



Federal Work Study Student Employee Handbook

A MESSAGE FROM THE FINANCIAL AID OFFICE

Congratulations on being a student worker for Doane University! Your employment will provide valuable experience that will assist with finding a job after graduation.

Although not every position at Doane University will give you work experience directly related to your chosen field of education, you will;

- Experience working in a professional setting
- Learn the value of working as a team as well as working independently
- Build work ethic and develop skills needed for full time employment

This handbook explains your rights and responsibilities associated with student employment at Doane University. Refer to it for employment questions. Further information is available from the Financial Aid Office. We hope you find your employment at Doane University to be a worthwhile experience.

Sincerely,

Your Financial Aid Team

IMPORTANT INFORMATION ABOUT YOUR HANDBOOK

The intent of this handbook is to provide general information about Doane University and policies that apply to student employees.

The policies, procedures, and rules described in this handbook are not an employment contract. Doane University reserves the right to improve, modify, revoke, suspend, terminate or change any or all policies, procedures, and rules, in whole or in part, at any time with or without notice. Changes in policies, rules, and procedures will be updated in the handbook and an email will go out to all students. Nothing in this handbook alters any employee's status as an "at will" employee. Either the employee or the employer may terminate the employment relationship at any time.

In some instances, the special nature of a department will require policies, rules, or procedures that are unique to the needs of that area. These may vary from the descriptions in this handbook. If there are any questions regarding student personnel policies, rules, and procedures, contact the supervisor or the Financial Aid Office.

FERPA TRAINING

Students who have access to protected information should complete yearly FERPA training at www.doane.edu/online-training

FEDERAL WORK-STUDY

Federal work-study (FWS) is a type of federally funded financial aid. In order to receive FWS, a student must apply for federal financial aid and demonstrate financial need. Students that do not apply for federal aid or have financial need may be offered Campus Employment (CE). The university funds 100 percent of CE in full.

Off campus positions are open only to those who qualify for Federal Work study. Check with the Financial Aid Office to determine eligibility.

FREQUENTLY ASKED QUESTIONS (FAQs)

Doane University makes every attempt possible to employ all students who are interested in student employment. However, the financial aid office cannot guarantee placement.

I want a different job. Where can I find one?

Open positions are posted on the Doane University website (doane.edu) by searching Student Employment.

I'm a transfer student. Where can I work?

Transfer students may apply for any open position after their first term of enrollment begins.

I don't have time to work this year but have employment on my financial aid award. What should I do?

You can decline your award. If at any time you wish to find a job, you can seek employment with any area that may be hiring.

How and when do I get paid?

All Doane workers are paid by direct deposit to their personal bank account or by check. Pay is deposited on the 15th of each month. If the 15th is on a weekend, pay is deposited the Friday before. Changes to this schedule may be posted on the website or by email. Timekeeping records must be approved by your supervisor for hours worked during the current pay period in order to get paid timely.

How do I know what a specific position does?

Job descriptions for all student positions are posted on the Doane University web site. Descriptions will include duties as well as any special skills needed to perform the job.

My work-study award is running out. What should I do?

You may not earn more than the amount listed on your financial aid award. If you go over that amount, you may lose some other type of aid. It is your responsibility to ensure that this does not happen. You are encouraged to check with the Financial Aid Office if you have questions about your remaining balance.

How can I get more work-study?

Your supervisor may request additional work-study funds for you if the department budget allows. However, it is not always possible to increase an award. The Financial Aid Office makes the final determination on the amount for which you qualify.

It doesn't look like I'll earn my full award. How do I get the rest?

The only way to receive your entire award is to work enough hours to earn it. Check with your supervisor to see if they can increase the number of hours that you work.

EMPLOYMENT CERTIFICATION

Before employment can commence, you and your supervisor must complete a Work Certification form. The form details your hourly wage and the total amount you can earn. Both you and your supervisor sign the form. You must also complete the I-9 (proof of citizenship) and W-4 (tax withholding) forms within three days of your first day on the job. The I-9 and W-4 forms must be returned to Payroll in the Business Office. All documents must be completed and turned in before a student is able to clock into Doane's time-keeping system (KRONOS).

