

COLLECTIVE BARGAINING AGREEMENT

between the

BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA

and

THE UNIVERSITY OF NEBRASKA AT KEARNEY EDUCATION ASSOCIATION

for the period of  
JULY 1, 2023 through JUNE 30, 2025

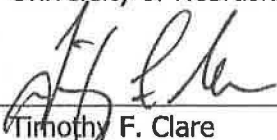
This Agreement between the BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA (hereinafter referred to as the "Board") and the UNIVERSITY OF NEBRASKA AT KEARNEY EDUCATION ASSOCIATION (hereinafter referred to as the "UNKEA") was approved by the Board on February 10, 2023 and was ratified by the UNKEA on January 28, 2023.

WITNESSETH:



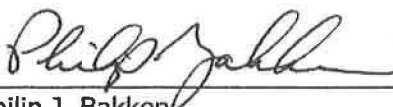
William Aviles, Ph.D.  
President  
University of Nebraska at Kearney Education Association

WITNESSETH:



Timothy F. Clare  
Chair  
Board of Regents of the University of Nebraska

WITNESSETH:



Philip J. Bakken  
Corporation Secretary  
Board of Regents of the University of Nebraska

# **UNIVERSITY OF NEBRASKA AT KEARNEY EDUCATION ASSOCIATION**

## **PREAMBLE**

The variety and complexity of the various missions of the University of Nebraska at Kearney (hereafter referred to as the "University") produces an interdependence among the Board of Regents, administrators, faculty, students, and staff in academic matters. This academic community and its members are committed to promoting the quality and effectiveness of all programs at the University, as well as maintaining high standards of excellence in all phases of instruction, research, and service.

It is recognized by all parties that academic matters are appropriately addressed through a strong system of shared governance which includes consultation with faculty when consideration is given to the (a) role and mission of the University, (b) academic goals and objectives and (c) general policies designed to facilitate the achievements of the academic goals and objectives. Shared governance also requires departments and colleges to have involvement in the (a) recruitment, selection, and retention of faculty and administrators; (b) development of high-quality programs and courses; and (c) other matters affecting the achievement of the academic goals and objectives.

The Board of Regents of the University of Nebraska (hereinafter referred to as the "Board") and the University of Nebraska at Kearney Education Association (hereinafter referred to as the "UNKEA") jointly support the continued maintenance of shared governance at the University of Nebraska at Kearney, including the continuation of an independent Faculty Senate, with its own constitution and rules of procedures and composed of freely-elected representatives from the several faculties.

In jointly supporting the continued maintenance of shared governance as described in this Preamble the Parties recognize that the term "faculty" is not limited specifically to the Bargaining Unit as defined in Article II, or to the UNKEA as the certified bargaining agent thereof. Rather, such reference is to the general faculty of the University, and the Faculty Senate, which is the faculty governing agency.

The Board and the UNKEA agree that the principles set forth in this Preamble should guide the interpretation of their continuing relationship. No grievance under this Agreement shall be based on this Preamble.

University of Nebraska Board of Regents  
and  
University of Nebraska at Kearney Education Association  
for the period of  
July 1, 2023 through June 30, 2025

AGREEMENT

This Agreement between the Board of Regents of the University of Nebraska (hereinafter referred to as the "Board") and the University of Nebraska at Kearney Education Association (hereinafter referred to as the "UNKEA") was approved by the Board on February 10, 2023 and was ratified by the UNKEA on January 28, 2023. This Agreement shall supersede those rules, regulations, or practices of the Board of Regents and the University of Nebraska Kearney which are contrary to or inconsistent with the terms of this Agreement.

The written policies and procedures of the Board and/or the University of Nebraska at Kearney, as they exist on the date of the contract ratification by both parties, shall, to the extent the same constitute mandatory bargainable terms and conditions of employment, remain in force during the term of this agreement and, to the extent that any action by the Administration in respect thereto would be applicable to the bargaining unit representative by the UNKEA hereunder, such policies and procedures, to the extent the same constitute mandatory bargainable terms and conditions of employment, shall not be altered, amended, supplemented, deleted, or otherwise modified in any way during the term of this Agreement, without the mutual consent of the Board or the appropriate administrative official and the UNKEA.

WHEREAS, the UNKEA and the Board have undertaken to negotiate in good faith with respect to the mandatory bargainable terms and conditions of employment of Unit Members represented by the UNKEA for the 2023-2024 and 2024-2025 fiscal years; and

WHEREAS, these negotiations have resulted in a mutually acceptable collective bargaining agreement incorporating the terms and conditions hereinafter set forth.

NOW, THEREFORE, the UNKEA and the Board, for and in consideration of their mutual obligations and undertakings as herein set forth, agree as follows:

## ARTICLE I.

### TERM

The term of this Agreement shall be two (2) years commencing July 1, 2023, and continuing thereafter until 12:00 midnight June 30, 2025.

## ARTICLE II.

### RECOGNITION

- Section 1. The Board recognizes the UNKEA as the exclusive bargaining agent for all full-time ranked instructional personnel; professor, associate professor, assistant professor, instructor, senior lecturer, and lecturer, including ranked librarians employed by the Board of Regents of the University of Nebraska, who perform teaching and/or research duties (including individuals on a Faculty Practice Appointment) and who are administratively assigned to the University of Nebraska at Kearney, excluding department chairs who have an administrative assignment of more than .5 FTE, all other administrative personnel and all persons assigned to the job classifications set forth in Appendix A, a copy of which is attached hereto and incorporated herein by reference.
- Section 2. If the Board proposes to change any existing job title or description, or to create new job titles covering work now being performed by the members of the bargaining unit, the administration shall notify the UNKEA of such proposed action and meet upon request to discuss the impact of the proposed changes on the composition of the unit. If the Board proposes to change or reorganize any academic unit at UNK in any manner which would alter the bargaining unit, the Board will notify the UNKEA of the proposal and will meet upon request with the UNKEA to discuss the impact of the proposed action on the composition of the unit. This contractual provision shall not preclude the right of either party to seek clarification and/or unit determination through the Commission of Industrial Relations.

### ARTICLE III.

#### NONDISCRIMINATION

The Board and UNKEA agree that no preference or discrimination shall be shown by either the Board or the UNKEA for or against any employee covered by this Agreement on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, genetic information, age, disability, marital status, veteran's status, union membership, or individual characteristics other than qualifications for employment, quality of performance of duties and conduct related to employment. The Board and the UNKEA agree that they will comply with all laws and regulations prohibiting or enforcing prohibitions against discrimination for or against any employee covered by this Agreement on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, genetic information, age, disability, marital status, veteran's status, union membership.

Unit members will be offered the opportunity to participate in programs offered by the administration regarding state and federal EEO, diversity, and other compliance training, as required, to apply, receive and retain state and or federal funding. Training may include subject matter involving ethnic/cultural awareness, harassment or any EEO, Title IX programs, employment laws of the State of Nebraska or University of Nebraska policy.

## ARTICLE IV.

### ACADEMIC FREEDOM AND RESPONSIBILITY

The Board and UNKEA recognize and accept the principles of both academic freedom and academic responsibility as established in Sections 4.1 and 4.2 of the "Bylaws of the Board of Regents of the University of Nebraska" in place at the time of ratification of this agreement by both parties.

## ARTICLE V.

### GRIEVANCE AND ARBITRATION PROCEDURE

Section 1. The parties agree that all disputes should be resolved, whenever possible, before the filing of a grievance, and encourage open and honest communication between the administration and Unit Members so that resort to the formal Grievance Procedure will not normally be necessary. The parties also encourage the informal resolution of disputes whenever possible. At each step of the grievance process, participants are encouraged to pursue appropriate methods of conflict resolution. The purpose of the Grievance Procedure is to provide a prompt and efficient means for the investigation, response to and resolution of grievances.

The Grievance Procedures hereinafter set forth shall be the primary method for resolving grievances as defined in Section 2 of this Article. If a unit member elects not to resolve an alleged violation through the grievance procedures set forth in the contract but rather chooses to resolve it through another forum, as described in Section 2e and Section 5 of this Article, such as the Faculty Senate Grievance Committee, such election by the Unit Member will be acknowledged by signing and submitting Appendix F to the Senior Vice Chancellor for Academic Affairs within 120 days of the event(s) which gave rise to the grievance.

Section 2. Definitions:

"Grievance" shall mean a dispute concerning the interpretation and/or application of a specific term or provision of this Agreement, or to the extent such written policies or procedures constitute mandatory negotiable terms or conditions of employment, a dispute concerning the interpretation and/or application of a specific term or provision of the written policies and procedures of the Board and/or UNK, in existence at the time of ratification of the Collective Bargaining Agreement by both parties, or upon entry of a final non-appealable order of the CIR pursuant to SS 81-1369 to SS 81-1390, or as such policies may be amended from time to time, in accordance with Article VIII of this Agreement.

A grievance under Article V may also be pursued based on the good faith allegation that procedures outlined or referred to in this Agreement which affect or implement mandatory negotiable terms and conditions of employment were not followed and that such failure affected a substantive decision in the matter; except that, the substantive decision of the Board or



its designee shall constitute the final administrative judgment in any proceeding which provides for a review and/or decision at that level, and such decision shall not give rise to a grievance, or to the continuation or reconsideration of grievance under Article V.

The following shall constitute specific matters with respect to which a Grievance cannot be filed:

- (a) Matters set forth in the written response and recommendation of the Dean or the Chancellor as required pursuant to Steps I or II of the formal Grievance Procedure;
- (b) Matters set forth in the written decision of the Board or its designee as required by Step III of the formal Grievance Procedure;
- (c) Any matter which has been previously resolved through written agreement, whether formal or informal, of the parties;
- (d) Absent a material change of facts or circumstances, any matter arising out of or connected with facts and circumstances with respect to which a Grievant has previously filed a Grievance pursuant to the terms of this Grievance Procedure. This provision shall not preclude a complaint alleging failure to comply with or follow the grievance procedure.
- (e) Matters relating to claims of discrimination prohibited by state, local or federal laws or ordinances, all of which shall be addressed and resolved through the appropriate University and/or state, federal or local procedures designed for such purposes.
- (f) Matters which are specifically identified elsewhere in this Agreement as not subject to the grievance procedure, including, but not limited to, the following:
  - (i) The substantive decision of the Board to discontinue programs or departments (Article XII).
  - (ii) Non-reappointment or nonrenewal of Special appointment or an Appointment for a Specific Term (Article XIV).

