

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL
May 10, 2011

PRESENT: Carl Diekhans, Mike McFarlane, Lynn Mahlberg, Sonja Sibert, John Rice, Sarah Negrete, Jolina Adams

ABSENT: John Rice, Delores Whittaker, Jolina Adams

GUESTS: Margaret Puccinelli, Pat Anderson

1. Approval of Minutes – The minutes of the President's Council meeting on April 26, 2011, were approved.
2. Congruency between the Mission/Philosophy and Outcomes of the Nursing and GBC – Margaret Puccinelli reported that both nursing programs have an accreditation site visit on Oct 18-20, 2011. The self study is due August 17. Nursing faculty is on schedule with tasks. This report will be large because two programs are being evaluated. There are six standards that need to be aligned with what GBC is doing. For example, the GBC mission statement compared with the mission statements for the AAS and BSN program do not align. These statements need to be congruent. Margaret is comparing these types of things. Please let Margaret know if you have any thoughts on this. Mike then presented the mission statement. He reported that NWCCU has expressed concern with our mission statement.
3. SGA Update – Paulette Batayola reported on the SGA elections. SGA will have a full executive board now. SGA will have a lot of training this summer about the political side of things. The SGA end of year BBQ went well. Paulette will be running for Vice President of the Nevada Student Alliance.
4. Faculty Senate Update – Sarah Negrete
David Freistroffer and Suzanne Bentley are running for vice chair of Faculty Senate. An email vote has been conducted and the winner will be announced at the senate meeting on Friday.
 - Faculty Evaluation Ranges – The second part of this is being brought to Faculty Senate this Friday.
 - For Cause Drug Testing – Mardell will email out to everyone for review. It will be brought back at the next PC meeting for approval.
5. Classified Council Update – Jolina Adams reported the classified elections have been conducted. Jolina will continue as co-chair along with Carmen Matlock. Delores Whittaker was selected as outstanding classified. The Tony Salveterria scholarship has been awarded.
6. Policy & Procedure

- Reimbursement of Moving Expenses – The policy has been approved and put under 5.3 Employee Benefits, Section 9.
 - 4.9 Travel – Policy was approved.
 - 5.3 Employee Benefits – Policy was approved. The Grant in Aid section was updated.
7. Purchase of Emergency Notification Systems – Pat Anderson reported there is money available to purchase an emergency notification system. GBC lacks the ability to notify students that we have an emergency. We are an open campus with many different entrances from the road. The emergency notification system can be used for major emergencies or minor situations. Pat has thoroughly reviewed the two proposals and gone over the semantics with Mark Fraga. The proposals are from Rave Mobile Alert and Blackboard. Pat's recommendation was for the Rave Mobile Alert system with the campus alert system. This system works with PeopleSoft and is less expensive over the long term than Blackboard. There would be a campus PA system installed that reaches all areas of the campus. The Rave system with campus alert system is \$37,500. The money will come out of the SIS account. President's Council approved the recommendation and told Pat she could proceed with the purchase.
8. Campus Graduation Parties – The administrators determined who would be attending the graduation receptions at all of the off campuses.
9. Miscellaneous
- Carl reported there was nothing new that was reported at the special Board of Regents meeting this past Friday. Very little has come out since the work session of the assembly. They did not want the property tax included in the NSHE budget but had nothing to replace that. That amount is \$120M. In the new money that was "found", NSHE got only \$20M and \$240M went back to K12. GBC might get back \$250,000 per year. We are publicly supporting the new Four Point Plan. There was a great front page article in the Las Vegas Sun about GBC.
 - The Budget Task Force Meeting scheduled for today has been canceled as there is no new information to go over.
 - Carl received the recommendations from the Curricular Review Committee and has sent back his response. He recommended a change. The committee meets again this Wednesday to discuss the President's recommendation. They will have five business days to respond.
 - Mike reminded everyone to be thinking about GBC's mission statement. Remember that the themes have to reflect the mission. Mike will lead the charge on this. He is handing out assignments on Standard 2 which is college functions. Cathy Fulkerson is putting together the framework for institutional assessment.



