# Mission Statement

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OUR MISSION

“Transforming lives through exceptional learning opportunities for individual student success.”
Employee Handbook

Introduction

The purpose of this Handbook is to promote ‘Transforming lives through exceptional learning opportunities for individual student success.’

This Handbook has been prepared to assist faculty and staff with the various procedures that Mid-Plains Community College (MPCC) has adopted to facilitate the operation of the institution. Generally this Handbook is based upon the Board Policy Manual, written procedures and generally accepted practices. All employees have access to the Board Policy Manual in the libraries, Human Resources, Deans’ offices, Vice Presidents’ offices, and on the MPCC website (www.mpcc.edu). Other written procedures are available from the appropriate functional area, for example human resources, accounting, or registrar.

The information in this Handbook is subject to change and/or revision at any time. It creates no contract or entitlement and is intended to be informative only. Even so, it is essential that all employees be familiar with the information in this Handbook.

Mid-Plains Community College is an institution with a long proud history. The various components were combined by the Nebraska Legislature in 1973. MPCC has been accredited by the Higher Learning Commission and a member of the North Central Association (30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504.) since 1979.
I. Business Operations
Account Number Structure

The following is an illustration of the elements of account numbers, and some possible combinations.

01 01 06 4420 6390

01 Fund

01 Location

06 PCS

4420 Department

6390 Object Code

Fund
01 – General Fund
02 – Auxiliary Fund
03 – Restricted Fund
07 – Plant Fund
09 – Agency Fund

Location
01 – Area
10 – McCook Campus
20 – NPCC-South Campus
30 – NPCC-North Campus
40 – Broken Bow Off-Campus Site
50 – Ogallala Off-Campus Site
60 – Valentine Off-Campus Site

PCS Program Classification Structure (used for State reporting purposes)
01 – Instruction
04 – Institutional Support
05 – Student Services
06 – Campus Operations
07 – Operation of Plant
09 – Agency

Department (examples)
1160 – History/Government
1810 – Office Technology
4150 – Library
4370 – Athletics
5020 – Operation of Plant
Object Code (examples)
6160 – Travel  
6300 – Contractual Services/Other  
6390 – General Operating Expense  
6530 – Equipment Repairs & Maintenance  
6710 – Equipment

This chart of accounts is not meant to be all inclusive and is for illustration only.

CHART OF ACCOUNTS (example)

<table>
<thead>
<tr>
<th>Business Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 01 06 4420 5010</td>
</tr>
<tr>
<td>01 01 06 4420 5020</td>
</tr>
<tr>
<td>01 01 06 4420 5040</td>
</tr>
<tr>
<td>01 01 06 4420 5070</td>
</tr>
<tr>
<td>01 01 06 4420 5090</td>
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<tr>
<td>01 01 06 4420 5100</td>
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<tr>
<td>01 01 06 4420 5120</td>
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<td>01 01 06 4420 5130</td>
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<tr>
<td>01 01 06 4420 5140</td>
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<td>01 01 06 4420 5150</td>
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<td>01 01 06 4420 5160</td>
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<td>01 01 06 4420 6110</td>
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<td>01 01 06 4420 6160</td>
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<td>01 01 06 4420 6240</td>
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<td>01 01 06 4420 6260</td>
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<td>01 01 06 4420 6270</td>
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<td>01 01 06 4420 6300</td>
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<tr>
<td>01 01 06 4420 6530</td>
</tr>
<tr>
<td>01 01 06 4420 6650</td>
</tr>
<tr>
<td>01 01 06 4420 6710</td>
</tr>
</tbody>
</table>

BIDDING

The MPCC Board of Governors requires competitive bids for any requisition exceeding $5,000. All bid requests are submitted on a requisition form, with “BID REQUEST” written at the top. A minimum of three vendors with complete address, phone number, fax number, and contact person (if available) must be listed on the requisition. (Please note that all requisitions for bid must be completed with supporting documentation and appropriate signatures.) The bid request will become the purchase requisition when the process is successfully completed.

Bid requests are submitted to the Business Office who will request and receive the bids. MPCC follows state statutes, allowing 15 days for bidders to prepare and submit bids. Copies of bids received are sent to the requestor to review and make a written recommendation to the Business Office. The Business Office will then issue a Purchase Order.
Budget

Budgets are based on the fiscal year (July 1 to June 30). They are prepared by the Business Office with input from Division Chairs and cost center managers. Budgets must be filed with the State of Nebraska annually.

Conflict of Interest

The college needs to know about any possible business that you or your immediate family members own or manage in whole or part. An individual evaluation will be made regarding possible misuse or public perception of misuse of funds for any business that involves competition with the college or potential inappropriate vendor relationships.

Petty Cash

Petty cash is available at the McCook, NPCC-South, and NPCC-North campuses. Inquire at the front desk or to Business Office personnel to determine where it may be obtained. Petty cash use is limited to emergencies costing less than $25. If possible, the normal purchasing process is to be used.

PAYROLL

PROCEDURES I. INTRODUCTION

It is the practice of Mid-Plains Community College that employees receive an accurate paycheck in a timely manner.

II. PURPOSE

a. To establish a consistent method of compensating our employees.

III. RESPONSIBILITIES

a. Employees – Non-exempt (Classified Staff) employees must complete weekly time cards. For further information, please refer to the Fair Labor Standards Act and Overtime/Compensatory time sections.

b. Supervisors – Supervisory employees are responsible for ensuring the employees that report to them turn in their time cards weekly.

c. Payroll – The Payroll Department, located in the Business Office, is responsible for processing the payroll in a timely and accurate manner.

IV. PROCEDURES

a. Non-exempt (Classified Staff) employees must complete weekly
time cards electronically (on the network).

b. Automatic bank deposits will be distributed on payday, which is on the 20th of the month unless that day falls on a weekend.
c. In the event payday falls on a weekend, then payday will be on the Friday prior to the weekend.

**Purchasing/Requisitions**

*Purchase Orders (PO’s)*
The Business Office places all Purchase Orders. PO’s are issued for supplies, services, and equipment and become binding documents when issued. The Business Office is the point of control to ensure that procedures are followed. The Purchasing Department reviews all requests to ensure necessary information and proper approvals are secured prior to issuing PO’s.

Orders will be placed on Wednesday and Friday. Requests received by the Business Office by Tuesday noon with proper authorization will be ordered on Wednesday. Requests received by the Business Office by Thursday noon with proper authorization will be ordered on Friday.

*Receiving*
Once an order is received, the requestor authorizes payment by either signing and dating the packing list or by submitting an e-mail to the Business Office stating the following:

1. Purchase Order number
2. Quantity and items received
3. Order complete or partially received
4. Date received

Payments are made weekly. Invoices and completed requisitions received by the Business Office by Friday noon with proper authorization will be paid the following Tuesday.
Requisitions
All orders require a requisition and a purchase order. This includes previews, samples, free materials, etc. Requisition forms are internal documents used by the requestor to initiate a purchasing transaction. The necessary information is provided on the form by the requestor to enable the Business Office to generate a PO or payment. The requisition form is for internal use only and should not be used to place orders. If applicable, original order forms must be attached to the requisition.

- **Account Number(s) on Requisitions**
  The requestor will ensure the correct account number appears on the requisition. If applicable, multiple account numbers to the same vendor are to be noted on the requisition. (Refer to previous section Account Number Structure)

- **Signatures (See following Signatures on Budgeted Accounts)**
  All requisitions must have the appropriate signatures before reaching the Business Office.

- **Vendor Information**
  Requisitions must include the correct and legible vendor information. Whenever possible, please include the full business name and correct spelling of the vendor, salesperson or contact, the address (both street and post office box), city, state and zip, along with phone and fax numbers. The Business Office will fax orders only when fax numbers are provided on the requisition.

- **Item Information**
  Please include the quantity, description, manufacturer’s item number, vendor’s item number, color, size and any other pertinent information that will ensure that items received are the same as the items requested.

**SIGNATURES ON BUDGETED ACCOUNTS**
All requisitions must have the following signatures respectively before reaching the Business Office.

- **Departmental Requisitions**
  Requestor (initialled if name is typed)
  Division Chair/Budget Manager
  Campus Vice-President

- **Agency Funds Requisitions**
  Club Officer
  Advisor
  Dean of Student Services

- **Auxiliary Operations Requisitions**
  Requestor (initialled if name is typed)
  Dean of Student Services or Director of Physical Plant
  Campus Vice-President
Community Services Class Requisitions  
Requestor (initialed if name is typed)  
Dean of Community Services  
Campus Vice-President  

Over Budget or Non-budgeted Requisitions  
Requestor (initialed if name is typed)  
Division Chair/Budget Manager  
Campus Vice-President  
Area Business Officer  

Student Refund Requisitions  
Requestor (initialed if name is typed)  
Dean of Student Services  
Business Accounts Manager  

The following types of requisitions require these signatures in addition to the above:  

Maintenance Related Requisitions  
The Director of Physical Plant for the respective campus must approve all maintenance related purchases.  

Athletic Requisitions  
The Campus Vice-President must approve all athletic-related purchases.  

Computer Related Requisitions  
The Director of Information Technology must approve all computer-related purchases.  

Travel Related Requisitions  
The President must approve all leave requests for travel related expenses. All related requisitions, such as conference registration, travel, lodging, and travel advance requests must be submitted to the President with the leave request.  

TRAVEL AND BUSINESS EXPENSE PROCEDURES  

I. INTRODUCTION  

These procedures are intended as a guide to reimburse individuals for College-related travel and business expenses. The College will reimburse full-time faculty, full-time administration, and full-time staff for expenses incurred in the performance of their job duties or other assigned responsibilities relating to appropriate Mid-Plains Community College (MPCC) operations. Reimbursement for part-time employees can be authorized with approval by the appropriate Vice-President. The responsibility to observe these guidelines rests with the traveler and supervisor who certifies conformance to these guidelines by approving the expenditure(s). Accordingly, reimbursement should be sought and authorized for only reasonable and customary expenses, which conform to College policy. Pre-approval and keeping receipts for travel
are highly encouraged. If there is any question regarding whether an expense is reimbursable, the employee has the burden to seek prior approval.

II. PURPOSE

This document outlines procedures in general terms to allow reasonable discretion for travelers. Departments may implement more restrictive policies and procedures which departmental personnel should adhere to. Vice Presidents can make exceptions to this procedure in the event of extenuating circumstances; however a written explanation must be included with the request for reimbursement. In order for business and travel expense reimbursements to remain tax-free to the employee, the procedures that follow must be adhered to.

III. PROCEDURES

A. In Advance Of Travel

All travel must be approved in advance by an appropriate supervisor. As each department has a different supervisory structure, the appropriate supervisor is defined by this structure (the traveler’s immediate supervisor and/or Vice-President).

B. Travel Advances

1. Advances should be used only when substantial out of pocket expenses (in excess of $200) will be incurred. A travel advance should not be used for lodging, service payments such as honoraria, conference fees, or other substantial costs that can be prepaid, prearranged or invoiced.

2. However, there are situations where advances are necessary. Accordingly, in order not to inconvenience individuals by requiring them to use their own funds, travel advances of up to $500 per trip may be approved by the campus Vice-President. Requests in excess of $500 must be approved by a Vice President.

3. The College is exempt from sales tax in Nebraska. It is the responsibility of the traveler to obtain the tax-exempt form from the Accounts Payable Department prior to the travel if needed.

4. Commuting expenses between residence and regular place of business will not be paid to any full-time college employees.

C. Air Travel

1. Travelers must book the lowest priced, direct, coach class airfare available on a commercial carrier. Any deviations must be justified and approved in
advance. Airfare receipts must be submitted with the Expense Report whether paid by the employee or the College.

2. If the traveler wishes to maximize comfort and convenience for travel (i.e., traveling Business or First Class), the traveler must pay the difference between the upgrade and the lower fare. It is the responsibility of the traveler to provide the appropriate documentation.

3. A trip may be extended to take advantage of cost savings. For example, if a conference is scheduled for Sunday through Wednesday, it may be more cost-effective to fly on Saturday and pay for the extra day’s lodging and meals. Arrangements must be approved by the budget officer, and the traveler must document the cost-benefit of extended travel.

4. MPCC will not reimburse travelers for tickets purchased with frequent flyer miles because it is difficult to determine the dollar value of these tickets. Accumulated awards remain the property of the traveler; however if a traveler arranges a more expensive flight solely based on a Frequent Flyer program, the traveler is responsible for the difference in cost. Frequent Flyer bonus awards should not be the deciding factor when selecting flights. As long as the employee does not convert the accrued miles into cash, using the miles for personal benefit is a non-taxable event.

D. Other Forms of Travel

The College will reimburse individuals for other forms of travel for business purposes, including but not limited to train, subway, and bus travel.

E. Car Rental (Pre-approval required)

The use of a rented automobile can be justified in the following situations:

1. When public transportation is inadequate, and a College or personally owned automobile is not available for travel to the business meeting or conference.

2. When an automobile is the only practical mode of travel to a destination, e.g., a meeting or conference location is remote to an air or rail terminal.

   The rental receipt must be submitted with an Expense Report documenting the need for rental of the auto and points of origin and destination. Two or more people traveling on the same schedule from the point of origin to the same destination should share a rented automobile. One member of the group must pay for the automobile rental and request reimbursement. The Expense Report must indicate the names of the other employees sharing
the automobile. Fuel costs will be reimbursed based upon actual fuel purchased, not mileage.

The use of a rented car for personal purposes is not reimbursable under any circumstances. If a rented car is used for both business and personal purposes, only the portion of the car rental applicable to business should be entered on the Expense Report. The report should indicate that the balance of the rental charge applies to personal use of the car.

Automobiles must be rented, in most cases, in the basic intermediate size class. If an individual rents a more expensive automobile at a premium rate and cannot document the need, he/she must pay the difference in cost (to be determined by the individual responsible for verification procedures). The traveler must also ask if there is a corporate rate available.

F. Car Rental Collision Damage Waiver and Personal Accident Insurance

The College carries blanket liability insurance covering all employees during business travel. Therefore, when asked, the employee should decline coverage for collision damage and personal accident insurance. The traveler should request a “Certificate of Insurance Form” from the Business Office, prior to renting the vehicle. In the case of an accident, a police report and any other information must be obtained so that claim information can be completed.

