

## **Awards Policy**

The College in compliance with Neb. Rev. Stat. § 13-2203 (3) hereby sets the following dollar limits for awards given to elected or appointed officials, employees, or volunteers, including persons serving on local government boards or commissions:

- A. Recognition or service awards (such as plaques, pictures, frames/certificates, 5, 10, 15, and 20 year service awards) shall not exceed \$120.00 per individual for each award.
- B. 25, 30, 35, 40, 45, and 50 year service awards shall not exceed \$240.00 per individual award.
- C. CCC clothing apparel shall not exceed \$45.00 per individual (one item per individual is recommended).
- D. CCC promotional items such as pens, key chains, flashlights, clocks, bags, notebooks, etc., shall not exceed \$15.00 each per individual.

This policy shall not be amended more than once in any twelve-month period.

## **Background Check Policy**

The College shall conduct background checks on all full-time employees, part-time employees (including work study students), and applicants (including internals) who are finalists for full-time positions with the College. The College reserves the right to request a background check on an employee at any time.

## **Background Check Procedure**

The Human Resources Hiring Manager (or designee) will order and evaluate all background checks. The Senior Director of Human Resources shall make the final decision on any background check.

The minimum requirement for all background checks shall be:

- A. No felony convictions (where the court's jurisdiction is pending, continuing, or ended less than seven years ago) for a crime involving weapons, drugs, violence, theft, robbery, burglary, terroristic threats, or sexual offenses.
- B. No misdemeanor convictions (where court jurisdiction is pending, continuing, or ended less than five years ago) for a crime involving weapons, drugs, violence, theft, robbery, burglary, terroristic threats, or sexual offenses.
- C. Convictions are evaluated on a case by case basis. The following criteria shall be used in reviewing criminal background information as a disqualifier from employment:
  - 1. Nature and gravity of offense
  - 2. Time since the offense, conduct, and/or completion of the sentence
  - 3. Nature of the job held or sought

Background checks shall include a federal, state, and county criminal record search for felony and misdemeanor criminal convictions, found active wants and warrants, found protection orders, social security number trace, Global Watch, and the National Sex Offender Registry. The Nebraska State Elder and Child Abuse Registries shall be used when required by the program area. Central Community College may also require additional background searches for specific positions to include but not limited to motor vehicle report, credit history, employment/education verification, reference checks, workers compensation, and/or drug testing.

The College shall contract with an outside vendor to complete background checks.

New employees must have a completed background check no earlier than sixty days prior to start date. Completed background checks receiving approval for involvement with Central Community College are valid for two years from the date that the report is ordered. After two years, all employees will undergo ongoing screening.

Information generated from the background check may impact the employee's employment status in his/her current position, as well as, eligibility for employment in a new position. Additionally, falsification of information is grounds for termination from an employee's existing position and denial

of employment for the new position.

Failure to comply with the procedure will be considered a failure to meet the minimum requirements. This includes, but is not limited to, failure to sign the Applicant Release Authorization/Ongoing Authorization.

## **Banking Policy**

The President and the Vice President of Administrative Services are authorized to:

- A. Establish necessary accounts for the College. Accounts are to be established within the 25-counties in the service area of the College.
- B. Purchase investments or to use savings accounts and negotiate rates for the determined cash available that is not necessary to meet current cash flow requirements. The purchase of investments or establishment of savings accounts shall be with the banks within the 25-counties in the service area of the College paying the highest interest rate within one-half of one percent variation at the time negotiated.
- C. Establish petty cash and change funds within the College and to determine and implement cash processing guidelines.

## **Building Naming Policy**

Naming and/or changing the name of a building or capital facility recognizing a person, requires approval by the College Board of Governors.

## **Building Naming Procedure**

### **A. Criteria for Naming**

#### **1. Naming in Recognition of Distinction**

From time to time the College may want to honor the extraordinary, distinguished contributions of individuals to humanity, to the United States, to Nebraska, to the College's twenty-five county area, or to the College.

When a significant area or building is proposed to be named for an individual associated with the College, it is recommended that a period of not less than three years shall have lapsed between the end of the individual's service to the College and a naming proposal.

If a building, room, significant area, or program is to be named in recognition of outstanding service, the President shall determine whether the person is worthy of the honor, whether the recommendation has the support of the occupants of the building or users of the area, as well as the support of the College community, before making a recommendation to the Board of Governors for approval.

#### **2. Naming in Recognition of Financial Support**

For naming in recognition of financial gifts, the donor will be expected to provide all or a substantial part of the cost of the entity. "Substantial" is deemed to mean either a significant majority of the cost (51%) or a contribution which, while not being a significant majority, would not have been available from another source or was in some way integral to project completion. A guide for naming may be based on cost of area per square foot with appropriate adjustments based on visibility of space to be named and other considerations.

Donors may be individuals, families, organizations, foundations, or corporations.

The President may request an exception to the College policy requiring 51% contribution of construction cost in order to have naming recognition for a building.

In establishing objectives for a fundraising campaign, the department securing the funds, in consultation with the President and the Executive Director of the Central Community College Foundation, shall establish a schedule of naming opportunities and the level of donation required for each. The Executive Director of the Foundation shall consult with departments to advise whether the gift levels are appropriate and consistent with others on campus.

B. General Provisions

1. No naming will be approved or (once approved) sustained that will call into serious question the public's respect of the College.
2. Names of facilities or areas should lend prestige to the College and to staff, students, and community. The credentials, character, and reputation of each individual, organization, or corporation for whom the naming of a building is being considered shall be carefully accompanied by supporting documentation.
3. When a building or significant area has been named, the College shall continue to use the name so long as the building or area remains in use and serves its original function. When the use has changed such that it must be demolished, substantially renovated, or rebuilt, the College may retain the use of the name, name another comparable room or facility, or discontinue the use of the name.
4. It is the responsibility of individuals negotiating on behalf of the College to advise potential benefactors that their gift may be recognized by naming, subject to approvals and decisions consistent with this policy.

C. Approvals

1. All proposals for naming will be forwarded to the President who shall make a determination whether the proposed naming conforms to this policy, is otherwise appropriate, and is of sufficient merit.
2. The College's Board of Governors shall consider for approval the naming of buildings, substantial areas or significant landscape features. The Board shall also approve the schedule of naming opportunities and the level of donation required for each upon the launching of a capital campaign on campus.
3. Commitments made prior to adoption of this policy shall be honored.

D. Naming Conventions

1. A uniform system of signing shall be adopted by location.
2. Buildings and areas shall have names that include their primary function:
  - a. Special use buildings or areas such as an auditorium, physical education center, health center, or such, may bear the functional name separately or in combination with the person's name (e.g. "Gunderson Health Center," "Kondos Gallery")
  - b. Outdoor areas shall bear the name of the individual and a functional description (e.g. "Parnell Drive")
3. Plaques and signage should be tasteful, discrete, and consistent with other campus signage.
4. The naming of a building to honor an individual shall use the surname only, as in "Raef Hall" and "Rodda Hall." In the case of corporations or businesses, the College shall use a shortened name sufficient to recognize the business (as in "Hynix Hall"). The reason for this convention is to ensure that the use of the new name becomes commonplace within the lexicon of the College and minimize exterior lettering, listings in directories, mailing addresses, and the like.

## College Vehicles Policy

Vehicles are to be driven only by College employees who possess a current driver's license/permit(s). Vehicles are to be checked out on a trip basis with one exception: The President is authorized to assign vehicles to staff whose work assignments are on a continuous basis. Vehicles are to be used only for College-related business.

## College Vehicles Procedure

### A. Charge and Replacement Schedule

Vehicle charges shall be based upon the actual miles driven. Odometer readings shall be recorded when checking out and returning the College fleet vehicle. Employees who are provided with a College vehicle on a continuous basis shall not use the vehicle for personal use except when commuting to and from work. Odometer readings will be taken at a minimum of once each month.

A requisition listing charge tickets shall be submitted to the Purchasing Department once each month. Charges are determined by government approved rates and provided by Purchasing. Current rates are:

Cars or minivans	Replaced at 100,000 miles
Suburbans or large vans	Replaced at 125,000-150,000 miles
15 passenger minibus	Replaced at 150,000 miles

### B. Driving College Vehicles

#### 1. Driving Requirements

Drivers must be:

- a. An employee of the College.
- b. A currently licensed driver. Driving records may be checked annually by the Vice President of Administrative Services. Employees convicted of DUI, 3 speeding tickets in the past 5 years, or similar violations may lose the privilege to drive College vehicles.
- c. At least 18 years old for driving on-campus and local trips. At least 21 years old for driving on off-campus business trips.
- d. Drivers should turn in a manifest, in the college's software, of all passengers prior to leaving for their trip

#### 2. Driver Responsibilities

Drivers shall:

- a. Pay for locksmith fees, other expenses related to lost keys, speeding tickets, and/or traffic violations received while driving College vehicles and report violations to the Facilities Management Director.
- b. Report all accidents immediately (or within 24 hours if the situation prohibits immediate contact). A list of names and phone number of emergency contacts is kept in the glove box of the vehicle.
- c. Ensure all occupants of the vehicle wear seat and lap belts.