POLICY AND PROCEDURE

Procedure:	TRAVEL
Policy No.:	4.9
Department:	Administrative Services
Contact:	Controller

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Policy

In general, employees who travel must seek to use the least expensive mode of transportation available within the constraints of time, safety, and schedule. The college is obligated to advance or reimburse travel expenses permitted in this policy and by the NSHE and the State of Nevada. The college expects timely submission of travel forms and the employee expects prompt reimbursement of travel expenses. Travel safety is a major concern whether using

state or private vehicles or rental cars. Safety, cost, promptness and accuracy are the key concerns of the travel policy.

Procedures

1.0 Method of Travel

There are various options for using air travel, college or state vehicles, rental cars, and private vehicles. These options are described in the procedures that follow.

Travel should be by the least expensive method available when total travel time, salary of traveler, availability of college or state motor pool cars, and estimated cost of transportation are considered. Careful planning and the use of internet booking will often allow for the purchase of airline tickets at discount rates. However, such rates usually involve a penalty in the event the trip is not taken or the schedule is changed. Employees may be held responsible for a penalty incurred if a trip is not taken or the schedule changed as a result of their own actions. When the claim for payment is submitted, the college will determine whether the penalty was incurred as a result of employee action or of circumstances beyond the employee's control.

The controller's office must be notified of any cancellations of travel or changes in flight plans.

Transportation from air terminals shall be by courtesy or paid shuttle (rather than taxi) when such service is available.

When traveling on college business, all employees are required to use vehicle seat belts and will require all passengers to use seat belts, where available. This includes all vehicles whether publicly or privately owned, leased or rented.

GBC Policy and Procedure 4.30 (*Vehicle Use*) contains additional information about travel.

2.0 Travel Requests & Advances

2.1 Travel Approval. The *Employee Travel Request Authorization* (T-1), with signature approvals, must be completed **prior** to travel. All travel must have approval by the department chair. A list of department chairs and the staff supervised will be provided to the controller's office annually by the vice presidents. In the absence of the appropriate signer for approval, substitutions may be made by the next higher level supervisor. The administrator-in-charge may sign for the president; however, "Administrator-In-Charge" must be placed next to the signature.

Out-of-state travel and foreign travel must have additional approval by the respective vice president or president. The only exception to the rule as noted is for out-of-state trips lasting 24 hours or less. In such cases it is not necessary to obtain approval from a vice president or president. An example of this would be a one day trip to Salt Lake City.

2.2 Travel Advances. The *Employee Travel Request Authorization* is also used for travel advances. The completed request must be in the controller's office five working days prior to departure to allow time for processing. Procedures include the following:

- Advances will not be made for less than \$50.00 or more than 80% of the estimated out-of-pocket expenses.
- An advance will not be made if a previous advance has not been cleared.
- Advances will be released no sooner than three working days prior to trip.
- If receipts are provided, 100% of prepaid expense for air fare and/or conferences fees can be claimed for reimbursement as part of the travel advance.
- Advances must be cleared within fifteen (15) working days after completion of the trip by filing a *Claim for Employee Travel* (T-2).
- No advances are issued during the month of June.

3.0 Use of GBC/State Vehicles & Personal Vehicles

3.1 Use of Motor Pool and Rental Cars. The college or state motor pool should be used when possible before renting a vehicle. Travelers should check with motor pool if they plan to arrive or depart outside the motor pool business hours. Las Vegas and Reno motors pools have arrangements with private rental agencies to provide after-hours service.

3.2 Private Vehicle Use for Employee's Convenience. If a private car is used for the convenience of the

employee, the employee shall be reimbursed at **one-half** of the current mileage rate. Air fare in lieu of the mileage allowance should only be used when it is the least expensive method of travel. If the city is served by an airline and the employee wishes to drive a personal vehicle, the employee must be on annual leave or compensatory leave (classified employees) for the extra travel time involved. Meals and/or expenses enroute will not be reimbursed under these conditions. The travel claim should indicate that the employee was on annual or compensatory time or include a statement from the department head or supervisor justifying why the employee was not on annual or compensatory leave. For example, if an employee is going to an approved conference in Washington, D.C., and wants to drive a personal vehicle, then the employee should not expect per diem for the extra days of travel, or travel days counting as work days.