G. Use of a Personal or College Car

1. The use of College-owned vehicles and carpooling is encouraged; however mileage will be reimbursed at one-half the current federal rate for use of personal vehicles and charged to your respective department. Mileage driven in College-owned vehicles will also be charged to your department. Mileages will be based on the MPCC Mileage Chart created by the Business Office. Any additions needed to the chart should be reported to the Business Office to be included on future updates.

2. Use of a personal car for business travel will be reimbursed at one-half the current federal rate for use of personal vehicles and charged to your respective department. The IRS rate for standard auto expenses is subject to periodic revision by the IRS. This rate is intended to offset expenses, such as gasoline, oil, repairs, insurance, etc., for operating and maintaining a personal automobile used for business purposes. Operating and maintenance expenses, therefore, as well as other personal expenses, such as parking tickets, traffic violations, car repairs, and collision damage are not reimbursable. However, the College’s blanket liability insurance does cover third party liability when a personal auto is used for College business.
3. Travel between the office and home (commuting) is not a business expense.

4. The employee’s supervisor is responsible for monitoring compliance with reimbursement policies regarding use of personal automobiles.

I. Mass Transportation

When the most advantageous travel is by air, reimbursement will be limited to coach fare except in the event of availability, medical necessity, or extreme emergency. An employee may upgrade his/her travel class at any time by paying the increased cost.

If air travel is not used when it would have been more advantageous, mileage will be reimbursed at the price of an air coach ticket instead of actual mileage, or at the prescribed mileage rate, whichever is less. No meals or lodging will be reimbursed while en-route.

When two or more employees are traveling to the same destination, carpooling is encouraged as the most economical means of travel.

Itemized fares for subway, surface transportation or taxi charges while out of town are reimbursable. Expense Reports must show points of origin and destination and describe the business purpose of the expense.

J. Meal and Business Expenses

Meals will be reimbursed at the federal per Diem rates published in IRS Publication 1542 (www.IRS.gov). All meals associated with multiple day travel will be reimbursed and shall not be considered taxable as allowed by the Internal Revenue Service. Reimbursements for single meals shall not exceed the current rate as published at www.gsa.gov for the travel location. MPCC does not reimburse for alcoholic beverages.

<table>
<thead>
<tr>
<th>Trip</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-day trip (first day)</td>
<td>Yes, if departure is prior to 7:00 a.m.</td>
<td>Yes, if departure is before 11:00 a.m.</td>
<td>Yes, if departure is before 5:00 p.m.</td>
</tr>
<tr>
<td>(non-taxable reimbursement)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>During multi-day trip</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(non-taxable reimbursement)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-day trip final day</td>
<td>Yes, if return is after 8:00 a.m.</td>
<td>Yes, if return is after 1:00 p.m.</td>
<td>Yes, if return is after 7:30 p.m.</td>
</tr>
<tr>
<td>(non-taxable reimbursement)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
* If meals are included as part of a conference registration, no reimbursement will be granted for those meals and the applicable per diem for those meals will be deducted from the total reimbursement. Conference schedules must be attached to the reimbursement request. Requests for partial day and same-day meal reimbursements must include departure and return times.

Non-taxable same-day reimbursement of meals of employees may be allowed for:
1. A member of a search committee hosting a candidate for a position.
2. An employee hosting a visiting lecturer, donor, business contact, or other guest of the college.
3. While traveling for the purpose of recruiting prospective students or business partners.
4. A Coach or Student Club Sponsor traveling to or from college sponsored events.
5. When travel takes you away from your normal place of employment for a period longer than 12 hours, 75% of the per diem for that location may be requested.

Requests for reimbursements for same day meals must have a notation that documents which criteria the meal falls under which allows it to be reimbursed. For meals that include guests of the college, per diem rates do not apply and reimbursement will be based on actual expense and an itemized receipt and list of participants must be attached to the declaration of actual expense.

Local lunch expenses are not normally reimbursable unless there is a business purpose for a lunch. Requests for reimbursement must include explanations of the need for special consideration and list the participants involved. A business purpose would generally include non-College personnel. Dining among College employees is generally a personal expense and not reimbursable.

Expenses of Spouses or Other Family Members - In general, expenses incurred by a spouse or other member of an employee’s family are not reimbursable.

**K. Lodging**

1. MPCC will pay actual room costs, as supported by the detailed hotel bill, for each day that lodging away from home is required for business purposes. Hotel and motel accommodations must be in the mid-price range for the geographic location. Acceptable hotel accommodations would include those at large national chains oriented to business travelers. Hotel charges should generally be prepaid by the College. If paid by the employee, reimbursement will be made for the amounts shown on the detailed bill. Charges other than room and taxes (i.e., telephone, room service charges, movies, etc.) should be separated and not included in lodging expenses on the Expense Report. Itemized hotel bills must be documented on the Expense Report and the bill must be attached. Internet
services will only be reimbursed with prior approval by the appropriate Vice-President or President.

In-state lodging should be direct billed through the College to avoid payment of sales tax. When lodging can’t be direct billed, a requisition must be turned in to the Business Office so a check can be written to cover lodging upon arrival.

2. Room Rates: Hotel room rates can vary widely depending upon geographic locations. Employees must use discretion in selecting hotels and generally must request single occupancy or other economical room types. Suites or higher-priced rooms are not considered necessary accommodations. If location or circumstances require expensive lodging, same gender employees traveling to the same destination are encouraged to share a room.

When employees share a double room, one should pay the hotel bill and request reimbursement. The Expense Report should indicate that the room was shared with other (named) employees.

3. Expenses of Spouses or Other Family Members: No reimbursements will be made for expenses incurred by a spouse or other family member with one exception. When business entertainment is involved and it is essential that the spouse be present, a reimbursement will be made for expenses of the employee’s spouse.

An employee traveling with a spouse or other family member(s) must request reimbursement for the single room rate when the hotel bill indicates double occupancy.

L. Travel with Companion

When traveling on college business with an individual not eligible for reimbursement, the employee should disclose the identity of the companion to the College for insurance and safety purposes. The employee should have the lodging establishment clearly indicate the room rate for a single person and only that amount can be claimed for reimbursement. All meals must be divided to indicate which expense is reimbursable and tips will not be reimbursed for these meals. It is the employee’s responsibility to request reimbursement for only expenses incurred by him/herself and not their companion’s.
M. Travelers in need of Special Accommodations

1. Travelers requiring special accommodations will be allowed payments of certain additional travel expenses to accommodate their needs if appropriate documentation is provided and approved by the Vice-President prior to travel or expenditure. Such expenses may include expenses incurred for an attendant when the employee requires assistance, cost of specialized transportation, etc.

2. Hotel accommodations near the College: Except in unusual circumstances, hotel or motel charges incurred within fifty miles of the College, or the employee’s residence, are not reimbursable. If a reimbursement is requested, documentation of the circumstances, along with the supervisor’s prior approval, must be submitted with the Expense Report. The following exceptions are generally reimbursable: when attending a scheduled multi-day conference, course, or off-site meeting, or when entertaining business guests.

N. Conferences and Professional Meetings

The following forms are necessary in order to attend a conference:

1. MPCC Leave Request transmitted electronically
2. Documentation of purpose (e.g. agenda, invitation, conference program, etc.)
3. Requisition with completed conference registration form attached
4. Requisition for motel
5. Form 0002 Request for Travel* Pre-Approval and Advance Allowances
6. Additional forms may be required as appropriate. See * at the bottom of MPCC Form 0001 or check with your Division Chair or Human Resources Office.

These forms must have appropriate account numbers and signatures; then the entire packet should be "stapled" and forwarded to the Division Chairs, then to the Campus Vice-President for approval. Please anticipate that it will take at least 10 days to move a travel advance through the approval process. It is important that you allow enough time for this process to be completed. There is usually a deadline for the registration fee which should be noted on the requisition. Every consideration will be made to see that the deadlines are met IF the forms arrive in the Business Office early enough so that is possible. The forms must be in the Business Office on Friday at noon to be processed on the following Tuesday.

Required Forms
**MPCC Form 0001 Leave Request**

If you have any questions when filling out the leave request form, please contact the Human Resources Office. A copy of your leave request for work-related duties and/or professional development leave will be forwarded to the Business Office by Human Resources.

**MPCC Form 0002 Request for Travel* Pre-Approval and Advance Allowance**

All travel allowance requests must be submitted to the business Office on a Request for Travel* Pre-Approval and Advance Allowances (Form 0002). Prior to submission, the request must have all appropriate signatures and be accompanied by an agenda for verification of purpose of leave. When motel accommodations are required, a requisition form must accompany the travel request and leave request.

Complete all lines that apply to your travel. If you have questions, please call the Business Office for clarification.

Per diem amounts vary and are on file in the Business Office. Rates are determined by the Board and are adjusted based on destination. Reimbursement will not be made for more than the per diem meal rate. Receipts will not be needed if reimbursement is based on the per diem rate. The per diem allowance does not apply to athletic meals. Coaches must work within their annual budget. Within five workdays of your return, you will need to complete Forms 0003 Declaration of Actual Expense and 0004 Professional Development Activity Report summary if applicable.

A Declaration of Actual Expense form (Form 0003) with all appropriate signatures and 0004 Professional Development Activity Report (if applicable) must be submitted to the Business Office within five working days following the employee’s return. Future advances will be withheld until outstanding Declaration of Actual Expenses forms have been filed. The Internal Revenue Service requires that advances that remain outstanding for more than 120 days be added to an employee’s taxable compensation. Times of departure and return as well as daily itemized lists of all expenses incurred and paid must be recorded on this form and receipts must be attached. The Business Office will reimburse any amount paid personally by the employee for appropriate college business.

**Requisition & Conference Registration**

Conference and registration fees will be prepaid by the college. If any meals are included in the registration fees, it should be noted on the agenda and the daily meal allowance will be reduced accordingly.
The original copy of the completed registration should be stapled to the requisition.

The requisition form should be completed with all information needed to aid the Business Office in issuing a Purchase Order or check. Information on the registration form should help you.

On the first supplier line of the requisition, put the name the check is to be issued to, followed by the mailing address. (Use as many lines as you need so that all information is included.)

**Requisition for Motel**

The requisition form should include the number of nights and dates you intend to stay, number of people in each room, smoking preference (if you have one), any special needs that you have (for example, if you require a ground floor room because you are unable to climb stairs), and any other information you feel the motel should be aware of.

Motel reservations are to be made by the person requiring the overnight stay prior to completing the requisition. If there is a question as to whether MPCC has a direct bill account set up with the motel, please contact the Purchasing Department at the Business Office.

If you know that the conference has booked a block of rooms, please give the name they are booked under and a confirmation number if you have one.

**Vehicle Request**

**MPCC Form 0003 Declaration of Actual Expense**

In the "Amount paid by employee" column, please list all expenses you incurred and paid with the advance money you received. The check number on your advancement must appear in the "cash advance" column. Show the difference in the appropriate column. If you owe money back to the college, you may return cash or a personal check with the form to the Business Office. If the college owes you money, you will receive a check for the difference.

Employees will not be reimbursed for traffic tickets, parking tickets or locksmith charges.
In the "Amount paid by college" column, please list all expenses that were paid directly by the college (this would include registrations, travel agencies, and motels that were paid by Purchase Order or by check). All totals should be carried across and down so that the form balances both directions. This will be the total amount the college expended on this activity and should be shown in No. 3 on MPCC Form 0004.

**MPCC Form 0004 Professional Development Activity Report Summary**

This form should be completed so there is a permanent record of attendance and evaluation of the activity. The form will be placed in your employee file.

O. Miscellaneous Expenses

1. Telephone Calls: Telephone charges incurred while traveling will be reimbursed when such costs relate directly to College business. Documentation of business purpose and person called is required. Telephone charges on hotel bills submitted for reimbursement must be documented on the Expense Report.

2. Cellular and Home Telephone Charges: Cellular and home telephone charges relating to College business will be reimbursed. Business calls must be identified on the original telephone bill submitted with the Expense Report. If the business calls are included in a flat monthly fee plan, the ratio of business airtime to total telephone usage time must be applied to the monthly charges.

3. Laundry (dry cleaning, etc.), unless travel is over 7 consecutive days, and Valet Services expenses, are not reimbursable.

4. Tips:
   a) Tips are reimbursable for normal services associated with business travel such as food services, porters, etc. Tips included on meal receipts will be reimbursed.
   b) Tips must be reasonable, and any unusual amounts must be explained. Use the following general guidelines for tipping: 15% for meals, $1 for doormen, $1 per bag for bellman/skycaps and 10% for taxi.
   c) Reasonable tips for room service at hotels are reimbursable where the charge is properly documented as necessary due to meeting and/or entertainment of business guests.

5. Local Tolls/Parking Charges: Parking charges and taxi charges incurred on regular workdays are generally not reimbursable. In those limited instances when reimbursement is appropriate, toll and parking receipts must be attached to the Expense Report to document charges.
6. Credit Cards: The College will not reimburse employees for credit card fees or late charges.

7. Employee Recruitment: Travel for prospective employees and their families must be authorized by the school or department in order to be reimbursed. Reimbursements for authorized travel expenses such as airfare, hotel and meals incurred during the recruitment process are not taxable to the prospective employee. Prospective employees are not covered by College insurance.

Once an offer of employment has been accepted, travel expenses incurred by the prospective employee and family and paid by the College are considered taxable.

8. International Travel: Reimbursable international expenses include expenditures incurred for travel, personal meals, business meals and entertainment, lodging, passport fees, airport taxes, exchange rate fees, and other items necessary for the conduct of College business.

Expense Reports must be submitted in US dollars with an explanation and translation of the foreign receipts and their conversions. Travelers must use the currency rates that were in effect when travel took place.

P. Expenses Not Reimbursable By the College

The following is presented only as a guide and is not intended to be a complete list of expenses which are not reimbursable by the College.

1. Airline, car rental and travel insurance in addition to the amount provided free through the College.

2. Portion of air travel, train travel, auto rental, mileage, hotel costs, or meals for personal use.

3. Upgrades for air travel, hotel or car rental.

4. Traffic fines, court costs, parking violations, and unauthorized auto repairs.

5. Unused room reservations not properly cancelled.

6. Annual premiums for personal property insurance, or annual fees for personal credit cards including liability insurance for lost cards.

7. Personal expenses such as movies, snacks, haircuts, reading materials, toiletries, etc.
8. Transportation from home to office to home.

