

Frequently Asked Questions

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Frequently Asked Questions

Insurance and Retirement

What insurance is available to me?

You have several insurance plans to choose from and costs differ according to the coverage selected. Within 30 days of employment, you need to elect (sign up for) the benefits you want. Your coverage will begin the first day of the month following your first 30 days of employment. You must work 20 hours or more a week in order to qualify for insurance coverage. Insurance options include single party (employee only), 2 party (employee and spouse), 4 party (employee/and dependent children) or family (employee + spouse + child(ren) coverage. You can obtain specific insurance option information and rates from Human Resources and via <https://das.nebraska.gov/personnel/wellness/index.html>

Additionally, you may enroll for insurance or make changes to your insurance during an open enrollment period or when a family status change occurs (marriage, divorce, birth, etc).

Health Insurance

Enrolling in a health insurance plan is optional. If you enroll, you decide on a plan option appropriate for your needs. If you are a part-time employee, you pay a prorated share of the health insurance premium and so does the State of Nebraska.

When you end your employment with the State, you may be able to continue your health insurance coverage through COBRA (you would be responsible for the total premium). Please contact Human Resources for more information.

Dental, Vision and Long Term Disability Insurance

Dental, Vision and Long Term Disability coverage are other optional insurance benefits available to employees. You pay the full cost of the premium for these insurance plans. There is no State contribution toward these insurance options.

Life Insurance

Full-time employees receive a \$20,000 Basic Life term insurance policy at no cost to them. Employees who work at least 20 hours, but are less than full-time, may enroll in the Basic Life but will be required to pay a portion of the State's premium contribution. Optional Life Insurance (\$5,000; \$10,000; 1x; 2x; 3x; 4x; or 5x) for employees and dependents is available at the employee's expense. Life insurance options are not available to temporary employees.

Flexible Spending

Permanent employees may voluntarily elect to set aside an amount from their paycheck, which is not taxed, to be used toward medical and/or dependent care expenses. Specific rules apply, please see <https://das.nebraska.gov/personnel/wellness/index.html> for details. Flexible spending is not available to temporary employees.

Frequently Asked Questions

I'm a temporary employee. Do I get benefits?

If the temporary assignment is for 6 months or more AND the employee will work at least 20 hours a week, the temporary employee is eligible for Health, Dental and Long Term Disability Insurance.

PLEASE NOTE: If you do NOT enroll in the Health or Dental insurance as a temporary employee, when eligible, and later accept a permanent position with State government, you will not be eligible to enroll for Health or Dental insurance as a permanent employee until the next Open Enrollment period for the Plan Year that begins the following July 1st.

Temporary employees are *not* eligible for vacation or sick leave, holiday pay, or the State retirement plan.

My adult child is 22 and graduating from college. Will they still be covered under my health insurance?

If the adult child is currently on your health insurance, they are eligible to remain on your insurance through age 26. Adult children are eligible even if they are not dependents of the parents for tax purposes or live with the parents.

Am I eligible for a retirement plan?

Participation in the Nebraska State Employees Retirement Plan is mandatory and effective immediately upon your hire as a permanent employee. Contributions are automatically deducted from your paycheck and are credited to your account in the Nebraska Public Employees Retirement Systems Plan.

Contributions are:

- Tax sheltered;
- 4.8% of your gross wages;
- Matched by the State at the rate of 156%; and
- Vested after a period specified by the plan.

414(h) – Cash Balance

New employees participate in the mandatory Cash Balance plan upon employment. Employees have a minimum guaranteed rate of return.

401(a) – Defined Contribution

This plan is not available to employees hired after January 1, 2003. Employees in the Defined Contribution plan make their own investment decisions from options available in the plan. Rates of return vary based on investment choices and market performance.

457(b) – Deferred Compensation

A Deferred Compensation Plan is a voluntary investment plan whereby you authorize the State to defer part of your current compensation to a later date, such as at retirement, termination or hardship. Deferred Compensation is available to all employees and can be started, changed or stopped at any time.

Frequently Asked Questions

Can I attend a State-sponsored retirement seminar on work time?