One exception to the above procedure is to permit private vehicle use, with full mileage allowance, during hazardous or potentially hazardous driving conditions upon a vice-president's approval.

3.3 Private Vehicle Use for College's Convenience. An employee using a personal vehicle at the convenience of the college will be allowed reimbursement at the current mileage rate if the total miles driven in one day do not exceed 50 miles from the duty station. The following are the only exceptions allowed:

- A vice-president approves in writing the employee's use of a personal car in excess of the allowed mileage, and
- The controller's office confirms that a college vehicle was not available for the trip.

The state mileage chart located at http://www.gbcnv.edu/controller/mileage_chart.pdf will be used to determine mileage. Map Quest or Yahoo Maps will be used to determine mileage for out of state travel. The college approval must be attached to the claim when submitted to the travel office. Employees will not be entitled to per diem meal reimbursement when the travel is 75 miles or less (one way) in a 24 hour period.

If two employees travel in a private vehicle on college business, only one employee is entitled to mileage reimbursement.

If a college vehicle is not available and an employee does not want to or cannot use a personal vehicle, then a rental car may be used.

3.4 Private Vehicle Use with Student Passengers. Employees shall not use a private vehicle for transportation of students on official trips without verifying with their insurance company that the vehicle and student passengers are properly covered. When driving a private vehicle on college business, the employee's personal insurance is primary in the event of an accident or loss, and NSHE provides secondary coverage. NSHE will only provide insurance coverage up to the Tort Claims cap of \$50,000 if the employee does not have coverage up to this amount.

Students who are not employees of the college are not permitted to drive college, state, or rental vehicles.

4.0 Use of Rental Vehicles

4.1 Collision Deductible Insurance of Rental Cars. Additional insurance charges to waive collision deductibles on rental cars are not an approved expenditure. If the individual wishes to purchase the deductible, it will be at the individual's expense. Only approved companies have agreed to meet the minimum acceptable coverage's established by the state risk management division on behalf of all state agencies. Use of any other rental car company may expose the state to increased liability in the event of an accident and is prohibited.

In the event an employee driving a rental car on college business is involved in a collision, the individual will submit a written report of the accident and request for payment of any charges through the employee's vice-president or director to the controller. All billings or other related correspondence are to be attached to this report. The controller will arrange for all such payments. Individuals are not to make direct payment and seek reimbursement. Such action may result in the individual absorbing the charge. The employee's insurance is not to be used to pay the bill. **This procedure will not be used to reimburse employees for collision deductible charges purchased in violation of state regulations.**

5.0 Allowable Travel Expenses

5.1 Lodging and Per Diem. Persons traveling in-state shall receive travel reimbursement at the most current rates. Annually, the college will notify all employees specifying any changes in the per diem and the mileage rates (for private vehicles). The controller's office will have the up-to-date mileage and per diem rates. Lodging should only be claimed if traveler incurred lodging expenses. The lesser of the CONUS rate or the receipt will be reimbursed.

Hotel receipts are required to substantiate the claimed lodging expense. The allowance for travel by private conveyance is one-half of the current rate if travel by personal vehicle is at the employee's convenience. Receipts are required for parking. The private automobile allowance section above provides more information.

Federal hotel and per diem rates are used for all travel. Travelers may go to www.gsa.gov/perdiem to access the rate tables. Only the **rates** specified in the federal regulations were adopted and not the entire federal policy.

In-State Rates. The rates within Nevada will vary by locality. For areas in Nevada where there are no specifically noted rates (non-surveyed areas), there is a standard hotel rate that is set periodically.

It should be noted that exceptions to in-state rates for non-surveyed areas (areas other than Las Vegas, Reno or Carson City/Douglas County) may be made up to 150% of the standard federal rate and will require hotel receipts for reimbursement. There are no exceptions for the surveyed areas (Las Vegas, Reno and Carson City/Douglas County) in Nevada.

