



MID-PLAINS COMMUNITY COLLEGE
EMPLOYEE HANDBOOK

EMPLOYEE HANDBOOK, SEPTEMBER 1, 2019
UPDATES WILL OCCUR ON THE FIRST DAY OF EACH MONTH,
AND PRIOR UPDATES WILL BECOME PERMANENT.

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OUR MISSION

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

EMPLOYEE HANDBOOK

Introduction

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

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

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

Mid-Plains Community College is an institution with a long proud history. The various components were combined by the Nebraska Legislature in 1973. MPCC has been accredited by the Higher Learning Commission since 1979.

I. BUSINESS OPERATIONS

General Ledger Account (Cost Center) Number Structure

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

01 01 06 4420 6390

Defined as:

01 Fund

01 Location

06 PCS

4420 Department

6390 Object Code

FUND

- 01 – General Operating Fund
- 02 – Auxiliary Fund
- 03 – Restricted Fund
- 07 – Capital Improvement Fund
- 09 – Agency Fund

LOCATION

- 01 – Area
- 10 – McCook Campus
- 20 – NPCC-South Campus
- 30 – NPCC-North Campus
- 40 – Broken Bow Campus
- 50 – Ogallala Campus
- 60 – Valentine Campus
- 70 – Imperial Campus

PCS PROGRAM CLASSIFICATION STRUCTURE (USED FOR STATE REPORTING PURPOSES)

- 01 – Instruction
- 04 – Academic Support
- 05 – Student Services
- 06 – Institutional Administration
- 07 – Physical Plant Operations
- 09 – Independent Operations (Agency)

DEPARTMENT (EXAMPLES)

- 1100 – Instructional Services
- 1160 – History/Government
- 1810 – Office Technology
- 4150 – Learning Resource Center
- 4320 – Financial Aid
- 5020 – Physical Resources

OBJECT (EXPENSE) CODE (EXAMPLES)

- 6110 – Subscriptions and Membership Dues
- 6160 – Travel
- 6300 – Contractual Services

- 6390 – General Operating Expense
- 6530 – Equipment Repairs & Maintenance
- 6710 – Major Equipment

The following cost center information is not meant to be all inclusive and is for illustration only. Contact the Business Office for a printed copy of a specific cost center.

CHART OF ACCOUNTS (EXAMPLE)

Business Office

01 01 06 4420 5010	Salaries-FT Professional)	
01 01 06 4420 5020	Salaries-FT Classified)	
01 01 06 4420 5030	Salaries-PT Professional)	
01 01 06 4420 5040	Salaries-PT Classified)	5xxx account
01 01 06 4420 5070	Overtime)	numbers are for
01 01 06 4420 5090	Accrued Compensation Expense)	payroll use
01 01 06 4420 5100	FICA)	ONLY!
01 01 06 4420 5110	Medicare)	
01 01 06 4420 5120	Retirement)	
01 01 06 4420 5130	Medical Insurance)	
01 01 06 4420 5140	Disability Insurance)	
01 01 06 4420 6110	Subscriptions & Membership Dues		
01 01 06 4420 6120	Employee Development Expense		
01 01 06 4420 6160	Travel		
01 01 06 4420 6300	Contractual Services		
01 01 06 4420 6310	Contractual/Audit Services		
01 01 06 4420 6390	General Operating Expense		
01 01 06 4420 6530	Equipment Repairs & Maintenance		
01 01 06 4420 6710	Major Equipment		

Bidding

Purchases of either product or service, based on total amount spent per transaction, are required by MPCC Board of Governors policy #3310 to be placed for competitive bid according to the following stipulations:

< \$5,000	No bid required: Open-Market Purchase
\$5,000 - \$9,999	Requires “informal” bid to a minimum of three vendors (if available) and can be acquired by purchaser. Written copies of all bids received should be attached to the requisition
\$10,000 - \$24,999	Requires “formal” bid conducted by the Business Office to a minimum of three vendors (if available). Use Bid Request Form found on the college portal
> \$25,000	Must be “formally” bid and published for bid in at least one local newspaper. Use Bid Request Form found on the college portal. Requestor is responsible for completing separate requisition for publishing to newspaper(s).

>\$50,000

Any purchase expected to exceed \$50,000 must follow all formal bid processes and then be approved by the Board of Governors prior to completing that purchase.

Purchases requiring formal bid are submitted to the Business Office on a Bid Request form. Please include complete address, phone number, fax number, email address and contact person, when available, for each vendor listed. When all supporting documentation and approvals are complete, the formal bids will be distributed and will remain open for 14 days to allow vendors adequate response time. At the end of 14 days the requestor will be notified the bid has closed and all bids received will be forwarded to the requestor for review and selection.

It is important to remember that vendors are to submit bids, sealed when possible, directly to the Business Office and not to the requestor. Bids received by fax, email or other non-sealed means of delivery will be held confidentially in the Business Office until the bid due date has passed. Upon receipt of all bids the requestor will make their vendor selection and notify the Business Office to issue a Purchase Order.

There may be instances where a purchase is considered from a Sole Source provider when otherwise it would be required to be bid. Such purchases must be communicated to the Business Office and disclosed to the Area Director of Accounting before proceeding. Sole source purchases are required by policy to also be disclosed to the Board of Governors during monthly financial reporting. To maintain a clear audit trail, requisition forms for sole source purchases must be marked clearly with the words "sole source" and must include all relevant details as to why defined bid procedures were not used.

Budget

Budgets are based on the fiscal year (July 1 to June 30). They are prepared by the Vice President of Administrative Services with input from the President, Board of Governors, Cabinet Members, Division Chairs and cost center managers. Budgets must be filed with the State of Nebraska annually.

Procurement Processes

REQUISITIONS

A Requisition form is the first step to making a purchase when the method of payment will be handled through the Business Office. Requisition forms are internal documents used by the requestor to initiate an intended purchase transaction and can be found on the college portal.

By completing a Requisition form, detailed information about the intended purchase is provided by the requestor and routed for budget manager approval. This detail enables the Business Office to generate a Purchase Order (PO), make direct payment in the form of a check or college credit card or consider payment in the most efficient manner possible. When the exact cost of the final purchase is unclear it is appropriate to include verbiage to indicate the amount is an estimate so preapproval can still be obtained before the order is placed for the product or service.

The requisition form is for internal use only and should not be used to place orders before the Business Office returns a PO number to the requestor. If applicable, all original quotes, estimates, online carts, or preliminary order forms should be attached to the requisition.

- Account Number(s) on Requisitions

The requestor will ensure that the correct account number appears on the requisition. The account number should not be left blank and should refer to a budgeted cost center in which the requestor's approval routing has authority to approve. If applicable, multiple account numbers to the same vendor are to be noted on the requisition. (See previous section: Account Number Structure)

- Signatures for Approval (See following section: Approvals on Budgeted Accounts)
All requisitions must have the appropriate signatures before reaching the Business Office.
- Vendor Information
Requisitions must include correct and legible vendor information. Whenever possible, please include the full business name, salesperson or contact, the address (both street and post office box), city, state and zip code. Additionally, phone number, fax number, and email address have become routine delivery methods. The Business Office will place the order via phone, fax, or email as provided on the requisition form. To outline and discuss recurring instructions for fax or email associated with regularly used contacts and vendors please contact the Business Office.
- Item Information
Please include the quantity, description, manufacturer's item number, vendor's item number, color, size, and other specific details to ensure that items or service received is the same as requested.
- Distribution Information
Please include any information that will assist in ordering or PO distribution. Clarity about distribution such as "fax order to...", "order online at www...", "return to me when complete" or "I will place order once PO number is ready" are all helpful indicators to avoid miscommunication or duplicate efforts.

PURCHASING CARDS

Employees who have been issued a college Purchasing Card (PCard) in their name may use that card under guidelines as found in the PCard Procedure Manual.

PURCHASE ORDERS (PO)

All purchases other than by PCard of product and/or services should be approved before the commitment or order is placed with the vendor.

The Business Office originates all Purchase Orders. PO's are issued for supplies, services, and equipment necessary for all operations of the college. It is recommended that requisitions are initiated for a purchase order before the product is delivered. The PO becomes a binding contract when issued to the vendor. The Purchasing Department and Director of Accounting review all requests to ensure necessary information and proper approvals are secured prior to initiating the purchase with the vendor.

Blanket Purchase Orders are POs in which recurring expenses will be expected throughout a fiscal year. Blanket PO's can be requested by vendor and need to represent a specific recurring expense (i.e. "supplies for WOW activities", "car washes for fleet vehicles" or "annual elevator inspections"). This method reduces operational processing and time by the requestor and Accounts Payable staff while still maintaining appropriate approvals for audit trail. Requisition forms should give the estimated total dollar amount expected to be spent for the period of time indicated (usually fiscal year). They need to say "blanket PO" and outline the details of the recurring expense. After approval for a blanket PO the requestor need only sign each receipt received and write the corresponding blanket PO number on the receipt before forwarding the receipt to Accounts Payable staff by email scan or physical mail.

The Business Office will check for fully approved and complete requisition forms regularly and convert them to Purchase Orders as soon as possible. Purchase orders will be distributed to vendors within a reasonable timeframe after all approvals are received to proceed. Please allow 5-7 business days to include the time necessary to obtain approval of the requisition form and processing time within the Business Office.

In instances where the requisition form indicates the purchase is to be pre-paid, paid direct (i.e. the renewal of a subscription) or can be paid by college purchasing card, Business Office staff reserve the right to not create a PO and to pay the vendor directly. When forms of payment other than by PO distribution are known

by the requestor at the time the requisition is submitted, that information should be indicated on the form in the area provided to avoid duplicate payments, duplicate orders or other unintended miscommunications.

The Business Office is the point of control to ensure that procedures are followed. Disregard for adhering to college purchasing procedures will be discussed with the employee and their supervisor. Failure to follow purchasing procedures may result in the loss of the ability to make purchases on behalf of the college and may lead to employee disciplinary actions.

RECEIVING

Central receiving for the North Platte campuses is located in Physical Resources on North Campus. Central receiving for the McCook campus is located in Physical Resources at True Hall. Community Campus locations serve as their individual receiving points. Once an order is received by physical resource staff and distributed to the appropriate campus & building, the requestor is responsible for obtaining the shipment received, verifying items received are correct and authorizing payment to Accounts Payable staff in the Business Office. The requestor will sign and date the packing list and submit it to accountspayable@mpcc.edu. The requestor is responsible for forwarding ALL invoices they receive direct from the vendor including an electronic or web-based confirmation received or sending mailed originals through campus mail to Accounts Payable. In lieu of tangible records, at minimum the requestor should submit an e-mail with details to accountspayable@mpcc.edu to state the following:

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

Vendor payments are issued weekly. Invoices and completed requisitions received in the Business Office by Friday noon with proper authorization will be paid the following Tuesday. The Business Office reserves the right to delay the check run to another day of the week or create additional vendor checks on days other than Tuesday when the need arises and is reviewed by the Director of Accounting.

