



UNLV | CLASSIFIED STAFF COUNCIL

University of Nevada, Las Vegas Classified Staff Reference Guide

UNLV Classified Staff Council

The Classified Staff Council represents and serves classified employees and is an advisory group to the president of the University of Nevada, Las Vegas. The council recognizes the importance of being actively involved in creating a more collaborative campus community.

Mission

The mission of the Classified Staff Council is to assist our campus community in creating an inclusive and diverse campus environment. We will accomplish this by communicating and collaborating with colleagues throughout UNLV, serving as a resource for classified employees, providing access to professional development through the Classified Staff Development Fund, highlighting and participating in service opportunities, and seizing opportunities to recognize and reward our peers.

Website: <https://www.unlv.edu/cscouncil>

Facebook: [UNLVCSCouncil](#)

Email: cscouncil@unlv.edu

Board of Regents Handbook:

<https://nshe.nevada.edu/leadership-policy/board-of-regents/handbook/>

Nevada Revised Statutes Chapter 284 – State Personnel

<https://www.leg.state.nv.us/nrs/NRS-284.html>

Rules for State Personnel Administration:

http://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/Publications/Rules_NAC.pdf

Board of Regents Procedures & Guidelines Manual

<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/procedures-guidelines-manual/>

UNLV Bylaws

<http://facultysenate.unlv.edu/unlv-bylaws>

UNLV Classified Employee Forms

<https://www.unlv.edu/hr/forms/listing-by-topic#2>

Employee Forum

<https://www.unlv.edu/rebelsway/employeeforum>

The Employee Forum is maintained on a volunteer basis by a group of your peers. Each member is an experienced, knowledgeable, and enthusiastic employee who performs a valuable function for our university.

The Forum augments your professional network and is not a replacement for your supervisor or a subject matter expert.

As our database of inquiries and responses grow, you may be able to search the archive to find what you need right away.

We are here to support your success!

Instructions

- Anyone using a UNLV email address may submit a question and the Forum administrator will review it to ensure its appropriateness for posting.
- Select the option for email notification to receive posting alerts.
- You may send an email to PeerInquiry@unlv.edu to request an anonymous posting.

UNLV Faculty/Staff Website

<https://www.unlv.edu/facultystaff>

Calendars: <https://www.unlv.edu/registrar/calendars>

A-Z Directory: <https://www.unlv.edu/directories/a-z>

Administrative Units: <https://www.unlv.edu/directories/admin-units>

UNLV Mail: <https://www.it.unlv.edu/unlvmail>

UNLV Today Announcements: <https://www.unlv.edu/news/unlvtoday>

NSHE Human Resources:

<https://nshe.nevada.edu/administration/human-resources/> | 702-895-3504

Library: <https://www.library.unlv.edu/> | 702-895-2286

Workday: <https://nshe-unlv.okta.com/login/login.htm>

Risk Management and Safety (RMS) 702-895-4226

ACE Account: The UNLV ACE account allows you to log in to various UNLV services and applications with just one username and one password. <https://oit.unlv.edu/accounts/ace>

UNLV Police Services

Emergency (from any on-campus land line telephone): 911

Emergency (from a non-campus telephone): 702-895-3668

Non-emergency (from any on-campus land line telephone): 311

Non-emergency (from any non-campus telephone): 702-895-3668

In the event of an emergency, staff, faculty, and students have a quick and efficient means for communicating with the UNLV Department of Police Services. The “911” number should only be used in the case of an immediate emergency or crime in progress. All other calls for non-emergency police assistance should be made by dialing “311” or 895- 3668.

Vendor Discounts

Rebel Card

<https://www.unlv.edu/rebelcard/discounts>

Student Union (SU), Room 118 | 702-895-2351

Several vendors offer a discount when you show your RebelCard. Visit the office or website for a list of participating vendors.

Employee Computer Purchases

<https://oit.unlv.edu/software-and-computers/employee-computer-purchases>

If you are purchasing the computer for personal use, our partner vendors provide discounts for personal purchases as well. Use these links to take advantage of educational pricing.

Grant In Aid (Education Assistance)

<http://www.unlv.edu/hr/benefits/education>

UNLV provides employees opportunities to grow professionally and personally through generous educational discount programs. There are also many learning opportunities available at no cost. Learn more about what the university offers.

Parking and Transportation Services

<http://www.unlv.edu/parking>

Claude I. Howard Public Safety Building (PSB), Room 100A | 702-895-1300

UNLV Staff Enrichment Award

<https://www.unlv.edu/hr/unlv-staff-enrichment-award>

Classified Staff Council at cscouncil@unlv.edu

We are proud to be the first Nevada System of Higher Education institution to offer a tuition assistance award program to help the spouses, domestic partners and dependents of classified employees pursue their education goals.

