and reporting the revenue on their 990 tax return using their own tax ID number and NOT the University’s tax ID number. It must also be clear to donors that any donations are made to the sponsoring organization or charity, NOT to the University.

**Alumni House**
Reservations are coordinated through the Staff Secretary or the Assistant Director of the Alumni Association, 865-8474. An additional charge for extra tables and chairs may apply for non-UNK events.

**Frank House**
Reservations are coordinated through the Director and Curator of the Frank House or their designee, 865-8284. An additional charge for extra tables and chairs may apply for non-UNK events.

**Residence Halls**
To reserve guest housing, or other conference/recreation space within the Residence Halls (including University View at Nester), contact the Office of Residence Life, 865-8519.
Museum of Nebraska Art (MONA)
For reservations please call 865-8559.

To Request Alteration Of Room Use or Change in Room. Whenever a designated classroom, lab room, office area or instructional area is to be converted to another use, please refer to the Space Alteration and Change in Room Use Policy.

Building Access Policy

The purpose of this policy is to provide for the security of campus facilities and property while maintaining a high level of flexibility in order to serve the needs of the campus community.

This policy applies to employees of the University of Nebraska at Kearney in all departments and all Non-University Individuals needing access to University Property. The Director of Facilities Management and Planning is responsible for the administration of the access policy, programming of key fobs and cutting, issuance and recordkeeping of keys, and key fobs in all departments. The Director of Residential and Greek Life is responsible for the policy in the Residence Halls. The Director of Facilities Management and Planning will assign an Access Administrator to program all key fobs. For emergency situations the Director of Facilities Management and Planning, Director of Residential and Greek Life the Access Administrator, and the Director of Police and Parking Services will also have access to the computer system.

Building Security and Access

It is the policy of the University that other than during normal working hours, all buildings shall be locked in order to maintain building/contents security. Some areas within the buildings also need to remain secure; therefore they will be locked with only authorized personnel allowed access. Appropriate Facilities personnel, UNK Police and Parking Services, and Residential and Greek life staff will have keys to all areas to provide immediate repair, maintenance and emergency response.

Access to buildings after normal business hours shall be controlled by Police and Parking Services. After hours Faculty and Staff need to have their University ID to present to Police and Parking Services to verify their ability to be in the building. Students and visitors needing access need to have prior approval through Police and Parking Services and carry the appropriate paper work. After hours are designated as follows:

Monday - Friday ........................................Between 10 P.M. and 6 A.M.
Saturdays, Sundays and Holidays ..........Academic Buildings Closed

Buildings with a different schedule include:

- Calvin T. Ryan Library M – Th 7:30 a.m. – 12:00 a.m. F 7:30 a.m. – 5:00 p.m. Sat. 10:00 a.m. – 5:00 p.m. Sun. 2:00 p.m. – 12:00 a.m. see web site for summer and Holiday hours.
- Nebraskan Student Union – Until 11:00 p.m. (Exception 24 hr. computer lab).
- Residence Halls – As Scheduled
Access Authorization

Individual Vice Chancellors, Deans, Directors and Department Chairpersons, are responsible for determining who may have access and the specific category of access. Deans or Directors must authorize Building Master requests. Following is a list of employee categories that must authorize access.

<table>
<thead>
<tr>
<th>Group</th>
<th>Authorizations Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business &amp; Finance</td>
<td></td>
</tr>
<tr>
<td>Office/Service Staff, Custodians, Utilities, Crafts, Managers/Supervisors</td>
<td>Immediate Manager, Building Supervisor, Director Facilities Management &amp; Planning</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td></td>
</tr>
<tr>
<td>Office/Service Staff, Faculty, Managers/Supervisors</td>
<td>Dean, Building Supervisor, Director Facilities Management &amp; Planning</td>
</tr>
<tr>
<td>University Relations</td>
<td></td>
</tr>
<tr>
<td>Office/Service Staff, Managers</td>
<td>Immediate Manager, Building Supervisor, Director Facilities Management &amp; Planning</td>
</tr>
<tr>
<td>Chancellor’s Office</td>
<td></td>
</tr>
<tr>
<td>Office/Service Staff, Assistants, Managers/Supervisors</td>
<td>Immediate Manager, Building Supervisor, Director Facilities Management &amp; Planning</td>
</tr>
<tr>
<td>Student Life</td>
<td></td>
</tr>
<tr>
<td>Office/Staff, Custodians, Maintenance, Managers/Supervisors</td>
<td>Dean, Building Supervisor, Director Facilities Management &amp; Planning</td>
</tr>
</tbody>
</table>

No students will be issued keys to campus academic buildings. Exceptions must be requested in writing by the appropriate Dean/Director and approved by the Building Supervisor and the Director of Facilities Management and Planning. Requests for keys instead of key fobs must be written and approved by the Building Supervisor and the Director of Facilities Management and Planning.
Special Requests/Assignments

All requests for changes of or in:

- Locks
- Locking hardware
- Cores
- Keys
- Special key-lock combinations
- Key card access systems

Must be approved by the Director of Facilities Management and Planning, prior to installation. It shall be a violation of this Access Policy to change the cylinder in the door for re-keying, installation of a hasp and padlock on the door, or providing locking means other than by a UNK lock. All non-university locks, locking hardware, etc. found on University buildings or property will be removed and the appropriate department charged for all costs associated with removal/replacement.

As a part of this policy, special assignment (i.e., contractors, etc.) may be authorized by the Director of Facilities Management and Planning. The Application for access can be found on the iService Desk web site at: http://facilities.unk.edu

Key Issuance

The programming of key fobs will be done by the Access Administrator. All keys will be made by the Access Administrator or assigned person. This office is located in the General Services Building.

Lost or Damage Key Costs:

- Grand Master (GMK) $50.00
- Building Master (BMK) $20.00
- Outdoor (ODK) $10.00
- Room door key (RDK) $10.00
- Suite room key (SDK) $10.00
- Lost or Damaged Key fob $20.00

Energy Conservation/Clean Air

The policies of the campus in the areas of heating, air conditioning and energy conservation are outlined below.

For many buildings the conversion from heating to air conditioning or from air conditioning to heating is a major, one time only changeover for the entire season. Thus, if the weather reverts to the previous season's temperature after a changeover has been made, building occupants may experience some discomfort while the weather anomaly exists.
This single changeover dictates that the Facilities Management and Planning personnel carefully monitor both the building interior temperatures and the outside temperature, as these general comfort conditions will help determine when it is appropriate for the changeover to be made.

**Air Conditioning.** Generally, the changeover to the air conditioning season will occur after taking in account the long range forecast, the time of year, humidity, and after three consecutive days of outside temperatures of 75 degrees or higher.

The use of window air conditioners is to follow the above guidelines window air conditioners are to be controlled by the individual in charge of the room.

Residence Halls will be air conditioned during the summer months based upon need and number of occupants.

**Heating.** Changeover to the heating season is made when the use of air conditioners is no longer required to maintain building interiors at the designated temperature. This changeover will occur after account the long range forecast, the time of year, humidity, and after three consecutive days of outside temperatures of 55 degrees or lower.

**Target Temperatures.** Designated target building temperatures are as follows:

Winter - Heat to a maximum of 72 degrees
Summer - Air conditioning to a minimum of 74 degrees

**Lighting and Power.** Basically, the only way to conserve on electrical energy is to use electricity only when necessary. Therefore, your assistance is requested in turning off all classroom and office lights whenever the rooms are vacant and minimizing power consumption.

**Food and Beverages in Buildings**

The following policy was adopted in response to concerns about consumption of food and beverages in classrooms and laboratories and damage to floors and floor covers:

Food and beverages are prohibited in classrooms and laboratories in all academic buildings. Food and beverages are allowed in designated areas.

**Pets in Buildings**

The purpose of this policy is to protect the health and safety of the campus community.

For health and safety reasons, pets/animals (other than "guide dogs" and "research animals") are not allowed in buildings at the University of Nebraska at Kearney, nor should pets be brought to campus and left unattended. Notice of such is to be reported to the respective Building Supervisor immediately.

Further, UNK wishes to discourage anyone from bringing their pet on campus and leaving them inside a locked vehicle. This practice may be very harmful to the animal. It may also be viewed as a violation of Nebraska Statute 28-1001. Please contact Police and Parking Services.
Unattended Children on Campus Policy

Small children (12 and under) must not be left unattended on the campus of the University of Nebraska at Kearney. Children of this age, left unsupervised, are susceptible to accidents and potential injury. Further, children of this age must not be left unattended in vehicles on the UNK campus.

This act is a violation of Nebraska Statute 28-707 and Police and Parking Services should be contacted immediately.

See Risk Management-Youth Activity Safety Policy

Solicitation on Campus

The purpose of this policy is to preserve and promote an academic environment for students and faculty at the college.

The use of any part of the campus of the University of Nebraska at Kearney (buildings or grounds) for purposes of solicitation by a group not formally recognized by the college is strictly prohibited.

Solicitation is defined as the selling of any object or service for money. Also seeking donations, love offerings, or gifts by any group not formally recognized by the college will be considered solicitation. Solicitation is further defined as contacting any member of the campus community by personal contact, telephone, or letter to either recruit or gain membership in an organization not formally recognized by the college.

The use of campus mailboxes and bulletin boards for solicitation is strictly prohibited. Also, sale bills, fliers or political campaign materials placed on an automobile are strictly prohibited. Distribution of the aforementioned materials is also prohibited on campus, provided, however, that nothing herein shall prohibit the posting of political materials within the various campus buildings for any federal, state or city or student election after said materials have been approved for posting by the respective building supervisor.

All outside groups must obtain sponsorship by an approved UNK organization before they will be allowed to use on-campus facilities. No individual student or faculty member may sponsor an outside group for purposes of solicitation.

Any organization sponsoring the activities of an off-campus group will be held responsible for the actions of their guests. Also, the faculty sponsor of the organization must be present while the off-campus group is visiting UNK.

Nothing in this policy shall be interpreted as restricting the use of the college newspaper or other appropriate publications for advertisements or solicitation or political materials, the publication of which remains consistent with responsible journalism.

Signage

Permanent Exterior and Interior Sign Policy

1. The Department of Facilities, in the Division of Business and Finance, is responsible for implementing and enforcing the University sign policy (including building room numbers). All requests for new
permanent signs shall be submitted through that office. No permanent sign, for any campus building/structure shall be fabricated or installed without the written approval of the Department of Facilities. Building room numbers will be assigned by the Department of Facilities in conjunction with the Director of Institutional Data & Analysis.

2. Temporary signs (those to be displayed less than 10 days, or as defined in Section 5.5, “Temporary Signs/Temporary Advertising Policy” below, of the UNK Policy and Procedures Manual for Business and Finance), are exempt from this approval procedure, but must comply with all current University regulations.

3. The signage system is ongoing. Priorities have been established for the various sign types so that the sign system can gradually be implemented in an orderly manner as funds become available:

- Campus Identification Signs (Sign Type "A") - This type identifies arrival to the campus, at major entry points.
- Building/Facility Directional Signs (Sign Type "B") - These signs will provide directional information to buildings/facilities of major importance to visitors.
- Visitor information Signs (Sign Type "C") - These signs will be located in or near visitor parking areas.
- Information Kiosks (Sign Type "D") - These kiosks will provide space for notices of campus events, campus maps and other information (along major pedestrian corridors).
- Facility Identification Signs (Sign Type "E") - This sign type is the University of Nebraska approved building/facility identification sign.
- Vehicular Regulatory Signs (Sign Type "F") - This sign type encompasses all traffic signs and accommodates various shapes and sizes.
- Interior Directories/Campus Maps (Sign Type "G") - This sign type will be located in the entry vestibules of campus buildings to facilitate interior and campus pedestrian circulation.
- Building Interior Room Signs (Sign Type "H") - These signs will identify offices and major interior spaces.
- Other (Sign Type "I") - This sign type will complement the signage system and provide additional direction and/or information as required, examples noted below:
  - Notices/Information/Regulations
  - Warning/Prohibitory
  - Inventory Room Numbering
  - Personnel Identification

Temporary Signs/Temporary Advertising Policy

1. Building Supervisors are ultimately responsible for authorizing or prohibiting the posting of temporary signs or temporary advertisements in their buildings (i.e., Warner Hall, West Center, Student Affairs, the Nebraskan, Residence Halls, the Library, etc.).

2. Authorization for a temporary advertisement/sign consists of:

   - Signature of the Building Supervisor in the lower right corner of the sign/ advertisement.
   - Dates indicated under signature for posting and removing of the sign/ advertisement.
   - Area clearly specified under the dates where the sign may be posted (e.g., "general purpose" bulletin boards).

3. Temporary signs shall only be placed on bulletin boards or in areas designated for that purpose. It is inappropriate for temporary signs to be placed on glass windows, brick walls, painted or varnished surfaces, etc. Signs posted on inappropriate surfaces will be removed.
4. Bulletin boards and other designated areas may be restricted by a building supervisor for departmental use only. A department head, with the approval of the Building Supervisor, is responsible for authorizing or prohibiting the posting of temporary signs on their department's bulletin board. Stamped authorization of these signs is optional.
5. Properly authorized signs may be put up by anyone affiliated with the University.
6. The individual or group sponsoring a sign is responsible for removing it immediately following the final date specified on the authorization stamp, however, custodians or anyone else may remove a sign after the removal date.
7. The Building Supervisor has the prerogative to prohibit an individual or group from posting future signs or advertisement information when they have failed to remove their expired signs.
8. Approval in writing, by the Facilities Advisory Committee must be obtained, prior to placement of any temporary advertisements or signs on buildings, telephone/power/light poles or beneath vehicle windshields (the only exception to this section is temporary exterior advertisements/signage on non-state campus buildings, Student Affairs, the Nebraskan, and the Residence Halls. These must be approved by the appropriate Building Supervisor). Unauthorized temporary advertisements or signs will be removed.

Appeals

1. Appeals related to PERMANENT signs, for all buildings, must be submitted in writing to the Vice Chancellor for Business and Finance within five (5) working days of "Original" rejection.
2. Appeals related to TEMPORARY signs,
3. Relocation of walls, partitions, bulletin boards, signs, pictures, plaques or artwork, and other moveable items
   - For all Residence Halls, the Nebraskan, and Student Affairs, appeals must be submitted in writing to the Vice Chancellor for Student Affairs within five (5) working days of "Original" rejection.
   - For all buildings not identified in #1 above, appeals must be submitted in writing to the Vice Chancellor for Business and Finance within five (5) working days of "Original" rejection.

Sign Guidelines. The University of Nebraska at Kearney Design and Construction Guidelines contains guidance for the type and size of permanent signage. Please consult this document for further information.

Flag Use and Display Policy

Purpose

To establish policies and procedures governing the display of official flags (United States, State of Nebraska, University and other).

Policy

It is the policy of the University that the authority to grant permission for the use and display of the University flag rests with the Chancellor or his/her designee. He/she further has the authority to grant permission for the flying of other designated flags. The University will only consider requests for displaying other flags in recognition of holidays, events or activities that are recognized by the University of Nebraska System, the Governor of the State of Nebraska or the President of the United States.

The University’s official flag location is at the center of campus just south of Cope Fountain.
Procedure

The Director of Facilities has the authority to grant permission for the erection of flag poles on University property and will oversee their construction.

The Director of Police and Parking Services is responsible for maintaining the United States, State of Nebraska and University flag at the official flag location. This includes: purchasing, raising, lowering, disposing and replacing of the flags.

United States and State of Nebraska Flags

Public Law 94-344 shall govern the proper use and display of flags on the UNK Campus. The United States and the State of Nebraska flag will be lowered as directed by the Governor of Nebraska or the United States President.

University Flag

The University Flag will be lowered to half-staff for the following reasons;

- As directed by the Governor of Nebraska or the United States President
- As directed by the University President or Chancellor
- To commemorate the passing of a current or retired University faculty or staff member
- To commemorate the passing of a current University student

The following procedures will be implemented prior to the flag lowering;

- The Vice Chancellor of Business and Finance will be notified of the death. He/she will verify the information and will determine the individual’s eligibility
- The Vice Chancellor of Business and Finance will notify Police and Parking Services of the time and duration of the flag lowering.
- University Relations will notify the campus community of the reason for the lowering of the flags.

Other Designated Flags

Once permission is granted for a flag to be flown, it may be flown on its designated flag pole or below the University flag at the official University flag location.

(Revised 07/21/10)

Grounds Management

Snow and Ice Removal

The overriding goal of Facilities Management and Planning in the removal of snow is to make University facilities safe and accessible during the winter season.
Responsibility

Snow and ice are a reality in Nebraska. Conditions vary greatly from one storm to another and from day to day. However, there are several things that you can do to be safe during these times:

1. Exercise additional caution in both driving and walking.
2. Be aware of conditions
3. Notify the Facilities Service Desk, extension 1800, of unsafe conditions.
4. Be patient.
5. Due to weather-related conditions such as piled snow, melting and re-freezing, bare pavement should NOT be an expectation in these areas and motorists and pedestrians should dress and act accordingly.
6. Extra caution is advised at building entrances where hard surface floors come in contact with ice melt also resulting in slippery conditions.

General Snow & Ice Procedures

A key element in implementing an efficient snow and ice control program is receiving timely and accurate weather information. At UNK, Facilities Management and Planning monitors local weather forecasts and also draws on information from the City of Kearney and State Patrol.

In those instances where large amounts of snow are received and/or where snow is accompanied by strong winds alternate emergency procedures may be implemented to address the unique circumstances.

Facilities Management and Planning has designated two levels of response to snow removal.

1. Up to four inches. All Exterior Area Team members are called upon to address snow of up to four inches.

2. Over four inches. For snow fall greater than four inches additional Facilities Management and Planning Team Members may be asked to assist with snow removal. We ask your patience during these times as other facilities services may not be available due to the reallocation of resources.

Additional caution is advised when using University facilities during the winter season because of the daily potential for hazardous conditions caused by snow, ice, wind and freezing temperatures.

During and after a storm some streets may be snow packed and snow can be expected to accumulate adjacent to the streets to the extent that a motorist's sight distance may be greatly reduced or impaired.

In general, snow is removed in the following priority order

1. Accessible Pedestrian Areas
2. Other Pedestrian Areas
3. Parking Areas
4. Campus Roads

In practice many of these areas may have snowed removed simultaneously to best utilize resources.

The custodial staff are responsible for removing snow and ice 15' around their assigned building.
**Pedestrian Areas.** Facilities Management and Planning maintains sidewalks, plaza areas and other pedestrian thoroughfares. Our goal is to have primary access routes into each of our facilities plowed prior to 8:00 AM the morning following the end of the storm, if weather conditions permit. In general, sidewalks and pedestrian areas are cleared in the following priority order:

1. Accessible routes (please refer to the Campus Accessibility Map)
2. Residence halls
3. Academic buildings
4. Nonacademic buildings

Weather and ground conditions can lead to melting snow and re-freezing problems on a daily basis. Pedestrians should dress and act accordingly.

**Parking Areas.** University parking areas are designed to incorporate landscaping in adjacent areas. This occasionally necessitates the storage of snow in the lots and the loss of some number of parking spaces until the snow can be hauled away.

In general, parking lots are cleared in the following priority order:

- Accessible spaces
- Commuter lots
- Faculty/Staff lots
- Residence Hall lots
- Visitor parking

Every reasonable effort will be made to open parking lanes to allow traffic flow in parking lots.

After the storm, certain parking lots may be closed for cleaning. In these cases, Facilities Management and Planning will work with Public Safety and Residential and Greek Life to notify car owners to move their vehicles temporarily.

**Institutional Roads.** Our goal is to make all institutional roads safe and accessible for vehicles properly equipped for winter driving conditions during and after a storm if reasonably possible.

**Ice.** Ice is generally addressed by the application of various ice melt chemicals as well as gravel and sand. Materials such as salt, sand, calcium and magnesium chloride are used to control snow and ice while minimizing damage to the University's infrastructure and landscape.

Exterior Area Team Members are assigned specific areas on the campus. Each Team Member regularly inspects his or her area to assure that proper steps have been taken to provide a safe travel route for our customers. They are assisted by Interior Area Team Members who monitor conditions around their assigned buildings.

However, because of the relatively low number of Exterior Area Team Members and large size of the campus they cannot be everywhere at once. In addition, the frequent freeze/thaw cycle means that there is often ice in locations that were previously clean or had been treated. If you spot ice or other unsafe conditions on campus, please report them to the Facilities Service Desk, extension 1800, as soon as possible.

**In Case of Property Damage.** During the course of operations any given winter, damage to property may occur. Repairs will be made as soon as weather permits and materials are available.
If University snow removal operations cause damage to property owned by another person, the individual should report the damage to Public Safety and file a tort claim with the University Risk Manager.

*In Case of Personal Injury.* Despite an individual's best efforts there are lapses in awareness that result in injury. In the case of any student personal injuries, see Student Health. In the case of any faculty or staff injuries, if needed, see your personal healthcare provider and report the incident to Human Resources.

*Assistance to Private Property Owners.* In general, no University personnel or vehicles will be used to start, push, pull or tow stranded vehicles.

*Departure from Procedure.* The University recognizes that conditions may be so unusual or unexpected that a departure from these procedures should be authorized. Therefore, when such conditions warrant, the manager in consultation with the Director of Facilities Management and Planning Services, may order a departure from these procedures when, in their opinion, conditions require such action.

