

# **CLARKSON COLLEGE**

## **EMPLOYEE HANDBOOK**

### **MISSION**

The mission of Clarkson College is to prepare students to provide high quality, ethical, and compassionate health care to patients, their families, and their communities.

### **OUR VISION**

Clarkson College will become a premier private health sciences college that educates and trains students and professionals to provide outstanding health care services to patients, families, employers, and the community.

### **VALUES**

- LEARNING:** The lifelong process of growing and developing through both structured and unstructured experiences.
- CARING:** An empowering relationship through an attitude of empathy, consideration, and respect for those students, colleagues, and public constituents with whom we interact.
- COMMITMENT:** Consistent professional and organizational dedication to the shared mission and values of Clarkson College.
- INTEGRITY:** The consistent adherence to moral and ethical standards in personal, professional, and organizational actions.
- EXCELLENCE:** A level of performance in which all individuals strive for a shared goal of distinction.

### **AN EDUCATIONAL PARTNER WITH THE NEBRASKA MEDICAL CENTER**

Clarkson College is proud to be identified as an educational partner with The Nebraska Medical Center. This relationship includes (1) an affiliation agreement to provide clinical education experiences for our students, (2) a tuition discount program for The Nebraska Medical Center employees and their dependents to attend all of our education programs, and (3) an employment relationship for Clarkson College employees to participate in The Nebraska Medical Center payroll and benefit programs.

### **EMPLOYMENT CONTRACT DISCLAIMER**

The information in this handbook is intended to be informational and not contractual in nature. Clarkson College reserves the right to amend, alter, change or modify the provisions of this handbook at any time and in any manner that the administration or Board of Directors deems is in the best interest of Clarkson College.

**CLARKSON COLLEGE**  
**101 South 42<sup>nd</sup> Street**  
**Omaha, Nebraska 68131**

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### **Attendance**

As a provider of health care education, our ability to provide quality service depends on teamwork. Unscheduled absences or chronic tardiness hurts the effectiveness of the team.

An absence is defined as any unscheduled time away from work. Tardiness is defined as reporting to work after your scheduled start time. Should you find it necessary to be absent or tardy, personally notify your manager according to the time period required by your department before your scheduled start time. Your tardiness or absence may require that another employee will be needed to replace you, which may result in overtime or changing of work hours. Excessive absenteeism and/or tardiness can result in corrective action up to and including termination.

If you are absent for two consecutively scheduled shifts without notifying your manager, you will be terminated with the assumption that you have abandoned your job and no longer intend to continue working.

More detailed information regarding Attendance may be found in the Attendance Policy Number HR-1.

### **Benefits**

The Nebraska Medical Center/Clarkson College offers a comprehensive and generous benefits package. Your individual benefit package will depend on your employment status and full-time equivalency. Benefit choices and enrollment materials are discussed in depth at The Nebraska Medical Center Orientation for new employees. You may also contact Clarkson College Human Resources for more information.

If you have a change in family status (i.e. marriage, divorce, birth, job status change, etc.), you may be eligible to change your benefit selection. You must update this information in Lawson Employee Self Service within 30 days of the status change. If you have questions contact Clarkson College Human Resources.

### **Breaks**

A meal break for employees is defined as one thirty (30) minute period for every 6 ¼ to 12 hour shift worked. Employees do not record the thirty (30) minute unpaid break for time keeping purposes. The thirty minute period is automatically deducted from the employee's time worked as time without pay.

If it is anticipated that the unpaid break will exceed thirty (30) minutes with manager approval, the manager may require the employee to record this time.

All scheduled meal breaks must not be interrupted.

Rest periods are defined as a fifteen (15) minute time period provided every four hours of a scheduled shift. The manager or manager designee may schedule rest periods if the workload permits. Such breaks are paid as time worked. An employee will not be paid extra if rest periods are interrupted or not allowed.

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### **Bulletin Board**

Bulletin boards are located throughout the College for posting of material. The bulletin boards outside specific departments are designed for the information and notices related to that department. All materials must be posted on bulletin boards or in the designated Lucite holders and not on glass or painted surfaces. All materials must be approved by the Manager, Facilities before posting.

### **Business Ethics**

Clarkson College/The Nebraska Medical Center is committed to maintaining the highest standards of business ethics. The organization expects every employee to adhere to high standards and to promote ethical behavior. In order to maintain these standards each employee is expected to:

- \*Treat all persons fairly, with dignity and respect.
- \*Maintain confidentiality.
- \*Deal honestly and fairly with the organization's internal and external clients.
- \*Avoid conflicts of interest.
- \*Uphold the highest ethical standards in health profession education and health related research.
- \*Seek to serve the community of which Clarkson College is a part.
- \*Obey all relevant laws, regulations and published codes.
- \*Promote a safe work environment conforming to occupational health and safety laws and regulations.
- \*Abide by the code of ethics policy.