Specific matters with respect to which a grievance may be filed based only on the allegation that the procedures outlined or referred to in this Agreement

were not followed, and that such failure affected the substantive decision in the matter shall include, but shall not be limited to, the following:

- (a) Matters relating to the granting of a Continuous Appointment;
- (b) Matters relating to the termination of a Special Appointment or an Appointment for a Specific Term prior to the expiration of its stated term;
- (c) Matters relating to the termination of a Continuous Appointment.

"Grievant": The term Grievant shall include a unit member, a group of Unit Members or the UNKEA.

### Section 3. Informal Procedure

(a) The Informal Grievance Procedure should be initiated within thirty (30) calendar days following the act or omission giving rise thereto, or the date on which the Grievant knew, or reasonably should have known, of such act or omission if the date is later.

(b) Informal Presentation and Discussion:

Prior to the notification of intent to file a formal Grievance, any unit member may present his/her dispute to the appropriate administrator, below the office of the Chancellor, with or without the UNKEA representative present. Similarly, representatives of the UNKEA may informally present and discuss the dispute on behalf of any unit member or group of Unit Members with the appropriate administrator, below the office of the Chancellor. Any settlement, withdrawal or disposition satisfactory to the complainant at this informal stage shall be reduced to writing, signed by the parties, and shall be binding on the parties as to the facts and circumstances giving rise to the dispute and the matters therein resolved. However, the same shall not constitute a binding precedent in the disposition of other similar disputes which may subsequently thereafter arise.

(c) Intent to File a Formal Grievance

If there is no settlement, withdrawal or disposition satisfactory to the complainant at the informal stage of presentation and discussion, any unit member may then within seven (7) calendar days from receipt of the administrator's decision, notify the Chancellor of their Intent to File a formal

grievance and begin formal proceedings. Representatives of the UNKEA may informally present and discuss the dispute on behalf of any unit member or group of Unit Members with the appropriate administrator, below the office of the Chancellor. The Chancellor may identify an administrative designee for such discussions.

The formal processing of the Grievance shall be delayed for a period of up to fourteen (14) calendar days from the initiation of the Intent to File, during which period efforts to resolve the Grievance shall be made. Upon the written request of either party to the other, and additional twenty-one (21) calendar day extension may be granted by mutual consent. The administrative designee administrator shall, during such delay or postponement, investigate the Grievance and meet with the Grievant and the UNKEA representatives. If such meeting results in the resolution of the Grievance, a written report reflecting such decision shall be prepared, executed by the parties and distributed to the Grievant and the UNKEA. Any settlement, withdrawal or disposition satisfactory to the grievant at this informal stage shall be reduced to writing, signed by the parties, and shall be binding on the parties as to the facts and circumstances giving rise to the dispute and the matters therein resolved. However, the same shall not constitute a binding precedent in the disposition of other similar disputes, which may subsequently thereafter arise.

If the delay or postponement, or any extension thereof, expires without the Grievance being resolved to the Grievant's satisfaction, then the administrator shall prepare written determination setting forth the formal position of the administration with regard to such Grievance. Such determination shall be made within fourteen (14) calendar days next following the date on which the delay, including any extension thereof, expires and copies of the determination shall be distributed to the grievant and the UNKEA.

In the event the written decision refers to documents, copies of such documents shall be attached to the decision.

#### Section 4. Formal Grievance Procedure:

- (a) Step I: The Chancellor shall submit the grievance to a "Grievance Advisory Committee" consisting of two (2) faculty Members chosen by the UNKEA, none of whom is a member of the grievant's department, and two (2) administrators chosen by the Chancellor, neither of whom has line authority over the grievant. The Committee shall undertake such investigations as it deems necessary, based on the

circumstances, and shall issue its recommendation to the Chancellor within twenty-one (21) calendar days. The Chancellor shall issue a written decision within seven (7) calendar days following receipt of the recommendation of the Grievance Advisory Committee. If transcripts of Advisory Committee proceedings and hearings are created, they will be made available to the grievant and involved parties at their request and at their own expense.

Step II:

- (a) The Grievant and/or the UNKEA shall have seven (7) calendar days from receipt of the Chancellor's decision to appeal that decision to the Board of Regents or its designee. The Board, or its designee, shall schedule a conference at Varner Hall in Lincoln, Nebraska, with the Grievant and/or the UNKEA no sooner than fourteen (14) calendar days and no later than sixty (60) calendar days following the date on which the request for review was received. Upon the request of the grievant the conference may be in the form of a hearing held in accordance with the rules of the Nebraska Supreme Court. The proceedings will be tape-recorded and at the grievant's request and expense a transcript will be made available. Other expenses of the hearing should any be incurred will be shared equally by the Board and the UNKEA and/or the grievant. The grievant will have the right to be heard and to call witnesses on his/her behalf. The Board, or its designee, shall thereupon undertake such further investigation as it, in its sole discretion, may deem necessary or appropriate and shall, within thirty (30) calendar days following the conclusion of the review conference or hearing, issue its written decision to the Grievant and the UNKEA stating the final position of the University administration with respect to the Grievance.
- (b) Arbitration: If a Grievance is not resolved to the Grievant's satisfaction, the Board and the UNKEA may, following issuance of the Step II decision, agree, in lieu of all other legal process, to submit the dispute to binding arbitration, and, if agreed to, shall mutually select an arbitrator or arbitrators competent in matters peculiar to institutions of higher education, and, if appropriate, to the particular discipline or issue which constitute the subject matter of the Grievance. Should the parties be unable to agree on an arbitrator or arbitrators within fourteen (14) calendar days, the dispute shall be referred to the American Arbitration Association for resolution by an arbitrator from its labor panel in accord with its voluntary rules of labor arbitration.

The cost of arbitration shall be shared equally by the Board and the UNKEA and/or the grievant. Such cost shall be limited to the arbitrator's fees and expenses and charges of the American Arbitration Association. Absent the consent of both parties following the Step II decision of the Board, the dispute shall not be subject to arbitration or further proceeding hereunder.

- (c) As used in Section 4 (a) and 4 (b) above, the phrase, "the UNKEA and/or the grievant" shall refer to the UNKEA in instances in which the UNKEA is representing the grievant or is the grieving party. It shall refer to the faculty member when the UNKEA is not involved as the grievant, or in a representative capacity in the grievance.

Section 5. Effect of Resort to Other Procedures:

If prior to seeking the resolution of a dispute by filing a Grievance hereunder, or, if while this Grievance Procedure is in progress, the Grievant seeks resolution of the dispute in any other forum, whether administrative or judicial, then, in that event, the Board and the Administration shall be free from the obligation to entertain or proceed further with the resolution of the dispute pursuant to the terms of this Grievance Procedure.

Section 6. Representation:

The UNKEA shall have the right to represent any unit member in a Grievance filed hereunder, provided the unit member may represent himself or herself or be represented by legal counsel of his/her choice at his/her own expense. If the unit member elects not to seek representation by the UNKEA, then, in that event, the appropriate administrator shall inform the UNKEA in writing that the Grievance has been filed, and the UNKEA shall be provided with a written statement of the resolution of any Grievance filed under this Section.

Section 7. Grievance Form:

All formal Grievances must be submitted on the standardized grievance forms which are appended to this Agreement as Appendices "B", "C", "D", and "F" and incorporated herein by reference.

Section 8. Resolution of Grievance Cannot Violate the Agreement:

No resolution of a Grievance shall be in any way inconsistent with the terms of this Agreement.

Section 9. Appearances of a Unit Member in the Grievance Procedure:

When a unit member participates in a grievance conference, meeting, or hearing, the Unit Member's salary and fringe benefits shall neither be reduced nor increased for time spent in those activities.

Section 10. Extension of Time Limits:

All time limits contained in this Article may be extend by mutual agreement of the parties involved directly in the particular step in the grievance procedure; except that the time limits for the initial filing of the grievance may be extended only by written agreement between the appropriate administrator and the UNKEA or the grievant.

Section 11. Notification:

All grievances, requests for review, notices, and decisions within the context of the informal procedure (Article V, Section 3) may be processed within the medium of electronic communications as well as within a written format executed through campus mail and delivered messages.

All grievances, requests for review, notices, and decisions within the context of the formal procedure (Article V, Section 4) shall be transmitted by certified or registered mail, postage prepaid and return receipt requested. In the event of a question as to the timeliness of any grievance, request for review, notice, or discussion, the date of posting shall be determinative. In the event that an action falls due on a Saturday, Sunday, or holiday, the action will be considered timely if it is accomplished by 5:00 p.m. on the following business day.

## ARTICLE VI.

### PERSONNEL FILES

Faculty Academic Records shall be kept in the offices of the Unit Member's Department, the Dean of the College, and the Office of the Senior Vice Chancellor for Academic Affairs (original certified copies of transcripts and other such documents as required for North Central Association accreditation shall be kept in the Office of the Senior Vice Chancellor for Academic Affairs). A personnel file is also maintained in Human Resources. The Official Record is the Cumulative Faculty Academic Record maintained for each Unit Member in the Office of the Dean of the College of his/her major assignment. Documents of an evaluative nature addressing the Unit Member's performance, employment status, or academic assignment must be copied to the Faculty Member prior to being placed in a Faculty Academic Record. Each Unit Member shall have the right to (a) review his/her Faculty Academic Record during regular office hours and (b) attach a statement signed by the Unit Members to any material found in his/her Academic Record. Within two (2) working days of the Unit Member's written request to the Dean of the appropriate college, the Administration shall provide Unit Member with copies of any or all requested materials in his/her file, provided the Unit Member pays the cost of such photocopies.

