The University of Alabama in Huntsville is committed to equal opportunity in employment and education. The University does not unlawfully discriminate in any program or activity on the basis of race, color, religion, sex, national origin, age, disability, citizenship, or veteran status.
This handbook describes some of the policies, procedures, benefits, and programs applicable and available to University employees. Although this handbook intends to reflect currently any policies or rules of the Board of Trustees of The University of Alabama referred to or incorporated herein, users are cautioned that changes or additions to such policies or rules may have become effective since the publication of this material. In the event of such a conflict, the current statements of Board policy contained in the official minutes and manual of rules, bylaws, and guidelines shall prevail. Further, The University of Alabama in Huntsville reserves the right, in its sole discretion and at any time, to modify any policy, procedure, benefit, or program described in this handbook and to make any other changes it deems appropriate. The University also reserves the right to depart from any of the policies or procedures stated herein at any time when, in its sole judgment, it is appropriate to do so.

This handbook should not be construed as creating a contract, express or implied, guaranteeing employment for any specific duration. Although the University hopes that its employees will remain in its employment on a long-term basis, staff employment at UAH is at-will, and either the University or the employee may terminate the relationship at any time, for any reason, with or without cause.

This handbook supercedes all previous editions.
To: Each Staff Member of The University of Alabama in Huntsville

Since its modest beginning in 1950, our campus has experienced extraordinary success in the development of nationally recognized academic programs and research. Our student body is one of the most talented and accomplished in the Southeast. Also noteworthy is our ranking as one of Huntsville’s ten largest employers, with a faculty and staff now numbering approximately 1200.

Employment at a college or university such as UAH has distinct advantages. You will find the atmosphere exciting and challenging, centering around the leading edge of intellectual endeavor in every field.

There are more tangible rewards as well. The University offers a comprehensive benefits package which includes a retirement program, group medical, life and disability insurance, and a liberal tuition assistance plan for eligible employees and their dependents. Employees receive paid holidays, including a four day Thanksgiving weekend and a long holiday break in December, in addition to their monthly accrual of vacation and sick leave.

The following pages describe in more detail the University’s employment policies, benefits, services, facilities and privileges offered, as well as the related responsibilities each staff member is expected to assume. While we have tried to anticipate your questions, special problems or particular situations may not be covered. When such occasions arise, please discuss them with your immediate supervisor or a representative from the Human Resources Department.

You are important to our University’s success. UAH offers a challenging and rewarding work environment. We encourage your commitment and cooperative efforts toward fulfilling the University’s mission and enhancing its image to the public it serves.

Frank Franz, President
# UAH Staff Handbook

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INTRODUCTION
A BRIEF HISTORY OF UAH

The University of Alabama in Huntsville (UAH) began in January 1950 as the Huntsville Center, a branch of the University of Alabama located in Tuscaloosa, Alabama. Academic programs for the Huntsville Center’s original 137 students were held in the old Butler High School Building, which is now Stone Middle School. Morton Hall, with its traditional columns, is UAH’s oldest building.

Before this Extension Center was established, however, efforts were underway to place major portions of the U.S. Army’s rocket research and development activities as well as NASA’s Marshall Space Flight Center in the Huntsville area. These activities took place from the early 1940s through the 1960s and had a major impact on the future of what was then a small, but emerging, town known as Huntsville.

NASA wanted to provide educational opportunities for its employees, and major aerospace corporations began to locate in the area that was fast becoming a hub of the U.S. space program. The need for advanced education in science and technology was acknowledged and supported by individual citizens and organizations alike.

Rocket scientist, Dr. Wernher von Braun, traveled to Tuscaloosa along with NASA and Army officials on a mission to encourage the University of Alabama to establish a research institute in Huntsville. The purpose of such an institute would be to accelerate the educational program in Huntsville and to provide theoretical and experimental research pertinent to aerospace science and missile fields. Dr. von Braun made a persuasive presentation
before the Alabama Legislature in June 1961 requesting a $3,000,000 bond issue to support the institute. Dr. von Braun could foresee the economic benefit that such an institute would yield for the entire state of Alabama and intended the money he requested be used for buildings and equipment to bring this concept into reality.

Both houses of the Legislature unanimously passed the bill, and the Research Institute was constructed on campus. Master’s level degrees were offered at the Huntsville Center in 1963 and at the baccalaureate level in 1964. In 1969, UAH was made an autonomous university within the University of Alabama System that had campuses in Tuscaloosa, Birmingham, and Huntsville. Each campus had its own president, and Dr. Benjamin Graves served as UAH’s first president from 1970 to 1978.

This was a time of rapid growth for Huntsville and UAH. Though its roots were planted firmly in the space program, UAH included study in the humanities as an important part of its undergraduate programs. English and history were among the first programs offered at the baccalaureate level. Early enrollments in the humanities and liberal arts kept pace with, and sometimes exceeded, those in science and engineering during the 1970s.

In 1978, Dr. John Wright was named president of UAH, a post he held until May, 1988. During that decade, UAH capitalized on its ties with Huntsville business and technology communities, and research centers in optics, microgravity, robotics, and space plasma were founded. In 1987, a UAH physics professor and his graduate students made a remarkable breakthrough in the study of superconductivity that made headlines across the nation and around the world.
Dr. Louis Padulo became UAH’s third president in 1988. Construction of the Materials Science Building, the Optics Building and the Central Campus Residence Hall was started. In September 1989, UAH’s first Eminent Scholar, Dr. William A. Porter, joined the University in Electrical and Computer Engineering.

Huntsville leader, Joseph Moquin, took the UAH presidency on an interim basis in 1990. Students, faculty, and staff benefited from his able leadership during his tenure.

In July 1991, Dr. Frank Franz was named president of UAH, ushering in an era of a unified university, true to its comprehensive teaching and research mission. “We must maintain and extend our preeminence in research, particularly with emphasis in science, engineering, and technology, balanced with fostering and developing the liberal arts, humanities and business,” Dr. Franz said in an interview with UAH Magazine. “Our university is an institution with remarkable success already achieved, but with even greater potential for the future. Our faculty and staff are talented and productive, our students rank among the most dedicated and successful in Alabama, and our performance in research is extraordinary,” he continued.

In fact, U.S. News & World Report consistently has ranked UAH among America’s best universities. Eminent Scholar Chairs have been filled in Administrative Science and Propulsion, and Chairs have been established for Physics, Humanities, and Systems Engineering and Simulation to further enrich the academic, cultural, and research environment of the university.

Today, approximately 7,000 students take advantage of the 61 academic and professional majors and 5 certificate programs offered by UAH through the colleges of Liberal
Arts, Administrative Science, Engineering, Science, Nursing, and Graduate Studies. The campus is comprised of 31 buildings that occupy 376 acres adjacent to Cummings Research Park. UAH boasts a proud history, and it is making its mark on the future of our region and nation.
ORGANIZATION AND GOVERNANCE

Board of Trustees

The control of the University is entrusted to a Board of Trustees composed of the Governor of the State and the Superintendent of Education as *ex-officio* members and two members from each congressional district, except the district in which the Tuscaloosa campus of the University is located, which has three members. The entire state is thus represented in the management of the University. Members (with the exception of *ex-officio* members) are elected by the remaining trustees, subject to confirmation by the state senate. Trustees may serve up to three, consecutive, full six-year terms, with the exception of *ex-officio* members.