Employees are allowed and encouraged to attend pre-retirement seminars offered by the State Retirement System. Attendance is voluntary, and can be done on work time two times prior to age 50 and two times after age 50. Employees need to coordinate attendance with their supervisor/division/district. Employees may attend on work time but cannot use a State vehicle for travel. Attendance will be at the employee's own expense. Employees should code their time to activity 4802 (training) and AFE V509.

Wages, Work Schedule and Classification

Do I get a break time?

Yes. You will generally be allowed a fifteen minute rest period during each one-half shift (one half shift shall not be less than four hours). Your break will be scheduled at approximately the middle of each one-half shift (unless approved by your supervisor, breaks are not to be taken within one hour of the start or end of your shift). There may be times you will need to respond to workplace situations and are therefore unable to take a break. Breaks are considered paid work time and are not to be cumulative.

When do I take lunch?

You will have an unpaid lunch/meal period of at least thirty minutes. The meal period will be scheduled at approximately the middle of the shift. Please work with your supervisor in the event that you need to adjust your lunch period. In an emergency, you may be required to work through your normal lunch period. You will be compensated for the time you actually work.

How often will I get paid?

You are paid every two weeks. Pay dates are every other Wednesday. The specific paydate schedule can be found at <https://das.nebraska.gov/accounting/payroll.html> There are two pay periods each year when there are no deductions other than federal and State taxes, Social Security, credit union, and State retirement deductions. The deduction-free periods are when it is the third payroll in the calendar month. It is critical you notify Human Resources of any changes of address, marital status, number of dependents, or any other qualified events which may affect your payroll or benefits.

Where can I find my earnings record?

You can access your earning records on-line through Employee Self Service in Oracle at <https://pfc.ne.gov>. It is your responsibility to check your earnings record for accuracy. You should retain this information for your personal records.

Will I receive a physical check for my wages?

No. Wage payments are made using an electronic direct deposit to one or more financial account(s) designated by you, or by means of an electronic deposit to a "payroll card". A payroll card operates like a debit card, but no bank account is required. You choose the method that works best for you. Contact Human Resources for more information on direct deposit and payroll cards.

Frequently Asked Questions

How are my title and pay established?

You are assigned to a classification and a corresponding pay-line established by the Department of Administrative Services, State Personnel Division. NDOT may request a review of your classification at any time. You may request an audit of your duties and responsibilities if you believe you are classified incorrectly. Contact your supervisor and Human Resources if you wish to pursue this option.

When is my State Service Date?

For most employees, the service date is the date-of-hire. This date will be adjusted for a leave-of-absence of more than fourteen consecutive calendar days, any suspensions without pay or for separations of less than five years. You can locate your service date by viewing your profile in Workday. Temporary Service does not count towards your State Service date. The Service Date is used to determine leave accrual (vacation and sick) rates.

Do I get overtime?

To determine overtime eligibility employees are divided into two categories in accordance with the Fair Labor Standards Act (FLSA).

Non-exempt

Non-exempt employees receive overtime compensation at one and one-half times their hourly rate in the form of either pay or compensatory time off for hours worked in excess of 40 hours in any work week. NDOT employees covered by the labor contract also receive overtime compensation for the hours over 12 worked in a day (midnight to midnight) or for hours worked on a Sunday, if the hours are not already paid at one and one-half times their hourly rate. The department maintains the ability to choose to pay cash for any saved overtime.

Exempt

Exempt employees are not eligible for overtime compensation for work in excess of 40 hours in any work week.

Frequently Asked Questions

State Property

Can I use State Property for personal reasons?

No, except in very limited situations. State property is to be used for work-related reasons. You are not to use State property or time for your own personal use or benefit. You must utilize non-State owned resources for such things as postage, sending and receiving faxes or other personal business. Personal use of computers is governed by the BTSD's Acceptable Use Policy.