## ARTICLE VII.

### WAGES

#### Section 1. Degree Completion Increment:

- (a) Full-time, tenure track faculty who are members of the bargaining unit, and who do not possess a terminal degree at the time of hire and whose salary has been accepted at a reduced amount relative to degree-holding new hires will receive a one time, increase in base salary matching the amount that had been withheld from their initial salary upon completion of their terminal degree, provided that the degree is completed within two years of their initial date of hire and provided that the degree is in the individual's assigned discipline. Any such withheld amount must be specified in the initial offer of employment.
- (b) Except as set forth above no other adjustments in salary shall be made for bargaining unit members as a result of or in connection with completion of a terminal degree during the term of this Agreement.

#### Section 2. 2023-2024 Salary Increases:

- (a) Promotion Increases: All eligible faculty who receive a promotion in faculty rank, effective for the 2023-2024 academic year, shall receive the following promotion increases:

Promotion to Professor	\$4,000
Promotion to Associate Professor	\$3,000
Promotion to Assistant Professor	\$2,000
Promotion to Faculty Practice	\$2,000
Promotion to Senior Lecturer	\$1,500
- (b) Annual Promotion Floors: In cases in which the promotion increase stipulated in Section 2 (a) above results in an adjusted salary below the lowest 2022-2023 base salary in the rank to which the faculty member is being promoted (referred to as the Annual Promotion Floor), the salary of the faculty member being promoted will be increased to the Annual Promotion Floor.
  - i) For unit members on contracts other than 9 months, such comparison shall be made using one-ninth of the Annual Promotion Floor (Fractional Annual Promotion Floor) with a value equal to the product of their annual base salary and a fraction equal to the inverse of the number of months in their contract. (E.g. The fraction would be 1/12



for those on 12-month contracts.) If the unit-members salary is below this comparison amount, their salary will be increased to a value equal to the product of the number of months in the contract and the Fractional Annual Promotion Floor.

- (c) Increase for Satisfactory Performance: A faculty salary increase pool shall be established based on eligible faculty as defined in Section 4 (a) in the amount of 2.25% of the aggregate faculty Base Salary (excluding stipends, overload, summer school, or other compensation of any kind). The 2.25% salary increase funds shall be distributed across-the-board as an equal percentage of the stated annual 2022-2023 base salary (excluding stipends, overload, summer school, or other compensation of any kind) of each eligible Unit Member receiving a satisfactory performance ranking.
- (d) Paragraphs 1, 3 and 5 of a Memorandum of Understanding of even date herewith, are incorporated by reference.

### Section 3. 2024-2025 Salary Increases:

- (a) Promotion Increases: All eligible faculty who receive a promotion in faculty rank, effective for the 2024-2025 academic year, shall receive the following promotion increases:

Promotion to Professor	\$4,000
Promotion to Associate Professor	\$3,000
Promotion to Assistant Professor	\$2,000
Promotion to Faculty Practice	\$2,000
Promotion to Senior Lecturer	\$1,500

- (b) Annual Promotion Floors: In cases in which the promotion increase stipulated in Section 2 (a) above results in an adjusted salary below the lowest 2023-2024 base salary in the rank to which the faculty member is being promoted (referred to as the Annual Promotion Floor), the salary of the faculty member being promoted will be increased to the Annual Promotion Floor.
  - i) For unit members on contracts other than 9 months, such comparison shall be made using one-ninth of the Annual Promotion Floor (Fractional Annual Promotion Floor) with a value equal to the product of their annual base salary and a fraction equal to the inverse of the number of months in their contract. (E.g. The fraction would be 1/12

for those on 12-month contracts.) If the unit-members salary is below this comparison amount, their salary will be increased to a value equal to the product of the number of months in the contract and the Fractional Annual Promotion Floor.

- (c) Increase for Satisfactory Performance: A faculty salary increase pool shall be established based on eligible faculty as defined in Section 4 (a) in the amount of 2.25% of the aggregate faculty Base Salary (excluding stipends, overload, summer school, or other compensation of any kind). The 2.25% salary increase funds shall be distributed across-the-board as an equal percentage of the stated annual 2024-2025 base salary (excluding stipends, overload, summer school, or other compensation of any kind) of each eligible Unit Member receiving a satisfactory performance ranking.
- (d) Paragraphs 2, 4 and 5 of a Memorandum of Understanding of even date herewith, are incorporated by reference.

Section 4. For purposes of Sections 2 through 3, the following shall apply:

- (a) Eligible Faculty: The provisions of this article will apply only to those Faculty members who are Unit Members on the 25<sup>th</sup> day of April of the academic year immediately preceding the academic year in which the increase is effective and whose appointment status as of August 14\_\_, 2023, and August 19\_\_, 2024, of the year for which the increase is effective is continued and is within the bargaining unit described in Section 1 of Article II of this contract. In addition, only continuing faculty whose performance was judged satisfactory or better as a result of their most recently completed formal performance review shall be eligible for salary increases.
- (b) Effective Date of Increase: Unless otherwise specified, increases determined under this article shall be effective as of the first day of the fall semester of the academic year to which they apply, for instructional faculty; and July 1 of the contract year to which they apply for library faculty.

Section 5. Overload Payments

Wages for overload during the regular academic semester, whether it be for short session two-week courses, workshops, or expanded campus classes, shall be computed at the rate of two and one-half percent (2.5%) of the faculty member's academic base salary per credit hour, or four hundred dollars per credit hour, whichever is greater. If travel is involved, the faculty member shall be provided compensation for travel time to and from the teaching assignment and for meals and lodging if necessary. If an off-campus class being offered is canceled by the University or a faculty member is replaced, the faculty shall receive payment for each class actually attended in relation to the number of class sessions scheduled.

Section 6. Summer Compensation

(a) 2024 and 2025

Wages for summer classes 2024 (May, 2024 through August, 2024) and 2025 (May, 2025 through August, 2025) shall be computed at the rate of three percent (3.0%) of the faculty member's academic year salary per credit hour, may not exceed thirty percent (30%) of the year's salary during summer employment. Credit hours shall be adjusted for laboratory and /or graduate courses, in a manner consistent with course load practice during the regular term. If a class is canceled by the University or a faculty member is replaced, the faculty member shall receive payment for each class actually attended in relation to the number of class sessions scheduled. Wages for non-teaching assignments may exceed the thirty percent (30%) maximum in accordance with Article VII Section 7 below.

(b) Reopening of Article VII, Section 6

Reopening of negotiations, for this Section of the contract only, will occur if, for the summer sessions of 2023 (May, 2023 through August, 2023), the University of Nebraska at Kearney does not reach the point where all tuition dollars received by UNK for summer sessions meets at least ninety-five percent (95%) of the amount expended for teaching faculty salaries (i.e., 3.0% per credit hour), excluding fringe benefit costs, administrative costs, and overhead costs. If negotiations are reopened, any contract amendments agreed upon shall take effect for the summer session of 2024.

- (c) Letters of appointment for summer classes shall ordinarily be provided to the unit members no later than two weeks prior to the commencement of the class. In the event the Administration cannot provide the appointment letter within the two week period the unit member will be notified of the delay and provide with the anticipated date the appointment letter will be provided. Errors regarding the salary of a unit member shall be corrected by the next regularly scheduled pay period for the impacted unit member(s) and shall include all required state and federal deductions and salary necessary to correct the error.

Section 7. Salary Adjustments

The Administration will not adjust any unit member's salary unless provided for in this Agreement, mutually agreed to in writing by the UNKEA and the University subsequent to this Agreement, or in response to a legal order from a Court of competent jurisdiction or similar authority. However, the Administration, upon the receipt of a bona-fide offer of employment from another institution or employer may offer a unit member a salary adjustment to retain their employment with the University. A bona-fide employment offer will be defined as a letter of employment, offered to the unit member, of which he/she presents to the Administration for their verification.

Section 8. Salary Savings

It is the express intention of the parties that all salary savings which result from the termination of unit members' employment, whether as a result of resignation, retirement, death, or otherwise, shall be retained by the Board and shall not serve to increase the salary increases provided for herein except for those in Sections 2(a), 2(b), 3(a), 3(b) and 7.

## ARTICLE VIII.

### FRINGE BENEFITS

Section 1. Each Unit Member shall be eligible to participate in the University-wide Fringe Benefit Program such as Retirement, Long-Term Disability Insurance, Group Life/Accidental Death and Dismemberment Insurance, Optional Group Life Insurance, and Group Medical Insurance, Long Term Care, Vision Care, and Group Dental Insurance and as such will be provided with the coverage and University contributions associated with such participation.

Section 2. The Board or its designee shall have the right to modify vendor, plan design, coverage, premiums, fees and charges to Unit Members for any and all programs provided under this Article, so long as such modifications are extended to the Unit Members on the same basis as to all other University full-time employees. A "Meet and Confer" meeting between representatives of the Board and the UNKEA prior to the formal announcement by the Board to Unit Members of any changes in plan design, coverage, premiums, fees or changes in the University-wide Fringe Benefits program shall be held unless, by mutual written consent, both parties stipulate a meeting is not required. "Meet and Confer" as used in this Section shall include prior notice of proposed revisions. To ensure the UNKEA has the opportunity for input involving the deliberations affecting plan design, coverage, premiums, fees, or charges in the University-wide Fringe Benefit Program, the Board or its designee, will provide to UNKEA ten (10) working days to comment on such activities prior to finalizing program changes.

Section 3. Disability/Sick Leave:

Eligibility for Disability Leave as provided herein will be restricted to only those Unit Members who are employed in a paid status by the Board on a 1.00 FTE basis.

The term "Disability" as used in this Section, refers to a condition whereby a Unit Member must be absent from his/her assigned duties for a time period greater than five (5) consecutive Work Days and up to a maximum time period of six (6) consecutive months, due to any of the following:

- (a) Accident;
- (b) Pregnancy or the complications of pregnancy or childbirth;
- (c) Exposure to contagious disease requiring quarantine; and/or
- (d) Other illness or disability.

To make application for Disability Leave, the Unit Member must utilize the procedures for Family Medical Leave. The appropriate personnel under the FMLA procedures will provide all notifications to the Dean and SVCAA while maintaining the confidentiality of medical information. The notification's time frames will comply with those outlined within the Family Medical Leave Act of 1993. To the extent that this Section should conflict with the Family Medical Leave Act of 1993 or related Board policy, the Family Medical Leave Act shall prevail, except where the Section grants a right greater in scope than the Act. The Unit Member must provide the Dean with the expected duration of the disability, which must involve more than five (5) consecutive Working Days.