Office of the Chancellor

The University of Alabama System consists of three campuses, located in Huntsville, Birmingham, and Tuscaloosa. Each campus has a president who reports directly to the Chancellor and, through the Chancellor, to the Board of Trustees. The Chancellor is the chief executive officer of The University of Alabama System and is the principal link between the Board’s responsibility for policy and each President’s responsibilities.

Office of the President

The President is the University’s chief executive officer and is responsible to the Chancellor and ultimately to the Board of Trustees. It is the President’s task to provide overall administration and educational leadership for the
University. A detailed organizational chart of The University of Alabama in Huntsville appears on page vii.

**Standing Committees**

Participation on one or more of the University’s Standing Committees is encouraged, as they play an important role in addressing specific issues and advising management of needs and concerns of the University community. The listing on page x of this handbook provides the names and designated reporting officials of the University’s Standing Committees.

**Staff Senate**

The Staff Senate is composed of elected representatives who meet on a regular basis to share information and to develop recommendations to the administration on matters of common concern to staff. Participation and communication with the elected representatives are encouraged, as the Senate’s purpose is to facilitate communication and understanding in a constructive manner.
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
STANDING COMMITTEES

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<td>Staff Senate</td>
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<td>Vice President for Research</td>
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<td>University Judicial Board</td>
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THE UNIVERSITY’S RIGHTS

The University is interested in the opinions of its employees about working conditions, ways to improve the efficiency of employee performance, and other matters of mutual interest.

Realizing the importance of effective two-way communication, the University encourages and supports an “open-door” policy among its supervisory and managerial personnel. To that end, first line supervisors serve as the focal point regarding questions and concerns. They are committed to giving prompt attention to personnel related issues through informal and/or formal problem resolution procedures. Moreover, they are an important link in the University’s efforts to enhance the overall quality of work life and maintain a productive and harmonious environment.

Other resources available to employees include the Human Resources Department, the Staff Senate, and various University committees dedicated to facilitating effective communication on matters of common concern to staff.

This interest in employee consultation does not in any way limit the University’s managerial rights, however, nor must such consultation always occur before decisions are made by the University in the exercise of these rights. The University retains and reserves the exclusive, absolute, and discretionary right to exercise all the customary functions of management. This includes, but is not limited to, the right to select, hire, promote, suspend, lay-off, dismiss, assign, supervise, and discipline employees; to determine the size and composition of the work force;
to establish, change, and/or abolish policies, procedures, rules, programs, and benefits; to develop and modify job descriptions; and to assign duties to employees in accordance with needs and requirements determined by the University.
CHAPTER 1:

STAFF EMPLOYMENT POLICIES
General Policy

University policy, as well as its Affirmative Action Plan, requires that recruitment, referral, and other employment activities be administered so as to provide equal opportunity, consistent with federal and state law, to all qualified individuals regardless of race, color, religion, sex, national origin, age, disability, citizenship, or status as a Vietnam-era, special disabled, or other eligible veteran. To facilitate this policy, all recruitment and preemployment screening procedures for staff positions are centralized in Human Resources.

Employment Status

Staff employment at the University is indefinite as to duration and may be terminated by the University or by the employee at will. This means that no reason or cause for termination need exist or be given. While the University will normally proceed in accordance with established disciplinary procedures (see “Disciplinary Actions”) in a termination or other disciplinary action, it is not obligated to do so. An exception to this employment-at-will status can exist only when a staff employee is assured of employment for a definite period of time by written agreement signed by the President of the University or a Vice President. No oral assurances, promises, understandings, or agreements providing for employment on other than an at-will basis shall be valid.

Hiring Procedures

To insure that the University’s commitment to equal employment opportunity is provided for all individuals,
staff position vacancies are advertised internally as well as externally. All applications for staff positions must be submitted to Human Resources where the initial screening is performed by an employment representative. If the number of qualified applicants is excessive, further screening will be done so that a manageable but representative candidate pool may be selected for departmental interviewing.

Minimum Age for Employment

No person may be employed by the University who is below the age of 16 years. Persons between the ages of 16 and 18 may be required to obtain age certificates prior to obtaining University employment.

Employment of Family Members

The University permits the employment of qualified relatives of existing employees as long as such employment does not, in the judgment of the University, create actual or perceived conflicts of interest. Pursuant to this policy, an employee will not be hired to work in a position or unit where the employee would be in the “chain of command” of, or in a supervisor-subordinate relationship with an immediate family member, such that the employee would have direct influence over the responsibilities, salary, or other conditions of employment of an immediate family member or an inherent conflict of interest may be thought by the University to exist. An immediate family member for the purpose of this policy includes one’s spouse, parents, grandparents, children, grandchildren, brothers, sisters, or corresponding in-law or “step” relationships.
Immigration Reform and Control Act

All new employees are required by the Immigration Reform and Control Act to present to their employer specified documents that establish the employee’s identity and work eligibility. Each document must be an original. An Immigration and Naturalization Form (I-9) must be filled out by the employee and submitted with the documents. These requirements must be completed prior to beginning work.

Selection of Candidates

Supervisors will notify an employment representative in Human Resources when a candidate is selected. Offers of employment will be made by Human Resources after consultation with the department regarding starting dates, work schedules, and beginning rates of pay, subject to the University’s compensation policies.

Types of Appointment

Employment at the University is categorized as follows:

Regular Full-Time – Employment that may continue indefinitely on a full-time basis of 40 hours per week. Such employees are entitled to University benefits.

Regular Part-Time – Employment that may continue indefinitely on a regular schedule of less than a 40 hour workweek. Such employees are entitled to receive paid holidays prorated on the basis of the percentage of time they are scheduled to work. Regular part-time
employees who work at least 20 hours per week are required to participate in the Teachers’ Retirement System of Alabama. Regular employees who work at least 32 hours per week (80% time) are eligible to participate in all University benefits. Such employees will receive vacation, sick leave, and holiday pay prorated on the basis of the percentage of time they are scheduled to work.

Temporary Full-Time – Employment for a fixed or predetermined period of time of less than one year on a 40 hour per week basis. Such employees are entitled to receive paid holidays that occur during the fixed period of employment. Individuals in this category are also eligible to participate in the group health insurance program.

Temporary Part-Time – Employment for a fixed or predetermined period of time of less than one year for a specified number of hours per week that is less than 40 hours. Such employees are entitled to receive paid holidays prorated on the basis of the percentage of time they are scheduled to work.

On-Call – Employment for an indefinite period of time on an “as needed” basis. Such employees are on the hourly payroll and are not eligible to participate in the University fringe benefit program.

Staff positions are also categorized as either exempt or non-exempt, based on the nature of work performed and in accordance with criteria established under the federal Fair Labor Standards Act. For non-exempt positions, the pay is calculated on an hourly basis and such positions are entitled to overtime pay. Positions which are classified
as exempt are paid on a fixed salary basis and are exempt from the overtime provisions of the Fair Labor Standards Act. Exempt employees do not receive additional pay for overtime work.

Human Resources periodically reviews staff positions to determine the appropriateness of the overtime status. Additional information may be found in Chapter Two, overtime and compensatory time.

