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University of Nebraska at Omaha Policies & Procedures Library

University of Nebraska at Omaha

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University of Nebraska at Omaha Policies & Procedures Library

UNIVERSITY OF NEBRASKA

- **Board of Regents Bylaws** (<http://www.nebraska.edu/docs/board/bylaws.pdf>)
- **Board of Regents Policies** (<http://www.nebraska.edu/docs/board/RegentPolicies.pdf>)
- **Computer Use Policy** (<http://www.nebraska.edu/docs/president/16%20Responsible%20Use%20of%20Computers%20and%20Info%20Systems.pdf>)
- **Employee Policy Manual** (<http://www.nebraska.edu/faculty-and-staff/employee-policy-manual.html>)
- **Executive Memorandum** (<http://www.nebraska.edu/bylaws-and-policies/executive-memoranda.html>)
- **Graduate College Governance Document** (<http://www.nebraska.edu/docs/board/gradgovdoc.pdf>)
- **Memorandum on Copyright Law & Compliance** (<http://www.nebraska.edu/docs/policies/MemorandumonCopyrightLawandCompliance.pdf>)
- **Nebraska Open Meeting Act** (<http://www.ago.ne.gov/public/openmeetings.htm>)
- **Nebraska Public Records Law** (<http://www.nebraska.edu/docs/NebraskaPublicRecordsLaw.pdf>)
- **Purchasing Policy** (<http://www.nebraska.edu/administration/business-and-finance/purchasing/policies.html>)
- **Sustainable Design Policy** (<http://www.nebraska.edu/docs/policies/SustainableDesignPolicy.pdf>)
- **University of Nebraska Identity Standards (Logos)** (<http://www.nebraska.edu/media-resource-center/identity-standards.html>)
- **University of Nebraska Internal Control Plan** (<http://webapp.nebraska.edu/finance/docs/Internal%20Control%20Plan.pdf>)

UNIVERSITY OF NEBRASKA at OMAHA

Athletics

- **Comp Ticket Policy** (<docs/Complimentary Ticket Policy.pdf>)
- **Used Apparel & Equipment Policy** (<docs/Athletics Policy Regarding Used Apparel & Equipment - 5-30-08.pdf>)

Bookstore

- **Textbook Refund Policy** (<http://mbssc.unomaha.edu/unobook/textrefund.php>)

Child Care Center

- **Child Care Center Agreement** (docs/CCC_Agreement.pdf)
- **Parent Manual** (docs/CCC_Parent Manual 2011.pdf)

Compliance

- **Compliance Reporting Policy** (docs/Compliance_Reporting_Policy.pdf)

Distance Education

- **Distance Education Policy** (<http://www.unomaha.edu/mycampus/documents/2008%20updated%20DE%20FE%20Policy.pdf>)

Environmental Health & Safety

- **Blood-borne Pathogen Exposure Control Plan** (http://www.unomaha.edu/ehs/documents/bloodborne_pathogens.pdf)
- **Chemical Hygiene Plan** (http://www.unomaha.edu/ehs/documents/chemical_hygiene_plan.pdf)
- **Chemical Safety Manual** (http://www.unomaha.edu/ehs/chemical_safety.php)
- **Confined Space Entry Program** (http://www.unomaha.edu/ehs/documents/confined_space.pdf)
- **Emergency Procedures for Natural Gas Leaks** (http://www.unomaha.edu/ehs/documents/emergency_procedures_for_natural_gas_leaks.pdf)
- **Equipment Lockout/Tagout Policy** (http://www.unomaha.edu/ehs/documents/equipment_lockout_tagout.pdf)
- **Hazard Communication Program** (http://www.unomaha.edu/ehs/documents/hazard_communication_program_edited.pdf)
- **Hot Work Permit Policy** (http://www.unomaha.edu/ehs/documents/hot_wor_permit3.pdf)
- **NU 2009-2010 Flu Season Policy** (<http://www.nebraska.edu/docs/policies/NU2009-2010FluSeasonPolicy.pdf>)
- **Personal Protective Equipment Program** (http://www.unomaha.edu/ehs/documents/personal_protective_equipment_program.pdf)
- **Respiratory Protection Program** (http://www.unomaha.edu/ehs/documents/respiratory_protection_program.pdf)
- **Space Heater Policy** (<docs/SpaceHeaters.pdf>)