All violations of these standards must be reported to management or to the compliance hotline, 1-800-822-8310. Reports may be made in confidence, and no employee will be retaliated against for making a report in good faith. Violators of this policy will be subject to corrective action.

### **Compensation**

Clarkson College is committed to compensating employees competitively in its labor markets and equitably within the institution. A job description exists for each position. This enables an evaluation committee to determine the relationship of each job with others in the institution and assign point values accordingly. The points assigned, as a result of this process, determine the job grade and salary range minimum and maximum for the position.

An annual merit program may be administered which is based on the financial performance of the organization as determined by the Board of Directors.

### **Computer Usage**

Clarkson College information technology is to be used for corporate business needs only. The organization reserves the right to inspect computer activities at any time. All Internet and e-mail usage must be conducted professionally in a business-like manner. Messages may not contain content or information that may be reasonably considered offensive or disruptive to any employee. Offensive content includes, but is not limited to, sexual comments, or any comments or messages that would offend someone on the basis of his or her race, color, gender, sexual orientation, national origin, age, religion, disability, or marital status. Improper use of information technology is subject to corrective action up to and including termination.

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### Confidentiality

Clarkson College is committed to ensuring confidentiality of information related to students, employees, and organizational operational information. Any breach of confidentiality will be subject to corrective action up to and including termination.

All employees who have access to confidential information such as students, employees, or organizational operations shall be prohibited from reviewing, discussing, revealing or disposing of information in an unauthorized manner. Informal discussion of confidential information in public areas such as elevators, hallways, or break rooms must be avoided.

### Corrective Action

Employees of Clarkson College are required to perform satisfactorily in their jobs. Employees who fail to perform their jobs or who otherwise engage in behaviors that hinder Clarkson College's efficient or effective operations will be subject to corrective action. This may include coaching, first written warning, second written warning, suspension, or termination. Corrective action may begin at the level the manager determines to be appropriate. Certain circumstances may warrant immediate discharge. For example, you may be discharged immediately for gross misconduct including, but not limited to:

- theft of property
- breach of confidentiality
- mistreatment of or endangering a student
- intentional destruction of Clarkson College property

Please refer to the Corrective Action Policy Number HR-7 for additional information.

### Credit Union

The Nebraska Medical Center is affiliated with the Metro Health Services Federal Credit Union (MHSFCU). The credit union is not operated or governed by The Nebraska Medical Center, however, payroll deduction for savings, checking and loan accounts is available. Applications for membership in the credit union are available in the Payroll office, or at any of the MHSFCU locations. Automated teller machines operated by MHSFCU are available at The Nebraska Medical Center, Clarkson College Student Center, Clarkson Hospital, The Nebraska Medical Center University and other metropolitan locations.

### Crisis Leave

Clarkson College/The Nebraska Medical Center has established a crisis leave bank. Employees may donate accumulated Paid Time Off (PTO) for potential use in emergency situations by other employees of the organization who have exhausted their own leave from both the Extended Illness Bank (EIB) (when eligible for a medical FMLA) and PTO bank. Employees may request up to 200 hours per calendar year of paid crisis leave for:

- Serious illness of the employee or the employee's spouse
- Serious illness of the employee's child or parent or a person bearing the same relationship to the employee's spouse
- An extraordinary circumstance involving a personal crisis that is not health related

In order to qualify for crisis leave, employees must have exhausted their own leave from both the EIB, when eligible under the Family Medical Leave Act (FMLA), and the PTO bank. Other considerations will include the number of hours available in the Crisis Leave Bank, other requests being considered, and employment status. Employees may donate up to 24 hours per calendar year from their own PTO bank to the Crisis Leave Bank. Contact Clarkson College Human Resources to request or donate hours from the Crisis Leave Bank.

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### **Crisis Committee**

The Clarkson College Crisis Committee consists of a select group of College leaders who are responsible for guiding the College through any crisis. The Committee is charged with the responsibility to activate the Crisis Plan and to communicate to the College community as a whole. The President is responsible for deciding when to activate the Crisis Committee

### **Customer Service**

Clarkson College is committed to providing high quality customer service. Everyone at the College plays an important role in meeting our customers' needs in a caring and efficient manner. Our customers include our students, their family members, visitors, future employees, community service partners, and co-workers. Every customer should be greeted in a prompt and courteous fashion. We should help our customers at all times. If assistance is needed and we are unable to help the customer, we should find the person who can. Our customers at Clarkson College are very valuable to the organization, and we should go the extra mile to provide them with quality customer service.

### **Discounts**

Clarkson College employees are eligible for discounts at the following locations:

The Nebraska Medical Center Clarkson Tower Gift Shop  
The Nebraska Medical Center University Tower Corner Stone Gifts  
The Campus Corner Bookstore

See the clerk at each location for details as certain restrictions apply. Your ID badge must be presented at time of purchase to obtain a discount. The Nebraska Medical Center offers an Employee Discount Program which lists discounts at various businesses. The program is listed on The Nebraska Medical Center Intranet. The businesses and discounts are subject to change at any time.