All requisitions for Purchase Order or Check Payment need signatures (either electronic or actual) to confirm approval to proceed before reaching the Business Office, as follows: Departmental Requisitions initiated by Faculty & Staff:

Purchases of supplies, services, materials & budgeted expenses				
	Route to:	-->	-->	-->
\$1,499.99 or less	Director, Dean, Coach, or Division Chair			AP-Purchasing
1,500 to \$24,999.99	Director, Dean, Coach, or Division Chair	Vice President		AP-Purchasing
\$25,000 or greater	Director, Dean, Coach, or Division Chair	Vice President	President	AP-Purchasing
Purchase of <u>anything technology related</u> (computer, keyboard, software, printer, scanner, tablet, etc.):				
\$1,499.99 or less	Director, Dean, Coach, or Division Chair	IT Director		AP-Purchasing
\$1,500 to \$24,999.99	Director, Dean, Coach, or Division Chair	IT Director	Vice President	AP-Purchasing

\$25,000 or greater	Director, Dean, Coach, or Division Chair	IT Dir --> VP	President	AP-Purchasing
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Departmental Requisitions initiated by Dean/Director/Coach:

Dean/Director:	Route to:	-->	-->	-->
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\$1,499.99 or less				AP-Purchasing
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1,500 to \$24,999.99		Vice President		AP-Purchasing
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\$25,000 or greater		Vice President	President	AP-Purchasing
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Purchase of anything technology related (computer, keyboard, software, printer, scanner, tablet, etc.):

\$1,499.99 or less		IT Director		AP-Purchasing
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\$1,500 to \$24,999.99		IT Director	Vice President	AP-Purchasing
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\$25,000 or greater	IT Director	Vice President	President	AP-Purchasing
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Coach:	Route to:	-->	-->	-->
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\$1,499.99 or less	Athletic Director			AP-Purchasing
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1,500 to \$24,999.99	Athletic Director	Vice President		AP-Purchasing
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\$25,000 or greater	Athletic Director	Vice President	President	AP-Purchasing
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Purchase of anything technology related (computer, keyboard, software, printer, scanner, tablet, etc.):

\$1,499.99 or less	Athletic Director	IT Director		AP-Purchasing
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\$1,500 to \$24,999.99	Athletic Director	IT Director	Vice President	AP-Purchasing
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\$25,000 or greater	Athletic Director	IT Dir --> Vice Pres	President	AP-Purchasing
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Requisitions initiated by Direct Reports of the President:

Purchases of supplies, services, materials & budgeted expenses

	Route to:	-->	-->	-->
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\$2,499.99 or less				AP-Purchasing
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\$2,500 or greater			President	AP-Purchasing
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Anything technology related (computer, software, printer, tablet)

	Route to:	-->	-->	-->
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\$2,499.99 or less		IT Director		AP-Purchasing
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\$2,500 or greater		IT Director	President	AP-Purchasing
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ALL expenses from the Instructional Equipment Plan:

(01-01-01-1100-xxxx)	Route to:	-->	-->	-->
\$24,999.99 or less	Division Chair	VP Acad Affairs		AP-Purchasing
\$25,000 or greater	Division Chair	VP Acad Affairs	President	AP-Purchasing

ALL Travel-related expenses - NO MATTER THE DOLLAR AMOUNT:

	Route to:	-->	-->	-->
(Conference registrations, meals, mileage, flights, motels, etc.)	Director, Dean, Coach, or Division Chair	Vice President		AP-Purchasing

Grant-funded Purchases (Fund 3):

Required to also route to the Grant manager assigned to each grant. Contact the Grants Department or Dir of Accounting with questions. Include grant manager name prior to VP when VP inclusion is applicable based on amount. (03-01-00-xxxx-xxxx)

	Route to:	-->	-->	-->
\$1,499.99 or less	Director, Dean, Coach, or Division Chair	Grant Manager		AP-Purchasing
\$1,500 or greater	Director, Dean, Coach, or Division Chair	Grant Manager	Vice President	AP-Purchasing
\$25,000 or greater	Director, Dean, Coach, or Division Chair	Grant Manager - -> Vice President	President	AP-Purchasing

Organization/Club Purchases (Fund 9):

Changes to routing apply if spending funds from Fund 9 (Organization/Club) accounts. (09-xx-09-xxxx-xxxx)

Student organizations:	Route to:	-->	-->	-->
\$1,499.99 or less	Dean/Associate Dean Student Life			AP-Purchasing
\$1,500 or greater	Dean/Associate Dean Student Life	VP Student Svcs		AP-Purchasing

Athletic Organizations:	Route to:	-->	-->	-->
\$1,499.99 or less	Athletic Director			AP-Purchasing
\$1,500 or greater	Athletic Director	Vice President		AP-Purchasing

Conflict of Interest

The college needs to know about any possible business that an employee or immediate family members own or manage in whole or part. An individual evaluation will be made regarding possible misuse or public perception of misuse of funds for any business that involves competition with the college or potential inappropriate vendor relationships. Annually it is required that every full-time employee completes a 'Related Business Involvement' form which will be distributed by Human Resources and made available to Accounts Payable staff when the need for clarification arises.

Gift Cards

Gift cards are equivalent to cash. The risk of misappropriation is great and therefore the purchase of gift cards given to students, staff, or guests is discouraged. Any expected need for a gift card purchased through normal college purchasing procedures will need pre-approval by the Vice President of Administrative Services. In the rare occasion that a gift card is purchased as a student incentive or given as a prize to staff, all gift cards must be acknowledged in writing by the recipient with documentation about who it was given to and why. These forms need to be returned to the Business Office to be filed with the Accounts Payable paperwork used to make the original purchase. Gift cards are not to be purchased by individuals using their college-issued PCard.

Club/Organization Dues

Employees may be asked or show interest to join a community or service organization such as Rotary, Kiwanis, Ambassadors, Hostesses or Cordials. Organizations differ by community. Annual memberships, excluding meal options, may be paid by the college when presented to cabinet for approval. The intent of the membership should be to promote, represent and participate on behalf of the college and not for personal interest only.

Faculty are provided professional memberships based on parameters outlined in their negotiated agreement.

Petty Cash

Petty cash is available at the McCook and NPCC-North campuses. Inquire with Business Office personnel to complete a request form and to obtain appropriate signatures. Petty cash use is limited to emergencies costing less than \$25 and must be approved before the purchase is made. If possible, an employee's PCard or normal purchase order processes are to be used.

Cash Handling/Deposit Confirmation Forms

All cash and checks accepted college-wide are to be deposited with the Business Office on a daily basis. A Deposit Confirmation Form must be completed on the college Portal. A print copy of the completed Deposit Confirmation Form must accompany all deposits delivered to Business Office staff or placed in designated, secure safes when a staff person is not available to receive the deposit in person. Once Business Office processes are complete and all funds delivered to the college's designated financial institution, the originator of the form will receive an email confirmation that the Business Office received and accurately processed their deposit.

Payroll

It is the practice of Mid-Plains Community College that employees receive an accurate paycheck in a timely manner. The distribution of payroll creates a consistent method of compensation to all employees.

Non-exempt (Classified Staff) employees must complete weekly timesheets electronically on CampusWeb. The pay period begins on the 11th day of the month and ends on the 10th day of the following month. A pay week begins each Sunday and ends Saturday. A pay week will cross two pay periods when the 10th falls on any day other than Saturday. Both timesheets for that given week are used to calculate overtime pay.

Supervisory employees are responsible for ensuring the employees that report to them turn in their timesheets weekly and all timesheets are signed and submitted promptly according to payroll deadlines.

Payroll is distributed through electronic transfer (ACH) on the 20th day of each month. When the 20th falls on a weekend or legal holiday the employee will be paid the last business day prior to the 20th. All employees are required to have a bank account to receive payroll.

Updates or changes to an employee's bank account must be submitted to the Employee Benefits Specialist no later than the 10th day of the month. Changes received after this date will be applied to the next month and may affect timely distribution of that employee's payment.

Travel and Business Expense

Introduction

These procedures are intended as a guide to individuals for College-related travel and business expenses. This procedure applies to all full-time faculty, administration and staff as well as part-time employees when authorized and pre-approved for travel by a Vice President or the President.

The responsibility to observe these guidelines rests with the traveler and supervisor who certifies conformance to these guidelines by approving the expenditure(s). When applicable, reimbursement should be sought and authorized for only reasonable and customary expenses, which conform to college policy. Pre-approval and keeping receipts for non-per diem travel expenses is necessary. If there is any question regarding whether an expense is reimbursable, the employee has the burden to seek prior approval.

This document outlines procedures in general terms to allow reasonable discretion for travelers. Vice Presidents or the President can make exceptions to this procedure in the event of extenuating circumstances; however a written explanation must be included with the submitted paperwork.

All travel must be approved in advance by an appropriate supervisor and respective Vice President or the President.

The college will cover additional travel expenses for travelers requiring special accommodations when appropriate documentation is provided and approved by the Vice- President or President prior to travel or expenditure. Such expenses may include an attendant when the employee requires assistance, cost of specialized transportation, etc.

During the course of travel, the college is not responsible for theft, loss or damage of non-business related personal property.

Travel Advances

Advances should only be requested when substantial out of pocket expenses will be incurred for meals, baggage, shuttle service from airports, etc. A travel advance should not be requested for lodging, service payments such as honoraria, conference fees, or other substantial costs that can be prepaid, prearranged or invoiced through the college. Travel advances will be issued when trip expenses will exceed \$200 and will be capped at \$500 per trip. Exceptions to these limits will need approval by a Vice-President or the President.

Sales Tax Exempt

College is exempt from sales tax in Nebraska. It is the responsibility of the traveler to obtain the tax-exempt form, Nebraska Resale or Except Sale Certificate (Form 13), from the college portal prior to the travel if needed.

TRANSPORTATION

Air Travel

Travelers must book the lowest priced, direct, coach class airfare available on a commercial carrier. Any deviations must be justified and approved in advance. Airfare receipts must be submitted with the Expense Report when paid by the employee. When airfare is paid direct by the College or a College PCard, attaching the receipt again to the Expense report is not required.

If the traveler wishes to maximize comfort and convenience for travel (i.e. upgrades to Business or First Class sections or exit row/extended leg room seats), or secure travel insurance in excess of what is automatically provided within a normal ticket price, the traveler must pay the difference between the upgrade and the lower fare or additional insurance cost. It is the responsibility of the traveler to provide the appropriate documentation. Documented pre-approval for this request is recommended.

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

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

Meals and lodging for travel while in route to an airport are acceptable expenses when flight times require earlier departure or overnight stays.

Other Forms of Travel

The College may cover the costs for other forms of travel for business purposes, including but not limited to train, subway and bus travel.

When the most cost advantageous travel is by air, payment for other forms of travel will be limited to the equivalent coach fare rate for the same destination and timeframe, except in the event of availability, medical necessity, or extreme emergency. Exceptions to using airfare travel should be pre-approved by a Vice President or the President before alternate travel is secured.

Ground Transportation

Itemized fares for shuttles, subway, taxi, Uber or Lyft charges while attending a conference or meeting are reimbursable. Expense Reports must show points of origin and destination and describe the business purpose of the expense.