The University may require updated medical information at reasonable intervals.

Within a reasonable period, but not more than two weeks following receipt of a physician's certification, the Dean will notify the disabled Unit Member of the effective date of his/her Disability Leave.

Unit Members on Disability Leave shall be entitled to receive salary modified as follows:

- (a) The salary rate while on Disability Leave will be the rate at which the Unit Member was paid for the Primary Appointment on the effective day of the leave.
- (b) Total salary paid to a Unit Member during the entire time of the Disability Leave shall not exceed the equivalent of six (6) months salary and shall be reduced by any amounts the Unit Member receives through Worker's Compensation or other government-sponsored insurance program, or regular part-time salary in the case of a partial disability leave.
- (c) Unless authorized by UNUM, a Unit Member shall not receive any salary for the same period in which he/she receives benefits under the provisions of UNUM Disability Income Protection Policy Number 501193, or successor coverage.

University of Nebraska Parental Leave Policies

The University of Nebraska Parental Leave Policies as adopted by the Board of Regents prior to July 1, 2023, or as those policies may be modified by the board with the mutual consent with UNKEA are incorporated herein by reference.

Section 4. Disability Termination:

At the expiration of an approved Disability Leave, the Unit Member shall return to work on a full-time basis, or on a part-time basis with proportionate reduction in compensation and University benefit contributions. In the event that a Unit Member cannot return to work, he/she may apply for Personal Leave. If no such application is made, or if personal leave is not granted, he/she shall be deemed to have separated from service as of the last day of the Disability Leave. If the Unit Member is unable to return to full-time service after twelve (12) months of part-time service, he/she shall be deemed to have separated as of the last day of such part-time status. Faculty who are otherwise eligible to be Unit Members and return to work from a Disability Leave on a part-time basis shall be considered Unit Members. Nothing in this Section shall preclude the Administration from granting an extension to the period of disability leave or period of part-time service.

Section 5. Tuition Remission:

The Board and UNKEA agree that each Unit Member employed on May 11, 1991 have the option, on a one-time basis, to retain KSC Tuition Remission or select implemented provisions for Dependent Tuition Remission Transfer. Therefore, each unit member will have one of the following:

- (a) The Board agrees to continue to provide a 50% tuition remission for attendance at undergraduate and graduate courses at the University of Nebraska at Kearney to immediate family (spouse and dependent children) on a space-available basis in accord with the tuition remission policy as in effect on January 1, 1991, for Unit Members employed on May 11, 1991.
- (b) All Unit Members shall receive the benefits described in Regent's Policy, RP 3.2.6 Employee and Dependent Scholarship Programs, which policy is attached hereto and incorporated herein as Appendix E.

Section 6 Faculty Development Fellowship:  
(formerly referred to as Periodic Professional Leave)

- (a) Subject to the availability of funds, the demonstrated benefit to the institution in terms of professional development, and the ability of the institution, its colleges and departments to maintain programs and program emphasis and to thereby achieve their mission and meet their enrollment demand, any Unit Member on Continuous Appointment who has completed six years of full-time service at UNK at any academic rank shall be eligible to apply for a Faculty Development Fellowship, either for a full year at half pay and full benefits or for a half year at full pay and full benefits. Each six-year period of full-time service shall renew eligibility to apply for a Faculty Development Fellowship.

Subject to the factors noted above, it is a policy at UNK that as a normal course of affairs the on-going institutional goal is to annually fund approximately two (2) Faculty Development Fellowships in the College of Education, two (2) in the College of Business and Technology, four (4) in the College of Arts and Sciences, and one (1) in the Library.

- (b) Faculty Development Fellowships are to be taken only for professional development. Professional development shall refer to activities that enhance the Unit Member's professional expertise. Such activities include, but are not limited to, research, creative and scholarly development, retraining, field studies, visiting lectureships, and practice within the field of specialization. An application which sets forth the length of the professional leave and its relationship to the Unit Member's professional development shall be prepared by the Unit Member and filed with the appropriate Dean. The application shall be reviewed by the Unit Member's department and subject to the approval of the appropriate Dean (in consultation with an elected faculty advisory group), the Senior Vice Chancellor, the Chancellor, and the Board. Such leaves shall not be considered to be an entitlement or an automatic reward for years of service. The substantive decision of the Board or Administration to approve or disapprove applications for Faculty Development Fellowship shall not be grievable under this Agreement.
- (c) The time period of the Faculty Development Fellowship and its activities shall be considered service to UNK for all purposes. Based upon a written report submitted by a Unit Member on Faculty Development Fellowship, such Unit Member shall be eligible for consideration for salary adjustments on the same basis as other continuing Unit Members. No Unit Member on Faculty Development Fellowship shall be required to



contribute to the compensation of any substitute(s) to perform all or any part of that Unit Member's assigned workload.

- (d) The recipient of a Faculty Development Fellowship agrees to resume his/her duties at the University of Nebraska upon termination of the leave and continue such duties for a period of at least one academic year, and if he/she fails to do so in strict accordance with said agreement, agrees to reimburse the University for all pay received during the leave of absence, unless waived by the Board or its designee. In the event such recipient fails to return on the date specified, he/she shall be considered separated as of the last day of said leave, unless other arrangements are agreed to by the recipient and the University.
- (e) The UNK Administration, consistent with Board of Regent's policy 4.2.3, will determine on a case-by-case basis, in consultation with the affected Unit Member, the economic terms of any employment that the Unit Member seeks during the period of a requested unpaid leave. The UNK Administration or the Board will determine, upon granting such leave, the long-term benefits and interests of the University of Nebraska and how such leave will not pose a conflict of interests. The substantive decision of the Board or the UNK Administration to approve or disapprove the application for the unpaid leave shall not be grievable under this Agreement.

Section 7. If a Voluntary Tenure Settlement Program, or other comparable program, is established by the University during the term of the Agreement, Unit Members shall be covered by the provisions of the Program under the same terms and conditions as other full-time personnel.

Section 8. If a Voluntary Phased Retirement Appointment Policy or comparable program is established by the University during the term of this Agreement, Unit Members shall be covered by the provisions of the Program under the same terms and conditions as other full-time personnel.

Section 9. A minimum of two, and a maximum of four, full-time faculty members must annually be appointed to the UNK Safety Committee. Half of these faculty members will be chosen by UNKEA and half will be chosen by UNK's Faculty Senate.

## ARTICLE IX.

### USE OF FACILITIES AND SERVICES

- Section 1. Duly authorized representatives of UNKEA shall be permitted to transact official UNKEA business on University property at reasonable times, provided that such business shall not interfere with or interrupt normal University operations or the responsibilities of faculty members.
- Section 2. The UNKEA shall continue to have access to use of printing, duplicating, addressing and other campus services subject to the then current use and fee requirements.
- Section 3. Unit members who are authorized representatives of the UNKEA may have access to campus e-mail, World Wide Web, and other electronic campus services. Such use shall be governed by all University policies pertaining to employee use of electronic communications and equipment.
- Section 4. Solicitation of union membership by employees of UNK will be allowed in nonworking areas during nonworking hours, including coffee breaks, provided that such solicitation is not disruptive.
- Section 5. General distribution of union materials on the UNK campus will be allowed in nonworking areas during both working and nonworking hours provided that the same shall not be disruptive.
- Section 6. Posters and notices relating to union activity or organizational efforts may be posted on such bulletin board and at such times and under such terms and conditions as the UNK administration, in the reasonable exercise of its discretion, may designate and determine.
- Section 7. UNKEA may hold events, programs, functions, and meetings whether for the purposes of organization, solicitation of membership, or otherwise in UNK facilities during nonworking hours provided that the use of such facilities shall be subject to the same terms and conditions as are uniformly applicable to the use of the UNK facilities by non-University-related organizations; and, provided further, that such meetings shall be held in such manner and at such times as not to interfere with the regularly scheduled working hours or classroom schedule of the University or its employees. For the purpose of this rule only, nonworking hours shall mean those hours (local time) between 5:00 p.m. in the afternoon and 8:00 a.m. in the morning during weekdays and the

hours from 12 noon Saturday to 8:00 a.m. on the following Monday for weekends.

## ARTICLE X.

### ASSOCIATION ACTIVITIES

UNKEA officers, members of the Negotiations Counsel, and team members shall be granted leaves of absence without loss of salary to participate in negotiation sessions with the Board, provided that the campus administration must be informed of and approve such leaves through the usual leave practices or procedures, and, provided further, that the parties shall cooperate and use their best efforts to avoid, when possible, scheduling negotiation sessions during officers' or members' scheduled class times.

The Administration shall permit the UNKEA to purchase up to 15 credit hours of instruction per semester from instructional units. The purchased instructional time shall be utilized to enable officers and representatives of UNKEA to be released from assigned duties for contract-related activities. Affected instructional units shall be compensated at the rate of up to \$2,100.00 plus the current rate of FICA for each three-semester credit hour assignment unit. No more than one UNKEA officer or representative shall be released for more than one course of assigned instructional duties per semester or for more than two consecutive academic years under this provision. No UNKEA officer or representative shall be released from more than two courses (6 semester hours) of assigned instructional duties per semester or for more than two consecutive academic years under this provision.