### **Diversity**

Clarkson College recognizes that we live in a diverse society. We value the diversity of our employees, students, and the community and strive to create an environment where all people have equal opportunity.

Clarkson College complies with all applicable federal, state, and local laws relating to discrimination based on race, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, sex, age, veteran's status, or marital status.

### **Dress Code**

Clarkson College employees are expected to dress in a manner that enhances the student's, visitor's and community's confidence in Clarkson College employees as highly competent members of a health care educational institution, strongly committed to service.

A casual dress day will be allowed every Friday. Casual dress should not be worn Monday through Thursday unless otherwise notified. Casual dress may not be appropriate for reasons of customer service. Casual dress should not be worn if you are meeting with individuals outside the college community or if you have meetings schedule at The Nebraska Medical Center. All clothing is to be clean, pressed, and in good repair.

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### **Employee Assistance Program (EAP)**

EAP services are available through Arbor Family Counseling Associates. The EAP program offers help to employees who are having life experiences that affect their personal lives or job performance. The service is confidential and open to all employees. Up to three sessions are available at no cost to the employee. If additional sessions are required, the EAP will work with you to determine a payment program.

### **Employee Classifications**

Clarkson College has the following employment classification system:

#### Full time:

A full-time employee is an individual who is classified where employment is for no definite term and who is scheduled to work a minimum of 36 hours (.9 FTE) per week on a regularly scheduled basis.

#### Part time:

A part-time employee is an individual who is classified where employment is for no definite term and who is scheduled to work less than 36 hours (.1 - .8 FTE) per week on a regularly scheduled basis.

#### Casual labor:

A casual labor employee is an individual who is classified where employment is for no definite term and who is scheduled to work on an "as-needed" basis. This includes affiliate faculty.

### **Employee Development**

Clarkson College supports and promotes opportunities for continuing education and development for all employees.

The Clarkson College Professional Development division has a variety of workshops and programs available in both a traditional classroom setting and online. Contact the Director of Professional Development for more information.

The Success Center at Clarkson College is available to assist the College community, including employees, in areas of personal and professional development. Some of the services include, career planning and resume development, computer tutorials, workshops and seminars, Internet accessibility, and videos and books (Stress management, Self-esteem, Goal setting, Time management).

The Nebraska Medical Center Employee Development maintains a comprehensive library of educational materials and offers ongoing education and development services. The range of services includes basic skills education, job skills training, leadership and organizational development, certification programs, personal and professional development, and facilitation. Tuition assistance is also available to continue your formal education. (See Tuition Assistance)

### **Employee Health**

The following health care services are available to you at no cost through THE NEBRASKA MEDICAL CENTER Employee Health:

- Physicals for all new and transferring employees
- Treatment or referral for further treatment if you are injured or become ill while on the job

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- Ongoing immunization programs
- TB screening and testing
- Flu shots
- Sick call program which provides diagnosis and treatment, Monday through Friday, for simple illnesses such as ear infections, sore throat, upper respiratory infection, urinary tract infection, simple rashes, etc.

There may be a cost to you for non-work related illnesses or injuries seen by Employee Health.

### **Employment Provision**

Clarkson College recognizes that an employee has the right to terminate his/her employment at will, whenever he/she chooses. The organization reserves that same right.

Clarkson College Faculty are employed according to the terms outlined in the Faculty Contract issued on an annual basis.

### **Equal Employment Opportunity**

It is the policy of Clarkson College to consider each applicant for employment on the basis of his/her qualifications for the job and without regard to race, color, gender, national origin, sexual orientation, age, religion, disability, or marital status. If you believe that you have been or are being discriminated against or harassed for any reason, immediately notify your manager and follow up with a report to Clarkson College Human Resources.

### **Extended Illness Bank (EIB)**

The EIB provides income protection when you must miss work due to your own serious health condition or injury as a supplement to the PTO bank. You may access your accrued EIB only when you are on a medical leave of absence and have submitted a Leave of Absence form along with Medical Certification Statement. Your first consecutive 40 hours of time off due to the illness or injury are paid from your PTO bank, if full time. If part time, your first consecutive hours of PTO will be equal to your budgeted FTE. Please refer to Paid Time Off Policy number HR-22 for additional information.

### **Grievance Policy**

Clarkson College complies with all applicable federal, state, and local laws relating to discrimination based on race, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, sex, age, veteran's status, or marital status.

The College prohibits retaliation against a complainant or other person(s) who participates in grievance proceedings.

Clarkson College is committed to providing a process to be used by employees who are not able to resolve work related issues. An appropriate grievance is defined as employee discontent or dissatisfaction, valid or not, arising from anything connected with the organization that the employee feels is unfair, unjust, or inequitable.