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

Car Rental (Pre-approval required)

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

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

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

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

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

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

Car Rental Collision Damage Waiver and Personal Accident Insurance

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

Use of a Personal or College Fleet Vehicle

The use of college-owned vehicles and carpooling is encouraged. When it is the employee's choice to drive a personal vehicle, mileage will be reimbursed for one-way travel at the current internal college-defined rate and charged to the employee's respective department. If an employee has requested and been denied a college vehicle due to lack of availability, round trip mileage will be allowed with proper documentation. Round trip mileage driven in college-owned vehicles will also be charged to the employee's departmental cost center.

Other personal expenses such as parking tickets, traffic violations, court costs, locksmith charges, unauthorized car repairs, and collision damage will not be reimbursed.

Mileage

Mileage will be based on the most direct route for such travel and calculated by using a web service such as MapQuest or any certified map source.

The federal rate for standard mileage is subject to periodic revision by the IRS. This rate is used for calculating personal vehicle mileage reimbursement when a college fleet vehicle is not available and for Board of Governors' travel. The IRS rate times 1.5 is offered to employees requiring ADA accommodations to travel when such accommodations are not available within the college fleet.

When requesting mileage reimbursement for personal vehicle use, normal operating and maintenance expenses are not reimbursable. However, the College's blanket liability insurance does cover third party liability when a personal auto is used for college business.

Employees will not be paid mileage for commuting between their residence and college assigned location. For clarification if assigned to an alternate college work location, contact the Business Office.

The employee's supervisor and respective Vice President is responsible for monitoring compliance with reimbursement policies regarding use of personal automobiles.

MEALS AND LODGING

Meals

Meals will be reimbursed at the federal per diem rates as published on the GSA website (www.gsa.gov) and will be adjusted based on destination. All meals associated with multiple day travel will be reimbursed and shall not be considered taxable as allowed by the Internal Revenue Service.

Reimbursements for single meals shall not exceed the per diem rate as published for the specific travel location. When determining individual meal rates, the Incidental Expense category on the GSA website is allotted to each meal by adding \$1 to breakfast and \$2 each to lunch and dinner. MPCC does not reimburse for alcoholic beverages.

Receipts will not be needed if reimbursement is based on the per diem rate.

Trip	Breakfast	Lunch	Dinner
Multi-day trip (first day) (non-taxable reimbursement)	Yes, if departure is prior to 7:00 a.m.	Yes, if departure is before 11:00 a.m.	Yes, if departure is before 5:00 p.m.
During multi-day trip (non-taxable reimbursement)	Yes	Yes	Yes
Multi-day trip final day (non-taxable reimbursement)	Yes, if return is after 8:00 a.m.	Yes, if return is after 1:00 p.m.	Yes, if return is after 7:30 p.m.

If meals are included as part of a conference registration or complimentary from the motel/hotel, no reimbursement will be granted for those specific meals and the applicable per diem for those meals will be excluded from the total reimbursement. Conference schedules must be attached to the Expense Report. Requests for partial day and same-day meal reimbursements must include departure and return times.

Non-taxable same-day reimbursement of meals for employees may be allowed for:

- A member of a search committee hosting a candidate for a position.
- An employee hosting a visiting lecturer, donor, business contact, or other guest of the college.
- While traveling for the purpose of recruiting prospective students or business partners.
- A Coach or Student Club Sponsor traveling to or from college sponsored events.

Non-taxable same-day or overnight reimbursement of meals for employees is not allowed when:

- Travel takes the employee away from their normal place of employment for a period less than 12 hours.
- Travel is between designated work locations within the college's service area and work assignment for the day is requested for coverage or to attend meetings at a location other than the normal location or campus.

Requests for reimbursements for same day meals must have documentation which outlines why the meal qualifies to be reimbursed. When meals include guests of the college, per diem rates do not apply and

reimbursement will be based on actual expense and an itemized receipt, to include a list of participants attached to the Expense Report.

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

Expenses of spouses or other travel companions are not reimbursable. Request for an exception to this must be documented in writing and pre-approved by a college Vice President or the President.

The per diem allowance does not apply to athletic meals. Coaches must work within their annual budget.

Lodging

MPCC will pay actual room costs, as supported by the detailed hotel bill, for each day that lodging away from home is required for business purposes. Hotel and motel accommodations should be in the mid-price range for the geographic location. Acceptable hotel accommodations would include those at large national chains oriented to business travelers. Hotel charges should usually be prepaid by the College, set up with Direct Bill invoicing from the motel, or paid by a college PCard. If paid by the employee, reimbursement will be made for the amounts shown on the detailed bill. Incidental charges other than room and taxes (i.e., telephone, room service, movies, etc.) should be separated and not included in lodging expenses on the Expense Report. When motels are paid for personally and reimbursement is requested, itemized hotel bills must be documented on the Expense Report and the bill must be attached. When lodging is paid direct by the College or a College PCard, attaching the receipt again to the Expense report is not required.

Motel charges incurred within fifty (50) miles of the college or the employee's residence, are not reimbursable unless when attending a scheduled multi-day conference, course, or off-site meeting.

Nebraska Lodging

In-state lodging should be direct billed through the College to avoid payment of sales tax. When lodging can't be direct billed, a requisition form must be turned in to the Business Office a minimum of 21 days in advance of the travel so a Business Office PCard Authorization can be set up or a check can be written to cover lodging upon arrival. PCard holders may use their own PCard for in-state motels when they present an Exemption Permit Application (Form 13CCE) at the time of check-in to avoid paying sales tax. See the PCard procedures manual for more details.

If there is a question as to whether MPCC has a direct bill account set up with the motel, please contact the Purchasing staff in the Business Office.

Lodging Details

The requisition form must include the number of nights and exact dates for the stay, the names of people staying in each room, smoking preference (if applicable), any special accommodations needed, and any other information you feel the motel should be aware of such as late check-in, etc.

When possible, same gender employees traveling to the same destination are encouraged to share a room.

Expenses of spouses or other non-employees traveling with the employee will not be reimbursed. The exception to this is when an employee requires defined medical assistance and another person accompanies him/her for this specific purpose. Pre-approval for such exception from a Vice President or the President is required and documentation of such is included with the associated paperwork.

When traveling with an individual not eligible for reimbursement, the employee should disclose the identity of the travel companion to a college Vice President or the President for insurance and safety purposes.

MISCELLANEOUS EXPENSES

Tips

Tips are reimbursable for normal services associated with business travel such as food services. Tips included on meal receipts will be reimbursed.

Tips cannot exceed 15% for meals, unless large group minimum tips are defined at a higher percentage by the restaurant. Documentation of such group tip expectation must be present on the receipt. Tip amounts in excess of this percentage will become the responsibility of the employee.

Tolls/Parking

Fees incurred in relation to airport or hotel parking is reimbursable when itemized receipts are presented with the Expense Report. Toll charges assessed when driving either a college fleet vehicle or a personal vehicle are reimbursable when the toll is incurred on the most direct route available between destinations.

Baggage

The college will pay the expense for one checked piece of baggage, round trip, when traveling by air. Expenses for overweight or oversize baggage or for checking any additional items are the responsibility of the employee.

Employee Recruitment

Travel for prospective employees (candidates) and their families is arranged through the Human Resource Department. Candidate travel expenses paid by the candidate must be authorized by the college or department in order to be reimbursed. Reimbursements for authorized travel expenses such as airfare, hotel and meals incurred during the recruitment process are not taxable to the prospective employee. Prospective employees are not covered by college insurance.

International Travel

Reimbursable international expenses include expenditures incurred for transportation, business meals (excluding alcohol), lodging, airport taxes, exchange rate fees, and other items necessary for the conduct of college business.

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

STUDENT TRAVEL

When faculty or staff are inviting students to travel in relation to educational opportunity or to attend a meeting or conference as part of a student organization, the organization sponsor or faculty member will be responsible for completing all travel documents for all attendees. A complete list of all participants should be included on all documents. Meal allowance amounts for student travelers may be defined by the Student Life department or the individual organization, not to exceed federal GSA per diem rates.

FORMS

It is important to allow enough time for all forms to process prior to scheduled travel. Every consideration will be made to see that payment deadlines are met if the forms arrive in the Business Office at a minimum of 21 days prior to the intended travel. Forms need to arrive on a Friday at noon to be processed the following Tuesday.

Leave Request

- A Leave Request form is required anytime an employee is away from the college. When traveling for the college, indicate "work related duties" or "professional development". Forms will be submitted

to the supervisor and a college Vice President or the President and must be approved by all parties before costs are incurred for any travel expenses.

- For questions about this form please contact Employee Benefits or Payroll staff in the Business Office.

Travel Expense Form – This form is used for all of the following:

- Request advance travel (>\$200 only) allowance - *optional
- Request reimbursement after travel for trip related expenses
- Report trip summary. This is a summary of all trip related expenses, including any advance, Pcard and/or requisitions and reimbursement requests.

Advance Travel Allowance (> \$200)

At the top of the form, answer Yes to the question “Are you requesting an allowance before you travel?” The yes /no response will activate appropriate form columns.

- Eligible advance travel money may be requested for per diem meals, shuttles, baggage, and other fees. Mileage is not an eligible advance expense.
- Complete form only for allowed expenses you want in advance. Leave blanks for expenses not requesting.
- Use “attach documents” available at bottom of form for conference/meeting agenda. This is used for verification of leave purpose and amount requested.

Expense Reimbursement Form

- Complete this form within 10 work days of return. Using departure/return dates will allow for email prompting upon return until completed.
- If the college owes money to the employee, it will be paid out by check. The IRS requires that if travel advances remain outstanding for more than 120 days they are to be added to the employee’s taxable compensation.
- If money is owed back to the college, complete a Deposit Confirmation form and return it with cash or check to Student Accounts.
- This form has a “Trip summary” at the bottom. Please include related trip costs such as airfare or lodging approved via requisition or PCard in the respective boxes and the related box for additional details/descriptions necessary in regards to the total trip. The form will calculate the trip total.

Additional Details/Descriptions	Trip Summary	
	Please include reference information to support the amount for example PO # and attach documents below.	
	Requisition/PO:	Amount
	PCard:	
	Trip total:	

- Attach only receipts that have not been previously processed in the Business Office or via a PCard.
- Future requests for advance travel funds will be withheld until all outstanding Expense reports have been filed and processed.
- For form questions please contact Accounts Payable in Business Office.

Other Forms

Depending on the type of work-related travel expected, an employee will want to be sure they consider whether they need to complete these separate forms related to their travel intentions. Information about these forms can be found within the area of this handbook in which they pertain.

Requisition Form (for lodging or airfare needs)

Vehicle Request Form (for use of a college fleet vehicle)

Professional Development Activity Report

RESPONSIBILITIES

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

- Expenses must be business related.
- There must be adequate and timely reporting by the employee to the employer of the amount, time, use, and business purpose of these expenses.
- Original detailed receipts must be turned in for expenses paid such as baggage, parking, ground transportation, etc. (Per Diem meal allowances require no receipts).
- Excess cash advances or reimbursements must be repaid to the college by the employee within 10 business days after completion of the trip.

Failure to comply with these requirements could result in an employee having the travel allowance reported as personal income for tax purposes.

Adherence to these procedures will ensure consistent and fair treatment between departments throughout the college and the uniform reporting of financial results.