Facilities

- **Asbestos Management Plan** (http://www.unomaha.edu/ehs/documents/asbestos_management_plan.pdf)
- **Board of Regents Facilities Management and Planning Policies** (<http://www.nebraska.edu/administration/business-and-finance/facilities/policies.html>)
- **Building Safety Inspection Policy** (http://www.unomaha.edu/ehs/documents/building_safety_inspections.pdf)
- **Building Temperature Policy** (<http://www.unomaha.edu/facilities/maintenance/temperaturepolicy.php>)
- **Flag Policy** (<docs/Flag Policy - Aug 2009 update v 4.pdf>)
- **Recycling Procedures** (<http://www.unomaha.edu/green/faq1.php>)
- **Sustainable Design Policy** (<http://nebraska.edu/docs/policies/SustainableDesignPolicy.pdf>)

Financial Services

- **Athletic Policy Regarding Used Apparel & Equipment** (<docs/Athletics Policy Regarding Used Apparel & Equipment - 5-30-08.pdf>)
- **Cash Handling Policy** (http://cashiering.unomaha.edu/faculty_staff.php#cashhandle)
- **Change Fund Policy** (http://cashiering.unomaha.edu/faculty_staff.php#changefund)
- **Expenditures from Private Funds** (<docs/Expenditure Guidelines - John Christensen.pdf>)
- **Federal E-Verify Compliance** (docs/E-Verify_procedures_rev02-09-10.pdf)
- **Fiscal Responsibilities** (docs/Fiscal_Responsibilities.pdf)
- **Guidelines for University of Nebraska Foundation Funds** (<docs/Guidelines for University of Nebraska Foundation Funds.pdf>)
- **Internal Loan Policy for Construction & Renovation Projects** (<docs/Internal Loan Policy - April 2012.pdf>)
- **Job Applicants** (<http://www.unomaha.edu/acctserv/JobApp.php>)
- **Key Personnel Vacation Policy** ([docs/Key Personnel Vacation Policy \(Finance\).pdf](docs/Key Personnel Vacation Policy (Finance).pdf))
- **Meal Reimbursement Policy** (<docs/Meal Reimbursement Policy.pdf>)
- **Mileage** (<http://www.unomaha.edu/acctserv/Mileage.php>)
- **Missing Property Policy** (docs/Missing_Property_Policy.pdf)
- **Moving Policy** (<http://www.unomaha.edu/acctserv/Moving.php>)
- **Purchasing Card Policy** ([docs/Purchasing Card Policies - Final \(rev 040510\).pdf](docs/Purchasing Card Policies - Final (rev 040510).pdf))
- **Purchases from Employees or Family Members** (<http://www.unomaha.edu/acctserv/PurchEmp.php>)
- **Returned Payment Policy** (<http://cashiering.unomaha.edu/pdf/Returned%20Payment%20Policy.pdf>)
- **Travel - Airline Tickets and Vehicle Rental** (<http://www.unomaha.edu/acctserv/AirfareVehicle.php>)
- **Travel - Expense Receipts Policy** (<http://www.unomaha.edu/acctserv/TravelReceipts.php>)