Out-of-State Rates. Out-of-state travel will be reimbursed at the rate specified in the federal regulations. Reimbursement above the stated rates for the area to which you are traveling may be made for attendance at conferences, meetings and training sessions with prior approval. For surveyed locations, you may be reimbursed up to 175% of the standard federal rate. For non-surveyed areas, you may be reimbursed up to 300% of the standard federal rate.

Lodging taxes and other mandatory fees (such as resort fees) may be reimbursed in addition to the lodging rates. It should be noted that if you choose to stay in a hotel which exceeds the lodging rate limits, you will only be reimbursed for the taxes on the authorized amount.

Meal/Per Diem Rates. The per diem rates will vary based on the federal rate table for the location. To view the per diem rate for your primary destination to determine which rates apply, go to www.gsa.gov/perdiem.

Eligibility for meal reimbursement for both in-state and out-of-state travel is determined by departure and arrival times as follows:

Must leave **before** 7:00 a.m. or return **after** 10:00 a.m. to claim breakfast.

Must leave **before** 11:00 a.m. or return **after** 3:00 p.m. to claim lunch.

Must leave **before** 5:00 p.m. or return **after** 7:00 p.m. to claim dinner.

Only meals which have been paid by the traveler may be claimed. When conference registration fees include meals the traveler cannot seek reimbursement as a per diem request. However, employees may receive reimbursement for breakfast even though continental breakfasts are provided. It is the traveler's responsibility to take into consideration, even if they cannot attend the function when meals are provided.

Travel Guidelines for Distances 75 Miles or Less (one way). When an employee travels 75 miles or less (one way), for a period of less than 24 hours, the employee is not entitled to receive reimbursement for meals for the day. The employee is entitled to reimbursement for mileage (if using their personal vehicle) at the rates stated in the State Administrative Manual.

Incidental Expenses. Up to \$5.00 per day can be reimbursed for incidental expenses: luggage handling, metered parking, subway/bus use, highway toll charges, and tips (receipts not required). The controller's office will provide reimbursement procedures for washing college vehicles. Unless otherwise agreed upon, the employee's regular work station will be used as the reference for determining private vehicle mileage and for reporting departure and return times for per diem calculation.

Overnight Lodging within 50 Miles of Principal Station. Reimbursement for overnight lodging in areas less than 50 miles from the principal station must be justified in writing, approved by the individual authorized to approve such travel, and included with the "Claim for Employee Travel Expense" form. These expenses will not be allowed unless:

1. Inclement weather conditions make travel difficult.
2. Late official meetings are required.
3. Individuals involved are conference hosts responsible for meeting arrangements. Send justification for approval

to the individual authorized to approve such travel.

5.2 Duplication of Per Diem Items. Claims for per diem allowance must take into consideration meals or lodging included in conference registration fees and for meals served on public transportation without additional cost to the traveler.

5.3 Parking or Vehicle Storage Fee. Parking or storage fees will be allowed when considered necessary for either college or private cars. Charges should be itemized in the detail column and the amount entered in the transportation cost column. Receipts are required for parking and storage.

6.0 Travel Expense Reimbursement Procedures

Within fifteen (15) working days after completion of a trip, the *Claim for Employee Travel (T2)* must be filed in the controller's office. If an advance has been received, the traveler will indicate the total cost of the trip, amount of advance received, and the amount either due traveler or due the college. The *Claim for Employee Travel* must be routed through the proper administrative channels. If bus, airplane, or railroad were used, the traveler's portion of the ticket must be attached to the claim form. If the person claiming reimbursement has signature authority for such travel, then the form must be signed by that person's supervisor or a higher level person.

A copy of the GSA allowance for lodging and M & IE must be included for out of state travel with the employee travel claim.

6.1 Airline tickets. If travelers use their personal funds for the purchase of airline tickets or the payment of conference/workshop registration fees, reimbursement can be made prior to travel as an advance on the travel request form or after completion of the travel on the claim form as long as original receipts are submitted with the form.