9. Theft, loss or damage to non business-related personal property.

10. Contributions to public officials or candidates for public office.

11. Membership dues, including airline club dues and country club dues, unless authorized by an appropriate authority.

12. Baby sitter fees, kennel costs, pet or house-sitting fees.

13. Doctor bills, prescriptions and other medical services.

14. Monthly Internet line charges from an employee’s personal residence will not be reimbursed, unless appropriate business purpose is documented and approved by an authorized Cabinet Member.

15. Spouse travel expenses, when the spouse’s presence is not required by the College.

16. Cellular or airphone usage (except when documented with appropriate business purpose).

17. Credit card delinquency fees or finance charges.

18. Saunas, massages or exercise facilities.

19. Luncheons and dinners for such occasions as birthdays, holidays, baby showers, secretaries’ week, etc.

20. Lost/stolen cash or personal property.

IV. RESPONSIBILITIES

These procedures are necessary in order to ensure institutional compliance with federal tax law and what the IRS prescribes under their “accountable plan” rules. The IRS requires that accountable plans include all three of the following elements:

- Expenses must be business related.
- There must be adequate reporting by the employee to the employer of the amount, time, use, and business purpose of these expenses, within a reasonable period of time (not to exceed sixty days). Original receipts must be attached to the report.
- Excess cash advances or reimbursements must be returned within five days after completion of the trip.
Failure to comply with these requirements could result in an employee having to report as personal income the costs incurred by the College for his or her business related travel and/or expenses.

Adherence to these procedures will ensure consistent and fair treatment between departments throughout the College and the uniform reporting of financial results. In general, the quality of travel, accommodations, entertainment, and related expenses should be governed by what is reasonable and appropriate.

The College’s Travel and Business Expense Procedures reflect its respect for the personal integrity and discretion of each member of its faculty, administration, and staff.

Each Expense Report must be signed by the individual incurring the expenses (traveler), his/her immediate supervisor and budget officer (if different than the supervisor).

1. Traveler responsibilities are to:
   a) Complete and sign the Expense Report with all necessary supporting documentation attached.
   b) Determine that the amounts requested are reasonable and conform to expense guidelines.
   c) Forward the Expense Report to his/her immediate supervisor.

2. Immediate Supervisor and Budget Officer responsibilities are to:
   a) Review expenses submitted for reimbursement for reasonableness within expense guidelines and business purpose of such expenses.
   b) Determine that the request for reimbursement is reasonable.
   c) Determine that all information requested on the Expense Report has been completed and the preparer has signed the report.
   d) Verify that the account number(s) to be charged is appropriate, and that sufficient budget funds are available.
   e) Sign (approve) the Expense Report and forward it to the Business Office.

3. If proper documentation and/or authorization is not received by the Business Office, the Expense Report or Travel Advance Request will be returned to the supervisor, or the originating department if there is no approval.
II. Campus Operations/Physical Resources
Americans with Disabilities Act (ADA)

Any person desiring reasonable accommodation for a disability should contact the Campus ADA Coordinator. For additional information regarding ADA see the Equal Opportunity section under Human Resources.

Capital Improvements

Any major facility improvement needs, other than routine maintenance, must be requested through the Campus Vice-President. In coordination with the Physical Plant Director’s Office an evaluation of the requested improvement will be conducted to determine necessity, priority and estimated cost. If the project is approved, it will be either budgeted within future Physical Plant operations budget as a building maintenance project or under the Capital Fund as a major construction project. The completion time line of the approved Capital Fund project will be determined by where it fits into the master facility long-range strategic plan.

Environmental Compliance

MPCC is presently in the process of implementing an Environmental Management System. This program will encompass a broad spectrum of State and Federal environmental and occupational health regulations that MPCC must comply with. Any questions or concerns you may have regarding any campus environmental health/safety issues and established procedures should be directed to the Physical Plant Director’s Office.

Facilities Upkeep/Maintenance

Overall Appearance
All employees will take responsibility for maintaining their work areas in an organized and safe manner.

Custodial Services
Custodial Services are responsible for daily (or as needed) cleaning of the facilities. Exceptions are the Technical Campus shop areas, which are the responsibility of the instructional departments/students using those areas.

Building Maintenance
The Physical Plant staff performs all building maintenance and repair services throughout the campus, such as plumbing, HVAC, electrical, carpentry, painting, grounds care, and vehicle maintenance. Depending on the extent of the repairs needed, outside contractors are used as well. College employees other than the Physical Plant Department are not authorized to perform any building maintenance or physical alterations work themselves such as painting, remodeling, mounting of items on the wall, etc. If you have need of those services, contact the Physical Plant Office.
Work Requests for Custodial/Building Maintenance Services
Anyone having concerns or requests for custodial or building maintenance, contact the Physical Plant Director’s office. The Physical Plant Office will instruct you on what procedural steps are required.

Instructional Equipment Maintenance
Instructional personnel are responsible for maintaining their own department’s equipment. Depending on their technical abilities and available time, they can either perform the maintenance/repairs themselves, contract with an outside vendor, or request assistance from the IT or Physical Plant staff. The Physical Plant Office is available to assist you in determining the best course of action. Also, see Work Request at the end of this section.

Facilities Use

Employees may use MPCC facilities for recreational use free of charge. The President or his/her designee must approve such use. MPCC shops and shop equipment may be used with written permission from the appropriate instructor and Campus Vice-President. In using such facilities and equipment, the employee shall hold MPCC harmless.

Individuals may not use MPCC property, shops, or equipment for commercial purposes or personal gain.

The public may use MPCC owned facilities and equipment upon execution of a written rental agreement. Such rental agreement must be approved by the President or his/her designee and include a hold harmless provision.

INTERNET AND EMAIL USAGE PROCEDURES

I. INTRODUCTION

It is the practice of Mid-Plains Community College that employees will use all College resources in a productive and responsible manner. The usage of the internet and email is no exception.

II. PURPOSE

To establish a procedure regarding the use of MPCC Internet, Intranet, and Electronic Mail Systems, and to ensure the usage of these business tools among College users is consistent with all applicable laws. The security of the College’s network and resources must be considered at all times.

III. RESPONSIBILITIES

A. All users with access to email and internet must sign the “Acceptable Use of Internet” form.
B. Any user who discovers a violation of this procedure shall notify their immediate supervisor. Any employee who violates this procedure may be subject to disciplinary action, up to and including termination.

IV. PROCEDURES

A. The E-mail and Internet system hardware is College property. All messages or files composed, sent, or received on the system are, and remain, the property of the College. They are not the private property of any user, and could potentially become public records which may be requested by any individual under Nebraska Law. All E-mail messages and downloaded Internet files are considered to be College records and are not "private" or considered "confidential" to the employee in any way. The College reserves the right to access and disclose all messages sent over its Internet system for any purpose, consistent with Federal and State laws, and all MPCC Negotiated Agreements.

B. It is possible for deleted documents and messages to be retrieved from a variety of points in the network. Users should assume that electronic evidence discovery may recover deleted or unsaved data.

C. Internet usage must be in compliance with applicable laws and the policies of the College.

D. Use of the College's Internet and E-mail system requires appropriate, efficient, ethical, and legal utilization of network resources. The information systems of the College are not to be used in a way that may be disruptive, offensive to others, harmful to morale, or potentially damaging to the College, its employees or individuals.

E. The College's Internet and E-mail systems are to be used primarily for College business. Internet and E-mail use for personal purposes is discouraged, and should be minimized. If such personal use appears to be interfering with the employee’s ability to complete assigned tasks at work, such personal use may be eliminated and, under some circumstances, may be grounds for disciplinary action. If an employee has questions about the appropriateness of use, they can consult their supervisor.

F. Intentional use of the College's Internet and E-mail resources to access, transmit, post, or process obscene or offensive material, inappropriate text, or files dangerous to the integrity of the network or personal computers are prohibited.

G. Among the files/messages that are considered offensive and inappropriate, are any files/messages that contain sexual implications, pornography, racial slurs, or any other comment that offensively addresses someone's
age, sexual orientation, religious or political beliefs, national origin, or disability.

H. The downloading and/or installation of any software application from the Internet onto a College computer is not allowed without prior written permission from the IT (Information Technology) Director. Also, the Internet and E-mail systems shall not be used to send, receive, post, reproduce, or distribute copyrighted materials or confidential information without prior authorization from the copyright holder.

I. The use of aliases while using the Internet is prohibited. Anonymous messages and postings are not to be sent. Also, the misrepresentation of an employee's job title, job description, or position is prohibited.

J. A user, in forwarding a message that originates from someone else, may not make changes to that message without clearly disclosing the exact nature of the changes and identity of the person who made the changes.

K. Individual users must be aware and at times attempt to prevent, potential College liability in their use of the Internet. For that reason, all outgoing messages onto the Internet, that do not reflect the official position of the College or Department, should include the following disclaimer: “This email and its attachments may be confidential and are intended solely for the use of the individual to whom it is addressed. Please contact the sender if you believe you have received this email in error.”

L. There is a wide variety of information on the Internet. When accessing the Internet, some individuals may unintentionally find some information on the Internet that he or she finds offensive or otherwise objectionable. Individual users should be aware that the College has no control over and, therefore, cannot be responsible for the content of information available on the Internet.

M. Users must not give out their individual E-mail password, and passwords should be changed on a regular basis. Users are responsible for messages sent via their account. Users should not use someone else's account without their knowledge and consent. Unauthorized use of an E-mail account is in violation of policy.

N. The College's Intranet E-mail system should have limited personal use.

O. Employees are subject to disciplinary action for charging the College for unauthorized personal expenses made on the Internet.
P. A staff member representing the College who provides password and/or User ID information to an account holder is held accountable for protecting the privacy of the information.

V. DEFINITIONS

A. E-mail (Electronic Mail) – The transmission of information or reproductions from one computer terminal or workstation to another using surface transmission lines or satellite stations

B. Internet – A worldwide network of computer networks that provides access to E-mail, remote login, file transfer, and other services.

C. Intranet – A network based on TCP/IP protocols that belongs to an organization and is accessible only by the organization's members, employees, or others with authorization.

D. Electronic Evidence Discovery - The process of identifying, locating, securing and producing electronic data for evidence in litigation.

Inventory Control

Inventory control is kept on all college furnishings and equipment. Numbered tags will be placed on each fixed asset costing $2,500 or more. These items will have a life of at least three years, are permanent in nature, or are tangible. Computers, printers, and all other electronic equipment over $300 will also be tagged with a numbered tag. The Physical Plant Office will place all furnishings and equipment on inventory when received. Each year a thorough inventory will be taken and justification made for any discrepancies. All employees of MPCC are responsible for the proper accounting of all property used by them. Employees are responsible for reporting damage, loss, or theft of any type of equipment to the Physical Plant Director. Any removal of equipment from your area must be coordinated with the Physical Plant Office so an appropriate inventory transfer/deletion form can be completed.

Keys

The Physical Plant Offices are responsible for maintaining a master Key Control Cabinet for their respective campuses. No one other than the Physical Plant Office is authorized to issue or duplicate any keys. All MPCC employees will sign for any keys that they may require. It is the employee’s responsibility to secure those keys at all times and to turn them back into the Physical Plant Office when no longer needed.
For security reasons, the issuance of Outside and/or Inside Master keys is limited to those who can justify why they must have that kind of unlimited access. The Physical Plant Office will consult with the Campus Vice-President for approval prior to issuing such Master keys.

Any extra keys received with furniture or equipment should be turned into the Physical Plant Office in a timely manner to be logged into the Master Key cabinets.

**Safety**

MPCC is committed to the safety and security of all students, faculty, and staff. The success of the College Safety Program depends on the conscious, active participation of everyone on campus or in college sanctioned programs.

Working together, we can achieve the best and safest learning experience available.

If you become aware of any conditions which might be considered unsafe, please notify Physical Plant personnel or any other member of a Safety Committee.

There is a Safety Council composed of the Area Business Officer, North Platte Physical Plant Director, McCook Physical Plant Director, and the Human Resources Director, and both Campus Vice-Presidents. There are Safety Committees for both North Platte and McCook that meet at least semi-annually. Memberships of these committees vary but include at least two members from each bargaining unit.

There is a Safety Manual available that is being revised, and will be available at the Campus Physical Plant Office.

**Security**

From a safety and security standpoint, no students or visitors are allowed to remain in any shop and/or lab areas unattended. All shops and labs will be secured when you leave for breaks, lunch and before you leave for the day/night.

Every attempt should be made to secure all tools and equipment when not in use.

Be cognizant of strangers and your surroundings. If you encounter unwanted visitors or other security problems, immediately notify Campus Security, the Physical Plant Director or dial 9+911.

**Shipping/Receiving**

**Shipping**

The Physical Plant Office handles all outgoing freight. They will instruct/assist you in proper packaging, shipping labels, and related paperwork.
Receiving
The Physical Plant Office is responsible for incoming freight. They will notify you of its arrival and you can pick it up. If you receive a shipment in your area/department, please notify the Physical Plant Office of its delivery so they can process the receiving paperwork.

Use of Tobacco Products
Use of any kind of tobacco products on or within property owned or leased by MPCC is strictly prohibited. This restriction applies to buildings, campus grounds, parking lots, and vehicles.

Vehicle Requests

Administrative Personnel
1. Administrative personnel will submit a vehicle request to the respective Physical Plant Offices for dispatching of vehicles for same day travel within the 18-county area. You will need to provide name of driver, names of passengers, travel date, estimated departure time, return time and reason for travel.
2. If you are traveling outside the 18-county area, or have any expenses such as lodging, etc., you will need to submit a Leave Request to be approved by the President prior to submitting your Vehicle Request. An approved Leave Request is necessary for a vehicle to be dispatched. NOTE: PLAN WELL AHEAD, SUBMIT LEAVE REQUEST EARLY!
3. Vehicle dispatch will automatically send a confirmation of reserved vehicle when you meet the above requirements and a vehicle has been assigned.
4. If you are leaving before normal business hours, you can pick up the vehicle keys the day prior to your departure.
5. Vehicle dispatch must be notified of any trip cancellation immediately so the reserved vehicle can be made available for other trips.
6. Driver must return vehicle to the Motorpool area at conclusion of trip and turn in keys with completed trip log to vehicle dispatch office.
7. Smoking is prohibited in all college vehicles.
8. In the case of accident or other emergencies while on the road, please follow procedures outlined in the trip log packet located in the glove box of the vehicle.