Eligibility

Classified employees' spouses, domestic partners and dependents, who are admitted to UNLV as undergraduate students, may apply for the award each academic year. The award may be used only for undergraduate courses, and may be used only for courses taken at UNLV. Classified employee's dependents must meet the following criteria:

- Must be a spouse, domestic partner or financially dependent child of a current classified employee at UNLV.
- "Financially dependent child" shall mean a natural, adopted or step child of a classified staff member who is not financially independent, is claimed as an exemption for federal income tax purposes under the U.S. Internal Revenue Code (26 U.S.C. § 152), and has not attained the age of 24. The classified staff member must attest to a dependency each time an award is issued. UNLV may at any time request proof of dependent eligibility for verification purposes.
- A domestic partner and their financially dependent children are also eligible if the domestic partnership is registered with the office of the Nevada secretary of state.
- Must be eligible for undergraduate admission to UNLV.

Application

This award program is available for each term (Fall, Spring, Summer I, II and III). Once the application is reviewed, the Financial Aid office will process the award and the amount will be posted on the student's MyUNLV account.

Application: <https://www.unlv.edu/hr/unlv-staff-enrichment-award>

https://unlv.co1.qualtrics.com/jfe/form/SV_d4PQLLAZEPNcbYN

Application Deadlines

- 2019 Summer I – May 10
- 2019 Summer II – May 31
- 2019 Summer II – July 5
- 2019 Fall – August 16

Classified employees' spouses, domestic partners and dependents receiving the award are eligible for the following:

- No limit on the number of undergraduate credits that will be covered for each term (Fall, Spring, Summer I, II and III).
- The award amount will be equivalent to the current amount of the grant-in-aid benefit for professional employees paid for the undergraduate course work at UNLV. Currently, the amount is \$159.38 per credit.

Items not eligible for the Award:

- Non-credit courses, workshops, seminars, and conferences are excluded from the program.
- Courses that are not supported by state funds. This includes remedial courses (ie. Math 95, Eng 95, etc) at UNLV.

Maintenance of Award Eligibility

Recipients of the UNLV Staff Enrichment Award must meet the Financial Aid Satisfactory Academic Progress (SAP) requirements as follows:

- Meet minimum cumulative grade point averages. Undergraduates must maintain at least a 2.0 GPA.
- Satisfactorily complete at least 70% of cumulative credit hours attempted.
- Complete their degree/certificate program within the maximum time frame of credit hours allowed. Undergraduates seeking first Baccalaureate degree cannot attempt more than 186 credits.

Questions

Questions relating to the UNLV Staff Enrichment Award can be directed to the Chair of the Classified Staff Council at cscouncil@unlv.edu

Legacy Awards

<https://www.unlv.edu/hr/legacyaward>

Classified Staff Council at cscouncil@unlv.edu

The Legacy Award establishes a formal program for the continued affiliation and privileges for retired classified Staff. Such affiliation, as outlined in the Legacy Award Policy, is offered to recognize those employees that have been strong and consistent positive contributors to the University of Nevada, Las Vegas (UNLV). The award is also a method to help sustain the positive bond developed between the retired classified employee and UNLV. The recipients of this award will be known as Legacy Awardees.

Eligibility

Classified staff pursuing the Legacy Award and continued affiliation with the university must meet the following criteria:

- Employee must be in good standing with the university at the time of the application and must remain in good standing to continue for the duration of their privileges.
- Full-time employment by the university for at least ten (10) years.
- Request must be submitted either during the final year of employment or no later than one year after the date of retirement.

Application

Submitted applications and materials will go to the current Chair of the Classified Staff Council for initial review and vetting. Classified employees interested in applying for the award must submit:

- A reflection letter/letter of intent from the employee
- A resume
- A letter of recommendation from the sponsor (someone within the employee's supervisory hierarchy/chain of command)

Legacy Awards Benefits

Classified staff receiving the Legacy Award are eligible to the following benefits:

- UNLV email account
- Faculty/staff discounts on tickets to the university athletic and cultural events
- Faculty/staff library privileges
- Faculty/staff parking privileges
 - Regular faculty/staff fee applies, to be paid by individual

- Faculty/staff identification card
- Inclusion on mailing list for performances, lecture series, and other university events
- Inclusion on invitations to certain departmental, college, and university events

**Employee must be in good standing with the university at the time of the application and must remain in good standing to continue for the duration of their privileges.*

Questions

Questions relating to Legacy Award can be directed to the Chair of the Classified Staff Council at cscouncil@unlv.edu.