WORK HOURS

Student work hours may not average more than 17 hours per week over the course of the year and no more than 40 hours per week in any given week. Full-time and half-time enrolled students will not be subject to FICA withholding. Students may work up to 40 hours per week (Sunday through Saturday) when classes are not in session (summer and breaks). STUDENTS ARE NOT ELIGIBLE TO WORK OVERTIME AND ARE NOT ELIGIBLE FOR OVERTIME PAY.

If you have student employment, you must carefully monitor the number of hours worked per week. You may not be able to exceed the amount that you were awarded. If you feel that you may exceed your employment award, you must speak with your supervisor to determine if his/her department budget allows for more earnings. You must also contact the Financial Aid office to ensure you have enough financial aid eligibility to continue work as additional earnings may affect other types of aid you are receiving.

Students may not work past their graduation date. If you wish to remain employed by Doane University after graduation, contact the Business Office at (402) 826-8200.

DOCUMENTS NECESSARY TO RECEIVE A PAYCHECK

1. WORK CERTIFICATION

2. W-4 Forms* – Students should complete the W-4 & W-4N tax withholding forms and return them to the Payroll Office. Students enrolled full-time will not be subject to FICA tax withholding.

3. I-9 FORM* – Students must complete an I-9 form, demonstrating eligibility to work in the United States and provide the necessary documents required by this form, listed on the back of the I-9 form.

* indicates form must be completed within three days of your first day on the job.

Student Employees will not be allowed to Clock into KRONOS until all required documents are completed with Financial Aid and the Payroll Office.

TIMEKEEPING RECORDS – A student employee must be accurately clock in and out by either using the Kronos Time Clock or by the Designated Computer in your department. Your supervisor must approve your records using the Kronos Time Keeping system by the deadline date each month. **Time cards must be reconciled by your supervisor monthly for hours worked during the current pay period.**

REASONS WHY A STUDENT MIGHT NOT RECEIVE A PAYCHECK:

1. No Work Certification on record with the Financial Aid Office
2. Timekeeping not approved or reconciled by supervisor
3. Incomplete or no W-4 on file with the Payroll Office
4. Incomplete I-9 on file with the Payroll Office

MISREPORTING HOURS

Falsification or unauthorized altering of time cards by student workers is subject to immediate termination.

HOURS TO WORK PER WEEK BASED ON AWARD

AWARD NUMBER OF HOURS PER WEEK

\$825 3.0

\$1650 6.0

The above hours are close approximations based on 32 academic workweeks. If you have received a different work award than those listed above, you may figure your hours per week using the following formula:

Total award amount divided by the number of workweeks = dollar amount able to earn per week, dollar amount divided by rate of pay = number of hours able to work per week.

Sample: \$1650 divided by 32 = 51.56 (able to earn per week)

51.56 divided by \$9.00 = 6.0 (hours to work per week)

This schedule assumes that you will not work full-time during any period (such as Christmas and Spring Break). If you plan on working during breaks, please adjust your schedule accordingly.

SCHEDULED BREAKS

You will be allowed scheduled breaks of 15 minutes per 4 hours of continuous work (must work the four-hour period), provided such interruption in the work does not interfere with the performance or efficiency of your department. At times, your supervisor may request that you do not take a break during a heavy or emergency period.

The break is preceded and followed by an extended work period. Consequently, it may not be used to cover your late arrival or early departure or to extend a lunch period.

ATTENDANCE AND PUNCTUALITY

Each department has an obligation to provide the best possible support to the university to accomplish its goals. In order to fulfill this obligation, departments need every worker to be on duty every day he/she is scheduled to work. Any absence places an additional burden upon other workers and reduces the efficiency of the department. All student workers, therefore, are expected to strive for perfect attendance by:

1. Making every effort to work safely
2. Not permitting minor indisposition's or inconveniences to keep them away from the job
3. Attending to personal affairs and obligations outside of their working hours

Good attendance is an important job requirement. Failure to meet the requirement of good attendance can result in dismissal. Some departments have their own specific attendance and punctuality policies. Check with your supervisor regarding individual policies.