The quantity of travel, accommodations and related expenses will be governed by the Board of Governors and College Cabinet.

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

Traveler Responsibilities:

- Complete and submit the Expense Report with all necessary supporting documentation attached.
- Determine that the amounts requested are accurate and reasonable and conform to expense guidelines.
- Forward the Expense Report to his/her immediate supervisor.

Immediate Supervisor and Vice President Responsibilities:

- Review expenses submitted for reimbursement within expense guidelines and business purpose of such expenses.
- Determine that all information requested on the Expense Report has been completed and the preparer has signed the report.
- Verify that the cost center(s) to be charged is (are) accurate and that sufficient budget funds are available.
- Sign (approve) the Expense Report and forward it to the Business Office.

II. CAMPUS OPERATIONS/PHYSICAL RESOURCES

Capital Improvements

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

Facilities Upkeep/Maintenance

OVERALL APPEARANCE

All employees will take responsibility for maintaining their work areas in an organized and safe manner. Upon notice, an employee will remove any hazards from their work areas immediately.

CUSTODIAL SERVICES

Custodial Services are responsible for daily (or as needed) cleaning of the facilities. Exceptions are the shop areas, labs and project areas, which are the responsibility of the instructional departments/students using those areas. When requesting Custodial services, submit the request through the Help Desk feature on the Portal or see Work Requests following this section.

BUILDING MAINTENANCE

The Physical Resources staff performs building maintenance and repair services throughout the campuses, such as plumbing, HVAC, electrical, carpentry, painting, grounds care, and vehicle maintenance. Depending on the extent of the repairs needed, outside contractors may need to be used as well. College employees other than Physical Resources are not authorized to perform any building maintenance or physical alterations work themselves such as painting, remodeling, mounting of items on the wall, etc. To request building maintenance services, submit the request through the Help Desk on the Portal.

FURNITURE

To request a furniture item, submit a Help Desk to the Physical Resources Department. If a furniture item is damaged or broken, it is the responsibility of every employee to mark this item Out of Order and place a Help Desk for maintenance to come take care of the item.

Any personal furniture items used on MPCC property will be the liability of the property owner. MPCC will not be liable for any damage or injury resulting from personal furniture use.

COMMUNITY CAMPUSES

Campus Administrators should work in conjunction with Area Associate Dean of Outreach and the associated Physical Resources Director for their area on ALL facilities related issues.

WORK REQUESTS FOR CUSTODIAL/BUILDING MAINTENANCE SERVICES

In order to assign the appropriate staff member and successfully track the completion of the desired services, all requests, whether custodial, building maintenance, or Information Systems-related need to be in writing through the Help Desk system.

INSTRUCTIONAL EQUIPMENT MAINTENANCE

Instructional personnel are responsible for maintaining their own department's equipment. Depending on their technical abilities and available time, they can either perform the maintenance/repairs themselves,

contract with an outside vendor, or request assistance from the IT or Physical Resources staff. To request assistance from Physical Resources, place a Help Desk for scheduling and tracking the request.

FACILITIES USE

Employees may use MPCC facilities for recreational use free of charge if such space is available. The Activities Coordinator and Physical Resources Director must approve any request for facility use. MPCC shops and shop equipment may be used with written permission from the appropriate instructor and Campus Vice-President. Any individual using the MPCC facilities and/or equipment will provide signed liability waivers for all those utilizing the space at the approved time. These will be submitted to the Physical Resources Office prior to any function or activity being held. In using such facilities and equipment, the employee shall hold MPCC harmless.

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

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

INVENTORY CONTROL

Inventory control is kept on all college furnishings and equipment. Numbered tags will be placed on each fixed asset costing \$5,000 or more. These items will have a life of at least three years, are permanent in nature, or are tangible. Computers, printers, and all other electronic equipment will also be inventoried with a numbered tag based on value. The Inventory Manager will place all appropriate furnishings and equipment in inventory when received. Each year a thorough inventory will be taken and justification made for any discrepancies. All employees of MPCC are responsible for the proper accounting of all property issued and used by them. Employees are responsible for reporting relocation, damage, loss, or theft of any type of equipment to the Inventory Manager. Any removal of equipment must be coordinated with the Inventory Manager and Physical Resources Office so an appropriate inventory transfer/deletion form can be completed.

KEYS/KEY CARDS

The Physical Resources Offices are responsible for maintaining a master key control cabinet for their respective campuses. No one other than the Physical Resources Office has authorization to issue or duplicate any keys. All MPCC employees will sign for any keys that they may require. It is the employee's responsibility to secure those keys at all times and to turn them back into the Physical Resources Office when no longer needed. In the event the keys/badges are lost or broken it will be the employee's responsibility to purchase new ones.

For security reasons, the issuance of Outside and/or Inside Master keys is limited to those who can justify why they must have that kind of access. Physical Resources will consult with the Campus Vice-President for approval prior to issuing such master keys.

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

Student Housing staff are responsible for the issuance of any hard keys for mailboxes and access for student key cards. For requests of this nature, direct the student to Student Housing or email NPCCStudentLife@mpcc.edu or MCCStudentLife@mpcc.edu.

SAFETY

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

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

Submit a Help Desk or notify Physical Resources personnel to report any conditions which might be considered unsafe. An email may also be sent to NPSafety@mpcc.edu or MCCSafety@mpcc.edu.

There is a Core Safety Team composed of the Vice President of Administrative Services, North Platte Physical Resources Director, and at least two members of the North Platte and McCook Safety Teams. The North Platte and McCook Safety Teams are comprised of interested members of the faculty and staff from each location. The North Platte Safety team will include a Campus Coordinator from Broken Bow, Valentine, or Ogallala. The McCook Safety team will include the Imperial Campus Coordinator. The Core Safety Team and the Campus Safety Teams should meet at least quarterly.

The Safety Flipbook is available for use in all classrooms and office spaces. For any questions regarding safety procedures please contact Physical Resources.

SECURITY

From a safety and security standpoint, no students or visitors are allowed to remain in any shop and/or lab areas unattended. All shops and labs will be secured during breaks, and at the end of the day/night.

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

Be cognizant of strangers and surroundings. If unwanted visitors or other security threats are spotted, immediately notify the Physical Resources department. If a threat is imminent or could be severe dial 9+911 first.

INCIDENTS

Accidents and injuries can occur anywhere at any time. During extreme situations, refer to the MPCC Safety Flipbook for guidance.

For any accident or injury involving a student, the student is to be directed to the Student Life department. They will work with the student to complete an Incident Investigation Form and direct them to the next steps. For any accident or injury involving an employee the employee is to be directed to the Human Resources department. They will guide the employee to complete an Incident Investigation Form and assist them through any processes to be complete and provide updates.

SHIPPING/RECEIVING

The Physical Resources department handles all shipping and receiving items from freight carriers.

Physical Resources will instruct/assist with proper packaging, shipping labeling and paperwork needed upon request. When ordering any items for MPCC delivery, address the label as follows: John Doe – MPCC followed by the address; for personal deliveries: John Doe - Personal. Note any specific addressing needed in the Special Processing section of the requisition. Then notify Physical Resources of its pending arrival through the Help Desk along with any special instructions.

For any deliveries, the recipient will be notified of arrival, and given directions for pickup. If a shipment is received, please notify Physical Resources of its delivery so they can process the receiving paperwork.

For information regarding delivery times or special requests, contact the Physical Resources department.

NPCC only:

1. For standard packages, Physical Resources will need 1 to 2 business days to process.
2. Shipments that include special instructions do not fall within the 1 to 2 business day's delivery schedule. Physical Resources will contact the Help Desk submitter to coordinate delivery and fulfillment of special instructions.
3. No deliveries will occur on Fridays due to low census. Attempts will be made to notify the requestor of any urgent packages received on Friday by 12:00pm and can make arrangements with the Physical Resources office for pickup.

4. Each package will be opened to verify ownership. The packing slip is scanned/emailed to the Business Office and to the owner noting its arrival. If an item has been received without a packing slip, notify the Business Office of its delivery.
5. If items were purchased through a Business Office Pcard, notify them of its delivery and completion immediately.
6. North Campus/South Campus-Packages 50 lbs. and over will be delivered to the addressee's location.
 - a. North Campus-packages weighing 50 lbs. and below will be available for the requestor's pickup in the shipping/receiving bay.
 - b. South Campus-packages weighing 50 lbs. and below will be delivered to the McDonald-Belton mailroom #121 or the Health & Science staff workroom #100.
7. For employees with a documented work restriction on file with Human Resources who need additional assistance, please note this in the Help-Desk outlining specific needs for delivery.
8. Any personal shipments received by MPCC will remain in the North Campus receiving bay for pickup by the owner. MPCC will not deliver non-work related items. Physical Resources will notify the owner that a delivery has been received in order for the owner to arrange for pickup.
9. No items will be assembled, installed or tagged upon delivery without a Help Desk being submitted and/or the requestor verifying the shipment is correct prior to tagging. If a purchase is made for any items that are to be tagged per MPCC policy, it is the responsibility of the requestor to notify Physical Resources via Helpdesk/NPCCShippingandreceiving@mpcc.edu for tagging to occur timely.

USE OF PROHIBITED ITEMS

MPCC is a drug, alcohol, tobacco (including e-cigs and vaping) and weapon free campus. Use of any kind of tobacco products on or within property owned or leased by MPCC is prohibited. If these items are seen on campus, report these to the Welcome Center.

UNAUTHORIZED ITEMS AND ELECTRONIC USE

MPCC will provide appropriate heating and cooling options for staff. Each MPCC building is equipped with an HVAC system to appropriately control the temperatures within each building and work space. The use of personal heaters and fans in office areas is strictly prohibited. Please submit a Help Desk if an area is in need of a heater or fan. These will be evaluated and reviewed with the current HVAC system to find the best possible solution.

MPCC asks for discretion when using personal electronic devices in work spaces. In the event you bring a personal item for use within your work space, MPCC will not be held responsible for any damage occurring to the device or its area while it is plugged in on campus. Below are a list of items to be cognizant of and be sure these are turned off every day prior to leaving.

Examples: Lamps, string lights, decorations, computers, tablets, phones, air fresheners, fridges, coffeemakers, radios, etc.

VEHICLE USAGE PROCEDURE

I. INTRODUCTION

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

II. PURPOSE

- A. To provide a process for requesting use of a College-owned vehicle from the pool of MPCC vehicles.

- B. Outline the procedures for purchasing gasoline and any automotive supplies for College-owned vehicles.
- C. Outline the procedure for making needed repairs to College-owned vehicles.

III. RESPONSIBILITIES

Any person authorized to operate a College-owned vehicle is required to do so in a safe and prudent manner, while following the procedures outlined below.

IV. PROCEDURES

- A. A College-owned vehicle may be used only for official College business.