The formal grievance process begins with the employee submitting his/her grievance in writing to Clarkson College Human Resources within seven (7) calendar days of the event being grieved. The written request must contain the issue being grieved and the resolution the employee is requesting. Human Resources will assist the employee through the four step formal dispute resolution process. For more information and procedure please refer to Employee Grievance Policy Number HR-08.

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### **Harassment**

The policy of Clarkson College is to maintain a work environment that is free of unprofessional conduct, sexual harassment, and discrimination for all of its staff, faculty, students, patients and visitors.

Unprofessional conduct includes but is not limited to the use of profanity, humiliating remarks, physical abuse, personal verbal attacks and false accusations.

Discrimination includes but is not limited to conduct jeopardizing the rights of others due to race, color, sex, national origin, disability, marital status and veterans status.

Any employee of Clarkson College that has witnessed or believes that he/she has been subjected to an unprofessional, discriminatory, or sexually harassing act, should report the incident promptly to the department manager or Human Resources department.

### **Health and Wellness Opportunities**

The Nebraska Medical Center sponsors various programs to help maintain a healthy lifestyle. The nationally recognized employee wellness program includes several on-site fitness opportunities, an on-going fitness/nutrition program, free annual health screenings, discounted lab panels, health incentive program and massage therapy. From time to time, Clarkson College will also sponsor various wellness activities and programs.

Clarkson College employees have access to three fitness facilities:

#### Student Center Fitness Room

The Student Center Fitness Room is available for use 24-hours a day, seven days a week free of charge. The Fitness room is located on the 1st Floor of the Clarkson College Student Center.

The Nebraska Medical Center offers two on-site fitness facilities available to employees at the lowest cost possible.

#### The Wellness Center

The Wellness Center is a fully equipped fitness facility with showers and locker rooms, located on ground floor, Clarkson Tower. The facility is always staffed if you have questions or need assistance.

#### Lied Exercise Room Information

The Lied Exercise Room is available for use 24-hours a day, seven days a week. The exercise room is located on 2nd Floor of Lied Transplant Center.

For further information about the program, contact the Wellness Center at 2-2775. Contact the Wellness Center to receive a FREE DAY PASS to try the facility!

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### **Holidays**

Clarkson College observes the following holidays:

New Year's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day  
Employees Birthday

Full-time employees are paid eight (8) hours holiday pay in the pay period during which the holiday falls. Part-time employees (.4 - .8 FTE) are paid four (4) hours holiday pay in the pay period during which the holiday falls. Part time employees regularly scheduled to work more than four (4) hours on a recognized holiday may supplement available PTO hours for scheduled hours over four (4).

Birthday holidays are automatically paid during the pay period in which the birthday occurs.

Clarkson College may observe additional holidays as approved by the President and these will be noted on the Academic Calendar.

### **Hours of Work**

Your manager will advise you concerning your hours of work. Regardless of the shift and schedule you are assigned to when you first start work, you may be required to accept a change of shift or schedule at any time. Employees will be required to work the shift or schedule assigned. It is your responsibility to be in your department, clocked in through TAPS and ready to begin work at the starting time assigned to you.

### **Identification Badges**

Your identification (I.D.) badge is to be worn at all times while working. The badge must be easily visible at all times. If you lose your I.D. badge, please report it to Security immediately at 559-5111 and then contact the UNMC UNE Card Office at 559-8414 to obtain a replacement. Your first I.D. badge will be given to you upon employment; however, the cost of replacing a lost I.D. badge will be paid by you.

### **Incident Reporting**

Any incident affecting our students, employees, visitors, or volunteers must be accurately reported for quality assurance and improvement. An incident is defined as (1) an occurrence which is not consistent with routine care or safety of persons on our premises, (2) either could have or did result in an injury or loss to a student, visitor, employee, or volunteer at any Clarkson College location, or (3) might otherwise result in a claim against the organization. Incidents include, but are not limited to, falls, lacerations, strains, misuse of or faulty equipment, or other types of injuries or accidents. The purpose of such reporting is to constantly evaluate the systematic changes necessary at Clarkson College to prevent future incidents. If you have knowledge of an incident or error, contact your manager or Clarkson College Human Resources for the reporting form and fill it out as soon as possible.

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### **Leave - Civic**

Civic leave with pay is granted to employees, both full time and part time, for the following activities: jury duty, witness duty, emergency civilian duty, and election board. If your service on a jury would substantially interfere with work, your manager may petition the judge in writing for exemption from service. If exemption is denied, or if no response is received prior to the date jury duty is to begin, you will be granted civic leave; and you will receive your full salary for each scheduled shift while you are required to serve.