- d. Use College vehicles for official use only. State law prohibits using College vehicles for personal business. Mileage deemed “in excess” of the direct route shall be billed to the employee at the current mileage rate per mile.
  - e. Include the license plate number and the odometer reading on all College credit card receipts for vehicle-related expenses and place the receipt in the vehicle packet prior to returning the vehicle.
  - f. Obey all traffic laws and operate College vehicles in a safe and courteous manner. Drivers shall not operate a College vehicle while using a cell phone, wearing headsets, using other devices that may distract the driver, or while under the influence of alcohol or drugs. In addition, use of tobacco or tobacco products is not permitted in College vehicles
  - g. Vehicle Occupancy: Occupancy is limited to the manufacturer’s assigned seating capacity.
  - h. Weather Restrictions: Always obey the posted speed limit, and reduce your speed as needed based on road or weather conditions. Remember that 15-passenger vans require additional braking time and cannot handle abrupt maneuvers the way cars can
  - i. Seat Belt Requirements: The driver and all passengers must wear seat belts at all times while the vehicle is in operation.
  - j. Return the fleet vehicle after the trip.
3. Returning Fleet Vehicle  
Upon returning to campus, drivers shall:
- a. Park the vehicle in the motor pool parking areas to ensure there is time to service the vehicle for the next scheduled user.
  - b. Complete the checkout form, noting any problems or malfunctions with the vehicle.
  - c. Remove all trash from the vehicle.
  - d. If returning a vehicle after regular hours, drivers should follow the directions below for their respective campus:
    - 1) Place the keys in the vehicle packet, place under the driver’s seat, and lock the vehicle. (Grand Island).
    - 2) Place the keys in the vehicle packet, lock the vehicle, and drop the packet in the drop slot. (Columbus; Hastings Campus – inside the Polk Building)

#### C. Training and Operations of 15-Passenger Mini-Buses:

- 1. Training:
  - a. A 15-Passenger Mini-Bus Driver Safety Orientation Program is conducted jointly by the Facilities Management, and training through BizLibrary. Successful completion of the course is required before a new driver may be issued a 15-passenger Mini-Bus. The course goal is to familiarize drivers with this policy.



- b. After successful completion of the on-line course, an initial driving experience will be conducted by the Facility's Management Director or designee to further familiarize employee with the characteristics of 15-passenger Mini-Buses including proper backing, braking, obstacle avoidance, and return-to-road techniques.

2. Operating Restrictions:

- a. Distance and Hours Restrictions: No 15-Passenger Mini-Bus may be operated for more than four hours between the hours of 10:00 pm and 7:00 am for any continuous trip. A continuous trip is defined as the point of origin to the final destination.
- b. Load Evenly: Passengers will be disbursed evenly through the seating area. The roof will not be used for storage for any purpose. Keep luggage on the floor if at all possible.
- c. No Towing: 15-Passenger Mini-Buses may never tow a trailer.

3. Drivers:

Drivers must successfully complete the 15-Passenger Mini-Bus Orientation Program before driving a CCC 15-Passenger Mini-Bus. Mini-Bus reservations will not be made for anyone who has not completed the 15-Passenger Mini-Bus Orientation Program.

The CCC 15-Passenger Mini-Bus Orientation program consists of two parts. To participate, the prospective driver must meet the requirements outlined in this policy, and they must contact the Facilities Management Director of their respective campus to be added to the list of authorized drivers

- a. Visual Inspection Before Use: Prior to use, drivers are responsible for making a visual inspection of the mirrors, tires and other safety equipment of the vehicle.
- b. Safety Equipment: As with all other College vehicles 15-passenger vans will be checked regularly for tire wear and serviceability of all safety equipment.
- c. Unsafe Operating Conditions: The Campus President / Administrator in conjunction with the Facilities Management Director are responsible for determining if alternatives to 15-Passenger Mini-Bus travel exist and when driving conditions are unsafe for a 15-Passenger Mini-Bus to be used.

### **Additional Compensation Policy**

A College employee shall be paid only one time for an assigned work period regardless of the source of funding.

### **Additional Compensation Procedure**

If an employee is compensated for participating in/conducting a workshop, teaching a class, consulting, or other activities during a normal assigned work period for which regular compensation is paid, said employee shall take vacation time or leave without pay. An approved leave request must be on file. An appropriate schedule change may be made with approval of the appropriate dean or supervisor for contracted employees.

See jury duty or military leave for other consideration.

## **Defensive Use of Force by College Employees Policy**

- A.     Use of Force  
The College discourages the use of force by College employees. Employees, when confronted with a threat to themselves, to others, or to College property, should consider every alternative to the use of force, including retreat, whenever possible.
  
- B.     Use of Force in Self-Protection  
The use of force by an employee toward another individual may be justifiable when the employee believes that such force is immediately necessary to protect himself/herself from serious bodily injury caused by the actions of another. The use of force is not justified if the employee knows the necessity of using force can be avoided with safety by retreating, or by complying with a demand. The employee shall abstain from any action in which he/she has no responsibility.
  
- C.     Use of Force for the Protection of Others  
A College employee may use force on another individual for the protection of a third party under circumstances such that the third party would be justified to use force for self-protection as described in the previous paragraph and the employee believes that intervention is necessary for the protection of the third party. The employee shall not be obligated to retreat, or to comply with a demand before using force, unless the employee believes the complete safety of the third party is assured. If the safety of the third party can be assured if the third party retreats, the employee shall try to cause the third party to retreat prior to using force.
  
- D.     Use of Force for Protection of Property  
The use of force toward another person is inappropriate merely to protect the property of the College, including property of employees and students. If an individual appears to be damaging or about to damage College property, or property of employees or a student, and the person cannot be persuaded to cease their destructive behavior, law enforcement should be notified immediately.
  
- E.     Use of Force – Justification  
Use of force may be justified to avoid harm to an employee or to another if the harm sought to be avoided by such conduct is greater than the harm sought to be prevented. Use of force must not be used if an employee was reckless or negligent in bringing about the situation.

Any threat of violence should be reported to local law enforcement immediately.

## **Emeritus Employee Policy**

Retired employees in good standing who have served Central Community College for a minimum of twelve (12) years, may refer to themselves as an Emeritus employee by title in public. Examples would be: College President Emeritus, Political Science Instructor Emeritus, Facilities Director Emeritus, etc.

The College may extend the following privileges to Emeritus employees:

- A. Emeritus employees are to have permanent library privileges.
- B. Emeritus employees may continue to use audio-visual equipment and other educational media, including copier facilities, at cost.
- C. Emeritus employees are to be issued a pass from the appropriate Vice President/Dean. It shall admit that person and spouse to all College events.
- D. Emeritus employees are to be invited to all College functions, such as special dinners, employee events, and commencement exercises.
- E. Under certain conditions, Emeritus employees shall continue to receive mail at the College and to use the College mailing address as a professional courtesy.

Upon recommendation of the College Cabinet, the President, with the approval of the Board of Governors, may grant the title of "Distinguished Emeritus" to retired employees in good standing who have served Central Community College for a minimum of twelve (12) years.

The College may extend the following additional privileges to Distinguished Emeritus employees:

- A. Distinguished Emeritus employees will have their names listed on a plaque displayed in the board room.
- B. Distinguished Emeritus employees will be recognized at a ceremony at the campus or location where they served.
- C. Distinguished Emeritus employees will receive business cards with their status listed.
- D. Distinguished Emeritus employees will receive a recognition plaque.

Employees who were recognized as Emeritus Employees under the policy existing prior to the approval of this revision shall have their status changed to Distinguished Emeritus.

### **Employee Safety and Health Policy**

Employees shall comply with all safety and health requirements established by the College or by federal, state, or local law.

## **Employment Policy**

The Board of Governors and Administrative officers of the College retain the right, in accordance with applicable laws and regulations, (a) to hire, promote, transfer, assign, and retain employees in positions within the College, and to suspend, demote, discharge, or take employee disciplinary action, (b) to direct college employees in maintaining the efficiency of the operations of the College and to determine the methods, means, and personnel by which such operations are to be conducted, and (c) to take necessary actions to carry out the mission of the College in situations of emergency.

## **Employment Procedure**

### **Faculty**

Faculty contracts shall be governed by Neb. Rev. Stat. §85-1528, as the same may from time to time be amended.

- A.     Negotiated Agreement  
Items listed in the Faculty's Negotiated Agreement shall supersede the corresponding items listed in College procedures.
- B.     Workload  
Full-time faculty shall use the Workload Document.
- C.     Workspace  
Each campus shall make a reasonable effort (based upon budgetary and facility limitations) to honor faculty requests for adequate non-instructional workspace.

### **Equipment Breakage/Loss Policy**

Students and staff are responsible for the breakage and/or loss of any College supplies or equipment assigned to them when it is apparent that the breakage and/or loss resulted from the neglect or carelessness on the part of the student or staff. College personnel are expected to exercise reasonable care in the use of College-owned equipment.

## **Ethics and Responsibilities for College Employees Policy**

Faculty and staff (herein referenced as “employees”) shall adhere to ethical standards of professional conduct and act in a manner consistent with the College's mission and core values.

## **Ethics and Responsibilities for College Employees Procedure**

Ethical standards should be reflected both in the work product of each employee, and in each employee's interactions with students, colleagues, customers, and clients of their work. It is the obligation of each College employee to make a good faith effort to understand these standards and to conduct themselves accordingly.

### **A. Professional conduct**

Employees shall conscientiously and professionally fulfill their assigned responsibilities relative to faculty, students, colleagues, customers, and clients. They will meet reasonable standards of work quality and quantity, as established by their supervisor. They will act with honesty and integrity in all matters related to their employment. When fulfilling workplace responsibilities in supervision of other faculty or staff, supervisors shall demonstrate professional conduct through both instruction and example. All employees shall support intellectual freedom among all members of the College. For example:

1. Employees shall report to work free of influence of alcohol and drugs that may impair their performance and able to perform their work in a safe manner.
2. Employees shall maintain regular attendance and provide an acceptable quantity and quality of work.
3. Employees shall refrain from unauthorized use of work effort or resources for non- College business.
4. Where appropriate, employees shall promote and protect diversity of opinion in the workplace, in support of intellectual freedom.
5. Supervisors shall be responsible to encourage the intellectual and professional growth of employees for whom they have supervisory responsibility.
6. Employees shall disclose and manage any real or reasonably perceived conflicts of interest, so as not to interfere with objective judgment.