## ARTICLE XI.

### INFORMATION TO BE PROVIDED

- Section 1. The Senior Vice Chancellor for Academic Affairs shall advise the UNKEA President at the time of the distribution of normal meeting call of open meetings of the Board, and shall provide the UNKEA with a copy of the advance agenda for each meeting. The Senior Vice Chancellor for Academic Affairs will make available to the UNKEA President an official copy of the minutes of each meeting of the Board.
- Section 2. The Vice Chancellor for Business and Finance shall provide the UNKEA a copy of the executive summary of the annual budget request when it is distributed to the Board, the final budget request document when it is provided to the Statehouse, and a complete set of the annual operating budget documents at the time these are distributed to the Board.
- Section 3. A copy of the instructional services portion of the operating budget shall be provided by the Executive Officer of the Board to the UNKEA President promptly after final approval of the Board of Regents.
- Section 4. The Vice Chancellor for Business and Finance shall provide lists of all bargaining unit salaries to the UNKEA President upon approval by the Board.
- Section 5. The Senior Vice Chancellor for Academic Affairs will provide the UNKEA president with documentation of the annual salary computation prior to issuing annual salary letters to unit members. The UNKEA will have a maximum of five working days to notify the SVCAA of any corrections. If the salary computations prove to be in error, such computations will be corrected within the next regularly scheduled pay period for the impacted unit member(s) and shall include all required state and federal deductions and salary adjustments necessary to correct the error.
- Section 6. The Senior Vice Chancellor for Academic Affairs will provide the UNKEA President with all proposed salary changes for bargaining unit members on a monthly basis.
- Section 7. The Senior Vice Chancellor for Academic Affairs shall provide the UNKEA a list of faculty who have been awarded promotions and /or tenure at the time that the Chancellor approves such awards.

- Section 8. The Senior Vice Chancellor for Academic Affairs shall provide UNKEA a list of faculty who are undergoing a post-tenure review and a summary of the outcomes of such review at the time of the completion of the reviews by the SVCAA's office.
- Section 9. The Senior Vice Chancellor for Academic Affairs shall provide the UNKEA a list of summer courses including assigned faculty salaries.
- Section 10. All information provided under this article, other than information considered public record under Nebraska Statute shall be treated as confidential information by the UNKEA and /or unit members who are officers or authorized representative of the UNKEA.
- Section 11. The Senior Vice Chancellor for Academic Affairs shall provide the UNKEA information on any proposed or authorized experimental, pilot, or other exceptional course offerings and compensation, before final adoption of such programs occur.
- Section 12. The Senior Vice Chancellor for Academic Affairs will make available in writing upon request all reappointment, promotion and tenure guidelines, as well as a job description for any position covered by this collective bargaining agreement.

## ARTICLE XII.

### REDUCTION IN FORCE (LAY OFF)

Whenever a reduction in force, as determined by the Chancellor, is necessary due to discontinuance of a program or department, financial exigency, over-staffing or by direction of the Administration or Legislature, a Faculty Advisory Committee shall be established to provide recommendations to the campus administration. In each instance, the Faculty Advisory Committee shall be established by the campus Chancellor. The Faculty Advisory Committee shall consist of one member of the UNKEA Executive Committee to be nominated to the Chancellor by the UNKEA Executive Committee; one member from the Executive Committee of the Faculty Senate; one member representing the Graduate Faculty; one member from the College of Business and Technology; one member from the College of Education; and two members from the College of Arts and Sciences (who shall not be from the same division or school),, and one member from the Library. The Graduate Faculty, the undergraduate colleges, and the Library will independently select their respective nominees to forward to the Chancellor. In each instance, the Faculty Advisory Committee shall provide recommendations to the campus Administration regarding program viability within time limits established by the Administration. The Faculty Advisory Committee recommendation shall be advisory only and the final decisions regarding the necessity of reduction in force shall be reserved to the Administration of the Board.

Section 1. The decision as to when a reduction in force is necessary due to discontinuance of a department or program, financial exigency, over-staffing, or by direction of the Legislature is reserved to the administration and Board. When reduction in force becomes necessary, the Board or the campus administration shall inform the UNKEA of that fact in writing. It is specifically agreed that the Administration and Board decision that reduction in force is necessary due to the discontinuance of a department or program, financial exigency, over-staffing, or by direction of the Legislature shall not be subject to the grievance and arbitration procedure of this contract; provided, however, that disputes arising under Section 3 and 4 of this Article are grievable.

Section 2. The University Administration will make a reasonable effort to avoid a layoff by use of attrition whenever possible and before laying off any individual pursuant to this Section shall make a reasonable effort to place individuals in another position within the Kearney administrative unit of the University.

Section 3. In laying off faculty in accordance with the order listed in Section 4 of this Article, the following criteria shall be utilized.

(a) Program viability shall be the controlling consideration in all instances.

(b) A reduction in force shall be made in such a way that the remaining members of the faculty possess necessary qualifications to perform assigned duties needed for offering the programs which remain on a viable basis.

(c) Faculty members with higher academic preparation, after considering program viability, shall be given retention preference in laying off faculty members that are similarly situated. However, if faculty members have the same academic preparation, the member with more years of teaching service in the Kearney administrative unit of the University shall be retained.

(d) The administration will give the president of UNKEA annual written reports of progress to date on the reduction in force process.

Section 4. Faculty shall be involuntarily terminated in the following order:

(a) Faculty of any classification who have already received notice that they will not be reemployed following the expiration of their current Primary Appointment.

(b) Part-time Faculty.

(c) Faculty on Special Appointment.

(d) Faculty on Faculty Practice Appointment

(e) Faculty on Specific Term Appointment.

(f) Faculty on Continuous Appointment.

The substantive decisions of the Board or administration to terminate specific Unit Members, due to the discontinuance of a program or department, shall be final and binding and shall not be grievable under this Agreement, except that a Grievance may be pursued based on the allegation that the procedures outlined herein were not followed and that such failure may have affected the substantive decision of the Board. Any written notice of job termination shall state that the loss of position was not performance based, and will state whether the termination was due to programmatic reductions being made by the University.

Section 5. Tenured employees who are laid off shall retain recall rights for two years following the layoff.



Section 6. Insurance benefits shall be continued to the end of the month in which job termination occurs.

## ARTICLE XIII.

### PAYROLL DEDUCTIONS

- Section 1. The Board agrees to deduct membership dues established by UNKEA from the salary of any bargaining unit members authorizing such deduction in writing. The Administration will not accept or process dues withholding, through the University's automated payroll system, for non-unit members. (See Appendix A).
- Section 2. UNKEA agrees to send a certified list, and a copy of the written payroll deduction authorization of all members who request payroll deduction of dues, to the campus payroll office no later than October 5 of each year.
- Section 3. Said authorized deduction shall be made from the monthly pay of each member beginning in October and ending in August of each year.
- Section 4. The aggregate deductions shall be remitted monthly to the Treasurer of the Campus Chapter of UNKEA, together with an itemized statement containing the names of the faculty members from whom deductions have been made and the amount so deducted from each one. The aforementioned remittance shall be made no later than the 10th day of the month following the month for which deductions were made or as soon thereafter as normal payroll procedure permits.
- Section 5. Each faculty member's written authorization shall be valid for the association year and shall remain in effect thereafter for each succeeding year unless and until it is revoked by a notice in writing delivered to the UNKEA and to the campus payroll office on or before October 1st of the year for which such revocation is effective.
- Section 6. If dues are deducted and remitted to the UNKEA and its Local Chapters in accordance with the procedure specified in Sections 1, 2, 3, 4, and 5 above, the Association shall be solely responsible in the event of any claims that the deductions and/or remissions were improper.

## ARTICLE XIV.

### APPOINTMENT & DISMISSALS

Section 1. The provisions of Sections 4.3 through 4.17 of the Bylaws of the Board of Regents of the University of Nebraska, and the applicable provisions of the Policies of the Board of Regents of the University of Nebraska, as the same exist on January 1, 2023, shall apply to the extent that they are not contrary to or inconsistent with the terms of this Agreement, during the term of the Agreement.

Section 2. An Appointment for a Specific Term, a Faculty Practice Appointment, or a Special Appointment shall carry no presumption of renewal or reappointment, and will terminate at the end of the stated term, if written notice of non-reappointment is given to the appointee in accordance with standards established by the Board and contained in the By-laws of the Board of Regents of the University of Nebraska, as the same exist on July 1, 2022, or as the same may be amended in accordance with Article XVII of this Agreement, from time to time.

In case of notice of non-renewal of a Specific Term Appointment, a Faculty Practice Appointment, or non-reappointment of a Special Appointment, at the written request of the unit member within two weeks of receipt of notice, the general reason(s) for non-reappointment or non-renewal shall be provided either orally or in writing to the unit member.

Written reason(s), if provided, shall be communicated by confidential letter or memorandum, and the file copy of such communication shall be treated as a confidential personnel record in accordance with Section 1.4.4 of the Bylaws of the Board of Regents as the same exists on July 1, 2022, or as the same may be amended, in accordance with Article XVII of this Agreement, from time to time.

The substantive decision of the Administration to terminate or not to renew an appointment shall not give rise to a grievance under Article V of this Agreement; however, such grievance may be pursued based on the allegation that procedures outlined or referred to in Article XIV, Section 1, were not followed.

Section 3.

Lecturers are non-tenure faculty on term contracts. Lecturers may be eligible to sign contracts for one (1) to four (4) years which may be renewable or not.

All decisions to offer or decline to renew a contract are not subject to the grievance procedures of this agreement.

#### Section 4.

The number of faculty on a Faculty Practice Appointment in an academic college shall not exceed three percent (3%) of the total number of full-time faculty in that academic college. All faculty on a Faculty Practice Appointment are eligible to apply for appropriate tenure-track lines without discrimination or liability due to their Faculty Practice status.

## ARTICLE XV.

### WORKLOAD

Section 1. All unit members will be assigned, after appropriate consultation, duties and responsibilities that may consist of one or more of the following: instruction, research and creative activity, directing and supervising research, service, departmental coordination, and other assignments as may be deemed reasonable in each instance by the Departmental Chairperson and Dean concerned, within standards approved by the Senior Vice Chancellor for Academic Affairs as outlined in the workload policy approved on 8/10/92, or as that policy may be amended from time to time. The administration and the UNKEA will meet and confer in the case of amendment to such policy.

Section 2. Distance Education/Online Education

(a) Principle

This Section establishes policies, procedures, and compensation guidelines for the development, delivery or re-delivery of distance education instruction. Qualified Unit Members shall be given preference in the development, delivery or re-delivery, and/or administration of distance education courses, including courses offered under the Coursera contract or any contract for distance education services entered into by the University of Nebraska. All distance education courses must be approved by the Department Chair, College Dean, Dean of Graduate Studies, Research, and Distance Education and for newly proposed courses or proposed changes to courses, appropriate College/Faculty Senate Committee(s).