The following guidelines shall be used in determining whether vehicle usage fits the official usage requirement:

1. Travel directly incidental to the performance of official business, provided that the vehicle is not diverted from a reasonable and prudent route to or from its intended official purpose
 2. Transportation between temporary lodging and temporary duty station
 3. Transportation while in travel status between the temporary duty location or temporary residence and place where meals are taken, laundries, and other similar places required for the health and well-being of the operator
 4. In no event shall any person other than a College employee operate a College-owned vehicle unless a Vice President or the College President has specifically authorized such operation, and then only in the event there is no reasonable alternative to the non-employee operating the College-owned vehicle.
- B. The term “official” use or purpose does not include the use of a College-owned or leased vehicle or commercial rental vehicle for personal entertainment, the visiting of friends or relatives, loan to or use by guests of the College, unless prior approval has been extended per paragraph A.4. above. It shall not be a requirement that all persons traveling in a College-owned vehicle be employees of the College, but all persons traveling in College-owned vehicles must be on official College business or on business related to the operation of the College at all times.
 - C. Transporting persons not representing the College, including family members, friends, or other members of the general public, is not allowed without prior permission of the Vice-President of Administrative Services.
 - D. All drivers of a College-owned vehicle must have in their possession a current and valid motor vehicle driver’s license. The driver of the College owned vehicle is personally responsible for citations received while operating the vehicle.
 - E. A College-owned vehicle is to be checked out and may be used only after an employee follows these procedures:
 1. Administrative personnel will submit a vehicle request 24 hours prior to selected travel dates through the Request form located online. Personnel will need to provide name of driver, names of passengers, travel date, estimated departure time, return time, reason for travel, and proper accounting code for mileage charge.
 2. Classified Staff will need to submit a Leave Request when traveling out of town on college business to be approved by the Campus Vice-President prior to e-mailing the Vehicle Request to the respective Physical Resources office. An approved Leave Request is necessary for a vehicle to be dispatched.
 3. Vehicle dispatch will send a confirmation of reserved vehicle when a vehicle has been assigned.

4. For departure before normal business hours, make arrangements to pick up the vehicle keys the day prior to departure.
 5. Vehicle dispatch must be notified of any trip cancellation immediately so the reserved vehicle can be made available for other trips.
 6. It is the driver's responsibility to return the vehicle to the Motor pool area at conclusion of the trip and turn in keys with the completed trip log to the vehicle dispatch office.
 7. Smoking is prohibited in all college vehicles.
 8. In the case of accident or other emergencies while on the road, please follow procedures outlined in the trip log packet located in the glove box of the vehicle.
- F. Gas cards are issued to each College vehicle. Any purchase made with this credit card must have the employee's identification number and odometer reading. All receipts must be returned with the credit card when the vehicle is returned.
- G. If repairs are needed while traveling in a College-owned vehicle, the following procedures shall be used:
1. Minor Repair – Items such as belts, hoses, and tires which are easily replaced by any competent full-service station and may be purchased with a College credit card. Upon return to campus, the employee who checked out the College owned vehicle shall immediately contact the Physical Plant Director to advise of such repairs and provide a copy of the receipt. If the driver must personally pay for the repair, reimbursement will be made following presentation of receipt.
 2. Major Repair – In the event a College-owned vehicle will require major repair or the vehicle otherwise appears to be unsafe or inoperable, the employee who checked out the vehicle shall follow the instructions found in the Operator's Manual in the vehicle, located in an envelope in the glove-box. Prior to incurring any repair expense, the employee shall contact the Physical Plant Director, a Campus Vice President, or the College President to obtain authorization to have such repairs completed.
- H. If a College vehicle is involved in an accident, the insurance information is located in the glove box. The employee shall follow the instructions for reporting an accident and make no statement concerning guilt or innocence.

PARKING LOTS AND SIDEWALKS

MPCC works to keep parking lots and sidewalks safe and clear of obstructions. At times, during construction and remodels, areas may be closed for safety purposes. It is each employee's responsibility to assist with this. At no time should any cars, trucks, or motorcycles be parked on the sidewalks unless for maintenance or building projects.

We ask that employees do not take the stalls directly in front of campus buildings and allow these spaces to be used for a better visitor and student experience.

SNOW AND ICE REMOVAL

During inclement weather, MPCC will strive to complete snow and ice removal in a timely manner. Employees must be cognizant of their surroundings and ever changing weather. By wearing proper footwear and avoiding areas of drainage, icy curbs, and dips, we can all stay safe in our parking lots and sidewalks.

III. FACULTY/ACADEMIC

Course Load

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

Division Chairs

There are five Division Chairs appointed for terms as determined by ILT. The Division Chairs represent the following areas:

- Applied Technologies
- Business & Technology
- Health Occupations
- Humanities & Social Sciences
- Mathematics & Science

Evaluations

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

Intellectual Property

DEFINITIONS:

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

OWNERSHIP OF INTELLECTUAL PROPERTY:

When intellectual property is developed on the employee's own initiative, outside the scope of his or her College responsibilities, and without any reliance on College support, the College will not claim ownership rights for that intellectual property.

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

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

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

If the employee who developed the intellectual property departs from employment with the College, it is understood that a copy of the intellectual property shall remain with the College and the College shall have

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

Negotiated Agreement

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

Office Hours

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

Adjunct Faculty

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

Program Review/New Programs

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

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

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

Professional Development

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

IV. HUMAN RESOURCES

Attendance and Absenteeism

I. INTRODUCTION

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

II. PURPOSE

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

III. RESPONSIBILITIES

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

IV. PROCEDURES

- A. An employee who fails to properly notify their Supervisor of an absence or lateness may be subject to disciplinary action.
- B. An employee who develops a pattern of potentially avoidable absences or lateness may be placed on a Performance Improvement Plan, and may be subject to disciplinary action, up to termination.
- C. Three (3) unexcused absences will result in voluntary termination.

V. DEFINITIONS

- A. Late – When an employee has not reported to work at their scheduled start time.
- B. Absence – When an employee does not work at least half of their scheduled work day.
- C. Excused Absence – Any absence during a scheduled day of work that has been requested and approved.
- D. Unexcused Absence – Any absence during a scheduled day of work that has not been requested and approved.

Accident or Injury/Return to Work Incident Reporting/Investigation

I. INTRODUCTION

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

II. PURPOSE

- A. To define the procedure for managing [incident reporting](#)
- B. To ensure safety standards are being met
- C. To minimize unsafe conditions and repeat incidents

III. RESPONSIBILITIES

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

IV. PROCEDURES

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

V. DEFINITIONS

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

Return to Work

I. INTRODUCTION

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

II. PURPOSE

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

III. RESPONSIBILITIES

- A. Employees
 - 1. Employees shall maintain open and honest communication with the College concerning their ability to work after suffering from an injury and illness.
 - 2. An employee absent because of illness, accident or injury (regardless whether the injury was suffered within or outside the scope of employment) for a period of three or more days shall present to the immediate supervisor a written statement from a physician stating the employee is able to perform the essential functions of the job.
- B. Supervisors
 - 1. Supervisors shall ensure that employees do not return to any form of work without the necessary approval from a physician.

IV. PROCEDURES

- A. Employees shall provide a written statement from a physician stating the employee is able to perform the essential functions of the job prior to returning to work.
- B. The college administration may require a physical examination (second opinion) by a designated physician if it is deemed necessary to make proper determination relative to an employee's fitness to resume duties. The College will pay for such examination.
- C. The physician's written statements (first and second opinions) are to be discussed between the employee and administration before the employee returns to work.
- D. These procedures shall apply regardless of whether or not the situation is covered under the Worker's Compensation Law.

V. DEFINITIONS

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

Benefits Summary

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

Health Insurance – The current plan of health insurance offered is a \$650 per person/\$1,300 per

family annual deductible for Faculty and \$1,050 per person/\$2,100 per family annual deductible for Administration and Classified Staff. MPCC offers the Preferred Provider Option (PPO) plan offered by Blue Cross/Blue Shield of Nebraska. MPCC pays 100% of the eligible premium for single, employee & children, employee & spouse, or family coverage. For the current PPO annual deductible plan offered, please contact the Benefits Specialist in the Business Office.

A high deductible plan (HDP) of \$3,500 with a health savings account option is also available. MPCC pays 100% of the eligible premium for single, employee & children, employee & spouse, or family coverage. The college will deposit the difference in cost premium from the eligible HDP plan vs. PPO plan into the employee's HSA. Employees may also elect to deposit additional funds into their HSA account up to the maximum amount allowed by the Internal Revenue Service. For more information, please make contact with the Benefits Specialist in the Business Office.

Another service provided by BCBS, is AmWell telehealth, which can be accessed from a smartphone, tablet, or any device with video chat capabilities. Visit AmWell.com for a list of services offered with physicians or qualified health professionals.

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

Payflex 125 'Cafeteria' Plan – Employees are eligible to participate in medical and/or dependent care flexible spending accounts through monthly, tax-free payroll deduction contributions to their 125 Plan. A limited flexible spending account is available with the selection of the HDP to cover dental and vision expenses. For more information, contact the Benefits Specialist in the Business Office or by accessing www.mypayflex.com.

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

VSP-Vision Insurance –Voluntary Vision Insurance is available in a standard or Premium Plan.

Premiums are paid by pre-tax payroll deduction. Plan options include single, employee & children, employee & spouse, or family coverages.

TIAA/CREF Retirement Plan

Participation in the retirement plan is mandatory for all Faculty and Administrative personnel after age 25 and all Classified staff after age 30. Employees must contribute a pre-tax minimum of 4.5% of their gross wages or monthly salary. Employees may choose to contribute any percentage greater than the minimum and the college will match their chosen amount, up to a maximum percentage as set by the Board of Governors. The maximum percentage can be found by contacting the Benefits Specialist in the Business Office. Contributions to the plan from both the college and the employee are immediately 100% vested. Monthly contributions will be deposited in the employee's TIAA/CREF account within 15 days following each monthly payroll distribution. The employee will be responsible for distributing all contributions amongst available TIAA/CREF investment options as they so choose. Changes in the amount and diversity of investments can be made at any time.

Best Care-Employee Assistance Program – This is available to all MPCC employees for short-term, confidential counseling. Call 402-354-8000 or 800-666-8606. If no answer, call 402-354-2710. For available services see the [Best Care Employee Portal Link](#) or visit [Best Care EAP](#).

Supplemental Insurance – Additional options include the following:

- [Lifeteam Critical Care Transport](#)

- [Aflac](#)
- [Assurity](#)
- [VPI-Pet Insurance](#)
- [Tickets at Work](#)

Contact the Benefits Specialist for more information about these supplemental options.

Call-In Pay

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

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

Children in the Workplace Procedures

I. INTRODUCTION

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

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

II. PURPOSE

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

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

III. RESPONSIBILITIES

- A. Employees are expected to explore and avail themselves of reasonable alternatives to minimize the need of having a child/adolescent present in the workplace, such as the use of vacation and personal leave.
- B. Supervisors are expected to be flexible in granting accrued leave and scheduling an employee's work to ensure the employee is able to make arrangements to care for a child outside of the workplace.