### **B. Equality**

Employees shall treat members of the College community equitably. For example:

1. Supervisors shall be held accountable for equality related to those employees for whom they have supervisory responsibility, and shall carry out their supervisory responsibilities consistent with the standards outlined in this policy.
2. The equitable treatment of employees shall be based upon consideration of the relevant facts and circumstances to the individual situations, which may lead to differences in treatment based upon these factors.

### **C. Civility**

Employees shall treat members of the College community with dignity and respect. Employees



must not engage in, nor permit incivility in or affecting the workplace or classroom. For example:

1. Employees shall respect the diversity of individuals in the workplace and respect the differences among them.
2. Employees shall not use threatening, intimidating, or abusive language, or otherwise engage in conduct and/or abuse of power that creates a hostile environment that interferes with work of the unit.
3. Employees will comply with College Policy dealing with violence in the workplace.
4. Supervisors shall establish and maintain standards for collaborative interaction among peers and employees that is characterized by respect, honesty, and service, and will constructively manage conflict as it occurs.

D. Compliance

Supervisory staff shall see that those who report to them are informed about, understand, and comply with laws, regulations, policies, or procedures. Employees shall understand and comply with federal, state, and local laws and regulations related to their duties. Staff are responsible for adherence to College policies and procedures. For example:

1. Employees shall comply with health and safety regulations and policies, including those governing the reporting of workplace injuries or illnesses, and use of hazardous materials in the workplace.
2. Employees shall comply with College policies governing the use and protection of College resources.
3. Employees shall report any unsafe workplace conditions or practices to appropriate College authorities.

E. Information and data management

Employees shall act with honesty and integrity with respect to information and data management, and will respect the rights and dignity of all College members by keeping confidential information secure, including patient records, student records, library circulation records, and employee personnel, grievance, and medical files. For example:

1. Employees shall refrain from any breach of confidentiality, falsification, fabrication, destruction, inappropriate and/or unacknowledged appropriation, or other misuse of data, and shall report any violations of such to appropriate administrative authority.
2. Supervisors shall be responsible for establishing appropriate safeguards for the information and data under their authority, and to assure their staff members have the ability and expectation to comply with appropriate expectations for the protection and appropriate use of this information.

F. Stewardship

Employees shall exercise integrity and respect in the use of College resources, and will be responsible and accountable for the appropriate use of College equipment, facilities, and all other College assets. For example:

1. Employees shall safeguard College time and property from inappropriate use, appropriation, or abuse.
2. Employees shall not accept money for programs or gifts on behalf of the College or

- as part of their College activities except as prescribed by College policy.
3. Employees shall assure that all funds provided for programs must be spent in ways consistent with the funding documents and in compliance with the guidelines on allowable costs.
  4. Employees in charge of budgets shall monitor records of expenditures for compliance with College policies and procedures and will allow these records to be viewed by appropriate parties.
  5. Employees are strongly encouraged to report potential financial fraud or other inappropriate use of College assets through their normal line of authority, starting with their supervisor, or anyone above, or, to any financial or Human Resources representative.

## **Holidays Policy**

The following holidays are recognized during the fiscal year for full-time employees and continuous part-time employees:

- A. New Year's Day
- B. Martin Luther King Jr. Day
- C. Memorial Day
- D. Juneteenth Day
- E. Independence Day
- F. Labor Day
- G. Thanksgiving Day
- H. Christmas Day
- I. The business days between Christmas and New Year's

When a recognized holiday falls on a Thursday, the following Friday shall be recognized as a holiday.

When a recognized holiday falls on a Tuesday, the preceding Monday shall be recognized as a holiday.

When a paid holiday falls on a Saturday, the previous Friday is recognized as a holiday. When a paid holiday falls on a Sunday, the following Monday is recognized as a holiday.

## **Holidays Procedure**

All full-time staff and continuous part-time employees shall be paid their scheduled hours for each holiday observed by the College.

If an individual is scheduled to work on a holiday

- A. The employee shall be paid their scheduled hours plus actual hours worked; however, if an employee is not normally scheduled to work, no extra compensation shall be paid for that day.  
or
- B. The employee may receive straight pay for the holiday and opt to take another paid day off during the week of the holiday, with supervisor approval.

**Immigration Reform & Control Act of 1986 Compliance Policy**

All new employees shall be required to present documentation and sign the United States Citizenship and Immigration Service (USCIS) Form I-9 official verification form.

### **Bereavement Leave Policy**

Full-time employees are eligible for bereavement leave in the case of death in the family.

### **Bereavement Leave Procedure**

“Immediate family” shall include the following relationships:

- Spouse
- Children
- Parents
- Siblings
- Grandparents
- Grandchildren

This includes the employee’s family, family of spouse, family of domestic partners, and step-families. Bereavement leave shall not exceed five (5) days for a death in the “immediate family”. If additional time is needed, contact Human Resources to explore options.

“Extended family” shall include the following relationships:

- Uncles/Aunts
- First Cousins
- Nieces/Nephews

This includes the employee’s family only (not family of spouses/domestic partners). Bereavement leave shall not exceed three (3) days for a death in the “extended family”.

Furthermore, bereavement leave may be granted for attendance at the funeral service of an active employee at the College where there has been a personal friendship. The granting of this bereavement leave is subject to the supervisor's determination that the absence shall not create an interruption in essential workflow or services.

Bereavement leave may be used for pallbearer duties.

Proof of bereavement may be required by the College. Bereavement leave is with pay at the employee's regular rate of pay and shall not exceed more than a total of ten (10) days in a fiscal year.

### **Bereavement Leave Guideline**

Domestic partners are those individuals who meet the following criteria:

- At least nineteen (19) years old and mentally competent to consent to a contract.
- Not legally married to anyone.
- Not related by blood to a degree of closeness that would prohibit legal marriage in Nebraska.
- Have entered into the domestic partner relationship voluntarily and without reservation.
- Are jointly responsible for each other's common welfare and shared financial obligations.
- Have entered into the domestic partnership for more than one year and intend to continue the relationship indefinitely, with the understanding that the relationship can be terminated at any time by either partner.

## **Family and Medical Leave Act (FMLA) Policy**

The College follows the Family and Medical Leave Act of 1993 (FMLA), as amended, and requires strict compliance therewith by providing procedures through which the act can be administered.

## **Family and Medical Leave Act (FMLA) Procedure**

All FMLA leaves shall be arranged through Human Resources following these procedures.

Definitions and leave parameters used in the Family and Medical Leave Act of 1993 (FMLA) shall apply to this procedure and any regulations adopted or amended under the FMLA shall also apply.

### **A. General**

Covered Leave - The College shall grant an eligible employee family and medical leave for up to 12 workweeks during a 12-month period, if the procedures are followed and leave is requested for a qualified reason according to the Family Medical Leave Act:

1. For birth of a son or daughter, and to care for the newborn child
2. For placement with the employee of a son or daughter for adoption or foster care
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition
4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job
5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active-duty status)
6. To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember.

The right to take leave under FMLA applies equally to male and female employees. A father, as well as a mother, can take family leave for the birth, placement for adoption, or foster care of a child.

Except in the case of leave to care for a covered servicemember with a serious injury or illness, an eligible employee's FMLA leave entitlement is limited to a total of 12 workweeks of leave during any 12-month period for any one, or more, of the above reasons.

The 12-Month Period - Available leave shall be calculated by determining the amount of leave used by an employee for the 12 months prior to each day for which FMLA leave is requested and subtracting that number from the total of days equal to 12 workweeks. Employees shall be advised when requesting leave of the amount of FMLA leave they have available. ("rolling" method)

Spousal Exception - If a husband and wife both work for the College and are eligible for leave, they are only entitled to a combined 12 workweeks of FMLA leave taken for birth, adoption,

foster care, and/or to care for a parent. The 12 weeks shall be calculated in the same manner as leave for an individual employee.

State Law - Some employees are covered by state leave laws different than the federal FMLA. The College shall comply with both laws. Any such leave under state law shall run concurrently with FMLA leave under this procedure.

Intermittent Leave – FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday.

When an employee takes FMLA leave on an intermittent or reduced leave schedule basis, the employer must account for the leave using an increment no greater than the shortest period of time that the employer uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that an employee's FMLA leave entitlement may not be reduced by more than the amount of leave actually taken.

For leave during which the expectant mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition, leave may be granted intermittently or on a reduced leave schedule. When leave is taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule, subject to the College's approval.

Reasonable effort in scheduling the intermittent leave should be taken so as to not unduly disrupt the employer's operations. In all cases of intermittent and reduced schedule leaves, the College reserves the right to require the employee to transfer to another position that better accommodates the employee's need for leave and/or the employer's operations. This decision is in the sole discretion of the College.

Confidentiality - The College shall keep confidential all information relating to requests for family medical leave. This information shall be used only to make decisions in regard to the provisions of this procedure. Supervisors must submit all records to Human Resources and shall not retain any copies in their files.

**B. Eligibility**

An employee is eligible if employed for at least 12 months by the College and has worked at least 1,250 hours during the 12-month period prior to the time leave would begin under this procedure. The College shall make the determination at the time of the leave request.

The College shall use the records of hours worked for all hourly employees. Hours are calculated based upon actual hours worked by the employee, including over-time.

In the case of exempt employees, the College shall assume that anyone employed full-time for seven and one-half (7 ½) months meets the 1,250-hour requirement. Exempt employees who have 12 months of prior service, but less than seven and one-half (7 ½) months full-time

continuous service at the time leave is requested, should include documentation of hours worked with their request.

**C. Procedures for Requesting Leave**

All requests for family medical leave shall be initiated by contacting Human Resources. After receiving a request for leave, the College shall provide additional information regarding the request for leave, including any additional documents that may be required.

Foreseeable Leaves - If the need for family or medical leave is foreseeable, the employee must provide notice to the College of not less than 30 days.