A worker is absent when the worker fails to report for and remain at work as scheduled. A worker is not considered absent during periods such as vacation, holidays, and approved days off or leaves of absence, provided that the supervisor has been informed. A worker who knows he/she is going to be absent or late has the responsibility to call the department, indicating the expected length of absence and giving a specific reason. The worker is responsible for notifying the department as far in advance of

his/her starting time as possible, but no later than his/her scheduled starting time. Since exam schedules are set by each professor/instructor at the beginning of each semester, time off for studying should be scheduled in advance.

SATISFACTORY ATTENDANCE

Frequent absences, including tardiness, constitute an unsatisfactory record. A worker who is chronically unable to be present at work cannot fulfill the job for which he/she was hired. Recurring illness also constitutes unsatisfactory attendance. One or two days of absence without notification in a three-month period are considered to be excessive and reason for dismissal. Three or more days in a month, or six or more days in a three-month period, of reported absences are excessive and reason for dismissal. A written note from a worker's physician or from Student Health Services may be requested to verify an illness or injury, or to ensure that the worker is sufficiently recovered to return to work.

JOB SATISFACTION

If you find that you are unhappy in an employment situation, we suggest that you talk openly with your supervisor. If the matter is not resolved to your satisfaction, you may contact the Financial Aid Office to intercede and attempt to find a mutually satisfying resolution.

Your supervisor has the right to place you in any position within the office or department. If you are dissatisfied with the change, you may either choose to keep the position or seek another position on campus. Your supervisor also has the right to institute reasonable policies and procedures in the interest of the university.

PERSONAL APPEARANCE

The nature of your position with the university will determine the type of dress that will be appropriate for work. All university student workers are expected to dress in a manner that will present a favorable image of the university to the community. Your supervisor will review any specific dress requirements for your position.

GENERAL RULES OF CONDUCT

To assist with the efficient operation of the university and to ensure the safety and well being of those at the university, the following rules of conduct are in force. The rules of conduct are not for the purpose of restricting the rights and activities of workers, but are intended to help workers by defining and protecting the rights and safety of all persons. Workers are expected to acquaint themselves with these rules and other work rules specific to their department. It is for conduct (defined below) that workers could be subject to corrective action, including suspension or termination depending upon the severity of the violation. These prohibitions include, but are not limited to:

1. Unauthorized use and/or possession of intoxication beverages, narcotics or dangerous drugs on the university premises; or reporting to work under the influence of intoxication beverages, narcotics or dangerous drugs.
2. Fighting, gambling, use of profane, obscene or abusive language while at work.
3. Carrying unauthorized weapons.

4. Behaving in a discourteous or disrespectful manner toward a supervisor.
5. Refusal to carry out the instructions of a supervisor (insubordination).
6. Leaving the job without permission during regularly assigned working hours.
7. Sleeping while on duty.
8. Creating unsafe conditions.
9. Stealing or unauthorized removal or use of property belonging to the university, to workers, students, or visitors.
10. Loss, damage, or destruction of property belonging to the university or to workers, students, or visitors.
11. Unwillingness or inability to work in harmony with others or discourtesy.
12. Mailing or posting any notice, circular, or display on the university premises without university permission.
13. Failure to comply with policies and procedures of the university and those specific to a department.

PERFORMANCE IMPROVEMENT POLICY

Except in cases of serious misconduct, the following procedures should be followed when dealing with performance or behavior issues. The steps are designed to encourage student employees to succeed and to correct the student employee's conduct and work performance. The first step is verbal counseling the employee regarding the unsatisfactory performance. In most cases, no further action will be required. If, however, the unsatisfactory performance has not been corrected, the employee should receive a written reminder emphasizing the importance of the situation, describing the deficiency, specifying the time to correct the deficiency, and describing the consequences of failing to correct the deficiency, including possible loss of pay or discharge. If the deficiency has still not been corrected, a final warning should be given with continued unsatisfactory behavior resulting in formal discipline including, without limitation, loss of pay or discharge.