*No Duty or Right Created.* The purpose of these operational procedures is to establish goals and guidelines for University employees regarding snow and ice control. It is not to be construed to create any additional duty to any individual, person or entity. This document does not provide any special protection or service to any individual or group. No additional rights shall be granted any individual or entity simply by adoption of this policy. This document may be affected in total or in part, as a result of acts of God, equipment breakdown, weather conditions, inadequacy of equipment, shortage of personnel, state, federal or municipal regulations and any other unforeseen, uncontrolled or unanticipated acts.

Due to weather-related conditions such as piled snow, melting and re-freezing, bare pavement should NOT be an expectation in these areas and motorists and pedestrians should dress and act accordingly.

**Trash Dumpster Policy**

The purpose of this policy is to address concerns health and safety, concerning the trash collection points on campus.

The trash dumpsters, containers, receptacles, cans, located on the University of Nebraska at Kearney (UNK) campus, are the responsibility of the Grounds Services area of Facilities Management and Planning. They are there for the purpose of holding refuse generated by the operation of the campus, in the course of its normal business, until it is properly collected by the City of Kearney (or other authorized trash collection service).

Because of the unknown nature of the contents of a trash container, and the potential safety hazard those unknown contents poses, individuals entering or removing items from dumpsters, or other trash receptacles, on campus is prohibited.

All trash dumpsters are to be appropriately marked (Property of UNK, Authorized Personnel Only).

University of Nebraska at Kearney Public Safety Officers are empowered to enforce this policy.

Please contact Public Safety for disposal of hazardous materials. Hazardous materials are not to be disposed of as general waste.

**Sidewalk Advertising**
Events advertised by sidewalk chalk must be held on campus and sponsored by an officially recognized student group. Recognized UNK student organizations wishing to use sidewalks to advertise organization activities may do so by sending the following information by email or letter to one of the above approvers:

   a. A sketch of the advertising/announcement as it will appear on the sidewalk. The design must incorporate the student organization's name. The sketch must be approved by the organization's faculty advisor.
   b. A list of materials to be used. All materials must be water-soluble.

Organizations are encouraged to limit advertising to the Courtyard of the Nebraskan Student Union, however sidewalk advertising may be approved for other areas of campus. Organizations will be subject to clean-up charges for advertising in unauthorized areas.

Advertising may appear on sidewalks for four (4) days prior to an activity. Organization members are encouraged to wash off advertising upon completion of the activity. Advertising can remain for three (3) days after an event. If advertising remains after three (3) days, clean-up charges may be assessed to the organization.

**Signage**

See [Facilities-Building Management-Signage](#)

**Flags/Banners**

See [Facilities-Building Management-Flag Use and Display Policy](#)

**Children on Campus**

See [Facilities-Building Management-Unattended Children on Campus Policy](#)

See [Risk Management-Youth Activity Safety Policy](#)

**Transportation Services**

(Motor Pool)

**Care, Maintenance and Use**

*General*

Each department, and in turn the driver of a University vehicle should assume the responsibility of proper care and maintenance of vehicles assigned for their use.

**Accidents**

Departments will normally be billed to a maximum of $400.00 per accident for the repair of damage to University vehicle, which occurred during the rental period except in instances where the cost of the repair is covered by an insurance settlement or by prompt payments received from a person or a group of persons admitting responsibility for the damage. In cases where extensive damage to rental vehicle results from clear
abuse or carelessness during the rental period, the department will be billed for more than the normal $400.00 maximum. Replacement vehicles will be charged to the responsible department at the daily rental rate.

Department authorities should inform all operators of vehicles rented by their departments of this policy.

**Emergency Service, Maintenance, and Repair**

Please coordinate the maintenance and repair of vehicles with the UNK Transportation Services Office to assure comprehensive use of warranty, benefit of available discounts and replacement with quality parts. Please call (308) 865-1800 for coordination and determination on whether to return the vehicle to UNK Transportation Services for repair or have repair completed at a commercial facility. The individual responsible for the vehicle may authorize any maintenance or repairs costing less than $50.00. For any maintenance or repairs estimated to cost over $50.00 please coordinate with UNK Transportation Services Office prior to authorizing any work by commercial facilities. Only minor repairs of an emergency nature and costing less than $50.00 are authorized at credit card service stations. Failure to secure approval for service or repair expenditures over $50.00 may result in a $50 additional charge to the user’s department.

Service, maintenance or repairs performed at stations honoring the Voyager Credit Card will be charged to the credit card. For all other commercial facilities, please submit invoices directly to the University of Nebraska-Kearney department responsible for the vehicle.

**Authorized Drivers**

**Effective Date:** July, 9, 2007

**Purpose:** The safety of UNK students, faculty, staff, and the public is a central concern of this University. This policy, which governs the use of motor vehicles used on official UNK business by students, faculty and staff, is designed to support safe, prudent use of vehicles.

**Authorized Driver requirements:**

The following individuals may qualify as authorized vehicle operators – see authorized driver requirements below.

a. Members of the Board of Regents  
b. Employees (faculty and staff) of UNK.  
c. UNK students not included in a. or b. who are traveling on official University business as designated by the Chancellor’s Office, UNK Dean or Department Director.

**Faculty and Staff:** University vehicles may be driven by licensed employees over 18 years of age. Large passenger vans must be driven by licensed employees over 21. For the complete large passenger van policy, please refer to Facilities-Transportation Services-Vehicle Scheduling-Large Passenger Van Policy. To be considered for approval to drive, the individual must:

1. Have submitted their first & last name, date of birth, drivers’ license number or a photo copy of their drivers’ license to UNK Human Resources. (SAPPHIRE › Business Forms › UNK › Human Resources › New Employees/On-Boarding › Release of Driver History (PDF))
2. Have in the last 24 months driving records free of:
Department of Motor Vehicles Motor Pool Vehicle Reports will be obtained for all drivers submitted by their college/area as being potential drivers. If a Motor Vehicle Report reveals convictions (regardless of whether points were assigned or not) for Major Traffic Offenses as enumerated in Appendix A, or license suspension or revocation as specified above, the UNK Unit that employs the employee shall be notified by Human Resources the employee is no longer authorized to operate a University vehicle or drive on University business. A copy of the Motor Vehicle Report will be given to that employee. If that employee disputes the facts shown on the Motor Vehicle Report, he/she may challenge them with the Nebraska Department of Motor Vehicles. Appeals for removal of University driving privileges will be reviewed by a committee comprised of UNK Risk Manager, Police & Parking Services Director, and Facilities Director. Colleges/areas will indicate who may be expected to drive during the coming period, and whose licenses should be reviewed, by submitting a listing showing who will be driving during the upcoming period. Individuals may be added through the year by contacting UNK Motor Pool. Refer to Appendix B.

An employee who drives a vehicle during the course of performing University duties who no longer meets the driver standards of this policy may be given alternative duties for which he/she is qualified or at the unit’s discretion may be terminated according to UNK Human Resource policy. Units should contact Human Resources to facilitate this process.

Motor Vehicle Reports will be initiated at least on an every other year cycle for all employees who drive a vehicle during the course of performing university duties and will be initiated prior to a job offer being made to new applicants whose duties include a substantial amount of vehicle operation. New employees may be hired subject to the University receiving a driving history that qualifies them as an Authorized Driver as defined above.

Those faculty and staff whose driving record is clear of any driving offense will be subject to an every other year review of driving record. All other drivers will be subject to annual driving record reviews.

All drivers shall report any conviction for any Major Traffic Offense (whether or not points are assessed) or any change in the status of their license to their supervisor that results in the loss of work driving privileges. This action shall occur on the first working day following the conviction or as soon as possible thereafter. The supervisor shall report such change or conviction to Motor Pool and Human Resources immediately. A new Motor Vehicle Report will be requested at that time. Failure to comply with this policy shall be considered a willful violation of this policy and may subject an employee to disciplinary action, and loss of UNK driving privileges.

Students: Only currently enrolled full or part-time students over 18 years of age who have been approved by UNK Transportation Services are allowed to drive University-owned or rented vehicles. For agriculture related work, some 17 year old license holders may be allowed to operate certain vehicles as specified by Child Labor Law on agriculture property while under direct supervision.

In order to be approved to drive, the student must:

1. Have submitted their first & last name, date of birth, drivers’ license number or a photo copy of their drivers’ license number or a license number or a photo copy of their driver’s license to UNK Human Resources.
2. Have a valid driver's license and a driving record free of any of the violations and other violations and other items shown under Faculty and Staff above.

Department of Motor Vehicles Motor Pool Vehicle Reports will be obtained for all drivers submitted by their college/area as being potential drivers. Students who, at any time, do not meet the above qualifications will be prohibited from driving University-owned or leased vehicles. International drivers’ licenses or licenses issued by countries other than the United States are not acceptable. Drivers licenses issued in the United States less than 12 months prior to the date of planned travel may not be accepted. Drivers with licenses issued in the past 12 months may be required by their department, college or area to demonstrate driving proficiency prior to being authorized to operate motor vehicles on University business. Colleges/areas will indicate who may be expected to drive during the coming period, and whose licenses should be reviewed, by submitting a listing showing who will be driving during the upcoming period. Individuals may be added through the year by contacting UNK Motor Pool. Refer to Appendix B.

**Authorized Passengers**

Only those individuals, who are included in the listing of authorized uses of university vehicles, below, qualify as authorized passengers. Only those individuals who have been approved to travel as passengers are considered as authorized passengers. Refer to Appendix C.

**Covered University Vehicles:** This policy is applicable to the drivers of all University owned and leased, rented or donated vehicles which are leased or rented in the University's name or used in the course and scope of University business regardless of lessee/renter. This policy is applicable to personally owned vehicles in the event that the vehicle is used on university business and the employee is requesting UNK mileage reimbursement. It is also applicable to all drivers of large passenger vans regardless of whether they are owned, leased, rented or donated for use by UNK.

**Authorized Uses of and Authorized Passengers in University Vehicles:** Limited to UNK business only, including:

1. Travel between the place where the University vehicle is dispatched and the place where the official University business is performed.
2. When on official travel status, between the place of University business and the place business and the place of temporary lodging.
3. When on official travel status and not within reasonable walking distance, between either the above places and places to obtain meals; places to obtain medical assistance (including drugstores): and other places required to sustain the health, welfare or continued efficient performance of the driver, exclusive of places of entertainment.
4. Transport of other officers, employees or guests of the University when they are on official University business.
5. Transport of consultants, contractors or commercial firm representatives when such transport is in the direct interest of the University.
6. Travel between the place of dispatch and place of performance of University business to a driver’s personal residence when specifically authorized by the proper University authority. Commuting – There may be situations where the best interest of the University is served by having the driver retain possession of the vehicle during non-duty periods and authorization to do so should be cleared with the department head and Facilities Director or designee.
7. Out-of-state travel when specifically authorized in advance according to college or department policy.
8. Transport by Police Services as part of daily duties (either voluntary, e.g. Ride-Along program, or involuntary, e.g. arrest and transport for processing).
9. This policy is intended to govern contracted transportation services, such as bus, shuttle or trolley services.
10. This policy is not intended to govern or restrict drivers of equipment such as grounds maintenance equipment, all-terrain vehicles, etc.

**Unauthorized Use of University Vehicles:** Use of a UNK vehicle for any of the following purposes shall be considered unauthorized and shall subject the driver to potential disciplinary action:

1. Any use for a personal purpose, other than commuting, which has been authorized as specified in Authorized Use. Nebraska Statute No. 81-1024 states:

   "No officer or employee of the State of Nebraska shall use any motor vehicle owned by the State of Nebraska for any personal use whatsoever. Any officer or employee who shall violate any of the provisions of this section shall be deemed guilty of a Class V misdemeanor, and in addition thereto the officer or employee shall be deemed guilty of official misconduct in office for palpable omission of duty, and upon conviction thereof the court shall have the power to add to the judgment that any officer or employee shall be removed from office or employment."

2. Travel or tasks which are beyond the vehicles rated capability. (i.e.: Loads exceeding vehicle GVWR, exceeding trailer tow capacity, off load usage, etc.)
3. Transport of family, friends, associates, or other persons who are not employees of the University or serving the interest of the University.
4. Transport of hitchhikers.
5. Transport of cargo which has no relation to the performance of official University business.
6. Transport of acids, explosives, weapons, ammunition, or highly flammable material, except by specific authorization or in an emergency situation.
7. Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way which constitutes an obstruction of safe driving or a hazard to pedestrians or to other vehicles.
8. Transport of employees or students from the workplace to restaurants, cafes, drugstores or to other places which are not in the service of University business.
9. Attending sporting events, including hunting and fishing, which are not in the service of University business.
10. Extending the length of time the vehicle is in the driver's possession beyond that which is required to complete the official purpose of the trip.
11. Operating a University vehicle while under the influence of alcohol or drugs.

**Large Passenger-vans:** The UNK large passenger-van policy can be found at [Facilities-Transportation Services-Vehicle Scheduling-Large Passenger Van Policy](#).

**Use of Personal Vehicles**

Any individual who drives his or her personal vehicle to a University activity or on University business is responsible for the safety of himself/herself as well as all passengers. The University bears no responsibility and is not liable for the operation or operating condition of personal vehicles and expects such drivers to comply with state law requirements regarding insurance coverage and to carry appropriate automobile liability insurance. "Personal automobile insurance is the primary insurance coverage when a personal vehicle is used for a University activity or University business". All costs, including fuel, maintenance, or damage, which may occur while on University business is the responsibility of the owner of the personal vehicle.

**Rental Agency Vehicles** Refer to [Appendix D](#) for information about current rental contracts.
Use of private rental vehicles (vehicles rented from Enterprise, Hertz, Rent-a-van, etc.) shall be limited to University business. All drivers renting vehicles on behalf of UNK or its student organizations shall obtain the rental vehicle from a University preferred rental provider (listed below). Approved drivers should rent the vehicles in their name, stating they are associated with the University of Nebraska (UNK ID maybe requested) and the approved driver as the named driver. Under no conditions should the approved driver allow another person to operate the rental vehicle, unless they are authorized by the rental agency or UNK Motor Pool.

UNK owned or leased vehicles are not to be driven into or operated in Mexico.

Rental agency vehicles may be taken into Mexico only if prior arrangements have been made, additional insurance has been purchased for travels in Mexico, and the private rental company has approved their vehicle for travel in Mexico.

Note: Private rental vehicles rented in the university’s name or donated for university business, with supplemental liability protection, and the collision damage waiver are allowed to transport non-university passengers.

Automotive Insurance and Reporting of Vehicle Accidents: Facilities-Transportation Services-Automotive Insurance

Department Responsibility for Damage: Facilities-Transportation Services

Exceptions: Questions regarding this policy should be addressed to the Director of Facilities Management and Planning.

Appendix A

The Nebraska “Point System” Violations of 2 or More Points

<table>
<thead>
<tr>
<th>Violation</th>
<th>Points Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Traffic Offense.</td>
<td></td>
</tr>
<tr>
<td>• Motor Vehicle Homicide</td>
<td>12 Points</td>
</tr>
<tr>
<td>• Driving Under the Influence – 3rd Offense of Subsequent Offense**</td>
<td>12 Points</td>
</tr>
<tr>
<td>• Failure to report an accident within 12 hours to law enforcement</td>
<td>8 Points</td>
</tr>
<tr>
<td>• Failure to render air in accident you are involved in</td>
<td>6 Points</td>
</tr>
<tr>
<td>• Driving Under the Influence – 1st and 2nd Offense</td>
<td>6 Points</td>
</tr>
<tr>
<td>• Willful reckless driving (deliberate &amp; intentional)</td>
<td>6 Points</td>
</tr>
<tr>
<td>• Reckless driving (rash, heedless, dangerous)</td>
<td>5 Points</td>
</tr>
<tr>
<td>• Careless driving (inattentive, forgetful, inconsiderate)</td>
<td>4 Points</td>
</tr>
<tr>
<td>• Leave the scene of an accident, but submit report within 12 hours</td>
<td>4 Points</td>
</tr>
<tr>
<td>• Failure to yield to a pedestrian with bodily injury to pedestrian</td>
<td>4 Points</td>
</tr>
<tr>
<td>• Negligent driving (indifferent, offhand, neglectful)</td>
<td>3 Points</td>
</tr>
<tr>
<td>Failure to yield to a pedestrian with no bodily injury to pedestrian</td>
<td>2 Points</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Speeding (points are assessed for speeding on the basis of miles per hour (MPH) over the posted speed limit and the type of road):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business &amp; Residential District</strong></td>
</tr>
<tr>
<td>. Over 10 MPH</td>
</tr>
<tr>
<td>. Over 5 thru 10 MPH</td>
</tr>
<tr>
<td><strong>County Roads/State Highways</strong></td>
</tr>
<tr>
<td>. Over 15 MPH</td>
</tr>
<tr>
<td>. Over 10 thru 15 MPH</td>
</tr>
<tr>
<td><strong>Interstate Highway</strong></td>
</tr>
<tr>
<td>. Over 10 MPH thru 15 MPH</td>
</tr>
<tr>
<td>. Over 10 thru 15 MPH</td>
</tr>
</tbody>
</table>

**Appendix B**

**UNK Motor Pool Departmental Listing of Drivers of Motor Pool Vehicles**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Yes</th>
<th>No</th>
<th>Indicate with an &quot;X&quot; that an Authorization and Disclosure form is included.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix C

UNK Motor Pool Approval for Passengers in Motor Pool Vehicles Date: _________________________

<table>
<thead>
<tr>
<th>Date of Travel</th>
<th>Departure Date</th>
<th>Return Date</th>
<th>*Driver(s)</th>
<th>**Passenger(s)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Drivers must be on Approved Driver list on file with Motor Pool as per UNK policy
**Passengers must be "Approved Passengers" as listed in UNK policy

Appendix D

Rental of Motor Vehicles

<table>
<thead>
<tr>
<th>Agency</th>
<th>Discount ID</th>
<th>Reservations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avis</td>
<td>A563100</td>
<td>800-698-5685</td>
</tr>
<tr>
<td>Budget</td>
<td>BCD# T557400</td>
<td>800-455-2848</td>
</tr>
<tr>
<td><a href="http://www.budget.com">http://www.budget.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Trip</td>
<td>Number of Days Travel</td>
<td>Distance</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-----------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Local travel at destination city 1 - 2</td>
<td>1 - 2</td>
<td>50 - 100 Miles per day</td>
</tr>
<tr>
<td>Local travel at destination city 3 or more</td>
<td>3 or more</td>
<td>50 – 100 Miles per day</td>
</tr>
<tr>
<td>Interstate Highway 1-2</td>
<td>1 - 2</td>
<td>50 - 300 Miles per day</td>
</tr>
<tr>
<td>Interstate Highway 3 or more</td>
<td>3 or more</td>
<td>More than 300 per day</td>
</tr>
<tr>
<td>Unimproved Highways or Non-paved Roads 1 or more</td>
<td>1 or more</td>
<td>All Distances</td>
</tr>
<tr>
<td>International Travel Including Canada 1 or more</td>
<td>1 or more</td>
<td>All Distances</td>
</tr>
<tr>
<td>All recognized student Organizations or Non-UNL employee</td>
<td>All times</td>
<td>All Distances</td>
</tr>
</tbody>
</table>

### Driver Responsibilities

- Drivers must observe all traffic regulations. Drivers are personally responsible for any traffic citations (tickets) that may be issued as a result of operating a University vehicle.
- Comply with all University policies and procedures
- Cleaning the interior of trash, etc. after each trip
- Fuel the vehicle before returning
- Report all accidents or damage to the vehicle to Transportation Services
- Filling in the Vehicle Operation Log/Trip Report form (see APPENDIX - B for instructions) with the trips starting date and ending date, each days beginning and ending mileage, and the 6-digit account number for proper billing purposes.
- Do drive carefully, safely and courteously.
- No alcoholic beverages are allowed in or are to be consumed in any university vehicle.
- Smoking is not allowed in any university vehicle.
- Seat belt usage is required for all passengers in all State-owned vehicles.
- Radar Detectors are not to be used while operating a State owned vehicle.
- Drivers may not use portable radio headphones while driving.
- Citations for all parking and traffic violations will be the personal responsibility of the driver. This includes parking tickets received while parking on the UNK campus.
• Whenever a vehicle is damaged through abuse, negligence, misuse, or when driven by a person under
the influence of alcohol or narcotics, the department employing the driver of the vehicle will be
furnished with a police report or with a complete statement of the circumstances by the Department of
Transportation Services. The department and/or the individual shall be responsible for all damages.
• The use of University-owned or personal cell phones (texting, emailing, or verbal communication) while
driving a University-owned, personal or rental vehicle when acting as an agent of the University of
Nebraska at Kearney is prohibited. UNK Police Vehicles may be exempt from these requirements when
the use of a personal communication device is an essential function of the operator's official duties.
• Drivers are responsible for inspecting a rented vehicle prior to leaving the place where the vehicle is
rented. Once the driver leaves the rental facility with the vehicle, any damages found are the
responsibility of the renting party.
• Drivers will not operate a vehicle that the driver suspects is not operating properly. The driver will park
the vehicle and make appropriate arrangements so that the vehicle can be serviced, otherwise operated
safely, or towed.
• Drivers must only transport the number of persons for which there are seatbelts in the vehicle. The
driver must make certain that all persons in the vehicle wear their seatbelts.
• Each vehicle shall be loaded in accordance with vehicle manufactures recommendations. No one shall
be allowed to ride in the cargo area of any vehicle, this includes pickups.
• Drivers must take appropriate precautions when driving conditions are hazardous. (This includes but is
not limited to dust storms, fog, heavy rain, snow, or ice conditions). This includes allowing enough time
for travel.
• Drivers are responsible for taking appropriate measures to secure and safeguard the vehicle until it is
returned to the designated location at the University or the rental company. In cases where a private
rental vehicle is used (see below), the driver is responsible for complying with all rules and regulations
associated with the private rental contract.