**Credited Service Date**

An employee’s Credited Service Date is the date of appointment to full-time regular status with the University. Individuals who are re-employed in a full-time regular position after a break in service by either termination or change to part-time employment status will have a new Credited Service Date and will be considered for benefits on the same basis as a new employee. Sick leave, vacation, and all other benefits will accrue from the most recent Credited Service Date.

**Personnel Records**

Human Resources maintains the permanent personnel records of all employees. Each personnel file represents the historical employment record of the employee and includes such items as the application for employment, correspondence, position assignments, transfers, promotions, wage changes, benefits enrollment, commendations, disciplinary actions, and annual performance appraisals. Employees may review their personnel files at any time by making an appointment with Human Resources.
Orientation of New Employees

New employees will be advised at the time of employment to report to the Office of Benefits & Employee Services in Human Resources for a general orientation session. This is a vital part of the new employee’s introduction to the University. Personnel policies and benefits are discussed, and benefit enrollment forms are completed during the orientation session.

Specific information such as working assignments, hours of work, and departmental policies will be provided by the new employee’s supervisor.

Orientation Period

The first six months of employment by a staff member is an orientation period during which the employee’s status is probationary and provisional. A similar period is served for each period of employment following any break in service. The orientation period provides an opportunity for the employee to demonstrate, and the supervisor to observe and evaluate, the employee’s ability to perform job duties satisfactorily. Counseling sessions are held during this period, with progress made by the employee and any problems noted on an orientation counseling review form.

The appraisal will be discussed with the employee at a counseling session where a copy of the form will be provided. An additional copy of the appraisal form is kept by the supervisor and a copy sent to Human Resources. Based on this review, a decision will be made as to whether or not the employee will be retained beyond the
orientation period. An employee whose employment is not to be continued is so notified.

At any time during the orientation period, the supervisor may determine for any reason or for no reason, that continuation of the employment is not desirable. In this event, the employee shall be discharged. Two weeks’ written notice to the employee is customary but not required. The employee may reach the same conclusion and may resign. Although a two weeks’ notice in writing is requested from the employee, it is not required. If the supervisor deems it appropriate, an employee’s period of orientation may be extended for a reasonable period of time by written notice given to the employee and to Human Resources.

A provisional employee is not entitled to utilize the problem resolution procedure established by the University for its regular employees. All other conditions and policies are applicable to the employee during the orientation period. **An employee should understand that completion of the orientation period does not give the employee greater job security rights or change the employee’s at-will status in any way.**
General Employee Performance and Conduct

The accomplishment of the University’s mission and objectives requires the combined, diligent effort of all its employees. UAH employees are expected to perform their work and conduct themselves in a manner that will contribute to this effort.

Every employee has an obligation to be at work on time and to maintain regular attendance as a condition of employment. When circumstances arise that may prevent an employee from being at work on time or from being present (including both the situation when the employee will not report to work and the situation when the employee may leave during work hours), the employee must notify the supervisor as far in advance as possible and seek approval, as appropriate, for leave. Notice regarding an absence due to sickness or injury is to be given as set forth in the section on Sick Leave. The supervisor’s approval must be obtained for all absences. Absence without notice and approval for three consecutive work days may be considered a resignation by the employee.

All UAH employees are expected to perform their duties satisfactorily, in accordance with applicable standards of performance and as evaluated by the employee’s supervisor(s).

Staff Performance Reviews: General Policy

It is the policy of UAH to administer a formal performance appraisal program for staff employees. This per-
formance appraisal process provides a meaningful tool for
supervisory personnel to stimulate employee morale, job
effectiveness, and job satisfaction. Performance apprais-
als also provide supervisors with a standard for identifying
promotable employees, determining individual training
needs, and recognizing distinguished contributions. This
is also an occasion for documenting performance prob-
lems and recording an employee’s performance just prior
to transfer or termination from the unit.

Orientation Period Appraisals

The orientation period is an important time in the re-
lationship between the employee and the supervisor. Su-
pervisors evaluate the performance of employees prior to
the expiration of their six-month orientation period and in-
dicate whether or not they should be retained. This deter-
mination is indicated on a special orientation counseling
review form. The immediate supervisor is responsible for
completing the appraisal, discussing it with the employee,
and forwarding it through channels to Human Resources
for the official file.

Performance Appraisals

The University strives to conduct reviews on a regular
basis to facilitate communication and evaluate individual
progress toward departmental goals. Each quarter, perfor-
mance appraisal forms are mailed out to departments for
those individuals whose anniversary falls within that quar-
ter. After the form is completed and discussed, a copy is
given to the employee, one is retained for departmental re-
cords, and the original is sent to Human Resources for the
employee’s file. An employee may request a performance
appraisal if a significant period of time has elapsed since the last review.

Promotional Opportunities

Employees are given the opportunity, along with other applicants, to be considered for vacant positions that would represent a promotion and/or transfer to another department. An employee who applies and is selected for a promotion during an orientation period will be required to begin a new six-month orientation period effective the date of the promotion/transfer.

In keeping with the commitment to recognize and utilize the talents of existing personnel, staff positions are announced internally through such means as (1) posting on bulletin boards strategically located in buildings throughout campus and through announcements in the campus newsletter, and (2) a special telephone “Job Line” (824-6105) that features an updated listing of current openings with the minimum qualifications required. This service is also available to external candidates. Internet postings are available at the UAH Homepage address: www.uah.edu/Staff_Employment under the heading of Employment Opportunities.

Successful promotional applicants are normally required to give an appropriate period of notice to their respective supervisors. A two-week notice is recommended for non-exempt personnel, and it is customary for exempt personnel to give a month’s notice, unless a shorter interval is mutually agreed upon between the two supervisors. Transferred employees retain and
carry forward the balance of earned sick and vacation leave to their new department.

**Disciplinary Actions**

As an employer, the University has the right to establish and enforce standards of performance and conduct for its employees. These standards are intended to protect against actions that may disrupt or interfere with the conducting of University business or that may be harmful to property and/or other individuals in the workplace. These standards require employees to comply with all terms and conditions of employment and other institutional policies and rules, to perform their work and assigned duties satisfactorily, and generally to demonstrate positive work attitudes and conduct themselves in a manner which contributes to the goals of their unit and the University. Failure to do this will subject an employee to disciplinary action. In this section, the term “discipline” is used in a broad sense to refer to institutional action taken in response to any performance or behavior problems of an employee.

The purpose of the University’s disciplinary system is not punishment but the maintenance of these standards of performance and conduct in its workforce. This may involve the use of progressive and corrective measures intended to correct a performance or conduct problem. It may also necessitate the discharge of an employee. Employees generally will be given notice of and an opportunity to remedy their deficiencies, in the hope that further measures will not be required. **However, where it is deemed appropriate, the University reserves the discretionary right to discipline and terminate an em-**
ployee summarily and without necessity of following any customary procedures.

_Without limiting or qualifying this right in any way_, the following system of “progressive discipline” normally will be observed by the University for employees other than those in an orientation period. Under this system, corrective action by employees is encouraged in suitable cases by the use of increasingly stronger disciplinary actions. The nature and severity of the problem will determine which disciplinary measure will be first applied. In an instance where the performance deficiency or misconduct is minor and it is a first occurrence, for example, counseling and other non-punitive measures may be utilized before more formal disciplinary action is invoked. If the problem continues or is repeated, an oral or written warning may be utilized. More serious problems, including problems that persist, may require the use of more severe sanctions.