Your personal business is to be conducted on your own time either on breaks or non-work hours. You may use a NDOT telephone for limited personal business as long as there are no costs charged to the State, the use does not interfere with State business and is kept to a minimum. Examples of limited personal business are local or long distance calls to children at home, teachers, doctors, day care centers or baby sitters to inform them of unexpected schedule changes or other essential personal business. Personal long distance calls shall be either collect, charged to a third party, non-State number or charged to a personal credit card.

Property of the State of Nebraska which is lost or suspected stolen should be immediately reported to your supervisor.

What do I need to know about operating a State Vehicle?

You may, as part of your job duties, be required to drive. When you drive a vehicle on State business, you are responsible for driving the vehicle in a legal, safe and defensive manner. You must have a valid driver's license. If you drive a personal vehicle on State business, you must have the minimum liability insurance required by law.

You are required to report all citations for moving violations received while on State business to your supervisor no later than the first working day following the citation by completing NDOT380. You shall notify your supervisor immediately if your driver's license is suspended, is revoked or becomes invalid.

All drivers are expected to complete the on-line defensive driving course and the Distracted Driving Course.

Can I smoke on State Property?

Smoking is prohibited in any State owned, leased or occupied building, and in vehicles owned or leased by the State. This policy applies seven days a week and twenty-four hours a day.

Should I be concerned with building security?

NDOT has policies that address your safety and security on the job, the security of State property and the safety and security of the people we serve. You cannot loan out any keys or access cards that have been issued to you.

Frequently Asked Questions

Leave and Holidays

What holidays are 'paid'?

Full-time employees receive eight hours of Holiday Leave with pay for 13 holidays ("E" bargaining unit employees have 11 holidays) each year. Part time employees earn holiday leave in a prorated amount. Employees must be in a paid status on the workday immediately preceding and the workday immediately following an observed holiday in order to receive compensation for that day. Temporary employees are not eligible for paid Holiday Leave. In emergency situations, you may be required to work on a holiday.

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Arbor Day	Last Friday in April
MemorialDay	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
	<i>(except employees in the "E" Bargaining Unit)</i>
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Day	December 25

What kind of leave is available to me?

Vacation and Sick Leave

All permanent employees earn sick and vacation leave time. Earning of leave begins immediately upon employment and is available to be used in the following pay period when it is posted to Kronos, subject to the provisions of the remainder of this section. Refer to applicable State of Nebraska Labor Contract or Classified Personnel Rules and Regulations for accrual schedule, scheduling, balancing and payout upon termination of employment.

Bereavement Leave

Up to five days bereavement leave may be granted to you for a death in your immediate family. For purposes of this section, immediate family means spouse, father, mother, grandfather, grandmother, sister, brother, child (including foster child), grandchild, spouse of any of these, or someone who bears a similar relationship to the spouse of the employee, and any other individual for whom the employee is the legal guardian. Step-persons and unborn persons bearing these relationships are included. At the Agency Head's discretion, the definition of immediate family may be expanded to include other individuals with a similar personal relationship to the employee. Bereavement leave will not be unreasonably denied and will be consistently applied.

Frequently Asked Questions

What about attending a funeral/service for a current employee?

NDOT employees are allowed to attend the funeral service of employees who have passed away while still employed with NDOT. Employees interested in attending the funeral need to obtain permission from their supervisor prior to the event. Employees may attend on work time but cannot use a State vehicle for travel. Attendance will be at the employee's own expense.

Military Leave

Military leave is granted in accordance with applicable federal and State laws, and is limited to 120 hours a year, with no accumulation of unused leave carried over to the following calendar year. Military leave may be taken in hourly increments. Employees who are members of the National Guard or Reserve provide their Unit Training Assembly (drill) schedule, or military orders where applicable, to their supervisor as soon as it is available from the Military Unit.

Family Military Leave

If you are a spouse or the parent of a person called to military service lasting 179 days or longer, you are entitled to unpaid leave for 30 work days during the time the federal or State orders are in effect.

Civil Leave

All employees, including temporaries, are eligible for paid civil leave. For detailed information regarding Jury Duty, Election Board Duty, Voting Time, Court Appearances and Disaster Relief, refer to applicable State of Nebraska Labor Contract or Classified Personnel Rules and Regulations.