Classified Employee of the Month Nominations

<https://www.unlv.edu/cscouncil/classified-employee-awards>

The Classified Staff Council represents and serves classified employees and is an advisory group to the president of the University of Nevada, Las Vegas. The council recognizes the importance of being actively involved in creating a more collaborative campus community.

- - Qualifications for Nominees Include
 - Classified employee at UNLV (either full time, part time or intermittent status)
 - Must have been employed at UNLV for at least 90 days
 - Must not have won the award within the most previous 12 months

If you know a classified employee who deserves an opportunity at this noteworthy award, please submit your nominations by the 15th of the month, or by the Friday before, should the 15th fall on a weekend. Nomination forms can be found on the [the Classified Staff Council awards page](#) or requested by emailing Barbara Richards at barbara.richards@unlv.edu.

The completed nomination form can be sent electronically to: barbara.richards@unlv.edu or a hard copy of the nomination form can be sent to mail stop 6021.

President's Classified Employee and Rookie of the Year

Nominations for the Presidents Classified Employee of the Year and Rookie of the Year are accepted a month prior to the Annual Classified Staff Awards Ceremony in the Summer. If you would like to nominate a classified employee who excels on the job, has a superb work ethic, or is an outstanding employee in some other way, please submit a nomination. Multiple nominations can be submitted. Awards will be presented at the Classified Staff Awards Ceremony.

Employee of the Year awards are given annually in June at the Classified Staff Awards Ceremony Luncheon (1st, 2nd & 3rd place and Rookie of the Year). Details about nominating an employee for Employee of the Year are sent out campus-wide in April each year.

Employee of the Year Award Eligibility Requirements:

- Employed at UNLV at time of nomination.
- Completed 5 years of continuous UNLV Classified employment (from most recent hire date) at .53 FTE or greater.
- 5 years of continuous classified employment must be completed by December 31st of calendar year prior to June Awards Ceremony.
- Has not won the award in the past 5 years.

Rookie of the Year Award Eligibility Requirements:

- Employed at UNLV at time of nomination.
- Completed 1 year of continuous UNLV Classified employment (from most recent hire date) at .53 FTE or greater.
- 1 year of continuous classified employment must be completed by December 31st of previous calendar year
- Has not previously won the award.

Faculty and Staff Treatment Center (FAST)

<https://www.unlv.edu/studentwellness/fast>

FAST Center/Appointments: [702-895-0630](tel:702-895-0630)

Laboratory/Blood Draw Appointments: [702-895-0280](tel:702-895-0280)

Pharmacy: [702-895-0278](tel:702-895-0278)

Dental Clinic: [702-774-7108](tel:702-774-7108), [Dental Clinic Information](#)

Medical Records: [702-895-0680](tel:702-895-0680)

Providing fast and convenient access to high quality medical care for UNLV employees and their dependents.

The FAST (Faculty and Staff Treatment) Center provides fast and convenient access to medical care for UNLV employees and their dependents (5 years of age and older).

For your convenience, we offer scheduled appointments or same-day appointments in the FAST Center.

- For an appointment with a health care provider, [Make an Appointment Online](#) or call the FAST Center.
- For lab/blood draw appointments (ages 12 and older), call the Laboratory.
- Same-day and future appointments may be scheduled (as available).
- No appointments or walk-ins available during lunch (1 p.m.–2 p.m.).
- Hours of operation subject to change. Closed weekends and University holidays. Please refer to [UNLV Academic Calendar](#).

Medical Services

Services provided include the diagnosis and treatment of various illnesses and injuries such as:

Cough, cold, and flu, Sore throats and sinus infections, Lacerations, Allergies and asthma, Sprains and strains, Headaches and acute migraine, Urinary tract infections, Ear and eye infections, Rashes and skin infections, Heartburn and abdominal pain, GYN exams and Pap Smears, MMR, Tetanus/Diphtheria/Pertussis, Hepatitis A, Hepatitis B, Hepatitis A/B, Meningitis (A,C,W,Y or B), Influenza
HPV (Gardasil), Pneumonia (Prevna, Pneumovax), Shingles (Shingrix), Chickenpox (Varivax),

Fees

Most same-day services have an office visit fee of \$25 regardless of whether you are on either the HMO or CDHP (PPO) plan. HealthSCOPE cards may be used, but the amount will not count toward your deductible. Other fees may apply.