Supervisors must consult with and coordinate the recommended course of action through the Associate Vice President for Human Resources in each individual case to promote consistency of treatment and fairness in administering the disciplinary system. The standards are intended to protect against actions that may disrupt or interfere with the conducting of University business or that may be harmful to property and/or other individuals in the workplace.

The steps outlined below are provided as guidelines only, however, and may not always be followed. Disciplinary action may be initiated at any point in this
process at the University’s discretion and based on its assessment of all the circumstances.

Normal disciplinary measures, in increasing order of severity, are as follows:

**Warnings** may be oral or written and should be given in private on a supervisor-to-employee personal basis to correct minor or first-time problems. The severity of a problem or the frequency of its occurrence normally will determine whether the warning given is oral or written. If written, the warning should indicate to the employee (1) the specific nature of the problem and any relevant date(s); (2) the fact that failure to take corrective action may result in more severe discipline; and (3) the employee’s right of appeal. The supervisor will provide a copy of a written warning to the employee, to the Associate Vice President for Human Resources, and to the supervisory office file of the employee. A reprimand, that is, an express rebuke to the employee for the behavior, may be added to the warning in an appropriate case.

**Probation** may be utilized as a more formal means of placing an employee on notice concerning the need to correct a conduct or performance deficiency. The employee should be given a written statement setting forth the nature of the problem, the corrective action expected, the fact that more serious disciplinary action may be taken if satisfactory improvement does not occur, the length of the probationary period, and the employee’s right of appeal. Disciplinary probation may be imposed for any reasonable period of time, but ordinarily it should not exceed six months.
**Suspension**, or release from duty without pay, must be communicated to the employee in writing, with a copy to the Associate Vice President for Human Resources and the employee’s supervisory office file. The written notice should indicate:

- The reason(s) for the discipline
- The inclusive dates of the suspension
- That more severe discipline may result in case of recurrence
- The employee’s right of appeal

Suspensions may vary in length depending on the offense or delinquency.

**Dismissal**, or termination, of an employee is generally used as a last resort. The frequency or gravity of an offense or continued substandard performance may require dismissal. Very serious offenses lead to immediate dismissal without prior progressive disciplinary steps, subject to the concurrence of the Associate Vice President for Human Resources. Supervisors must advise terminated employees in writing of the reason(s) for dismissal, the effective date, and their right of timely appeal.

Examples of first-time or minor offenses/delinquencies for which warning is normally given are as follows:

- Unexcused or excessive absenteeism
- Tardiness
- Careless or poor workmanship
- Failure to report an absence
Loafing at work
Leaving the immediate work area without permission
Malicious mischief
Abuse of sick leave

Examples of more serious offenses/delinquencies that may require suspension or dismissal are:

Failure to report an absence (after prior warning)
Excessive absenteeism (after prior warning)
Unexcused absence for three consecutive days or more
Tardiness (after prior warning)
Abuse of sick leave (after prior warning)
Refusal or failure to perform an assigned job that does not violate common safety practices or involve moral turpitude
Reporting to work under the influence of an intoxicant
Neglect of duty or work assignment
Disregard for common safety practices at work
Use of threatening or abusive language
Insubordination
Falsifying records
Fighting or provoking a fight on University premises
Theft or any other dishonest act
Willful damage to or destruction of property
Possession of narcotics, firearms or weapons
Immoral or indecent conduct
Unlawful harassing or discriminatory conduct committed with respect to other employees
Violation of University policy
Commission of an unlawful act in the workplace

The preceding lists are not all-inclusive but are intended merely to illustrate how some of the more common types of conduct or performance problems may be addressed. The University will respond to other conduct or performance problems with a corrective but constructive action.

Employees may avail themselves of the University Problem Resolution Procedure to appeal any disciplinary action. An employee serving in a non-disciplinary orientation period has no right to appeal a termination unless there is alleged discrimination because of race, color, religion, sex, age, national origin, disability, citizenship, or veteran status.

Problem Resolution Procedure

Employees who have complaints or concerns relating to their employment are encouraged to take advantage of the University’s problem resolution procedure. The University is committed to giving prompt and fair consideration to any such complaint, and no employee will be penalized in any way for using this procedure. The process is structured to assist both staff members and supervisors in resolving work-related problems in a constructive manner.
Concerns that arise out of the administration of a specific University or departmental policy or practice may be reviewed through this resolution procedure. Concerns regarding issues such as job title, rate of pay, organizational changes, performance appraisals, etc. generally may be directed to Human Resources.

Complaints involving allegations of unlawful discrimination may arise where individuals believe they have been treated unfairly because of their race, color, sex, national origin, religion, age, disability, or status as a disabled or Vietnam Era veteran. Such complaints should be directed to the Associate Vice President for Human Resources, who is the designated staff Equal Employment Opportunity Coordinator.

The deadlines outlined herein are intended to insure that the process is carried out in an efficient and timely manner. Both the employee and the institution have an interest in a decision that is made as early as is practicable. While it is expected that these deadlines will be observed, the fact that a specified action is late shall not support a claim that the process is inadequate or defective unless the employee can show that the delay was unreasonable, in terms of cause or duration, and that it has caused serious prejudice or disadvantage. No such delay shall result in a decision “by default.”

The University also has the right to modify the stated deadlines and the general procedures as well in a particular case when, in its sole discretion, it deems such modifications appropriate.
Within these limitations, the following shall constitute the applicable procedure for seeking redress of work-related complaints:

1. **The first step to be taken by the employee is to discuss the complaint with his or her immediate supervisor.** Nothing said during such discussion shall prejudice any party in subsequent stages of the process. If discussion with the supervisor is not considered feasible or desirable, the employee shall have the option of taking the matter up with the Associate Vice President for Human Resources. The Associate Vice President, or a designated representative in Human Resources, will act in a mediating role, if appropriate, in attempting to work out a voluntary settlement of the problem.

2. **If a satisfactory adjustment is not achieved within seven working days from the day the complaint was first discussed with the supervisor or Human Resources, the employee may then submit the complaint in writing to the person at the next supervisory level.** The letter of complaint shall state the nature of the problem, the pertinent facts, and the remedial action desired. Within seven working days after receipt of the letter of complaint, the supervisor shall investigate the matter, meet with the employee and any other personnel involved, if deemed necessary or appropriate, and respond in writing. The supervisor’s response shall summarize what was done in investigating the complaint, what findings and/or conclusions were reached, and what action is being taken, if any. If the supervisor needs more than seven working days to respond,
the supervisor shall so state in writing to the employee, indicating when the response will be provided.

3. *If a satisfactory adjustment is not achieved at this level, the employee may take the problem to the person at the next higher supervisory level.* The same procedure outlined in paragraph 2 shall be followed by all parties in dealing with the complaint.

4. *If the problem is not resolved, the employee may continue this procedure upward through successive levels of authority.* The last level of appeal shall be the President of the University, whose decision shall be final. Review at the level of the vice president and president may be made solely on the basis of the letter of complaint, the supervisors’ responses, and any other writings or documents that have been identified in the course of processing the complaint, rather than on the basis of an independent investigation.

If a decision at any level of review below that of the President is not satisfactory to the appropriate supervisor, the latter may carry the matter to the next higher supervisory level and appeal the decision, using the procedures outlined above.

