

Nebraska Transportation Center
University of Nebraska-Lincoln
Student Employee Information and Policies
Updated July 2018

OVERVIEW

The Nebraska Transportation Center facilitates collaboration between university researchers, industry leaders, and government entities. NTC integrates transportation research, education, and technology transfer programs across the four NU campuses, making it one of the largest university transportation centers in the region. This unique arrangement fosters interdisciplinary collaboration by bringing together top faculty with different areas of expertise to solve larger transportation issues.

RESPONSIBILITIES

Attendance: Attendance and punctuality are very important. Students must develop an approved work schedule with their supervisor at the beginning of each semester. A copy of the schedule must be given to your supervisor and NTC. Graduate Research Assistants are expected to work 19.6 hours per week on projects during the academic year. Please notify your supervisor as soon as possible if you would like permission to be excused from your normal work schedule (due to field trips, personal reasons, etc.). Any work missed must be made up at times agreed upon with your supervisor and communicated prior to your absence.

If extended periods of absence are requested, the terms (hours and pay rate) of the research assistantship are not guaranteed and subject to change.

Holiday Schedule: GRAs are on the UNL staff work schedule (not the University academic schedule). Other time off will be considered on an individual basis and must be approved in advance by your supervisor. The approved holidays for the fiscal year are in accordance with the following website: <http://hr.unl.edu/general/holidayschedule.shtml>

Leave: Students are not eligible to accumulate sick or annual leave. The scheduling of the required 19.6 hours per week for Graduate Research and Teaching Assistants is at the discretion of the faculty supervisor.

Graduate Student Appointments: If students have been granted an assistantship they will receive a letter of offer detailing duration of the assistantship, amount of stipend, enrollment details, required safety training, rules of termination, and reference to other human resource policies.

Biweekly Payroll: Employees paid biweekly are expected to complete a time sheet every two weeks. Please see Thushaar Patmanathan, in the NTC Business Office, about the proper procedures for preparing your time sheet. Time sheets are due at 5:00 PM on Friday of the corresponding pay period. Paychecks can be obtained via direct deposit.

Business Travel: If you need to travel on NTC business, such as to collect data for research projects, you will need to work with your faculty member for approval, and if approved, notify Thushaar Patmanathan a week prior to travel if possible. A pre-trip authorization form will be prepared for you by Mr. Patmanathan. You must sign the form and your supervisor must approve it **before your travel** begins. We have a UNL travel management policy with which you must comply. Do not make any travel arrangements without understanding the travel requirements, which may be found at <http://travel.unl.edu/policies>. Keep all **detailed** receipts during your travel. They must be given to Mr. Patmanathan once

you return. A travel voucher will then be prepared to reimburse you for your expenses. Automated travel reimbursement process may take up to a week depending on the amount of receipts and the availability of approvers.

UNL Vehicle: UNL vehicles are available for travel on UNL business. Contact Larissa Sazama or Thushaar Patmanathan to reserve a vehicle, at least a week in advance of your travel. Please note that to drive a university vehicle, driver authorization must be obtained from UNL Transportation Services. Only drivers approved through this process can request reimbursement for vehicle usage. Cars may be used only for official business. Cars may not be used for personal use. Full size vans are also available upon request. Other special training may be required for specialty vehicles.

Please review transportation policies before requesting driver authorization and using a UNL vehicle:

See <http://transportation.unl.edu/policies>

To request driver authorization, please use this form:

<https://scsapps.unl.edu/MPERequest/NewDriverAuthorization.aspx>

Parking at Whittier Research Center: Parking in the lot in the front of the building requires a Faculty/Staff “A” parking permit. Parking in the west overflow requires a Faculty/Staff “A” or Student “C” parking permit. Employees are **not** allowed to park in the three guest spots in the front parking lot. If you don’t have a parking permit, parking can be found on the street in the neighborhoods around the Whittier building.

OFFICE ASSIGNMENT/ETIQUETTE

You will be assigned an office that you will share with at least one other graduate student. Remember that you are working in a professional office. We want you to feel comfortable, but use good judgement with respect to personalizing your office.

Since there are a lot of people in a relatively small space, be especially sensitive to your office mate(s) and those in other offices. Sound carries! For example, if you want to carry on a personal conversation, you should do so elsewhere - outside your office. Be sure to dress appropriately, maintain a high standard of personal hygiene, and conduct yourself in a professional manner.

It is very important to maintain a professional business image, as we are in direct interaction with the public, students, and other university employees. Our objective is to allow our employees to work comfortably in the workplace. Yet, we still need all employees to project a professional image for our customers, potential employees, and community visitors. Business casual dress is the standard for this dress code.

If clothing fails to meet these standards, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a counseling session with their supervisor.

Please keep your work area neat and clean.

Food and Drink:

If you choose to eat in your workspace please remove all food items out of your area. As a reminder food and drink are not allowed in the ITS Lab.