Unforeseeable Leaves - If the need for family or medical leave is not foreseeable, notice must be given by the employee as soon as possible and practicable. Employees are expected to promptly notify Human Resources as soon as they learn of the need for leave. In emergencies, the employee or his/her designee shall contact Human Resources within five (5) business days of the start of the leave.

Leave extending 10 business days or more must be arranged through Human Resources. The employee shall provide Human Resources the following information: the reason for the leave (general reason, no specific health information), the employee's health care provider's name, address, phone and fax numbers, the start date of the leave, and the estimated return to work date.

Human Resources shall send a health care provider's statement form regarding the employee's physical condition, as it may affect the employee's return to work, directly to the health care provider provided by the employee at fourteen (14) day intervals. Subsequent forms may be sent less frequently based on the initial certification provided by the health care provider.

Proof May Be Required - The College may require proof of necessity for family medical leave by a health care provider on forms provided by the College or may require an employee to get a second opinion from an independent medical provider. The College shall select the provider and pay for the second opinion. If the two opinions conflict, a third opinion may be sought from a provider agreed upon by the College and the employee. The third opinion shall be paid for by the College and shall be considered final and binding.

Scheduling - If the need is for the planned medical treatment of the employee or a family member, or requires intermittent or reduced schedule leave, employees may be required by their supervisor to arrange a particular schedule or to reschedule appointments or treatments, subject to the consent of the health care provider.

**D. Payment**

Payment while on FMLA leave shall be subject to the following:

**1. FMLA Paid Leave**

If leave is to care for oneself due to a serious medical condition (including pregnancy), leave shall be paid by FMLA paid leave until release by a health care provider or



exhaustion of the FMLA entitlement, whichever comes earlier.

If released to return to work by a health care provider prior to exhaustion of FMLA entitlement, FMLA paid leave will cease. Vacation, personal days (faculty), or leave without pay may be used for additional days off and shall run concurrent with the FMLA leave up to the exhaustion of FMLA entitlement.

Upon exhaustion of FMLA entitlement, FMLA paid leave will cease in all cases. Any leave taken beyond the FMLA entitlement shall be leave without pay, with no option to use vacation or personal days.

If the leave is covered under worker's compensation, the employee shall be subject to worker's compensation payment, and will not receive paid FMLA from the College.

2. FMLA Unpaid leave

Leave covered by FMLA that are for care of anyone but oneself shall be considered FMLA unpaid leave. Vacation, family illness, personal days (faculty), or leave without pay may be used for the FMLA unpaid leave and shall run concurrent with the FMLA leave, up to the exhaustion of FMLA entitlement.

3. Intermittent Leave related to FMLA

Any intermittent leave taken in relation to a FMLA event shall be subject to the above payment provisions.

In relation to FMLA paid leave, follow-up appointments, rehabilitation, etc. shall be paid if FMLA entitlement has not been exhausted and will be unpaid (with no option to use vacation or personal days) if the entitlement has been exhausted. All intermittent leave shall be arranged through Human Resources.

The above payment methods apply to full-time employees.

Continuous part-time employees: Vacation may be used for FMLA leave and shall run concurrent with the FMLA leave, up to the exhaustion of FMLA entitlement. The remainder of FMLA leave shall be without pay.

Part-time employees: shall take FMLA leave without pay.

An apparent abuse of any FMLA leave may be cause for review by Human Resources as a possible cause for dismissal from employment.

E. **Benefits**

Health Benefits - The College shall maintain the employee's coverage for health benefits, during the leave. The employee is required to continue to pay the employee's portion of any health insurance premiums normally deducted from the employee's paycheck by tendering a check payable to the College and forwarding it to the Vice President of Administrative Services, if not receiving any pay during the pay period. If the employee fails to make the required payments for

health coverage within 30 days after the same became due, health coverage shall be discontinued.

Other Benefits - Other benefits normally provided to an employee shall be provided to the employee only if permitted by the applicable plan document governing the provision of those benefits, in accordance with those provisions, and the employee makes any required co-payments. Employees shall not earn any vacation leave while on unpaid FMLA leave. Employees on an intermittent or reduced schedule leave shall continue to earn vacation.

Reinstatement - The College has the right, upon the employee's return from leave, to refuse to reinstate any benefit or condition of employment that has been discontinued as provided herein.

**F. Reinstatement**

General - An employee taking leave under this policy shall be returned to the employee's same position or to an equivalent position at the election of the College, unless the employee would have been terminated in the absence of any leave; e.g., layoff, downsizing, or termination of a temporary job. Taking of leave shall not result in any loss of benefits or conditions of employment accrued prior to the beginning of the leave period, except that if the employee is unable to use vacation time because of policy restriction, the College has the option of setting a new deadline for use of accrued vacation.

Key Employee Exception - If an employee has gross income that is within the top 10% of the College's employees within 75 miles of the College's work site during the calendar year in which leave is taken, the College reserves the right not to restore the employee to his or her prior position with the College if the College shall suffer substantial and grievous harm because of the restoration. At the time that leave is granted under this procedure, the College shall inform the employee that the employee is within the top 10% and also explain the possible consequence that restoration may be denied.

If the College determines during the employee's leave that the employee is not to be restored to employment, the employee shall be notified immediately and given the opportunity to return from leave and be restored to his or her position. If the employee does not return from leave, the employee can petition for reinstatement at the end of the leave period and shall be notified, by certified mail, whether the employee shall not be restored because doing so would cause the College substantial and grievous harm. The benefit premiums of a key employee who is not restored shall not be terminated prior to the end of leave and the employee shall not be responsible to the College for such benefits other than the normal employee contribution.

Periodic Reporting - Employees on leave are required to report every four weeks on their status and intent to return. During leave, the College may also require that an employee recertify the medical condition that caused the employee to take leave when the College obtains information that casts doubt on the continuing validity of the employee's original certification, when the employee requests an extension of leave, or when circumstances have changed.

COBRA - When an employee notifies the College that he or she is not returning from leave, the College shall terminate all employee benefits immediately and he or she shall no longer have a

right to restoration to the same or equivalent position. The employee shall be entitled to continuation of health benefits only in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) and the provisions of the health plan provided, however, that any period of continued health benefits shall commence from the day leave commenced.

Repayment of Premiums - Upon receiving notice that the employee is not returning to employment with the College, or should the employee simply fail to return or return to employment with the College for less than 30 days after leave has ended, the employee shall owe the College the cost of all benefits provided during leave.

If an employee does not return to work under circumstances where repayment can be required, the employee must repay all premiums within 30 days after receiving notice from the College of the amount owed. After that time, the matter shall be turned over to collections as a debt, which could result in legal action.

Failure to Return to Work - Employees who fail to return to work after FMLA leave shall be treated as having voluntarily terminated their employment.

Employees and the College have various rights and obligations under FMLA. For further information, contact Human Resources.

## **Illness Leave Policy**

Full-time employees are eligible for paid illness leave. Illness leave may be taken for routine health care provider appointments or when the employee is ill.

## **Illness Leave Procedure**

Leave with pay for personal illness is not limited to a particular number of days. Illness leave may be taken for routine health care provider appointments or when the employee is ill. Such appointments or illness for someone other than the employee do not qualify under this procedure.

Illness leave may not be taken for leaves that qualify as, or are related to, a Family Medical Leave Act (FMLA) event, for leave denied under FMLA, workers compensation, or other extended leaves.

An employee who has been under a healthcare provider's care and absent for more than three (3) consecutive business days shall present a written statement from a health care provider prior to returning to work. The statement should not address the specific health issue; just that the employee was unable to work during the time period identified and is able to return to work as of a specific date. Any medical information related to leaves should be sent directly to Human Resources.

An apparent abuse of illness leave may be cause for review by the College as a possible cause for dismissal from employment.

Proof of illness may be required by the College.

Illness leave is not intended as earned time off with pay and shall not be granted as such. Employees are not compensated for illness leave upon termination from employment.

### **Leave Without Pay Policy**

Leave without pay may be granted with acceptable justification and approval of the Senior Director of Human Resources.

### **Leave Without Pay Procedure**

Leave without pay may be granted on an exception basis only after the full-time employee has exhausted his/her vacation or personal day (faculty) leave balance. The employee shall obtain verification from Human Resources that all vacation/personal day leave is exhausted. Leaves without pay shall be made in advance of each absence and becomes effective upon approval of the immediate supervisor and the Senior Director of Human Resources.

Employees on FMLA do not need to obtain the above approvals.

Employees on leave without pay do not accrue vacation and are not paid for holidays unless the leave is taken for a FMLA reason.

Deduction in compensation shall be made for each absence and reflected on the employee's pay stub for the applicable pay period.

## **Military Leave Policy**

Employees who are, or who may become, members of the military shall be afforded all rights provided pursuant to law.

## **Military Leave Procedure**

Military leave is available in accordance with Neb. Rev. Stat. §§55-160 to 55-166 and applicable Federal law.

The College shall pay full-time employee's full salary for up to fifteen (15) business days of military leave during a fiscal year.

Employees who have military leave extending past fifteen (15) business days per fiscal year, the College shall pay difference in salary between military and College, if any.

Orders employees receive from the military, including pay to be received, are to be sent to Human Resources before the leave is taken, or as soon as practical. For scheduled military trainings, orders shall be turned into Human Resources within 5 (five) days of the leave starting. Pay will not be received until orders are turned in.

## **Professional Leave Policy**

Professional leave may be allowed for attendance at educational meetings, seminars, or conferences; provided, said leave does not interfere with the effective pursuit and fulfillment of the employee's responsibility.

## **Professional Leave Procedure**

Professional leave is an activity structured for professional growth and not considered a function that is part of a regular assignment. All out-of-state travel would be requested under this classification and requires a leave request.

The number of days for professional leave should not interfere with the effective pursuit and fulfillment of the employee's responsibilities.

Employees on professional leave are considered to be on duty at all times during the period of leave. The College may limit the number of employees attending the same conference so that maximum benefit may be derived from budgeted funds.