**Discrimination Grievance Procedure**

The procedures set forth below are used with regard to complaints of discrimination based on race, color, reli-
gion, sex, age, national origin, or disability made against a University student, faculty member, or administrative/staff employee. These procedures are intended to provide a consistent, workable, and timely grievance/disciplinary mechanism through which complaints of discrimination may be addressed. Such a mechanism allows the University to carry out several important responsibilities. These responsibilities include the following: to protect the campus environment against such unlawful discrimination; to provide redress to individuals who have been or are victims of unlawful conduct; and to protect those accused of such unlawful conduct against injury resulting from untrue charges.

Disclosure of information relating to a discrimination case will be limited to the extent reasonably possible, in all institutional proceedings.

All members of the University community have a general responsibility to contribute in a positive way to a University environment that is free of unlawful discrimination. Beyond this, supervisors and administrators have a special measure of responsibility. If they become aware of conduct involving possible unlawful discrimination in their respective units, whether or not a complaint or grievance is filed, immediate steps must be taken to deal with the matter appropriately. The officials identified below should be consulted for assistance. Supervisors and administrators are also responsible for educating and sensitizing employees in their units about this issue.

Counseling and personal help are available for individuals with concerns relating to unlawful discrimination. Such individuals should contact the appropriate receiving
Initiating and Filing a Complaint

a. **Who May File.** Anyone in the University community (the “complainant”) may file a complaint alleging a violation of the institution’s nondiscrimination policy. This includes but is not limited to the person against whom the alleged discriminatory conduct has been directed.

b. **Receiving Official.** Initially, a complaint may be oral or written and should be directed to one of the following University officials, depending on the status of the complainant:

The Vice President for Student Affairs, if the complainant is a *student*.

The Staff Equal Employment Coordinator (Associate Vice President for Human Resources), if the complainant is an *administrative or staff employee*.

The Faculty Equal Employment Opportunity Coordinator (the Associate Provost), if the complainant is a member of the *faculty*.

These individuals advise complainants about options available to them and may provide other assistance. A receiving official may also, in an appropriate case, attempt to resolve the complaint informally and by voluntary means and may confer with and seek the assistance of the supervisor of the person charged with the discriminating conduct (the “respondent”). If such a settlement is
achieved, the terms or actions taken are summarized by the receiving official and placed in a file maintained by the official as a record of the complaint and its disposition. Except for the discussions described above, the identity of the complainant is not to be disclosed at this stage to the respondent or to other University officials.

Preliminary Action Process

If the complainant desires that the matter be pursued further by the University, he or she requests that it be referred for preliminary action. The following procedures apply to such a referral:

a. *Written Complaint.* The complainant states the facts and circumstances (what was done, by whom, when, where, who was a witness, etc.) pertinent to the alleged unlawful discriminatory conduct in writing and gives a signed copy to the receiving official.

b. *Referral under UAH Student Code of Conduct.* If the respondent is a student, the case is handled in accordance with the disciplinary procedures set forth in the UAH Student Code of Conduct.

c. *Referral to Preliminary Action Officer(s).* In all other cases, the receiving official meets with the vice president in whose division the respondent is employed (the “cognizant vice president”). They jointly appoint one or more University employees as Preliminary Action Officers (PAOs) to carry out certain duties stated below. The cognizant vice president gives a copy of the complaint to the re-
spondent, along with written notice indicating the appointment of the PAO and the general manner by which the complaint is to be handled. In the event, however, that the complaint is, in the opinion of both the receiving official and the cognizant vice president, clearly frivolous or patently without merit, the complaint may be dismissed upon notice of such action to the complainant.

d. **PAO Duties**: The Preliminary Action Officer has the following duties:

(i). Investigation. The PAO conducts a preliminary investigation of the facts alleged in the complaint. This investigation includes a meeting with the complainant to obtain further information. Early in the investigation the respondent is given the opportunity to meet with the PAO to explain, deny, or otherwise respond to the allegations. Persons who may have information as witnesses or otherwise also may be interviewed and the PAO may review documents or other materials that may be helpful. Notes of interviews will be made, and copies of any important documents or materials shall be retained for the file.

(ii). Voluntary Resolution. The PAO endeavors, in appropriate cases, to facilitate resolution of the charges through informal consultation with the principal parties, mediation, or other voluntary means. If a case is settled in this manner and with the agreement of all parties involved, the PAO informs the cognizant vice president.
and the receiving official and summarizes the settlement in writing for the file. The case is then deemed closed and the file forwarded to the receiving official for retention.

(iii). Findings and Recommendation. For any case not settled though mediation, the PAO makes a written report to the cognizant vice president. The report includes a summary of findings concerning the factual basis for the charges and a recommendation concerning action to be taken by the University. Depending on the findings, two types of actions may be recommended:

1. If the PAO concludes that, based on credible information acquired during the investigation, there is a reasonable basis for believing that harassment did occur, he or she states and recommends that the complaint be referred for formal proceedings.

2. If the PAO concludes that, based on credible information acquired during the investigation, a reasonable basis does not exist for believing that unlawful discrimination did occur, he or she so states and recommends that the complaint be dismissed. The PAO sends a copy of the report to the receiving official.

e. Action by the Vice President. Upon receipt of the PAO report, the cognizant vice president has the following options:
(i). The vice president may agree with the “no reasonable basis” finding and dismiss the complaint. The file is then returned to the receiving official for retention.

(ii). The vice president may agree with the “reasonable basis” finding and refer the complaint for formal proceedings. A referral may also occur where the vice president disagrees with a “no reasonable basis” finding and dismissal recommendation from the PAO.

(iii). The vice president may agree with the “reasonable basis” finding and impose upon the respondent the sanction of oral or written reprimand or warning.

(iv). The vice president may endeavor to facilitate a settlement of the charges agreeable to the complainant, the respondent, and the University. If successful, such settlement is summarized in writing and placed in the case file, which is retained by the receiving official.

f. **Appeal of Dismissal/Referral/Sanction to the President.** The complainant or the respondent may appeal the vice president’s decision to dismiss or refer the complaint, respectively, to the president by filing an appeal in writing in the Office of the President. Either party may also appeal the vice president’s imposition of sanction, as provided above. The president’s decision on the appeal is final.
Formal Proceedings

If a case is requested for formal proceedings as provided above, the following procedures are to be followed:

a. Adversary Hearing.

(i). If the respondent is a faculty member, the complaint is submitted to an adversary hearing. The procedures established for a grievance hearing before the Faculty Hearing Committee and for termination of a faculty member for cause, as stated in the Faculty Handbook, will be used in combination for this purpose.

(ii). If the respondent is an administrative or staff employee, the complaint shall also be submitted to an adversary hearing. The method of selecting a hearing panel, pre-hearing and hearing procedures, rights accorded the complainant and the respondent, and similar matters shall be determined by the cognizant vice president, employing as a model the due process procedures already in use by the University in related contexts.

b. Case File. Only the complaint shall be forwarded to the hearing panel. Notes written and materials gathered by the PAO shall not be provided to the panel but are sent to the receiving official for retention in the permanent case file.

c. Decision by the President. The report of the hearing panel containing findings and recommendations with respect to the discrimination charges is submitted for action to the president. The president’s decision may include a finding that the charges were not established and are to be dismissed, a
finding that the charges were established and warrant imposition on the respondent if an appropriate sanction (either that recommended by the hearing panel or a different sanction selected by the president), a re-submission of the case to the hearing panel for reconsideration of the matter, or any other action deemed appropriate by him or her. The ultimate decision by the president is final.