Civil leave for Election Board duty is only allowed for the day of the election only, and is not to exceed the number of hours the employee would normally work. For example, if the employee normally works an 8 hour day, they are only allowed 8 hours of Civil Leave, even though the polls are open for 12 hours. Similarly if an employee normally works a 10 hour day, they would be eligible for 10 hours of Civil Leave.

Civil Leave for Jury Duty is not to exceed the number of hours the employee would normally work the day they serve.

I am an election inspector and I have to pick up supplies the day before elections. Is this time eligible for civil leave?

No. The county commissioner is available before and after normal working hours for supply pick-up. Employees may use vacation with supervisory approval. Civil Leave for Election Board Duty is limited to the hours that overlap the normal work schedule on Election Day.

Leave of Absence

You may request an unpaid leave-of-absence for up to one year for temporary disabilities, education purposes, or other uses. Your request must be in writing and approved by the District Engineer/Division Head and the Director/designee.

Family Medical Leave (FML)

FML is unpaid time off from work for certain family and medical reasons. You may use accrued leave time for all or part of your time off provided you meet the criteria for such leave. Refer to applicable State of Nebraska Labor Contract or Classified Personnel Rules and Regulations for information on eligibility and conditions for use. Application for FML is made through Human Resources.

Frequently Asked Questions

Catastrophic Leave

A catastrophic event is defined as a serious illness or injury resulting in a prolonged absence of at least thirty work days during a six month period. Refer to applicable State of Nebraska Labor Contract or Classified Personnel Rules and Regulations for information on eligibility, conditions and donating to other employees.

I work from 8:00 to 5:00. I have a medical appointment that should only take an hour at 3:00 across town. Can I take the entire afternoon as sick leave?

No. Sick leave is to be used for reasonable drive time to and from the appointment and for the length of the appointment.

I've found other employment outside of state government and would like my last day to be on a paid holiday. Is this possible?

No. You must be actively at work on your last day of employment. Your last day cannot be a holiday or on leave.

Can I retire on vacation leave?

Yes. Please see Allie Smith in Human Resources to outline your options when you want to submit your retirement notice.

Health and Wellness

Where can I find safety regulations?

Safety is a shared responsibility between employees and supervisors. It is important for employees to be "safety conscious" and take precautions to avoid injury, illness and exposure to occupational disease while in the performance of duties. Employees are to follow all safety rules and regulations and are to bring potentially unsafe working conditions to the attention of supervisors for review and appropriate action. Please refer to the NDOT Safety Manual for specific safety protocol or speak with your supervisor. The Safety Manual is on the NDOT intranet under Human Resources <https://dotspot.nebraska.gov/divisions/human-resources/safety-corner/>

Frequently Asked Questions

What happens if I get injured while performing my duties?

If you are injured while at work, you need to immediately notify your supervisor. If a job related injury or illness is deemed compensable by Worker's Compensation, you may be granted injury leave (except "E" Bargaining Unit employees) not to exceed five days of your normal work shift for any particular injury. A working day is counted if the employee is absent for any portion of their normal work shift. Until the injury or illness is deemed compensable, employees use available leave to cover the time absent or go without pay. Once the injury or illness is deemed compensable, the employee's leave balance will be restored and injury leave will be charged for the first five working shifts.

Our goal is to have the employee return to work as soon as possible to help maintain the employee's salary and benefits, and the employee's well being, by returning them to a productive status. This may include returning the employee to work on a modified duty or in a light duty position on a temporary basis. It also means Human Resources will actively work with the injured employee and the employee's supervisor to determine if any temporary physical restrictions can be accommodated so they can return to work.

I regularly donate blood. Can I do that on work time?

If you go to the donation center, any time away from work must be approved leave time (vacation or compensatory time). For those that donate at a bloodmobile at your headquarters, such time is considered work time.

I'm going to be unable to work for a few days for a personal medical reason. Is there anything I need to provide to return to work?

If you will be unable to work for a period longer than 3 consecutive days, you may need to bring a release from your medical provider. Your provider can either provide you with their own release, or you can have your medical provider complete a NDOT Form 271 (Attending Physician's Medical Report). If there are any restrictions, you should work with your supervisory staff to determine if temporary accommodations will be possible.