Registered Dietitian (RD) Fees: \$40 for initial 60-min appointment. \$25 for follow-up 30-min appointment. Fee due at time of check-in. HealthSCOPE cards may be used, but the amount will not count towards your deductible.

Registered Dietitian (RD) Appointments

Our Registered Dietitian (RD) assists and guides students, faculty, and staff in developing healthy eating habits. More information about Registered Dietician Services and Nutrition Consultations.

Counseling Services

Employee Assistance Program

<https://www.lifeworks.com/>

877-234-5151

UNLV provides employees with easy and confidential access to the employee assistance program (EAP). EAP is a confidential assessment and referral program where employees can get assistance in dealing with everyday issues like stress, finances, relationships, parenting, finding child or elder care, and much more. Employees can also get confidential help with personal or work-related difficulties, including depression, addiction, and grief.

EAP services are provided through Ceridian Lifeworks. Consultants are available 24 hours a day, every day, all year long. Employees can watch educational videos, read articles, email consultants, and find online resources at [Ceridian's website](#). (User ID: nshe, Password: eap)

Make an Appointment

For more information or to arrange for a private and confidential appointment with a professional EAP counselor, call the employee assistance program through Ceridian Lifeworks' toll-free numbers listed below.

- The main number is [877-234-5151](tel:877-234-5151).
- Contact a Spanish-speaking consultant at [888-732-9020](tel:888-732-9020).
- Speech- and hearing-impaired employees may call [800-399-3044](tel:800-399-3044).

Program Costs

The first three sessions with an EAP counselor are provided at no cost to an employee. Ceridian Lifeworks counselors have knowledge of UNLV health insurance packages and related personnel policies. The EAP counselor will make referrals to the appropriate insurance plan provider. If extended counseling or treatment is agreed upon between you and the EAP counselor, the cost for such treatment will be subject to the terms of your health insurance program.

Human Resources

<https://www.unlv.edu/hr>

Campus Services Building (CSB), Room 237 | 702-895-3504

Payroll Services

Campus Services Building (CSB), Room 244 | 702-895-3825

Benefits

<https://www.unlv.edu/hr/benefits>

Benefits are an important part of your total rewards. At UNLV, we are committed to providing a variety of benefits programs to our employees and their families that meet the needs of our workforce. We invite you to explore what is available to you and your family. The UNLV Benefits Team is here to assist you in understanding and taking full advantage of the university's benefits programs. You can reach us at hrbenefits@unlv.edu.

Probationary Period for Classified Staff

<https://www.unlv.edu/hr/probationary>

According to the Nevada Administrative Code (NAC) 284.442, all classified employees at a grade 20 or higher and new to state service will have a 1 year (full-time equivalent) probationary period. Classified employees who competitively seek and accept a promotional position (a position in a higher classification) will also serve a 1 year "trail" probationary period.

Any employee serving a 1 year probationary, or trial, period is entitled to receive performance evaluations on the 3rd, 7th, and 11th month of her/his employment, per the Nevada Revised Statutes (NRS) 284.340. These evaluations are required and provide an opportunity for supervisors to give constructive feedback to the employee as to what they are doing well and what needs further development. It should also be noted that supervisors should not wait for the evaluation period to provide feedback, and that feedback should be ongoing. Further, if an employee's performance falls below standard performance, the supervisor must inform the employee promptly and indicate the areas that need to be improved (NAC 284.470).

During the probationary period an employee may be rejected for any lawful reason as determined by the appointing authority, per NAC 284.458. If it is determined that the employee will not complete her/his probationary period, please contact the Employee Relations office to discuss reasons for rejecting the employee. Discussion will center on the required performance evaluations that the employee has received, and any coaching and counseling that has occurred to improve performance or correct behavior.

Once a final determination has been made and the appointing authority has approved the release from probation, Employee Relations will assist in facilitating this process through to

completion. Please take a look at the business map that outlines this process from start to finish. Please contact the Employee Relations office at 895-0402 for all of your questions related to probationary periods for classified staff.

Evaluation Process – Classified Employees

<https://www.unlv.edu/hr/employee-info/eval-class>

Most classified staff performance evaluations are due on the anniversary of their hire date. Your supervisor conducts your annual evaluation, using form NPD-15. During your evaluation, your supervisor most likely will compare your job performance with the information listed on your job (NPD-14).

Your work performance standards outline the scope of your job and your duties; you should be given a copy of your job when you are hired, so that you know what duties you are expected to fulfill in your position.

Before your review, it's a good idea to review this form to see what your responsibilities and job duties are and if you have met them.