Automotive Insurance

Vehicle liability insurance on bodily injury and property damage is provided through the University Risk
Manager's Office. This insurance provides coverage for others when the University vehicle is at fault. If a third
party is negligent and insured, damage to the University vehicle will be collected from the other vehicle's
insurer.

The insurance policy does not provide University vehicles physical damage, collision, fire or theft coverage. It
also does not provide for loss of property by fire or theft. Departments normally will be billed to a maximum of
$400.00 per accident for the repair of damage to University vehicles which occurred during the rental period,
extcept in instances where the cost of the repair of damage to University vehicles is covered by an insurance
settlement or by prompt payments received from a person or a group of persons admitting responsibility for the
damage.

Passengers who are not University of Nebraska employees or staff members are afforded no protection under
the policy and ride at their own risk. Insurance for student field trips is available for a nominal fee from the Risk
Management Office and is required on all course field trips.

The driver involved in an accident should report the accident to the department head and local police or if, on
campus, to UNK Police, immediately as they can render assistance and officially inspect the scene of the
accident. The following procedures should be followed:

• Stop immediately.
• Take steps to prevent another accident at the scene.
• Call a doctor or ambulance, if necessary
• Notify Police.
• **DO NOT** sign any paper or make any statement as to who was at fault (except later to your supervisor).
• Get name and address of each witness.
• State your name, address, place of employment, name of your supervisor, and upon request show your operator's license, vehicle registration, and insurance card.
• Secure the following information:
  o Registration information for other vehicle(s) (owner's name, license plate number, expiration date and state, vehicle serial number)
  o Information on other driver(s) (name, address, operator's license number and expiration date)
  o Name and address of the company insuring other vehicle(s)
  o Name and address of each person involved and extent of injury, if any;
  o General information such as location, time, road condition, weather, property damage and estimated damage to other vehicles.

• Notify your department head immediately.
• If the vehicle is unsafe to operate, after contacting Transportation Services, have it towed to the nearest garage or service station. After hours, call the University operator (402)-472-7211, for connection with the proper individual.
• Submit a University of Nebraska - Kearney accident report to the University Risk Manager. (Forms are located in the vehicle glove box).
• Accidents involving injury or damage in excess of $500.00 must be also be reported to the State Accident Records Bureau, Department of Roads - Box 94669, Lincoln NE 68509-4669 on the accident report form provided by the State Patrol, Sheriff or local police.

Please do not sign any papers or make any statements concerning responsibility for blame since any admission may impair the insurers’ ability to defend a case of questionable legal liability. Appropriate legal authority will decide fault or liability. Please complete forms and comply with instructions.

**Vehicle Maintenance**

*Fuel*

It is University policy that employees shall use Self-Service Pumps ONLY. If Full Service Pumps are used, an additional charge will be applied to the user department, in the amount of the cost difference between Full Service and Self-Service.

Please perform the following when fuel is purchased:

• Check oil level in crankcase (add oil only if level is at the "add" mark).
• Usually check tires for proper inflation (if tire air pressure is low, check and/or inflate to maximum pressure printed on tire sidewall)
• Clean exterior windows if necessary.
**Voyager Card**

Each UNK Transportation Services vehicle is assigned a specific Voyager Fuel Credit Card. The card is unique to each vehicle and must remain with the assigned vehicle. The credit card may be used **only** for purchases for the vehicle to which the card is assigned.

Check with the station for acceptance first, but the Voyager Card (furnished in the vehicle folder) are to be used for Gasohol, oil, and emergency service or repairs on STATE VEHICLES ONLY. All petroleum purchases are to be made on the Voyager Card. The Voyager Card is not to be used to purchase of food, drink, and other items. If for some unforeseen reason the Voyager Card cannot be used, credit cards may be used at commercial facilities. Retain the receipt and return it to the UNK Transportation Services staff (or the after-hours drop box), along with the folder.

It is the driver's responsibility to see that the sales slip/invoice, if applicable, is completed and signed at the time the service is performed.

Present the Voyager credit card to the vendor prior to purchases with the exception of point of sale purchases, to ensure acceptance of the card.

**NOTE:** Voyager Fuel Credit Card can be used at point of sale pumps when they are available.

Misuse of the credit card and unauthorized charges will be reported to the department head of the user department for appropriate actions. The department and/or the individual will be responsible for all unauthorized charges.

Please do not sign gasoline charge slips unless it is regular credit slip form used by the oil company represented by the vendor. Please be sure the following information is clearly shown on the charge slips:

- The vendor's name, address and name of company represented.
- The date of purchase, the vehicle license and unit number, odometer reading, the amount/gallons purchased and cost of each item.

**Mechanical Problems and Breakdowns**

If the vehicle is broken down away from UNK, or when EMERGENCY repairs are necessary, approval shall be obtained by calling the UNK Transportation Services at 308-865-1800 during normal working hours or 308-627-6948 after normal hours. Vehicles in need of serious repair shall not be continued in operation.

If a UNK employee pays for any automotive supplies/services, they need to obtain receipts in duplicate. One receipt returned to the UNK Transportation Services office (when vehicle is turned in), the other attached to your expense reimbursement (to secure reimbursement). For reimbursement, all receipts must show vehicle number and the signature must be legible. If replacement parts are needed (only when no credit is given by the repairing garage) in any repair(s), return the defective part(s) to Facilities Management and Planning.

**Oil Changes**

Transportation Services will normally perform Oil Changes for vehicles rented on a daily basis. For vehicles rented on a monthly or annual basis the service sticker on the dash will indicate to a driver when service is required. The engine oil should be changed each 3,500 miles or 6 months, whichever comes first, on a vehicle.
used for highway use. Vehicles used only for local driving should have the oil changed every 1,500 miles or 6 months (whichever comes first). The following items should be completed when the vehicle oil is changed:

- Change the oil filter.
- Fill all fluid to proper levels.
- Tires should be inflated to proper pressures (including the spare tire).
- Lubricate front suspension joints if applicable.
- Clean and inspect the air filter.
- Check windshield wiper blades, replace if needed.

**Vehicle Maintenance Record**

*(Back of Form)* [Click to see an example]

10. Last Oil Change, completed by Transportation Services Mechanic
11. Last Lubrication, completed by Transportation Services Mechanic
12. Last Plug Change, completed by Transportation Services Mechanic
13. Day of Month, please indicate
14. Odometer Miles, please note mileage at time of service
15. Oil Added, please indicate amount
16. Oil Change, please indicate amount of oil changed
17. Oil Filter, please indicate with “x” if filter changed
18. Air Filter, please indicate with “x” if filter changed
19. Gas Filter, please indicate with “x” if filter changed
20. Lube, please indicate with “x” if lube performed
21. Repairs/Other, please indicate with “x” if other work performed and note type of work in comments section
22. Gasoline, please indicate amount in gallons
23. Cost, please indicate total amount spent for all items

Comments, this is room for any comments the driver wishes to make on the general condition of the vehicle, or on specific items checked above.

**Vehicle Scheduling**

*Cancellation*

In order to facilitate effective utilization of UNK Transportation Services vehicles, please call Facilities Service Desk (1800) with cancellations a minimum of 24 hours in advance of scheduled pickup time. A cancellation fee equal to two times the current daily rate will be charged to the scheduling department if a cancellation is received with less than 24 hours prior notice. If a cancellation notice is not received prior to the scheduled pickup time, the scheduling department will be charged for that day’s scheduled full day usage rate.

**Out of State Travel and Travel Authorization**

A University of Nebraska vehicle may be used for out of state travel if the department head determines it is more economical than public transportation. The Voyager credit card is valid anywhere in United States at service stations listed on the Voyager publication in the glove box.
Permanently Assigned Vehicles

Permanently Assigned Vehicles: The standards for assignment of Permanently Assigned Vehicles shall be:

- The vehicle is required for a period of ninety (90) days or longer
- The vehicle will travel a minimum of 1,000 miles per month
- The vehicle will be utilized seventeen working days per month, on average.

All permanent assignments shall remain valid until terminated by the department head or UNK Transportation Services. The department head may terminate a permanently assigned vehicle by sending a letter to the UNK Department of Facilities Management and Planning when the vehicle is in excess of the department’s needs. The notification shall include the release date, license number of the vehicle, comments on the vehicle's condition, and assurance that the vehicle is in excess of all immediately foreseeable needs.

Please do not attempt to turn in a permanently assigned vehicle unless the UNK Department of Facilities Management and Planning has been properly notified.

All maintenance or vehicle repairs, on permanently assigned vehicles, must be scheduled by the UNK Transportation Services Mechanic. Any unauthorized maintenance or repairs will be charged to the Department the vehicle is assigned. This may also result in the reassignment of the vehicle.

Rental Vehicles

General

The Office of Facilities Management and Planning is responsible for the University of Nebraska at Kearney Transportation Services Fleet, both on and off-campus. The department provides scheduling and maintenance for a wide variety of automobiles, vans and buses for use by Faculty, Staff and Campus Organizations for University Business Travel.

The Office of Facilities Management and Planning schedules only UNK Transportation Services vehicles. Scheduling of non-UNK Transportation Services vehicles (or equipment) is the responsibility of the requesting department.

Large Passenger-Van Policy

The following policy is written for use of passenger vans/buses, defined as 12 passenger vans and passenger buses with a seating capacity of 10 or greater.

In order to use a passenger van/bus on University business either through UNK Motor Pool, department owned, personally owned or from an outside vendor the following policy applies:

Only UNK faculty, staff, and students that are 21 years or older may operate a passenger van/bus while on University Business.

In order to drive any 12 passenger van, all passenger van drivers must have taken and passed the van driver training program offered by the UNK Nebraska Safety Center. All passenger buses with a capacity greater than 15 passengers require a CDL with a passenger endorsement. In order for passenger endorsed CDL holders to operate a 12 passenger van, they must pass the van driver training program and be at least 21 years of age.
The occupancy of the van/bus (including the driver) shall be no greater than 12 persons for 12 passenger vans or the rated passenger bus capacity. All van occupants must wear seat belts at all times; therefore, van occupancy shall never exceed seat belt capacity.

No van/bus may be operated for more than four hours between the hours of 10:00 pm and 7:00 am for any continuous trip. A continuous trip is defined as the point of origin to the final destination.

No roof racks or trailer hitches will be allowed on a passenger van/bus.

Departments/Drivers that request one or more seats to be removed from a full sized van will be charged for the service effective January 1, 2015. The charge for each seat removed is $7.50. These charges will be added to the leasing cost center total.

The maximum speed on a passenger van is 70MPH or the posted limit (whichever is lower). The maximum speed on a passenger bus will be 65 MPH or the posted limit (whichever is lower).

All other University policies and rules for vehicle usage will apply in addition to the special provisions listed above for the passenger van/bus.

Questions regarding this policy and other transportation policies may be referred to UNK Motor Pool 865-1800.

Motor pool Rates

Current rates are published on the Transportation Services web page. Please refer to that page for current rates. The Transportation Services web page may be accessed through the Facilities Management and Planning web page at: http://www.unk.edu/offices/facilities/support_services/transportation_services.php

Safety

General Drivers and passengers are to adhere to all governmental rules and regulations in the operation of any UNK vehicle.

Seat Belts

Seat belts/safety restraint devices are required to be used in UNK vehicles at all times.

Drivers of state-owned vehicles must observe the posted speed limit and all traffic rules and regulations. All traffic violations are the personal responsibility of the driver.

No roof mounted devices for cargo; luggage or observation platforms are allowed without previously written authorization from Transportation services. Departments will be billed the entire cost of repairs from damage caused by the use of roof mounted devices.

Rental vehicles (excluding pickups) will not be used for towing without prior written authorization from Transportation Services.
Use of Vehicles

See Facilities-Transportation Services-Authorized Drivers

See Facilities-Transportation Services-Authorized Passengers

Vehicle Operation Log/Trip Report

(Front of Form) Click to see an example

1. Account Number, should be filled in prior to starting trip
2. Department Name, needed for each day's usage
3. Date, please use a line for each day's travel
4. Starting Mileage, important for proper billing
5. Ending Mileage, important for proper billing
6. Starting Time, important for proper billing
7. Finish Time, important for proper billing
8. Destination
9. Purpose of Trip
10. Signature, please provide a legible signature, important for proper billing

If the trip covers multiple days, please fill in a line for each day traveled. You can show the first day's starting mileage and time and the last day's finished mileage and time. But, please fill in a line for each day's travel.

Vehicle Security

The security of University vehicles and their contents is the drivers' responsibility. Vehicles, when left unattended for any reason, must have the keys removed, the windows tightly closed and the doors locked to prevent unauthorized use or theft of the vehicle or its contents.

Facilities Design & Construction Guidelines

Facilities Management and Planning at the University of Nebraska at Kearney is responsible for the design and construction of renovation, remodeling, buildings, and other alteration to campus facilities. As such, the department has developed Design and Construction Guidelines for use by architects, engineers, contractors, and other interested parties that help assure that campus projects are completed that meet campus standards.

The current Design and Construction Guidelines are available on Facilities Management and Planning's web site or a hard copy may be requested by calling extension 1700.

Space Alteration Policy

The purpose of this policy is to outline a process for making modifications to facilities on campus and to provide a method to change the use of a particular space to another use.

A space alteration is any change to the physical environment of the campus. Space alterations are generally
outside of normal maintenance and repair. Space alterations are not limited to buildings on campus, but may include outdoor environs as well. Some examples of space alterations may include:

- Installation of a window air conditioner
- Installation of window blinds or curtains where none existed before
- Installation of new chalkboards or marking boards
- Running of new electrical circuits
- Utilities need to meet the requirements of a new piece of equipment
- Running of new data or telephone cabling
- Carpet installation
- Addition or removal of a wall or walls

The above list is not all inclusive. If you have a question concerning the need to fill out a Space Alteration and Change in Room Use Form, please contact Facilities Management and Planning at 8576 for assistance.

A **room use change** would occur when the existing use of a room is changed to another use. Some examples may include:

- Conversion of a classroom to office space
- Changing an office into storage space
- Conversion of a classroom to a class lab

The above list is not all inclusive. If you have a question concerning the need to fill out a Space Alteration and Change in Room Use Form, please contact Facilities Management and Planning at 8576 for assistance.

A **Work Order** or service request does not require a Space Alteration and Room Use Change form to be completed. In general, a Work Order or Service Request is needed to repair items that are already in place.

A space alteration becomes a **project** upon final approval.

Facilities Management and Planning is responsible for maintaining a database of campus space usage and insure compliance with current building codes. As such, the department offers technical expertise in the development, planning, and management of projects on campus. This helps insure conformance to all codes and standards, completion of the work by qualified individuals, and conformance to University standards, policies, and procedures. Any alteration of existing facilities or outdoor space is subject to prior review and approval by Facilities Management and Planning personnel. Facilities Management and Planning provides these services at no cost to the campus community.

The following steps are to be completed to make a space alteration or change the usage of space on campus.

1. The Requestor identifies a need and completes Sections I and II of the Space Alteration and Change in Room Use forms. Please note that a Space Alteration and Change in Room Use form is required for a change in room use even if no alterations would be made to the space.
2. The Requestor forwards the form to their respective Department Chair or Department Head. The Department Chair/Head should review the form and approve the request to proceed to the estimate phase. If the request is not approved by the Department Chair/Head, no further action is needed.
3. If the request is approved for estimate by the Department Chair/Head, the request should be forwarded to the Facilities Management and Planning office for preparation of a cost estimate. Please note that the approval of the Department Chair/Head and a funding source is required prior to completion of the estimate.
4. Facilities Management and Planning will assemble a cost estimate for the alteration or room use change. Facilities will coordinate input from other campus departments such as information Technology Services, Business Services, and other campus departments as needed as well as obtain contractor pricing if the project cannot be completed by Facilities staff.

5. The cost estimate will be forwarded to the Requestor for further action. If the Requestor elects to not pursue the request, no further action is required.

6. If the Requestor decides to pursue the request, the Space Alteration and Change in Room Use form should be submitted for final approval.

If the request would change the use of the space to another use the following personnel must approve the project. (Please note that a Space Alteration and Change in Room Use form is required for a change in room use even if no alterations would be made to the space.)

- Department Chair/Head
- Dean or Director
- Respective Vice Chancellor for the Requestor's division
- Vice Chancellor for Business and Finance

If the request is for a space alteration and does not change the use of the space the following personnel must approve the project.

- Department Chair/Head
- Individual responsible for the account that will be used to fund the project if different from the Department Chair/Head.

Please note that approval by the individuals in Item 6 constitutes notice to Facilities Management and Planning to proceed with the project and authorizes all charges for the project to be charged to the identified funding source.

Upon receipt of the completed and approved Space Alteration and Change in Room Use form, Facilities Management and Planning will assign a project manager to the project that will coordinate the project with the Requestor and other campus departments as necessary. The project manager will coordinate the efforts of all other resources in order to provide the requestor with a single point of contact in order to reduce confusion and improve communication. A project manager will be assigned for both a space alteration and change in room use request.

To submit a Space Alteration/Change in Room Use request, go to the Facilities webpage, click on the iServiceDesk icon, choose “Space alteration request” on the left side of the screen and continue as prompted.

**Naming Buildings, Rooms, Labs and Streets on Campus**

The purpose of this policy is to provide guidance in the naming of various campus facilities assets in accordance with Board of Regents Policies.

According to Board of Regents policy 6.2.7, adopted June 10, 1995, buildings and facilities shall be named according to the following guidelines:

1. The use-related (generic - i.e., College of Education, Memorial Plaza) naming of a campus building or wing of a building or other significant campus feature such as a fountain, monument, plaza, garden or
landscape area or street shall be approved by the UNK Chancellor and the President of the University of Nebraska.

2. The naming of a room or a small cluster of rooms or other campus features such as a garden or landscaped area in honor of an individual, a family, a group, or an organization shall be approved by the UNK Chancellor and the President of the University of Nebraska. This action shall be reported to the Board of Regents.

3. The naming of a campus building or wing of a building, or fountain, monument, plaza, or street in honor of an individual, a family, a group, or an organization shall be approved by the Board of Regents upon the recommendation of the UNK Chancellor and the President of the University of Nebraska.

4. A facility may be named for an individual, family, group, or organization that has provided or meets one or more of the following criteria:

- extraordinary service to the University as a faculty member, staff member or University officer
- extraordinary support or service to the University, and/or
- significant financial contributions toward the construction of a facility, an endowment for maintenance and operating costs of a facility, or other program or activity of the University of Nebraska.

5. Except for individuals qualifying under 4.a.3, facilities shall not be named for persons who are currently employed by the University or the State of Nebraska or who are elected officials. Proposals to honor such individuals should not be submitted earlier than five years following the departure, death or retirement of the person from the University or the State or the end of an elected official's term.

The University of Nebraska at Kearney procedure is as follows:

1. The recommendation for naming or re-naming of a:

- Building, fountain, monument, plaza, garden or landscape area or street is to be submitted in writing by any individual, department, college, or organization to the Vice Chancellor for Business and Finance for the Chancellor to consider.

- Classroom, laboratory or a small cluster of rooms or other campus feature is to be submitted in writing by any individual, the department, the college (if instructional facility), or organization to the Vice Chancellor for Business and Finance for the Chancellor to consider.

- Items addressed in recommendation will include proposed name and justification for proposal.

2. The Chancellor will review as is deemed appropriate. If approved, the Chancellor will forward to the President/Board of Regents as noted above.

- As a part of the Chancellors review process, the naming or re-naming recommendations will be made available for review/comment by the academic faculty, the administrative staff and students through the Facility Advisory Committee, for a maximum period of thirty days. Committee recommendations will not be made public until after the approval process is completed.

- As a part of the Chancellors review process, recommendations/comments will be requested from Faculty Senate Executive Council and the Chancellor's Administrative Council. Requested recommendations will not be made public until after the approval process is completed.
3. Upon approval of the President and/or the Board of Regents, arrangements for appropriate signage for the building, fountain, monument, plaza, garden or landscape area or street will be coordinated by the office of the Vice Chancellor for Business and Finance. Arrangements for dedications will be coordinated with the offices of the Vice Chancellor for University Relations and the Chancellor.

On street names, the Chancellor will review as is deemed appropriate. If approved, the Chancellor will forward to the President, Board of Regents (as noted above) and City of Kearney. When approved, arrangements for appropriate street signage will be coordinated by the office of the Vice Chancellor for Business and Finance.

**Ceiling Fans**

The use of ceiling fans is discouraged. The perceived need for a ceiling fan is often due to an unresolved problem in the heating, ventilating, and air conditioning (HVAC) system. Please report any problems with the HVAC system to Facilities Management and Planning for repair.

In some cases it may not be possible to permanently repair malfunctioning systems. In this case, ceiling fans may be a necessary temporary solution. Requests for the installation of ceiling fans will be handled as follows:

1. The requesting department will be financially responsible for both the fan and its installation.
2. The Facilities Department will arrange for the purpose of the fan and for the installation of the fan by an outside contractor.
3. Ceiling fans will have five blades, will be white, and will have no light fixtures or any other accessories.
4. The Facilities Department will provide current cost estimates upon request.

Please note that installation by individuals or groups other than under the direction of Facilities Management and Planning is prohibited.