Human Resources

- **Affirmative Action** (<docs/AFFIRMATIVE ACTION-EQUAL OPPORTUNITY STATEMENT.pdf>)
- **At Will Employer** (<docs/atwillemployer.pdf>)
- **Background Checks** (<http://www.unomaha.edu/humanresources/Documents/BackgroundCheckPolicy08-2012.pdf>)
- **Children in the Workplace** (<docs/Policy-Children in the Workplace.pdf>)
- **Civil Leave** (<docs/CIVIL LEAVE.pdf>)
- **Confidentiality Statement** (docs/confidentiality_infoystems.pdf)
- **Conflict of Interest** (<docs/conflictinterest.pdf>)
- **Crisis Leave Policy** (<docs/CRISIS LEAVE SHARING PROGRAM.pdf>)
- **Death Claim Notification** (<docs/deathclaimnotification.pdf>)
- **Disciplinary Actions Guidelines** (<docs/guidelinesfordisciplinaryaction.pdf>)
- **Drug Free Workplace** (<docs/drugfree.pdf>)
- **Employee & Dependent Scholarships** (<http://www.nebraska.edu/faculty-and-staff/benefits/employee-and-dependent-scholarships.html>)
- **Grievance Procedures (Non-academic staff)** (<docs/Grievance Procedures Non-academic Staff.pdf>)
- **Holiday Schedule** (<http://nebraska.edu/faculty-and-staff/holidays.html>)
- **Military Leave Policy** (<docs/MilitaryLeave.pdf>)
- **Ombudsperson** (<docs/OMBUDSPERSON.pdf>)
- **Overtime Compensation** (<docs/OVERTIME COMPENSATION.pdf>)
- **Parental Leave Policy** (<docs/parentalleave.pdf>)
- **Pets in the Workplace** (<docs/Policy-Pets in the Workplace.pdf>)
- **Probationary Periods and Evaluations** (<docs/Probationary Periods and Evaluations.pdf>)
- **Reduction-in-Force Policy** (<docs/Reduction-in-Force Policy.pdf>)
- **Reporting Fraud** (<http://www.nebraska.edu/faculty-and-staff/reporting-fraud.html>)
- **Resignation and Retirement** (<docs/resignation&retirement.pdf>)
- **Resolution & Complaint Procedures for Prohibited Discrimination** (docs/prohibited_discrimination.pdf)
- **Service Award Program** (<docs/Service Awards Program - June 2009.pdf>)
- **Smoking Policy** (docs/Smoking_Policy.pdf)
- **UNO Personal Leave Policy** (<docs/UNO PERSONAL LEAVE POLICY-2009.pdf>)
- **Unpaid Leave Policy** (<docs/UNPAID LEAVES UNO Handbook 2009 updates.pdf>)
- **UNO Temporary Employment Policy** (docs/Temporary Employment Policy_01.18.12.pdf)
- **Vacation Leave Policy** (<http://www.nebraska.edu/faculty-and-staff/vacation.html>)
- **Work Schedules** (<docs/WORK SCHEDULES.pdf>)
- **Worker's Compensation** (docs/workers_compensation.pdf)
- **Workplace Violence** (<docs/WORKPLACE VIOLENCE.pdf>)
- **Youth Activity Safety Policy** (docs/Youth_Activity_Safety_Policy_2015.pdf)

Information Services

- **Alternate Net ID Policy** (docs/Alternative_NetID_Policy.pdf)
- **Computer Use Policy** (<http://www.nebraska.edu/docs/president/16%20Responsible%20Use%20of%20Computers%20and%20Info%20Systems.pdf>)
- **Electronic Content Resources Policy** (<docs/Electronic Content Resources Policy.pdf>)
- **Photo (MavCard) Access Request** (<docs/PhotoAccessRequest2015.pdf>)
- **Photo (MavCard) Release Policy** (<docs/PhotoReleasePolicy2015.pdf>)
- **Security/Privacy with gmav** (<https://serena-ss0.unomaha.edu:443/idp/srp/#articleid=445>)
- **System Access Policy** (docs/SystemsAccessPolicy_final.pdf)
- **Technology Guidelines for Going Green** (http://www.unomaha.edu/green/doc/UNO_IT_GreenGuidelines_v2.pdf)
- **UNO Mass E-mail Policy** (<https://serena-ss0.unomaha.edu:443/idp/srp/#articleid=444>)
- **UNO Network Copyrighted Materials Policy** (<docs/UNO Network Copyrighted Materials Policy - final.pdf>)
- **UNO Privacy Policy** (<docs/UNO Privacy Policy-v1.0-final.pdf>)
- **UNO Restricted Data Security Policy** (<docs/Regulated Data Security Policy v1.4.pdf>)