I am scheduled to have a surgery and it is estimated I will be in the hospital for about a week and will need one to two weeks for recovery at home before I can come back to work. Is there any paperwork (such as when I am allowed to come back) I need to have the doctor fill out?

You will need to bring a release from your medical provider. Your provider can either provide you with their own release, or you can have your medical provider complete a NOT Form 271 (Attending Physician's Medical Report). If there are any restrictions, you should work with your supervisory staff to determine if temporary accommodations will be possible.

Frequently Asked Questions

Applying for Jobs and Interviewing

I'm a temporary employee. Can I apply for a position that has been posted as internal only?

No. Only permanent NDOT employees may apply for internally posted positions.

I'm a long term NDOT employee. Do I really have to fill out an application for a promotion or a transfer?

Yes. Everyone interested in competing for a position must fill out an application through the on-line application process.

I've worked here for several years. Can I be really general about the information I put on my application? Most of my information is in my personnel file.

No. It is important when filling out an application that you are thorough and the information relates to the position you are applying for. Only information on the application and resume is used in the initial screening. Personnel files are not reviewed during the initial screening and interview process. Being specific about experience and education provides the best opportunity for an interview.

Can I use a State car to travel to an interview for a NDOT position?

Yes. When current employees are interviewing for an NDOT position, they may drive a State vehicle (with DE/DH approval) and are allowed reasonable drive time to and from the interview. In the event that an employee is required to use their own vehicle due to the lack of available State vehicles, the employee should be reimbursed for mileage. If the interview is across the State and the employee is needed to complete an assignment or assist with other assigned duties, it is reasonable to request the employee to conduct a phone interview.

Employees abusing this privilege may be required to use accrued leave and their own personal vehicle for interviews.

For interviews at other State agencies, employees must use their own transportation and use vacation or compensatory time for time spent traveling and in the interview. All travel in these cases must be at the employee's own expense.

Classification

What is the difference between a PDQ form and CPQ for classification purposes?

Both forms may be used to request an audit of an employee's position. The CPQ (Comprehensive Position Questionnaire) is a long, complex form which goes into greater detail about the job. The PDQ (Position Description Questionnaire) is a less complex, shorter form which is much easier to fill out. The CPQ shall be used by management when requesting the creation of a brand new classification that does not currently exist within the State's Classification System. Only management can request a new classification be created.

Frequently Asked Questions

What form should I fill out when requesting an audit?

We suggest that any employee requesting an audit of their position fill out a PDQ. They may fill out the longer, more complex CPQ, but the PDQ will suffice as long as they follow their respective Contract (NAPE Article 19.2 – a, b, and c) or if they are Rules-covered employee, follow Chapter 7 of the Classified System Personnel Rules and Regulations. Employees must request a currently existing classification within the State's classified system. They cannot request a new classification be created.

I am a manager and need to reclassify a vacant position. What do I do?

If the classification you wish to request currently exists, management may fill out the PDQ (Position Description Questionnaire) and submit it along with a memo to Human Resources outlining the need for the reclassification and specific reasons of why they are submitting this request.

If a classification cannot be found that fits the duties, only management can request that a new classification be created (one that does not currently exist within the State's Classified System) by completing a CPQ (Comprehensive Position Questionnaire) and submitting it to Human Resources along with a memo stating why the need for a new classification and providing sufficient information to justify creating or changing the classification. For further instructions, please contact Geri Waechter in Human Resources.

Where can I find classification specifications which describe the classifications?

This can be found on State Personnel's website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> Jobs are listed in alphabetical order by classification title.

Where are the pay lines for classifications found?

These can be found on State of Nebraska Employee Relations website at <https://das.nebraska.gov/personnel/classcomp/payplan.html>

General Employee Information

I have a disability. How do I make a request for an accommodation to enable me to perform the essential functions of my job?

You may make a request for a reasonable accommodation directly to your supervisor or manager. For further information or assistance, you and your supervisor may contact Human Resources.