In cases involving dereliction of duty or serious misconduct the University may terminate the employment relationship without following any particular series of steps whenever it determines, at its own discretion, that such action should occur.

CONFIDENTIALITY

Some positions at the university will involve regular access to confidential information. It is expected that such information will not be discussed with relatives, friends, or others outside the university or in the public areas of the university. Confidential information should be discussed with other workers only when it is necessary for job.

In some areas, specific laws govern release of information. If such laws affect your position, your supervisor will advise you. You may be asked to sign a confidentiality statement depending on the department's policy. Your Work 9

Certification also includes an acknowledgement of understanding regarding privacy issues.

A breach of confidentiality is subject to immediate dismissal or corrective action.

IMMIGRATION REFORM CONTROL ACT OF 1986

The Immigration Reform Control act makes it unlawful to knowingly hire an alien who is not properly authorized to work in the United States. Therefore, all students must submit an I-9 form and verification of identity and employment authorization before beginning employment at the university. This is done at the Payroll Office in the Business Office. This office is located in the lower level of Padour Walker.

Students must complete this procedure when they are initially hired. You do not need to complete this procedure during subsequent years, even though you may be employed in a different position within the university or an off-campus (FWS) agency. If your eligibility for employment has a specific expiration date, you will need to update your paperwork to continue your employment. Students will not be paid until their eligibility to be employed has been verified.

SNOWSTORMS AND OTHER SEVERE WEATHER

Generally the university does not close because of snowstorms. Workers should be aware of signals for severe weather and the location of shelters in case of tornado sightings. Fire and tornado procedures are posted in various work areas. Should conditions warrant closing the campus, local radio stations KFOR and KFAB and TV stations KOLN and KLKN will be notified, and a recording will be placed on the campus switchboard.

WELLNESS AT WORK

Healthier workers, in general, are happier and more productive. The university, in showing its concern for workers, offers a variety of services to encourage physical, spiritual, and emotional wellness.

SICK DAYS

Students who are ill should contact their supervisor as soon as they know they will not be able to report to work as scheduled. Refer to the attendance and punctuality procedures. Sick days are unpaid.

HOLIDAYS

If you will not be working your regularly scheduled hours during a break period or holiday, inform your supervisor as soon as you know. Vacation days and holidays are unpaid.

VERIFICATION OF EMPLOYMENT OR REFERENCES

It is not unusual for the Financial Aid Office and/or Payroll to receive calls from a variety of organizations asking to verify employment. Typically this will happen if you apply for permanent employment, credit, attempt to rent a car, etc. In order to protect the privacy of our workers, the only information that will be verified over the phone is name, position, and dates of employment. If you require a letter verifying employment for car rental purposes, contact the Payroll Office. They will check your employment status

and complete a form for you to submit to the car rental agency. This should be done in advance of the day you want to rent the vehicle.

If more detailed information is required, please send a written release directly to the department or supervisor you worked for at Doane, which authorizes the release of any and all information pertaining to your employment.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment or professional agreements with the University are hereby notified that this institution does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, sexual orientation or any other protected class recognized by state or federal law in admission or access to, or treatment, ore employment in its programs and activities. Sexual Harassment and sexual violence are prohibited forms of sex discrimination.

Any person having inquiries concerning the University's compliance with the regulations implementing Title VI, of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973, is directed to contact the office of Human Resources, (402) 826-6773. This office has been designated by the University to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the Regulations implementing Title VI, Title IX or Section 504.

