

CEHS FISCAL POLICIES

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August 2023

BUDGET MANAGEMENT

Units are expected to balance their budgets. Budget deficits are the responsibility of the unit. Any adjustments will be discussed with the unit leader. Negotiations with the Dean are required for unexpected overruns. Funds, from all sources, not expended or encumbered with Dean's office approval, will revert to the college on June 30th unless approved by the Dean.

Barkley Trust money is treated like state funds and not like a grant for the purpose of fiscal policies.

- Future budgets will be completed together to determine how to best meet the needs for the entire college.
- Will look at revenue streams, set priorities, and determine investments and reductions as proactively as possible to allow the college to work towards accomplishing our mission and grand visions.
- The budget process will start in October or November each year to have time to plan and reflect.

BUYOUTS OF FACULTY TIME ON GRANTS

Buyouts through federal/state grants and foundation funds are negotiated at the unit level. The unit gets any salary savings involved. Units are encouraged to consider buyouts other than teaching or course releases. When building a budget for an outside agency, assume that one course equals at least 10% of the faculty member's salary per semester or \$5,000, whichever rate is greater. The rate should not fall below \$5,000 per course.

FACULTY AND STAFF COMPUTER PURCHASES AND HOME OFFICES

All computer, printer, iPad and other purchases for technology that has an operating system are to be made through the CEHS Information Technology (IT) Team. All computers used for CEHS and UNL business will be managed by the CEHS IT team following university and NU system policies.

CEHS does not furnish home offices with furniture or equipment. It is understood that faculty members may decide to work at home for some of their time as long as the majority of their time is on the UNL campus. CEHS will only purchase one computer per faculty member that will be tracked for periodic replacement. If choosing to work at home, the employee may request purchase of a laptop as their main computer that can be used to work from multiple locations. If additional computers are necessary due to the type of work being performed or multiple permanent workspaces at UNL, a rationale must be provided by the unit leader and other funds (e.g., grant, or start up funds) are to be used for these purchases.

Computers for check out by temporary employees should be funded by the unit and managed accordingly to meet program needs.

UNL does not endorse individual printers for every employee. Instead, units are encouraged to find common/secure locations to place network printers working with the IT team to properly set up and manage security. If a network printer does not meet the needs of an individual faculty/staff, a rationale should be provided to the CEHS IT team with approval from the unit leader.

Individual servers are not allowed to be purchased by faculty and staff. This includes the purchase of computers that can be set up to act like a server. All servers must be purchased through the CEHS IT team, kept in secure locations, and properly backed up.

FACULTY AND STAFF COMPUTER REPLACEMENT

All computers that are purchased with any type of UNL money are required to be managed following university and NU system policies.

CEHS faculty and staff members are eligible every 5 years to receive funds for acquiring computer technology hardware and/or software. Two-thirds of the allocated funds come from the Dean's office, up to \$1,200, and the employee's unit will provide one-third or the remaining cost of purchase. Those CEHS employees qualifying for technology replacement include: all tenure stream faculty members in CEHS, Professors of Practice, clinical faculty (i.e., lecturers) on multi-year contracts, Research Professors funded through a department's state funds, and full or part time secretarial and support staff that are compensated from state funds (if partially funded from grant funds, then proportionately funded if allowed).

Emeriti faculty are allowed to have a loaner computer at the unit's expense if deemed necessary for any ongoing collaboration. New computers will not be purchased for Emeriti faculty regardless of funding source.

An annual report listing the faculty who are eligible for computer replacement will be sent in the fall semester to the unit leaders for completion in the spring semester. Recommended computers will be included with the listing, but custom or specialized computers can be discussed with the CEHS IT team to ensure the individual, unit and college needs are met.

Faculty or staff requiring upgrades in hardware or software more often than every five years should make their request known to their unit leader to be covered from unit funding. Equipment that malfunctions or is broken will be replaced on an as needed basis and in accordance with available dollars as long as it appears the equipment was being handled appropriately. Unit leaders will make the final recommendations regarding what will be replaced in these cases.

Employees who are fully funded through grants are expected to have access to grant funds to replace necessary equipment, unless otherwise negotiated.

