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### **UNO Website: HR Human Resources Policy Directory**

UNO Human Resources University of Nebraska at Omaha

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# **Human Resources Policy Directory**

Human Resources
Frequently Asked Questions
Benefits and Wellness

Employee Relations

Compensation

Employment

Payroll



### Employee of the Month, January

Fred Schulz, a chef in Food Services, will be honored throughout the month of January for his work. Fred has been with UNO for over 20 years.

Those who nominated him said, "Fred is very dedicated to his job. He is precise in his cooking techniques. He often spends long days, preparing food for both the Food Court and for UNO catering. Fred stays abreast of new, innovative menu items and cooking techniques. He has a passion for the culinary arts."

Nominate someone for Employee of the Month.

UNO / Human Resources / Human Resources Policy Directory

### Search for policies, guidelines and manuals within the following categories:

Benefits and Wellness Compensation Employee Relations Employment Equity, Access and Diversity HRIS Payroll

### Benefits and Wellness

457(b) Deferred Compensation Plan Accidental Death and Dismemberment

Child Life Insurance

**COBRA Benefits Information** 

Crisis Leave Sharing Program

Death Claim Notification Process

Dental Policy

Dental Plan Booklet

Dependent Day Care Reimbursement Account

Dependent Scholarship Information

Disability Benefits

Eye Med Vision Care

Eye Med (Coverage Explanation)

Family Medical Leave Policy PDF or web

Flexible Spending Account

FMLA & UNO Sick Leave Policies

Health Care Reimbursement Account

Health Risk Assessment Brochure 2014

**HIPAA Privacy Practices** 

Leaves

Life Insurance

Long Term Care

Long Term Disability

Long Term Disability Policy Booklet

Medical Plan

On-Campus Smoke and Tobacco-Use Policy

On-Campus Smoke and Tobacco-Use Policy (FAQ's)

Prescription Drug Program

Prospective Employees

Current Employees

Managers and Supervisors

HR Forms

### How Can We Help You?

unohr@unomaha.edu Phone: 402.554.2321 Fax: 402.554.3777

Office of Human Resources 6001 Dodge Street Eppley Administration Building, Room 205 Omaha, NE 68182-0789

Meet the Human Resources Staff

Qualified Domestic Relations Order (see page 3)

Reimbursement Account

Spouse Life Insurance

Tuition Reimbursement Policy

Vision Insurance

Wellness Programs (NU System) & TopHealth Newsletters

### Retirement

Basic Retirement Plan

Retiree Benefits Information

Retirement Plans

Roth 403(b) Post-Tax Retirement Option

Supplemental Retirement Plan (403(b))

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## Compensation

Overtime Compensation

PAF Manual

Shift Differential

Travel for Non-Exempt Employees

NU Values Information

Classification and Compensation Guidelines

NU Values Manual

NU Values Salary Bands (2016-17)

NU Values Zone Placement Matrix

Fair Labor Standards Act (FLSA) Information

FLSA Exemption for Administrative Employees

FLSA Exemption for Computer-Related Occupation

FLSA Exemption for Executive Employees

FLSA Exemption for Professional Employees

# **Employee Relations**

Attendence

At Will Employment

Children in the Workplace

Civil Leave

Code of Professional Ethics

Disciplinary Action, Guidelines

Disciplinary Action, Steps for Verbal Warning

Disciplinary Action, Steps for Written Warning

Drug Free Workplace

**Grievance Process** 

Nepotism

Performance Evaluation

Personnel Records

Pets in the Workplace

Political Activities

Probationary Period

**Professional Conduct Committee** 

Reduction in Force
Reporting Fraud
Smoking Policy
Service Award Program
Staff Advisory Council
Stationery
Technology Training Program
Use of University Property
Work Schedule
Workplace Violence
Youth Activity FAQ Sheet
Youth Activity Safety Parent info Form
Youth Activity Safety Policy UNO
Youth Activity Worker Safety Guidelines

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# **Employment**

At Will Employment
Background Checks
Nepotism
Non-Discrimination
Outside Employment
UNO Mission, Vision and Values

# Equity, Access and Diversity

ADA Accommodation Procedures
Americans with Disabilities Act (ADA)
Affirmative Action/EEO Statement
Complaint Procedures, Issue Resolution for Prohibited Discrimination
Consentual Relationship
Non-Discrimination
Ombudsperson, Mediation Services

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### HRIS

Restricted Data

## **Payroll**

Crisis Leave Sharing Program
Deceased Final Pay
Garnishments, Child Support, Levies
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Leaves
Paycheck Direct Deposit
Payroll Schedule. 2015

Payroll Tax Withholding Release of Payroll Information Social Security Travel Reimbursement Worker Compensation

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#### **NEXT STEPS**

Apply for Admission Visit the Campus The UNO Advantage Request Information

#### **JUST FOR YOU**

Future Students Current Students Work at UNO Faculty & Staff

### RESOURCES

my.unomaha.edu Calendars Campus Map Library Course Catalog Pay Your Bill

### AFFILIATES

Nebraska System Peter Kiewit Institute Campaign for Nebraska

#### CONNECT

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