GRIEVANCE PROCEDURE

Doane University wants to ensure prompt and equitable resolution of complaints alleging any discrimination or other conduct prohibited by the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973, as amended (20 U.S.C. 794.) If at any point a student, faculty or staff member believes that there has been a violation of ADA or Section 504, he or she should follow these steps

- a) To file a grievance, the student, faculty or staff member must contact the university's Section 504 Coordinator within 30 working days of the alleged discrimination or other conduct. (In special circumstances an extension may be granted for filing a grievance.) All grievances should be filed with Laura Sears, Director of Human Resources and the University's designated Section 504 Coordinator. She may be contacted at (402) 826-6773 or via email at laura.sears@doane.edu.
- b) The 504 coordinator will make contact with the student or employee filing the grievance within two business days. The 504 coordinator will make a record of the meeting and may request person filing the complaint to present the grievance in writing.
- c) Upon review of the documentation and information gathering, the 504 coordinator will render a findings report to Doane University, the student bringing forth the grievance and the parents or guardian of the student if FERPA (Family Educational Rights and Privacy Act) permits or employee within 30 days after its filing.
- d) The person filing the complaint may request reconsideration of the report determination and findings if he or she is dissatisfied with the resolution. This request should be made to the Section 504 Coordinator within 10 working days. The findings report will be provided to the Vice President for

Student Leadership when a student requests reconsideration and to the Vice President for Finance and Administration when a faculty or staff member requests reconsideration. The designated Vice President will be responsible for reviewing the report findings and resolution and making a determination in writing and providing 12

copies of the written determination to the person filing the grievance within 10 working days. Report findings will also be filed with the 504 Coordinator.

DRUG-FREE WORKPLACE POLICY AND DRUG-FREE AWARENESS PROGRAM

I. PURPOSE.

The purpose of this policy and program is to identify the University as a drug-free workplace, and to outline a continuing program of drug-free awareness for all employees.

II. POLICY.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited. Employees who violate this prohibition will be subject to immediate corrective action and criminal prosecution. Depending on the nature and circumstances of the violation, corrective action may include immediate discharge, disciplinary suspension, mandatory treatment and rehabilitation, some combination of the above or other action deemed appropriate to the circumstances. Other policies relating to corrective discipline or substance abuse may provide guidance in determining an appropriate response, but shall not limit the University's authority to implement any corrective action deemed appropriate.

This policy shall apply to all employees, and compliance shall be a condition of employment. In addition, it is specifically noted that employees engaged in the performance of a federal contract or grant shall, as a condition of employment, agree to abide by the terms of this policy, and agree to notify the Vice President for Finance of any criminal drug statute conviction no later than five days after such conviction.

III. PROGRAM.

The University will maintain an ongoing drug-free awareness program that will aim to educate employees about the dangers of drug abuse in the workplace, the University's drug-free workplace policy, the penalties that may be imposed for drug abuse violations, and the availability of counseling, rehabilitation, and employee-assistance services. The program will include:

- Circulation of the drug-free workplace policy to all employees at the time of its adoption, and inclusion of the policy in the employee handbook;
- Review of the drug-free workplace policy with all new employees at the time of hire and orientation;
- Listing of counseling centers to counsel and assist employees with drug or alcohol-related problems; and
- An ongoing program of communication and education on drug/alcohol awareness and related topics, which includes annual notification of the policy.
- Biennial review of the program and policy to determine program effectiveness.

Employees who violate the Drug Free Workplace Policy or an employee, who the University, based upon a reasonable suspicion, believes is under the influence of drugs or alcohol, may be subject to disciplinary action including, without limitation, dismissal. A reasonable suspicion of being under the influence shall be based upon behavioral observations including, without limitation, slurred speech, unsteady gait, staggering, alcohol on the breath, excessive absenteeism, excessive tardiness, unacceptable interrelationships with employees or students or decreased performance. As an alternative to, or in conjunction with, other disciplinary actions, The University may, at its sole discretion, offer an employee the opportunity to successfully complete a drug-abuse program sponsored by an approved private or governmental institution.

Description of Applicable Legal Sanctions Under Federal, State or Local Law for Unlawful Possession or Distribution of Illicit Drugs and Alcohol

The information on the following pages summarizes selected provisions of Federal, State, and local laws which provide criminal and civil penalties for unlawful possession or distribution of drugs and alcohol.