College laboratories and classrooms will receive technology upgrades as often as warranted and as student technology fees permit.

LOST AND STOLEN EQUIPMENT

Faculty and staff who have in their possession and are using University equipment off campus (e.g., laptop computers, digital cameras, etc.) should always take steps to ensure the security of that equipment. If it is lost or stolen, in most instances, University insurance will not pay for replacement of the equipment because each incident of loss has a \$2,000 deductible. State law requires that we “take the proper steps to recover such state property or the reasonable value thereof.”

CEHS faculty/staff members are personally responsible for equipment in their possession in off-campus locations. It is expected that if such items are lost or stolen, the faculty/staff member is responsible and expected to reimburse UNL for the equipment’s replacement. It is strongly recommended that if you intend to use University equipment off campus, you obtain a business rider as part of your homeowner’s insurance policy. It is standard practice at UNL, when thefts happen, that the homeowner’s insurance will provide reimbursement of employer-purchased equipment at replacement cost. If below the deductible or insurance is not available to cover, the employee is expected to pay market value for the stolen/lost equipment. Any exceptions to this policy should be discussed with the Dean. It is expected that the finder feature on UNL purchased equipment be set up to help locate any lost or stolen items. CEHS IT can help set up the location finder if needed.

F&A DISTRIBUTION

Each year the College receives approximately 26% of the F&A earned by College grant expenditures from the previous year. Twenty-five percent of what is returned to the College is returned to the units (unless there is some pre-existing agreement that dictates otherwise (e.g., research centers, Buros, etc.). The remaining funds are maintained in the dean’s office and are used to pay for College research expenses (e.g., grants specialists, faculty start up, etc.). Units may distribute their F&A in the unit to facilitate achievement of unit goals. Distribution practices for F&A in the units should be developed collaboratively within the unit, written and readily available to unit faculty and staff. Regardless of unit distribution policies, F&A below \$100 will not be distributed to individual cost objects. Funds held at the unit or college level are meant to be used for the good of the unit or college by providing money for equipment, maintenance, or grant or other administrative assistance.

FACULTY LEAVES

There are multiple types of faculty leave:

- Faculty Development Fellowship - <https://executivevc.unl.edu/documents/application-for-faculty-development-fellowship-2023.pdf>
- Paid or unpaid leave of absence - <https://executivevc.unl.edu/documents/application-for-leave-of-absence-2023.pdf>
 - Medical leave - <https://hr.unl.edu/er/fmla/>

Paperwork for planned leaves (i.e., Faculty Development Fellowship) should be submitted to the unit leader by Sept 1 for the upcoming academic year. The unit leader will work with the employee to ensure forms are in order before submitting to the dean for approval. The dean will deliver approved forms to the EVC or IANR office for final approval before the Nov 1st deadline.

When faculty development leave requests are submitted by multiple faculty for a given year, priority will be given to full-year leaves so units realize some salary savings, which can be used for temporary instruction. Salary savings will go to the unit. The full Board of Regents policy for RP-4.2.3 Faculty Development Fellowships is found at <http://nebraska.edu/docs/board/RegentPolicies.pdf>.

For medical leaves, paperwork should be submitted at least 30 days in advance or as soon as reasonably possible to allow paperwork to be processed. Faculty should work with their unit leader to prepare paperwork. The unit leader will then send to dean for final review.

12-month faculty should submit vacation, sick, funeral and other leave in ESS according to appropriate time off categories. <https://hr.unl.edu/policies/leave/>

9-month faculty are expected to fulfill work obligations during the academic year. If it is necessary for an academic year faculty to be absent for reasons other than faculty development or medical leave, they should complete the memorandum of absence form (<https://cehs.unl.edu/cehs/cehs-business-center/#tab3> under leave “CEHS Faculty Memorandum of Absence”). This enables the unit leader to assure that unit functions are properly covered.

DISPOSITION OF TBA FACULTY POSITIONS

Vacant lines funded with Academic Affairs funds revert to the Dean’s Office for all tenure-leading lines and all Professor of Practice lines except for a proportion that reverts to the EVC office. The cost of temporary instruction will be reviewed during the budget development process. If new needs arise, they should be discussed with the Dean.