Requests for professional leave must be submitted a minimum of ten (10) days prior to the first day of leave except in emergencies (individuals need protection for Worker's Compensation, liability, etc.). No prepayment of fees, etc., shall be made prior to approval of the leave request.

Professional leave requests must include the reason for the activity, organization, city, and state information.

## **Sabbatical Leave Policy**

After five (5) years of continuous full-time employment, contract, and/or classified staff are eligible to apply for sabbatical leave.

## **Sabbatical Leave Procedure**

“Eligible employees” shall be defined as contracted and classified employees in good standing who have been employed full-time with the College for a period of five (5) continuous years. No more than one sabbatical leave shall be granted to any one individual in each five (5) year period.

The request for sabbatical leave shall set forth in detail plans for the period of absence and the contribution that the planned program should make both to the employee and to the College.

The request for sabbatical leave and the program plan shall be submitted to the employee’s immediate supervisor no later than December 1 preceding the contract year for which leave is requested. The applications shall be reviewed by the President and the College Cabinet for recommendation to the College Board of Governors. The criteria for the determination shall include (a) the academic or non-academic program proposed for the leave, (b) value to be received by students, College, and employee, (c) number of years of service and elapsed time since the previous sabbatical leave, and (d) the replacement plans as determined by the applicant’s supervisor. In no case shall there be more than two full-time College employees on sabbatical leave during any one period of time.

If a sabbatical leave is granted, the recipient shall file a full report with the President within three months after the employee’s return to the College. The report will include a summary of the experience to include how the experience will add value to the College and evidence the objectives set forth in the application have been accomplished.

A qualified replacement, if necessary, must be secured in order for a sabbatical leave to be granted. The procedure of sabbatical leaves may be curtailed if the administration determines that the College cannot financially support them in any given fiscal year.

Employees who have been approved for sabbatical leave shall receive 100% of their base wage/salary for a period of up to six (6) months, or 75% of their base wage/salary for a period of up to one (1) year. Pay shall be remitted to the recipient with each applicable payroll while on sabbatical, beginning with the start of the sabbatical and shall terminate the last day of the sabbatical.

All applicable benefits shall remain in effect including retirement match. An employee shall not accrue vacation during a sabbatical leave and shall not be eligible for funds through the College individual development program. In the event the employee selects to take a sabbatical for one (1) year, any benefits based upon salary will use the pro-rated salary in calculating the benefit.

In cases where the employee’s sabbatical leave provides outside employment if (a) the remuneration



is not greater than the employee's salary (based on the time period of the sabbatical), the sabbatical pay shall be reduced by that amount; or (b) if the remuneration is greater than the College's annual salary (based on the time period of the sabbatical) the College payment shall be eliminated. In either case benefits as stated above shall remain in place.

An employee on sabbatical leave shall receive such annual increases as if he/she had remained in active service.

If the employee voluntarily (as determined by the President) breaches the sabbatical agreement, then such salary and benefit payments shall cease and all previous payments made by the College during the sabbatical shall be repaid by the employee to the College. Involuntary interruptions (as determined by the President) of the sabbatical leave shall not affect the compensation to be paid the employee under the terms of the sabbatical leave.

The recipient of a sabbatical leave shall enter into a contract with the College which shall provide that the employee will:

- A. Return to the College at the same or comparable position for a minimum of two years, or
- B. Will refund all compensation and premiums for benefits received from the College in case the employee does not return at the expiration of the leave or does not complete the two-year agreement.

Repayment shall be made within 12 months of the termination of the sabbatical. All monies owed that are past 30 days shall be charged a finance fee of 1.5 % per month on the unpaid balance.

## Vacation Leave Policy

Full-time exempt staff on 260-day contracts shall accrue one and one-half days of vacation leave per month. After five years of continuous full-time employment, two (2) additional vacation days shall be accrued per year. After ten years of continuous full-time employment, five (5) vacation days shall be accrued per year. Additional days shall be accrued on service anniversary date.

Full-time hourly staff shall accrue twelve (12) hours of vacation per month. After five years of continuous full-time employment, sixteen (16) additional vacation hours shall be accrued per year. After ten years of continuous full-time employment, forty (40) vacation hours shall be accrued per year. Additional hours shall be accrued on service anniversary date.

Continuous part-time employees shall accrue one (1) weeks worth of vacation per fiscal year.

Contracts less than 260-days and part-time employees receive no vacation leave.

## Vacation Leave Procedure

### Full time employees:

Vacation leave shall accrue on the first day of the month. Once an employee has accrued the maximum number of days or hours for their respective employee and service year group according to the schedule below, no more vacation leave shall accrue until the employee has used enough days or hours for the accrual on the next month.

Contract Staff			Hourly Staff		
Full-time Service Years	Additional Days	Accrual Limit	Full-time Service Years	Additional Hours	Accrual Limit
0-4	0	36	0-4	0	288
5-9	2	40	5-9	16	320
10+	5*	46	10+	40*	368

\* Includes additional days/hours from the previous category

Movement from one category of service years to another shall occur on the service anniversary date.

At the time of separation or retirement from the College, full-time staff are entitled to receive compensation for accrued vacation leave as of their last actual working day. Employees shall receive their allowable compensation for the balance of their unused vacation on their final paycheck which shall be an amount equal to their daily rate of pay multiplied by the number of days accrued (contract staff) or the hourly rate multiplied by the number of hours accrued (hourly staff). Completion of a leave request shall not be necessary as the final day of employment shall be the actual last working day.

Additionally, accrued vacation shall be paid, as provided above, when a contract or hourly employee changes employment status to part-time or to full-time faculty, or qualifies for the College's LTD benefit.

Continuous part-time:

Vacation leave shall accrue annually in July. The accrual limit shall be 40 hours.

At the time of separation from the College, CPT staff are entitled to receive compensation for accrued vacation leave as of their last actual working day. Employees shall receive their allowable compensation for the balance of their unused vacation on their final paycheck which shall be an amount equal to the hourly rate multiplied by the number of hours accrued. Completion of a leave request shall not be necessary as the final day of employment shall be the actual last working day.

If a CPT employee changes employment status to full-time staff, their existing vacation balance will transfer to their new full-time staff balance.

### **Nepotism Policy**

The employment of related persons may be permitted as long as a College employee is not in a position to directly determine or influence the appointment, retention, termination, salary, leave of absence, or other items or conditions of employment of a relative.

In addition, no employee shall be transferred if a conflict of interest results in the reporting relationship as described above.

A “related” for the purpose of this policy is defined as: an employee's father, mother, spouse, child, stepchild, sister, brother, in-laws, or any person who is living in the household of the supervisor and who is related to the employee by blood or marriage.

## **Performance Evaluations Policy**

The College shall conduct performance evaluations to improve employees, ensure growth, promote professional excellence, improve employees' skills, affirm their strengths, and provide a source for personnel decisions.

### **Performance Evaluations Procedure**

#### **A. Staff Evaluations**

Staff shall review their position descriptions annually no later than July 1. Throughout the year, staff shall receive coaching from their supervisor. A variety of coaching tools, approved by the Human Resources division, will be posted internally for supervisor use.

New staff hires and employees transferring to another position shall have a 90-day review conducted at the conclusion of their first 90 days.

#### **B. Faculty Evaluations**

Faculty evaluations are conducted during the spring semester annually.

Faculty members receive a full performance evaluation every three years after they have satisfied the two-year probationary period. Faculty in their two-year probationary period shall receive a full evaluation annually. Upon completion of the probationary period, they will be put into the three-year rotation .

A complete performance evaluation for faculty shall consist of all parts of the evaluation tool including a full self-evaluation (core competencies, essential functions, goals, overall comments tab) and supervisor evaluation (same parts as faculty in evaluation tool and a classroom observation conducted by the supervisor).

During years when a complete evaluation is not conducted, an evaluation shall still be done, but shall consist of one of two partial evaluations. One partial evaluation consists of a partial self-evaluation (goals and overall comments tab) and supervisor evaluation (same parts as faculty in evaluation tool). The other partial evaluation consists of a partial self-evaluation (goals and overall comments tab) and supervisor's evaluation (same parts as faculty in evaluation tool and includes a classroom observation conducted by the faculty's choice of evaluator (peer, faculty resource center, associate dean, or dean).

At the end of the process, faculty 'acknowledge' or 'dispute' their evaluation and can leave a comment. If an evaluation is disputed, it will be sent to the next level up supervisor for their awareness.

Adjunct instructors shall be evaluated every three years. A complete performance evaluation shall consist of the evaluation form.

#### **C. Additional Evaluations**

Additional performance evaluations may be conducted at the discretion of the immediate supervisor in the following circumstances:

1. New staff hires – anytime during the first 90-day period in the position.
2. New faculty hires – anytime through the two-year probationary period.
3. Employees working under a new supervisor – following a 90-day period under the new supervisor.
4. Employees on a performance plan.
5. Upon the request of an employee.

D. Distribution, Collection, and Filing

Human Resources is responsible for the distribution, collection, and filing of employee performance evaluations. The completed evaluations are property of the College and shall be maintained in the employee's personnel file.

**Performance Evaluation Guideline**

SSOI in Faculty Evaluations:

- A. The Student Survey of Instruction (SSOI) is a part of the faculty evaluation process.
- B. Supervisors will discuss with faculty the results of the SSOI. This conversation may include how to improve the response rates of students.
- C. Supervisors may ask faculty members to bring to the evaluation a summary statement concerning the SSOI results and be ready to discuss them. The supervisor should review the results prior to the meeting as well.
- D. References to the discussion and results of the SSOI will be included in the evaluation and hence become part of the faculty members personnel file.
- E. The entire printed SSOI will not be included in any faculty members file.