Reporting and Disposition of Cases

A complaint of unlawful discrimination should be made as soon as possible after the alleged acts occur. Unusual delay in bringing such allegations forward under these procedures may cast doubt on the credibility of the complaint and lead to its early dismissal. All phases of the handling of a complaint shall be completed as expeditiously as is practical under the circumstances. The University is committed to resolving complaints of discrimination without undue delay.

The procedures set forth above have been developed to insure an orderly and fair disposition of unlawful discriminatory conduct. While it is anticipated that these procedures generally will be followed, the University reserves the right to modify or depart from them in any instance in which, in its sole discretion, it is deemed appropriate or prudent to do so. All documents relating to the University’s processing of a complaint, or a copy of such documents, shall be placed in a case file. The case file shall be maintained by the appropriate receiving official as a permanent record.
Non-Retaliation

It is a violation of the law and University policy for an employee or student to be disciplined or otherwise disadvantaged as a result of good faith resort to this complaint procedure. The initiation of a complaint of unlawful discrimination in good faith shall not therefore be grounds for discipline or other adverse action.

Professional Consulting, Teaching and Other Outside Employment

Although full-time staff members’ jobs with the University are expected to be their primary employment, staff members may engage in other employment under certain conditions.

Professional consulting activities are defined as the rendering of professional services to an organization outside the University, or to an internal organizational unit other than that in which the individual is employed, based upon an employee’s advanced education or special training. Teaching is one example of professional consulting. Professional consulting is considered a privilege and is encouraged if it involves appropriate activities. Such consulting must not, however, interfere with an employee’s primary commitment to the University, create a conflict of interest, or discredit in any way the standing or image of the University.

Normally, 35 hours per month is the maximum consulting time that is allowed. However, in application of this general rule, supervisors may limit the amount of time an employee may engage in consulting activities. For an individual whose outside professional services
consist only of teaching, the maximum outside load is three semester hours per term. Consulting and teaching must not be performed during regularly scheduled work hours. If this is not possible, an employee may, with supervisory approval, charge the time to vacation leave, personal leave or leave without pay. Professional consulting activities and teaching must be disclosed to and approved by an employee’s supervisor by completing the Professional Consulting/Teaching Disclosure Form and submitting it to the employee’s supervisor for consideration.

Outside employment, other than professional consulting and teaching, should be disclosed to the employee’s supervisor. Although maximum time-per-month limits do not apply to such outside employment, it is expected that such employment will not interfere with an employee’s responsibilities to the University and that such employment would be part-time in nature.

Employees must obtain the written approval of their supervisors and department heads prior to engaging in any consulting or outside employment activities as described above. Requests for approval of prospective consulting activity or outside employment should be initiated at least two weeks in advance of the effective starting date of the proposed consulting or outside employment to allow time for processing and evaluation. Supervisors and department heads will determine if the employment satisfies the criteria mentioned above. If a determination is made that the outside employment is not consistent with University policy and the employee accepts the position after being so advised, the employee will be subject to dismissal.
CHAPTER 2:
COMPENSATION
General Policy

It is the policy of UAH to maintain and administer a formal salary program that recognizes the relative value of each staff position when compared with other positions and that compensates employees in each position at a salary commensurate with their performance.

Job Evaluation

The University’s salary administration program requires the careful analysis and description of positions obtained by direct interview with employees and supervisory personnel and/or completion of position description questionnaires. These position descriptions are the source documents utilized in the evaluation process, that ultimately yields specific approved salary ranges for each position. Reviews or audits are made periodically to assure that the existing position description adequately reflects the current nature of the position. Since they are neither all-inclusive nor restrictive, position descriptions do not limit the authority of supervisors to assign new duties or to change job related duties.

Starting Salaries

Beginning rates of pay for new employees are based on the University’s current compensation guidelines administered by Human Resources. Such guidelines take into consideration the individual’s education and experience, salary expectations, market factors, departmental budget allocations, and the impact with respect to other staff in comparable positions. Offers of employment are made by Human Resources after consultation with the appropriate
department head and will state the initial approved salary in the form of an annual salary rate. No commitment of employment or salary may be made to the employee until notification is received by the hiring authority from Human Resources. Overall salary practices are reviewed annually and policy revisions made where appropriate.

**Reemployment**

Former University employees who are reemployed in the same position may be compensated at their former rate or the current starting rate, whichever is greater. Those individuals who are reemployed into another position are compensated at the applicable starting rate for that position.

**Merit Increases**

While there are many factors that determine the location of an individual’s salary within a given range, the most important and generally governing one is performance. Typically, the size of a merit increase will be based on a combination of the employee’s level of performance and the relative position of the salary within the salary range.

When funding is available, specific guidelines governing eligibility for merit increases are established prior to the beginning of each fiscal year in accordance with the salary policy adopted by The Board of Trustees of The University of Alabama. Salary increases are not given upon successful completion of the orientation period.
Promotional Increases

A promotional increase is any change in salary resulting from the movement of an individual to a position which is classified at a higher level than the previous position. Salary increases will be based on the approved promotional or starting salary guidelines. In each case consideration should be given to the impact with respect to internal equity among other individuals at the University in comparable positions, and any other factors which might be pertinent to the organizational unit or the overall purpose of the University’s compensation program. No commitment may be made to the employee until notification is received by the hiring authority from Human Resources.

Position Reevaluations

A position reevaluation, or reclassification, occurs when there are significant changes affecting the level of difficulty and scope of responsibilities of a single position or an entire class of positions. Such changes could result in either an upgrading or downgrading of the position. Requests for reevaluation of positions must be approved by the appropriate vice president and be forwarded to Human Resources for review and subsequent recommendation.
Lateral Transfers

If an employee transfers to another position in the same salary range, no change in salary will be made at the time of the transfer. The individual may be eligible, however, for consideration for a merit increase at the designated time.

Downgrading

If an employee bids competitively and is selected for a lower graded position, the employee’s salary may be adjusted commensurate with the duties of the lower level position.

Pay Periods and Receipt of Checks

All University employees are paid on a bi-weekly basis, or every other Friday. Checks may be sent to the employee’s home address, University workstation, or other address designated by completion of a Payroll Check Authorization Form available in the Payroll Office. Upon request, checks also may be sent to the employee’s bank by electronic deposit.

A statement of earnings for the pay period showing the gross earnings, itemized deductions, and the net sum of the check is also provided.

Working Hours and Workweek

The University has adopted a standard 40-hour workweek for office, clerical, technical, and maintenance employees. For payroll purposes, the normal workweek begins Wednesday at 12:01 a.m. and ends at midnight.
Tuesday. The normal working hours for the majority of campus offices are 8:15 a.m. to 5:00 p.m., with a forty-five minute lunch period. Although the normal workdays are Monday through Friday, it is often necessary to schedule employees to work other than the normal hours or workdays. In such cases a written statement must be placed on file in Human Resources identifying the employee’s working hours.