### **Leave - Funeral/Bereavement**

Full-time and part-time employees receive up to five days of paid funeral/bereavement leave in the event of a death within the employee's immediate family. Immediate family is defined as an employee's husband, wife, children, parents or those acting in the role of parents, grandparents, grandchildren, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, guardian, ward, stepfather, stepmother, stepchildren, or persons bearing the same relationship to the spouse of the employee. Discuss with your manager the appropriate amount of time required for your particular circumstances. Documentation may need to be provided on request. If extended time due to the death of an immediate family member is needed, employees may request a personal leave of absence and utilize PTO, if applicable.

### **Leave - Leave of Absence** (PTO requirements do not apply to Faculty)

Clarkson College recognizes that there may be times during an employee's employment when it may be necessary to take a leave of absence. The federal Family and Medical Leave Act (FMLA), provides for up to 12 weeks of job-protected leave in a calendar year for certain family and medical reasons. If you and your spouse are both employed by Clarkson College/The Nebraska Medical Center, you are both eligible for up to 12 weeks of family/medical leave. If you are full time with at least six (6) months employment or part time (.4 -.8) with at least six (6) months employment, you are eligible for FMLA for any of the following reasons:

- The birth and care of a newborn child
- Adoption or placement for foster care
- To care for your spouse, child, or parent having a "serious health condition" as defined by law
- When you are unable to work because of a serious health condition or injury as defined by law

While on family/medical leave for non-medical purposes, the employee must use accrued Paid Time Off (PTO) first and then must take the remainder of the time as unpaid leave.

While on family/medical leave for personal medical purposes, a full-time employee must use the first consecutive 40 hours of time off due to the illness or injury from the PTO bank. If part time, the first consecutive hours of PTO used will be prorated based on the employee's budgeted FTE. Accrued Extended Illness Bank (EIB) benefits will be paid for the period during which the employee is medically certified to be unable to work.

When the leave (medical recovery) is due to the birth of a child (maternity), the first 40 hours of leave for a full-time employee (or first hours prorated based on budgeted FTE if a part-time employee) will be paid from the PTO bank and the remaining medically authorized time off will be paid, up to five weeks, from the EIB bank. Any leave time off after the five weeks will be paid from the PTO bank, if accrued. Otherwise, remaining leave time will be unpaid.

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Family/medical leave may be uninterrupted or intermittent. Employees may request paid time off from their EIB for a serious medical condition requiring intermittent leave for medically necessary treatment (i.e. chemotherapy, dialysis). The intermittent treatments following the diagnosis must be medically necessary to return the employee fully to his/her prior status. Intermittent treatments approved for EIB must constitute a continuation of treatment on an outpatient basis. In such cases, EIB benefits for the medical condition will begin after the first consecutive or intermittent 40 hours of PTO used for a full-time employee. For a part-time employee the first PTO hours used are prorated based on budgeted FTE. A Leave of Absence form and a Medical Certification Statement are required for an intermittent leave in order to access EIB benefits.

An employee shall provide the College with 30 calendar days advance notice of the date of commencement of the leave whenever possible. For any planned medical treatments, employees are to schedule treatment so as not to unnecessarily disrupt the operations of the College if possible. In addition, employees seeking a family/medical leave are to supply the College with a certification from their health care provider containing the following information:

- The date on which the serious health condition began
- The probable duration of the condition
- Known medical facts regarding the condition
- A statement that if a leave is needed to care for a member of the employee's family, that the employee is in fact needed to provide such care
- If the employee has a serious medical condition, that they are unable to perform their normal job duties
- Other relevant information concerning dates of treatment and the duration of treatment

Prior to returning to work, an employee on a medical leave of absence may be asked to provide Clarkson College with medical documentation attesting to their physical ability to return to work. At the conclusion of such leave, the employee shall be reinstated to the position they occupied prior to the leave or a position with equivalent benefits and pay. Employees eligible for a leave pursuant to this paragraph shall be entitled to continue their health care benefits under the same terms and conditions they had prior to the leave. However, employees who choose not to return to work at the end of a family/medical leave will be required to reimburse any health insurance premiums paid by Clarkson College during the leave period.

### **Leave – Family Military**

The Family Military Leave Act provides employees who are a spouse or parent of an individual called up to military service lasting 179 days or longer with the State of Nebraska or the United States and pursuant to orders of the Governor or President with unpaid leave for up to 30 days. All employees with an FTE of .4 or greater, who have worked for the organization for at least six (6) months are eligible. Leaves can be taken during the time the deployment orders are in effect. Family Military leave may be uninterrupted or intermittent. To request a Family Military leave, a Leave of Absence form and certification from the proper military authority should be submitted to the manager. While on Family Military Leave, the employee must use accrued paid time off first and then take the remainder of the time as unpaid leave. For the duration of the Family Military leave, Clarkson College will maintain the employee's health coverage under The Clarkson College/Nebraska Medical Center's sponsored "group health plan". If the Family Military

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leave is unpaid, the employee must make arrangements in advance to pay his/her portion of the insurance contribution.