IV. PROCEDURES

- A. Employees are not permitted to care for children/adolescents in, or bring them to, the workplace for extended periods of time, or on a regular basis. A child or adolescent visitor may accompany the employee on brief visits to public spaces of the College that are not hazardous locations.
- B. When the use of leave or alternative arrangements are not options for the employee, the Campus Vice-President or designee, in consultation with the employee's immediate supervisor, may, under extremely unusual circumstances and for good reason, approve a request from an employee to have a child/adolescent present at the workplace. The following criteria will be considered before approving a request:
 - 1. an unanticipated short-term emergency exists;
 - 2. other suitable alternatives are not readily available;
 - 3. the visit is expected to be for a very short period of time;
 - 4. the employee will be able to provide ongoing supervision of the child;
 - 5. the child is not exposed to a hazardous environment; and
 - 6. the child's presence will not create a health concern, distraction, or disruption in the workplace
- C. It is understood that the College reserves the right to request that an employee remove their child from the work place when it is determined that the child is not being appropriately supervised, the child's behavior is disruptive, the child presents a health concern, or is in a hazardous/restricted area.

V. DEFINITIONS

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

COBRA (Consolidated Omnibus Budget Reconciliation Act)

I. INTRODUCTION

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

II. PROCEDURE

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

Definitions of Employees

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

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

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

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

Permanent Part-Time Classified – A 12-month employee who works verifiable timecard hours not to exceed 1,560 hours per calendar year. Membership in this category will be determined annually in December by Human Resources for the following calendar year and to determine benefit eligibility. A limited number of employee benefits will be made available to employees falling within this category who meet certain hourly thresholds.

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

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

Intercollegiate Athletic Coaches – This type of employee's function is to coach a sport for MPCC. Pay for coaches is determined based on their primary employment status. Pay for full-time faculty that coach is based on the faculty negotiated agreement. Pay for full-time administrators that coach is a portion of their administrative salary. Part-time Coaches (no other college employment or duties) will be paid at the base rate as outlined in the faculty negotiated agreement. Coaches' pay is paid over twelve months and is considered 70% earned during the respective competitive season and 30% during the off-season.

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

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

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

Disciplinary Action

I. INTRODUCTION

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

II. PURPOSE

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

III. PROCEDURES

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

- A. Oral Notification – If an oral warning is issued, the supervisor should record the date of the warning and a brief summary of what was involved. This record is for the supervisor's future use if appropriate; it should not be made part of the employee's personnel file.
- B. Written Notification – If a written warning is warranted, the supervisor should follow these steps:
 1. Obtain a written notification form from Human Resources, which must include,
 1. First - Employee Warning Form
 2. Second - Performance Improvement Plan or Performance Assistance Plan (faculty)
 2. Fill out the form and review it with the employee.
 3. Return the form to Human Resources.
 4. Provide monitoring and follow up procedures to the written plan as deemed necessary.

NOTE: There may be situations, which rise to the level of termination, without including all steps of written notification.

- C. Suspension – If the President believes it to be in the best interest of Mid-Plains Community College, the President may suspend a faculty member, an administrator, or a classified staff member, for a period not to exceed sixty calendar days. Legitimate causes for suspension may include, but not be limited to, incompetency, neglect of duty, unprofessional conduct, insubordination, immorality,

physical or mental incapacity, or other conduct which substantially interferes with the performance of duties or endangers the welfare of the Mid- Plains Community College, its students or personnel. Suspensions of faculty or administrators will be with pay. Classified staff may be suspended with or without pay at the discretion of the President. Employee suspension is specifically set forth in Board Policies 4291, 4391, and 4491.

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

IV. RESPONSIBILITIES

- A. Supervisors
 - 1. Ensure that disciplinary measures are administered in a fair and equitable manner.
 - 2. Ensure that methods of improvement and appropriate feedback are given to employees under disciplinary action.
- B. Employees
 - 1. Follow the policies and procedures of Mid-Plains Community College.
 - 2. Ensure that methods of improvement are followed and appropriate feedback is given to their supervisor.
- C. Human Resources
 - 1. Function in an advisory capacity concerning procedural matters and complaint resolution for both employees and supervisors.

Drug-Free Workplace Act

[Employee Acknowledgement of Drug Free Policy](#)

I. INTRODUCTION

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

II. PURPOSE

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

III. PROCEDURES

- A. The college prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on college property or while conducting college business off-premises. Any employee convicted of a criminal drug offense under the above conditions is subject to appropriate personnel action up to and including termination.
- B. The college does hereby establish drug-free awareness programs to be implemented through the President, which shall inform all employees about:
 - 1. the dangers of drug abuse in the workplace;
 - 2. the college’s policy of maintaining a drug-free workplace;
 - 3. drug counseling, rehabilitation, and employee assistance; and
 - 4. appropriate personnel actions and penalties which may be imposed for drug abuse violations.

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

IV. RESPONSIBILITIES

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

Employee Dress Attire

I. INTRODUCTION

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

II. PURPOSE

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

III. PROCEDURES

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

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

IV. RESPONSIBILITIES

- A. Supervisors – All supervisors are responsible for ensuring the consistent application of this policy as applied to their employees. In addition, supervisors will:
 - 1. Set a good example for employees;
 - 2. Make employees fully aware of this policy and the importance of maintaining a professional appearance through dress/attire/grooming.
- B. Counsel violators and use disciplinary action as needed.
- C. Employees – It is each employee's responsibility to follow policies and procedures with regard to dress/attire/grooming as set forth by MPCC.

Equal Opportunity

I. INTRODUCTION

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

II. PURPOSE

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

III. PROCEDURES

- A. The college has established procedures for consideration of personnel and student grievances. Details of these procedures are available in this handbook (see Harassment Procedures) the negotiated agreements, and the Student Handbook.
- B. The college believes that sexual harassment of employees or students is a prohibited form of discrimination. Therefore, the college is committed to the belief that sexual harassment in the college is unacceptable conduct and will not be tolerated or condoned. Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:
 1. are made either explicitly or implicitly, a term or condition of an individual's educational status or employment; or
 2. are used as a basis for educational or employment decisions affecting such individuals; or
 3. have the purpose or effect of unreasonable interference with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational or working environment.
- C. Inquiries concerning the application of these laws and regulations may be directed to the Human Resources Office, Mid-Plains Community College, 1101 Halligan Drive, North Platte, NE 69101, (308) 535-3679 or to the Director, Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

IV. RESPONSIBILITIES

- A. Supervisors – All supervisors are responsible for ensuring the consistent application of this policy as applied to their employees. In addition, supervisors will:
 1. Set a good example for employees;
 2. Make employees fully aware of this policy.
- B. Employees – Follow policies and procedures as set forth by MPCC.

Fair Labor Standard Act (FLSA)

I. INTRODUCTION

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

II. PURPOSE

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

III. PROCEDURES

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

IV. RESPONSIBILITIES

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

Family Medical Leave Act (FMLA)

I. INTRODUCTION

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

II. PURPOSE

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

Twelve workweeks of leave in a 12-month period for:

- The birth of a child and to care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

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

III. PROCEDURES

Employees will be notified by Human Resources that FMLA leave will begin after 3 consecutive days of affliction due to one of the conditions listed above.

An employee on FMLA leave will be required to use any paid leave benefits they have available to them while on FMLA leave, and their paid leave will run concurrently with their FMLA leave.

IV. RESPONSIBILITIES

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

V. DEFINITIONS

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

Grievance Procedure

I. INTRODUCTION

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

Any grievance shall be made pursuant to the following procedure:

A. Definition of Terms:

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

The term grievance shall not apply to any matter which may be resolved by a method of review prescribed by law or over which the Board is without authority to act.

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

B. Procedure

Level 1.

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

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

Level 2.

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

Level 3.

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

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

Level 4.

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

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

The Board may thereafter go into closed session if appropriate and allowed by Nebraska Law, or may discuss the grievance in open session, or may schedule another meeting of the Board to

consider the grievance. In any event, the Board shall render a written opinion signed by the Chairman of the Board and witnessed by the Secretary of the Board within thirty (30) calendar days after the close of the grievance hearing and shall immediately provide a copy of the written opinion to the aggrieved party and to the President.

- C. **Time Limits:** Failure of the aggrieved party to take any action within the time limits prescribed herein shall constitute a waiver of any further rights under this provision and shall constitute a final acceptance of the prior decision. Failure of an administrator to take action within the time limits prescribed herein shall permit the aggrieved party to proceed to the next level. The parties may by mutual agreement, in writing, extend any time limits provided herein.
- D. **Grievance Records:** No documents which are part of any grievance process shall be retained in the aggrieved party's personnel file, but shall be retained by the Human Resources office for the sole purpose of memorializing the grievance process. Neither the Board nor the administration shall take any action against or in any way seek reprisal against any aggrieved or interested party who participated in a grievance, and such aggrieved party may review his or her file at reasonable times upon reasonable notice.
- E. **Right of Representation:** Any aggrieved party shall have the right to assistance from or may be represented by another employee of Mid-Plains Community College, in which case the aggrieved employee and their chosen representative shall be considered parties of interest.

Harassment Procedures

I. INTRODUCTION

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

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

II. DEFINITIONS

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

A. Sexual Harassment

Sexual harassment in the workplace has been defined as:

1. The submission to the harassment is either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of such conduct are:

4. Verbal:

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

5. Non-Verbal:

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

6. Physical Contact:

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

B. Other Harassment

1. Verbal:

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

2. Non-verbal:

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

3. Physical:

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

III. PROCEDURES

- A. Any allegation of harassment will be reported to the immediate supervisor and/or to the Director of Human Resources/Title IX Coordinator or his/her designee. The allegation will be investigated and adjudicated in accordance with procedures set forth in the Equity Grievance Procedure.
- B. Staff members are responsible for reporting alleged cases of harassment to the immediate supervisor and/or to the Director of Human Resources/Title IX Coordinator or his/her designee.

- C. All grievances, allegations of harassment, or discrimination on the basis of protected class involving students, staff or faculty members [with the exception that unionized or other categorized employees will be subject to the terms of their respective collective bargaining agreements/employees' rights to the extent those agreements do not conflict with federal or state compliance obligations] will follow the procedures described below. Redress and requests for responsive actions for grievances brought involving non-members of the community are also covered by these procedures.
1. Filing a grievance
 2. Grievance Intake
 3. Investigation
 4. Interim Remedies
 5. Grievance Resolution
 6. Equity Grievance Conduct Panel
 7. Equity Grievance Appeal Panel
- D. MPCC will implement immediate remedial, disciplinary, and/or protective actions upon notice of alleged harassment, retaliation and/or discrimination on any grievance or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination, that is received by Title IX/Equity/AA Coordinator, Deans of Student Life, a member of the Equity Grievance Panel [who is not an advocate] or a member of the administration. Such actions could include but are not limited to: no contact orders, providing counseling and/or medial services, academic support, living arrangement adjustments, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, and/or referral to campus and community support resources.
- E. The process to fully investigate and adjudicate Title IX allegations may take 60 days. The following is a list of the steps and the estimated time at each step to resolve allegations for students and at-will employees. Unionized Faculty will be subject to their time limits of their respective collective bargaining agreements. This is only to be used as a guideline. Some steps may take longer and some shorter based on many factors. It is the intent of MPCC to thoroughly review each claim to the best of our ability.
1. Inquiry (5 Days)
 2. Investigation (21 Days)
 3. Conduct Panel (22 days)
 1. Conduct Panel Initiation (14 Days)
 2. Conduct Panel Completion (3 Days)
 3. Conduct Panel Deliberation (5 Days)
 4. Appeal Panel (6 Days)
 1. Appeal Panel Initiation (3 Days)
 2. Appeal Panel Completion (2 Days)
 3. Appeal Panel Delivered to Reporter and Respondent (1 Day)
- F. Additional Information:
1. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as required by law or is in the context of a legal

administrative proceeding. No individual involved is to discuss the subject outside of the investigation. The purpose of this provision is to:

1. Protect the confidentiality of the employee who files a complaint;
 2. Encourage the reporting of any incidents of harassment;
 3. Protect the reputation of any party wrongfully accused of harassment.
2. Standard of Evidence - MPCC investigation and panel findings are based upon the preponderance of the evidence to decide in favor of one party or the other. This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence. Thus, one clearly knowledgeable witness may provide a preponderance of evidence over a dozen witnesses with hazy testimony, or a signed agreement with definite terms may outweigh opinions or speculation about what the parties intended. Investigation findings based on a preponderance of the evidence is determined by reviewing the evidence and asking the question, is it "more likely than not" that a finding is true.
3. Each individual will be advised that he/she has a right to file a charge of discrimination (harassment) with the Office of Civil Rights of the Department of Education, Nebraska Equal Opportunity Commission, the United States Equal Opportunity Commission and/or file a grievance in accordance with the negotiated agreement.
4. Further, given the nature of harassing behavior, false accusations can have damaging effects on innocent individuals. Bad faith allegations or use of this policy for a purpose unrelated to its intent are prohibited. Deliberately false and/or malicious accusations of harassment, as opposed to grievances which, even if erroneous, are made in good faith, are just as serious an offense as harassment and will be subject to appropriate disciplinary action.