**Coffee Breaks and Rest Periods**

Work schedules permitting, coffee breaks and rest periods may be allowed. The taking of a coffee break or rest period may depend upon whether or not normal work can be continued during such periods and requires approval of the appropriate supervisor. The rest period is intended to be a recess to be preceded and followed by an extended work period. Consequently, it may not be used to cover a late arrival or early departure or to extend a lunch period. Rest periods may not be accumulated or used for lost time away from the job or for any other purpose.

**Recording Work Hours**

Biweekly Labor and Leave Reports (BLLR) are the official record of time worked for all University non-exempt staff and are the basic source of information for payroll purposes. BLLRs must reflect the actual hours worked and/or time charged to the various leave accounts that are available, such as sick leave, vacation leave, holiday pay, etc. BLLRs are to be completed by the employee and checked by supervisors and department heads for accuracy. Changes, alterations, or notations are not to be made
on the forms except by approval and with the signature of the department head and/or supervisor.

For exempt staff, the BLLRs are required for recording hours charged to the various leave accounts that are available (sick leave, vacation leave, holiday pay, etc.).

The meaning of the terms “exempt” and “non-exempt” staff is explained below in the section on “Overtime.”

**Overtime and Compensatory Time**

Non-exempt employees who are required to work more than 40 hours during one workweek will be paid at the overtime rate of one and one-half times their regular rate of pay. Holiday, sick leave, or vacation time properly taken by an employee is counted as hours worked within a workweek in computing overtime pay for that workweek. An employee will not receive overtime pay for working more than eight hours in one day or on Saturday, Sunday, or a holiday if for that week the 40 hour limit is not exceeded.

It is permissible for a non-exempt employee, by agreement with supervisory personnel, to take “compensatory time” off during the same workweek in which extra hours are worked. In such case, if no more than 40 hours total are worked that week, overtime pay is not required. However, an employee who works in excess of 40 hours in one standard workweek may not take an equivalent number of hours off in another workweek in lieu of overtime payment. Conversely an employee who “makes up” time lost in a previous workweek must be paid overtime if the “make up” time causes the employee to work more than 40 hours in that particular workweek. Under Univer-
sity policy, exempt employees may not take “compensatory time” off for hours worked beyond 40 in a workweek.

Overtime work and compensation at the University is governed by the Fair Labor Standards Act (FLSA) and its implementing regulations. Any questions about the application of this policy and the requirements of the FLSA should be referred to Human Resources.

An exempt position is one that is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). An employee in an exempt position is compensated on a fixed salary basis and is not entitled to additional “overtime” pay for work performed beyond forty hours in a workweek. A non-exempt position is one that, under the FLSA, is entitled to overtime pay for time worked beyond forty hours in a workweek. The category of exempt employees, as defined by the FLSA, generally includes executive, professional, and some administrative employees.

Collection Complaints and Indebtedness

The University’s policy is to comply with all valid claims against the wages of an employee. If a wage garnishment, child support order, or some other legally valid claim is received by the University, the employee will be notified. The employee may attempt to work out an agreement with the creditor, but the University will comply with the provisions of the garnishment notice or order immediately after it is received, as required by law.

It is the policy of the University to avoid official involvement in the personal financial affairs of its staff members. At the same time, the University expects its employees to be financially responsible and to honor their
just debts. Garnishment of wages or salaries normally will be honored by payroll deduction.

An indebtedness to UAH that is not handled voluntarily by the employee will be repaid by withholding the amount due from the employee’s salary or wages, after appropriate notice is given to the employee.
CHAPTER 3:
EMPLOYEE BENEFITS
General Policy

This chapter provides a brief description of the University’s employee benefits program. The University reserves the right to modify or amend any of its benefits programs or to require or increase employee premium contributions with or without advance notice at its sole discretion. In the event of any conflict between the benefits information contained in this handbook and the University’s master plan documents or contracts, the master documents/contracts will govern in all cases. For more complete information regarding any of these programs, employees are invited to contact the Office of Benefits & Employee Services or to visit the Human Resources website at www.uah.edu/admin/hr/benefit.html.

Vacation

It is the policy of the University to grant paid vacation leave to regular full-time employees in recognition of their service and as a means of providing periods for rest and relaxation. Eligible employees are expected and encouraged to take their earned vacation during the year in which it was earned so that they will be better prepared for performing their work. Staff members earn vacation leave in proportion to their length of service as follows:
EARNED VACATION LEAVE

<table>
<thead>
<tr>
<th></th>
<th>Length of Continuous Full-Time Service</th>
<th>Annual Accrual</th>
<th>Bi-Weekly Accrual</th>
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<tbody>
<tr>
<td><strong>Non-exempt Employees</strong></td>
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<tr>
<td>1-5 years</td>
<td>12 days</td>
<td>3.69 hours</td>
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<tr>
<td>6-10 years</td>
<td>18 days</td>
<td>5.54 hours</td>
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<tr>
<td>11+ years</td>
<td>21 days</td>
<td>6.46 hours</td>
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<tr>
<td><strong>Exempt Employees</strong></td>
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<tr>
<td>1-5 years</td>
<td>13 days</td>
<td>4.00 hours</td>
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<tr>
<td>6-10 years</td>
<td>19 days</td>
<td>5.85 hours</td>
<td></td>
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<tr>
<td>11+ years</td>
<td>22 days</td>
<td>6.77 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Sr. Administrative Employees &amp; Twelve Month Faculty</strong></td>
<td>1+ years</td>
<td>22 days</td>
<td>6.77 hours</td>
</tr>
</tbody>
</table>

Eligible employees who are employed for seven or more calendar days in any bi-weekly period earn vacation at the full bi-weekly accrual rate; eligible employees employed for less than seven calendar days do not accrue any vacation for that bi-weekly period. Beginning employees are eligible to request vacation leave as soon as accrued leave is earned.

Vacation leave may be taken in 15-minute increments. Vacation leave must be approved by supervisory personnel prior to actual absences, except in emergency situations. In order to be granted emergency vacation leave, employees generally must notify their supervisors no later than two hours before the beginning of the workday. Each department establishes standards regarding call-in procedures, therefore, it is imperative that employees check with their respective department for specific call-in procedures. Failure to give the required notice may result in leave being charged to absence without pay.

Consideration will be given to all requests for vacation leave, and the employee’s preference will be respected wherever practicable. However, the University reserves
the right to deny requests that may hinder the operations of the employment unit. Employees may be directed to use vacation leave for short periods of time whenever their services are not needed or for any other reason deemed necessary by the University.

The maximum number of vacation leave days that may be carried forward into the next fiscal year is the number of days earned in one year. Unused vacation days over the annual maximum allowable limit are converted to sick leave on October 1, annually. (See next section on sick leave credit for service with the Teachers’ Retirement System of Alabama.) There is no cash payment in lieu of accumulated vacation leave, except in the case of a terminating employee. If a recognized holiday is observed while an employee is on vacation leave, that day will not be charged against the vacation leave. Paid vacation leave during a workweek will be considered as time worked for the purpose of overtime computation.

Terminating employees are paid for unused accumulated vacation leave not to exceed the number of days earned in one year. For example, an employee who is eligible to earn 12 days of vacation leave per year can be paid for up to 12 days of unused leave at the time of termination. Employees who earn 22 days of vacation per year can be paid for up to 22 days of unused vacation at the time of termination. Terminating employees who have worked less than seven calendar days during the current bi-weekly pay period will not earn vacation leave for that pay period.
Holidays

Under current policy, the University normally recognizes the following regular holidays:

New Year’s Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

In addition, six other holidays are scheduled at varying times throughout the year, for a total of 14 paid holidays per year. Those additional days may include other national holidays, those of a local nature, and/or those relating to the University’s academic calendar.