Faculty & Classified Staff
1. If you are traveling out of town on college business, you will need to submit a Leave Request to be approved by the Campus Vice-President prior to e-mailing your Vehicle Request to the respective Physical Plant office. An approved Leave Request is necessary for a vehicle to be dispatched. NOTE: PLAN WELL AHEAD, SUBMIT LEAVE REQUEST EARLY!
2. Procedures 3 through 8 above also apply.

Work Request
In order to assign the appropriate staff member and successfully track the completion of the
desired services, all requests (custodial, building maintenance, and IT) need to be in writing.

When requesting custodial/building maintenance services, submit the problem through the Helpdesk feature on the Portal.

When requesting any computer related repair services, including audio visual and related electronic equipment, contact the IT Help Desk.
III. Faculty/Academic
Course Load

The instructional load for full-time faculty is considered to be thirty credit hours or 300 contact hours per year.

Division Chairs

There are six Division Chairs appointed for two-year terms. The terms are staggered to not start all in the same year. To the extent possible appointments will be rotated between campuses involved in their areas.

The Division Chairs represent the following areas:

- Business & Technology
- Health Occupations
- Applied Technologies
- Humanities, Mathematics & Social Sciences
- Economic Development & Training
- Mathematics & Science & Human Services

Evaluations

For full-time probationary faculty (under two years of service) administration will perform annual evaluations. For full-time faculty with over two years of service administration will perform evaluations every three years. Student evaluations will be conducted each semester in every class.

Intellectual Property

Definitions:

**Intellectual Property.** Intellectual property includes anything that is patentable, copyrightable, or otherwise marketable. This includes, but is not limited to, inventions, books, articles, study guides, syllabi, workbooks or manuals, bibliographies, instructional packages, tests, video or audio recordings, films, slides, transparencies, PowerPoint presentations, charts, other graphic materials, photographic or similar visual materials, film strips, multimedia materials, online course work, three-dimensional materials, exhibits, and computer software. Intellectual property is intended to apply to all creative works regardless of the media in which they are distributed or the nature of their technological manifestations, now known or later developed.

Ownership of Intellectual Property:

When intellectual property is developed on the employee’s own initiative, outside the scope of his or her College responsibilities, and without any reliance on College support, the College will not claim ownership rights for that intellectual property.
Where the intellectual property bears a reasonable relationship to the person's employment at the College, prior to creating the intellectual property, a written agreement must be entered into with the President or with the President’s designee.

If the intellectual property is to be copyrighted or patented, the employee and the College shall enter into a contract specifying topics including but not limited to sharing ownership, royalty payments, costs, marketing, etc. Prior to creating the intellectual property, the employee shall disclose in writing to the President the employee's intention to develop any intellectual property that has commercial applications and for which there is intent to copyright or patent the intellectual property.

When the intellectual property bears a reasonable relationship to the person’s employment responsibilities at the College, the employee and the College shall jointly own the intellectual property rights.

If the intellectual property is to be copyrighted or patented, the employee and the College shall enter into a contract specifying topics including but not limited to sharing ownership, royalty payments, costs, marketing, etc.

Prior to creating the intellectual property, the employee shall disclose in writing to the President the employee’s intention to develop any intellectual property that has commercial applications and for which there is intent to copyright or patent the intellectual property. The parties shall negotiate a reasonable agreement sharing revenue related to the intellectual property.

If the employee who developed the intellectual property departs from employment with the College, it is understood that a copy of the intellectual property shall remain with the College and the College shall have a non-exclusive, royalty free license thereto, when it is determined by the College that such intellectual property is necessary to carry out the educational purposes of the College. Since the employee also jointly owns the intellectual property, he or she may take a copy with them for their future use.

**Negotiated Agreement**

Each full-time faculty member will be provided with a copy of the appropriate negotiated agreement. Many details governing the operation of the college are contained therein and it should be referred to as a source of information regarding compensation, benefits, and other conditions of the employment relationship.

**Office Hours**

Each full-time faculty member shall post and observe regular office hours during which time the instructor will be available to students and administration. Suggested minimum hours on campus would be from 8:00 a.m. to 4:00 p.m., but schedules may vary.
Parental Concerns

Parental concerns and/or questions will be handled by Student Services. If the concern and/or question is not finalized, the parents will be notified of the proper channels to follow.

Part-time Faculty

Part-time faculty are an integral part of program and course delivery throughout the MPCC on and off campus. Part-time faculty should meet the same requirements as full-time faculty members; i.e. Master’s degree with 18 upper level graduate credit hours or Bachelor’s degree plus vocational experience. The appropriate Division Chair and Vice-President for Academic Affairs of Educational Services and Student Development and the Campus Vice-President must approve part-time faculty. Part-time faculty is are paid at the rate approved by the Board of Governors.

Program Review/New Programs

MPCC is authorized by the Nebraska Coordinating Commission for Post Secondary Education to grant Degrees, Diplomas, and/or Certificates in the following Programs. A complete list of programs can be found on the college website or in the Online College Catalog at https://catalog.mpcc.edu/

Auto Body Technology
Automotive Technology
Building Construction Technology
Building Maintenance Technology
Electrical Maintenance

Business
Accounting
Agribusiness
Business Administration
Entrepreneurship
Logistics
Marketing
Nonprofit Management
Events Management
Sports & Recreation Management
Computer Info Management

Business Technology
Administrative Assistant
Legal Office Technology
Medical Office Technology
Medical Transcriptionist
Coding and Billing
Child Care/Development
Dental Assisting
Diesel Technology

Early Childhood Education
Electrical Technology
Programs must be reviewed by the Nebraska Coordinating Commission for Post Secondary Education periodically to monitor an appropriate amount of interest, successful completions, and statewide duplication.

New program ideas are welcomed and should be brought to the attention of MPCC administration.

**Professional Development**

Leave may be granted to faculty members to attend professional meetings. Meetings approved by the Area Vice President for Academic Affairs may receive reimbursement for transportation, meals, room, and registration fees as allowed by Nebraska law. See procedures as set forth in Business Operations section under Travel.
IV. Human Resources
ATTENDANCE AND ABSENTEEISM

VI. INTRODUCTION

It is the practice of Mid-Plains Community College that employees will report for work and be at their workstations at their scheduled time. Repeated or excessive instances of lateness or absences adversely affect the efficient operation of the College.

VII. PURPOSE

A. To establish standards of attendance.
B. To ensure that all employees are aware of the attendance standards and that they are treated fairly when the standards are applied.
C. To establish a fair procedure for dealing with employees who violate the attendance and absenteeism standards.

VIII. RESPONSIBILITIES

A. Employees – An employee who is going to be late or absent from work must notify the employee’s supervisor before their scheduled starting time.
B. Supervisors – All Supervisors are responsible for ensuring the consistent application of this policy as applied to their employees. In addition, Supervisors will:
   1. Set a good example for employees
   2. Make employees fully aware of this policy and the importance of
   3. Review attendance records regularly to determine if patterns or problems exist with an employee’s attendance.
   4. Counsel violators and use disciplinary action measures as needed.

IX. PROCEDURES

A. An employee who fails to properly notify their Supervisor of an absence or lateness may be subject to disciplinary action.

B. An employee who develops a pattern of potentially avoidable absences or lateness may be placed on a Performance Improvement Plan, and may be subject to disciplinary action, up to termination.

C. 3 Unexcused absences will result in voluntary termination.
X. DEFINITIONS
A. Late – When an employee has not reported to work at their scheduled start time.
B. Absence – When an employee does not work at least half of their scheduled work day.
C. Excused Absence – Any absence during a scheduled day of work that has been requested and approved.
D. Unexcused Absence – Any absence during a scheduled day of work that has not been requested and approved.

ACCIDENT OR INJURY/RETURN TO WORK INCIDENT REPORTING/INVESTIGATION

I. INTRODUCTION
It is the practice of Mid-Plains Community College to provide proper care and follow-up to prevent recurrence of injuries or potential for injuries.

II. PURPOSE
A. To define the procedure for managing incident reporting
B. To ensure safety standards are being met
C. To minimize unsafe conditions and repeat incidents

III. RESPONSIBILITIES
A. Employees
   1. Work in a way that will not bring harm to themselves or others
   2. Report all incidents immediately to their Supervisor
   3. Follow all rules and regulations involving Safety
B. Supervisors
   1. Set a good example for employees
   2. Complete appropriate forms and review findings with employees
   3. Counsel violators and use disciplinary action measures as needed

IV. PROCEDURES
A. When an employee experiences an incident that produces bodily injury or property damage, they notify their Supervisor immediately. The employee and Supervisor will determine if the employee needs medical attention or first aid at that time. Failure to immediately report an incident may be subject to disciplinary action.
B. If the Supervisor deems necessary, the Supervisor will complete a First Report of Injury Form, along with an Incident Investigation Form, within 24 hours of the incident.
C. The Supervisor will send those forms to the Human Resources Office immediately for further review.
D. The Human Resources Office and Supervisor will jointly review the findings of the investigation to determine what follow-up action is needed, if any.
E. The incident investigation will be reviewed at the following Safety Committee Meeting.

V. DEFINITIONS

A. Incident – any occurrence that produces bodily injury or property damage
B. First Aid – medical assistance that does not necessarily require a visit to a medical professional, follow-up medical treatment, or prescription medication
C. Medical Attention – medical assistance that does require a visit to a medical professional, follow-up medical treatment, or prescription medication

RETURN TO WORK

I. INTRODUCTION

It is the intention of Mid-Plains Community College to help employees return to work after suffering an injury or illness as soon as possible.

II. PURPOSE

a. To assist the well-being of the employee.
b. To enable the College to operate at top efficiency, productivity, and quality.

III. RESPONSIBILITIES

a. Employees
   i. Employees shall maintain open and honest communication with the College concerning their ability to work after suffering from an injury and illness.
   ii. An employee absent because of illness, accident or injury (regardless whether the injury was suffered within or outside the scope of employment) for a period of three or more days shall present to the immediate supervisor a
written statement from a physician stating the employee is able to perform the essential functions of the job.

b. Supervisors
   i. Supervisors shall ensure that employees do not return to any form of work without the necessary approval from a physician.

IV. PROCEDURES

a. Employees shall provide a written statement from a physician stating the employee is able to perform the essential functions of the job prior to returning to work.

b. The college administration may require a physical examination (second opinion) by a designated physician if it is deemed necessary to make proper determination relative to an employee’s fitness to resume duties. The College will pay for such examination.

c. The physicians’ written statements (first and second opinions) are to be discussed between the employee and administration before the employee returns to work.

d. These procedures shall apply regardless of whether or not the situation is covered under the Worker’s Compensation Law.

V. DEFINITIONS

a. Physician - A person licensed to practice medicine; a medical doctor. Depending upon the illness/injury, the term ‘Physician’ may include Doctors of Optometry, Doctors of Dentistry, Doctors of Chiropractic Medicine, or other recognized, licensed medical specialty.
Benefits Summary

Detailed information regarding coverages, deductibles, waiting periods, and other insurance benefits are determined by the insurance carrier and are defined in the policy documents. Details are available in the Human Resources Office. Only full-time employees are eligible for all benefits. Permanent Part-Time Classified staff (see definition pg. 45) are also eligible for a limited number of benefits (Paid Time Off Personal Leave, 125 ‘Cafeteria’ Plan, Voluntary Vision Insurance, and TIAA-CREF Retirement)

Health Insurance – The current plan of health insurance offered is a $600 per person/$1,200 per family annual deductible for Faculty and $900 per person/$1,800 per family annual deductible for Administration and Classified Staff. Preferred Provider plan offered by Blue Cross/Blue Shield of Nebraska. MPCC pays 100% of the premium for single or family coverage.

Dental Insurance – Provided by Blue Cross/Blue Shield of Nebraska. MPCC pays 100% of the premium for single coverage for the employee. Employees wanting family coverage must pay the additional premium through a monthly payroll deduction.

125 ‘Cafeteria’ Plan – Employees are eligible to participate in Medical and/or Dependent Care Expense Spending Accounts through monthly, tax-free contributions to their 125 Plan. Contributions are made via payroll deduction. More detailed information is available in the Human Resources Office, or by accessing www.mypayflex.com.

Group Life and Disability Insurance – All eligible employees are insured for $50,000 life insurance and a 60% salary replacement disability insurance plan through Unum Insurance. The life insurance also includes $1,000 coverage for each eligible dependent and double indemnity benefits for the accidental death of the employee. MPCC pays 100% of the life insurance premiums. Disability premiums are added to salary and paid after taxes.

TIAA/CREF Retirement Plan – Participation in the retirement plan is mandatory for all Faculty and Administrative personnel after age 25 and all Classified Staff after age 30. Employees must choose a minimum of 4½ % and may choose up to the maximum amount set by the Board of Governors of gross monthly salary to set aside, pre- tax, into their retirement fund, and the College matches the chosen amount. Contributions to the plan are 100% vested to the employee immediately. The employee may disburse the funds throughout available TIAA/CREF investment options as they wish. Changes in the amount and diversity of investments can be made at any time.

Institutional Tuition Waiver – All full-time employees, their spouses, and their dependent children are eligible to enroll in any for-credit classes offered by the Colleges of the Mid-Plains Community College tuition free. Any fees and/or books connected with the class must be paid for by the student. Approval for enrollment will also include these provisions:

A. Employees, their spouses, and their dependent children must be admitted as students and must meet all normal academic standards.
B. Tuition waivers are capped at 15 credit hours per term.
C. When enrollment is limited, students paying tuition have priority for available class slots.
D. The College will also grant a waiver of tuition for up to 15 credit hours per term for the spouse or dependent child of a deceased full-time employee, if such spouse and dependent children were enrolled as students at the College at the time of the death of the...
employee. This tuition waiver shall apply to any additional classes needed by the spouse or dependent children to complete the degree for which they were enrolled at the time of death, not to exceed a total waiver of tuition of 60 credit hours per person.