The portion of any positions partially or fully funded with IANR funds revert to IANR VC office.

Until the money is used on a permanent basis, open positions remain in the dean’s pool line. When a new position is permanently filled, the funds will be transferred to the hiring unit to cover the position’s salary.

FACULTY RECRUITMENT

Recruitment costs include all advertising and interview related expenses incurred during the search process for 3 candidates. Bringing in more than 3 candidates must be negotiated.

Chair positions: Dean’s Office will pay for each search including advertising and bringing in 3 candidates unless otherwise negotiated.

CEHS AA Faculty recruitment costs: The department will pay 1/3 of the recruitment costs with the dean paying 2/3 for three candidates unless otherwise negotiated.

CEHS IANR partially or fully funded recruitment costs tenure track positions: IANR will proportionately pay based on FTE 50% of recruitment costs totaling up to \$6,000. The additional costs will be split with the CEHS units pay 1/3 of the recruitment costs with the dean paying 2/3 for three candidates unless otherwise negotiated.

FACULTY OFFERS/DETERMINATION OF RANK AND TENURE

Tenure faculty position descriptions advertised at the Associate and/or Full Professor rank are pre-approved relative to the rank at which the person can be hired. When individuals are hired into such positions, the rank may be awarded as advertised without a faculty vote. If the faculty member is to be considered for tenure at the time of hiring, a departmental faculty vote and confirmation by the relevant chair, the Dean and the SVCAA/or SVC-IANR are required as appropriate to the position's funding.

MOVING & HOUSE HUNTING EXPENSES FOR NEW FACULTY

Moving and House Hunting is paid through an allowance and is no longer based on actual. The allowance will be paid after the employee starts on the first pay check.

The CEHS Dean's Office will pay for 2/3 of these costs with the department paying 1/3. Amount is determined by the hiring official and department chair/Dean. For faculty the following amounts are recommended. Any amounts over this are to be funded by the hiring unit.

- assistant professor - \$6,000
- associate professor - \$8,000
- full professor/administrator - \$10,000

IANR no longer provides any support for these expenses. In keeping with the UNL Policy, these guidelines will also apply to faculty members or administrators who are transferred from one position to another within the College or University and involves a move of greater than 50 miles.

Moving and House Hunting is paid through an allowance and is no longer based on actual costs. The allowance will be paid on the employee's first paycheck.

CEHS AA Affairs Policy:

The Dean's Office will pay for 2/3 of these costs with the unit paying 1/3. Amount is determined by the hiring official and the dean. For faculty, the following amounts are recommended.

- assistant professor - \$6,000
- associate professor - \$8,000
- full professor/administrator - \$10,000

CEHS IANR partially or fully funded recruitment costs tenure track positions:

A new faculty member with IANR funding will also be paid through allowance for moving and house hunting based on the following levels:

- assistant professor - \$6,000
- associate professor - \$9,000
- full professor/administrator - \$12,000

Approval to exceed the maximum amounts specified must be acquired in advance from the dean or the vice chancellor for IANR. The allowance will be allocated 50% to the CEHS Dean's office (up to \$5,000) with the

rest to the hiring unit and 50% to the IANR divisions. The division portions will be based on the apportionment of the position FTE.

In keeping with the UNL Policy, these guidelines will also apply to faculty members or administrators who are transferred from one position to another within IANR if the transfer is at the request of the IANR administration and involves a move of greater than 50 miles.

OVERLOAD POLICY

Refer to Executive memo #19 (<https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/executive-memorandum/policy-on-overload-assignments.pdf>). The unit (faculty member and unit leader) must submit Overload Request Form (<https://cehs.unl.edu/cehs/cehs-business-center/#tab3> found under “Important HR Forms and Documents”) to the dean’s office justifying the overload. If the overload in any way involves funding from federal grants, contact your Grant Specialist regarding permissions needed from funding agencies and the UNL Office of Sponsored Programs. Research overloads are normally 10% and instruction is normally paid out following the summer amounts of 8.2% and capped at \$8,000.