Evaluation Tips: <https://www.unlv.edu/hr/employee-info/eval-tips>

Evaluation Appeal Process – Classified Employees

If you are a classified and employee and you disagree with your evaluation, check “disagree” on your evaluation.

You may also check “disagree” and “request a review” within 10 days of your review. By checking those options, you are asking for another review by your manager’s supervisor or the reviewing officer. The reviewing officer will make a decision to either uphold the evaluation as it is or suggest changes be made to the evaluation.

If the reviewing officer suggests changes be made and you agree with the changes, the evaluation will be put in your personnel file. If you do not agree with the changes, you may file a grievance using form NPD-50-A.

Salary Ranges and Pay Increases - Classified Employees

<https://www.unlv.edu/hr/employee-info/salary-classified>

Compensation salary ranges for classified staff are updated by the Nevada department of personnel and are based upon periodic wage surveys in classified occupations.

Each job classification is assigned a class grade. Class grades correspond to compensation schedules that consist of 10 segments called steps. Compensation for classified staff is determined by grade and step.

Classified Salary Schedules

There are two different compensation schedules for classified staff: employee/employer-paid and employer-paid. Which schedule applies to you depends upon which retirement plan you participate in. View your appropriate schedule below.

- Classified on Police/Fire Employer Pay Contribution Plan
- Employee/employer-paid contribution plan – Under this plan, you contribute 14.50 percent of your gross salary to the Public Employees' Retirement System (PERS) of Nevada. The university contributes 14.50 percent to the plan. Your contribution is refundable upon termination of employment if you elect to not receive a monthly retirement benefit.
- Employer-paid contribution plan – the university pays the entire contribution on behalf of the employee. As a result, the employee will see a reduction in salary.

Starting Salaries

New classified employees are generally hired at step 1 of their range. Depending upon education and previous experience, it is possible to be hired at a higher step in the range.

For an explanation of when an accelerated salary may be requested, please review the [Request to Accelerate Salary form](#) and associated Nevada Administrative Code reference.

Please note: Per NAC 284.204, accelerated salary may be requested for open competitive recruitments only.

Salary Increases

Pay increases for classified staff can result from:

Cost-of-living increases

When the Nevada Legislature meets every two years for the purpose of setting budgets for the coming biennium, it may approve cost-of-living increases for state employees. Authorized cost-of-living increases usually take effect July 1. The classified salary schedules also are adjusted July 1 to reflect the cost-of-living increase.

Cost of Living Increases Since 1989

Annual Step (Merit) Increases

Performance is evaluated annually, and employees who receive a rating of standard or better will receive a merit pay increase of one step on their pay progression date. The pay progression date is either the date of hire into the position, or — if promoted more than two grades — the date of promotion into the position.

Promotion

Promotion occurs when a classified employee applies and is selected for a position that is classified at a higher grade than the employee's current position. If a classified employee is promoted one or two grades, placement in the new grade is at the same step as the previous grade. If the promotion is three grades or more, placement is at the higher of a two-step increase over the step held before the promotion (in the former grade) or the lowest step of the new grade.

Reclassification

To request a reclassification:

- Complete a new NPD-19 (Position Description Questionnaire) and a Classified Position Approval Form. It is important to indicate new job duties with an asterisk (*) in the duties section of the NPD-19.
- An updated resume for the employee.
- Attach an organizational chart to the position questionnaire, with the position circled.
- Submit forms to the Business Manager for your department. They will obtain appointing authority approval and route to Human Resources.

Human Resources will review the forms and may conduct either a desk audit or a phone audit to discuss the position questionnaire and the new job duties of the position.

If your position is reclassified at a higher grade, your placement in the new grade will follow the rules described above under "promotion."

Leave

<https://www.unlv.edu/hr/benefits/leave>

UNLV provides a variety of leave options, including annual, sick, and holiday leave, to help employees manage the competing demands of work and home. Learn more about these types of leave.

Workday: view time off balances, request time off and/or a leave of absence, return from leave, etc.

Holiday Leave: University employees receive 11 paid holidays. Holiday leave is paid time off. Here are the holidays that will be observed. <https://www.unlv.edu/hr/benefits/leave/holidays>

Holidays

UNLV faculty and professional staff enjoy eleven paid holidays per year including: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Veterans' Day, Thanksgiving Day, Family Day, and Christmas Day.

Annual Leave

Annual leave for classified staff is based on the amount of years of service to the university. New employees are eligible to use leave after six months of full-time service. Part-time classified employees earn a prorated amount of annual leave based on full-time equivalent service.