**Tuition Reimbursement** – MPCC will reimburse employees for tuition and fees actually incurred for courses successfully completed at other Post-Secondary institutions that are considered generally related to their area of employment, and/or are for employment credentialing. Courses must be pre-approved by the employee’s supervisor and submitted to Human Resources in order to be eligible for reimbursement. It is the joint responsibility of the Supervisor and the Human Resources department to determine whether the courses or degrees being sought are appropriate and generally related to the employee’s area of employment. Faculty members or Classified staff members should refer the respective negotiated agreement for additional direction. MPCC will reimburse actual, paid expense not to exceed the current tuition/fee rates charged by the University of Nebraska at Lincoln. Reimbursement is capped at a maximum of 9 credit hours per fiscal year.

In the event a covered employee leaves employment at the College for any reason within one calendar year after receiving such reimbursement for tuition and fees, that employee shall repay the College 100% of the tuition and fees reimbursed to that employee within that year. In the event a covered employee leaves employment at the College for any reason within two calendar years after receiving such reimbursement for tuition and fees, that employee shall repay the College 50% of such reimbursement.

**CALL-IN PAY**

Due to the nature of some employee’s job requirements, MPCC employees may occasionally be called in to perform work during their off duty hours. In those instances where this becomes necessary, classified (non-exempt) staff shall report their time actually worked at the next greatest whole hour. All partial hours of work completed on this basis shall be rounded up to the next whole hour. Travel time shall not be considered as any portion of the time actually worked.

If these hours cause the employee’s hours actually worked for that week to exceed 40 hours, then these hours will be paid as compensatory time/overtime at a rate of 1.5 times the employee’s regular rate of pay. If hours actually worked do not exceed 40 for that week, the employee’s regular rate of pay will apply. This provision applies only to those employees who are paid on an hourly basis and does not apply to salaried administrative employees or faculty.

**CHILDREN IN THE WORKPLACE PROCEDURES**

**I. INTRODUCTION**

Mid-Plains Community College is committed to providing a work environment for all employees that is family-friendly, safe, free of work related distractions and disruptions, and conducive to meeting job related expectations.

The College is also committed to welcoming and encouraging the presence of visitors and guests, including children and adolescents, to College locations that are open to the public, and which do not present potential safety and health hazards. Similarly, the College welcomes the participation of employees and their guests and visitors in family-
oriented recreational and athletic activities, or College sanctioned events specially designed to promote family or career awareness.

II. PURPOSE

The presence of children and adolescents as visitors at College locations, especially in work areas, creates circumstances that require special attention to ensure the previously stated commitments and interests are advanced. These procedures are promulgated to establish expectations regarding the presence of children in workplaces at all MPCC locations.

Issues of health and safety, confidentiality, potential liability, or the possibility of disruption of workplace operations requires that the presence of children and adolescents be limited. The workplace is not a substitute for making arrangements for regular child care and supervision.

III. RESPONSIBILITIES

a. Employees are expected to explore and avail themselves of reasonable alternatives to minimize the need of having a child/adolescent present in the workplace, such as the use of vacation and personal leave.

b. Supervisors are expected to be flexible in granting accrued leave and scheduling an employee’s work to ensure the employee is able to make arrangements to care for a child outside of the workplace.

IV. PROCEDURES

a. Employees are not permitted to care for children/adolescents in, or bring them to, the workplace for extended periods of time, or on a regular basis. A child or adolescent visitor may accompany the employee on brief visits to public spaces of the College that are not hazardous locations.

b. When the use of leave or alternative arrangements are not options for the employee, the Campus Vice-President or designee, in consultation with the employee’s immediate supervisor, may, under extremely unusual circumstances and for good reason, approve a request from an employee to have a child/adolescent present at the workplace. The following criteria will be considered before approving a request:
   i. an unanticipated short-term emergency exists;
   ii. other suitable alternatives are not readily available;
   iii. the visit is expected to be for a very short period of time;
   iv. the employee will be able to provide ongoing supervision of the child;
   v. the child is not exposed to a hazardous environment; and
   vi. the child’s presence will not create a health concern, distraction, or disruption in the workplace.

c. It is understood that the College reserves the right to request that an employee remove their child from the workplace when it is determined that the child is not being
appropriately supervised, the child’s behavior is disruptive, the child presents a health concern, or is in a hazardous/restricted area

V. DEFINITIONS
a. Child(ren) – any person under the age of 16 years who is not an employee or a student of the College
b. Employee – any person employed or contracted by the College
c. Workplace – any College location, premises, or vehicle used for College business. Examples include: office areas, classrooms, and shop areas
d. Public Spaces – any College location that is generally open to public, such as the cafeterias and other non-instructional areas
e. Hazardous location – any College location where safety and/or health hazards potentially exist. Examples include: laboratories, kitchens, shop areas, storage areas, construction areas, confined spaces, roofs, or animal houses.
f. Restricted location – any College location where access is limited because of risks to business functions or security. Examples include: business areas, management offices, records areas, or computer areas.
g. Brief visit – less than one hour.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

I. INTRODUCTION
The primary objective of this law is to offer employees and their families the opportunity for temporary extension of health coverage at group rates in certain instances where coverage would otherwise end.

II. PROCEDURE
A. Coverage can be extended if an employee loses his/her health insurance benefits for one of the following reasons:
   (1) terminated for reasons other than gross misconduct;
   (2) quit voluntarily;
   (3) laid off for economic reasons; or
   (4) lose coverage because of reduction in work hours.
B. Extension of coverage may be terminated for any of the following reasons:
   (1) the college no longer provides group health insurance to any of its employees;
   (2) the premium payment for this coverage is not paid in a timely fashion;
   (3) the individual becomes an employee covered under another group plan;
   (4) the individual becomes eligible for Medicare; or
   (5) the individual was divorced from a covered employee and subsequently remarried and is covered under the new spouse’s health plan.
DEFINITIONS OF EMPLOYEES

**Full-Time Administrative** – A salaried employee who is designated to regularly work 2,080 hours/year in an administrative, managerial capacity. The expectation for 2080 hours, is 40 hours per week.

**Full-Time Classified** – An employee who is designated to regularly work 2,080 hours/year and is paid on an hourly basis.

**Full-Time Faculty** – A salaried employee who is responsible for teaching 15 or more credit hours per semester or 30 or more credit hours per academic year, or a total of 25 to 30 contact hours of teaching per week.

(The following classifications are considered part-time)

**Permanent Part-Time Administrative** – A salaried employee whose duties are permanent and administrative in nature, but not on a full-time basis.

**Permanent Part-Time Classified** – A 12-month employee who works verifiable timecard hours in excess of 1,000 hours per calendar year. Membership in this category will be determined annually in December by Human Resources for the following calendar year. A limited number of employee benefits will be made available to employees falling within this category.

**Part-Time Classified** – A classified (hourly) staff member whose employment is temporary in nature, and is generally used to fill-in for extra workloads or projects. This classification of employee cannot be a student.

**Adjunct Faculty** – A part-time (non-salaried) employee who normally teaches 12 credit hours or fewer per semester, or from 10 to 20 contact hours per week per semester. The basis of pay for Adjunct Faculty will be on a per credit hour basis at a rate established by the Board of Governors.

**Instructional Associate Faculty** – A part-time (salaried) employee who teaches less than 15 credit hours per semester or 30 credit hours per academic year, or less than 25 contact hours per week per semester. Associate faculty workloads, including assigned institutional service and weekly hours of duty, shall be determined by the College President or designees.

**Community Educational Instructor** – An Instructor that teaches a non-credit class, and can be paid either on an hourly or flat rate.

**Coaches** – This type of employee’s primary function is to coach a sport for MPCC. Their pay is based off the full-time salary schedule for Instructors.

**Temporary Full-Time/Part-Time** – This type of employee is designated to work either a full-time or part-time schedule, but is hired for a specific project or for a specific period of time. A part-time or temporary employee who temporarily works a full-time schedule on a full-time basis (e.g. to complete a project or during a busy period) shall not be reclassified as
a full-time employee or entitled to the benefits of a full-time employee. However, if the Human Resources Director and the College President judge that a part-time employee will be working on a full-time basis for an indefinite or extended period of time, they may, in their sole and unfettered discretion, reclassify the employee temporarily so that he or she may qualify for the benefits of a full-time employee.

**College Work Study** – This type of employee has to be a current MPCC student and has to qualify through Financial Aid. These positions are federally funded.

**Student Workers** – This type of employee has to be a current MPCC student and should be paid at the same pay rate as an MPCC Work Study, with the exception of working for the Physical Plant, or in a highly specialized area where the wage rate may be slightly higher. These positions are funded by MPCC.

**DISCIPLINARY ACTION**

I. **INTRODUCTION**

It is the practice of Mid-Plains Community College to provide a uniform administration of progressive disciplinary action and guidelines to help personnel solve problems in a fair and equitable manner.

II. **PURPOSE**

Mid-Plains Community College supports a system of progressive discipline in which performance or behavior problems are dealt with progressively stricter actions if improvement is not made. In some cases, because of the severity of the behavior or performance, the supervisor’s concern for safety or security of the work environment, or for other serious reasons, immediate suspension or dismissal may be necessary.

III. **PROCEDURES**

Normally, disciplinary action will take one of the following forms:

A. **Oral Notification** – If an oral warning is issued, the supervisor should record the date of the warning and a brief summary of what was involved. This record is for the supervisor’s future use if appropriate; it should not be made part of the employee’s personnel file.

B. **Written Notification** – If a written warning is warranted, the supervisor should follow these steps:

   1. Obtain a written notification form from Human Resources, which **may must include, where appropriate,**
      a. **First** - Employee Warning Form
      b. **Second** - Performance Improvement Plan
c. **Second - Performance Assistance Plan**
   (faculty)

2. Fill out the form and review it with the employee.
3. Return the form to Human Resources.
4. Provide monitoring and follow up procedures to the written plan as deemed necessary.

C. **Suspension** – If the President believes it to be in the best interest of Mid-Plains Community College, the President may suspend a faculty member, an administrator, or a classified staff member, for a period not to exceed sixty calendar days. Legitimate causes for suspension may include, but not be limited to, incompetency, neglect of duty, unprofessional conduct, insubordination, immorality, physical or mental incapacity, or other conduct which substantially interferes with the performance of duties or endangers the welfare of the Mid-Plains Community College, its students or personnel. Suspensions of faculty or administrators will be with pay. Classified staff may be suspended with or without pay at the discretion of the President. Employee suspension is specifically set forth in Board Policies 4291, 4391, and 4491.

D. **Termination** – When the employee has committed a serious offense, or is at the final step in the progressive disciplinary steps, the employee may be terminated subject to provisions set forth in Board Policies 4255, 4355, and 4455, and pursuant to Nebraska Law.

**IV. RESPONSIBILITIES**

A. **Supervisors**
   1. Ensure that disciplinary measures are administered in a fair and equitable manner.
   2. Ensure that methods of improvement and appropriate feedback are given to employees under disciplinary action.

B. **Employees**
   1. Follow the policies and procedures of Mid-Plains Community College.
   2. Ensure that methods of improvement are followed and appropriate feedback is given to their supervisor.

C. **Human Resources**
   1. Function in an advisory capacity concerning procedural matters and complaint resolution for both employees and supervisors.
DRUG-FREE WORKPLACE ACT

Employee Acknowledgement of Drug Free Policy

I. INTRODUCTION

Mid-Plains Community College affirms its responsibility and commitment to maintain a drug-free workplace strictly according to the terms and conditions of the Drug-Free Workplace Act of 1988.

II. PURPOSE

The college is obligated to provide a drug-free, safe, healthy, and secure workplace for employees.

III. PROCEDURES

A. The college prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on college property or while conducting college business off-premises. Any employee convicted of a criminal drug offense under the above conditions is subject to appropriate personnel action up to and including termination.

B. The college does hereby establish drug-free awareness programs to be implemented through the President, which shall inform all employees about:
   1. the dangers of drug abuse in the workplace;
   2. the college’s policy of maintaining a drug-free workplace;
   3. drug counseling, rehabilitation, and employee assistance; and
   4. appropriate personnel actions and penalties which may be imposed for drug abuse violations.

C. MPCC prohibits the use, possession or sale of alcoholic beverages or illegal drugs on or in MPCC property, whether leased or owned, or at college sponsored or supervised functions. See Board Policy 7313.

IV. RESPONSIBILITIES

This policy applies to all administrators, faculty, staff, and student employees. All employees, as a condition of employment, must abide by the terms of this policy and must also report any criminal drug conviction within five days after the conviction to their immediate supervisor. This includes any drug violation occurring on or off college premises.

EMPLOYEE DRESS ATTIRE

I. Introduction

It is the intent of Mid-Plains Community College to provide guidelines for appropriate attire to those employed by MPCC. An employee’s attire and/or grooming should always reflect a level of professionalism that conveys a feeling of
competence, and under no circumstances, should it detract from the business at hand or reflect unfavorably upon the College.

II. Purpose

Recognizing the important role that all of us play in projecting the image of Mid-Plains Community College to our community and our constituents, it is expected that all of us exercise good judgment in our choices concerning dress and grooming while we are at work or while we are representing MPCC. Clothing that has the College logo and/or name is encouraged.

III. Procedures

Mid-Plains Community College’s objective in establishing a dress code is to allow employees to work comfortably, yet still maintain a professional image to our customers, colleagues, potential employees, and community visitors. Business Casual Dress is the standard for this dress code.

It will be the policy of MPCC to recognize each Friday as “Dress Down Friday”. On those days, it will be acceptable for employees to wear jeans to work, so long as those jeans are free from holes, frays, and tattered seams. Sweatshirts and/or t-shirts bearing MPCC, MCC, or NPCC names, logos, or emblems will also be acceptable and encouraged on those days.

IV. Responsibilities

A. Supervisors – All supervisors are responsible for ensuring the consistent application of this policy as applied to their employees. In addition, supervisors will:
   1. Set a good example for employees;
   2. Make employees fully aware of this policy and the importance of maintaining a professional appearance through dress/attire/grooming.

B. Counsel violators and use disciplinary action as needed.

C. Employees – It is each employee’s responsibility to follow policies and procedures with regard to dress/attire/grooming as set forth by MPCC.
I. INTRODUCTION
MPCC adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. MPCC will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity or expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristic information and testing, domestic violence victim status, Family Medical Leave or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

II. PURPOSE
Mid-Plains Community College, as an educational institution, an employer, and an influential segment of our society through its students, employees, and alumni, stands committed to the principle of equal opportunities for all. The college recognizes a responsibility to provide opportunities for students and employees to maximize their potential. The college will promote, encourage, and foster affirmative action within the college community.