### **Leave - Military**

If you serve in the National Guard or any other reserve branch of the Armed Forces and are called to duty or training, notify your manager immediately of the date you are to report and provide a copy of your orders. If you are a full-time or part-time employee, you may be eligible to receive the difference in your military pay and Clarkson College pay, provided the latter is more, or up to two (2) weeks per year for required military training.

### **Licensure/Certification**

Clarkson College requires current job-related licensure and/or certification of applicable personnel at all times. Before you start working, you are required to submit appropriate licensure or certification to the Clarkson College Human Resources office. If you have received a new certification or renewed an expired certification, a copy must be submitted to the Clarkson College Human Resources department.

### **Lost and Found**

Clarkson College cannot assume responsibility for valuables or personal articles that are lost or stolen. If something belonging to you is missing or lost, notify Security immediately so every effort can be made to help you recover your lost articles. Should you find something that has been lost, turn in the article to the First floor Admissions department, the Library, or the Success Center.

### **Media**

Clarkson College policy established the Marketing Department as the centralized point of contact to facilitate and provide service to the media and to protect the confidentiality of students and staff. All media contact will be made through Clarkson College's Marketing Department. Media are not allowed to come into the College unless escorted by the Marketing Department. If the media should arrive on the premises unannounced or unplanned, they should be directed to the college main lobby where they may wait until a representative of the Marketing Department can be notified and present. Employees should not directly contact the media or be interviewed about the organization's business without the consent of the Marketing Department. Employees who talk to the media about the organization's business without proper consent could be subject to corrective action.

### **Mileage**

If you are required to use your own vehicle for job-related activities, travel mileage is reimbursed at the official IRS rate. Mileage is not reimbursed for the following situations:

1. Travel to and from the airport for business-related travel.
2. Travel within the Omaha/Council Bluffs metropolitan area for meetings or educational seminars.
3. Travel to or from the employee's residence and to or from the normal place of work.

Mileage is normally reimbursed by completing the Travel Reimbursement Form and submitting it the Accounting Assistant.

### **Notary Public Services**

Clarkson College provides Notary Public services. Please contact Human Resources for a listing of Notary Publics.

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### Overtime

Clarkson College complies with the Fair Labor Standards Act with respect to overtime pay for non-exempt employees. Overtime is paid at one and one-half times your normal hourly rate. Please contact Clarkson College Human Resources if you have any questions about how overtime is calculated. You will be paid overtime for hours worked over 40 hours in a week.

Your manager must approve all overtime before it is worked. Paid Time Off (PTO), Extended Illness Bank (EIB), and holiday hours are not counted as time worked and will not be included in the calculation to determine overtime hours paid. To ensure that there is not a wage and hour violation you may not "volunteer" your time on your job in the department in which you work.

### Paid Time Off (PTO) (Faculty see Faculty Calendar)

Paid time away from work is important to your well-being and is necessary to balance your personal life and work. Whenever possible, PTO should be pre-scheduled with your manager by completing a PTO Request form and obtaining the required signatures. PTO Request forms are located on the N drive, Human Resources Folder, Forms or through the Human Resources department. Unscheduled time off will result in an occurrence according to the attendance guidelines.

PTO accrues as the charts below indicate. Maximum accrual is 400 hours. The employee is responsible for monitoring their accrued hours to ensure that if the 400 hours have been reached or are approaching, hours are either cashed in or used. This will ensure additional accrued hours are not lost.

### Full-time Employees: (.9 - 1.0 FTE)

Years of Continuous Service	Per pay period accrual	Maximum hours allowed in bank
0 -1	4.93	400
2 - 5	6.16	400
6 -10	7.39	400
11 -15	8.31	400
16 - 25	9.24	400
26 +	9.54	400

### Part-time Employees: (.4 - .8 FTE)

Years of Continuous Service	Accrual rate per hours worked	Maximum hours allowed in bank
0 -1	.0616	400
2 -5	.0770	400
6 - 10	.0924	400

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11 - 15	.1039	400
16 -25	.1154	400
26+	.1193	400

You may request PTO as soon as it is accrued. Your manager is responsible for approving time off. Requests for scheduled PTO must be made to and approved by your manager according to your department requirements. PTO hours used must be recorded through CLARKSON COLLEGE Human Resources.

Upon termination, accrued unused PTO hours will be included in your final paycheck, providing you have met the conditions of proper notice of resignation and you have not been terminated for gross misconduct. PTO hours cannot be used in lieu of notice.

### **Parking**

The Nebraska Medical Center provides on campus parking through UNMC for all employees who need this service. Parking is by permit only in designated parking lots. For the location of parking lots, parking regulations, and parking rates, which may be deducted from your pay, see the UNMC/The Nebraska Medical Center Parking Handbook.