(b) Definition

Distance education is defined as a formal educational process in which the majority of the instruction occurs when the student and instructor are not in the same place at the time of delivery of instruction. Instruction may be synchronous or asynchronous. Distance education may employ all varieties of audio, video, and computer technologies, or a combination of these technologies.

(c) Remuneration for Initial Preparation of Distance Education Courses

Unit Members shall be remunerated for the initial preparation of any distance education course. The "Approval Form of Remuneration for the Initial Preparation of a Distance Education Course" is required for all initial preparations of distance education courses. The Department Chair, the College Dean, and the Dean of Graduate Studies, Research, and Distance Education must approve any form of remuneration.

(d) Remuneration for Reuse, Redevelopment, Redesign, and Updating of Distance Education Courses.

A faculty member will not receive initial preparation remuneration for the reuse of a course they have already designed or for an update of a course he or she developed.

A faculty member, who did not initially develop a distance education course, will receive initial preparation remuneration for the redevelopment, redesign, and updating of a course initially designed by someone else.

(e) Presentation Responsibilities

The initial development of a course(s) will be completed prior to the course offering. Responsibilities include, but are not limited to the following:

- (i) Initial development and design of the distance education course, which includes, but is not limited to, preparation of such elements as lesson plans, student materials, the selection of textbooks and support materials, and any necessary attention to copyright issues.
- (ii) A training session will be required for faculty who have not received prior distance education training or who have no online teaching experience. If faculty have received prior distance education training or have taught online or televised course (s) previously, they are not required to attend a training session.
- (iii) Online courses for which faculty have received remuneration will be reviewed using the "Online Course Development Checklist."

(f) Presentation Fee

Distance Education courses will be offered either as part of the Unit Member's regular load or as an overload. Overloads must be approved in accordance with Article VII.

(g) Re-Use and Re-Delivery of Distance Education Courses

If, and when, the University wishes to re-use the course in its entirety, the following shall apply:

- (i) The decision to reuse a course rests with the instructor who developed the course, the Department Chair, and the Dean of the College, consistent with (ii) and (iii) below.
- (ii) If an entire course is reused and offered for credit in a subsequent semester, the Unit Member(s) who initially prepared and/or taught the course shall be notified and given first consideration to administer the reuse of the course. If the Unit Member(s) who initially prepared the course declines to administer the reuse the sponsoring Department may assign another Unit Member to teach the course. The course will be taught either in-load or as an overload.
- (iii) If a decision is made to revise the course, the Unit Member(s) who created the course shall have the first right to revise the course. If the Unit Member(s) decline, the Department may offer the course to another Unit Member(s) for revision. Compensation for any revision falls within the terms of Section 2 (d) of this article as noted above.
- (iv) Permission is required from the faculty member to record, stream, or archive that faculty member's course.
- (v) Unit Members(s) may appeal any decisions under this Article to the Continuing Education Committee for review and recommendation.

(h) Additional Instructional Costs/Support

Unanticipated special circumstances may occur which may include, but are not limited to, large enrollments, heavy grading load, numerous site visits, proctoring and/or tutoring, etc., which require additional instructional support. In addition, there may be a need for technical assistance. In such situations, supplementary resources may include, but are not limited to, graduate or undergraduate assistance, additional support staff, technical support, etc. These arrangements shall be agreed to by the Unit Member, Chair of the sponsoring Department, the College Dean, the office of Continuing Education and other appropriate technical support personnel.

(i) Ownership of Distance Education Courses

Once a course has been developed and/or delivered, the course becomes the property of the faculty member.

(j) Unit Member Right to Use

The Unit Member(s) who originally created the distance education course retains the right use his or her course he or she deems appropriate to the teaching of that course.

Section 3. Intellectual Property

All matters regarding the creation, ownership, distribution, and dissemination of intellectual property are governed by the terms of Regents policy on Intellectual Property, RP-4.4 (RP 94 06/01/2002).

Relative to Section 5.2 and 5.2b it is understood that online and other modes of distance course delivery and development generally do not constitute the substantial use of University resources, and that instructional materials developed by a faculty member in the process of delivering the course shall be the property of the faculty member.

Section 4.

Where the University-wide Calendar Committee recommend, and the Executive Vice President and Provost and the Board of Regents approve, an academic calendar which includes a three-week session between the Fall and Spring Semesters, then faculty members who teach a class during the three-week session may, at their option, have their Spring semester load reduced



by one class of equivalent credit hours. Letters of appointment for any three-week term shall be provided to the unit members no later than two weeks prior to the commencement of the class. In the event the Administration cannot provide the appointment letter within the two-week period the unit member will be notified of the delay and provided with the anticipated date the appointment letter will be provided. Faculty are under no obligation to teach during the three-week session.

## ARTICLE XVI.

### UNK GUIDELINES: EVALUATION, PROMOTION AND TENURE

#### Section 1.

The evaluation, promotion and tenure guidelines approved in 8/10/92, and as revised in 1994, 1996, 1998, 1999, and 2008 and provided in the UNK Faculty Handbook, will remain in force during the term of this Agreement unless altered, amended, or otherwise modified through the mutual consent of the Board and the UNKEA or as may be required by revision to Board policy that does not constitute mandatory negotiable terms and conditions of employment. Notwithstanding any such revision or modification, a faculty member shall have access to all material submitted for evaluation and the opportunity to respond in writing. Results of any review shall be communicated to the faculty member in writing.

#### Section 2.

The University of Nebraska at Kearney Guidelines: Evaluation, Rank and tenure and Personnel Files, as revised Fall, 1999, are subject to the Collective Bargaining Agreement, as are such college and department additions to these Guidelines, and any violation of the terms or procedures of the Guidelines are subject to the application of Articles V and XIV of the contract.

## ARTICLE XVII.

### DURATION AND LIMITATION OF CONTRACT

Section 1. This instrument constitutes the entire contract between the parties hereto and shall, during its term, be binding upon the Board, the Association, and their respective members' successors or assigns. This Agreement shall not be altered or amended except by the written agreement of the parties duly executed by the Board and the UNKEA.

Section 2. Severability:

In the event that any provisions of this Agreement or any part thereof, is for any reason found by a court of competent jurisdiction to be in violation of the state or federal constitution, statute, or regulations promulgated thereunder or to be otherwise unenforceable, the remainder of this Agreement and each other provision or a part hereof shall be and remain in full force and effect.

Section 3. Complete Understanding:

The parties acknowledge and agree that during the term of negotiations which have resulted in this Agreement, they and each of them have had the unlimited right and opportunity to present demands and proposals with respect to any and all matters lawfully subject to collective bargaining; that all of the understandings and agreements arrived at thereby are set forth in this Agreement; that this Agreement is intended to supersede and replace all prior agreements or understandings to which the UNKEA or its predecessor was a party; and that this Agreement shall be and constitute the entire Agreement between the parties for the period herein stated and shall not be altered, amended, supplemented, deleted, enlarged or modified, except through the mutual agreement set forth in writing and signed by the parties hereto.

Section 4.        Reservation of Rights:

Anything herein to the contrary, notwithstanding the Board and the campus administration, except as expressly limited in this Agreement, reserves exclusively unto itself all rights, functions, responsibilities, powers, discretions, authorities and prerogatives vested in it whether exercised or not, and nothing herein shall be deemed or construed in any way to constitute a delegation or waiver of any such right, function, responsibility, power, discretion, authority or prerogative.

Section 5.        Meet and Confer:

Representatives of the Board and the UNKEA shall confer at such times as may be mutually agreeable to both Parties to discuss the administration of this Agreement and/or problems of mutual concern. These meetings shall be held in Kearney, Nebraska or Lincoln, Nebraska as required, but unless mutually agreed on, not more frequently than 9 times a year. Unless otherwise agreed on, a mutually acceptable written agenda shall be established at least five (5) days prior to each meeting.

## **APPENDIX A**

### **EXCLUSIONS FROM BARGAINING UNIT - UNKEA**

1. Chancellor
2. All Vice Chancellors
3. All Deans
4. All Assistant Vice Chancellors
5. Director Sponsored Programs
6. Executive Assistant to the Chancellor
7. Athletic Director
8. Director of University Public Safety
9. Director of Human Resources
10. Director of Institutional Research
11. Budget Officer
12. Director Financial Aid
13. Director of University Communications Media Relations
14. Director of Student Center/Union
15. Director of Finance
16. Director of Career Services
17. Director of Admissions
18. Director of Student Records/Registration
19. Director of Business Services
20. Director of Facilities
21. Director/Curator of Museum of Nebraska Art
22. Director of Alumni Services
23. Director of Counseling and Health Center
24. Director of Nebraska Business Development Center
25. All Librarians without Faculty Rank
26. All Office/Service Staff Personnel
27. All Managerial/Professional Staff Personnel
28. Temporary and Regular Part-Time Faculty
29. Director of Center for Rural Research and Development
30. Any Faculty Appointments for less than one Academic Year in any Rank
31. Courtesy Faculty Appointments
32. Special Appointments to Ranks preceded by the designation "Visiting"
33. Any military personnel assigned to teach military science or similar courses under any reserve officer training program officially offered by UNK
34. Director Student Housing
35. Director Multi-Cultural Affairs
36. Director Graduate Admissions
37. Director KASE

38. Director Systems and Programming
39. Director Childcare
40. All Coaches with Primary Appointment – Non Faculty

Unit members holding Special Appointments which expire at the end of an academic year and who are reappointed for the succeeding academic year will be deemed to be Unit Members and represented by UNKEA.

## **APPENDIX B**

### **GRIEVANCE FORM UNIVERSITY OF NEBRASKA AT KEARNEY UNIVERSITY OF NEBRASKA AT KEARNEY EDUCATION ASSOCIATION FILING OF GRIEVANCE**

Name of Grievant\_\_\_\_\_ Date\_\_\_\_\_

College\_\_\_\_\_ Department/Program\_\_\_\_\_

Address to which mailings pertaining to this grievance should be sent:

Provision(s) of Agreement violated: Article(s)\_\_\_\_\_Section(s)\_\_\_\_\_

Board and/or local campus policies, and/or practices related to terms and conditions of employment violated:

Statement of grievance (include date of acts or omissions complained of):

Remedy sought:

I will be represented in this grievance by: (check one)

UNKEA \_\_\_ Legal Counsel \_\_\_ I will represent myself

I do \_\_\_ do not \_\_\_ want a postponement for up to twenty-one (21) days to seek informal resolution of this grievance.