III. PROCEDURES
a. The college has established procedures for consideration of personnel and student grievances. Details of these procedures are available in this handbook (see Harassment Procedures) the negotiated agreements, and the Student Handbook.

b. The college believes that sexual harassment of employees or students is a proscribed form of discrimination. Therefore, the college is committed to the belief that sexual harassment in the college is unacceptable conduct and will not be tolerated or condoned. Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

i. are made either explicitly or implicitly, a term or condition of an individual’s educational status or employment; or

ii. are used as a basis for educational or employment decisions affecting such individuals; or
III. have the purpose or effect of unreasonable interference with an individual’s educational or work performance or creating an intimidating, hostile, or offensive educational or working environment.

c. Inquiries concerning the application of these laws and regulations may be directed to the Human Resources Office, Mid-Plains Community College, 1101 Halligan Drive, North Platte, NE 69101, (308) 535-3679 or to the Director, Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

IV. RESPONSIBILITIES

a. Supervisors – All supervisors are responsible for ensuring the consistent application of this policy as applied to their employees. In addition, supervisors will:
   i. Set a good example for employees;
   ii. Make employees fully aware of this policy.

b. Employees – Follow policies and procedures as set forth by MPCC.

FAIR LABOR STANDARD ACT (FLSA)

I. INTRODUCTION

Mid-Plains Community College abides by the FLSA as it deals with guidelines and rules set forth by the United States Department of Labor.

II. PURPOSE

These rules deal with minimum wage, overtime pay, equal pay, record keeping, and child labor standards. It also gives the guidelines for exemption from overtime pay (exempt) or the requirement to pay overtime (non-exempt).

III. PROCEDURES

For additional information, see the Overtime/Comptime Procedures and Payroll Procedures sections.

IV. RESPONSIBILITIES

a. Human Resources serves as contact point for all FLSA coordination.

FAMILY MEDICAL LEAVE ACT (FMLA)

I. INTRODUCTION

Mid-Plains Community College abides by the FMLA as it deals with guidelines and rules set forth by the United States Department of Labor.
II. PURPOSE

The Federal Family Medical Leave Act entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:
- The birth of a child and to care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the employee’s spouse, child, or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of his or her job;
- Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” or

Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

III. PROCEDURES

Employees will be notified by Human Resources that FMLA leave will begin after 3 consecutive days of affliction due to one of the conditions listed above. An employee on FMLA leave will be required to use any paid leave benefits they have available to them while on FMLA leave, and their paid leave will run concurrently with their FMLA leave.

IV. RESPONSIBILITIES

A Employees – inform your supervisor and/or Human Resources of potential eligible absences in advance.
B Supervisors – inform Human Resources of potential eligible absences.
C Human Resources – serve as contact point for FMLA administration.
V. DEFINITIONS

Eligible Employees: An employee who has been employed for twelve (12) months and worked at least 1250 hours during the previous twelve (12) months.

GRIEVANCE PROCEDURE

I. INTRODUCTION

All full-time employees shall be afforded the opportunity to use the grievance procedure set forth below in instances where they believe they have been wronged by a violation, misinterpretation, or inequitable application of existing policies, rules, regulations, or terms of any applicable negotiated agreement.

Any grievance shall be made pursuant to the following procedure:

A. Definition of Terms:

i. The term grievance means a claim made by one or more employees that there has been a violation, misinterpretation, or inequitable application of the existing negotiated agreements, policies, rules, or regulations which adversely affect the welfare of the person or persons making the claim.

ii. The term “aggrieved person” means the employee(s) making the claim. It is the intent of the parties that in the event of a disagreement, the aggrieved person(s) and administration communicate informally in an attempt to resolve any differences or concerns. In the event such informal communication does not resolve the differences, or in the event a party does not believe such informal communication is possible, then the parties agree to a more formal grievance process as follows:

iii. The term party in interest means any employee who might be required to take action, or against whom action might be taken, in order to resolve the claim.

B. Procedure

Level 1.
Within thirty (30) calendar days of the event which gives rise to any grievance, the aggrieved person shall submit a written grievance on the approved form provided by the College, a copy of which is available from the Human Resources office, to the division chair or administrator to whom the aggrieved person is directly responsible. The aggrieved person may have another Mid-Plains Community College employee assist in efforts to resolve the problem informally with the division chair or administrator.

The division chair or administrator shall provide a written response to the grievance within fifteen (15) calendar days after the grievance has been made and shall document in writing the date when the grievance was made and the date when the response was given.

Level 2.

If the aggrieved person is not satisfied with the response received at Level 1, or if no response has been rendered after fifteen (15) calendar days, the aggrieved person may submit the claimed grievance on the approved form provided by the college to the appropriate vice president supervising the aggrieved party. The written grievance must be submitted within ten (10) calendar days after the response was due at Level 1. The grievance shall set forth in detail all the relevant facts upon which it is based and shall identify the policy, provisions, or portions of the negotiated agreement, or other College or Board policies or procedures, which the aggrieved party believes to be violated as well as specifying the relief requested. The vice president shall provide a written response within ten (10) calendar days after receipt of the grievance.

Level 3.

If the aggrieved party is not satisfied with the disposition of the grievance at Level 2, the grievance may be appealed to the President, or Acting President if applicable, in writing on the form provided by the college, signed by the aggrieved party. The appeal documents shall be forwarded to the President within ten (10) calendar days after the receipt of the written response at Level 2. The appeal documents shall include a copy of the written response to the grievance at Level 2.

The President shall discuss the grievance with the aggrieved party within twenty (20) calendar days after receipt of the written appeal. Within thirty (30) calendar days after receipt of the written appeal, the President shall provide a written response to the aggrieved party and the vice president providing the written response at Level 2.
Level 4.

If the aggrieved party is not satisfied with the disposition of the grievance at Level 3, the aggrieved party may appeal the grievance to the Board on the form signed by the aggrieved party and submitted with all documents the aggrieved party wishes to have the Board consider. The grievance form and appeal documents must be received by the office of the President within ten (10) calendar days after receipt of the written response at Level 3. The Board shall thereafter conduct a hearing on the grievance appeal at the next regularly scheduled monthly Board meeting, provided, however, that no such hearing shall occur sooner than twenty (20) calendar days after the Level 4 grievance appeal is received by the office of the President. In addition, the Board may hear the grievance appeal at such other time as the aggrieved party and the Board may mutually agree.

At the grievance appeal hearing, the Board will first review the documents submitted by and hear from the aggrieved party and that party’s representatives, if any. The Board will then review any documents which the administration wishes the Board to consider if such documents have been part of or otherwise relate to the grievance process, and hear from the administration. The Board may consider any additional information it determines to be relevant to the grievance appeal, and may choose to hear from any other interested party. Finally, the Board shall give the aggrieved party an opportunity to respond to any documentation or statements made by any other party, and shall thereafter give the administration the opportunity to respond to any documentation or statements made to any other party. After those additional opportunities to be heard have been concluded, the Board shall close the hearing portion of the appeal process.

The Board may thereafter go into closed session if appropriate and allowed by Nebraska Law, or may discuss the grievance in open session, or may schedule another meeting of the Board to consider the grievance. In any event, the Board shall render a written opinion signed by the Chairman of the Board and witnessed by the Secretary of the Board within thirty (30) calendar days after the close of the grievance hearing and shall immediately provide a copy of the written opinion to the aggrieved party and to the President.

C. **Time Limits**: Failure of the aggrieved party to take any action within the time limits prescribed herein shall constitute a waiver of any further rights under this provision and shall constitute a final acceptance of the prior decision. Failure of an administrator to take action within the time limits prescribed herein shall permit the aggrieved party to proceed to the next level. The parties may by mutual agreement, in writing, extend any time limits provided herein.
D. **Grievance Records:** No documents which are part of any grievance process shall be retained in the aggrieved party’s personnel file, but shall be retained by the Human Resources office for the sole purpose of memorializing the grievance process. Neither the Board nor the administration shall take any action against or in any way seek reprisal against any aggrieved or interested party who participated in a grievance, and such aggrieved party may review his or her file at reasonable times upon reasonable notice.

E. **Right of Representation:** Any aggrieved party shall have the right to assistance from or may be represented by another employee of Mid-Plains Community College, in which case the aggrieved employee and their chosen representative shall be considered parties of interest.

**HARASSMENT PROCEDURES**

I. **INTRODUCTION**

The most productive and satisfying college environment is one in which learning, work, and other collegiate activities are accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the environment of diversity, violates the integrity of the College, and causes serious harm to the productivity, efficiency and stability of the college organization.

All individuals have a right to work and function in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an individual’s race, color, creed, ancestry, religion, gender, age, national origin, military veteran status, disability, marital status, genetic information and testing, family and medical leave, sexual orientation, and gender identity or expression, pregnancy, or any other legally protected status is prohibited under this policy and will not be tolerated. Harassment on any of these bases may also be illegal under state and federal law.

II. **DEFINITIONS**

Conduct constituting harassment may take different forms, including but not limited to the following inappropriate behaviors in the connection with or in the performance of college business/activity whether on or off campus:

A. **Sexual Harassment**

Sexual harassment in the workplace has been defined as:

1. The submission to the harassment is either explicitly or implicitly a term or condition of an individual’s employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such
individual.

3. The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Examples of such conduct are:

a. Verbal:
The making of written or verbal innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by an employee, student, other person associated with the College, or are neither students or employees of the College.

b. Non-Verbal:
Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the college environment (including downloading from the internet or other placement in college computers) or making sexually suggestive gestures, sounds, leering, whistling, and the like to or by a student, employee, other person associated with the College, or are neither students nor employees of College.

c. Physical Contact:
Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity to or by a student or employees of the College.

B. Other Harassment

1. Verbal:
Written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks concerning a person’s race, color, creed, ancestry, religion, gender, age, national origin, military veteran status, disability, marital status, genetic information and testing, family and medical leave, sexual orientation, and gender identity or expression, pregnancy, or other protected status to or by a student, employee, other person associated with the College, or are neither students nor employees of the College.

2. Non-verbal:
Placing objects, pictures, or graphic commentaries in the college environment or making insulting or threatening gestures concerning a person’s race, color, creed, ancestry, national origin, age, disability, gender, marital status, military veteran status, disability, marital status, genetic information and testing, family and medical leave, sexual orientation, and gender identity or expression, pregnancy, or other protected
status to or by a student, employee, other person associated with the College, or are neither students nor employees of the College.

3. Physical:
Any intimidating or disparaging action such as hitting, hissing, cussing, spitting, hazing, or bullying concerning a person’s race, color, creed, ancestry, national origin, age, disability, gender, marital status, military veteran status, disability, marital status, genetic information and testing, family and medical leave, sexual orientation, and gender identity or expression, pregnancy, or other protected status to or by a student, employee, other person associated with the College, or are neither students nor employees of the College.

III. PROCEDURES

A. Any allegation of harassment will be reported to the immediate supervisor and/or to the Director of Human Resources/Title IX Coordinator or his/her designee. The allegation will be investigated in accordance with procedures set forth in the Equity and Grievance Procedure.

B. Staff members are responsible for reporting alleged cases of harassment to the immediate supervisor and/or to the Director of Human Resources/Title IX Coordinator or his/her designee.

C. Informal Resolution:
MPCC will implement initial remedial and responsive and/or protective actions upon notice of alleged harassment, retaliation and/or discrimination. Such actions could include but are not limited to: no contact orders, providing counseling and/or medial services, academic support, living arrangement adjustments, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, referral to campus and community support resources.

MPCC will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest or visitor who has been found to engage in harassing or discriminatory behavior or retaliation. Procedures for handling reported incidents are fully described below. Deliberately false and/or malicious accusations of harassment, as opposed to grievances which, even if erroneous, are made in good faith, are just as serious an offense as harassment and will be subject to appropriate disciplinary action.

E. Formal Resolution:
MPCC will act on any formal or informal grievance or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination, that is received by the Title IX/Equity/AA Coordinator, Deans of Student Life, a member of the Equity Grievance Panel [who is not an advocate] or a member of the administration.

The procedures described below will apply to all grievances involving students, staff or faculty members [with the exception that unionized or other categorized employees will be subject to the terms of their respective collective bargaining agreements/employees’
rights to the extent those agreements do not conflict with federal or state compliance obligations]. Redress and requests for responsive actions for grievances brought involving non-members of the community are also covered by these procedures.

1. Conduct Panel Equity Grievance Panel (Conduct Panel)
2. Filing a grievance
3. Grievance Intake
4. Investigation
5. Interim Remedies
6. Grievance Resolution

F. Additional Information:

While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as required by law or is in the context of a legal administrative proceeding. No individual involved is to discuss the subject outside of the investigation. The purpose of this provision is to:

1. Protect the confidentiality of the employee who files a complaint;
2. Encourage the reporting of any incidents of harassment;
3. Protect the reputation of any party wrongfully accused of harassment.

Each individual will be advised that he/she has a right to file a charge of discrimination (harassment) with the Office of Civil Rights of the Department of Education, Nebraska Equal Opportunity Commission, the United States Equal Opportunity Commission and/or file a grievance in accordance with the negotiated agreement.

Further, given the nature of harassing behavior, false accusations can have damaging effects on innocent individuals. Bad faith allegations or use of this policy for a purpose unrelated to its intent are prohibited.

IV. CONSEQUENCES FOR HARASSMENT

If a determination of harassment is made, violators are subject to disciplinary action which may include but is not limited to admonishment, an apology to the victim, written warning, letter of reprimand, loss of assignment, change of job or class assignment, advice and counseling, required attendance at a harassment training program, referral to law enforcement authorities, suspension or expulsion for students, and termination of employment for employees.

For more information, please see the Equity and Grievance Procedure on the Employee HR section of the website.
HOLIDAYS

I. INTRODUCTION

Mid-Plains Community College recognizes the following holidays. During these days, College offices and campuses will be closed. Full-time administrative and Full-Time classified staff will receive their holiday accordingly:

Each paid holiday will be considered an 8 hour day. When the college closes at 3:00 PM the day prior to a holiday, FT employees will receive 2 hours of holiday pay.

Employees will work with their supervisor if they need to adjust the hours they work to ensure they get their 40 hour work week.

