



July – August 2016 HR Newsbrief

## Welcome to NDE!



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VR Service Specialist  
VR - Grand Island  
Started 06/20/2016



Jami Hubbell  
VR Service Specialist  
VR – Fremont  
Started 06/27/2016



Wendy Wettstead  
VR Senior Service Spec.  
VR – Lincoln  
Started 07/05/2016



Becky Buchanan  
VR Service Specialist  
VR - Lincoln  
Started 07/18/2016



Lisa Gordon  
VR Service Specialist  
VR - Lincoln  
Started 07/19/2016



Elizabeth Barrios  
VR Service Specialist  
VR - Grand Island  
Started 08/01/2016



Phillip Sulu  
VR Service Specialist  
VR – Kearney  
Started 08/15/2016



## Back To School – Code of Ethics

As we are in the midst of Back To School, this is a good time to remind staff of how to handle employee consulting, presentations, and speeches along with teaching opportunities so that we are all in compliance with our Code of Ethics policies. Please see your supervisor if you have any questions. Per the NE Dept. of Education Personnel Rules – Chapter 16 – Code of Ethics:

<u>Section</u>	<u>Description &amp; Requirements</u>
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<u>012</u>	<u>Employee Consulting, Presentations and Speeches.</u> Periodically, employees are asked to consult or to make presentations or speeches in their area of expertise. When such a request is received, the employee involved shall discuss the request with the appropriate Leadership Council Member or Commissioner’s designee through their immediate supervisor. If it is determined that providing the consultation or making the presentation or speech will relate to the service, leadership, or regulatory functions of the Department, then any expenses incurred should be reimbursed from the program’s budget.
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<u>015</u>	<u>Teaching.</u> College or university teaching is allowed whenever the following conditions are met:
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<u>015.01</u>	The employee has received approval of their immediate supervisor and the appropriate Leadership Council Member or Commissioner’s designee; and
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<u>015.02</u>	Such teaching, preparation, and other activities associated with the teaching duties, shall take place totally outside the regular duty hours of the employee, unless vacation leave is used; and,
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<u>015.03</u>	No Department equipment or resources are used for the teaching activities; and,
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<u>015.04</u>	The employee has received advance approval of vacation time for such teaching including duty hours spent in travel, preparation, and other activities associated with the teaching duties. Whenever vacation time is used, the outside teaching responsibilities must not interfere or limit the performance of the duties and responsibilities required by the Department; and,
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<u>015.05</u>	There is a written agreement between the institution of higher education and the employee outlining the terms and conditions of their teaching and such agreement has been approved by the immediate Department supervisor and is on file in that supervisor’s office and in the Human Resources Office; and/or,
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<u>015.06</u>	Teaching assignments may be approved or assigned as part of the employee’s regular duties. Additional compensation may not be accepted when teaching duties are part of the employee’s regular work day.
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## Charitable Giving Campaign

We are coming to a close for the 2016 Charitable Giving Campaign. Remember to log your response to the call to pledge (electronically or via paper) on/before August 26<sup>th</sup> (This Friday).

Our [Jean Day Challenge](#) Information

To check our Team 4 Progress - [Click Here](#)

To Donate/Respond Electronically - [Click Here](#)

To Donate/Respond via Paper - [Pledge Card PDF](#)

[Back To Top](#)