IV. CONSEQUENCES FOR HARASSMENT

If a determination of harassment is made, violators are subject to disciplinary action which may include but is not limited to admonishment, an apology to the victim, written warning, letter of reprimand, loss of assignment, change of job or class assignment, advice and counseling, required attendance at a harassment training program, referral to law enforcement authorities, suspension or expulsion for students, and termination of employment for employees. For more information, please see the [Equity Grievance Procedure](#) on the Employee HR section of the website.

Holidays

I. INTRODUCTION

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

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

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

II. RECOGNIZED HOLIDAYS

New Year's Day

Memorial Day (observed)

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

In addition, Mid-Plains Community College recognizes the days between Christmas Day and New Year's Day as paid holidays in lieu of Martin Luther King Jr. Day, President's Day, Columbus Day, and Veteran's Day.

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

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

In the event a non-exempt (classified) employee is required, by their supervisor, to work on a day they would otherwise not work and receive holiday pay, they will earn the overtime rate for those hours worked, in addition to the holiday pay they are entitled to.

Leave

I. INTRODUCTION

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

II. PURPOSE

- A. To establish standards of attendance and leave.
- B. To ensure consistent and accurate communication between all employees.

III. RESPONSIBILITIES

- A. Employees – all employees are responsible for requesting leave prior to taking the leave, except in unusual and extreme situations. ([Leave Request Form](#))
- B. Supervisors – Supervisors are responsible for processing their employees leave requests and routing them forward in a timely manner.
- C. The Benefit Specialist will record and track leave available, leave used, dates of leave, accrued leave, etc. for all eligible employees.

IV. PROCEDURES

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

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

If a full-time employee does not have enough sick leave days to provide income until they are eligible for long-term disability benefits, a Sick Leave Bank may be created, whereby other employees may contribute their unused vacation leave or personal leave to the bank to be used as sick leave days for the identified employee.

Days of donated leave will be considered on a day-for-day basis, and no consideration will be given for the monetary value of a day donated versus the monetary value of a day used. Sick Leave Banks will be established on a case-by-case basis after the Human Resources Office is notified of the specific need.

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

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

- B. Personal Leave – MPVEA Faculty will receive five (5) days per contract year on a non-accrual basis. MPEA Faculty will receive five (5) days per contract year on a non-accrual basis. Administration will receive one (1) day per fiscal year on a non-accrual basis. Classified staff will receive three (3) days per fiscal year on a non-accrual basis, for the first 5 years of employment. Starting with the beginning of the fiscal year following the fifth anniversary of employment, FT classified staff members may earn up to two (2) personal days per fiscal year on a non-accrual basis. Starting with the beginning of the fiscal year following the ninth anniversary of employment, FT classified staff members may earn up to one (1) personal day per fiscal year on a non-accrual basis. Eligible permanent part-time classified staff will receive 20 hours annually (calendar year) on a non-accrual basis.
- C. Vacation – EXECUTIVE ADMINISTRATORS, PROFESSIONALS, and CLASSIFIED STAFF - Vacation and Personal Leave (Board Policy #4362) Full-time Executive Administrators, Professional Personnel, and classified staff personal leave and earned vacation are outlined in the charts below. Upon hiring, paid vacation leave does not accrue during the first month of hire, no matter what day of the month the employee first works. Vacation benefits start to accrue beginning in the second month of hire. Upon termination, vacation benefits will accrue during the final month of employment no matter the number of days they work during the last month. Vacation is earned through a monthly accrual system. No more than twice the annual earned vacation days may be compensated upon separation from employment if accrued and available.

Adminstrative Leave Chart

	Vacation <u>HOURS</u> earned per month	Vacation <u>DAYS</u> per year	Personal Leave hours per Year	Personal leave Days per year	Sick leave Days per year	Bereavement Per Year
Hours are earned on a monthly basis without regard to years of service	16	<i>24 days (192 hrs)</i>	8	1	12 days (96 hours)	5 days (40 hours)
	Each month, Admins will see hours of vacation added to their balance. Carry over of up to 48 days/384 hours per year... (additional 40 hours allowed, but won't count toward payout or carry over next FY)		Personal leave will show as a lump sum at fiscal year. Personal does not carry over		Sick leave carries over year to year, up to a max of 60 days (480 hours) *if hired before 6/30/04 you get 60 days per FY that do not carry over	Bereavement does not carry over

Classified Staff Leave Chart

Years of Service	Vacation <u>HOURS</u> earned per month	Vacation <u>DAYS</u> per year	Personal Leave hours per Year	Personal leave Days per year	Sick leave Days per year	Bereavement Per Year
1	8	<i>12 days (96 hrs)</i>	24	3	12 days (96 hours)	5 days (40 hours)
2	8	<i>12 days (96 hrs)</i>	24	3	12 days (96 hours)	5 days (40 hours)
3	8	<i>12 days (96 hrs)</i>	24	3	12 days (96 hours)	5 days (40 hours)
4	8	<i>12 days (96 hrs)</i>	24	3	12 days (96 hours)	5 days (40 hours)
5	8	<i>12 days (96 hrs)</i>	24	3	12 days (96 hours)	5 days (40 hours)
6	12	<i>18 days (144 hrs)</i>	16	2	12 days (96 hours)	5 days (40 hours)
7	12	<i>18 days (144 hrs)</i>	16	2	12 days (96 hours)	5 days (40 hours)
8	14	<i>21 days (168 hrs)</i>	16	2	12 days (96 hours)	5 days (40 hours)
9	14	<i>21 days (168 hrs)</i>	16	2	12 days (96 hours)	5 days (40 hours)
10	16	<i>24 days (192 hrs)</i>	8	1	12 days (96 hours)	5 days (40 hours)
11+	16	<i>24 days (192 hrs)</i>	8	1	12 days (96 hours)	5 days (40 hours)
	Each month, Classified staff will see hours of vacation added to their balance. Carry over of up to twice the amount of yearly allotment (additional 40 hours allowed, but won't count toward payout or carry over next FY)		Personal leave will show as a lump sum at fiscal year. Personal does not carry over; but as years of service increase, personal decreases so that vacation can increase which is advantagous for carry over and payout at termination		Sick leave carries over year to year, up to a max of 60 days (480 hours) *if hired before 6/30/04 you get 60 days per FY that do not carry over	Bereavement does not carry over

Faculty Leave Chart

Personal Leave hours per Year	Personal leave Days per year	Sick leave Days per year	Bereavement Per Year
40	5	12 days (96 hours)	5 days (40 hours)
Personal leave will show as a lump sum at fiscal year. Personal does not carry over		Sick leave carries over year to year, up to a max of 60 days (480 hours)	Bereavement does not carry over
		*if hired before 2001/02 school year you get 60 days per contract year that do not carry over	

*Based on a 175 Work Day Schedule, Faculty are not awarded vacation hours

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

Vacations will be scheduled on a first come first serve basis after considering the needs of the Mid-Plains Community College (MPCC). The President has the authority to schedule vacation requests, based on institutional priorities.

- E. Bereavement Leave – Paid bereavement leave, not to exceed five (5) days per year, may be granted for the death of spouse, child, brother, sister, father, mother, grandparent, guardian, grandchild, in-laws, or any other relative who is a permanent resident in the staff member's home. The bereavement leave shall be determined by the staff member's immediate supervisor and must be approved before taken, if possible. Bereavement leave may also be given to attend the funeral of other family members or close friends provided all duties are appropriately completed in the interest of service. Unpaid bereavement leave, or use of other types of paid leave for bereavement, may be granted by the staff member's immediate supervisor, only upon approval of the appropriate Vice President.
- F. Professional Development Leave/Work Related Duties Leave – Leave may be granted to employees to attend professional meetings. Prior approval of the appropriate Vice President is required. Professional Development Leave would include attending a seminar/training opportunity. Work Related Duties would include serving in a work related capacity or college representative in alternate locations.
- G. Other Leaves - Information regarding Military, Jury Duty, and Other Leave is available through Benefits Specialist or in the negotiated agreements. In relation to Jury Duty, please refer to [Board Policy # 4173](#).

Overtime Procedures

I. INTRODUCTION

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

II. PURPOSE

- A. To establish standards of equity in compensation and time worked.

III. RESPONSIBILITIES

- A. Employees – All overtime must be pre-approved in writing by the supervisor for the budget.
- B. Supervisors – The Supervisor will determine if the time in excess of forty hours in one workweek is necessary, and it will be compensated by overtime.

IV. PROCEDURES

- A. Overtime at the rate of one and one half times the hourly rate will be paid for all hours actually worked over forty in one workweek.
- B. Hours spent traveling to and from a pre-approved destination to attend work- related meetings, seminars, workshops, etc. will be compensated as hours worked.
- C. Only time spent at the destination involving college business is counted as hours worked.

V. DEFINITIONS

- A. Overtime is defined by the Fair Labor Standards Act as hours actually worked in excess of 40 hours in one workweek. It is compensated at a rate of one and one- half times the employee's normal rate of pay.
- B. Hours Worked - For the purposes of calculating Overtime; Paid Holidays will count as hours worked. Sick Leave, Personal Leave, Vacation, Bereavement Leave, and other types of paid Leave offered by the employer, will not count as hours worked. In the event a non-exempt (classified) employee is required, by their supervisor, to work on a day they would otherwise not work and receive holiday pay, they will be paid the overtime rate for those hours worked, in addition to the holiday pay they are entitled to.

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

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

Personnel Records Policy and Procedures

I. INTRODUCTION

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

II. PURPOSE

- A. To establish accurate records.
- B. To ensure that all employees are aware of their records and know how to review them.