**Signage Exterior/Interior**

See [Facilities-Building Management-Signage](#)

**Flag/Banners**

See [Facilities-Building Management-Flag Use and Display Policy](#)

**Work Requests**

**Work Request Procedures**

The mission of Facilities Management and Planning is to: Provide prompt, courteous, and professional service to the campus community in the areas of building and grounds maintenance, environmental comfort, custodial services, facilities planning, space management, and construction. This would include grounds maintenance, custodial services, building repair and maintenance, and environmental comfort when in the course of the core mission of the University of Nebraska at Kearney. Building, repair, maintenance, and operation in the broadest sense encompasses those items which are physically a part of and attached to, a permanent structure or the campus grounds. It is not the intention of Facilities Management and Planning Department to secure, install, or maintain, any item or area which is occupied or
used in conjunction with a department that is funded through a separate agency. Requests for work in these areas shall be handled through Special Service Requests.

The cost of repair and maintenance of buildings, grounds, and utilities; custodial services; planning services, space management, and construction is the responsibility of the Facilities Management and Planning Department.

Facilities Management and Planning is not normally responsible for the cost of purchasing, replacing, and maintenance of specialized departmental equipment and renovations. Equipment, permanently installed or movable, which is specifically required because of the nature of the department activities, is considered departmental equipment. Some typical examples of departmental equipment or items not normally the responsibility of Facilities Management and Planning include:

- Office furniture
- Laboratory equipment
- Experimental and research equipment
- Book stacks and library equipment, including library tables, chairs, study carrels, etc.
- Portable fans, desk lamps, floor lamp, etc., other than those installed in public areas such as laboratories and restrooms
- Booths designed for classroom work such as one way vision screen booths, radio broadcasting booths, or booths reserved for research
- Repainting a room to change the color
- Signage over and above signs normally provided
- Repair of personal items

The above is not intended as an all-encompassing list of items, on the contrary, it is intended to set the general guidelines to be used in evaluating the character and composition of any request for service.

**Types of Service Requests**

There are two types of Service Requests: The Facilities Service Request and the Space Alteration or Special Service Request:

**Facilities Service Request.** This first type of service request is one that is within the scope of the mission of the department. Normally, these are requests that concern the maintenance and upkeep of the campus facilities and grounds. When work is needed to maintain the campus, a Facilities Service Request is all that is necessary. The following is a small sampling of typical Facilities Service Requests which include, but are not necessarily limited to:

- Roof leak
- Light out
- Power outage
- Door not operating properly
- Plugged drain
- Lock not locking
- Hot/cold/stuffy or other environmental concern
- Ceiling tiles need to be replaced
- Painting due to peeling, etc.
- Lights not working
- Trash/garbage pick-up
• Floor dirty
• Furniture moves
• Ice/snow in entry ways or on sidewalks
• Project estimating

This listing is not all encompassing and should not be construed to be a definitive list of all items in this category, but rather is provided to give a general idea of items in this category.

**Space Alteration/Special Service Request.** Occasionally, projects outside the scope of this mission are required to meet the needs of a department or college. A space (office, classroom, lab, etc.), a building component (fans, air circulation equipment, etc.), or an exterior location (Hostetler Amphitheatre, etc.) might need to be modified to suit meet these needs. In this case, a Space Alteration/Special Service Request is necessary. Special Service Requests include, but are not necessarily limited to, the following:

- Relocation of light fixtures when not required to meet lighting standards
- Relocation or addition of electrical outlets when not needed to meet electrical code requirements
- Relocation of walls, partitions, bulletin boards, signs, pictures, plaques or artwork, and other moveable items
- Installation and purchase of locks and locksets not conforming to University standards
- Repair of departmental office equipment, athletic equipment, or personal property not appearing in the University's property inventory
- Remodeling or renovation required to accommodate data processing or other sophisticated equipment purchased by departments

This listing is not all encompassing and should not be construed to be a definitive list of all items in this category, but rather is provided to give a general idea of items in this category.

There are two types of Special Service Requests. The first is one where funding has been identified. The second is one is which no funding source has been identified, but the Requestor requests consideration for funding from Facilities Management and Planning funds.

**Making a Request**

Facilities Service Requests can be made in any of the following ways:

1. Telephone (extension 1800)
2. E-mail ([facilities@unk.edu](mailto:facilities@unk.edu))
3. Campus mail (Facilities Management and Planning)
4. Internet ([http://facilities.unk.edu](http://facilities.unk.edu))

Please include the following information with your request:

- Name of Requestor
- Phone number of requestor
- E-mail address of requestor (if applicable)
- Building where work is needed
- Room number where work is needed
- Description of request or needed work
- Funding source (if a Special Service Request and funding has been identified)
The process to make Space Alteration/Special Service requests are covered under a separate policy. Please refer to that policy when making Space Alteration/Special Service requests.

**Evaluation of Requests**

Requests will be prioritized upon receipt. Requests that fall within the mission of the department will be completed first.

**Facilities Service Request Prioritization**

The following is a guideline to the prioritization of Facilities Work Requests:

*Priority 1 (Requires immediate attention)*

1. Fire and life safety
2. Academics and research - Work orders whose completion is necessary to avoid disruption to academic and research activities.
3. Equipment disruption - Work necessary to prevent the catastrophic failure of campus equipment or restore the operation of equipment that is necessary to the continuance of the University's mission.
4. Previously assigned work orders as per the following scheduled:
   - Priority 2 work orders more than four (4) working weeks old.
   - Priority 3 work orders more than eight (8) working weeks old.

Examples of Priority 1 Work Orders:

- Parking lot or circulation road lights out.
- Walkway lights out.
- Parking structure lights out.
- Loss of power to a classroom or research area either in the form of no lights or no power to power receptacles.
- A request more than six weeks old made by a department
- Loss of power to a fan unit or other piece of equipment.
- Broken lock on a storage area making it impossible to secure the area.
- Over flowing water closet
- Hot/cold/environmental call

*Priority 2 (Scheduled)*

1. Priority 2 Work Orders are those that are of a nature that the work can be scheduled.
2. Previously assigned work orders as per the following schedule:

   - Priority 2 work orders more than four (4) working weeks old.

Examples of Priority 2 Work Orders:

- Repair of a drinking fountain.
- Air filter change.
- Door repair where security is not an issue
• Inspections

**Priority 3 (Preventive maintenance)**

1. Priority 3 Work Orders are generally those that involve the performance of preventive maintenance activities.

Examples of Priority 3 Work Orders:

- Filter replacement
- Coil cleaning
- Tightening connections on breaker panels
- Mechanical/electrical area cleaning

**Space Alteration/Special Service Request Prioritization**

Space Alteration/Special Service Requests where a funding source has been identified will be scheduled according to the following criterion:

- Availability of materials
- Availability of labor
- Completion schedule desired by the Requestor

There may be the possibility of funding a Special Service Request from funds set aside by Facilities Management and Planning to accomplish such projects. Funding for such projects will generally be made towards the end of the fiscal year and are dependent upon the maintenance needs of the campus.

Special Service Requests where Facilities Management and Planning funding is requested will be evaluated based on the following criterion:

- Impact (Impact on students, impact on faculty and staff and number of persons benefiting from the project)
- Availability of materials
- Availability of labor
- Desired schedule
- Availability of funds

A list of Special Service Requests without a funding source will maintain by Facilities Management and Planning and submitted to the Vice Chancellor for Business and Finance in approximately April of each year. These requests will be evaluated by the Vice Chancellor for Business and Finance and the respective Vice Chancellor from the requestor's area. Approval of these requests will be based upon the above criteria.

Unfortunately, not all requests may be funded. In this event, the request will remain on a list of requests and carried over to subsequent years.

**Service Request Project Supervision and Management**

In order to provide the most positive experience when making a Facilities Service Request or Space Alteration/Special Service Request, Facilities Management and Planning will provide project management and
inspection of all projects. This helps insure that the project is in conformance to applicable government regulations and codes as well University standards. Facilities Management and Planning uses only properly qualified personnel for such inspections.

**Property and Equipment Management**

**Ownership and Control of University Property**

See [Finance-Property and Equipment-Ownership and Control of University Property](#)

**Custody of University Property**

See [Finance-Property and Equipment-Custody of University Property](#)

**Securing University Property**

See [Finance-Property and Equipment-Securing University Property](#)

**Accounting for University Property**

See [Finance-Property and Equipment-Accounting for University Property](#)

**Asset Acquisitions**

See [Finance-Property and Equipment-Asset Acquisitions](#)

**Asset Trades**

See [Finance-Property and Equipment-Asset Trades](#)

**Asset Transfer/Disposal**

See [Finance-Property and Equipment-Asset Transfer/Disposal](#)
Safeguarding Assets / Inventory

See Finance-Property and Equipment-Safeguarding Assets / Inventory

Property and Equipment Contracts

See Finance-Property and Equipment-Property and Equipment: Contracts

General Information

Children on Campus

See Facilities-Building Management-Children on Campus Policy

Solicitation on Campus

See Facilities-Building Management-Solicitation on Campus

Flag/Banners

See Facilities-Building Management-Flag Use and Display Policy

Police / Parking

Annual Campus Security, Crime Awareness, and Fire Report

Campus Security Report (Clery Act)

The annual campus security, crime awareness and fire safety report prepared by UNK Police and Parking Services, introduces you to the University of Nebraska at Kearney (UNK), its services, security measures and fire measures, policies and regulations that promote campus safety. Crime statistics for the previous three years related to the university are also provided. The Annual Campus Security, Crime Awareness and Fire Safety Report can be found at:

http://www.unk.edu/annual_security_report

Drug Prevention

University Trespassing Policy

Section 1: **Persons not authorized in non-public areas of University Buildings.** The areas of University, academic, research, public service and administrative buildings of the University used for classrooms, laboratories, faculty and staff offices, and the areas of the University student residence buildings used for student living quarters are not open to the general public. Any person not authorized to be or remain in any such building area will be deemed to be trespassing on University property, and may be cited and subject to prosecution for criminal trespass in violation of Nebraska State Law.

Section 2: **Persons on University Property between the Hours of 11:00 p.m. and 6:00 a.m.** Persons who are not students, faculty, staff, tenants, licensees, agents or contractors of the University, or their employees, visitors or guest, shall not be permitted on University property between the hours of 2300 and 0600. Visitors and guests are expected to conduct themselves in a proper and lawful manner while on University property, and failure to do so may result in impositions of personal restrictions relating to their presence on University property. Specifically, the right of visitor or guest disrupts normal services, or has harmed or threatened to harm members of the student body, faculty or staff. The right of a visitor or guest to be on University property will be restricted when the visitor or guest has damaged or poses a risk of damage or loss to University property or to the property of others located on University property.

Section 3: **Persons in University Buildings After closing to the Public.** Many University buildings are open to the public at designated times which are posted at some University buildings entrances. Some University buildings are closed and locked during times they are open to the public. Also, some University buildings, such as student unions, are closed to the public as designated times which are posted at buildings entrance, but remain unlocked for access and use by students, faculty, staff and other authorized persons. Persons who are not authorized by the University to be in a University building after the posted time of closing to the public will be deemed to be trespassing on University property, and may be cited and subject to prosecution for criminal trespass in violation of Nebraska state law.

Section 4: **Ban and Bar Notices.** University law enforcement or security personnel may issue written notices to any person who has been contacted or observed on University property while engaged in any unlawful or unauthorized activity banning and barring such person from University property, except, as may be specifically authorized in such notice. Violation of any such notice will be deemed to be trespassing on University property, and the offending party may be cited and subject to prosecution for criminal trespass in violation of Nebraska state law. The term “unlawful or unauthorized activity” shall mean any conduct, act or omission by any person that is in violation of (i) any law, rule, regulation or order of the State of Nebraska or of the United States, or (ii) any policy, rule or regulation of the University of Nebraska.

**Trespassing Appeal Form**

If you wish to appeal, please complete the following form and submit it to Police and Parking Services which is responsible for the University property where the ban and bar notice was issued.

[Trespassing Appeal Form](#)

**Workplace Violence Policy**

Document Last Revised 10/13/2017
Timely Warning Policy

I. PURPOSE
To notify the campus community in a timely manner of specific crimes that occur within the University Clery geographic area that pose a serious or continued threat to the community. This notification is intended to aid in the prevention of future crimes and allow community members to take steps to aid in their own safety.

II. DEFINITIONS
A. Campus Security Authority:

Campus Security Authority is any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. This include anyone with security responsibility or anyone who has a significant responsibility for student and campus activities, including but not limited to, the following:

- Chancellor
- Senior Vice Chancellor of Academic/Student Affairs
- Dean- Student Affairs
- Police Officers
- Community Service Officers
- Student Conduct
- Housing Director, Resident Assistants, and Residential Life Coordinators
- Student Activities staff
- Student Health Care
- Athletics Director and Coaches
- Human Resources
- Ombudsperson
- Title IX Coordinator
- Student Organization Advisors

B. Clery Act Crimes:

Murder and Non-Negligent Manslaughter, Negligent Manslaughter, Sex Offenses (Forcible and Non-Forcible), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Arrest, Drug Arrests, Liquor Arrests and Hate Crimes as defined by the Federal Bureau of Investigation’s Uniform Crime Reporting Handbook.

C. Clery Geographic Area:

1. Campus-

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or
in a manner related to, the institution’s educational purposes, including residence halls and any building or property that is within or reasonably contiguous and owned by the institution but controlled by another person, is frequently used by students, and supports the institutional purposes (such as food or retail vendors).

2. Non-campus building or property –

Any building or property owned or controlled by a student organization that is officially recognized by the institution or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

3. Public Property –

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

D. Pastoral Counselor:

A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

E. Professional Counselor:

A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

III. POLICY

The University of Nebraska at Kearney, in compliance with Clery Act – 20 USC 1092, will notify the campus community of Clery-specified crimes reported to UNKPD occurring in Clery geographic areas that represent a serious or continued threat to students and employees, by providing timely warnings.

IV. PROCEDURES

A. Implementing a Timely Warning:

1. Campus Security Authorities are required to notify Police and Parking Services any time they believe an incident has occurred that may be a Clery crime and has occurred in the predetermined Clery geographic areas. Due to the confidential nature of their job responsibilities Pastoral or Professional Counselors are exempt from reporting to the police;
2. Local law enforcement agencies also have been asked to notify Police and Parking Services if they become aware of a situation(s) that warrant a notice;

3. A timely warning must be issued for any Clery Act Crime that occurs in any Clery geographic areas and which poses a serious or continuing threat to the campus community;

4. A timely warning may be issued for other incidents as deemed necessary by UNKPD taking into consideration the seriousness of the threat, its likelihood to continue to be a threat to the community, and the frequency of the incidents;

5. Any UNKPD Supervisor or Officer is responsible for making the decision whether a timely warning will be issued. He or she can do this in consultation with other University and city departments if needed;

   a. When assessing if a notification is necessitated, officers will determine if the incident was a Clery crime, if the incident happened on Clery geographic area and if there is a serious or continuing threat to the campus.

B. Determining Whether a Continued Threat Exists:

   Whether a reported crime constitutes a continuing threat must be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, the possible risk of compromising law enforcement efforts.

C. Timely Warning Notice Content:

   1. The timely warning must contain sufficient information about the nature of the threat to allow members of the campus community to take action to protect themselves. The timely warning should include information that would promote safety and that would aid in the prevention of similar crimes.

   2. A timely warning may include but is not limited to the following, unless issuing any of this information would risk compromising law enforcement efforts:

      a) Date and time of the incident;
      b) A brief description of the incident;
      c) Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips);
      d) Suspect description(s) when deemed appropriate and if there is sufficient detail; (The description of subjects in a case will only be included in a timely warning if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, they will not be included in the notification)
      e) UNKPD contact information;

   3. These warnings will withhold the names of the victims associated with any crimes

   4. Unless exigent circumstances exist, UNKPD will draft an email containing the proposed timely warning and forward it to UNK Communications and Community Relations for review. If exigent circumstances exist, the notification will be sent without the review process.

D. Timing of the Timely Warning:
1. Although federal regulations provide no clear guidelines on the length of time between the receipt of a crime report and the dissemination of timely warnings, the University will take no more time than necessary to analyze the threat, determine the need for the notice and disseminate the timely warning. Due to necessity a timely warning may be issued with few facts and then updated as more information is provided, if needed.

2. Unless exigent circumstances exist, the UNKPD Director or designee, the Communications and Community Relations office and other departments as deemed necessary will determine the content of any follow-up messages and will use some or all of the below distribution methods to communicate updated information about the threat to the university community. This does not preclude UNKPD personnel from issuing follow-up messages independently if the nature of the emergency changes and continues to pose a threat to the university community.

E. Distribution:

1. The timely warning must be distributed in a manner reasonably likely to reach the entire campus community.

2. Depending on the circumstances any of the following methods, or combination thereof, may be used including but not limited to:

   a) UNKAlert
   b) Campus-wide email
   c) Posting of notices
   d) UNK website(s)
   e) Social media
   f) Text messages
   g) News release
   h) Voice message over various public address systems

F. This policy is not applicable if a notification is sent out under the Immediate Notification Policy.

<table>
<thead>
<tr>
<th>Date of Change</th>
<th>Responsible</th>
<th>Summary of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/29/2015</td>
<td>Michelle Hamaker</td>
<td>Create standalone policy separate from immediate notification.</td>
</tr>
</tbody>
</table>

Immediate Notification Policy

I. PURPOSE

To immediately notify the campus community of significant emergencies or dangerous situations involving the immediate threat to the health and safety of students or employees on campus, upon the threat’s confirmation. This notification is intended to allow community members to take steps to aid in their own safety.
II. DEFINITIONS

a. Significant Emergency or Dangerous Situation – Any situation which encompasses an imminent or impending threat to the campus. This could include:
   i. Serious criminal incidents
   ii. Active shooter/ armed intruder
   iii. Hostage/barricade incident
   iv. Civil unrest or rioting
   v. Suspicious package, bomb or explosives confirmation
   vi. Severe structural damage or fire
   vii. Serious health outbreaks
   viii. Biological threat
   ix. Terrorist incidents
   x. Approaching tornado, or extreme weather conditions

b. Responsible Authorities – Those persons who are receiving, responding to, or investigating the possibility of a significant emergency or dangerous situation.

III. POLICY

Per the Higher Education Opportunity Act, the University of Nebraska Kearney will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus.

The university will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

IV. PROCEDURES

c. How to Report –
   i. When a member of the university community believes a significant emergency or dangerous situation exists, he or she should immediately notify the University Police and Parking Services Department (UNKPD) by calling 308-865-8911, or 911.
   ii. If this emergency is a serious health matter he or she should contact Student Health at 308-865-8218, or 911.

d. Process to Confirm
   i. Once a report has been received, UNKPD or UNK Counseling and Healthcare will, without delay, gather necessary facts through investigations or collaboration with other departments to determine if a threat exists as described above.
   ii. During this process UNK Counseling and Healthcare will notify UNKPD of the investigation.

e. Determine who will Receive the Notification
i. Notification shall be sent to the appropriate segment or segments of the university that will be directly impacted by the incident. This will be determined by the agency confirming the facts of the incident.

d. Determine the Content of the Message
   i. Once facts are present to show there is a significant emergency or dangerous situation involving the immediate threat to the campus community, the agency confirming these facts will craft the content of the message.
   ii. This notification will warn people in the affected area of the emergency and list any precautionary steps to take if known.
   iii. This notification will withhold the names of the victims associated with any emergency.
   iv. Unless exigent circumstances exist, the Department of Communications and Community Relations will determine the content of any follow-up messages with the assistance, as needed, from the Incident Commander, responding agencies and collaborating agencies. Any follow-up message will use some or all of the distribution systems available to the university.

g. Determine how it will be Sent
   i. Based on the above determination the emergency and who is affected, UNKPD or their assisting agency will determine what modes of communication will be used.
   ii. The methods of communication below may be utilized in the event of an Immediate Notification, including but not limited to:
      1. UNKAlert which utilizes any or all of the following: e-mails, text-messages (SMS), phone calls, post to Facebook, Twitter and the UNK website home page
      2. Campus-wide Announce e-mail to employees
      3. Campus-wide Announce or Student Bulletin e-mail to students
      4. Voice Over Fire Alarm system
      5. News release or media statement

h. Initiation of the System and any Follow Up Messages
   i. For immediacy, the initial message will be sent by UNKPD.
   ii. If other departments are available at the time of the incident UNKPD may request assistance in sending the message. Other departments who have access and the ability to send the Immediate Notification message are:
      1. Communications and Community Relations
      2. Emergency Planning and Management
      3. Risk Management
   iii. Unless exigent circumstances exist, the Department of Communications and Community Relations will determine the content of any follow-up messages with the assistance, as needed, from the Incident Commander, responding agencies and collaborating agencies. Any follow-up message will use some or all of the distribution systems available to the University.
   iv. If this policy is utilized the Timely Warning policy is not relevant. Federal law specifies that “an institution that follows its Immediate Notification procedure is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.
V. EXTERNAL NOTIFICATIONS
All external notifications will be handled by Communications and Community Relations unless external media was used in the initial notification. Communications and Community Relations will be the contact department for all external media unless otherwise determined through the Incident Command Process.

VI. SYSTEM TESTING
i. The UNKAlert system is tested a minimum of once a semester by the Department of Emergency Planning and Management, unless it is activated for a real event prior to the scheduled drill.
ii. The Voice Over Fire Alarm Speaker system is tested annually.
iii. Any issues or concerns discovered during testing or during issuance of any message will be immediately addressed.