Full-time classified employees earn annual leave at the following rates:

Years of Service	Annual Leave
Less than 10 years	10 hours each month
10 to 14 years	12 hours each month
15 years or more	14 hours each month

Requesting Leave

Classified employees may request leave in minimum 15-minute increments. Time off requests (Annual, Sick, etc.) are submitted through Workday. If you have not received your Workday user name and password, please contact your department for the process for requesting time off.

Excess Annual Leave

Classified employees who accrue annual leave in excess of 240 hours must use it on or before Jan. 1 or it will be forfeited. To avoid forfeiture, a request for permission to take annual leave must be submitted to your supervisor by Oct.15. If your leave was requested before Oct. 15 and is denied, you will be paid for annual leave in excess of 240 hours.

Questions

For any questions regarding time off, leaves of absence or absence related questions in Workday, please contact Absence Management at 702-895-1588 or you may also send an email with your questions to hrleave@unlv.edu.

Sick Leave

<https://www.unlv.edu/hr/benefits/leave/sick>

Full-time classified employees accumulate 10 hours of sick leave per month. Part-time classified employees earn a prorated sick leave based on full-time equivalent service. Sick leave may be used immediately after it is earned. Leave is paid time for:

- Personal illness.
- Care for family members with illness, injury, medical, optometry, or dental appointments.
- Death in the family.

Requesting Sick Leave

Classified employees may request leave in minimum 15-minute increments. Time off requests (Sick, Annual, etc.) are submitted through Workday. If you have not received your Workday user name and password, please contact your department for the process for requesting time off.

Catastrophic Leave - Classified Employees

<https://www.unlv.edu/hr/benefits/leave/catastrophic>

Catastrophic leave is available to classified employees who have used all of their sick leave, annual leave, and compensatory time. An employee must have a life-threatening illness or injury to receive catastrophic leave. Once approved for catastrophic leave, the office of human resources sends out a campuswide announcement asking for leave donations for that employee.

While in catastrophic leave status:

- The employee's health insurance may continue.
- The employee does not accrue sick leave and annual leave.
- The employee might qualify for catastrophic leave and FMLA.
- The employee is able to receive up to 240 hours from the general catastrophic leave bank during a "rolling" 12-month period.
- The employee's merit review date may be affected if on catastrophic leave for more than 240 hours.
- Additional catastrophic leave time (up to 800 hours) may be used if donations have been made directly for a specific employee's use.

Apply for Catastrophic Leave

To apply, contact the Employee Relations and Staff Development office at 702-895-0402. We will provide you with forms and provide guidance throughout the process.

Donate Hours to the Catastrophic Leave Bank

Only classified employees can donate leave hours to other classified staff. A classified employee may donate a maximum of 120 hours of annual leave or sick leave to the leave bank in any calendar year. An employee will not be permitted to donate time if his or her own sick leave balance falls below 240 hours as a result of a donation.

You also may earmark your donation for a specific employee who is approved for catastrophic leave. If your donation exceeds the amount approved for use by the employee, you will be contacted to determine whether you would prefer to have the excess leave returned to your leave account or added to the general bank.

Donate Leave

Follow these steps to donate leave:

1. Complete the request to transfer leave (Catastrophic Leave) form.
2. Submit the form to your supervisor, appointing authority, and leave keeper for review and approval.
3. Submit the completed and approved form to the human resource office.
4. Frequently Asked Questions

FMLA

<https://www.unlv.edu/hr/benefits/leave/fmla>

Under the federal Family and Medical Leave Act (FMLA), all employees can take up to 12 work weeks off for:

- The birth or adoption of a child.
- Serious personal health conditions.
- Care for a family member with a serious health condition.
- Military caregiver (up to 26 weeks).
- Qualifying exigency leave.

FMLA does not provide any additional leave. It does protect your job while you are gone. Your job responsibilities, pay status, and/or working hours should not be changed upon your return to work.

Eligibility

Employees are eligible for FMLA if they have worked at UNLV for a total of 12 months and have worked for at least 1,250 hours (average of 24 hours per week) during the 12 months preceding the requested date of the leave.

Taking FMLA Leave

FMLA requests should be made at least 30 days in advance of the date the leave would begin. When advance notice is not possible due to unforeseen or emergency situations, requests should be made as soon as the time needed is known.

When on FMLA leave, employees may use any accrued sick leave. If accrued sick leave is exhausted, the employee may use accrued annual leave. When all leave is exhausted during the absence, the remaining FMLA leave will be designated as leave without pay.

FMLA may be taken all at once, intermittently, or on a reduced leave schedule (working less than the usual number of hours in a week) if medically necessary. An intermittent or reduced schedule to care for a new child should be coordinated with the manager of the employee and Human Resources.