II. RECOGNIZED HOLIDAYS

New Year’s Day
Memorial Day
(observed)
Independence Day
Labor Day
Thanksgiving
Day Christmas
Day

In addition, Mid-Plains Community College recognizes the days between Christmas Day and New Year’s Day as paid holidays.

If a recognized holiday falls on a Tuesday, the College will also observe the preceding Monday as a paid holiday. If a recognized holiday falls on a Thursday, the College will also observe the succeeding Friday as a paid holiday.

If a recognized holiday falls on a Saturday, then Friday will be recognized as the paid holiday. If a recognized holiday falls on a Sunday, then Monday will be recognized as the paid holiday.

In the event a non-exempt (classified) employee is required, by their supervisor, to work on a day they would otherwise not work and receive holiday pay, they will earn the overtime rate for those hours worked, in addition to the holiday pay they are entitled to. It will be an administrative decision as to whether those hours will be paid in cash or extended as compensatory time off to be used at a later date.
INSTITUTIONAL GRANTS/TUITION WAIVER

I. INTRODUCTION

It is the practice of Mid-Plains Community College that all employees have all possible avenues to academic achievement. Eligible employees and/or their eligible dependents may take for-credit course offerings from Mid-Plains Community College ‘tuition free’. The employee and/or their eligible dependents will remain financially responsible for any course fees, text books, materials, tools, uniforms, or supplies required for the course(s). For more information, contact the Human Resources office, or see the Benefits Summary section in this document.

II. PURPOSE

a. To establish standards of excellence.
b. To motivate employees to improve themselves.
c. To help build succession planning for the College.

III. RESPONSIBILITIES

a. Employees – Employees must complete a Form 0007 “Application for Tuition Waiver for Classes” and have it approved by the appropriate MPCC personnel.

IV. DEFINITIONS

a. Eligible students will be defined as:
   i. Current full-time employees
   ii. Full-time MPCC employees who retired from active service
   iii. Full-time MPCC employees who were disabled during active service
   iv. Spouse or dependents (as defined by IRS code) of current, retired, or disabled full-time MPCC employees. Dependents enrolled at the time of death of an eligible full-time employee will continue to receive waivers of tuition for continuation of the degree being sought at the time of the eligible full-time employee’s death, not to exceed 60 credit hours.
   v. Eligibility for both employees and dependents will be determined on the current employment status of the employee/dependent on the first day of the semester/term in question.
LEAVE

I. INTRODUCTION

It is the practice of Mid-Plains Community College that full-time and permanent part-time classified employees will be eligible for the amount of leave they have earned through their employment with the College, and by what is allowable by law.

II. PURPOSE

a. To establish standards of attendance and leave.
b. To ensure consistent and accurate communication between all employees.

III. RESPONSIBILITIES

a. Employees – all employees are responsible for requesting leave prior to taking the leave, except in unusual and extreme situations. (Leave Request Form)
b. Supervisors – Supervisors are responsible for processing their employees leave requests and routing them forward in a timely manner.
c. Human Resources – will maintain a leave database on each eligible employee to record and track leave available, leave used, dates of leave, accrued leave, etc.

IV. PROCEDURES

A. Sick Leave – Faculty members hired prior to the 2001/2002 school year will be granted sixty (60) days of sick leave per contract year. This sick leave cannot be carried over from one year to the next. Faculty members hired after the start of the 2001/2002 school year will be granted twelve (12) contract days sick leave each contract year. Unused sick leave days can be accumulated from year to year to a maximum of sixty (60).

All full-time Administrative and Classified employees of Mid-Plains Community College employed on or before 6/30/2004 are entitled to sick leave of sixty (60) days per fiscal year. This sick leave may not be carried over from one year to the next. Full-time Administrative and Classified employees of Mid-Plains Community College employed on or after 7/1/2004 are entitled to sick leave of twelve (12) days per fiscal year. Sick leave may be carried over from one year to the next, accumulating up to a maximum of sixty (60) days.

If a full-time employee does not have enough sick leave days to provide income until they are eligible for long-term disability benefits, a Sick Leave Bank may be created in the Human Resources Office, whereby other employees may contribute their unused vacation leave or personal leave to the bank to be used as sick leave days for the identified employee. Days of donated leave will be considered on a day-for-day basis, and no consideration
will be given for the monetary value of a day donated versus the monetary value of a day used. Sick Leave Banks will be established on a case-by-case basis after the Human Resources Office is notified of the specific need.

Pending approval of the Human Resources Director and the appropriate Vice President, all full-time employees will then be notified that a bank has been established and that they may voluntarily contribute unused vacation leave or personal leave. Any unused donated days will be returned to the donors on a prorated basis, in the same proportion that their original donation was to the total number of days donated.

Sick leave may not be used for any purpose other than treatment and convalescence necessitated by disability and/or illness of the employee, spouse, dependent child or dependent parent(s) or other dependents as defined in the IRS code. However, an employee may use up to 10 days of accumulated sick leave each year to care for a non-dependent immediate family member, specifically meant to include non-dependent children and/or non-dependent parents of the covered employee.

B. Personal Leave – MPVEA Faculty will receive five (5) days per contract year on a non-accrual basis. MPEA Faculty will receive five (5) days per contract year on a non-accrual basis. Administration will receive one (1) day per fiscal year on a non-accrual basis. Classified staff will receive three (3) days per fiscal year on a non-accrual basis, for the first 5 years of employment. Starting with the beginning of the fiscal year following the fifth anniversary of employment, FT classified staff members may earn up to two (2) personal days per fiscal year on a non-accrual basis. Starting with the beginning of the fiscal year following the ninth anniversary of employment, FT classified staff members may earn up to one (1) personal day per fiscal year on a non-accrual basis. Eligible permanent part-time classified staff will receive 20 hours annually (calendar year) on a non-accrual basis.

C. Vacation – Full-time Administrative (non-instructional) personnel may earn up to 24 days per fiscal year. This is based on two (2) days earned for every full month of employment. No more twice the annual accrued vacations days may be carried over beyond the end of the fiscal year without approval of the President. A written request must be made to the President prior to the end of the employment period explaining the reason for more than forty-eight (48) days being carried over. Full-time Classified staff employees may earn up to (12 days) of vacation per year for the first five (5) years of employment. Vacation is earned through an accrual system of eight (8) hours of vacation earned for every month of employment. No more than twenty-four (24) vacation days may be carried over beyond the end of the fiscal year, without approval of the President. Starting with the beginning of the fiscal year following the fifth anniversary of employment, FT classified staff members may earn up to eighteen (18) days of vacation. Vacation is earned through an accrual system of twelve (12) hours of vacation earned for every full month of employment. No more than thirty-six (36) vacation days may be carried over.
beyond the end of the fiscal year. Starting with the beginning of the fiscal year following the seventh anniversary of employment, full-time classified staff members may earn up to twenty-one (21) days of vacation. Vacation is earned through an accrual system of fourteen (14) hours of vacation earned for every full month of employment. No more than forty-two (42) vacation days may be carried over beyond the end of the fiscal year without approval of the President. Starting with the beginning of the fiscal year following the ninth anniversary of employment, full-time classified staff members may earn up to twenty-four (24) days of vacation. Vacation is earned through an accrual system of sixteen (16) hours of vacation earned for every full month of employment. No more than forty-eight (48) vacation days may be carried over beyond the end of the fiscal year without approval of the President. A written request must be made to the President prior to the end of the employment period explaining the reason for additional days being carried over.

Unused, accrued vacation may be carried forward to future years, but the balance carried forward may not exceed two times the annual number of vacation days to which the employee may otherwise be entitled at any one time. Accrued vacation will be paid out to the employee upon their termination of employment, assuming they are in good standing at the time of the termination, not to exceed two times the employee’s current annual rate at the time of termination.

Vacations will be scheduled on a first come first serve basis after considering the needs of the Mid-Plains Community College (MPCC). The President has the authority to schedule vacation requests, based on institutional priorities.
E. Bereavement Leave – Paid bereavement leave, not to exceed five (5) days per year, may be granted for the death of spouse, child, brother, sister, father, mother, grandparent, guardian, grandchild, in-laws, or any other relative who is a permanent resident in the staff member’s home. The bereavement leave shall be determined by the staff member’s immediate supervisor and must be approved before taken, if possible. Bereavement leave may also be given to attend the funeral of other family members or close friends provided all duties are appropriately completed in the interest of service. Unpaid bereavement leave, or use of other types of paid leave for bereavement, may be granted by the staff member’s immediate supervisor, only upon approval of the appropriate Vice President.

F. Professional Development Leave/Work Related Duties Leave – Leave may be granted to employees to attend professional meetings. Prior approval of the appropriate Vice President is required. Professional Development Leave would include attending a seminar/training opportunity. Work Related Duties would include serving in a work related capacity or college representative in alternate locations.

G. Other Leaves - Information regarding Military, Jury Duty, and Other Leave is available through Human Resources or in the negotiated agreements.

OVERTIME/COMPENSATORY TIME PROCEDURES

I. INTRODUCTION

It is the practice of Mid-Plains Community College that employees be fairly compensated for time worked beyond their normal work schedule. The Fair Labor Standards Act (FLSA) identifies classifications of employees who are exempt and who are not exempt from payment of overtime. At Mid-Plains Community College, only those employees who are compensated on an hourly basis are eligible for overtime/compensatory time. Salaried employees (administrative and faculty) are exempt, and are not eligible for overtime payment as defined by FLSA.

II. PURPOSE

a. To establish standards of equity in compensation and time worked.

III. RESPONSIBILITIES

a. Employees – All overtime or compensatory time must be pre-approved in writing by the supervisor for the budget. A Comp Time/Overtime Request portal form is required for obtaining approval. Compensatory time off must be taken within three months of the time earned. In unusual circumstances, arrangements may be made with the Human Resources office to extend the three month time period. Unused compensatory time will be paid as
b. Supervisors – The Supervisor will determine if the time in excess of forty hours in one workweek is necessary, and it will be compensated by overtime or compensatory time off.

IV. PROCEDURES

a. Overtime at the rate of one and one half times the hourly rate will be paid for all hours actually worked over forty in one workweek. Compensatory time off will be accrued on the same basis as overtime and at the rate of one and one half times the hours actually worked in excess of forty during a single workweek. The decision as to whether to pay overtime, or extend an equivalent amount of compensatory time off, will be an administrative responsibility.

b. Hours spent traveling to and from a pre-approved destination to attend work-related meetings, seminars, workshops, etc. will be compensated as hours worked.

c. Only time spent at the destination involving college business is counted as hours worked.

V. DEFINITIONS

a. Overtime is defined by the Fair Labor Standards Act as hours actually worked in excess of 40 hours in one workweek. It is compensated at a rate of one and one half times the employee’s normal rate of pay.

b. Compensatory Time Off – A form of overtime awarded to non-exempt (classified) employees for hours worked over 40 hours in a week; not by cash payment, but by time earned which can be taken as paid leave time at a later date. Compensatory time will be awarded on the same “time and a half” basis as overtime. Compensatory time off is Mid-Plains Community College’s preferred method of compensation for qualified overtime hours worked.

c. Hours Worked - For the purposes of calculating Overtime or Compensatory Time: Paid Holidays will count as hours worked. Sick Leave, Personal Leave, Vacation, Bereavement Leave, and other types of paid Leave offered by the employer, will not count as hours worked. In the event a non-exempt (classified) employee is required, by their supervisor, to work on a day they would otherwise not work and receive holiday pay, they will be paid the overtime rate for those hours worked, in addition to the holiday pay they are entitled to.

If, at the end of any given pay period, an employee’s time card reports hours in excess of 40, and, hours recorded that week include any type of paid Leave (other than Holiday Pay), then the hours of paid Leave requested should be reduced to the point where total hours for the week on that time card are equal to 40.

Any hours reduction in paid Leave shall not be forfeited by the employee, but rather shall be placed back into the Employee’s bank of allotted leave time for
later use by the employee. (example: A Classified Staff member ends the week with 42 hours on their time card. 8 of those hours were for sick leave on Tuesday. The 8 hours of sick leave on Tuesday should be reduced to 6 hours, resulting in a time card for that week for 40 hours. The 2 hours reduction in sick leave would be placed back into the employee’s sick leave bank to be used at a later date.)
PERSONNEL RECORDS POLICY AND PROCEDURES

I. INTRODUCTION

It is the practice of Mid-Plains Community College that employment records are kept in an orderly and confidential fashion.

II. PURPOSE

a. To establish accurate records.
b. To ensure that all employees are aware of their records and know how to review them.

III. RESPONSIBILITIES

a. Employees – Employees are responsible for getting all relevant information to the Human Resources Department to be put in their file.
b. Supervisors – All Supervisors are responsible for ensuring the appropriate information on the employees they supervise is contained in their personnel file.
c. Human Resources – HR is responsible for the upkeep and storage of employees’ files, as well as whom has access to the information contained in them.

IV. PROCEDURES

a. Administrative personnel will have access on a need-to-know basis.
b. Employees may inspect their own file in a reasonable time and manner during normal office hours.
c. Employees may request copies of documents in their file. MPCC may require reimbursement not to exceed the cost of reproduction, which may include the cost of the time of the employee who produces the copies.
d. Employees may request that documents be placed in their file.
e. Any other release of confidential information (beyond normal employment verification) will require the written authorization of the employee.
f. For the purposes of memorializing events, maintaining insurance records, and other reasons, HR maintains separate employee files that contain medical information, health benefits information, workmen’s compensation information, and grievance information. This information is NOT considered a part of the employee’s personnel file and is maintained in an area totally separate from the employee personnel files. This information is available for inspection by the employee in a reasonable time and manner during normal office hours. All of these types of files and information will be destroyed after a reasonable amount of time following the employee’s termination of employment.
PERFORMANCE APPRAISALS

I. INTRODUCTION

It is the practice of Mid-Plains Community College that employees will receive performance appraisals annually.

II. PURPOSE

a. To provide feedback to employees on their performance compared to their Supervisor’s expectations, as well as to provide feedback to Supervisors on their performance compared to their employees expectations.
b. To foster open and honest communication between employees and their Supervisors.
c. To develop ways to improve the performance of our employees and to help the College improve and prosper.

III. RESPONSIBILITIES

a. Employees are responsible for:
   i. Providing open and honest communication with their Supervisors. ii. Accepting suggestions with professionalism.
b. Supervisors are responsible for:
   i. Providing open and honest communication with their employees. ii. Accepting suggestions with professionalism.