<table>
<thead>
<tr>
<th>Date of Change</th>
<th>Responsible</th>
<th>Summary of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/29/2015</td>
<td>Michelle Hamaker</td>
<td>Create standalone policy separate from timely warnings.</td>
</tr>
</tbody>
</table>

Parking Rules and Regulations

INTRODUCTION

Contact Information

Police and Parking Services: (308) 865-8367
Parking Services Coordinator: (308) 865-8923
Location: 2507 19th Avenue
Email: parking@unk.edu

Authorization
The University of Nebraska Kearney (UNK), through the Board of Regents, is authorized to establish and enforce parking regulations and to levy penalties upon all UNK properties (state statute 85-310). Parking on campus is a privilege and all drivers must comply with established regulations. Vehicle laws of the state of Nebraska are applicable on campus.

Purpose of Regulations

The purpose of these regulations is to:
To expedite university business and provide maximum safety.

Priority given to:

1. Provide and maintain suitable campus parking, facilitate traffic flow, daily operations and emergency operations.

2. Resident parking.

3. Faculty and staff parking.

4. Commuter parking.

5. Visitor, vendor, and special event parking.

Knowledge of Parking Regulations

It is the responsibility of all individuals parking on the campus to read and fully understand these regulations. Lack of knowledge of these regulations will not be accepted as grounds for dismissal of citations.

Liability

The University assumes no responsibility/liability for damages to vehicles or theft of contents while operated or parked on University property. Police Officers do patrol parking facilities to deter theft and vandalism.

ENFORCEMENT

Times of Enforcement

All parking regulations, except permit requirements, are in effect 24 hours a day, 365 days a year. Any reserved stall marked with a sign is restricted 24 hours. All permitted spaces are enforced 7:30 a.m. to 5:00 p.m., Monday through Friday.

These regulations become effective August 15, of each year and are subject to change if necessary to facilitate the needs of the University. When approved changes or modifications are necessary, announcements will be made in the appropriate University publication prior to the effective date of the change, if possible.

Stall Designation

Parking is permitted only within marked stalls. In paved lots, stalls are designated by white or yellow lines on both sides of a stall.

Yellow zones and no parking zones are indicated by yellow paint on the curb, pavement and/or signs.

Fire Lanes must be kept clear at all times for emergency vehicles, therefore they are tow away zones. These areas are indicated by yellow paint on the curb, the pavement a fire hydrant, and/or signs.
Parking Stalls may not be used as a storage area and the maximum period of time that a vehicle may stay in any one stall is 14 days.

- Reserved stalls: the University of Nebraska Kearney (UNK) complies with the American Disability Act and Rehabilitation Act of 2009, Section 504 which states, “no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under” any program or activity that either receives federal financial assistance or is conducted by any executive agency or the United States Postal Service.” Upon request in order to provide accessible parking, UNK will issue reserved parking stalls with appropriate permit to faculty and staff who have a permanent disability. The faculty and staff member requesting, a reserved stall will need to complete a form requesting a reserved stall and provide appropriate medical documentation, supporting their need to Human Resources. All documentation will be kept confidential. Once the appropriate documentation is provided to Human Resources, the employee, and Parking Services will be notified of the approval or non-approval of the application.

If the request is approved for a reserved parking stall, a parking stall will be identified as close to the assigned building for the employee as possible. Parking Services will ensure proper signage is in place. The employee will need to purchase a parking permit that will match the appropriate number on the parking stall. If a parking permit has already been purchased, that permit will need to be traded for the appropriate reserved permit number so that it will match the sign on the parking stall. Faculty and staff members who do wish to request a reserved parking stall can continue to utilize their state issued handicap permit in the state designated parking stalls. Students are not provided reserved handicapped parking stalls as their class schedule changes each semester and as such there is no feasible way to provide reserved parking. However, an adequate number of handicapped parking stalls will be available in addition to the reserved parking stalls.

Should a faculty, staff, or student have difficulty finding handicap parking they should notify Parking Services at 865-8367.

**Signs and Marked Areas**

It is not possible to mark with signs or paint all areas where parking is prohibited; however, the following guidelines will be strictly enforced. It is prohibited to park:

1. Without displaying a permit;
2. In reserved spaces without a proper permit;
3. In “No Parking” areas, construction sites, or spaces reserved for maintenance vehicles;
4. In a Handicap space without a proper State Handicap permit and a University permit;

5. Blocking fire lanes, within 15 feet of a fire hydrant;

6. In loading zones time is limited to instructions on sign;

7. On the lawn, sidewalk, crosswalk, parking lot driveways, straddling painted lines;

8. Over or adjacent to yellow curbs;

9. In areas where the permit is not valid;

10. Parking meters must have coins deposited in them. 1 (one) hour limit.

Driver Responsibility

1. Finding Authorized Space – The responsibility of finding an authorized space rests with the driver. Lack of parking spaces, others parking illegally, mechanical problems, inclement weather conditions or other excuses, will not be considered valid.

2. Space Availability – A parking permit does not guarantee the permit holder a parking space, but only an opportunity to park within a specified area.

3. Enforcement – Failure of the University to strictly enforce any parking regulation shall not be construed as a waiver for the future enforcement of the regulation.

4. Family Responsibility – An individual is responsible for citations issued to vehicles in his/her name, to his/her family or any person residing at the same home address.

5. Permit Responsibility – A parking permit signifies an individual has been granted the privilege of parking on University property. Ownership of the parking permit remains with the University. Individuals are not allowed to transfer, give or sell their permit to another individual. Possession or use of a lost/stolen or a forged permit will result in a fine, the vehicle being booted/towed, and/or loss of individuals’ parking privileges.

Evening Regulations

Permit parking is not enforced after 5:00 p.m. All federal, state and local laws are enforced 24 hours a day to include loading zones and reserved stalls.
Snow Removal Lots and Snow Emergency Regulations

There will be NO PARKING allowed in Commuter (yellow) only lots from midnight to 6:00 a.m., November 1st to April 1st.

In the event of snow during a time in which parking is allowed, a SNOW EMERGENCY may be declared, at which time there will be NO PARKING in commuter (yellow), or employee (blue) lots. Signs may be posted and Residence Halls will be notified if possible. It will be the responsibility of the owner of the vehicle to watch weather conditions and take appropriate steps.

Snow Removal Lots will be enforced during all the breaks.

Motorcycle Regulations

Motorcycles with a valid UNK motorcycle permit shall only park in designated motorcycle only areas on campus.

Vehicle Maintenance

Any person desiring to make other than emergency repairs on their motor vehicles may not use University property.

All vehicles on campus must be licensed with current plates and not be in disrepair.

University Heights

1. Permit parking is enforced 7:30 a.m. through 5:00 p.m., Monday through Friday.

2. A limit of two (2) vehicles per apartment is allowed.

Special Event and Visitor Parking

Visitors must have a UNK visitor permit to park a vehicle on campus. Police and Parking Services will check out up to 25 of these permits to a department or group upon request. Along with the permit the department will receive a check out list which they will complete for each permit issued. This sheet must be completed and returned to receive their next set of permits. If additional permits are needed for larger events, please
contact Police and Parking Services. These permits may be issued up to three days at a time, with Month, Day, and Year written on the front of the permit.

Events in which there will be more than 50 individuals present or larger vehicles such as busses on campus must be coordinated with the Police and Parking Services at least four weeks prior to the event. School buses and vans should be directed to park in lot 20 (northwest corner of University Drive and 19th Avenue). Some charges may apply if traffic control or parking attendants are needed. (See below)

All Departments requesting reserved stalls should make their request in writing to the e-mail account parking@unk.edu or to Police and Parking Services, Attention Parking Services Coordinator, 2507 19th Ave, Kearney, NE 68849 at least four weeks prior to the event. Due to limited parking at the University of Nebraska at Kearney (UNK) the Department of Parking Services maintains the right to refuse the reserving of specific stalls for guests or individuals requesting reserved parking. Once a reservation is agreed upon and it is determined by Police and Parking Services that an event will require traffic control and or parking attendants the following charges will apply. $50.00 per hour set up/tear down fee. $5.00 per stall per day for each reserved stall. Guaranteed stalls requiring a Parking Attendant will require a $25.00 per hour, per attendant fee for a minimum of two hours. In the event that a Parking Attendant is not available and the Parking Coordinator is required to work the charge will be $50.00 per hour

Police and Parking Services will reserve parking stalls for the Chancellor and/or any Vice Chancellor’s event upon request. These requests should be made in writing to the e-mail account parking@unk.edu or to Parking Services, Attention Parking Services Coordinator, 2507 19th Ave, Kearney, NE 68849 at least four weeks prior to the event. Vehicles utilizing the reserved stalls will also need Guest Permits to determine their eligibility to park there.

Police and Parking Services will send out timely notices to the university community about the events and affected lots. When possible, signs will be posted in the affected lots the day before the event.

Special Event and Lot Maintenance

Police and Parking Services has the authority to temporarily close individual parking lots, driveways or other parking facilities, when necessary to accommodate the needs of the University. These include, but are not restricted to, street cleaning, maintenance, or parking for special events sponsored by or held at the University. Notices detailing the restriction, dates and time will be posted as far in advance as possible. Vehicles are not allowed in areas or spaces closed by barricades or other traffic control devices.
University Vehicle Use

University vehicles will be used in a manner that promotes University business in an effective manner while not endangering the safety of any individual or property. University vehicles will be classified as one of the following:

**Rental:** Any vehicle that is checked out or owned by the University to be used for travel purposes only. These vehicles must obey all federal, state and local laws. They must obey all UNK parking regulations as well.

**Service:** Any vehicles the University, Vendors/Contractors own and are used for the purpose of maintaining University business. Service vehicles will obey all federal, state and local laws to the exception of driving on the sidewalk. Service Vehicles may drive on the sidewalk when necessary in the course of business. Service vehicles must obey all parking regulations to the exception of yellow zones where they may park when it is necessary in the course of business. Service Vehicles may never block traffic lanes, handicap accessible sidewalks, fire lanes, reserved stalls, or disabled stalls.

**Emergency:** Police and Parking Services vehicles in an emergency situation may operate according to Nebraska State Law 60-6,114. Emergency vehicles, while in the course of business, must park in an area that is considered reasonable depending on the call.

Any violation, whether a law violation or a parking violation, will be reported to the department head to whom the vehicle is owned or checked out. After sequential violations the Dean and/or Vice Chancellor will be notified of the situation. Police and Parking Services does have the discretion to cite the driver of the vehicle for any motor vehicle violations. Vehicles parked illegally may also be cited. These charges will go on the account of individual responsible for the vehicle.

**Parking Permits**

**Definition for Permits**

1. **MOTOR VEHICLE:** Any motorized device by which persons or property may be transported: trucks, automobiles, motorcycles, motorized scooters, motor-bicycles, mopeds, etc.

2. **EMPLOYEE:** Any person that is paid by the University of Nebraska at any campus for their employment. This includes faculty as well as staff. Employee status is not dependent upon the amount of hours worked on campus. Also included are individuals paid by other entities but work here on campus on a regular basis, i.e. UNK Dining Services, Antelope Bookstore, etc...
3. STUDENT: Anyone registered at UNK or UNMC on either a part-time or full-time basis for the school year. (Academic Calendar).

4. COMMUTER: Any student not residing within a Residence Hall, or a person(s) using campus on a regular basis (not including employees).

5. RESIDENT: Any student residing within the Residence Halls.

6. VISITOR: Any person not currently enrolled as a Student, considered an Employee, or using the campus on a regular basis.

7. VENDOR/CONTRACTOR: Any person or business contracting business to perform specific duties and or jobs requiring completion. This includes any of their employees and or subcontracted employees that are not a student or employee of the University.

Individuals who represent more than one category will by their primary designation to be determined by the Police and Parking Services Department.

**Issuance of Permits**

All vehicles on campus must have a valid UNK permit. Any student, employee or other person with University business who parks a motor vehicle on property owned or controlled by UNK must purchase a UNK parking permit. Parking permits may be purchased at the Police and Parking Services Office in GSB or the Finance Office in Warner Hall or by going to your MyBlue account starting the first week of July.

**Type and Use of Permits**

1. The type of permit indicates the area where a vehicle may be parked. Areas for parking are indicated on University parking maps and in the parking areas by signs. In all cases of conflict, signs and markings should be presumed correct and will take precedence over any conflicting parking map designation. All areas not specifically designated for parking shall be considered “No Parking” zones.

2. No office or agency on campus is authorized to issue any type of parking permit without coordination and approval of Parking Services.

3. All permits are limited in number and are sold on a first come first serve basis.

   - Administration (blue AD) permits allow parking in any parking lot. Limited to one per designated employee.

   - Employee (blue FP/ST) permits allow parking in the assigned blue employee areas and the gray any valid permit lots. Employee parking areas are restricted to vehicles of those persons employed by the University. Employee permits are limited to one per employee.

   - Commuter (yellow) Permits allow for parking in the assigned yellow (commuter) areas and the gray any valid permit lots. Commuter parking is restricted to vehicles of those students living off campus or to non-students who use campus regularly. Commuter permits are limited to one permit per person. Residents of University Heights may purchase two permits per household.
- Resident Zone (green) permits allow parking in the specifically assigned Resident areas. Zone C residents may also park in the gray any valid permit lots. Resident parking areas are restricted to vehicles of persons living in University residence halls and are restricted to specific resident parking lots. Resident permits are limited to one per resident.

- Perimeter (gray) permits allow parking in the gray any valid lots only. Perimeter permits are restricted to vehicles of persons living in University residence halls who were not able to purchase a green permit or opt to park further. Perimeter permits are limited to one per resident. URS/URN residents Do Not Qualify.

- Handicap Parking: The use of handicap parking spaces is restricted to vehicles with Handicap Plates, or the identification hang-tag issued to physically disabled persons by the State of Nebraska (or other states with issuing authority). A UNK permit is required on vehicles parked in these stalls. The combination of the state handicap and the UNK permit allows the individual to park in any non-reserved stall or any handicap stall on the University of Nebraska Kearney property.

- Temporary handicap permits are available to temporarily handicapped employees and students. These permits may be issued up to 60 days. This date may be extended at the discretion of the Parking Services Coordinator. To apply for a permit the individual must bring in a note signed by a physician, a physician assistant, or advanced practice registered nurse estimating the length of time the permit is needed. This permit allows the individual to park in any non-reserved stall or any handicap stall on the University of Nebraska Kearney property. Individuals needing handicap permits for longer lengths of time should apply for a state handicap permit. These permits are free to individuals who have already purchased a student, faculty, or staff permit. Individuals who do not have a current permit may purchase a temporary Day/Monthly permit (see Day/Month permits for cost) before being issued a temporary handicap permit.

- Retiree permits allow parking in any blue employee lot and the gray any valid permit lots. Retiree permits are restricted to the use on the vehicle driven by retired employees or their spouses. Retiree permits are limited to one permit per retired employee (and are not valid for spouses currently employed by UNK).

- Chancellor permits allow for donors of the University of Nebraska Foundation to be issued a donor permit at no charge. Recipients of the Foundation permit will be determined by University Foundation. The permit allows the recipient to park in any parking lot on campus. The permits are not valid in reserved stalls, or time sensitive stalls (meters must be paid). If the recipient works on campus, or is a student, the appropriate permit must be purchased and displayed 7:30 a.m. to 5:00 p.m., Monday through Friday.

- Monthly/Daily permits may be purchased by individuals for shorter term parking needs, lot designation will be determined at time of purchase.

- Temporary permits may be obtained at the Parking Services Office ONLY, at no cost when an employee, commuter or resident needs a temporary replacement of their regular permit.
• Visitor permits allow parking in any non-reserved stalls. Visitor permits are not valid at reserved stalls, or handicap stalls (without state permit). Visitor permits are restricted to those individuals visiting campus on a limited basis and may never be given to UNK employees or students. Visitor permits may be obtained at Parking Services or the Administration office and may not exceed (3) three business days.

Departments may obtain visitor permits for their guests from the Police and Parking Services Office (see Special Events for procedure).

• Vendor permits shall be issued to any vendor/contractors who contracts with UNK. They may not be issued or used by employees or students. Vendors may be denied this permit if it is found they are being misused. Vendor permits are issued at the Parking Services Office for the academic calendar year.
• UNL, UNO, & UNMC permits will be honored in the appropriate lots and must be displayed.

Fees for Permits

<table>
<thead>
<tr>
<th>Type</th>
<th>Regular</th>
<th>After Jan. 1st</th>
<th>After Jan. 1st</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Council</td>
<td>$225.00</td>
<td>$112.00</td>
<td></td>
</tr>
<tr>
<td>Faculty/Professional</td>
<td>$140.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Staff</td>
<td>$110.00</td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td>Residents</td>
<td>$125.00</td>
<td>$62.00</td>
<td></td>
</tr>
<tr>
<td>Commuter</td>
<td>$100.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Perimeter</td>
<td>$70.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>Motorcycle (10.00 if another annual permit is purchased)</td>
<td>$40.00</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Temporary Monthly</td>
<td>$50.00</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Visitor</td>
<td>Free</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor</td>
<td>Free</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ALL PERMITS EXPIRE AUGUST 15th of each year.
Permit Refunds

Permits are refundable from date of sale to January 30th of the following year. Refunds decrease in value every month.

<table>
<thead>
<tr>
<th>Period</th>
<th>$225.00</th>
<th>$140.00</th>
<th>$125.00</th>
<th>$110.00</th>
<th>$100.00</th>
<th>$70.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 08/22</td>
<td>$205.00</td>
<td>$120.00</td>
<td>$105.00</td>
<td>$90.00</td>
<td>$80.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>08/22-09/14</td>
<td>$182.00</td>
<td>$107.00</td>
<td>$93.00</td>
<td>$80.00</td>
<td>$71.00</td>
<td>$44.00</td>
</tr>
<tr>
<td>09/15-10/14</td>
<td>$159.00</td>
<td>$94.00</td>
<td>$81.00</td>
<td>$70.00</td>
<td>$62.00</td>
<td>$38.00</td>
</tr>
<tr>
<td>10/15-11/14</td>
<td>$136.00</td>
<td>$81.00</td>
<td>$69.00</td>
<td>$60.00</td>
<td>$53.00</td>
<td>$32.00</td>
</tr>
<tr>
<td>11/15-12/14</td>
<td>$113.00</td>
<td>$68.00</td>
<td>$57.00</td>
<td>$50.00</td>
<td>$44.00</td>
<td>$26.00</td>
</tr>
<tr>
<td>12/15-12/31</td>
<td>$90.00</td>
<td>$55.00</td>
<td>$45.00</td>
<td>$40.00</td>
<td>$35.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>01/01-01/30</td>
<td>$67.00</td>
<td>$42.00</td>
<td>$33.00</td>
<td>$30.00</td>
<td>$26.00</td>
<td>$14.00</td>
</tr>
</tbody>
</table>

1. Permits must be returned to the Parking Services Office to apply for a refund.
2. Lost permits will not be refunded.
3. Motorcycle permits will not be refunded.
4. All UNK parking fines and fees must be paid before a refund request is made and the disbursement of funds is allowed.
5. Checks for refunds will come from the Finance Office and may take six to eight weeks.

Exchanging Permits

Permits may be exchanged at no cost if due to manufacture defect, or owner has changed residence from a Zone C to a Zone A permit.
Permit exchange may cost when the permit price is different, i.e. Perimeter to Zone C.

**Placement of the Permit**

To be valid, a hanging permit must be hanging from the rear view mirror. A static cling permit must be attached to the lower inside front windshield on the driver side. The entire permit must be facing outward and completely visible. Altered or defaced permits will be considered invalid. Motorcycle permits will be placed on the right front fork.

**Multiple Vehicle/Permit Use**

Employees and Students who purchase a parking permit may transfer the permit to any vehicle registered to the permit. No vehicle can be registered to more than one permit. The individual who purchases the permit will be responsible for parking violations by any vehicle bearing the permit.

**Falsification of Registration Forms**

The falsification of information on registration forms may result in the revocation of parking privileges. Each case will be considered on an individual basis.

**Theft or Loss of Permits**

The theft, loss or damage of a parking permit must be reported to the Parking Services Office immediately upon discovery. Any citation issued to a permit before being reported to the Police and Parking Services is the responsibility of the individual assigned to the permit.

After a report has been filed, a lost or stolen permit will be replaced for a fee of $5.00, the second time at a fee of $10.00, more than two times, full price of the permit. Recovered lost or stolen permits must be returned to the Parking Services as soon as possible. Vehicles bearing permits with the lost, stolen, or damaged status will be towed.

**FINES, SANCTIONS, AND APPEALS**
Parking Violations and Fines

1. Individuals purchasing a parking permit will be held responsible for any non-moving violations by any vehicle bearing that permit.

2. Any vehicle not registered to a permit which receives a citation will be assigned to the employee or student listed as the registered owner or who has the same home address as the registered owner with the Department of Motor Vehicles in their respective state.


4. Fines may be paid through your “MyBlue” or in person at the Parking Services Office in the General Services building or sent to Parking Services at: University of Nebraska Kearney, 2507 19th Ave., Kearney, NE 68849.