III. RESPONSIBILITIES

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

IV. PROCEDURES

- A. Administrative personnel will have access on a need-to-know basis.
- B. Employees may inspect their own file in a reasonable time and manner during normal office hours.
- C. Employees may request copies of documents in their file. MPCC may require reimbursement not to exceed the cost of reproduction, which may include the cost of the time of the employee who produces the copies.
- D. Employees may request that documents be placed in their file.
- E. Any other release of confidential information (beyond normal employment verification) will require the written authorization of the employee.
- F. For the purposes of memorializing events, maintaining insurance records, and other reasons, HR maintains separate employee files that contain medical information, health benefits information, workmen's compensation information, and grievance information. This information is NOT considered a part of the employee's personnel file and is maintained separate from the employee personnel files. This information is available for inspection by the employee in a reasonable time and manner during normal office hours. All of these types of files and information will be destroyed in accordance with MPCC's records retention policies.

Performance Appraisals

I. INTRODUCTION

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

II. PURPOSE

- A. To provide feedback to employees on their performance compared to their Supervisor's expectations, as well as to provide feedback to Supervisors on their performance compared to their employees expectations.

- B. To foster open and honest communication between employees and their Supervisors.
- C. To develop ways to improve the performance of our employees and to help the College improve and prosper.

III. RESPONSIBILITIES

- A. Employees are responsible for:
 - 1. Providing open and honest communication with their Supervisors.
 - 2. Accepting suggestions with professionalism.
- B. Supervisors are responsible for:
 - 1. Providing open and honest communication with their employees.
 - 2. Accepting suggestions with professionalism.

IV. PROCEDURES

- A. All employees will perform a self-appraisal of their own job performance.
- B. All supervisors will perform an appraisal of their employees' performance.
- C. Supervisors will meet with their direct report to calibrate the employee's written appraisal.
- D. Supervisors and employees will meet and discuss the results of these performance appraisals.
- E. After the meeting described above, a complete and final performance appraisal is to be delivered to the Human Resources Office by the appropriate Supervisor.

Position Descriptions

I. INTRODUCTION

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

II. PURPOSE

- A. To establish realistic, agreed-upon expectations of the position.
- B. To ensure that all employees and their supervisors are aware of the expectations of the position.

III. RESPONSIBILITIES

- A. Employees – All employees shall perform the duties outlined in their position descriptions.
- B. Supervisors – All Supervisors are responsible for communicating the expectations of the position, and for communicating updates/changes to the Job Analysis Questionnaire, upon which position descriptions are based.

IV. PROCEDURES

- A. The employee begins the process by filling out or updating a job analysis questionnaire that accurately reflects the requirements of the position.
- B. The Supervisor then reviews the job analysis questionnaire, provides input, and forwards the document to Human Resources.
- C. Human Resources then converts the information obtained in the job analysis questionnaire into the position description.

- D. This process will repeat annually.

PROFESSIONAL DEVELOPMENT

Institutional Tuition Waivers

I. INTRODUCTION

It is the practice of Mid-Plains Community College that all employees have all possible avenues to academic achievement. Eligible employees and/or their eligible dependents may take for-credit course offerings from Mid-Plains Community College 'tuition free'. The employee and/or their eligible dependents will remain financially responsible for any course fees, text books, materials, tools, uniforms, or supplies required for the course(s). Tuition waivers are capped at 15 credit hours per term. When enrollment is limited, students paying tuition have priority for available class slots. For more information, contact the Human Resources office, or see the Benefits Summary section in this document.

II. PURPOSE

- A. To establish standards of excellence.
- B. To motivate employees to improve themselves.
- C. To help build succession planning for the College.

III. RESPONSIBILITIES

- A. Employees – Employees must complete form "[Tuition Waiver](#)" and have it approved by the appropriate MPCC personnel.

IV. DEFINITIONS

- A. Eligible students will be defined as:
 - 1. Current full-time employees
 - 2. Full-time MPCC employees who retired from active service
 - 3. Full-time MPCC employees who were disabled during active service
 - 4. Spouse or dependents as defined by the same parameters used to determine eligibility for coverage under the college's health insurance plan of current, retired, or disabled full-time MPCC employees. Dependents enrolled at the time of death of an eligible full-time employee will continue to receive waivers of tuition for continuation of the degree being sought at the time of the eligible full-time employee's death, not to exceed 60 credit hours or two years from the date of death.
 - 5. Eligibility for both employees and dependents will be determined on the current employment status of the employee/dependent on the first day of the semester/term in question.

Tuition Reimbursement

I. INTRODUCTION

Full-time employees are eligible to apply for tuition reimbursement for college courses taken at accredited institutions. It is the joint responsibility of the Supervisor and the Human Resources department to determine whether the courses or degrees being sought are appropriate and generally

related to the employee's area of employment. The course/degree should be related to their work at the College.

II. PURPOSE

- A. To establish standards of excellence.
- B. To motivate employees to improve themselves.
- C. To help build succession planning for the College.

III. PROCEDURES

- A. Funds must be available and approved in advance by the appropriate Vice President. The deadline to apply for tuition and fee reimbursement each year is April 15. (Tuition and Fee Reimbursement).
- B. Reimbursement is capped at a maximum of 9 credit hours per fiscal year.
- C. The total amount available budgeted per year for reimbursement will not exceed \$25,000. Priority will be given to those on an approved credentialing plan. In the event that more requests are submitted then budget amount allows for, cabinet may determine the amount eligible for reimbursement.
- D. MPCC does not duplicate reimbursement for fees and tuition that are paid or reasonably should be funded by other financial aid programs.
- E. Maximum reimbursement is the comparable level of per credit in state tuition and fees at the University of Nebraska – Lincoln.
- F. Approval and conditions for faculty will be dictated by the negotiated agreements.
- G. Upon successful completion (generally a grade of C or better), Form 0004: [Professional Development Activity Report](#) summary should be completed.
- H. A purchase requisition accompanied by proof of pre-approval, proof of payment and grade report should be submitted by Human Resources.
- I. If an employee leaves employment at MPCC within one year after the completion of a class or classes for which reimbursement has been received, the employee shall pay back 100% of the reimbursement received from the College for that class or those classes.
- J. If an employee leaves employment within two years after the completion of a class or classes for which reimbursement has been received, the employee shall pay back 50% of the reimbursement received for that class or those classes. Classes shall be considered complete on the last scheduled meeting date.

IV. RESPONSIBILITIES

- A. Employees – complete and route all appropriate paperwork (ie: forms, grade reports, proof of payment) to the appropriate departments.
- B. Supervisors – process paperwork submitted by employees in a timely manner and forward on to appropriate departments.
- C. Human Resources – compile all paperwork for necessary processing.

Reduction in Force

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

Resignation

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

Professionalism and common practice would dictate that the letter of resignation be submitted at least two weeks in advance of the last intended day of work. For purposes of payroll processing and benefits administration, the official date of resignation will be considered the last day physically worked. The use of paid vacation cannot be used to extend employment into the next month for benefit eligibility.

Suspension/Termination

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

Wellness Program

I. INTRODUCTION

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

['WOW' \(Working on Wellness\)](#) is a voluntary wellness program available to all MPCC employees at no charge. For more information on how to become more involved with 'WOW', please contact the Human Resources department.

II. VISION AND MISSION STATEMENTS

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

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

Whistleblower/Fraud Procedures

I. INTRODUCTION

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

The Occupational Safety and Health Act (OSH Act) and a number of other laws protect workers against retaliation for complaining to their employers, unions, the Occupational Safety and Health Administration (OSHA), or other government agencies about unsafe or unhealthful conditions in the workplace, environmental problems, certain violations of federal provisions concerning securities fraud, as well as

for engaging in other related protected activities. Whistleblowers may not be transferred, denied a raise, have their hours reduced, or be fired or punished in any other way because they have exercised any right afforded to them under one of the laws that protect whistleblowers. Pursuant to most of these laws, discrimination complaints must be filed as soon as possible – within 30 days of the alleged reprisal. OSHA Area Office staff can explain the protections under the whistleblower laws and deadlines for filing complaints.

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

II. PURPOSE

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

III. PROCEDURES/RESPONSIBILITIES

- A. Employees with knowledge of suspected improper and/or illegal activities within the College should report that information to their immediate supervisor as soon as is reasonably possible. It is recommended that the report be in writing.

Written documents help insure that important facts are not forgotten and that information is passed on to others completely and accurately. If for some reason the employee does not feel that they can report their suspicions to their immediate supervisor, they may report their concerns to the Human Resources office or any Cabinet level administrator they may feel is appropriate.

- B. The employee/administrator receiving the initial report of alleged wrong doing should immediately notify the Office of the President. If the allegations of improper activity involve the Office of the President, the notification may be presented to the Chair of the MPCC Board of Governors.
- C. The President shall initiate an investigation into the allegation to determine its validity, severity, and accuracy. The President may choose to assign the investigation to an appropriate Cabinet level administrator, or may choose to select an investigative committee to review and investigate the allegations.

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

- D. The person(s) accused of improper activity shall be notified by the President of the allegations being made and the nature of the investigation as soon as is reasonably possible without compromising the possible outcomes of the investigation.
- E. The Office of the President shall be responsible for notifying appropriate legal authorities or law enforcement agencies when it becomes apparent, either through the scope of the investigation or the severity of the allegation, that it becomes necessary to do so.
- F. During the investigative process, all care shall be taken to preserve the rights and identity of the person(s) reporting the alleged wrong doing and those being accused. However, individuals reporting possible misconduct should realize that, depending upon the nature and severity of the allegation, this may not always be possible.
- G. Individuals reporting suspicions or allegations of improper activity shall be held harmless from any form of retaliation, retribution, or punishment so long as their reporting was made in good faith and without malice.

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

Workstation Coverage/Protocol

I. INTRODUCTION

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

II. PURPOSE

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

III. PROCEDURES

- A. Email – Out of Office Assistant. If an employee is not going to be able to check email for an unusually long period of time, the "Out of Office Assistant" under Tools in Outlook should be activated. The length of time will vary depending on our practice and the expectations of users, but would be in the range of anything greater than one to three days.
- B. Physical Presence - If required job duties place an employee in a situation where there is no one else to respond to people who may walk into their area, it may be appropriate to post a sign when the workstation must be left unattended. Every effort should be made to maintain a physical presence in the work area during appropriate times.
- C. Phone Coverage ([MPCC Telephone Directory](#))
 - 1. Call Pick-up Groups: Call pickup groups enable more than one person to answer multiple extensions by simply picking up the phone. Incoming calls can then be answered and handled by another person and it is easier to assure someone will be available to answer for the entire pick-up group. This option is available to users with 'keyed set' phones only.
 - 2. Voice mail – It is possible to leave a greeting in the phone system's message center so a caller would know when to expect an answer. It is helpful to make part of the message a commitment of how long it will be before they may expect a response to their message.

RESPONSIBILITIES

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

When this is impossible, all employees should make every effort to make sure that their workstation is covered either by another employee or one of the options outlined above.

I,  , have received

the Mid-Plains Community College employee handbook and I understand I will be held responsible for understanding and complying with the contents therein.

Employee Signature

Date