IV. PROCEDURES

a. All employees will perform a self-appraisal of their own job performance.
b. All supervisors will perform an appraisal of their employees’ performance.
c. Supervisors will meet with their direct report to calibrate the employee’s written appraisal.
d. Supervisors and employees will meet and discuss the results of these performance appraisals.
e. After the meeting described above, a complete and final performance appraisal is to be delivered to the Human Resources Office by the appropriate Supervisor.
POSITION DESCRIPTIONS

I. INTRODUCTION

It is the practice of Mid-Plains Community College that all positions have a corresponding position description.

II. PURPOSE

a. To establish realistic, agreed-upon expectations of the position.

b. To ensure that all employees and their supervisors are aware of the expectations of the position.

III. RESPONSIBILITIES

a. Employees – All employees shall perform the duties outlined in their position descriptions.

b. Supervisors – All Supervisors are responsible for communicating the expectations of the position, and for communicating updates/changes to the Job Analysis Questionnaire, upon which position descriptions are based.

IV. PROCEDURES

a. The employee begins the process by filling out or updating a job analysis questionnaire that accurately reflects the requirements of the position.

b. The Supervisor then reviews the job analysis questionnaire, provides input, and forwards the document to Human Resources.

c. Human Resources then converts the information obtained in the job analysis questionnaire into the position description.

d. This process will repeat annually.

PROFESSIONAL DEVELOPMENT/TUITION REIMBURSEMENT

I. INTRODUCTION

Full-time employees are eligible to apply for tuition reimbursement for college courses taken at accredited institutions. The course/degree should be related to their work at the College.
II. PURPOSE

a. To establish standards of excellence.
b. To motivate employees to improve themselves.
c. To help build succession planning for the College.

VI. PROCEDURES

a. Funds must be available and approved in advance by the appropriate Vice President. The deadline to apply for tuition and fee reimbursement each year is April 15. (Form 0006: Application/Authorization for Tuition and Fee Reimbursement).

b. The total amount available budgeted per year for reimbursement will not exceed $25,000. Priority will be given to those on an approved credentialing plan.

c. MPCC does not duplicate reimbursement for fees and tuition that are paid or reasonably should be funded by other financial aid programs.

d. Maximum reimbursement is the comparable level of per credit in state tuition and fees at the University of Nebraska – Lincoln. Nursing instructors who take credit classes in a Master’s Degree program in nursing will be fully reimbursed for tuition and fees without regard to current UNL fee schedules.

e. Approval and conditions for faculty and classified staff will be dictated by the negotiated agreements.

f. Upon successful completion (generally a grade of C or better) Form 0004: Professional Development Activity Report summary should be completed.

g. A purchase requisition accompanied by proof of pre-approval, proof of payment and grade report should be submitted by Human Resources.

h. If an employee leaves employment at MPCC within one year after the completion of a class or classes for which reimbursement has been received, the employee shall pay back 100% of the reimbursement received from the College for that class or those classes.

i. If an employee leaves employment within two years after the completion of a class or classes for which reimbursement has been received, the employee shall pay back 50% of the reimbursement received for that class or those classes. Classes shall be considered complete on the last scheduled meeting date.

VII. RESPONSIBILITIES

a. Employees – complete and route all appropriate paperwork (ie: forms, grade reports, proof of payment) to the appropriate departments.

b. Supervisors – process paperwork submitted by employees in a timely manner and forward on to appropriate departments.

c. Human Resources – compile all paperwork for necessary processing.
Reduction in Force

Reductions in force will be conducted in accordance with Board Policies 4253, 4353 and 4455.

Resignation

Resignations should be submitted, in writing (email acceptable), to the Human Resources department, who will then forward copies of the letter of resignation to the appropriate supervisor and VP, along with a checkout form to be used with the resigning employee prior to their last date of employment. HR will send a written acknowledgment to the resigning employee indicating receipt of their resignation letter.

Professionalism and common practice would dictate that the letter of resignation be submitted at least two weeks in advance of the last intended day of work. For purposes of payroll processing and benefits administration, the official date of resignation will be considered the last day physically worked.

Suspension/Termination

Suspensions or terminations will be conducted in accordance with Board Policies 4255, 4291, 4355, 4391, 4455 and 4491.

VEHICLE USAGE PROCEDURE

I. INTRODUCTION

The Vehicle Usage Procedure sets forth the terms and conditions for use and operation of College-owned vehicles by College personnel.

II. PURPOSE

A. To provide a process for requesting use of a College-owned vehicle from the pool of MPCC vehicles.
B. Outline the procedures for purchasing gasoline and any automotive supplies for College-owned vehicles.
C. Outline the procedure for making needed repairs to College-owned vehicles.

III. RESPONSIBILITIES

Any person authorized to operate a College-owned vehicle is required to do so in a safe and prudent manner, while following the procedures outlined below.
A. The use of cell phones and other personal communication devices is forbidden for the operator of a College-owned vehicle while the vehicle is in motion (exception would be telephone calls made/received with a hands-free, Blue Tooth, or similar device). If you must use your cell phone, safely exit the lane(s) of traffic and come to a complete stop before doing so.

IV. PROCEDURES

A. A College-owned vehicle may be used only for official College business. The following guidelines shall be used in determining whether vehicle usage fits the official usage requirement:

1. Travel directly incidental to the performance of official business, provided that the vehicle is not diverted from a reasonable and prudent route to or from its intended official purpose.
2. Transportation between temporary lodging and temporary duty station.
3. Transportation while in travel status between the temporary duty location or temporary residence and place where meals are taken, laundries, and other similar places required for the health and well-being of the operator.
4. In no event shall any person other than a College employee operate a College-owned vehicle unless a Vice President or the College President has specifically authorized such operation, and then only in the event there is no reasonable alternative to the non-employee operating the College-owned vehicle.

D. The term “official” use or purpose does not include the use of a College-owned or leased vehicle or commercial rental vehicle for personal entertainment, the visiting of friends or relatives, loan to or use by guests of the College, unless prior approval has been extended per paragraph A.4. above. It shall not be a requirement that all persons traveling in a College-owned vehicle be employees of the College, but all persons traveling in College-owned vehicles must be on official College business or on business related to the operation of the College at all times.

E. Transporting persons not representing the College, including family members, friends, or other members of the general public, is not allowed without prior permission of the Vice-President of Administrative Services.

C. All drivers of a College-owned vehicle must have in their possession a current and valid motor vehicle driver’s license. The driver of the College owned vehicle is personally responsible for citations received while operating the vehicle.

D. A College-owned vehicle is to be checked out and may be used only after an employee follows these Procedures:

1. Open the Portal on a College computer (or log in to the portal at https://portal.mpcc.edu from a remote location using your email address as username and your usual password)
2. Click on “Forms”
3. Click on “Vehicle Request”
4. Click on “Documents” (under Library Tools)
5. Click on “New Document”
6. Fill in appropriate information
7. Click on “Submit” button at bottom of page

E. Gas cards are issued to each College vehicle. Any purchase made with this credit card must have the employee’s identification number and odometer reading. All receipts must be returned with the credit card when the vehicle is returned.

F. If repairs are needed while traveling in a College-owned vehicle, the following procedures shall be used:
   1. Minor Repair – Items such as belts, hoses, and tires which are easily replaced by any competent full-service station and may be purchased with a College credit card. Upon return to campus, the employee who checked out the College owned vehicle shall immediately contact the Physical Plant Director to advise of such repairs and provide a copy of the receipt. If the driver must personally pay for the repair, reimbursement will be made following presentation of receipt.
   2. Major Repair – In the event a College-owned vehicle will require major repair or the vehicle otherwise appears to be unsafe or inoperable, the employee who checked out the vehicle shall follow the instructions found in the Operator's Manual in the vehicle, located in an envelope in the glove-box. Prior to incurring any repair expense, the employee shall contact the Physical Plant Director, a Campus Vice President, or the College President to obtain authorization to have such repairs completed.

G. If a College vehicle is involved in an accident, the insurance information is located in the glove box. The employee shall follow the instructions for reporting an accident and make no statement concerning guilt or innocence.

WELLNESS PROGRAM

I. INTRODUCTION

Mid-Plains Community College recognizes the value of wellness in today's workforce. With that in mind, a wellness team was formed to develop and sustain a program to provide opportunities for employees to develop and maintain balanced and healthy lifestyles.

‘WOW’ (Working on Wellness) is a voluntary wellness program available to all MPCC employees at no charge. For more information on how to become more involved with ‘WOW’, please contact the Human Resources department.
II. VISION AND MISSION STATEMENTS

Vision Statement: “WOW, Working on Wellness” will help create an environment within the institution that cultivates positive communication and healthy relationships, and in turn, will serve as a model for cultural and educational enrichment within the various communities of the MPCC area.

Mission Statement: To create an environment that fosters and encourages the health and well-being of the college family.

WHISTLEBLOWER/FRAUD PROCEDURES

I. INTRODUCTION

Mid-Plains Community College has a responsibility for stewardship of College resources and the public and private support that enables it to pursue its mission. The College is committed to compliance with laws, regulations, and policies to which it is subject. Every employee of MPCC has a vested interest in the successful completion of this mission. With that comes a responsibility to report improper actions and activities that may impede the College’s successful completion of its mission; that may violate legal and regulatory requirements; or that may cause damage to the public trust of the institution.

The Occupational Safety and Health Act (OSH Act) and a number of other laws protect workers against retaliation for complaining to their employers, unions, the Occupational Safety and Health Administration (OSHA), or other government agencies about unsafe or unhealthful conditions in the workplace, environmental problems, certain violations of federal provisions concerning securities fraud, as well as for engaging in other related protected activities. Whistleblowers may not be transferred, denied a raise, have their hours reduced, or be fired or punished in any other way because they have exercised any right afforded to them under one of the laws that protect whistleblowers. Pursuant to most of these laws, discrimination complaints must be filed as soon as possible – within 30 days of the alleged reprisal. OSHA Area Office staff can explain the protections under the whistleblower laws and deadlines for filing complaints.

Workers who believe that they have been subject to retaliation for engaging in health and safety actions that are protected under the OSH Act may file complaints with a federal OSHA Area Office representative. In those states operating OSHA-approved State Plan (except those plans covering only public sector employees), private sector employees may file complaints for retaliation with either a federal OSHA Area Office representative or with a State Plan representative. States with OSHA-approved State Plans also protect state and local government employees against retaliation, but in those states, public sector workers can file complaints for retaliation only with State Plan representatives.
II. PURPOSE

To provide an avenue whereby MPCC employees may report alleged improper activities within the College to appropriate College administrators without fear of reprisal or retaliation.

III. PROCEDURES/RESPONSIBILITIES

A. Employees with knowledge of suspected improper and/or illegal activities within the College should report that information to their immediate supervisor as soon as is reasonably possible. It is recommended that the report be in writing. Written documents help ensure that important facts are not forgotten and that information is passed on to others completely and accurately. If for some reason the employee does not feel that they can report their suspicions to their immediate supervisor, they may report their concerns to the Human Resources office or any Cabinet level administrator they may feel is appropriate.

B. The employee/administrator receiving the initial report of alleged wrong doing should immediately notify the Office of the President. If the allegations of improper activity involve the Office of the President, the notification may be presented to the Chair of the MPCC Board of Governors.

C. The President shall initiate an investigation into the allegation to determine its validity, severity, and accuracy. The President may choose to assign the investigation to an appropriate Cabinet level administrator, or may choose to select an investigative committee to review and investigate the allegations.

Results of the investigation will be reported back to the Office of the President, or the MPCC Board of Governors, whichever is deemed most appropriate.

D. The person(s) accused of improper activity shall be notified by the President of the allegations being made and the nature of the investigation as soon as is reasonably possible without compromising the possible outcomes of the investigation.

E. The Office of the President shall be responsible for notifying appropriate legal authorities or law enforcement agencies when it becomes apparent, either through the scope of the investigation or the severity of the allegation, that it becomes necessary to do so.

F. During the investigative process, all care shall be taken to preserve the rights and identity of the person(s) reporting the alleged wrong doing and those being accused. However, individuals reporting possible misconduct should realize that, depending upon the nature and severity of the allegation, this may not always be possible.

G. Individuals reporting suspicions or allegations of improper activity shall be held harmless from any form of retaliation, retribution, or punishment so long as their reporting was made in good faith and without malice.

H. Upon completion of the investigation, the President, in accordance with Board Policy, negotiated agreements, and College procedures, shall determine what, if any, discipline is appropriate, or what further actions
should be taken.
I. Both the reporting party and the suspect party shall be notified of the final outcome of the investigation.

WORKSTATION COVERAGE/PROTOCOL

I. INTRODUCTION

In an effort to serve our internal and external customers efficiently, it is necessary to develop a procedure for those times when employees must be away from their workstations.

II. PURPOSE

The purpose of this protocol is to establish suggested ways of serving the College’s clientele and staff when it is necessary that a workstation be left unattended.

III. PROCEDURES

a. Email – Out of Office Assistant. If an employee is not going to be able to check email for an unusually long period of time, the “Out of Office Assistant” under Tools in Outlook should be activated. The length of time will vary depending on our practice and the expectations of users, but would be in the range of anything greater than one to three days.

b. Physical Presence - If required job duties place an employee in a situation where there is no one else to respond to people who may walk into their area, it may be appropriate to post a sign when the workstation must be left unattended. Every effort should be made to maintain a physical presence in the work area during appropriate times.

c. Phone Coverage (MPCC Telephone Directory)
   i. Call Pick-up Groups: Call pickup groups enable more than one person to answer multiple extensions by simply picking up the phone. Incoming calls can then be answered and handled by another person and it is easier to assure someone will be available to answer for the entire pick-up group. This option is available to users with ‘keyed set’ phones only.
   ii. Voice mail – It is possible to leave a greeting in the phone system’s message center so a caller would know when to expect an answer. It is helpful to make part of the message a commitment of how long it will be before they may expect a response to their message.
IV. RESPONSIBILITIES

All employees should make every effort to maintain a physical presence in their workstation and/or be available by phone or email during normal hours of operation.

When this is impossible, all employees should make every effort to make sure that their workstation is covered either by another employee or one of the options outlined above.
I, ______________________, have received the Mid-Plains Community College employee handbook and I understand I will be held responsible for understanding and complying with the contents therein.

_____________________________  __________
Employee Signature                Date