## **Purchasing Policy**

The Purchasing Department is the sole College Department through which acquisitions and transactions are made. Purchasing decisions in awarding College contracts shall be made without prejudice, favoritism, or relationships which could result in a conflict of interest. Decisions shall be made on the merits of the situation, such as vendor compliance with specifications, price, delivery, service, terms, and conditions.

The responsibility to approve all College purchases and contractual agreements is delegated by the Board of Governors to the President:

- A. Any contract for services, lease purchase, item, or group of items that have an actual cost greater than \$21,000.00 shall require Board approval before purchase. A list of purchases with a cost between \$10,000.00 and \$21,000.00 shall be included within the information presented to the Board at each scheduled monthly Board meeting.
- B. Contracts for professional services (e.g. Architectural and Engineering) that have an actual cost greater than \$30,000.00 shall require Board approval. A list of contracts with a cost between \$10,000.00 and \$30,000.00 shall be included within the information presented to the Board at each scheduled monthly meeting.

Should an emergency be declared by the President, the limits set forth in this policy may be waived by the President. A report of any waivers and actions taken shall be provided to the Board at the next scheduled Board of Governor's meeting for ratification and approval.

The President may also authorize, without complying with the requirements specified in this policy, payment to a vendor for an item or service if the item or service is routinely utilized and paid for by the College on an on-going, recurring basis. (Examples of such items and services include but are not limited to payments for utilities, telephone services, rents, maintenance services, payroll and payroll taxes, and costs of employee benefits approved by the Board).

### **Reduction in Force – Faculty Policy**

Neb. Rev. Stat. §§ 85-1528 to 85-1533 constitute the reduction in force policy for Faculty of the College. The specific policy declarations which follow shall not abridge the law of the State of Nebraska nor in any way be contrary to the said law.

### **Reduction in Force – Faculty Procedure**

- A. Before implementing a reduction in force of full-time faculty, the President shall present to the Board of Governors competent, convincing evidence demonstrating that a change of circumstances has occurred with regard to federal, state or area funding, other financial considerations, declines in enrollments in specific programs, and other factors which affect the viability of any course or program. The President may appoint an advisory committee to determine facts and provide recommendations to the President. Any such committee appointed shall act as an advisory group to the President.
- B. Upon the President presenting to the Board of Governors competent evidence of diminution of financial support, program discontinuance, declining enrollments, threatened declining enrollments, or other like changes of circumstances which would necessitate a reduction in force of full-time faculty of the College, the President shall indicate and report to the Board of Governors that such reduction in force shall be from the College as a whole or a particular campus or campuses. If such a reduction in force is to affect only a specific campus, such circumstances must specifically relate to the full-time faculty members from that particular campus. The President shall also present evidence to the Board of Governors that no other full-time teaching vacancies exist on that particular campus on which the reduction in force is recommended.
- C. The President shall present clear evidence to the Board of Governors that in addition to the legitimate need to reduce full-time teaching force on a particular campus, no such openings exist on other campuses or educational facilities operated by the College for which affected employees would be qualified and to which said employees might transfer.
- D. The President shall provide to the Board of Governors evidence that the affected faculty members(s) were given adequate advance notice of the possibility of the reduction in force. In cases where the President has determined the need and extent of reduction in force, he/she should make all reasonable efforts to give at least ninety (90) days notice of the proposed effective date of the termination of employment. The President shall demonstrate to the Board of Governors that reasonable alternatives to reduction in force were considered as were apparent to the President.
- E. When determined by the President with or without consultation with program advisory committee members, reductions in force of full-time faculty shall occur in the following sequence:
  - 1. Reduction in faculty members who have advised their supervisor in writing that they are terminating employment at or before the end of the contract year and not



returning.

2. Reduction in faculty members who have advised their supervisor in writing that they are voluntarily retiring at or before the end of the contract year.

F. If reduction of full-time faculty members is necessary, the following factors shall be considered, which are not listed in order of priority.

1. Low full-time equivalent students/faculty ratio at a campus site: below 300 credits for 1.00 REU weighted courses and below 275 credits for 1.50 and 2.00 REU weighted courses.
2. Length of full-time faculty status.
3. The most immediate and past evaluations of the relative teaching competencies of each faculty involved.
4. The program to be offered or program changes in curriculum, consolidation of programs, or elimination of entire programs.
5. Areas of certification, endorsement, licensure, or level of educational attainment that would be of present or future value to the College.
6. Special qualifications.
7. Distribution of individuals who have proven capabilities in "skill areas" (e.g. music, coaching, dramatics, etc.)
8. State and federal regulations that may mandate certain employment practices.
9. The service-level impact of reduction of faculty at a particular site when compared to another site.
10. Regional or programmatic accreditation requirements that may mandate certain employment practices or qualifications.
11. The organizational and educational effect created by multiple part-time employees.
12. Any other reasons that are rationally related to the instruction in or administration of the College.

For purposes of reduction in force, performance evaluations shall be based upon the College's evaluation process using the College's standard faculty evaluation forms and processes.

G. If the President determines a full-time faculty vacancy shall occur in an existing position or that a new position shall be created for which a terminated full-time faculty member has the right to be recalled for, all within the two-year period as provided by law, the President shall advise the faculty member in writing of the availability of such position including approximate start date. The faculty member shall be notified that he/she has ten (10) calendar days from the date of notification to indicate acceptance of the position. Notice shall be sent to the faculty member by regular mail to the last known address as shown in the faculty member's personnel file. Terminated faculty members shall have the responsibility of keeping the College advised as to any change in mailing address.

In the event the recalled faculty member advises the President of acceptance of the appointment, then the President shall prepare the appropriate notice of appointment and send to the faculty member. The faculty member must return the signed notice of appointment to the President within ten (10) calendar days of mailing by the President.

In the event the recalled faculty member fails or neglects to accept the notice of appointment

within ten (10) calendar days, the faculty member shall have waived all rights to recall for that particular position.

- H. A recalled faculty member shall upon full-time reappointment retain any benefits which had accrued to such faculty prior to termination, but such leave of absence shall not be considered as a year of employment by the College. A faculty under contract to another educational institution may waive recall, but such waiver shall not deprive the faculty of his or her right to subsequent recall. Full-time reappointed faculty members shall be subject to negotiation and settlement between the reappointed faculty member and College administration.

### **Signature Authority Policy**

The College Board of Governors hereby grants to President, Vice President of Administrative Services, and Purchasing Manager authority to obligate the College, irrespective of the title or designation of the document e.g. “contracts”, “agreements”, “memorandum of understanding (MOU)”, “memorandum of agreement (MOA)”, and “purchase orders”, and execute the same subject to the policies of the Board of Governors or specific approval of the Board of Governors. No officer, agent, or employee of the College has the authority to sign contracts or other agreements on behalf of the College or any unit, department, campus, or subdivision of the College in the absence of a delegation of authority.

## **Travel Policy**

Use of College vehicles and other reimbursed travel shall be for official College use only.

Reimbursement rate per mile for travel by private auto shall not exceed the mileage rate allowed by IRS regulations.

Reimbursement for Board of Governors shall be at the rate specified in Neb. Rev. Stat. §81-1176, as the same may from time to time be amended.

## **Travel Procedure**

### **Scope**

Central Community College (CCC) may require employees to travel for business. Individuals should conduct their travel with the awareness they are using CCC funds, the vast majority of which are derived from student tuition payments and tax-payer funds. It is our responsibility to be attentive to the reasonable and effective use of the resources provided by our students and their families for their education. CCC will pay for normal, reasonable, and prudent business related expenses incurred by individuals traveling on official CCC business whose purpose is to further the mission of CCC. All travelers are to comply with the travel expense reimbursement policies and procedural requirements.

### **Purpose**

This procedure provides general rules for the appropriate and reasonable expenditure of CCC funds for travel related purposes.

The purpose of these rules are to establish standards and procedures in order to reduce travel costs while complying with Federal and State regulations regarding reimbursement for business expenses. The procedures are designed to ensure consistency and fair treatment for members of the CCC employees and visitors (speakers or candidates) whose travel will be reimbursed or paid for at CCC expense. This procedure applies to all travel regardless of the funding source.

This procedure will assist in the following:

- \* Identifying reimbursable versus non-reimbursable expenditures.
- \* Clarifying responsibility for controlling and reporting travel and entertainment costs.
- \* Identifying required documentation.

Travel expenses incurred while on CCC business will be paid for by the College if the expenses are reasonable, properly approved and documented. College approved travelers who incur such expenses should neither lose nor gain personal funds as a result.

This statement covers reimbursement for necessary business related transportation, lodging, meals, gratuities, tolls, parking, Internet fees, and other college-approved expenses. This also details the documentation required, as well as describing travel advance procedures and the

authorizations needed for reimbursement. Individual campuses, centers and departments may implement more restrictive travel policies. However, the campus, centers and departments will have the sole responsibility of enforcing the more restrictive procedure.

### **Purchasing Card (PCard)**

An employee who frequently travels on college-related business is encouraged to use a College PCard to pay for business and travel expenses. Food while on travel **cannot** be purchased with PCard.

Individuals are personally liable for the expenses until valid receipts are presented for proper reimbursement. Receipts should be held until a statement becomes available and the employee's department should compare the receipts to the statement, reconcile online, and load receipts to the PCard website.

Please note the PCard is not to be used for personal expenditures. If an employee desires a PCard, the individual should contact the PCard Administrator at PCardHelp@cccneb.edu

### **Reimbursable expenses**

Actual reasonable expenses will be reimbursed subject to the limits set forth in these procedures. All requests for reimbursements of travel related expenses must be submitted on properly completed travel form and approved by the budget officer. If the person traveling is the budget officer, supervisor approval is required.

### **Use of Personal Vehicle**

CCC's preference for employees is the use of motor pool vehicles whenever they are available. The use of a privately owned vehicle (POV) is not encouraged. POV reimbursement shall be at the current stated GSA mileage rate at the time of travel and at the discretion of the College.