### **Pay Periods and Paydays**

Clarkson College employees are paid biweekly on every other Friday, with 26 pay periods during a calendar year. Pay periods begin at 7 a.m. on Monday and end at 6:59 a.m. on Monday, two weeks later. Direct deposit stubs will be available in Lawson Employee Self Service. Paychecks will be mailed to your home address on each payday.

### **Payroll Deductions**

The law requires deductions from your pay for Federal Withholding Tax (income tax), Social Security (FICA), and State Income Tax. Your salary and the number of exemptions you claim determine the amount of income tax withheld from your pay. The W-4 form is used to establish your exemptions. Changes may be made in Lawson Employee Self Service. By the end of January each year you will receive a W-2 form, which is a statement of your earnings during the previous calendar year. The form includes all taxable wages paid to you by The Nebraska Medical Center and amounts withheld for income taxes and Social Security.

At your request, there are other deductions which you may have deducted from your pay. These include personal retirement contributions; credit union deposits; group health, dental, and disability insurance premiums; United Way/CHAD contributions; U.S. Savings Bonds; and parking. These and other deductions are set up through The Nebraska Medical Center Payroll Department.

### **Performance Appraisals**

In order to provide feedback and recognition your manager will prepare an appraisal each year. The reviews are designed to communicate to the employee how his/her performance compares with expected outcomes and to aid the employee's department director in discussing job performance with the employee.

### **Personal Information Records**

You may update changes in your name, address, telephone number, etc. directly in Lawson Employee Self Service. It is necessary to keep your personnel record and the employee directory up to date.

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### **Personal property**

All Clarkson College property, including but not limited to, computer files, desks, file cabinets, etc. used by Clarkson College employees, is subject to being searched and the contents held by authorized Clarkson College personnel. Weapons of any kind may not be brought onto Clarkson College property. Personal property of value should also not be brought on the premises. Clarkson College is not liable for loss of personal property. Authorized Clarkson College personnel have the authority to inspect all packages or bags carried in or out of the building.

### **Property**

All Clarkson College/The Nebraska Medical Center property, including but not limited to, lockers, desks, file cabinets and vehicles used by employees is subject to being searched and the contents held by authorized personnel. Weapons of any kind may not be brought onto Clarkson College/The Nebraska Medical Center property. Personal property of value should also not be brought on the premises. Clarkson College/The Nebraska Medical Center is not liable for loss of personal property. Authorized personnel have the authority to inspect all packages or bags carried in or out of the building.

### **Re-employment**

If you should leave your employment at Clarkson College/The Nebraska Medical Center with a satisfactory work record and later wish to return, the organization may consider you for re-employment. If you are rehired, your previous ending salary is not guaranteed. Under certain conditions your previous years of service may be reinstated.

### **Reporting Time Worked (Non-exempt employees only)**

Clarkson College uses an automated time and attendance system (TAPS) for recording work time and exceptions. It is the responsibility of the employee to use TAPS correctly to record their hours worked (non-exempt staff) or their exceptions (exempt and non-exempt staff). Employees are to use the phones designated within their work area for purposes of recording their own work time. Misuse of the system, clocking in/out for another employee, or clocking in/out at a non-authorized phone may all be considered grounds for corrective action. Please contact the Human Resources department with questions about the correct use of TAPS.

### **Resignation of Employment**

If you resign from Clarkson College, please give your manager a two (2) week notice if you are paid hourly (non-exempt) or a three (3) week notice if you are an exempt or state licensed employee. You must work your normal two or three week notice period. You may not use your PTO hours in lieu of notice. Advance notice is necessary to allow sufficient time to recruit a replacement and to avoid staffing problems. If you resign with proper notice, you will be paid for accrued unused PTO hours on your last paycheck. If you do not provide proper notice, you will forfeit all unused PTO hours and be ineligible for rehire.

### **Safety**

Clarkson College maintains safe working conditions to reduce accidents and to ensure the general well-being of employees, visitors and students. Your cooperation is necessary to maintain a safe working environment. You are urged to make suggestions and report any existing hazards or unsafe conditions to your manager or to a security officer immediately.

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The Clarkson College Crisis Manual contains procedures that have been developed for your use in the event of safety hazards, including tornados, bomb threats, explosions, power and water outages, etc. (Please refer to the section titled Crisis Committee.)

### **Schedule**

Your manager will advise you concerning your hours of work. Regardless of the schedule you are assigned to when you first start work, you may be required to accept a change of schedule at any time. Employees will be required to work the shift or schedule assigned.

### **Security**

On campus security is provided by UNMC/The Nebraska Medical Center Campus Security. Their phone number is 559-5111. Blue light security phones are placed strategically around the campus. In addition to normal security calls, they also respond to escort, lock out and jump-start requests.