6.2 Conference Fees. Conference registration fees may be paid in advance directly to the conference. For payment of registration fees, submit a request for check to the controller's office with attached information pertaining to the conference registration. Only original receipts will be accepted. When registration fees provide for a meal, employees should not request additional reimbursement for the meal. When a meal is provided at an event and is listed as an optional item on the registration form at a cost exceeding the state reimbursement rate, the excess amount will not be allowed as part of the registration fee. The employee is personally responsible to pay the excess amount.

6.3 Out-of-State Reimbursement. Persons on out-of-state status shall receive meals at the U.S. General Services Administration (GSA) per diem rate listed for that locality regardless of actual cost and only when the meals are not covered by event fees. Receipts are not required for meals.

Employees shall receive reimbursement for personal lodging expense based on the federal GSA lodging per diem rate for that locality. A receipt will be required for all out-of-state lodging reimbursement. Exceptions to the maximum out-of-state lodging rates must be approved in advance based upon justifications supplied by the department and approved by a vice president or president on the travel request form. For GSA surveyed areas, exceptions may be made for up to 175% of the federal rate for each specific destination. For GSA non-surveyed, areas, exceptions may be made for up to 300% of the federal rate for each specific destination.

6.4 Combining College Business and Personal Travel. Separating college and personal travel expenses poses certain auditing problems for the controller's office. Employees who incorporate private and college travel must demonstrate the costs borne by the college are not increased by the personal travel. The employee must clearly delineate the private and college charges when submitting a claim for travel. When college and private travel is not clearly delineated, the travel processor will determine the reimbursement due the employee. If in doubt about the calculation of reimbursement, contact the controller's office.

6.5 Non-Travel Items. Travel claims filed in conformity with these regulations shall be considered full compensation for all meals and lodgings. Toll calls should be charged to a telephone/personal credit card, not to a hotel bill unless the phone numbers called are printed automatically on the billing for verification. In addition, state employees staying at hotels or motels that charge a fixed daily rate for having a phone in the room cannot be reimbursed for this expense if it exceeds the established lodging reimbursement rate. If the charges for the in-room phone are based on its usage or activity, the employee may claim these telephone charges if he/she details the numbers called and certifies the phone calls were made for business purposes or if the phone numbers called are automatically printed on the billing for verification. **Personal phone calls will not be reimbursed.**

Travel claims filed in conformity with these regulations shall be considered full compensation for all meals and lodging, including tips, and for minor miscellaneous expenses such as local telephone calls. Toll calls may be itemized and reimbursement claimed, if college-related, but the person and place called must be stated and the claim must be supported by a receipt.

Staff members attending conferences or meetings may be reimbursed less than the amounts listed if so specified by the vice president or president before the trip is undertaken.

7.0 Team or Group Travel

Team travel is defined as any student group travel whose group is a team, class or other organization directly affiliated with and sponsored by the college. Team travel may include travel expense of college employees who are required to accompany the student group and is appropriately chargeable to team travel expense.

Cash advances for team travel may be secured by submission of a departmental purchase order at least 72 hours prior to the time the check is required. Within 15 working days after the completion of the trip, a special expense form must be filed with the controller's office. The employee who accompanies a team or student group is responsible for paying all reimbursable expenses for the team's travel.

All items on the expense report must be supported by either a vendor's receipt or receipt for team travel expenses list. The group will be reimbursed on actual expenditures, not to exceed the state per diem and lodging rates. Team travel signature, class waiver and expense forms are available on the controller's office website at www.gbcnv.edu/controller/field trip. All students must complete a Class Waiver, Release & Indemnification Agreement prior to the trip.

8.0 Grant-Funded Travel

Personnel on grant-funded, assignments may be reimbursed for travel as determined by the dean or director concerned. In these cases, charges for individual meals and lodging may not exceed the limits set by the most restrictive travel policy, usually the state guidelines.

9.0 Travel Expenses for Applicants for Professional Positions

Applicants for professional positions may be reimbursed for travel for an interview based on actual expenses to a limit of \$750.00.