### **Use of Public Transportation**

The College encourages the use of public transportation whenever possible such as; shuttles, taxi, Uber, Lyft, trolley, rail and bus. Travel to and from airports, hotels, conference centers or meeting facilities can be reimbursed. Additional travel outside of conference/meeting activities will be at the traveler's expense.

- All travel related expenses should be a part of direct CCC business. Travel not directly associated with CCC business will be at the traveler's expense.
- Ride share services, such as Lyft and Uber, require a receipt designating pick-up and drop-off addresses.
  - Wait times will not be reimbursed.
- Tips will be reimbursed at a maximum of 20% of the actual fare.

### **Mileage Reimbursement**

If driving a POV to a location other than your assigned campus\* is required to conduct College business, reimbursement shall be made at the College accepted mileage rate. Mileage traveled from your assigned campus to a secondary campus to perform work for the College

\*Campus is inclusive of all CCC locations and offices.

will be reimbursed according to the chart below. If you leave from your home and go directly to a secondary location, the College will reimburse the actual miles traveled utilizing the most direct route, mapped via Google maps, should be included with Travel Reimbursement form.

- Actual mileage from an individual's home to their assigned campus are considered commuting miles and are not reimbursable.
- The purchase of gasoline will not be reimbursed, only actual miles.
- Destination and purpose of travel will be required when requesting reimbursement.
- For two or more people traveling together in the same vehicle, only one person will be reimbursed for mileage.
- See the Purchasing Info site for current mileage reimbursement rates.

The following are the standard mileage totals (roundtrip) from Campus to Campus:

<b>Columbus to:</b>	<b>Grand Island to:</b>	<b>Hastings to:</b>
Grand Island 146	Columbus 146	Grand Island 50
Hastings 195	Hastings 50	Columbus 195
Kearney 240	Kearney 86	Kearney 108
Lexington 310	Lexington 165	Lexington 175
Holdrege 290	Holdrege 145	Holdrege 115
Ord 193	Ord 136	Ord 183
<b>Kearney to:</b>	<b>Holdrege to:</b>	<b>Lexington to:</b>
Grand Island 86	Grand Island 145	Grand Island 165
Hastings 108	Hastings 115	Hastings 175
Columbus 240	Columbus 290	Columbus 310
Holdrege 62	Kearney 62	Holdrege 78
Lexington 69	Lexington 78	Kearney 69
Ord 147	Ord 202	Ord 193

Mileage reimbursement for the College and Campus Presidents may be in the form of a monthly stipend. The amount of the stipend will be reviewed periodically by the College Cabinet and adjusted as appropriate. This benefit is a taxable earning and will be processed with the normal payroll run.

### **Rental Cars**

A rental car authorization form, found on the Employee Center, must be completed and signed by the employee, direct supervisor, and the Vice President of Administrative Services **prior** to the rental car reservation being completed. Automobiles rentals should be limited to situations where other means of transportation are not practical, economical or available. Travelers are required to choose compact or economy cars. The Loss Damage Coverage (LDW) and/or Personal Accident (PAI) or Additional Liability Insurance (ALI) should be declined when renting a car. If a rented vehicle is involved in an accident, the employee must notify the College within 24 hours, in addition to notifying the car rental agency and law enforcement. The College will not provide, pay or reimburse rental car insurance for vehicles used for personal travel. Reimbursable costs include the daily rental fee, gasoline charges, parking and tolls. Original receipts are required for reimbursement.

**Note:** Travelers should refill gas tanks before returning vehicles. Rental companies levy a charge for refueling, far more than the price of gas. Avoid drop charges by returning the vehicle to the rental location.

### **Parking**

Parking will only be reimbursed at the most economical parking rate. Valet parking will only be reimbursed if no other option is available. Parking should be itemized separately and receipts are required.

### **Commercial Air Travel**

Commercial air travel expense is reimbursed on the basis of the actual cost incurred by the traveler using normally traveled routes. All College approved travel must be at the most economical rates, not first or business class. Travelers are expected to take the least costly fare offered that realistically meets scheduling needs. Booking flights at least 30 days in advance is encouraged to avoid premium airfare pricing. All attempts to be flexible in selection of airlines and flight times are encouraged for expense savings.

Travel agencies in the College area will accept a College PCard. The employee whose name is on the ticket, must use the ticket. If a cancellation is made, there is a penalty charge and in most cases, no refund will be made.

An employee shall not be reimbursed for this expense until after the trip. If an employee books his/her own airfare with a personal credit card and the trip is cancelled by the employee, the employee's bequest, or due to the employee's action/inaction, reimbursement shall **not** be made. The employee traveling, or someone in that department, should make the reservation using their PCard.

Luggage - the College will pay for 1 checked bag and/or 1 carry-on bag when flying and will **not** pay the over-weight rate.

Seat Preference costs will not be reimbursed by the College.

Choosing to drive rather than fly:

1. If an employee receives approval from their supervisor they may opt to drive in which case reimbursement will be paid on actual mileage or equivalent airfare cost, whichever is less.
2. Meal reimbursements will not be paid for the extra days of travel required while driving rather than flying.

### **Lodging**

Federal rates apply unless lodging is procured at a prearranged place such as a hotel where a meeting, conference or training session is held. Travelers are strongly encouraged to use standard accommodations at reasonably priced mid-market hotels or motels. Requests should be made for educational discounts or business traveler's rates. Original itemized hotel receipts are required for reimbursement. The College does not approve accommodations at up market or luxury hotels (Ritz, Four Seasons, etc.) However, an exception is made when a conference,

workshop, or other college business is scheduled at a luxury or upscale hotel. Pre-approval for luxury accommodations is required for reimbursement.

Hotel reservations must be made by the traveler. Payment can be made by PCard if the PCard holder is the traveler. If the traveler does not have a PCard, the reservation may be held using a PCard in the department as long as a requisition is submitted to Purchasing for payment.

Note: When submitting a requisition for lodging include the following:

- Name of event, date and location
  - Individual's name
  - Number of days
  - Confirmation number
  - Hotel name, address, and phone number
- 
- When CCC employees attend a conference or activities with students requiring overnight accommodations employees and students will not share hotel rooms.
  - Stay prior to a one-day conference or the night prior to a flight is permissible with budget officer approval. If the budget officer is the person traveling, supervisor approval is required.
  - Lodging reimbursement requires an original itemized guest receipt attached to the reimbursement form. Credit card receipts alone are not acceptable. If another employee occupied the room, their name must be listed. If the College has prepaid the lodging, an original itemized lodging receipt is still required to be attached to the travel reimbursement.
    - The following expenses will not be reimbursed:
    - non-employees (i.e. family or friends)
    - Food or snacks charged to a room
    - Personal phone calls made and billed on hotel stay
  - If College business related phone calls are charged to the hotel bill, the name of the person called must be listed by each phone call in order to be reimbursed.

### **Conference Registrations**

Conference registrations can be made by using a College PCard or by creating a requisition and forwarding the registration information to the Purchasing Department for processing.

- A personal credit card may be used to pay for conference registration. After the conference, reimbursement shall be made upon submission of a travel reimbursement form.
  - Receipt for such payment require the original credit card statement
  - When submitting a travel reimbursement form after the conference, a copy of the completed registration form, an agenda or other documentation showing what expenses the conference registration fee included, must be attached.
- If conference or seminar materials are available for sale at the conference, may be purchased and reimbursement requested. The assigned Budget Officer is required to approve of such purchases and must include an itemized receipt.
- If necessary, an emergency purchase order number can be faxed to the conference headquarters on a registration form to hold a space until a payment can be issued.

### **International Travel**



Approval from the President of the College must be obtained for any travel outside the 48 contiguous states. It is strongly recommended the employee's personal credit card or PCard be used to charge most purchases as the current monetary exchange rate will then be figured automatically on the credit card statement.

Foreign travel guidelines published by the U.S. State Department will be used as reference for maximum allowable hotel and incidental amounts (U.S. State Department "Maximum Travel Per Diem Allowances for Foreign Areas"). Travelers may look up the current allowances for specific destinations at the following internet site: [GSA Portal](#).

Passport issuance fees shall not be reimbursed by the College for employees or students. Passports are valid for a period of ten years and may be used for personal use during the time period.

Entrance visas and departure/exit fees are required by some countries and are issued for a specific time period. Visa fees and departure/exit fees are reimbursable by the College. These fees should be included in the fees for the trip. Employees shall be reimbursed a reasonable amount for photographs required for visa applications. Employees must submit original receipts with the College Travel Reimbursement Form. Foreign exchange rates must be documented by exchange receipts.

#### **Advance Travel Checks**

When necessary, an advance of funds may be obtained from Finance Manager for authorized travel purposes, by submitting a properly completed Travel Advance Request at least one week prior to travel. These forms are available on the Purchasing information web site.

Cash advances for airfare and lodging are not allowed; rather airfare and lodging must be prepaid with use of a PCard, prepaid through the Finance department or reimbursed upon return.

1. Travel Advance Checks may be requested by using the Travel Advance Request and Agreement form (available from the College Finance Manager). The minimum request is \$100.00. The request, with an attached list of estimated costs, shall be forwarded to the College Finance Manager in Grand Island at least five working days prior to the day of travel.
2. Upon approval from the College Finance Manager, a voucher shall be created and a check shall be processed. When the voucher is created, this shall establish a receivable account for the individual with the amount of the check processed showing as a debit to the account.
3. When the person returns, they should complete a travel reimbursement form with attached itemized receipts and a check for any difference owed to the College from the advance. Any amount over the advance will be reimbursed through the established procedures proceeding this section.
4. Failure to submit payment of any amount owed to the college within 30 days after return of the trip will result in the College deducting the amount from the

- employee's next paycheck.
5. Special Travel Provisions: The employee's supervisor, Purchasing Department and the Vice President of Administrative Services must be involved in any circumstances not specifically addressed in College procedures.