Federal Penalties and Sanctions for Illegal Possession of Controlled Substances:

- 21 U.S.C. § 844(a)

1st Conviction: Up to 1 year imprisonment and fine of at least \$1,000 or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fine of at least \$2,500. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fine of at least \$5,000. Special sentencing provisions for possession of crack cocaine: Mandatory minimum 5 years in prison, maximum 20 years and minimum fine of \$1,000, if:

- a. 1st conviction and the amount of crack possessed exceeds 5 grams.
- b. 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- c. 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

- **21 U.S.C. § 853(a) (2) and 881(a) (7) 14**

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

- **21 U.S.C. § 881(a) (4)**

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

- **21 U.S.C. § 844(a)**

Civil fine of up to \$10,000.

- **21 U.S.C. § 862**

Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

- **18 U.S.C. § 922(g)**

Ineligible to receive or purchase a firearm.

- **Miscellaneous**

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

The United States Department of Justice, Drug Enforcement Administration, provides information on Federal trafficking penalties on the following web link:

www.usdoj.gov/dea/agency/penalties.htm

State Penalties and Sanctions for Illegal Possession of Controlled Substances

The framework for the regulation of most drugs, also called controlled substances, is set out in the Uniform Controlled Substances Act. In addition, there are other Nebraska State laws which establish penalties for various drug related offenses which are summarized below. Information on the Nebraska state law penalties is available at <http://www.doane.edu/hrdocs/31329.pdf>

Crimes Involving Minors: Any person 18 years of age or older who distributes, delivers or sells controlled substances to a person under the age of 18 years shall be punished by the next higher penalty classification for a first offense or second 15

offense involving drugs such as heroin, speed, cocaine, LSD, or pentazocine. The law also provides for an enhanced penalty for anyone 18 years of age or older to employ, use, persuade, or coerce any person under the age of 18 years to manufacture, transport, distribute, carry, deliver, dispense, or possess with intent to do the same of a controlled substance or a counterfeit controlled substance. Neb. Rev. Stat. § 28-416(4) and (5) (Supp. 1999).

Tax Provisions: Anyone who possesses or sells the following amounts of controlled substances must pay the appropriate taxes to the Nebraska Department of Revenue and have the stamps attached to the controlled substances:

- Marijuana is taxed at \$100 for each ounce or portion of an ounce.
- Any controlled substance which is sold by weight or volume (i.e., cocaine, crack, methamphetamine, etc.) is taxed at \$150 for each gram or portion of a gram.
- Any controlled substance which is not sold by weight (i.e., LSD, quaaludes, methamphetamine in tablets, PCP, etc.) is taxed at \$500 for each 50 dosage units or portion thereof.
- Failure to have the proper tax stamps attached to the controlled substance carries a criminal penalty of up to five years imprisonment or a \$10,000 fine or both. A penalty equal to 100% of the unpaid tax will also be assessed and both the tax and the penalty may become a lien upon

the property owned by the person against whom the tax is assessed. Neb. Rev. Stat. §§ 77-4301 to 77-4316 (Reissue 1996).

Property Forfeiture: Property used to manufacture, sell or deliver controlled substances can be seized and forfeited to the state. Property subject to forfeiture may include cash, cars, boats, and airplanes. Neb. Rev. Stat. § 28-431 (Cum. Supp. 1998).

Being Under the Influence of Any Controlled Substance for Unauthorized Purpose: It is a violation of Nebraska law to be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. Neb. Rev. Stat. § 28-417(1) (g) (Reissue 1995).

Drug Paraphernalia Offenses: It is a violation of Nebraska law to use, or to possess with intent to use, drug paraphernalia to manufacture, inject, ingest, inhale or otherwise introduce into the human body a controlled substance. Neb. Rev. Stat. § 28-441(1) (Reissue 1995). "Drug paraphernalia" is defined to include such things as hypodermic syringes, needles, pipes and bongs and other items used, intended for use or designed for use with controlled substances. Neb. Rev. Stat. § 28-439 (Reissue 1995). It is unlawful to deliver or manufacture drug paraphernalia. Neb. Rev. Stat. § 28-442 (Reissue 1995). It is a violation of Nebraska law for a person 18 years of age or older to deliver drug paraphernalia to a person under the age of 18 who is at least 3 years his or her junior. Neb. Rev. Stat. § 28-443 (Reissue 1995). 16