Medical Benefits and FMLA

Medical benefits will continue while on approved leave for FMLA. Employees are responsible for the employee portion of the health insurance premiums, which will be deducted during paid status. Arrangements to cover premiums during unpaid status can be made by contacting the UNLV benefits office at 702-895-3504.

Returning to Work

An employee may be required to provide certification from a health care provider indicating fitness to return to work. Employees should contact the benefits office and their supervisor as soon as possible to arrange for return to work. At least two days' advance notice may be required prior to return to active status.

Apply for FMLA

To apply for FMLA for yourself, complete a request for FMLA leave form and the appropriate FMLA Medical Certification - Own Health and return it to the Absence Management office within 15 days. Failure to do so may delay approval of the leave.

To apply for FMLA for a family member, complete a request for FMLA leave form and the appropriate FMLA Medical Certification - Family Member and return it to the Absence Management office within 15 days. Failure to do so may delay approval of the leave.

Workers' Compensation

Workers' compensation is a benefit provided to employees who are injured as a result of performing their work duties. UNLV employees are covered by workers' compensation. workers' compensation benefits include payments for medical expenses, disability compensation, and death benefits when an employee sustains an injury or is killed because of a work-related accident.

UNLV's workers' compensation program is administered through the university's risk management and safety department.: <http://rms.unlv.edu/insurance-and-claims/wc/>



Campus Map

Main Campus
4505 S. Maryland Pkwy.
Las Vegas, NV 89154
unlv.edu/maps
unlv.edu/parking

LEGEND:

- Construction Zone
- CAT Paratransit Bus Stop
- Emergency Phones
- Information Booth (open 7 a.m. - 5 p.m.)

PARKING ACCESS:

FACULTY/STAFF PARKING:
A, B, C, D, E, J, K, L, M, N, O, P, Q, X, Y, Z, Red Lot, White Lot, and Tropicana Garage

STUDENT PARKING:
A, F, H, L, M, O, P, Q, R, T, U, X, Black Lot, Red Lot, White Lot, and Tropicana Garage

RESIDENT PARKING:
Res. A and B

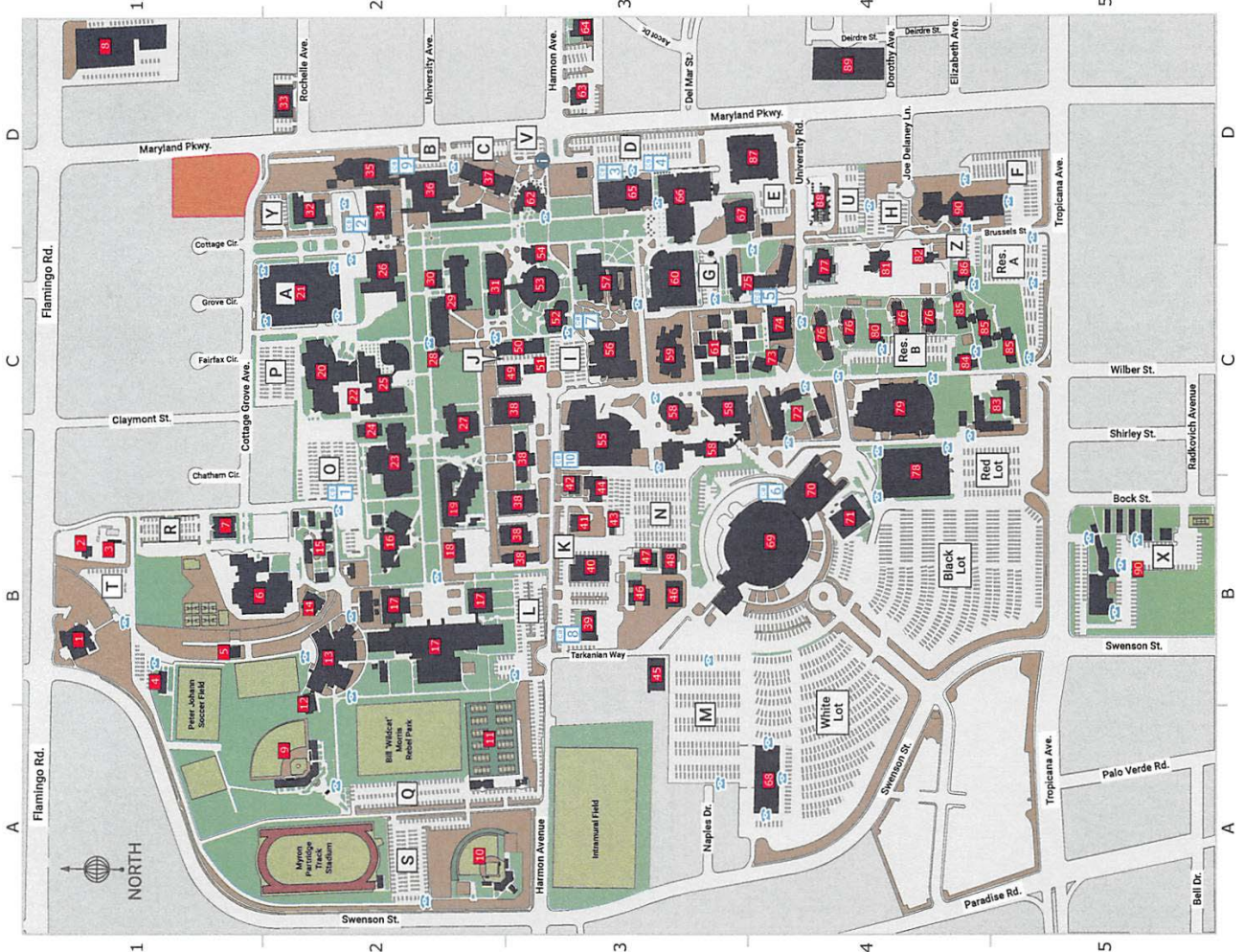
METERED PARKING:
A, C, D, I, K, L, N, O, U, V, X, Y, Z, Red Lot, and White Lot