STAFF DEVELOPMENT

Staff members are encouraged to participate in professional development activities to increase their skills and enhance their job satisfaction. When staff members in a unit engage in professional development activities, the unit is expected to support the cost of that activity. If the cost is above \$500 per person, the unit may request partial support from the Dean’s Office. That support will be provided, as funds are available. Units are encouraged to review individual activities periodically to ensure equity.

Units that serve the college as a whole will receive full funding for staff development through the Dean’s office. If department staff members are asked to participate in a college-wide development activity, the Dean’s Office will assume the cost.

STARTUP FOR NEW FACULTY

For new faculty (tenure stream faculty members in CEHS, Professors of Practice, clinical faculty on multi-year contracts, and Research Professors funded through a department’s state funds) the Dean’s Office will pay up to \$5000 and the unit is responsible for additional start up and support unless specifically negotiated by the unit leader. The unit must provide the equivalent of at least one course release within the first two years so the new faculty member can establish a research/creative activity program. Startup funds are expected to be expended within three fiscal years of hire unless an extension is negotiated with the unit leader or Dean.

TEMPORARY INSTRUCTION

Temporary instruction across the college typically ranges from \$3,500 to 5,000 per course. Units may negotiate with individuals as necessary. FTE for a 3 credit class is recommended be set at 10% for a full academic year appointment (1 class a semester) or 20% for one semester. The business team recommends using the FTE calculator spreadsheet found on the Business Team website for assistance.

TRAVEL/PROFESSIONAL DEVELOPMENT

CEHS has established a college-level travel fund to help support faculty travel to meetings and other professional activities approved by each person's department chair. The purpose of such travel is to enhance faculty members' professional development; to increase their state, regional, national and/or international visibility; and, contribute to their department's/CEHS' academic agenda. Persons eligible for these funds include: all tenure stream faculty members in CEHS, Professors of Practice, clinical faculty on multi-year contracts, and Research Professors funded through a department's state funds (prior to 2021 this was limited to a three-year limit on CEHS funding for Research Professors in these circumstances but going forward will be discussed on a case by case situation).

It is expected that professional travel will be supported both by the College and each faculty member's department. CEHS funds do not replace a department's obligation to support legitimate faculty travel for all eligible faculty.

Departments may provide travel support to other well-deserving faculty not included in this policy.

CEHS travel funds are allocated on a 3-year cycle, based on the fiscal calendar (July 1 through June 30). An example, of a cycle would be from July 1, 2021 to June 30, 2024.

CEHS/AA sponsored faculty will receive \$1,500 over a three-year cycle. These dollars may be spent at the discretion of the faculty member and department chair at once, or spread out over the three years. CEHS travel funds may only be used for travel.

INCLEMENT WEATHER

Faculty and staff should be aware of the types of campus closing options found at <https://bf.unl.edu/policies/inclement-weather>.

Surrounding Lincoln Area – If the University cancels all classes, faculty and staff located in the impacted area are not expected to work and should record BADW in their timesheet.

Outside of the Lincoln Area – faculty and staff located outside of the impacted area are expected to work with their supervisor to determine if they work. For example, following public school guidelines to determine if they work.

HOLIDAYS

The University has eight federal holidays for which the University closes and five floating holidays for which it allows employees to choose if they work. To be eligible for the federal holidays or the floating holidays, the employee must be hired into a permanent position and must be in pay status for all scheduled hours on both the last scheduled workday immediately prior to the holiday and the first scheduled workday immediately following the holiday. The floating holidays are normally used during the Holiday closedown in December but can be used at any time of the year at the employee's discretion. These include Presidents Day, Arbor Day, Juneteenth, Columbus Day, and Veteran's Day. If an employee is needed to work on one of the University federal holidays,

they have the option of banking holiday pay by going into ESS leave and entering “Banked Holiday Earned”. This should only be done with supervisor’s approval due to the need of the University for the employee to work that day. The employee should then submit “Banked Holiday Used” at their earliest convenience but no later than 12 months from the time the leave is granted.

[Holiday Leave | Human Resources | Nebraska \(unl.edu\)](#)

[Holiday/Closedown Schedule | Human Resources | Nebraska \(unl.edu\)](#)