I understand that the Board of Regents shall be freed from the obligation to entertain or proceed further with this grievance if the acts or omissions complained of herein are or become the subject of any other administrative or judicial proceeding.

copy to: UNKEA  
Board

\_\_\_\_\_  
Signature of Grievant

## **APPENDIX C**

GRIEVANCE FORM  
UNIVERSITY OF NEBRASKA AT KEARNEY  
UNIVERSITY OF NEBRASKA AT KEARNEY EDUCATION ASSOCIATION  
REQUEST FOR REVIEW OF STEP 1 DECISION

Name of Grievant \_\_\_\_\_ Date \_\_\_\_\_

I hereby request that the Board of Regents or their designee review the attached decision made in connection with the attached grievance because:

I received the decision on \_\_\_\_\_, and filed this request for review with the Board of Regents on \_\_\_\_\_ by (check one):

- ☐ Certified Mail
- ☐ Registered Mail
- ☐ Restricted Delivery
- ☐ Return Requested

\_\_\_\_\_  
Signature of Grievant

Copy to: UNKEA  
Board



## **APPENDIX D**

GRIEVANCE FORM  
UNIVERSITY OF NEBRASKA AT KEARNEY  
UNIVERSITY OF NEBRASKA AT KEARNEY EDUCATION ASSOCIATION  
REQUEST FOR REVIEW OF STEP 2 DECISION

Name of Grievant \_\_\_\_\_ Date \_\_\_\_\_

I hereby request that the Board of Regents or their designee review the attached decision made in connection with the attached grievance because:

I received the decision on \_\_\_\_\_, and filed this request for review with the Board of Regents on \_\_\_\_\_ by (circle one):

\_\_\_ mail (certified, registered, restricted delivery, return requested)

or

\_\_\_ personal delivery

\_\_\_\_\_  
Signature of Grievant

Copy to: UNKEA  
Board

## **APPENDIX E**

### **RP-3.2.6 Employee and Dependent Scholarship Programs**

#### **RP-3.2.6.1 Employee and Dependent Scholarships—Undergraduate Credit**

##### **A. Employee Undergraduate Scholarship Program**

Pursuant to Section 3.7 of the *Bylaws of the Board of Regents of the University of Nebraska*, the following regulations shall apply to the Employee Undergraduate Scholarship Program:

1. Eligibility for Employee Undergraduate Scholarship Program
  - a. All full-time (1.00 F.T.E.) employees of the University are eligible to apply.
  - b. All retired employees of the University who have met the normal retirement regulations are eligible to apply.
  - b. Employees must be admitted students of the University and must have met all normal academic requirements for the courses taken.
  - c. The Employee Undergraduate Scholarship Program is not available to employees on leave of absence without pay.
  - e. The Employee Undergraduate Scholarship Program is not available to employees whose anticipated employment period is less than six months.
  - f. The Employee Undergraduate Scholarship Program is not available to employees who are Participants in the Employee Graduate Scholarship Program. However, in further explanation, any annual Employee Graduate Scholarship Program credit hour benefit not fully used by the employee Participant shall be available for the transfer to an Eligible Beneficiary under the Dependent Undergraduate Scholarship Program.
2. Terms and Conditions
  - a. The granting of Employee Undergraduate Scholarships is subject to openings in the specific classes in which the employee intends to enroll. If the reduction or withdrawal of this privilege is necessitated by the lack of funds, such reduction or withdrawal shall apply to all classes of employees on a University-wide basis, and timely notice of this action shall be provided to all employees.

- b. The benefits set forth in this RP 3.2.6.1 apply only to undergraduate academic credit courses being offered at any unit of the University of Nebraska. These courses may be taken for credit or audit.
- c. The Employee Undergraduate Scholarship Program shall provide tuition equal to the University's resident tuition charge per semester credit hour.
- d. Employees whose applications have been approved shall pay all normal admission and matriculation fees, including lab fees and course fees, but not University Program and Facilities Fees. Employees shall also pay all usual course-related costs such as books and supplies.
- e. The program is limited to no more than fifteen (15) credit hours in any 12-month period (August through July) and is normally restricted to no more than six (6) credit hours per semester.
- f. Employees eligible for scholarship plans through other programs are expected to avail themselves of these programs prior to applying for the Employee Undergraduate Scholarship Program. If the employee's costs are not entirely covered by the other programs, the Employee Undergraduate Scholarship Program shall allow for the difference up to the maximum established herein.
- g. Employees will be billed for their tuition if they resign from University employment and the effective date of resignation occurs during the first thirty (30) days after classes have commenced.
- h. If any Employee receives funds from one or more University or University of Nebraska Foundation sources, which funds are used to pay for any educational expenses related to the courses taken under this program, such funds will be treated as outside the scope of this program, and the University will treat such additional benefit as additional wage income to the Employee in the year received.

### 3. Class Attendance

- a. Normally, employees taking advantage of the Employee Undergraduate Scholarship Program will enroll in classes held during nonworking hours.
- b. If the course(s) is (are) not scheduled during nonworking hours, the Employee's hours may be rearranged, with the appropriate approvals, to accommodate enrollment.

## **B. Dependent Undergraduate Scholarship Program**

Employees who meet the Employee Undergraduate Scholarship Program employment eligibility conditions may elect to transfer all or part of their employee scholarship benefit to (1) the employee's spouse; (2) one or more dependent children of the employee and/or the employee's spouse; (3) the employee's Adult Designee; or (4) one or more dependent children of such Adult Designee. (Hereinafter, these persons will be referred to collectively as "Eligible Beneficiaries").

### **1. Definitions**

The following definitions shall apply to the Dependent Scholarship Program:

- a. Spouse shall be an employee's husband or wife, as recognized by the State of Nebraska.
- b. An individual shall qualify as an Adult Designee if all of the following criteria are met:
  - i. The individual is not the spouse of the employee;
  - ii. The individual has resided in the same domicile with the employee for at least the past consecutive twelve (12) months and intends to remain so indefinitely;
  - iii. The individual is at least nineteen (19) years of age;
  - iv. The individual is directly dependent upon, or interdependent with, the employee sharing a common financial obligation. Acceptable documentation shall include:
    - A. Any Internal Revenue Service form listing the Adult Designee as a dependent, or
    - B. Any three (3) of the following four (4) documents:
      - (1) A joint loan obligation, mortgage, or lease, or joint ownership of a vehicle;
      - (2) An employee life insurance policy, retirement benefits account, or will designating the Adult Designee as beneficiary thereto, or will of the employee or the Adult Designee which designates the other as executor;
      - (3) A mutually granted power of attorney for purposes of healthcare or financial management; or

- (4) Proof of a joint bank or credit account showing the employee or Adult Designee is authorized to sign for purposes of the other's bank or credit account.
  - v. The employee signs and files with human resources a sworn statement with attached documentation listed in subsection iv.A or iv.B of this subsection, which statement attests to the authenticity and truthfulness of the documents and the veracity of statements that the Adult Designee is nineteen (19) years of age or older and financially dependent or interdependent with the employee;
  - vi. The employee has not withdrawn the sworn statement set forth in subsection b.v.
  - vii. The individual is not:
    - A. A person hired or directly supervised by the employee in an employment setting;
    - B. A person the employee may transfer, suspend, lay off, recall, promote discharge, assign reward, or discipline as an employee;
    - C. A person for whom the employee has the responsibility to direct or adjust grievances, or effectively recommend any such action, if the exercise of such authority is not merely of a routine or clerical nature but requires the use of independent judgment;
    - D. A person related to either the employee or the employee's spouse as follows:
      - (1) Parents.
      - (2) Parents' collateral descendants (siblings, nieces, nephews).
      - (3) Grandparents and their descendants (aunts, uncles, cousins).
      - (4) Renters, boarders, tenants, employees.
      - (5) Children (Children of employees or Adult Designees may qualify for Dependent Scholarship Program benefits as dependent children, but not as Adult Designees).
- c. Dependent child shall mean any naturally born child, legally adopted child, stepchild, or ward of an employee or Adult Designee who (i) is unmarried and under twenty-four (24) years of age, and (ii) is chiefly dependent on the employee or the Adult Designee for support (claimed as a dependent for tax purposes).

## 2. Eligibility for Dependent Scholarship Program

- a. All regular full-time (1.00 F.T.E.) employees of the University who meet the employment eligibility requirements of the Employee Undergraduate Scholarship Program may transfer up to a total of fifteen (15) credit hours per year (August through July) to one or more Eligible Beneficiaries. Such transfer shall be at tuition rates equal to the University's resident tuition charge per semester credit hour at the campus of attendance.
- b. The Dependent Scholarship Program is only available to an Eligible Beneficiary who is an admitted student of a University of Nebraska campus and who has met all the normal academic requirements of the course(s) taken. Full-time student enrollment status is required for a dependent child to be eligible, but not for a spouse or Adult Designee. An affidavit will be required to document the status of dependent children. The University reserves the right to request copies of tax returns or other supporting documentation.
- c. All retired employees of the University who have met the normal retirement regulations may apply the Dependent Scholarship Program to one or more Eligible Beneficiaries.

## 3. Terms and Conditions

- a. The Dependent Scholarship Program will be limited to undergraduate academic credit courses at any campus of the University of Nebraska.
- b. The Dependent Scholarship Program shall provide tuition equal to the University's resident tuition charge per semester credit hour at the campus of attendance, subject to the limitations listed in subsection (e) below.
- c. Eligible Beneficiaries whose applications have been approved shall pay all normal admission and matriculation fees including lab fees, course fees, UPFF fees, and all usual course-related costs such as books and supplies.
- d. The maximum number of credit hours that may be transferred by an employee to one or more Eligible Beneficiaries will be the equivalent of fifteen (15) semester credit hours in any 12-month period (July through August) and is restricted to no more than nine (9) hours per semester.
- e. Eligible Beneficiaries who are eligible for scholarship plans through other programs are expected to avail themselves of these programs prior to applying for the Dependent Scholarship Program. If the Eligible

Beneficiary's tuition costs are not entirely covered by the other programs, the Dependent Scholarship Program shall allow for the difference up to the maximum established herein.