PAY SPACE PARKING:
Tropicana Garage

NO PARKING PERMIT REQUIRED:
S

HANDICAP PARKING:
All lots and garages except M & V

RESERVED PARKING:
A, G, and N



ABBREV.	BUILDING NAME	NUMBER
ALB	Accelerator Lab Building (B1)	5
ARC	Robert B. Soggy Architecture Building (D4)	90
BEH	Robert B. Soggy Architecture Building (D4)	74
BEC	Robert B. Soggy Architecture Building (D4)	14
BEC	Robert B. Soggy Architecture Building (D4)	60
BEC	Robert B. Soggy Architecture Building (D4)	7
BEC	Robert B. Soggy Architecture Building (D4)	16
BEC	Robert B. Soggy Architecture Building (D4)	67
BEC	Robert B. Soggy Architecture Building (D4)	35
BEC	Robert B. Soggy Architecture Building (D4)	10
BEC	Robert B. Soggy Architecture Building (D4)	53
BEC	Robert B. Soggy Architecture Building (D4)	58
BEC	Robert B. Soggy Architecture Building (D4)	61
BEC	Robert B. Soggy Architecture Building (D4)	29
BEC	Robert B. Soggy Architecture Building (D4)	27
BEC	Robert B. Soggy Architecture Building (D4)	81
BEC	Robert B. Soggy Architecture Building (D4)	70
BEC	Robert B. Soggy Architecture Building (D4)	68
BEC	Robert B. Soggy Architecture Building (D4)	83
BEC	Robert B. Soggy Architecture Building (D4)	74
BEC	Robert B. Soggy Architecture Building (D4)	10
BEC	Robert B. Soggy Architecture Building (D4)	38
BEC	Robert B. Soggy Architecture Building (D4)	8
BEC	Robert B. Soggy Architecture Building (D4)	4
BEC	Robert B. Soggy Architecture Building (D4)	39
BEC	Robert B. Soggy Architecture Building (D4)	32
BEC	Robert B. Soggy Architecture Building (D4)	33
BEC	Robert B. Soggy Architecture Building (D4)	11
BEC	Robert B. Soggy Architecture Building (D4)	37
BEC	Robert B. Soggy Architecture Building (D4)	31
BEC	Robert B. Soggy Architecture Building (D4)	17
BEC	Robert B. Soggy Architecture Building (D4)	18
BEC	Robert B. Soggy Architecture Building (D4)	19
BEC	Robert B. Soggy Architecture Building (D4)	20
BEC	Robert B. Soggy Architecture Building (D4)	21
BEC	Robert B. Soggy Architecture Building (D4)	22
BEC	Robert B. Soggy Architecture Building (D4)	23
BEC	Robert B. Soggy Architecture Building (D4)	24
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BEC	Robert B. Soggy Architecture Building (D4)	77
BEC	Robert B. Soggy Architecture Building (D4)	78
BEC	Robert B. Soggy Architecture Building (D4)	79
BEC	Robert B. Soggy Architecture Building (D4)	80