Is there a dress code?

You will maintain a high standard of personal appearance and grooming. The clothing you wear on the job should reflect the requirements of your job and working conditions. Your Division Head/District Engineer has the responsibility and authority to determine what attire reflects the requirements of the job and working conditions.

Frequently Asked Questions

What if I see evidence of fraud?

If you believe another employee of the NDOT is committing a fraudulent and/or dishonest act with respect to the NDOT's programs or functions you should provide a written report to the District Engineer, Division Head or Human Resources.

I'm having trouble with some issues in my personal life. Are there resources to help me?

The Employee Assistance Program (EAP) is a confidential assessment and short-term counseling service. Employees and their dependent family members or family members residing with them may receive assistance in dealing with issues such as stress, chemical dependency, emotional difficulties, marital complications, parenting issues, or difficulties at work. Visits with the EAP are covered at no cost to the employee. Fees for services beyond and outside of the EAP contract are the responsibility of the employee. EAP can be contacted at 866-792-3616 or <https://www.deeroakseap.com/>.

The office hours of the EAP are flexible so you are encouraged to make appointments during non-work time. If you need to make the appointment during your work schedule you will be allowed to use sick leave for medical-related issues or other appropriate leave for non-medical issues. Travel for EAP appointments is at the employee's expense and State vehicles cannot be used.

The EAP is also available to supervisors when working with an employee who has unsatisfactory job performance, attendance or other work-related issues. If a supervisory referral is made, you will be granted the appropriate amount of time to attend an initial counseling session without using sick leave, vacation leave or compensatory time. Once the initial visit is concluded, should you wish to continue counseling, you will be given the opportunity to use sick leave for medical-related issues and other appropriate leave for non-medical issues.

Are there financial resources that I can utilize?

All employees are eligible to join the Nebraska State Employees Credit Union. The Credit Union office is located at 330 South 16th Street, Lincoln, 402-471-2561

Can I get reimbursed for mileage, food and lodging?

Reimbursement will be made for authorized travel and other approved expenses in accordance with agency and Department of Administrative Services policy. For specific information, please refer to NDOT-OI #20 (<https://dotspot.nebraska.gov/media/1131/20-all.pdf>)

What are NDOT-OIs?

The Department of Transportation has several policies that apply to all employees. These policies are Department of Transportation Operating Instructions or NDOT-OI's. NDOT-OI's can be found on the intranet at <https://dotspot.nebraska.gov/tools/ndot-operating-instructions/>

Frequently Asked Questions

What do all these acronyms mean?

FTE	Full Time Equivalent
AFE	Authority for Expenditure
PDS	Payroll Detail System
FMLA	Family Medical Leave Act
ADA	American's with Disabilities Act
HIPPA	Health Insurance Protection and Portability Act
EAP	Employee Assistance Program
TMS	Talent Management System
LMS	Learning Management System
NIS	Nebraska Information System (replaced by Enterprise One)
BTSD	Business Technology Support Division
LPD	Local Projects Division
HR	Human Resources
PDQ	Position Description Questionnaire
CPQ	Comprehensive Position Questionnaire
NDOT	Nebraska Department of Transportation
DOT	Department of Transportation
NDOT-OI	Department of Transportation Operating Instructions

Where is my Personnel File and when can I view it?

Personnel files are the property of NDOT and are maintained in the Human Resources Division. You may review your personnel file during regular office hours. Please coordinate with your supervisor to arrange time away from your work area to view your personnel file.

How can I tell if I'm covered by the Classified System Rules and Regulations or the State of Nebraska and NAPE/AFSCME Contract?

Your class code will identify what system your position is covered under.

Classes beginning in G, K, R, V, Z, N (non-classified) are covered under the Classified System Rules and Regulations. A copy of the Rules can be found at <https://das.nebraska.gov/emprel/labor.html>.

Classes beginning in A, C, H, I, M, P, S, X, E are covered under the State of Nebraska and NAPE/AFSCME Contract. A copy of the contract can be found at <https://das.nebraska.gov/emprel/labor.html>.