### Meals

CCC will reimburse a traveler for allowable meal and incidental expenses incurred during College- related travel, if the travel is outside of usual job responsibilities. The College provides two distinct methods for reimbursement of meals and incidentals; actual cost and per diem.

- 1) Individual meal reimbursement shall be based on current GSA per diem rates
  - a) For one day travel, the College will pay for actual expenses not to exceed the per diem rate for the meals and require an itemized receipts
  - b) Overnight travel - First and last travel day of travel will be paid at 75% of the per diem rate
  - c) Reimbursement is based on the city where the conference is located or final destination of travel
- 2) Meals included with a conference are **not** reimbursable, including those which may be missed due to travel or personal preference
- 3) Meals for guests are generally prohibited, unless part of a College activity
  - a) When paying for meals for guests the following will apply:
    - i) reimbursement for actual expenses only, not to exceed the per diem rate
    - ii) itemized receipt required
    - iii) meal follows the College Meal Guidelines
- 4) Names of all employees and guests incurring expenses must be listed for reimbursement
- 5) Consultants and presenters under contract to provide services to the College
  - a) Will not be reimbursed for meals while conducting College business
    - i) Those expenses shall be considered negotiated as part of their contract
  - b) Motel, hotel, and commercial fare expenses are not to be charged to the college unless prior contract agreement was completed
- 6) In cases where faculty, coaches, or other college personnel are paying for meals for travel of themselves and students, a collective per diem maximum cost is permitted.
  - Itemized receipts required and attached to travel reimbursement form
  - **Actual amount of the receipts up to** the maximum collective per diem for the day will be reimbursed

**Example:** 1 coach takes a team of 8 players to a three day tournament  
If per diem were \$41.00 per person Collective per day would be calculated as follows: (9 x \$41.00 = \$369.00) (amount of per diem, per day is for example purposes only)  
First day = \$276.75 (75% of per diem for first day travel) maximum  
Second day = \$369.00 (full per diem) maximum  
Third day = \$276.75 (75% for last day).maximum

Dates on the receipts of when the meals are purchased is what categorizes which day the reimbursement is associated. Meal Guidelines must be followed and noted.

A copy of the government meal rates must be attached to reimbursement forms, for any city or region other than Nebraska. All rates can be found at: [GSA Portal](#). For a per-meal cost breakdown, click on M & IE Breakdown on the first page of the website located above.

Reimbursement claims for food are reviewed, and employees may be required to justify claims. Questioned claims will not be reimbursed without satisfactory justification.

**Note:** If reimbursement is requested from grant funds, additional restrictions and limitation may apply as stipulated by the grant. In such cases, refer to the terms and conditions of the grant. Federal regulations prohibit reimbursement of any expenditure for alcoholic beverages with federal funds.

### **Incidentals**

Incidental expenses include fees and tips for persons providing services at the hotel, such as, housekeeping, valet parking, luggage handlers, and any service other than food services. Incidental expenses do not include ground transportation, telephone calls or laundry. Incidentals are paid at the current GSA Per Diem rate daily. Current incidental rate can be found on the GSA Portal website.

### **Gratuities**

For group meals, tips for food service will be reimbursed at 20% (maximum) of the food bill, unless there is a set charge by the restaurant. For individual meals, the tip is considered as part of the per diem meal expense and is expected to not exceed the current GSA Per Diem rate. Taxi tips are not to exceed 20%.

### **Reimbursement of Travel Expenses for Interviewees**

The College retains the right to determine, what, if any, expenses shall be reimbursed under this procedure. The interviewee is responsible for all costs. The campus or department arranging or conducting interviews is responsible for informing interviewees how to file a claim and expenses which may be reimbursed by the College. No charges are to be made directly to the College or a College PCard.

Reimbursement will be considered upon receipt of completed travel reimbursement request form and required receipts. Itemized receipts are required for lodging, air fare, rental cars and meals. The campus or department will provide a travel reimbursement form to the person interviewed along with a self-addressed envelope. Submittals must be received on Campus within 60 days of completed travel. Any request submitted after 60 days will be denied by the College and cannot be waived per State of Nebraska statutory requirements

Expenses considered for repayment may include: Reimbursement of mileage only for travel in excess of 100 miles one way

- Mileage or airfare - which ever option is the lesser of the two options.
  - Mileage will be reimbursed at current GSA rate
  - Miles to be the most direct route as per mileage calculation by Google Maps
  - Air travel will be reimbursed at coach air fare rate.
- Luggage - the College will pay for 1 bag when flying and will not pay the over-weight rate.
- Lodging and food expenses may be paid when distance traveled is in excess of

300 miles one way.

- Actual expense may not exceed current GSA per diem rate.
- Lodging reimbursement will not exceed two nights.
- Rental cars, shall be reimbursed at the cost of a compact vehicle, taxes, and fuel used. Any excess miles driven or additional cost shall be the responsibility of the interviewee.
  - The Loss Damage Coverage (LDW) and/or Personal Accident (PAI) or Additional Liability Insurance (ALI) is not a reimbursable expense.

### **Non Reimbursable**

The following categories of expenses are deemed unnecessary to College travel and are therefore non-reimbursable. This list is provided as a guide and not intended as an all-inclusive list:

- Unnecessary travel after conference or meeting hours
- Personal entertainment expenses (movies, games, health club, golf outings, and other optional conference activities not included in the general conference fee)
- Travel accident insurance premiums
- Costs incurred by failure to cancel transportation or hotel reservations
- Traffic and/or parking violation fines
- Repairs to personal vehicles used for College travel
- Spouse or other family member expenses, unless authorized in advance by the College
- Commuting costs between home and the College
- Alcoholic beverages Pharmaceutical products, including aspirin and other pain relievers

### **Travel Reimbursement Requests**

1. Authorized travel reimbursement requests shall
  - a. List each day of travel
  - b. Provide the purpose and destination of travel
  - c. College account information.
  - d. Reimbursement shall be received by the Purchasing Department within 60 days of the expense being incurred. Any request submitted after 60 days will be denied by the College and cannot be waived per State of Nebraska statutory requirements
  - e. Original itemized receipts are required for all non-meal expenses such as:
    - i. Public Transportation
    - ii. Baggage
    - iii. Parking (reimbursement at long-term surface parking rate)
    - iv. Lodging
    - v. Tolls
    - vi. Rental Car (prior approval from VP of Administrative Services required)
    - vii. Fuel for Rental vehicle
  - f. In the rare case where a receipt was summarized or not available, required

information includes:

- i. Business name
- ii. Description of purchase
- iii. Itemized costs
- iv. Date

**Note:** Without the required detail, reimbursement shall be denied

- g. Agenda, event schedules, etc. are required to be attached to the travel form when requesting reimbursement for travel to - workshop, conference, seminar, meeting, etc.
  - h. Per Diem documentation printed from GSA website [GSA Portal](#).
2. Travel expenses occurring near the end of the fiscal year must be submitted to the Purchasing Department for reimbursement by July 10.
    - a. Reimbursements using Grant dollars must be submitted by the last Wednesday of the grant end of year cycle.
  3. It is the responsibility of the employee to follow College travel procedures.
  4. Supervisors are responsible for reviewing requested travel reimbursements for compliance with College policy and procedures before signing.
  5. Some federal and state contracts/grants may have more restrictive travel compliance procedures. If conflicting procedures apply, the more restrictive rules shall be used.
  6. All employees with a PCard are required to follow travel reimbursement procedures.

The latest Travel reimbursement form can be found on the Purchasing information site online.

Questions should be directed to the immediate supervisor, Vice President of Administrative Services, or Purchasing Department.

## **Tuition Remission Policy**

Tuition is waived on any course or courses taken from CCC; provided, however that employees, spouse, and dependents shall be responsible for the payment of any course fees, purchase of books, and/or course materials.

## **Tuition Remission Procedure**

- A. To determine eligibility the following criteria needs to be met on the first day of the semester:
  - 1. Employee – current full-time or continuous part-time employee defined within College procedures.
    - a. Full-time employees: employee, their spouse, and dependent children may use the tuition remission.
    - b. Continuous part-time employees: only the continuous part-time employee may use the tuition remission.
  - 2. Spouse – legal spouse
  - 3. Dependent Child(ren) – must be under age 24: A child is defined as:
    - a. a natural born child or
    - b. a step child or
    - c. a legally adopted child (or child for whom legal adoption proceedings have been initiated if such child has been placed in the home) or
    - d. a child who has been placed under the legal guardianship of the employee
- B. “Tuition Waiver Application” forms must be completed at the Financial Aid Office each term prior to registration.
- C. All eligible employees, spouses, dependents, Compass Group, Allied Universal, and Follett individuals who qualify for a tuition waiver, are subject to the published drop/add periods and Financial Aid Standards of Progress adopted by the College.
- D. When a full-time, continuous part-time, or part-time employee is required to attend a credit or non-credit workshop, the following shall be used for payment of tuition, fees, and other expenses.
  - 1. Tuition waivers are to be used for full-time and continuous part-time employees. If part-time, the Vice President may waive the tuition.
  - 2. Fees may be paid via: auxiliary account, grants (grant funds may be used when authorized within the grant), general fund, or foundation.
  - 3. Other costs to include books, materials, supplies, etc., may be paid by general fund, auxiliary, or grant funds (grant funds may be used when authorized within the grant).
  - 4. College payment for fees and other expense shall require approval of a Vice President.
  - 5. The cost charged to the College is to be the same as the advertised cost.

To pay fees and other costs the learning activity must be reasonably related to the employee's

position and serve as a means to improve or provide new skills and knowledge that shall enhance the employee's abilities to perform his/her position responsibilities.

When a learning activity is not essential or required for the employee's position (such as many community education workshops), cost excluding tuition is the responsibility of the employee.