Purchasing

- **Bid Requirements** (<http://www.unomaha.edu/accounting-services/procurement-office/policies/bid-requirements.php>)
- **Authority to Approve & Execute Contracts** (<docs/SigningAuthority01-20-15.pdf>)
- **Group Travel Card Policy** (<http://nebraska.edu/docs/purchasing/grouptravelcard.pdf>)
- **Preferred Vendor Card (Ghost Card) Policy** ([docs/Preferred Vendor Card Policies - Final \(rev 040510\).pdf](docs/Preferred Vendor Card Policies - Final (rev 040510).pdf))
- **Purchasing Card Policy** ([docs/Purchasing Card Policies - Final \(rev 040510\).pdf](docs/Purchasing Card Policies - Final (rev 040510).pdf))

Records Management

- **Electronic Discovery & Data Preservation FAQ** (<docs/EDDPFAQ.pdf>)
- **Policy on Records Management** (<http://nebraska.edu/docs/president/29%20Policy%20on%20Records%20Management.pdf>)
- **Preservation Notice** (<docs/Preservation Notices 08262008.pdf>)
- **Records Retention Schedules** (http://www.sos.ne.gov/records-management/schedule_170.html)
- **Retention & Destruction FAQ** (<docs/Retention and Destruction FAQs.pdf>)

Reservations & Event Planning

- **Regulations on the Use of University Facilities by Third Parties** (<http://mbssc.unomaha.edu/Docs/DemonstrationUseofFacilities06.pdf>)
- **Security Procedures for Dances** (<http://mbssc.unomaha.edu/reservations/securityproceduredance.php>)
- **Temporary Campus Signage** (<docs/Temporary Signage 11-10-04.pdf>)
- **University Public Use of Facilities Permit** (<http://mbssc.unomaha.edu/Docs/UNIVERSITY%20PUBLIC%20USE%20OF%20FACILITIES%20PERMIT.pdf>)

Security & Safety

- **Accident Investigation and Review** (http://www.unomaha.edu/ehs/documents/accident_investigation_and_review_meetings.pdf)
- **Bomb Threat Procedure** (http://www.unomaha.edu/ehs/documents/bomb_threat.pdf)
- **Campus Security Policies and Crime Statistics** (<http://www.unomaha.edu/security/policiesandcrimestats.php>)
- **Chemical Release Procedure** (http://www.unomaha.edu/ehs/documents/chemical_release.pdf)
- **Crime in Progress Procedure** (<http://www.unomaha.edu/security/crimeinprogress.php>)
- **Emergency Response Plan** (<http://emergency.unomaha.edu>)
- **Fire Procedures** (<http://www.unomaha.edu/ehs/documents/fire.pdf>)
- **First Aid Procedure** (http://www.unomaha.edu/ehs/documents/first_aid.pdf)
- **Inclement Weather Closing Policy** (<http://www.unomaha.edu/security/emergencyprocedures.php>)
- **Large Passenger Van Policy** (<http://www.unomaha.edu/ehs/documents/passengervanpolicy.pdf>)
- **Medical Emergencies Procedures** (http://www.unomaha.edu/ehs/documents/medical_emergencies.pdf)
- **Parking Policies and Procedures** (<http://www.unomaha.edu/parking/regulations.php>)

- **UNO Code of Professional Ethics** (docs/UNO Code of Ethics - Revised December 2014.pdf)
- **UNO Red Flag Policy** (docs/UNO Red Flag Policy.pdf)
- **Volunteer Expenses** (docs/Volunteer Expenses Rev 04-2011.pdf)

Faculty

- **Board of Regents and AAUP Collective Bargaining Agreement** (<http://www.unomaha.edu/aandsaffairs/documents/UNOAAUP2011-13contract.pdf>)
- **Reappointment, Promotion, and Tenure Guidelines** (<http://www.unomaha.edu/aandsaffairs/documents/rptguidelines.pdf>)
- **UNO Protocols for Requests for Reasonable Accommodations in Field Placements** (docs/UNO Protocols for Requests for Reasonable Accommodations in Field Placements.pdf)
- **Waiver of the Competitive Search Process Form** (<http://www.unomaha.edu/aandsaffairs/documents/waivercompetitivesearchform.pdf>)