Employees and students are to report criminal actions and other emergencies occurring on campus to Security. In accordance with the Student Right to Know and Campus Security Act of 1990, 20 U.S.C., Section 1092, Clarkson College provides information relating to campus crime statistics and security policies to current and potential students and employees. The College may also provide this information to the U. S. Department of Education.

### **Smoking**

Clarkson College has adopted a no smoking policy, which prohibits smoking in all buildings and vehicles operated by the organization. Additional breaks, over and above those already defined, are not provided. You may smoke only in the designated employee smoking areas. We ask all employees to participate in keeping our facilities and environment clean. If you smoke outside the designated areas, you are subject to corrective action. The smoking shelter is located in Lot 11.

### **Solicitation/Distribution**

An employee may not engage in solicitation of other employees while they are working unless the solicitation is for a college-sponsored event.

Non-employees may not solicit for any purpose or engage in distribution of literature of any kind on Clarkson College premises at any time. Off-duty employees may not engage in solicitation or distribution of literature in Clarkson College's buildings or work areas at any time.

Employees must limit solicitation activities to break periods, meal times or other specified periods during the workday when employees are not engaged in performing their work tasks. All such solicitation and distribution activity must be limited to non work areas such as lunch rooms and break areas.

### **Substance Abuse**

Clarkson College believes that a healthy and productive workforce under safe working conditions and free from the effects of drugs and alcohol are important not only to Clarkson College and its students and employees but to the public as well. The abuse of drugs and alcohol creates a variety of workplace problems. Clarkson College provides an Employee Assistance Program. Employees are strongly urged to use the program for help with substance abuse. It is the employee's responsibility to seek assistance before these problems affect judgment, performance, or behavior.

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Clarkson College employees are subject to substance abuse testing for reasonable cause. Refusal to test will result in immediate termination.

### **Suggestions**

Clarkson College strives to make continuous improvement a priority. If you have suggestions for ways to improve your job or work area that you feel will benefit The College and how we deliver our services, we encourage you to discuss this with your manager.

### **Telephone Calls**

Employees should ask relatives and friends not to contact them by telephone while on duty, except in cases of emergency. Clarkson College telephones are for business use only.

### **Transfers, Promotions and Job Recruitment**

Clarkson College believes in promoting qualified employees from within the organization whenever possible. Most job vacancies are posted on The Nebraska Medical Center Intranet site. The Job Hotline is available at 552-3110. If you wish to apply for a transfer to a different job and feel you are qualified, complete a Job Transfer Application Form, which is available on The Nebraska Medical Center Intranet site. You must have completed at least six (6) months of employment in your current position before being eligible for a transfer. In addition, employees with a second written warning in their personnel file within the last six (6) months will not be considered for transfer. Job Transfer Requests received within the first five (5) days of posting will receive priority consideration.

### **Travel**

Clarkson College will support employee attendance at technical, educational, or informative seminars, workshops, conferences, etc. when it is determined by administration that the purpose of the travel contributes to the academic or administrative improvement of the College. Travel for purposes of self-development of the employee will be the responsibility of the employee.

Administration and cost center managers will jointly review and approve all requests for travel to ensure that they meet the purpose stated above and are within the amounts budgeted.

### **Tuberculin (T.B.) Test**

Every employee is required to have an annual tuberculin test in order to protect his/her health and the health of others. If you have had a past positive TB test, a baseline chest x-ray will be taken. These required tests are given at no cost to you through Employee Health.

### **Tuition Assistance**

Clarkson College strives to be a learning organization and is proud of the educational background of its employees. Employees are encouraged to continue to learn and enhance personal satisfaction and job performance through continuing education. Employees with .4 FTE or greater and six (6) months of service prior to the beginning of the course(s) are eligible to apply for tuition assistance for credit classes. Full-time employees are eligible for up to \$2,500 per academic year in tuition assistance, and part-time employees are eligible for up to \$1,250 in assistance. Applications for tuition assistance are available in Clarkson College Human Resources and on the Lawson Employee Dashboard.

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### **Vehicle Use**

If your job requires you to use your own personal vehicle for job-related transportation, your safety belt is to be worn. Please operate all vehicles in a safe and responsible manner. If you experience an accident while driving your own personal vehicle for College related activity, your own personal auto insurance is responsible for any damages as primary insurer. Clarkson College/The Nebraska Medical Center's insurance is responsible for secondary carrier coverage.

### **Weather Conditions**

If the weather is severe and threatens the safety of students, the College President may make the decision to close the College. The appropriate media and the College voice mail message will be changed to include a message stating the College is closed. Check for cancellations by calling 552-6110.

### **Workers' Compensation**

Expenses and time off for work-related injuries and illnesses are covered by Workers' Compensation Insurance. If you are injured while on duty, report it immediately to your manager and Human Resources so that proper medical treatment can be administered and the necessary incident report forms completed. In the absence of your manager or Human Resources staff, report to Employee Health during regular working hours or to Emergency Services during evening or night shifts and on weekends.