A violation of Neb. Rev. Stat. § 28-441 is punishable by a fine of not more than \$100 for first offense, not less than \$100 and not more than \$300 for second offense, and not less than \$200 and not more than \$500 on third or subsequent conviction. Neb. Rev. Stat. §§ 28-441 and 29-436 (Reissue 1995). The penalty for violation of Neb. Rev. Stat. § 28-442 is not more than six months imprisonment or \$1,000 fine or both. Neb. Rev. Stat. § 28-442 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998). The penalty for violation of Neb. Rev. Stat. § 28-443 is imprisonment for not more than one year, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-443 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

Imitation Controlled Substances: It is a violation of Nebraska law to knowingly, intentionally manufacture, distribute, deliver or possess with intent to distribute or deliver an imitation controlled substance. "Imitation controlled substance" is a substance which is not a controlled substance but which is represented to be an illicit controlled substance. Neb. Rev. Stat. § 28-445 (Reissue 1995). First offense violations of this law are punishable by three months imprisonment, or \$500 fine, or both. A second offense violation of this statute is punishable by not more than six months imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-445 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

Controlled Substance Analogue: For purposes of Nebraska's Uniform Controlled Substance Act, analogue controlled substances (often called "designer drugs") are treated as controlled substances. Such an analogue is defined as (a) substantially similar in chemical structure to the chemical structure of a controlled substance or (b) having a stimulant, depressant, analgesic or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the effect of a controlled substance. Neb. Rev. Stat. § 28-401 (36) (Supp. 1999).

Selected Nebraska Alcohol Offenses Minor In Possession: It is against the law for a person under the age of 21 years to possess alcohol. Neb. Rev. Stat. § 53-180.02 (Reissue 1998). Violation of this law is

punishable by three months imprisonment, or \$500 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998). As part of sentencing a judge may order an offender to become part of a public work detail under the supervision of the County Sheriff for not more than 10 days in lieu of the above penalties. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998).

Procuring Alcohol: It is a violation of Nebraska law to sell, give away, dispose of, exchange, or deliver, or permit the sale, gift or procuring of any alcoholic liquors to or for any minor or to any person who is mentally incompetent. Neb. Rev. Stat. § 53-180 (Reissue 1998). Violation of this law is punishable by not more than 1 year imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998).

Consumption on Public Property: It is a violation of Nebraska law for any person to consume alcoholic liquors in the public streets, alleys, parking areas, roads or highways, or inside vehicles while upon the public streets, alleys, parking areas, roads, or highways; or upon property owned by the state or any governmental 17

subdivision thereof, unless authorized by the governing bodies having jurisdiction over such properties. Neb. Rev. Stat. § 53-186 (Supp. 1999). A violation of this statute is punishable on the first offense by a fine of up to a maximum of \$100; a second offense within two years is punishable by a fine not less than \$100 and not more than \$300; a third offense within two years is punishable by a fine of not less than \$200 and not more than \$500. Neb. Rev. Stat. § 53-136 (Reissue 1998) and § 29-436 (Reissue 1995).

Driving While Intoxicated: Driving while under the influence of intoxicating liquors or drugs is a violation of Nebraska law. Neb. Rev. Stat. § 60-6,196 (Supp. 1999). Violation of this law is punishable on first offense by not more than 60 days, not less than 7 days imprisonment and not more than \$500 fine but not less than \$400 fine. Neb. Rev. Stat. § 28-106 (1) (Cum. Supp. 1998). In addition, an offender's driver's license is revoked for six months and the offender is ordered not to drive any motor vehicle for any purpose for a like period. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999). Suspended sentence of probation includes mandatory requirement that probation or suspension be conditioned on order that offender will not drive any motor vehicle for any purpose for sixty days. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999).