- f. Employees will be billed for an Eligible Beneficiary's tuition if they resign from University employment and the effective date of the resignation occurs during the first thirty (30) days after classes have commenced.
- g. Employees may incur income tax on the value of the Dependent Undergraduate Scholarship Benefit awarded, especially in cases where the benefit is transferred to an individual not considered a dependent of the employee for income tax reporting purposes. Employees may wish to seek tax advice prior to receiving the benefit described in this program.

#### **RP-3.2.6.2 Employee Scholarships for Graduate Credit**

##### **1. Establishment and Purpose of Plan**

- a. The University of Nebraska (the "University") hereby establishes this Plan for the purpose of providing tax benefits related to the furnishing of educational assistance to eligible employees.
- b. It is the intention of the University that the educational assistance provided under the Plan be eligible for exclusion from a Participant's gross income to the maximum extent possible under Section 127(a) of Code and under any applicable provisions of the Nebraska state tax laws. The University presently provides, and will continue to provide, to its employees a variety of other benefits, some of which may qualify for exclusion from gross income under provisions other than section 127 of the Code. The educational assistance offered under this Plan is provided in addition to such other benefits, which shall not constitute a part of this Plan.

##### **2. Definitions for Purposes of RP-3.2.6.2**

- a. "Benefits" means the payment, reimbursement, or waiver of tuition costs. Participants whose applications have been approved for this Plan shall pay all normal admission and matriculation fees, including lab fees and course fees, but not University Program and Facilities Fees, which shall be waived. Employees shall also pay all usual course-related costs such as books and supplies and equipment. In addition, Benefits do not include the payment, reimbursement, or waiver of costs related to tools or supplies which may be retained by the Participant after completion of an Educational Course, or meals, lodging, or transportation incidental to taking an Educational Course.

- b. "Code" means the Internal Revenue Code of 1986, as amended.
- c. "Educational Course" means any University graduate level course of a kind normally taken by an individual pursuing a program leading to a law, business, medical, or other advanced academic or professional degree. Educational Courses do not include either (a) undergraduate courses, or (b) courses that instruct the Participant in any sport, game, or hobby, unless such courses are required as part of a graduate degree program.
- d. "Employer" means the University of Nebraska.
- e. "Participant" means full-time (1.00 F.T.E) employees, and retired employees of the Employer who have met the normal retirement regulations. Employees (a) who are on a leave of absence without pay, (b) whose anticipated employment period is less than six months, or (c) who are participating in the Employee Undergraduate Scholarship Program, do not qualify as Participants.
- f. "Plan" means the University of Nebraska Section 127 Educational Assistance Plan, as set forth in this RP-3.2.6.2.
- g. "Plan Administrator" means the University's Senior Vice President for Business and Finance, or such successor position, and those individuals employed by the University to whom the Senior Vice President for Business and Finance has delegated authority for the administration of the Plan.
- h. "Plan Year" means the 12-month period commencing January 1 and ending on December 31.

### 3. Eligibility

- a. Every Participant is eligible to receive Benefits under the Plan, subject to the limitations set forth in Section 4. below.
- b. A Participant shall cease to be eligible to receive Benefits on the date that the person is no longer a Participant. If, however, such person is receiving Benefits at the time that the person becomes ineligible, he or she will remain eligible for Benefits under the Plan until the end of the semester or other academic term in which eligibility terminates.

### 4. Limitations on Benefits



- a. If any Participant receives during a Plan Year funds from one or more University or University of Nebraska Foundation sources, which funds are used to pay for any educational expenses related to the Educational Courses taken under this Plan, such funds will be treated as outside the scope of this Plan, and the University will treat such funds as additional wage income to the Participant in the Plan Year received.
- b. In no event shall a Participant be entitled to receive any Benefits under this Plan in lieu of cash or any other taxable compensation that he or she might otherwise be entitled to receive from the Employer.
- c. In any Plan Year during which a person is a Participant in the Plan, the Participant shall be eligible to receive Benefits under the Plan valued at no more than \$5,250 (or such greater or lesser amount as may be subsequently permitted under section 127 of the Code).
- d. The Plan is intended not to discriminate in favor of highly compensated employees (as defined in section 414(q)) of the Code) as to eligibility to either participate in the Plan or receive Benefit distributions from the Plan, and the Plan will in all respects comply with the requirements of sections 127(b)(2) and (3) of the Code and the underlying Treasury regulations. If, in the judgment of the Plan Administrator, the operation of the Plan in any calendar year would result in such discrimination, the Plan Administrator shall select and exclude from participation in the Plan such Participants as shall be necessary to ensure that, in the judgment of the Plan Administrator, the Plan does not discriminate.
- e. If any Benefits under this Plan become taxable to the Participant for any reason, including a result of nondiscrimination tests or payment of Benefits in excess of statutory limits, any employment tax withholding owed with respect to the taxable portion of any Benefits shall be deducted from the Participant's other compensation in the same calendar year in which the Benefits are provided.
- f. The Benefits provided hereunder are subject to openings in the specific classes in which the Participant intends to enroll. If the reduction or withdrawal of this privilege is necessitated by a lack of funds, such reduction or withdrawal shall apply to all classes of Participants on an Employer-wide basis, and timely notice of this action shall be provided to all Participants.
- g. The Benefits provided hereunder apply only to academic credit courses being offered at any unit of the Employer. These courses may be taken for credit or audit.

- h. The tuition benefit provided under the Plan shall be equal to the Employer's resident tuition charge per semester credit hour.
- i. Participants whose applications have been approved shall pay all admission and matriculation fees, including lab fees and course fees, and all course-related costs such as books and supplies, but shall not be required to pay University Program and Facilities fees.
- j. The tuition benefit provided under this Plan is limited to no more than fifteen (15) credit hours in any Plan Year and is normally restricted to no more than six (6) credit hours per semester.
- k. Participants will be billed for their tuition cost if they resign from being employed by the Employer and the effective date of resignation occurs during the first thirty (30) days after classes have commenced.
- l. Normally, Participants taking advantage of the Benefits under this Plan will enroll in classes held during nonworking hours, and if the course(s) is (are) not scheduled during nonworking hours, the Participant's hours may be rearranged, with the appropriate approvals, to accommodate enrollment.

#### 5. Plan Administrator

- a. The Plan Administrator shall have authority and responsibility to take any reasonable actions necessary to control and manage the operation and administration of this Plan under rules applied on a uniform and nondiscriminatory basis to all Participants, including retaining an independent company to perform administrative services such as Plan recordkeeping or Benefit reimbursement.
- b. The Plan Administrator shall give reasonable notice of the availability and terms of the Plan to such persons who are eligible to be Participants.

## 6. Miscellaneous

- a. All Benefits provided under this Plan shall be funded by the Employer in a manner that the Employer shall deem appropriate.
- b. This Plan may be amended or terminated at any time by the Employer, provided, however, that any termination or amendment shall not affect the right of any Participant to claim an award for which he or she may have qualified prior to such termination or amendment.
- c. The University's Director of University Accounting shall be responsible for preparing and filing the Annual Return/Report of Employee Benefit Plan (Form 5500) to report all required information concerning the Plan.
- d. This Plan shall not be deemed to constitute a contract between the Employer and any Participant or to be a consideration or an inducement for the employment of any Participant. Nothing contained in this Plan shall be deemed to give any Participant the right to be retained in the service of the Employer or to interfere with the right of the Employer to discharge any Participant at any time regardless of the effect which such discharge shall have upon him or her as a Participant of this Plan.
- e. This Plan shall be construed and enforced according to the laws of the State of Nebraska, other than its laws respecting choice of law, to the extent not preempted by any federal law.
- f. RP 3.2.6.2 represents the entire Plan. No other employee benefit plan is, or may hereafter be maintained by the Employer as, part of this Plan, unless the Plan is amended in accordance with the rules governing amendment of the Regents Policies.

Reference: BRUN, Minutes, 43, pp. 175-176 (July 28, 1979).  
BRUN, Minutes, 56, p. 149 (September 6, 1991).  
BRUN, Minutes, 63, p. 157 (June 23, 2001).  
Corporation Secretary Revision: Amended in accordance with authority granted to the President in agenda item IX-B-6 on June 8, 2012

**APPENDIX F**  
**GRIEVANCE PROCEDURE ELECTION FORM**  
UNIVERSITY OF NEBRASKA AT KEARNEY  
UNIVERSITY OF NEBRASKA AT KEARNEY EDUCATION ASSOCIATION

I elect not to pursue a grievance through the procedures set forth in Article V of this Collective Bargaining Agreement. I am aware and acknowledge that my election will bar my filing of a grievance, for the alleged violation (s) at a later date, through the grievance procedures set forth in Article V of this Collective Bargaining Agreement.

Name: (print) \_\_\_\_\_ College \_\_\_\_\_

Department/Program \_\_\_\_\_

Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Nature of Alleged Agreement Violation:

Article (s) \_\_\_\_\_ Section (s) \_\_\_\_\_

**Acknowledgement by UNKEA Representative**

UNKEA acknowledges that \_\_\_\_\_ has elected not to file a grievance through the procedures set forth in Article V of this Collective Bargaining Agreement. UNKEA agrees to not file a grievance under article V, on the member's behalf, directly pertaining to the alleged violation above. UNKEA retains the right to grieve on any issues not directly alleged above and consistent with terms of the contract.

Name of UNKEA Representative (print) \_\_\_\_\_

Signature of UNKEA Representative \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*\*

This completed form must be presented to the Senior Vice Chancellor for Academic Affairs within 120 days of the alleged violation (s).

The Senior Vice Chancellor will acknowledge receipt of the grievant's election by returning a signed and dated copy to the grievant and to the UNKEA President with five working days.

4819-1028-3413, v. 1