Food Service

- **Alcohol Policy** (<http://www.unomaha.edu/mbsc/foodservice/alcoholpolicy.php>)
- **Alcohol Service Request** (<http://mbsc.unomaha.edu/Docs/AlcoholServiceRequestForm.pdf>)
- **Bake Sale Acknowledgment Form** (<http://mbsc.unomaha.edu/Docs/BakeSaleAckForm.pdf>)
- **Food Policy** (<http://www.unomaha.edu/mbsc/foodservice/ccateringpolicy.php>)
- **Food Policy Application for Exception** (http://mbsc.unomaha.edu/foodservice/app_for_Exception.pdf)
- **Guidelines for Bake Sales** (<http://mbsc.unomaha.edu/Docs/BakeSaleGuidelinesOnCampus.pdf>)

Gifts

- **Gifts to UNO, UNO Alumni Assn. & UNF** (<http://www.unomaha.edu/acctserv/Gifts.php>)
- **Memorial Bench & Tree Policy** (docs/Memorial_Bench_&_Tree_Policy.pdf)

Grants Accounting

- **Agency Approval Required** (<http://www.unomaha.edu/grants/pdfs/Agency%20Approval%20Required.pdf>)
- **Cost Accounting Principles** (<http://www.unomaha.edu/grants/pdfs/Cost%20Accounting%20Practices.pdf>)
- **Expense (Cost) Transfers** (<http://www.unomaha.edu/grants/pdfs/Expense%20Cost%20Transfers.pdf>)
- **Expenses Not Allowed on Federally Funded Projects** (<http://www.unomaha.edu/grants/pdfs/Disallowed%20Expenses.pdf>)
- **Equipment Purchased with Federal Funds** (<http://www.unomaha.edu/grants/pdfs/Equipment.pdf>)
- **Federal Debarment and Suspension Policy** (<http://www.unomaha.edu/grants/pdfs/Debarment%20Policy.pdf>)
- **Guidelines for Managing & Expending Restricted Funds** (<http://www.unomaha.edu/grants/pdfs/Guidelines.pdf>)
- **NSRI Classified Salary Policy** (docs/NSRI Classified Research Pay NU Procedure.pdf)
- **NSRI Non-Classified Salary Policy** (docs/NSRI Non-Classified Salaries Pay Policy Final 01282014.pdf)
- **Personnel Activity Reports** (<http://www.unomaha.edu/grants/pdfs/Personnel%20Activity%20Reports%20-%20PARs.pdf>)
- **Supplies Purchased with Federal Funds** (<http://www.unomaha.edu/grants/pdfs/Supplies.pdf>)

• **Training Times and Procedures** (<http://www.unomaha.edu/policies/regulations.php>)

- **Tornado Procedure** (<http://www.unomaha.edu/ehs/documents/tornado.pdf>)
- **Weapon Prohibition on University of Nebraska Omaha Property** (docs/Weapon Prohibition.pdf)

Students

- **Academic Integrity - Graduate** (<http://www.unomaha.edu/graduate/studentrights.php?p=integrity&t=c>)
- **Academic Integrity - Undergraduate** (<http://www.unomaha.edu/aandsaffairs/tabs/student/aiundergrad.php>)
- **Discrimination/Sexual Harassment and Procedures** (http://www.unomaha.edu/policies/docs/prohibited_discrimination.pdf)
- **Drug Free Schools and Campuses Act** (<http://www.unomaha.edu/aandsaffairs/documents/drugfree.pdf>)
- **FERPA** (<http://www.ses.unomaha.edu/registrar/ferpa.php>)
- **Statement of Student Rights and Responsibilities** (<http://www.unomaha.edu/aandsaffairs/tabs/student/studentrights.php>)
- **Student Code of Conduct and Discipline Procedure** (<http://www.unomaha.edu/aandsaffairs/documents/scc.pdf>)
- **University Program and Facilities Fees** (<http://www.unomaha.edu/aandsaffairs/documents/fees.pdf>)
- **UNO Protocols for Requests for Reasonable Accommodations in Field Placements** (docs/UNO Protocols for Requests for Reasonable Accommodations in Field Placements.pdf)