### Schedule of Fines

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Expired Meter</td>
<td>$10.00</td>
</tr>
<tr>
<td>b</td>
<td>No Permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>c</td>
<td>Permit not displayed/Improper Display</td>
<td>$5.00</td>
</tr>
<tr>
<td>d</td>
<td>Reserved Area</td>
<td>$25.00</td>
</tr>
<tr>
<td>e</td>
<td>Unauthorized Area</td>
<td>$25.00</td>
</tr>
<tr>
<td>f</td>
<td>Loading Area</td>
<td>$15.00</td>
</tr>
<tr>
<td>g</td>
<td>No Parking Midnight to 6:00 a.m.</td>
<td>$15.00</td>
</tr>
<tr>
<td>h</td>
<td>Not in Marked Stall</td>
<td>$15.00</td>
</tr>
<tr>
<td>i</td>
<td>All Other Violations</td>
<td>$15.00</td>
</tr>
<tr>
<td>j</td>
<td>Yellow Zones</td>
<td>$50.00</td>
</tr>
<tr>
<td>k</td>
<td>Blocking Drive or Other Vehicle</td>
<td>$50.00</td>
</tr>
<tr>
<td>l</td>
<td>Parked on or Blocking Sidewalk</td>
<td>$25.00</td>
</tr>
<tr>
<td>m</td>
<td>Parked on Grass</td>
<td>$25.00</td>
</tr>
<tr>
<td>n</td>
<td>No Parking Anytime</td>
<td>$50.00</td>
</tr>
<tr>
<td>o</td>
<td>Fire Lane or Fire Hydrant</td>
<td>$50.00</td>
</tr>
<tr>
<td>p</td>
<td>Boot Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>q</td>
<td>Stolen/Forged/Altered Permit</td>
<td>$100.00</td>
</tr>
<tr>
<td>r</td>
<td>Handicap Stall</td>
<td>$100.00</td>
</tr>
<tr>
<td>s</td>
<td>Administrative Fee/Tow/Boot</td>
<td>$10.00</td>
</tr>
<tr>
<td>t</td>
<td>Storage Fee (per day after 48 hours)</td>
<td>$1.00</td>
</tr>
<tr>
<td>u</td>
<td>Large Boot Fee</td>
<td>$350.00</td>
</tr>
<tr>
<td>v</td>
<td>Small Boot Fee</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
Parking Sanctions

1. Student’s delinquent in the payment of parking violations will have a hold placed on their university account which may prohibit them from receiving their grades, registering for classes, or receiving their diploma, etc. University employees and students with unpaid parking violations will not be allowed to purchase a parking permit.

2. A person using a forged/altered parking permit, in possession of lost/stolen parking permit, or found to be a “habitual violator” may be denied permission to park or operate a motor vehicle on property owned or controlled by UNK.

Impoundment of Vehicle

Police and Parking Services is authorized to remove and impound at the owners expense, motor vehicles from University property under the following circumstances:

1. When a vehicle is unattended or left under circumstances that indicate it has been abandoned (abandoned shall mean any vehicles left mechanically unsound, expired license plate or left without a permit for more than 24 hours).

2. When a vehicle is parked illegally in a disabled space.

3. When a vehicle is parked illegally in a University reserved space.

4. When a vehicle displays a parking permit that has been reported lost or stolen.

5. When a vehicle displays a forged or altered parking permit.

6. When a vehicle is parked in a fire lane, fire hydrant, blocking a drive or sidewalk.

7. When it is deemed necessary for the administration of university business, construction, snow emergency, special events, etc..

8. When a vehicle is parked in an area designated NO PARKING MIDNIGHT TO 6:00 A.M., November 1st through April 1st.

9. When a vehicle is determined to have four (4) or more unpaid parking violations against it.

10. When a vehicle is left unattended in the same parking space in excess of 14 days.
11. Impounded vehicles will be held until all outstanding violations and charges have been taken care of (paid/appealed/coupon/void). All other charges are not subject to appeal; (See Disposal of Vehicle).

**Tow Charge:** The charge for tow and impoundment will be left up to the individual tow company. Special equipment or circumstances may increase the charge. A show-up fee will be charged and the individual tow company will set the amount. Tow charges are not subject to appeal.

**Boot Fee:** The charge for putting on a boot is $50.00. If payment is not received within 48 hours, or the boot is tampered with the vehicle will be towed. (See tow charge) Not subject to appeal.

**Administrative Fee:** Administrative fee of $10.00 is charged when any vehicle is towed or booted. Not subject to appeal.

**Storage Fee:** Any vehicle impounded, will be charged a storage fee of $1.00 per day, if fees are not paid within 48 hours of impoundment by boot or tow. Fee will originate from the original boot/tow date. Not subject to appeal.

**Impoundment:** A vehicle is deemed to be impounded when Parking Services has initiated the towing process. All fees associated with the tow will be assessed at this point. Unauthorized removal of an impounded vehicle or its contents may be grounds for revocation of parking privileges and could result in criminal charges being filed.

All tows, boots and additional charges will be paid during business hours with cash only at the Parking Services Office. All additional fees (tow/boot and administrative) are not subject to appeal.

**Disposal of Vehicles:** Impounded vehicles not claimed by their owner within 60 days will be considered abandoned and will be disposed of as per provisions of state law. Nebraska state statute 60—1903.

**Coupons**

Upon purchasing a yearly permit 1 (one) coupons shall be credited for 1 (one) “No Permit” parking violations to be voided. These are for vehicles who receive a “No Permit” Citation when they were parked in a lot which their permit is valid. The vehicle the citation was issued to must be registered to the permit in order for the coupon to be used. These violations must be brought to Parking Services within 14 (fourteen) calendar days of the date the violation was written.
Appeal Procedure

Employees, students and visitors wishing to appeal a parking violation must file an appeal with Parking Services within 14 (fourteen) days from the date the violation was written. Parking appeals will not be accepted after the 14th (fourteenth) day.

Appeals may be made online at https://unkpd.aimsparking.com/.

Student appeals will be forwarded to Student Court. Employees and Guest appeals will be heard by the Appeals Committee.

The decision of the Appeals Committee and Student Court are Final. Citations in appeal will not double until five days after notification of the appeal if it is past the original 14 day period. Paid citations are not eligible for appeal or reimbursement. Notification of the appeal will be made to your UNK e-mail when possible.

Comments and Concerns

Comments, concerns, or complaints regarding the University parking program rules and regulations should be addressed in writing to Police and Parking Services for their review. Police and Parking Services will review comments and a response will be provided to the sender when appropriate.

TRAFFIC RULES

Traffic Regulations

1. Traffic laws, as provided by the Nebraska Revised Statute, shall apply on University property.

2. Unless otherwise indicated, the maximum speed for motor vehicles on University property is 15 miles per hour.

3. No person shall operate a motor vehicle at a greater speed than is reasonable and prudent under existing conditions.

4. Driving on grass or sidewalks is prohibited at all times.

5. Exceeding the speed limit or otherwise operating a motor vehicle in a reckless manner is grounds for revocation of parking and driving privileges on University of Nebraska Kearney property.
6. Motor vehicle accidents, which occur on University property, should be reported to Police and Parking Services. Accident reports are available upon request for insurance purposes. Accident reports should be ready 5 (five) business days after the accident has been reported. Anyone other than the driver or registered owner will be charged $2.00 per report.

7. Motorcycle and motorbikes, including mopeds, shall be operated on motor vehicle thoroughfares.

Traffic Violations and Penalties

The driver of the vehicle shall be responsible for all moving traffic violations. Moving traffic violations or criminal citations are adjudicated through the appropriate court system.

Personal Mobility Devices (PMDs) Regulations

I Purpose:

The purpose of this regulation is to establish procedures for the operation and use of non-traditional means of transportation including but not limited to bicycles, mopeds, skateboards, scooters, in-line skates, roller skates and recreational electric personal mobility devices. Other similar means of transportation that may be developed from time to time shall also be included. These devices will be referred to collectively as Personal Mobility Devices (PMDs).

II Regulation:

This regulation is intended to address the use of PMDs on the campus, also ensuring a safe environment for pedestrians, reducing risk of personal injuries and avoiding damage to college facilities caused by inappropriate use of such devices.

III Procedure:

A. Definitions

1. Bicycle: Include all pedal type units that are propelled by human power regardless of number of wheels.
2. Electronic Personal Assistance Mobility Devices (EPAMDs, aka Segway’s and Self-Balancing Electric Scooters): a self-balancing two-wheeled device with an electronic propulsion system.
4. Moped: a motorized pedal cycle with operable pedals, a motor rated at 1.5 hp or less with a cylinder displacement of less than 50CC’s.
5. Scooter: a narrow platform mounted on tandem wheels with a handle to steer by Turning the front wheel.
6. Skateboard: a board of any length (long boards) mounted on roller skate-type wheels.
7. Sled: a coasting device with runners designed to slide on ice and snow.

B. Bicycles, Snowmobiles and Mopeds

1. Bicycles and mopeds must be operated with regard for the safety of pedestrians and property. They shall not be driven within any building.
2. Bicycles must be parked on campus at places clearly designated by the presence of Bicycle racks. Specifically, a bicycle must not be parked in automobile parking spaces, on lawn areas, shrub or flower bed, streets, driveways, handicap ramps, on steps or in any buildings. This also includes trees, railings, light poles, entrance ways to buildings or places that hinder pedestrian travel.
3. Mopeds must be parked in designated parking lots, bicycle racks and motorcycles parking areas on campus. They shall not be driven within any building.
4. Snowmobiles, personal use is not allowed on campus.

C. Electronic Personal Assistive Mobility Devices (EPAMs)

1. These devices are restricted to sidewalks only, but shall be used in crosswalks to cross roads.
2. Riding of EPAMs inside any campus building is prohibited. They shall not be stored in any campus building. They are not permitted to be stored in building lobbies, stairwells, corridors and ramps inside or outside of the building or parking spaces. They are not permitted to be stored in a resident hall room.
3. Persons shall operate at a speed that is reasonable and prudent under the conditions while having regard to the actual and potential hazards and to pedestrian traffic.
4. When in use outdoors between sunset and sunrise, they shall be equipped with a front lamp which emits a beam of white light intended to illuminate the operators’ path and visible for a distance of at least 500 feet to the front and a red reflector facing to the rear which shall be visible at least 500 feet to the rear.

D. Skateboards, Scooter, In-Line Skates/Roller Skates, and Similar Devices

1. Skateboards, roller skates, in-line skates, scooters (excluding medical), sleds, and similar coasting devices are not vehicles and are prohibited in roadways. They may be operated on sidewalks, but must be operated in a safe manner.

While transportation of the hike-bike trail is encouraged, use of skateboards, scooters, and bicycles, hover boards, Segway’s and roller blades (devices) for other transportation across the UNK campus by those not associated with UNK is considered trespassing. Skateboarders/rollerbladers/scooter holders/bicyclists and hover boarders, etc. are responsible for any damage or injury (including to themselves) they may cause on the UNK campus. This may include holding the parents of underage participants liable. The University will assume no responsibility for any injury or damage caused by these devices. UNK students

Recreational riding of such devices is prohibited. Recreational activities include performing acrobatic stunts of any type. It also includes using any bench, table, stair or similar object as a platform for these recreational vehicles. UNK students violating this policy may be referred to the UNK Conduct System
for appropriate action in addition to being charged with a criminal offense if the situation warrants. Non students causing damage to UNK property or injury may be dealt with through civil or criminal court. Any non-student found using such devices in violation of this regulation will be given a verbal warning to the rules and issued a trespassing warning. If the situation is warranted, they may also be banned from all UNK property. Any future violations will result in the confiscation of the device.

**University Travel**

**Travel Overview**

**Travel, Definition**

*Overnight Travel:*

--*Distance* - Travel to a destination more than 60 miles from a UNK employee's regular worksite, where the business purpose of the trip or the distance from Kearney requires the traveler to remain overnight.

--*Purpose* - The IRS states: "You are away from home overnight if your duties require you to be away from the general area of employment for a period substantially longer than an ordinary day's work and, during released time while away, it is reasonable for you to need and to get sleep or rest to meet the demands of your employment or business."

--*Duration* - The absence must be of such duration that you cannot reasonably leave and return to that location before and after each day's work.

*One-day Travel:* Travel to any destination away from a UNK employee's regular worksite where the business purpose of the trip or the distance from his regular worksite does not reasonably prevent the traveler from traveling to the destination and returning to Kearney after the business purpose of the trip is accomplished.

**Travel by Most Effective Means**

The method of travel should reflect the greatest advantage to the University in terms of:

--time management

--staff productivity

--cost efficiency

These three criteria must be considered in the development of specific travel plans. Travel expenses may be reimbursed for transportation, lodging, meals, registration fees, and other miscellaneous out-of-pocket expenses within the guidelines provided by the University and by the State of Nebraska.

**Preparing for the Trip**
Pre-Trip Tasks and Planning

1. Department discovers need for an employee to travel.

2. Traveler researches and estimates costs for all travel-related expenses.

3. Traveler submits to the department's SAP Travel Coordinator a detailed estimate of the travel expenses for subsequent entry of the Travel Request into the SAP Automated Travel system. For every cost object from which funds are to be committed for the trip, electronic approval is required by the cost-object-responsible person on the appropriately executed SAP Travel Request.

4. When airline reservations must be booked, traveler or department staff contacts the University travel agency. The cost object to which the airline ticket must be charged should be designated at that time. The cost of the ticket may not be split between two cost objects.

5. Conference registrations are completed and processed, as necessary.

6. If lodging accommodations can be direct-billed to the University, department forwards purchase requisition to Business Services so that Purchase Order can be prepared and forwarded to vendor.

NOTE: If major changes occur in estimated travel costs before the time of departure, the department's SAP Travel Coordinator will need to modify the original SAP Travel Request and electronically reroute the Request to the cost-object-responsible persons for electronic ratification of the changes. The changes must be made in SAP before actual expenses may be recorded on the corresponding SAP Expense Statement related to that trip.

Pre-trip Authorization

A pre-trip authorization is required for all business travel by University employees including travel involving University-owned vehicles. (See below to determine if a blanket pre-trip authorization may be used.) If a blanket pre-trip authorization is not appropriate, a separate documented pre-trip authorization is required and must be completed as an automated SAP Travel Request by the department's SAP Travel Coordinator with appropriate electronic approvals. The blanket pre-trip authorization or the SAP Travel Request must include all expected/estimated travel expenses, including those to be paid directly by the University (eg. airfare purchased from Travel & Transport or lodging booked with Hotels.com) and any out-of-pocket reimbursements (eg. meals, lodging paid personally, or parking). All of these expenses must be included in the total of expected/estimated expenses to ensure proper authorization has been completed by the employee’s Travel Approver and/or the funding approver. Travelers may not authorize their own trips. Implicit in each authorization is the approval of meals only if they are purchased in a location other than the city of the traveler's home and/or primary work location, and the approval of the traveler's use of a personal vehicle for business travel when deemed appropriate by the traveler's travel approver.

Blanket Pre-trip Authorization

A blanket pre-trip request may be made and approved for recurring in-state travel or any out-of-state travel conducted by an employee during a semester or fiscal year that is related to a single and ongoing business purpose. A blanket pre-trip request may not be approved if the funds to pay for the trip are to be expended from more than one cost object during a semester or fiscal year or when a trip is for a particular purpose that falls outside the scope of any current blanket pre-trip authorization on file for the traveler. The blanket authorization
may be accomplished using the Blanket Travel Request (Sapphire › Business Forms › UNK › Travel › Employee Travel Requests / Authorizations › Blanket Travel Request FY13 (XLSX)) form which must be kept on file in the department. Blanket authorizations must be replaced with new authorizations at the beginning of each new fiscal year (on July 1).

Requests for Planning Assistance

After you have carefully reviewed the policies and procedures set forth herein, please contact the Accounts Payable Office (865-8419) for assistance if you have questions or require further clarification about expense- or reimbursement-related problems arising as you plan an upcoming business trip.

Paying for the Trip

UMB VISA Card

The University has an agreement with UMB Bank to provide, upon request, corporate VISA cards to accommodate UNK business travelers, who (by State policy) may not receive advances from the University for out-of-pocket travel expenses.

Responsibility for Charges. The UNK employee (cardholder) is personally and solely responsible to UMB for all charges made to his/her card. Under the card agreement, the University has no liability for unpaid charges to the card. Monthly statements of charges will be forwarded by UMB to the cardholder's home address and all amounts due are due from the cardholder upon receipt. All payments are sent by the cardholder directly to UMB.

Reimbursement for Charges. To receive reimbursement for all UNK business-related travel expenses charged to the UMB VISA card, the cardholder must complete a claim for reimbursement through SAP Automated Travel. Attached to the expense report must be original detailed receipts, e.g. airline tickets, lodging folios, etc., documenting the business purpose of each expense for which reimbursement is being claimed.

Termination of Employment. Upon terminating employment with the University, the cardholder will not be given final clearance until he/she relinquishes his/her UMB VISA card to the Accounts Payable office.

Compliance with Policies and Procedures

All payments for travel expenses made from funds under the control of the University or held in the custody of the State of Nebraska must be remitted in compliance with the policies and procedures outlined by the University and the State of Nebraska.

Substantiation of Travel Expenses

Accountable Plan. Under an accountable plan, the IRS requires employees to substantiate the cost for travel, lodging, meals, and other out-of-pocket expenses for the purposes of excluding the reimbursements for those items from taxable income. Adequate accounting generally requires the use of a documentation record such as an account book, expense diary or log, or similar record near the time of incurrence of the expense. Such log should list the date, amount, place (e.g. city) or description, and purpose for each expense or meal/food cost. A combination of actual receipts and detailed itemization is permitted.
De Minimis Expenses. De minimis (immaterial) travel expenses must be detailed by the department's SAP Travel Coordinator on an appropriately executed SAP Travel Expense Statement when claiming reimbursement on the behalf of the traveler, but supporting receipts are not required. De minimis expenses for which receipts are not required are:

- Parking fees
- Toll fees
- Intra-city bus fares
- Baggage handling
- Taxi fares

Travel Receipts. See Department Level Processing - Documentation. See also Employee Meal Expenses, Out-of-Pocket Expenses, Out-of-Pocket Lodging Expense, Telephone Calls.

Post-Trip Tasks

1. Traveler submits claim for reimbursement of out-of-pocket business expenses by transmitting to the department's SAP Travel Coordinator all necessary original receipts which must then be attached to an appropriately executed SAP Travel Expense Statement.

2. The department's SAP Travel Coordinator transmits the SAP Travel Expense Statement with supporting documentation to the Accounts Payable office.

3. Accounts Payable reviews the reimbursement claim for compliance with State and University policies, follows up as necessary, then settles the claim in SAP.

4. The claim is released to the State of Nebraska and the reimbursement is processed by the State Treasurer.

Reimbursement of Out-of-Pocket Expenses

Policy. The State of Nebraska has taken the position that there is no enforceable claim for payment until goods or services have been received. Therefore, most personal maintenance expenses incurred during University travel (e.g. meals, lodging, taxi fares, etc.) must be paid out-of-pocket by the employee during the course of travel. Subsequent to the end of the trip, the employee may claim reimbursement for any out-of-pocket expenses incurred for which a legitimate business purpose may be demonstrated.

International Travel. Reimbursement for international travel is processed in the same manner as domestic travel. Any receipts provided which are not printed in English and/or are not expressed in terms of U.S. currency must be adequately translated by the traveler to the satisfaction of the Accounts Payable Travel Auditor before reimbursement may be processed. All claims for reimbursement must be expressed in terms of U.S. currency on the SAP Travel Expense Statement.

- Currency Converter. Your claim must include a notation of the applicable exchange rate(s) if receipts include amounts expressed in a currency that is not U.S. dollars. The current exchange rates may be found using the currency converter.

- Foreign Meal Allowance Chart. For pre-trip planning purposes, use the M&IE column of the Foreign Meal Allowance Chart to estimate meal costs for foreign travel.
Reimbursement Processing. From the time Accounts Payable receives the claim from a department, it will take about 5-10 working days to receive reimbursement depending on seasonal volume fluctuations. Reimbursements will be deposited directly to the bank accounts into which payroll checks are also deposited unless in ESS the employee has designated a different "Travel Bank" for direct deposits of expense reimbursements. Employees will be notified of direct deposits of expense reimbursements via their campus E-mail accounts. In the event an employee does not have a campus E-mail account, a paper warrant will be issued for reimbursement of expenses and distributed to the employee via campus mail.

Due Date for Submitting Claims. Claims for reimbursement of travel expenses must be submitted to the Accounts Payable Office no later than 60 days following the last day of any contiguous travel period. (For non-travel reimbursements, claims for reimbursement must be submitted to the Accounts Payable Office no later than 60 days following the date the expense was incurred--normally evidenced by the date on the original receipt.) BY LEGISLATIVE MANDATE, CLAIMS RECEIVED BY ACCOUNTS PAYABLE LATER THAN 60 DAYS FOLLOWING THE LAST DAY OF CONTIGUOUS TRAVEL (OR FOR NON-TRAVEL REIMBURSEMENTS, THE DATE OF THE RECEIPT BEING REIMBURSED) WILL BE DENIED.

University Employee Expenses Incurred by another Nebraska State Agency.

Denial of Travel Claims

Failure to comply with University policies and procedures may result in temporary or complete denial of claims, depending on the circumstances. The following claims for reimbursement by University employees made for travel-related expenses will be denied:

--Claims for the reimbursement of travel expenses incurred by one or more traveling companions accompanying the business traveler, but not directly participating in the business purpose of the trip.

--For travel beginning on or after May 27, 2009, claims submitted to the Accounts Payable Office more than 60 days subsequent to the last day of the contiguous travel period to which the expenses relate.

--For meal expenses incurred on or after May 27, 2009, claims for meals expenses greater than $5.00 for which no actual detailed original receipts are provided.