Penalties for second offense result in a mandatory thirty days imprisonment and \$500 fine. Neb. Rev. Stat. § 28-106 (1) (Cum. Supp. 1998). As part of the judgment of conviction the offender is ordered not to drive any motor vehicle for any purpose for a period of one year and the offender's operator's license is revoked for a like period. Neb. Rev. Stat. § 60-6,196 (2) (b) (Supp. 1999). If an offender is placed on probation or the sentence is suspended, one of the mandatory conditions of probation or sentence suspension is that the offender must be ordered not to drive any motor vehicle in the state for any purpose for a period of six months, and the probation order shall include as one of its conditions confinement in the city or county jail for forty-eight hours or the imposition of not less than two hundred forty hours of community service. Neb. Rev. Stat. § 60-6,196 (2) (b) (Supp. 1999).

Third or subsequent convictions result in not more than five years imprisonment or ten thousand dollars fine, or both. Neb. Rev. Stat. § 28-105 (Cum. Supp. 1998). Offenders in this class may not drive any motor vehicle in the state for any purpose for a period of fifteen years and their operator's license is revoked for like period. Neb. Rev. Stat. § 606,196 (2) (d) (Supp. 1999). Probation or suspension of sentence for this offense must be conditioned so that the offender is ordered not to drive any motor

vehicle in the state for any purpose for a period of one year and probation must be conditioned on an offender's confinement in the city or county jail for ten days or the imposition of not less than four hundred eighty hours of community service. Neb. Rev. Stat. § 60-6,196 (2) (d) (Supp. 1999).

Local laws may also make it a crime to operate a motor vehicle under the influence of alcohol or to commit certain acts involving the consumption or possession of alcohol, 18

e.g. "open container" laws.

The following health risks are associated with alcohol abuse and illicit drug use.

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Other Drugs

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.

Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation, and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

Stimulants such as cocaine and crack can cause increased alertness of euphoria, and increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, and increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression, and/or disorientation. 19

Hallucinogens such as LSD and amphetamines cause illusions and hallucinations and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions, and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

Prescription Drugs

These drugs are not illicit if they are used in accordance with a physician's prescription. However, sharing prescription medication with someone else is illegal and could be very harmful. Using prescription drugs in any manner other than the prescribed method can also be harmful.

The following agencies are available resources for staff, students and faculty:

Drug/Alcohol; Drug Crisis Line: 402-475-5683 Lincoln Council on Alcoholism & Drugs, Inc: 402-475-2694
Houses of Hope: 402-435-3165 Lincoln Valley of Hope: 402-464-0033 Blue Valley Mental Health Center:
402-826-2000 20 21 22 23

STUDENT RESPONSIBILITIES TO THE FINANCIAL AID OFFICE

Since Federal work-study (FWS) is based on financial need, the student who has been awarded FWS is expected to:

1. Notify the Financial Aid Office of any enrollment (credits) changes during the academic year.
2. Maintain Satisfactory Academic Progress for Title IV Federal Financial Aid (policy is on the Doane website and catalog).
3. Earn no more than the predetermined work award.
4. Notify the Financial Aid Office of any changes in family financial circumstances.
5. Complete the FAFSA each year.
6. Submit all requested documents to the Financial Aid Office.
7. Notify the Financial Aid Office or Human Resources about problems with the supervisor or work situation that cannot be resolved between the student and the supervisor.
8. If a student is terminated from a student employment position, for any reason, that student may not be eligible for any future student employment position at Doane University for the duration of his/her attendance.

A NOTE ABOUT CONFIDENTIALITY & FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that ensures the confidentiality of student records. As a student employee of Doane University, you should become familiar with some of the basic provisions of FERPA to make certain that you do not violate this federal law. FERPA violations may result in disciplinary action including, but not limited to, the loss of your job. You must not, under any circumstances, release student information to anyone, unless your position specifically requires you to do so. You must refer any requests for information about a student to your

supervisor to ensure that you do not violate FERPA. You must avoid acquiring student record information that you do not need to do your job, and you may not exchange student information that you have learned while performing your job. Even a minor disclosure of information (e.g.: telling another student of someone's class schedule) may be a FERPA violation and may result in disciplinary action. Any information you obtain on the job regarding students must remain in the workplace.

If you have any questions about FERPA, please contact the Registrar's Office.