10.0 Foreign Travel

Persons traveling out of the country shall receive travel reimbursement at the most current federally established per diem rates. The rates for countries and major cities can be found at the U.S. Department of State website at <http://www.state.gov>. The college will pay the daily meal and incidental rate for the location without requiring receipts. However, for lodging reimbursement, a receipt is required and the college will reimburse the actual cost up to the maximum approved lodging amount for that city. Reimbursement is paid in U.S. dollars; therefore, documentation of the exchange rate at the time of travel is necessary to convert foreign payments into U.S. dollars.

Date adopted: October 29, 1997

Revised: January 22, 1998

Approved by PC: April 10, 2007, February 9, 2010, March 23, 2010 but effective May 1, 2010, May 10, 2011

Revised: December 18, 2007

Contact the assistant to the president for any questions, corrections, or additions.



POLICY AND PROCEDURE

Title:	EMPLOYEE BENEFITS
Policy No.:	5.3
Department:	Human Resources
Contact:	Chief Business Officer

Policy

GBC adheres to the administration of employee benefits provided through NSHE and administered by Business Center North (BCN), following NSHE Code and pertinent State of Nevada law. Because benefits change frequently, the procedures below only provide minimal information. Employees are encouraged to check for employee benefits information through the various links below to BCN. The Home Page for BCN Human Resources is <http://www.unr.edu/vpaf/hr/index.html>. Employees may also to check with the GBC human resources office regarding employee benefits.

Procedures

1.0 Employee Benefits (General)

Academic and Administrative Employees. The GBC human resources office will be responsible for furnishing the academic and administrative employee packet which includes all retirement and insurance information to each new academic and administrative employee. Academic and administrative employee benefits packets are furnished to the GBC human resources office by the Business Center North (BSN) department of employee relations and benefits.

All “A” and “B” contracts are considered annual contracts for purposes of benefits eligibility. As such, faculty employed on “A” or “B” contracts are eligible to participate in the retirement program on the effective date of the contract and to receive health insurance benefits on the first day of the first full month of the contract.

An “A” or “B” contract is issued for employment that is for a duration of 50% FTE or more for 90 days or more and that meets the definition of faculty as provided in the NSHE Title 4, Chapter 3, Section 2.

Classified Employees. The GBC human resources office is responsible for providing classified employee benefit packets to new classified employees as furnished by the BCN Benefits Department.

Also, go to http://www.unr.edu/vpaf/hr/benefits/documents/BenefitsbyEmployeeType_003.doc

A **benefit eligible** position is defined as any employee eligible for insurance and retirement. An **eligible employee** is defined as a .50 FTE or more position and also includes both state-funded and grant-funded positions.

2.0 Retirement Programs

New eligible academic and administrative employees are required to join approved retirement programs with the exception of new academic and administrative employees who are already members of the Nevada Public Employees Retirement System (PERS), who will be required to continue PERS participation.

New eligible classified employees are required to participate in the Public Employees Retirement System.

Students paid from a wages account are not eligible for membership in a retirement plan.
Persons working less than half-time and temporary employees working less than 120 consecutive days are ineligible for retirement membership.

For detailed information, contact the GBC human resources office or BSN’s department of employee relations and benefits. Also, go to <http://www.unr.edu/vpaf/hr/benefits/retirement.html>

3.0 Group Insurance

Insurance I.D. cards will be provided to each insured employee. Verification of insurance coverage may be obtained by contacting the BCN department of employee relations and benefits.

Insurance applications, claim forms, and information can be obtained at the GBC human resources office.

See <http://www.unr.edu/vpaf/hr/benefits/insurance.html>

4.0 Optional Insurance

See <http://www.unr.edu/vpaf/hr/benefits/insurance.html>

See http://www.unr.edu/vpaf/hr/benefits/insurance.html#uccsn_std_ins

5.0 Employee Assistance Program

This program is established to provide consultation and referral for employees who are experiencing personal problems of such significance that satisfactory work performance is, or may be, impaired. Employees who use the Employee Assistance Program are guaranteed confidentiality. Information and records created in this program are considered to be medical records and will be maintained in the same confidential manner.