EQUIPMENT AND SUPPLIES

Computers & Printers: Computers and printers are available, at the discretion of your supervisor, for your use on research projects. Please use only the computers and printers as assigned by your supervisor. All of your personal work should be saved on to the **M drive** that each individual has been assigned and not on the hard drive. Under **NO** circumstances should the office computers be used by non-NTC employees.

To reduce the risk of spreading viruses, CDs/flash drives you use on NTC computers should only be used on NTC computers. They should **NOT** be used on NTC computers outside the division, on campus computers, or at home. If you must use a CD/flash drive that may have been used elsewhere, be sure to run our virus-checking software. If you infect our computers with viruses, you will be responsible for repairing the damage.

NTC follows the UNL Computer Use Policies (<http://www.unl.edu/ucomm/compuse/>), which prohibit unlicensed software on any computer. Any software loaded onto NTC computers must be approved by your supervisor. If you have any questions, please contact your supervisor or Larissa Sazama.

Inventory Equipment: Students are **not** allowed to use spare equipment or move inventory equipment, such as computers or desks, without first obtaining permission from their supervisor and Larissa Sazama.

Students are able to rent research and laboratory equipment and supplies from NTC for NTC-related projects. Each student needs to have permission from his/her faculty member to rent out the equipment for their project. Equipment available to rent includes: computers, laptops, video cameras, video projectors, digital cameras, solar panels, network video recorders, noise meters, research cameras, research sensors, generators, speed classifiers and a video/signal/sensor trailer. There is a cost for each piece of equipment that is charged daily. NTC also owns an HP Designjet Z6100ps 42" plotter that can be used and is charged per printout.

Copy Machine: A copy machine is located in your area and can be used to make copies. All copies must be charged to a research project number related to the copies that are being made for research purposes. If you are unsure of the project number to charge your copies to, please ask your supervisor before making the copies. The copier has a security screen where you can enter the appropriate project number. Once this is done, you can use the copy machine.

Telephone: The telephones located in the NTC office suites can only be used for local calls. If you need to make long distance calls for a research project, you must get authorization from your supervisor and then contact Larissa Sazama to install long distance on your phone. We cannot bill you for personal calls. You must use a personal calling card for personal calls. If you have any problems, please refer to the Telecommunications User's Guide. Dialing instructions are as follows:

UNL Campus Calls (472 exchange)

Dial the last 4 digits of the telephone number: Ex: 472-1992 Dial 2-1992

Local Calls

Dial 9, area code and then the 7 digit phone number. Ex: 9-402- 479-1992

Long Distance Calls

Dial 9 and then 1 and then the area code followed by the phone number. Ex: 9-1-402-223-1992

Cell Phone: Cell phones are allowed in the NTC office; however, they are to be on vibrate or silent mode. Personal conversations lasting longer than 1 minute should be taken outside into the stairwells or somewhere outside of the NTC office.

Fax Machine: A fax machine is located in the 262 suite and can be used for project-related material only. Examples of how to send a fax to various areas are listed below.

UNL Campus Faxes (472 exchange) Ex. 472-0859 Dial 2-0859

Local Faxes Ex. 9-402-479-0859

Long Distance Faxes Ex. 9-1-402-223-0859

Office Supplies: General office supplies such as paper, pens, pencils, and CDs are available for project-related use. To check out available office supplies, you will need the account number associated with the related research project. All supplies will be provided and ordered by Larissa Sazama. Supplies are to be used only for your research-related activities, not for your course work.

CONFERENCE ROOMS

There are several conference rooms available for your use. To reserve any of the conference rooms, please contact Larissa Sazama, Amber Hadenfeldt or Thushaar Patmanathan. They will let you know if the conference room is available on the day and time that you requested. After each use, please see that the conference room is clean, the chairs are pushed up to the table, and all trash removed.

INFORMATION SOURCES

Internet: Information about UNL and research NTC is involved with can be found at the following web sites:

UNL: <http://engineering.unl.edu/civil/> NTC: <http://ntc.unl.edu/>

Benefits: Information on the University of Nebraska-Lincoln benefits and human resources programs are available to you and can be found at <http://hr.unl.edu/benefits>

Policies: For Graduate Students, the UNL College of Engineering and Technology Graduate Handbook is available from the dean's office, Othmer Hall Room 114. UNL system policies are also available on the web at: <http://bf.unl.edu/policies/bf/>

MISCELLANEOUS

Security: The Whittier Research Center exterior doors will be locked between the hours of 5:30 PM and 7:30AM on weekdays, and 24 hours on weekends and holidays. Use your student ID to enter the building during these hours. Hallway doors are to remain locked at all times from 5 PM to 7:30 AM on weekdays and 24 hours on weekends and holidays. Under NO circumstances are the hallway doors to be left unlocked for even a brief period of time after hours. Keep all of your personal items with you at all times and do not leave them unattended in your office with the door open at any time. Examples of these items that could easily walk off include: jump drives, cell phones, iPods, etc.

Smoking: Effective January 1, 2018, the University of Nebraska-Lincoln is a tobacco-free and smoke-free campus.

OFFICE STAFF CONTACT INFORMATION

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