--Claims for reimbursement of the employee's personal trip-related expenses not reasonably associated with the business purpose of the trip.

--Claims for reimbursement for the purchase of any alcoholic drinks or beverages.

--Claims for reimbursement for which the costs have already been paid by the University or by another source.

--Claims for reimbursement for the expenses of another University employee.

--Claims that appear excessive for which no justification has been presented.

--Transportation claims for which a more effective means is evident.

Air Travel, General
Commercial Air Travel

The University's exclusive contract with Travel and Transport, Inc. specifies that all commercial air ticketing is to be processed by Travel and Transport and charged to an appropriate SAP cost center/WBS element. Travel and Transport will issue electronic tickets (E-tickets) unless the traveler requests paper tickets. A University traveler cannot purchase an airline ticket outside of the contract without the prior approval of Business Services (see Purchasing a Ticket outside the Travel and Transport Contract, below). Air travel shall only be authorized when it is more economical than ground transportation or will result in a substantial savings of productive time. Payment for air travel will be limited to "coach" fare, if such seating is available at the time of ticket purchase.

Purchasing a Ticket outside the Travel and Transport Contract

A University traveler cannot purchase an airline ticket outside of the Travel and Transport contract (exception-Southwest Airlines) without the prior approval of Business Services. If a lower air fare than quoted by Travel and Transport can be found, an Air Fare Situation Report must be used to secure the Business Services' approval. If a traveler decides to use Southwest Airlines, tickets can only be purchased directly from Southwest Airlines. (See Purchasing a Ticket from Southwest Airlines). An Air Fare Situation Report does not need to be used for approval.

- Travel and Transport guarantees that they will secure and book the lowest published GDS (Global Distribution System) fare, motel, hotel, vehicle and other ground transportation for all University travel.
- If a traveler receives a lower fare from another agency, the traveler will send a completed Air Fare Situation Report to Travel and Transport immediately.
- After receiving this information, Travel and Transport will contact the source and either match the fare or purchase the ticket at that source.
- If Travel and Transport cannot match the fare, Travel and Transport will send a copy of the Air Fare Situation Report to Business Services.
- After Business Services has received the Air Fare Situation Report, the traveler will be notified they are approved to purchase from a travel agency other than Travel and Transport. Then, and only then, will the traveler be free to purchase from a non-contracted agent.
- If an expense reimbursement is submitted for an airline ticket purchased from another travel agent which costs more than the same itinerary could have been purchased from Travel and Transport, the traveler will only be reimbursed for an amount equal to the lower quote from Travel and Transport.

If a traveler decides to use Southwest Airlines, tickets can only be purchased directly from Southwest Airlines and through Travel and Transport's on line travel booking tool.

Using the Kearney Airport

A resource guide is available in SAPPHIRE to assist the University traveler in comparing costs to fly from the Kearney Airport versus Omaha and Lincoln. The additional costs (mileage, parking, your time, possibly an overnight stay) associated with flying from Omaha and Lincoln may not be the lowest total cost for the traveler. The Kearney Airport provides free parking, just a few steps from the door, baggage claim only minutes after deplaning and arrival only 45-60 minutes before your flight.

This resource guide can be found at Sapphire › Reference Guides › UNK › Travel › Kearney Travel Planner.xls. The University has a contractual agreement with Travel and Transport for the purchase of airline tickets. If you have difficulty pulling up flights which involve flying from the Kearney airport when using the reservation website listed below in searching for a ticket price and flight schedule, the following tip should
Tip: On the first screen of on-line reservations, under Number of Connections, the default is Best Fares.

Choose the option Best Fares - 2 Connections. Depending on your final destination, flying out of the Kearney airport may require what is considered 2 Connections. If problems or questions arise, please contact Business Services at 308-865-8525. The Travel and Transport web site address is http://transport.tandt.com/default.aspx

Using the Grand Island Airport

Allegiant operates weekly flights between the Central Nebraska Regional Airport (Grand Island) and McCarran International Airport (Las Vegas, Nevada/LAS) and Phoenix-Mesa Gateway Airport (Phoenix-Mesa, Arizona/IWA).

Purchasing a Ticket from Allegiant:

1. You do not contact the University's Travel Agency - Travel and Transport
   a. No Airfare Situation Report needs to be completed.

2. University travelers complete reservations through Allegiant at http://www.allegiant.com using a personal credit card.

3. Reimbursement of the airline ticket for University travel can be submitted after the travel has been completed.

Privately-Owned Airplane

Approval must be granted prior to the trip by the Vice Chancellor of Business and Finance on a Request for Travel by Personally Rented/Privately Owned Airplane or Charter form. The completed approval form must be attached by the department's SAP Travel Coordinator to an appropriately executed SAP Travel Expense Statement to claim reimbursement.

An employee will be reimbursed at the prevailing standard rate as established by the IRS through its Revenue Procedures:

- Effective April 1, 2013, the rate is $1.33 per Statute air mile.
- Prior to April 1, 2013, the rate was $1.07 per Statute air mile.

For purposes of reimbursement, there is no differentiation between “travel at the convenience of the agency or employee”. Note: In certain circumstances a blanket authorization may be granted for recurring business travel. Prior to travel a Blanket Request for Employee-Piloted Air Travel must be completed and approved by Business Services and by the Vice Chancellor of Business and Finance.

Personally-Rented Airplane

Approval must be granted prior to the trip by the Vice Chancellor of Business and Finance on a Request for Travel by Personally Rented/Privately Owned Airplane or Charter form. The completed approval form must be attached by the department's SAP Travel Coordinator to an appropriately executed SAP Travel Expense Statement to claim reimbursement. Employees shall be reimbursed for the actual expense of personally renting an airplane unless the expense is paid directly to the rental agency by the University. Note: In certain circumstances a blanket authorization may be granted for recurring business travel. Prior to travel a Blanket
Request for Employee-Piloted Air Travel must be completed and approved by Business Services and by the Vice Chancellor of Business and Finance.

Charter flights

Approval must be granted prior to the trip by the Vice Chancellor of Business and Finance on a Request for Travel by Personally Rented/Privately Owned Airplane or Charter form. The Nebraska Department of Aeronautics should make arrangements for charter flights.

Travel and Transport

University Travel Agency

The University of Nebraska has an exclusive travel management service agreement with Travel and Transport, Inc.

Address: 4433 S 70th St, Suite 101  
Lincoln NE 68516-4275

Phone: 800-228-4395  
402-486-4111  
Our campus speed dial number: 3127

Fax: 402-486-4566

Internet Reservation System: Firefly > Employee Self Service > Travel Work Center > Click on Launch Concur

The travel management services provided by Travel and Transport include negotiated discounts on different air carriers, hotels and car rentals. The agreement specifies that these services are extended to University employees and their families when traveling in conjunction with University business. The agreement also specifies that these services are extended to University employees for personal travel. This agreement specifies that all commercial air ticketing is to be processed by Travel and Transport and charged to an appropriate SAP Cost Center/WBS Element, however personal travel must be charged to a personal credit card. Travel and Transport guarantees that they will secure and book the lowest published GDS (Global Distribution System) fare, motel, hotel, vehicle, and other ground transportation for all University travel. Travel and Transport will issue electronic tickets (E-tickets) unless the traveler requests a paper ticket.

Airport Parking

If you are flying out of the Eppley Airport in Omaha, Nebraska, attached is a customized 20% off parking coupon for Park N Go Airport Parking. The address is 1515 East Fort Street, Omaha, NE 68110 and the telephone number is 402-453-1630. Coupon for Parking at Eppley Airport
Travel Insurance

$100,000 AUTOMATIC FLIGHT INSURANCE
The insurance described below is provided to you by the travel agency that
Issued your ticket. As the ticket holder, you are covered for accidental loss
Of life, limbs or sight during a flight for which your ticket was issued.

DESCRIPTION OF COVERAGE
Coverage applies:
• While you are riding, boarding or alighting as a ticketed passenger in a scheduled aircraft
  provided by a regularly scheduled airline.
• While you are on airport premises or traveling in any licensed public conveyance to and from the
  airport in connection with your ticketed flight.
• While you are riding in any land or water conveyance provided by the airline as a substitute for
  an aircraft.

LIMITS
Under this policy the aggregate limit of benefit for all covered losses for any one air travel accident is $5,000,000.

Preparing to Purchase a Ticket

To purchase a ticket and have it paid directly by UNK.

Via Telephone:

• Contact Travel and Transport
• Identify yourself as a UNK traveler
• Make the reservation
• Provide your Personnel Number (Number on your pay voucher)
• Give the Cost Center or WBS Element to which the ticket price should be charged. The ticket may not be split
  between two or more cost objects.

When the reservation has been completed, the traveler’s itinerary will be sent to their University e-mail
address. The airline ticket will be mailed to the traveler’s University address by Travel and Transport. The
airline tickets will be mailed on Friday of each week. If it is a ticket for an incoming traveler, the itinerary will
be sent to the person who made the reservation.

Via Internet Reservation System:

The University has access to the web based booking system, Concur, which should be used whenever
possible. This system connects directly to the Global Distribution System (GDS) through Travel and Transport
and has been customized so that the University traveler may inquire and/or book their ticket. This web site will
also allow the University traveler to view or edit their traveler profile.

Concur is located through Firefly > Employee Self Service > Travel Work Center > Click on “Launch Concur”.

When using the reservation website listed above during the planning or pricing of flights which include arrivals
or departures from the Kearney airport, you may need to increase the "+/- 6 hours" option when selecting flight
times to include a broader time range.
Create a Profile

To create a personal profile, on the **Travel Center** homepage, on the grey menu bar at the top of the screen, click **Profile**. Fields marked required must be completed including entering your date of birth and University personnel number.

- Travelers Details - Name, Address, phone, emergency information, Personnel Number (Number on your pay voucher)
- Credit Cards - Information on cards for business and personal use
- Traveler’s Preferences - Preferred seating, meals, service class, etc
- Frequent Traveler Programs - Frequent flyer and incentive program information
- Assistants and Travel Arrangers - Add, edit, delete those authorized to book on your behalf
- After updating the information, click save.

Internet Reservation System

**Navigation:** Concur is located through Firefly > Employee Self Service > Travel Work Center > Click on “Launch Concur”.

**Setting Up an Assistant and Travel Arranger**

To be designated as a Travel Planner in Concur, send an email to christensenk@unk.edu. If you are authorized, being designated as a Travel Planner allows you to plan and book travel and manage profile data for another University employee. To have access to book for a guest (Speaker or Candidate), contact Kim Christensen at 865-8525 or email christensenk@unk.edu.

**Arranging Travel for Other Employees**

If you are authorized, a Travel Planner can plan and book travel, and manage profile data for others. In order to arrange travel for employees, click Profile. Under “Acting as other user” choose “Book Travel for any user (Self-assign)”. Enter the employee’s name. Once you have found the employee, click on their name and click on Start Session. The system will send them an email indicating that you have been assigned as a travel assistant in the on-line booking tool. The next time you book travel for this employee, click on “Act on behalf of another user” and click on the drop down arrow. Their name should now be in this list.

If you would like to review the Travel & Transport Training Session, click on the link below. This session does include making a Travel Reservation.

**Make a Travel Reservation**

Click on the Airplane to search for a flight
Select one of the following types of flight options:

- Round Trip
- One Way
- Multi City

In the From and To fields, enter the cities for your travel. Click in the Depart and Return date fields, and then select the appropriate dates.

Note: When planning or pricing flights which include arrivals or departures from the Kearney Airport, you may need to change the “+/- 6 hours” option when selecting flight times to include a broader time range.

Click Search.

Click on the drop down and to indicate if the flight is Business, Personal, or Companion.

Click Next.

Buy a Flight

- After you choose your flight and confirm the primary traveler information, click Select Seat under Seat Assignment.
• Click any blue (unoccupied) seat and Click Select Seat. You must do this for every leg of your trip (each connection).
• After you have selected your seat for all flights, Click Choose your credit card. Choose the University Preferred Vendor Card for BUSINESS TRAVEL ONLY.
• Click Reserve Flight and Continue.
• On the Travel Details Screen, Review and make any changes if necessary. Click on Next.

The Next Screen is the Trip Booking Information. Make sure you fill in the Required Fields. Click on Next when completed.

On the Trip Confirmation Screen, Click on Purchase Ticket.

Itinerary Copies

E-Mail Itinerary: After your airline ticket has been booked with Travel and Transport, copy of the itinerary will be sent to your UNK e-mail address. The e-Invoice contains full itinerary information and can be used for
expense reporting. The e-Invoice will provide all ticket numbers associated with a reservation and include a total invoice amount with all tickets added together. Exchanges will also appear with details on what ticket is being exchanged and the amount of additional collections, penalties, credit amounts, or credit voucher amounts. Itineraries for hotel or car only reservations, which do not contain any air segments, will be e-invoiced but there will not be any invoice amount shown. E-invoices will be sent on all reservations except for those that have multiple forms of payment (i.e. a companion or spouse is traveling). In these instances, a paper invoice will still be sent.

Southwest Airlines

Purchasing a Ticket from Southwest Airlines

Advantages of the program:

1. Same Southwest Airlines pricing and screens as you have used to booked tickets in the past.
   a. You can purchase Southwest Airlines internet fares.

2. Your current Rapid Rewards number can be used. If you don’t have a Rapid Rewards number, one will be issued to you at the time of self-registration.

3. Airline tickets can be charged to a University Preferred Vendor Card. You may add a personal credit card number for personal use.
   a. You do not have to charge your personal credit card and then get reimbursed after the travel is completed.
   b. All tickets charged to the University Preferred Vendor Card will be billed to your departments Cost Object internally (this information is required to complete a website booking).

4. You do not have to contact the Travel Agency – Travel & Transport.
   a. No Airfare Situation Report needs to be completed.

5. You will only be charged the Southwest Airlines ticket price. There are no additional fees charged from the University or Travel Agency (no $10 or $20 transaction fee).

6. Click here for Complete Instructions (PDF)
   or click on links below for individual circumstances

   Instructions for Employees with a current Southwest Airlines Rapid Rewards number (PDF)

   Instructions for Employees without a Southwest Airlines Rapid Rewards number (PDF)

   Instructions for Employees Returning after completing one of the above steps to login to the Southwest Airlines (PDF)

   Traveler Account Login -Please read disclaimer below and click on "I Agree".
I agree that if any problem occurs with the ticket purchase from Southwest Airlines, I will contact Southwest Airlines directly to resolve the problem. Considerations I am aware of include: limited service after the purchase (Travel and Transport will not be able to help with the Southwest Airlines bookings not originally purchased through T&T), no automatic air fare reductions made between the time of purchase and the travel date, and Southwest travel vouchers for unused tickets are not transferable.

I AGREE

Ground Transportation

Car Rental

Reservations - University travelers are personally responsible for reserving and paying for their own rental car. Arrangements may be made with individual rental car agencies through Travel & Transport, Inc. The University prefers the utilization of the Concur online book tool, which can be found in Firefly>Employee Self-Service>Travel.

Discounts - University travelers are eligible for discounted rates with the car rental companies listed below through E & I Cooperative or Travel & Transport, Inc. To take advantage of a University discount, the traveler must give the Discount ID# at the time the reservation is made.

<table>
<thead>
<tr>
<th>Car Rental Company</th>
<th>E &amp; I Cooperative</th>
<th>Travel &amp; Transport, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alamo Car Rental</td>
<td>N/A</td>
<td>CD-373974/ID-XPBX</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Call 1-800-228-4395</td>
</tr>
<tr>
<td>Avis Rent A Car</td>
<td>N/A</td>
<td>CD-V853600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Call 1-800-228-4395</td>
</tr>
<tr>
<td>Budget Rent A Car</td>
<td>N/A</td>
<td>CD-T244102 RATE CODE RC-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WG22</td>
</tr>
<tr>
<td>Enterprise Rent A Car*</td>
<td>#XZ24488 (Flat Rate Program –</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Insurance Included)</td>
</tr>
<tr>
<td></td>
<td>#XZ243A4 (Flat Rate Program –</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Insurance Excluded)</td>
</tr>
<tr>
<td></td>
<td>#XZ24489 (5% off Best Rate Available at the Time of Rental – insurance is NOT included in this program)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Call 1-800-736-8222</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD-NA62W18 - BUSINESS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD-NA62W19 - PERSONAL</td>
</tr>
</tbody>
</table>
**Insurance.** When a University employee rents a car under contract in the United States, its territories or Canada on University business, the University liability policy will provide coverage in excess of any other policy in force. Rental companies usually offer a short term physical damage coverage. *University employees should not pay for these COLLISION DAMAGE WAIVERS (CDW) as the University insurance policy covers physical damage to a rental car.*

*When renting from Enterprise the renter will need to take out the liability coverage.*

If the rental vehicle is to be used for both University and personal business, the University insurance coverage will only cover the car for the time the traveler is on University business. If the traveler's personal insurance policy will not provide coverage during the portion of the time when the car is being used for personal business, the traveler may purchase the coverage provided by the rental company but may not submit a claim to the University for reimbursement of the expenses of that coverage.

**University Vehicle**

The University [motor pool](#) may be contacted to reserve a University car for University business travel.

**Gasoline Purchases** - Each University vehicle has a Voyager card in its folder for purchasing fuel and oil. Most major fuel distributors recognize the Voyager card but in the event the supplier does not accept the card, it will be necessary for the employee to purchase the fuel with personal funds and request reimbursement after the trip. A University purchasing card may be used in documented emergency situations.

**Personal Vehicle, Use of**

When a personal vehicle is used for travel on University business, the traveler may claim either 1) actual out-of-pocket vehicle expenses, including gasoline, for the trip or 2) the standard mileage rate, but not both. Whichever reimbursement method is chosen by the traveler must be used consistently from trip to trip.

**Personal Car Mileage** - A University employee will be reimbursed for use of a personal vehicle while on University business (excluding commuting miles) at the rate established by the University of Nebraska system.

Effective September 1, 2017, the standard mileage rates for the use of a car (including vans, pickups, or panel trucks) are:
• 25 cents per mile for all business miles (down from 54 cents per mile in 2016.)
• 17 cents per mile when computing moving expenses (down from 19 cents per mile in 2016.)

Motorcycles - A University employee will be reimbursed for the use of a motorcycle while on University business (excluding commuting miles) at the prevailing standard rate established by the IRS. Effective January 1, 2017, the standard mileage rate for the business use of a motorcycle is 51 cents per mile (up from the previous rate of 50 cents).

To determine the standard distance (in miles) between two Nebraska cities, click here: Nebraska Mileage Chart (MS Excel format). To determine the standard distance (in miles) between a Nebraska location and an out-of-state location, the MAPQUEST website may be used.

Most effective means - University travelers must use the most effective means to accomplish business travel. When the trip is out-of-state, the cost of meals is also taken into account when determining the most economical means.

--Commercial quote. In circumstances where commercial transportation normally provides the most effective means of travel, the traveler must obtain a quote specifying the cost to purchase a "coach" ticket on commercial transportation for the trip.

--Reimbursement. When a University traveler uses a personal car rather than traveling commercially, reimbursement will be made at the lower of 1) the cost of the use of the personal car, or 2) the quoted cost to use commercial transportation. If the trip is out-of-state, the traveler should also make the following notation on the claim for reimbursement: "Mileage in Lieu of Commercial Transportation", and attach the quote thereto.

Commuting Miles - Commuting expenses are defined by the Internal Revenue Service as those expenses incurred in traveling from one's residence to one's regular place of employment and one's regular place of employment to one's residence, no matter how often this occurs during a day. These are considered personal expenses and are, therefore, unallowable expenses when using a personal vehicle.

Traveling to Temporary Work Location - Expenses incurred in traveling from one's residence to a temporary work location are not considered Commuting expenses and are reimbursable when using a non-state vehicle.

Gasoline Purchases - In order to be reimbursed for personal purchases of gasoline, original receipts, upon which the license number of the personal vehicle is written, must be attached by the department’s SAP Travel Coordinator to an appropriately executed SAP Travel Expense Statement in the traveler's name and submitted in the normal manner.

Use of University Vehicles - When a car is determined to be the most effective means of transportation, a University vehicle (motor pool) should be used when possible.

Other Types of Ground Transportation

For information on booking other types of ground transportation, e.g. Amtrak, please contact Travel and Transport, Inc. (http://transport.tandt.com/default.aspx).

Other Travel Expenses
Conference Registrations

See Accounts Payable-Accounts Payable Policies-Employee Expenses-Conference Registrations

Lodging

*Eligibility.* Generally, an employee must be more than 60 miles from his or her worksite in order to be eligible to incur business lodging expense.

*Excessive Costs.* University employees are expected to select reasonably priced lodging when traveling overnight on University business. Justification in writing must be provided when lodging costs appear to be excessive.

*Single Room Rate Allowed.* Only the per-night single room rate will be allowed in circumstances where the employee shared a room with a traveling companion.

*Deposit to Hold Room Reservations.* Only one night's room fee may be paid in advance by the University for the purpose of guaranteeing room reservations. If more than one night's deposit is required, the University traveler may

- make the deposit using personal funds and submit a reimbursement claim after the trip is complete; or
- check to see if a University purchase order can be provided to guarantee the reservations.