See <http://www.unr.edu/vpaf/hr/benefits/eap.html>

6.0 Worker's Compensation Insurance

All employees are covered for all medical expenses incurred as a result of an occupational injury or illness and may receive disability payments if they are unable to work for five consecutive working days or more as a result of an on-the-job injury. The premiums for this coverage are paid entirely by GBC.

Reporting Injuries. All work-related injuries or illnesses must be reported to the supervisor as soon as possible. The supervisor must immediately report the injury or illness to the GBC human resources office. All worker's compensation checks will be sent to the employee through the BCN Safety & Loss Control Office.

See <http://www.unr.edu/vpaf/hr/workerscomp/residents.html>

7.0 Employee Education & Training: Grants-in-Aid and Waivers

For specific information regarding the policies for grants-in-aid for academic and administrative staff, such as eligibility, limit on number of courses, and fees, see GBC human resources office and BCN Benefits (Education Benefits). <http://www.unr.edu/vpaf/hr/benefits/benefits.html>

Adjunct Faculty. Academic and administrative employees who are employed on a Letter of Appointment (LOA) for less than .50 FTE are eligible to receive grant-in-aid to enroll in GBC classes for the employee and/or spouse or dependents.

The consolidated fees for classes will be waived up to a limit of 6 credits per family. The fee waiver cannot be used for community service classes, workshops, or summer school, and must be used the next regular semester following service to the college. Credits cannot be saved from one semester to another.

The number of credits allowed is based upon the number of credits taught for GBC the previous semester. For non-teaching faculty members, the earned equivalent will be determined by the supervisor.

Classified Employees. All eligible classified staff are encouraged to take classes both job required and for their own enrichment. Courses taken by classified employees are subject to the provisions of NRS 284.343 and NAC 284.482 through 284.522. Classified employees must be .50 FTE or more and be in a benefit eligible position. This policy will define classes that are job required and career or personal development. This policy is to include all NSHE classes, reimbursable at Great Basin College tuition rates only (i.e., reimbursement for one UNR credit equals reimbursement for one GBC credit at the current GBC rate minus \$2.75).

A *Request for Grant-in-Aid form* must be completed by the employee and approved in advance by the immediate supervisor, vice president, and president. Once approved, the form is returned to the employee. The employee may then register for class(es), and take the approved GIA form to the Controller's Office for processing.

Fees for GBC classes will be paid out of appropriate president or vice president's operational account.

All fees for NSHE classes, with the exception of Great Basin College courses, must be paid in advance by the employee. Reimbursement will be made after the course is successfully completed, proof of completion is received, and a receipt is given to the appropriate president/vice president. A grade of 'C' or above (or 'pass' in the case of pass/fail courses) is required.

Courses taken for audit are not eligible for grant-in-aid. If the employee does not pass the course, he/she is responsible for payment. This contract is agreed upon before taking the course.

Admissions and Records will verify grades at the end of the semester.

As students, all classified employees are subject to the rules, regulations, and deadlines required in student registration and records.

Career/Personal Development Classes. All eligible classified employees may apply for Grant-In-Aid for a total of twelve (12) credits per fiscal year which may be distributed at the classified employee's discretion, but not to exceed six (6) credits per semester (fall, spring, and summer).

Grant-In-Aid can be used to pay for career development or personal enrichment classes and courses needed to complete a degree. Grant-in-Aid will not pay for books or other class expenses.

Community Service classes are **not** eligible for Grant-in-Aid.

The immediate supervisor and the appropriate vice president must approve the class for Grant-In-Aid funding. When release time is requested by the **employee** for career/personal development, the immediate supervisor may:

- Require the employee to take approved leave for the work time spent attending class (i.e., annual leave).
- Deny release time. Require the employee to take the class on his or her own time (i.e., before or after work). Reasons for denial must be provided to the employee in writing. In making this determination, the appointing authority must consider the appropriateness of the class to the employee's job.
- Arrange a flexible work schedule to make up for time spent in class. This will **not** be considered overtime.

Job Required (Not Grant-in-Aid Funds). Tuition, lab fees, and required books will be paid for by the appropriate president/vice president provided that the course is required by the supervisor. Books purchased for job related classes will be used for reference materials and will remain within the department paying for the class.

These courses include:

- Courses needed to enable the employee to meet the standards of performance for the current position.
- Courses required to update the employee's skills, knowledge, and techniques in the current position.
- Courses beneficial to the operation of the department and that directly affect the performance in the position.

The immediate supervisor and the appropriate vice president must approve the enrollment in a job-required course by the employee under their jurisdiction. The immediate supervisor and the appropriate vice president will also determine job-related courses.

Release time for approved classes will be on "other paid leave" status and will not require that the time from work be made up. Registration and related fees (i.e., per credit hours fees, lab fees, and required books) will be paid.

Exceptions. The appropriate vice president must be informed of any exceptions to this educational policy. Any exceptions to this educational policy will be made only with the advance written recommendation of the appropriate vice president and with the approval of the college president.

An individual department may elect to pay for addition courses, seminars, workshops, etc. These fees are to be paid by each department.

8.0 Nursing Mother Break Time

On March 23, 2010 President Obama signed into law the Patient Protection and Affordable Care Act which amends section 7 of the Fair Labor Standards Act (FLSA) and requires employers to provide a "reasonable break time" for

nursing mothers to express breast milk, for up to one year after the birth of a child, each time such employee has need. Additionally, employers are required to furnish a private place, other than a bathroom, in which to express breast milk.

In compliance with federal law which requires the provision of unpaid, reasonable break time for an employee to express breast milk, Great Basin College subscribes to the following policy:

- An employee who intends to express breast milk during the work day must submit her notice to the Chief Business Officer in writing. A notice letter form can be obtained by contacting Human Resources.
- An employee will be provided a reasonable break time to express breast milk for her nursing child for the first year of the child's life. These break periods will be given each time the employee has need to express breast milk. If the employee elects to take these break periods in conjunction with her regular break time an additional 15 minutes of release time will be allowed. This will provide the employee with two 30 minute breaks. Any additional break time required by the employee will be unpaid.
- An employee lactation room is provided as a private and sanitary place for a breastfeeding employee to express milk during work hours. This room provides an electrical outlet, comfortable chair, and nearby access to running water. An employee may use her private office area for milk expression if she prefers.
- An employee may use her own cooler packs to store expressed breast milk, or may store milk in a designated refrigerator/freezer. Employees are expected to appropriately maintain the refrigerator.
- Management and staff are expected to provide an atmosphere of support for breastfeeding employees.

Great Basin College has designated McMullen 114-A for this purpose. If you have a need to use this room, please contact Human Resources with your notice and obtain a key. If an employee works at an off-center other arrangements will be made available.

9.0 Reimbursement of Moving Expenses

If an employee is hired into a continuing position and moved from a location which is at least 50 miles from the new location, institutional funds may be used to reimburse the employee up to a maximum amount of \$2,000 for certain specified moving expenses (pursuant to the State Administrative Manual, sections 0238.0-0252.0)

http://nevadabudget.org/wiki/index.php?title=Nevada_State_Administrative_Manual

General Policy:

- A new employee may be reimbursed in a single sum payment for moving expenses up to a maximum reimbursement amount of \$2,000 provided the move is at least 50 miles from the employee's last location. Original receipts are required.
- The amount of this reimbursement will be specified in the offer letter to the new employee.
- The new employee should be advised that there are tax consequences associated with this payment. The new employee should explore these with a qualified tax specialist.
- Moving allowances will be reimbursed from the Interview Expense Account #0263-010-1003.
- Use Object Code 30 and Sub Object Code 49.
- An employee, who has been reimbursed for relocation expenses and who voluntarily terminates his/her employment within one year after beginning work, will be responsible for repayment of the total reimbursement. The repayment may be deducted from the final payroll and/or annual leave checks.
- For further reference, see NRS 281.167; SAM 274.0.

Revision approved by PC: May 10, 2011

Revision approved by PC: January 25, 2011

Revision approved by PC: January 23, 2008

Contact the assistant to the president for any questions, corrections, or additions.