Hotels.com

The University of Nebraska has set up a web site through Hotels.com. An employee or travel arranger can reserve a room for University business by entering a cost object, and the lodging will be paid by the University Preferred Vendor Card. Sales tax will be added to the cost of the lodging, but for hotels booked in the state of Nebraska, a credit will be submitted to the cost object at a later date. The room rate is the Hotels.com rate and not the University or Government rate. You can also use the University Hotels.com web site for personal travel by entering your personal credit card information. Always pay attention to the Cancellation Policy, some hotels are NONREFUNDABLE. To sign up, click on the link.

https://www.booksmarttravel.com/UN/

Instructions for each classification are provided below:

- How to Sign Up or Update Profile
- University Business Hotel Reservations for Myself
- University Business Hotel Reservations for Another Employee
- University Business Hotel Reservations for a Non Employee Traveler
- Personal Hotel Reservations for Myself
- Personal Hotel Reservations for Someone Else
Out-of-Pocket Lodging Expense

If a University employee has paid for his lodging out-of-pocket, he (or his department's Travel Coordinator) must submit a completed claim for reimbursement through SAP Automated Travel. Attached to the appropriately executed SAP Travel Expense Statement should be the original hotel folio (invoice) containing the following information:

- The name of the hotel.
- Name of person claiming the lodging expense reimbursement.
- The number of occupants in room. For cross reference purposes, if more than one employee shared the room, please identify the names of the other employees sharing the room and the portion of the total bill each is claiming.
- An itemization by employee name of each good or service provided (room rental, food, tax).
- Evidence of payment (invoice balance is zero, invoice is stamped paid, or a credit card slip is attached showing payment).

Meals

See Accounts Payable-Accounts Payable Policies-Food/Meal Expenses-Employee Meal Expenses

Telephone Calls

The UNK business traveler may only be reimbursed for telephone calls for which a business purpose may be shown. Calls of a personal nature are not reimbursable. (See also Personal Telephone, Use of.)

Non-Reimbursable Travel Expenses

The following travel-related out-of-pocket expenses are not deemed to have a reasonable business purpose, and therefore, may not be reimbursed.

- Alcoholic beverages
- Entertainment expenses
- Mileage incurred during commutes
- Dry cleaning/laundry
- Lunches during one-day travel
- Personal telecommunications expenses (telephone, telegram, internet)
- Valet/maid/cleaning services
- Video rentals
- Other goods or services of a "personal" nature

Table of Contents

Accounts Payable .................................................................................................................................................. 1
Overview of the Accounts Payable Process ........................................................................................................... 1
Accounts Payable Policies ...................................................................................................................................... 1
Employee Expenses

Awards

Conference Registrations

Employee vs Independent Contractor

Entertainment Expenses

Faculty/Staff Training, Planning and Development Retreats

Food/Meal Expenses

Lodging

Mileage

Moving Expenses

Out-of-pocket Expenses

Personal Telephone, Use of

Student Employees

Travel Expenses

US Citizenship & Immigration Service Payments

Non-Employee Expenses

Contract Requirements

Employee vs Independent Contractor

Non-Employee Food/Meal Expenses

Non-Employee Expense Reimbursements

Non-Employee Volunteers

Non-Resident Alien Services/Expenses

Independent Contractor Services/Honoraria

Student Expenses

Student Activities, Food/Meals

Student Awards

Student Conferences

Student Employees

Student Organizations, Financial Transactions

Student Refunds

Student Volunteers

Food/Meal Expenses

Alcoholic Beverages

Documentation Requirements

Exclusive Food Services Contract - Chartwells
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Supplies, Food used as</td>
<td>10</td>
</tr>
<tr>
<td>Employee Meal Expenses</td>
<td>10</td>
</tr>
<tr>
<td>Entertainment</td>
<td>13</td>
</tr>
<tr>
<td>Non-Employee Food/Meal Expenses</td>
<td>13</td>
</tr>
<tr>
<td>Student Activities, Food/Meals</td>
<td>13</td>
</tr>
<tr>
<td>Property/Equipment Expenses</td>
<td>13</td>
</tr>
<tr>
<td>Capitalization Policy</td>
<td>13</td>
</tr>
<tr>
<td>General Ledger (GL) Account Coding</td>
<td>14</td>
</tr>
<tr>
<td>Lease/Rental Expenses</td>
<td>14</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>15</td>
</tr>
<tr>
<td>Apparel, Uniforms and Footwear</td>
<td>15</td>
</tr>
<tr>
<td>Award Supplies</td>
<td>15</td>
</tr>
<tr>
<td>Gift Cards and Certificates</td>
<td>15</td>
</tr>
<tr>
<td>Candidate (Job Applicant) Expenses</td>
<td>15</td>
</tr>
<tr>
<td>Entertainment Expenses</td>
<td>16</td>
</tr>
<tr>
<td>Lease/Rental Expenses</td>
<td>16</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>16</td>
</tr>
<tr>
<td>Religious Activity Expenses</td>
<td>16</td>
</tr>
<tr>
<td>Repairs/Maintenance Expenses</td>
<td>16</td>
</tr>
<tr>
<td>University Sponsored Conferences/Functions</td>
<td>16</td>
</tr>
<tr>
<td>Purchasing/Spending Process</td>
<td>17</td>
</tr>
<tr>
<td>Making Purchases</td>
<td>17</td>
</tr>
<tr>
<td>Authorization and Approval</td>
<td>17</td>
</tr>
<tr>
<td>Bids/Requests for Proposals</td>
<td>17</td>
</tr>
<tr>
<td>Business Purpose</td>
<td>17</td>
</tr>
<tr>
<td>Charge Accounts</td>
<td>18</td>
</tr>
<tr>
<td>Foundation Funded Expenses</td>
<td>18</td>
</tr>
<tr>
<td>Obtaining Vendor Information</td>
<td>18</td>
</tr>
<tr>
<td>Online Purchases</td>
<td>18</td>
</tr>
<tr>
<td>Purchasing Cards</td>
<td>19</td>
</tr>
<tr>
<td>Providing Sales Tax Exemption Number</td>
<td>19</td>
</tr>
<tr>
<td>Purchase Orders</td>
<td>19</td>
</tr>
<tr>
<td>Purchasing from Other State Agencies</td>
<td>19</td>
</tr>
<tr>
<td>Purchasing from Other University of Nebraska Campuses</td>
<td>19</td>
</tr>
<tr>
<td>Purchasing from University Employees</td>
<td>19</td>
</tr>
</tbody>
</table>

Document Last Revised 10/13/2017
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Discounts, Taking Advantage of</td>
<td>19</td>
</tr>
<tr>
<td>Department Level Processing</td>
<td>19</td>
</tr>
<tr>
<td>Documentation</td>
<td>19</td>
</tr>
<tr>
<td>Financial Reporting</td>
<td>20</td>
</tr>
<tr>
<td>General Ledger (GL) Account and Cost Object Coding</td>
<td>20</td>
</tr>
<tr>
<td>Invoices (Current)</td>
<td>20</td>
</tr>
<tr>
<td>Invoices (Old)</td>
<td>21</td>
</tr>
<tr>
<td>Record Retention</td>
<td>21</td>
</tr>
<tr>
<td>Remittance Copies of Invoices</td>
<td>22</td>
</tr>
<tr>
<td>SAP Entry, Prerequisites</td>
<td>22</td>
</tr>
<tr>
<td>Vendor Credits/Refunds</td>
<td>22</td>
</tr>
<tr>
<td>Tax and Regulatory Issues</td>
<td>23</td>
</tr>
<tr>
<td>Tax Reporting</td>
<td>23</td>
</tr>
<tr>
<td>Employee vs Independent Contractor?</td>
<td>23</td>
</tr>
<tr>
<td>Expense Reimbursements, Taxability</td>
<td>23</td>
</tr>
<tr>
<td>Required Vendor Information</td>
<td>23</td>
</tr>
<tr>
<td>Personal Service Payments, Out of State Service Providers</td>
<td>23</td>
</tr>
<tr>
<td>Sales Tax Exemption-Nebraska</td>
<td>24</td>
</tr>
<tr>
<td>Sales Tax, Out of State</td>
<td>24</td>
</tr>
<tr>
<td>Tax Identification Numbers</td>
<td>24</td>
</tr>
<tr>
<td>Tax Identification Numbers, Application for</td>
<td>24</td>
</tr>
<tr>
<td>Vendor Business Type</td>
<td>25</td>
</tr>
<tr>
<td>Withholding on Non-Resident Alien Personal Services</td>
<td>25</td>
</tr>
<tr>
<td>Vendors</td>
<td>25</td>
</tr>
<tr>
<td>Advance Payments to Vendors</td>
<td>26</td>
</tr>
<tr>
<td>Major Contracts with University Vendors</td>
<td>26</td>
</tr>
<tr>
<td>Payment History</td>
<td>27</td>
</tr>
<tr>
<td>Remittance Address</td>
<td>27</td>
</tr>
<tr>
<td>Tax Identification Numbers</td>
<td>27</td>
</tr>
<tr>
<td>Vendor Business Type</td>
<td>27</td>
</tr>
<tr>
<td>Vendor Credits/Refunds</td>
<td>27</td>
</tr>
<tr>
<td>Vendor Discounts, Taking Advantage of</td>
<td>27</td>
</tr>
<tr>
<td>Treasury Warrants (Checks)</td>
<td>27</td>
</tr>
<tr>
<td>Treasury Warrants, Issuance</td>
<td>27</td>
</tr>
<tr>
<td>ACH (Electronic) Payments</td>
<td>28</td>
</tr>
</tbody>
</table>

Document Last Revised 10/13/2017
Expired Warrants .................................................................................................................. 28
Foreign Currency .................................................................................................................. 28
Lost or Missing Warrants ..................................................................................................... 28
Outstanding Warrants .......................................................................................................... 29
Warrant Payment History ..................................................................................................... 29
Accounts Payable Audits ..................................................................................................... 29
Authorization and Approval Review ..................................................................................... 29
Purchasing Card Review ....................................................................................................... 29
SAP Review .......................................................................................................................... 29
State of Nebraska Review ..................................................................................................... 29
Accounts Payable Forms ..................................................................................................... 30
Accounts Payable Split Coding Form .................................................................................. 30
Application for Employer Identification Number (SS-4) ...................................................... 30
Airfare Situation Report ........................................................................................................ 30
Blanket Request for Employee Piloted Air Travel ................................................................. 30
Blanket Travel Request ........................................................................................................ 30
Employee Non-Travel Expense Voucher ............................................................................ 31
Expense Reimbursement Log ............................................................................................... 31
Mileage Log .......................................................................................................................... 31
Moving Expense Reimbursement Agreement ..................................................................... 31
Nebraska Withholding Certification of Nonresident Individuals (W-4NA) ......................... 31
Non-Employee Service and Expense Reimbursement Agreement ..................................... 31
Notice to Out-of-State Provider of Personal Services ......................................................... 31
Request for Payment from Foundation Funds .................................................................... 32
Request for Taxpayer Identification Number and Certification (W-9) ................................. 32
Request for Travel by Personally Rented/Privately Owned Airplane or Charter .................. 32
SAP Automated Travel Split Funding Worksheet & Mileage Calculator ............................ 32
Travel & Transport Traveler Profile ..................................................................................... 32
Travel Comments Template ................................................................................................. 32
U.S. Citizenship Attestation Form ......................................................................................... 32
Accounts Payable Reference Guides ................................................................................... 32
Establishment of an Approved Employee Awards Program ................................................. 33
Food Purchases Reference Guide ......................................................................................... 33
G/L Accounts - Expenditures .............................................................................................. 33
Instructions for Ticket Purchases from Southwest Airlines Travel Website ........................ 33

302
Document Last Revised 10/13/2017
Red Flag Identity Theft Prevention Program

Policy on Serving Alcoholic Beverages

Contracts

Sidewalk Advertising

Poster Approval

Class Cancellation/ Snow Day Notification

VIII. Interagency Billing Transactions

IX. Interagency Billing Transaction (IBT) Expense Agency Code List

X. Kearney Travel Planner

XI. Parked Invoice Lookup

XII. Parked Invoices Reference Guide

XIII. Purchasing Card Reconciliation Quick Reference Guide

XIV. Searching for Vendors in SAP

XV. Travel & Miscellaneous Reimbursement Quick Reference Guide

XVI. Travel & Transport Quick Reference Guide

XVII. Year-End Accounts Payable Reference Guide

General Info

Calendars

Academic Calendar

Holiday and Closedown Schedule

Class Cancellation/ Snow Day Notification

Poster Approval

Sidewalk Advertising

Sandwich Boards

Contracts

Bookstore

Computer Hardware and Services

Food Service

Pouring Service

Travel Service

Vending Services

Memberships

Policy on Serving Alcoholic Beverages

Red Flag Identity Theft Prevention Program

I. Basis for Policy

II. Purpose

III. Definitions

IV. Covered Accounts

V. Identifying Red Flags

VI. Detecting Red Flags

VII. Responding to Red Flags
20. How important is my job description in NU Values?
19. What is “performance engagement”?
18. Is there an appeal process if there is disagreement with a job family/zone assignment of a position?
17. What is a “salary band” and what criteria are used to determine salary ranges for positions?
16. Has the timing or procedure for giving a performance increase changed under NU Values?
15. How and when will salary increases occur?
14. Will my job title change with NU Values?
13. What is the difference between a “system title” and a “working title”?
12. What is a Job Analysis and how is it used in NU Values?
11. What is meant by the term “Key Behaviors”?
10. Who decides in which job family and zone my position is located?
9. What is a Job Family Zone?
8. What is meant by “Competencies”?
7. What is a Job Family?
6. How will NU Values affect me as an employee of the University?
5. Who has the final decisions on how NU Values decisions are made in my department?
4. How will NU Values be administered in my department?
3. Why did the university decide to implement NU Values?
2. How is NU Values different from what the University has used to compensate jobs in the past?
1. What is NU Values?
Workers Compensation and Injury Leave .................................................................................................................. 109
Inclement Weather Policy ........................................................................................................................................ 109
Work Related Policies .............................................................................................................................................. 110
Affirmative Action/Equal Opportunity .................................................................................................................... 110
Ombudsperson ........................................................................................................................................................ 110
Code of Professional Ethics ...................................................................................................................................... 111
Reporting Fraud ...................................................................................................................................................... 112
Access to Records .................................................................................................................................................. 112
Computer Use ....................................................................................................................................................... 113
Lactation Support Program .................................................................................................................................... 113
E-Verify .................................................................................................................................................................... 114
Smoking ................................................................................................................................................................. 116
Drug Free Workplace .............................................................................................................................................. 116
Identification Cards ............................................................................................................................................... 116
Outside Employment ............................................................................................................................................. 116
Sexual Harassment .................................................................................................................................................. 117
Safety ....................................................................................................................................................................... 117
Confidentiality of Records ...................................................................................................................................... 118
Conflict of Interest .................................................................................................................................................. 118
Outside Employment and Professional Activities .................................................................................................. 119
Policy for Americans with Disabilities ..................................................................................................................... 119
Workplace Violence Policy ................................................................................................................................... 119
Separation ................................................................................................................................................................. 119
Resignation ............................................................................................................................................................. 120
Resignation Dates and Holidays and Leaves ............................................................................................................ 120
Retirement (Board of Regents Policy 3.12.1) ........................................................................................................... 121
Disability Retirement (Board of Regents Policy 3.12.2) ............................................................................................. 121
Reduction in Force ................................................................................................................................................... 121
Reduction in Force ................................................................................................................................................... 121
The Grieving Process ............................................................................................................................................. 122
Local Resources ..................................................................................................................................................... 123
Disciplinary Actions ................................................................................................................................................. 123
Written Coaching ................................................................................................................................................... 124
Written Warning ..................................................................................................................................................... 124
Suspension without Pay .......................................................................................................................................... 125

Document Last Revised 10/13/2017
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts</td>
<td>151</td>
</tr>
<tr>
<td>State</td>
<td>151</td>
</tr>
<tr>
<td>University</td>
<td>151</td>
</tr>
<tr>
<td>Cost per Copy</td>
<td>151</td>
</tr>
<tr>
<td>Custodial Chemicals and Hard Goods</td>
<td>152</td>
</tr>
<tr>
<td>Industrial and Research Gases</td>
<td>152</td>
</tr>
<tr>
<td>Scientific, Apparatus, Chemicals and Supplies</td>
<td>152</td>
</tr>
<tr>
<td>Travel Program</td>
<td>152</td>
</tr>
<tr>
<td>Contract Language</td>
<td>153</td>
</tr>
<tr>
<td>Regulations</td>
<td>153</td>
</tr>
<tr>
<td>State Regulations</td>
<td>153</td>
</tr>
<tr>
<td>Federal Regulations</td>
<td>154</td>
</tr>
<tr>
<td>Procedure for Specific Commodities</td>
<td>156</td>
</tr>
<tr>
<td>Advertising</td>
<td>156</td>
</tr>
<tr>
<td>Copiers/Faxes</td>
<td>156</td>
</tr>
<tr>
<td>Furniture</td>
<td>156</td>
</tr>
<tr>
<td>University Travel</td>
<td>156</td>
</tr>
<tr>
<td>Typewriter Services</td>
<td>157</td>
</tr>
<tr>
<td>University Travel</td>
<td>157</td>
</tr>
<tr>
<td>Student Travel Policy</td>
<td>157</td>
</tr>
<tr>
<td>Budget</td>
<td>161</td>
</tr>
<tr>
<td>Budget Process</td>
<td>161</td>
</tr>
<tr>
<td>Budget Transfer</td>
<td>161</td>
</tr>
<tr>
<td>Budget Revenue &amp; Expense Summary</td>
<td>162</td>
</tr>
<tr>
<td>Links</td>
<td>162</td>
</tr>
<tr>
<td>Finance</td>
<td>162</td>
</tr>
<tr>
<td>Cashiering</td>
<td>162</td>
</tr>
<tr>
<td>Cashiering Definition</td>
<td>162</td>
</tr>
<tr>
<td>Responsibilities of Individual Departments</td>
<td>162</td>
</tr>
<tr>
<td>Segregation of Duties in Campus Departments</td>
<td>162</td>
</tr>
<tr>
<td>Safekeeping of Funds</td>
<td>163</td>
</tr>
<tr>
<td>Department Petty Cash Fund</td>
<td>163</td>
</tr>
<tr>
<td>Department Change Fund</td>
<td>163</td>
</tr>
<tr>
<td>Departmental/Affiliated Organizations/Student Group Bank Accounts</td>
<td>163</td>
</tr>
<tr>
<td>Frequency of Deposits</td>
<td>163</td>
</tr>
</tbody>
</table>

Document Last Revised 10/13/2017
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Receipts</td>
<td>164</td>
</tr>
<tr>
<td>Check Re-presentation Policy</td>
<td>164</td>
</tr>
<tr>
<td>Deposit Forms &amp; Supporting Paper Trail</td>
<td>164</td>
</tr>
<tr>
<td>How to Transport Deposits</td>
<td>165</td>
</tr>
<tr>
<td>What the Finance Office Does With the Departmental Deposits</td>
<td>165</td>
</tr>
<tr>
<td>Department Reconciling</td>
<td>165</td>
</tr>
<tr>
<td>Department Approval</td>
<td>165</td>
</tr>
<tr>
<td>Returned Check Procedures</td>
<td>166</td>
</tr>
<tr>
<td>Recording Accounts Receivable</td>
<td>166</td>
</tr>
<tr>
<td>Sales/Use Tax</td>
<td>167</td>
</tr>
<tr>
<td>Credit Cards</td>
<td>167</td>
</tr>
<tr>
<td>Departments Handling Credit Card Numbers</td>
<td>167</td>
</tr>
<tr>
<td>Ticket Sales</td>
<td>167</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>170</td>
</tr>
<tr>
<td>UNK Card</td>
<td>170</td>
</tr>
<tr>
<td>Accounting and Reporting</td>
<td>170</td>
</tr>
<tr>
<td>General Accounting</td>
<td>170</td>
</tr>
<tr>
<td>Fiscal Responsibility and Review of Financial Reports</td>
<td>170</td>
</tr>
<tr>
<td>SAP</td>
<td>173</td>
</tr>
<tr>
<td>SAP Defined</td>
<td>173</td>
</tr>
<tr>
<td>SAP ID Requests</td>
<td>174</td>
</tr>
<tr>
<td>SAP Training</td>
<td>174</td>
</tr>
<tr>
<td>Accounting Terminology</td>
<td>174</td>
</tr>
<tr>
<td>Cost Centers</td>
<td>176</td>
</tr>
<tr>
<td>WBS Elements</td>
<td>177</td>
</tr>
<tr>
<td>Requesting a New Cost Center or WBS Element</td>
<td>177</td>
</tr>
<tr>
<td>G/L Accounts</td>
<td>178</td>
</tr>
<tr>
<td>G/L Account Posting Form</td>
<td>178</td>
</tr>
<tr>
<td>Corrections &amp; Adjustments to Posted Transactions</td>
<td>178</td>
</tr>
<tr>
<td>Transactions between UNK Departments</td>
<td>178</td>
</tr>
<tr>
<td>Transactions between UN Campuses</td>
<td>179</td>
</tr>
<tr>
<td>Transactions between UNK Departments and NE State Agencies</td>
<td>179</td>
</tr>
<tr>
<td>Fiscal Year End Closing</td>
<td>179</td>
</tr>
<tr>
<td>Budget Encumbrances &amp; Balances Carried Forward</td>
<td>180</td>
</tr>
<tr>
<td>Year-end Processing Dates for Accrual Adjustments and Other Transactions</td>
<td>181</td>
</tr>
</tbody>
</table>

Document Last Revised 10/13/2017
DEFINITIONS

I. PURPOSE

II. DEFINITIONS