All full-time regular, full-time temporary, and part-time employees (excluding on-call and student employees) are eligible for paid holidays. Eligible part-time employees receive a prorated share of holiday pay based upon the percentage of time they normally work.

Unless on previously approved leave, employees must be present at work on the workday before and after a holiday in order to be eligible for holiday pay. Holidays falling within an authorized vacation leave or sick leave period will be reported and paid as holidays, and not charged against vacation or sick leave. Employees on approved leaves of absence without pay are not entitled to receive pay for holidays while absent.
If an employee is required to work on one of the specified holidays, the holiday must be scheduled to be taken at a later date. Rescheduled holidays must be taken prior to termination of employment and/or before August 31 of each year.

**Sick Leave**

Regular full-time employees are granted sick leave for protection in time of illness or incapacitation because of injury or other physical condition. Sick leave is a form of insurance - when an employee is sick or otherwise incapacitated benefits can be drawn upon to offset the loss of wages. Sick leave is a privilege and must be requested by the employee and approved by the supervisor in each instance. Evidence of illness from a physician may be required by the supervisor before sick leave is authorized. Throughout the period of absence, employees must keep the supervisor or department head informed of their physical condition and their estimated date of return. Employees who do not comply with these provisions may have their absence charged to leave without pay or have other disciplinary action taken against them.

The University realizes the importance of preventive health care and the fact that most regularly scheduled visits to the dentist, physician, or optometrist occur within normal working hours. Accordingly, sick leave may be taken for these purposes. Employees are expected to inform their supervisors well in advance of such scheduled visits and may be required to provide documentation of the appointment.

Regular full-time employees earn ten days sick leave per year accrued at the rate of 3.08 hours per pay period.
Three or fewer earned sick days per year may be used as personal leave for emergency situations such as illness in the immediate family, adverse weather conditions, personal business, etc., with appropriate supervisory approval. Other than the personal leave benefit described above, sick leave cannot be used to care for family members who are ill or incapacitated.

Accrual of sick leave is based on the Credited Service Date (See Chapter 1, Credited Service Date). Eligible employees who are employed for seven or more calendar days in any bi-weekly period earn sick leave at the full bi-weekly accrual rate; those employed less than seven calendar days do not accrue sick leave for that pay period. Sick leave may be taken in 15-minute increments. Holidays occurring during a paid sick leave are paid as holidays and not charged to sick leave. Paid sick leave will be considered as time worked for the purpose of overtime computation. Upon termination, there is no cash payment for unused sick leave. Upon retirement, unused accrued sick leave is applied to credited service with the Teachers’ Retirement System. There is no maximum limit on the amount of sick leave that can be accumulated at the University; however, accumulated sick leave up to 12 days per year of service is the maximum that can be applied toward retirement credit.

Bereavement Leave

A maximum of three workdays may be granted to full-time regular employees upon the death of an immediate family member. Immediate family is defined as husband, wife, child, mother, father, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent or
grandchild. Stepchildren, stepparent and guardian relationships are included in this definition. This benefit does not accumulate from year to year.

**Military Leave**

Full-time regular employees are entitled to military leave of absence for periods when they are engaged in military duty or training for the Alabama National Guard or for any reserve component of the United States Armed Forces. Military leave for such employees is leave without pay, except that under state law they are entitled to receive full pay for the first twenty-one working days of absence on military leave in each calendar year. During this period, sick and vacation leave accrual also continues. Staff members eligible for military leave benefits should provide a copy of their orders to the Associate Vice President for Human Resources via their department head or supervisor.

Certain classes of veterans who leave University positions for military training or service also have reemployment rights. For more detailed information about these benefits, consult a benefits representative in Human Resources.

**Family and Medical Leave**

The Family and Medical Leave Act (FMLA) of 1993 provides eligible employees with up to 12 weeks of unpaid leave for the birth or adoption of a child of an employee or for the serious illness of the employee or the employee’s child, spouse, or parent. Serious illness is defined as a health condition that involves inpatient care.
in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider where
1) the condition requires an absence of more than three days from work, or 2) the condition is incurable or so seri-ous that, if not treated, would likely result in a period of incapacity of more than three days, or 3) the treatment is pre/postnatal care.

   Leave may be classified as FMLA during intermittent leave or in a one-time period not to exceed 12 weeks in a “rolling” twelve-month period measured backward from the date an employee uses any leave under the act. The law requires that employees provide their employers with at least 30 days’ notice when the leave is foreseeable, such as for the expected birth or adoption of a child. When such advance notice is not possible, employees are required to provide as much notice as is practical. Employees may submit their request on a special form (UAH Family & Medical Leave of Absence Form) that is available in the Office of Benefits & Employee Services.

   Upon receipt of the notice of the necessity for leave, the supervisor must determine if the situation qualifies as FMLA leave. If a supervisor is unsure if the situation qualifies as FMLA leave, he/she should call the Office of Benefits & Employee Services for assistance. If the requested leave is determined to qualify under the FMLA, the supervisor must obtain approval through appropriate levels of management, up through the divisional vice president. The supervisor will ordinarily notify the staff member in writing that the requested leave (paid or unpaid) is granted under FMLA regulations. Notwithstanding the foregoing, the University may, if appropriate and consistent with law, designate leave as FMLA leave at any time after it has begun.
FMLA leave is unpaid leave. The University allows or may require the use of accrued leave if appropriate. Sick leave and vacation leave must be first used in the case of an employee’s illness. Vacation leave may be used for a family member’s care. Use of accrued time will not extend the length of time away from the job beyond the 12 weeks allowed. Holidays, vacation, and sick leave are not accrued during the unpaid portion of a leave of absence, but unused earned credit is carried forward. The FMLA generally requires the University to restore an eligible employee to the same job (or to an equivalent job) that he or she held before the leave began.

The Office of Benefits & Employee Services should be notified and a Benefits Retention Form completed if the employee will be without pay during any part of the leave. Health insurance benefits during the 12-week FMLA period will be treated the same as for an active employee. Any approved unpaid leave extending beyond the 12-week period will require that the employee pay full premiums.

Maternity Leave

The University does not have a separate “maternity leave” policy. An expectant mother may continue to work without requiring or requesting leave either before or after childbirth, provided she is physically able to perform her regular duties.

Absences from work due to pregnancy, childbirth, or related conditions are to be handled, as necessary, under the University’s policies for sick leave, vacation leave, Family and Medical Leave Act leave, and medical leave. An employee who is ill or otherwise unable to work due
to pregnancy, childbirth, or related conditions is eligible to take sick leave and then, if accrued sick leave is exhausted, vacation leave for the period of absence. If the period of absence continues after the exhaustion of both sick and vacation leave, leave without pay under the University’s FMLA leave and medical policies may be available (FMLA leave may, in an appropriate case and at the option of the University, run concurrently with sick and/or vacation leave). An employee may also request a general leave of absence, if eligible, for an extended absence after childbirth if not medically related or if she does not qualify for other leave; such a request will be handled under the general leave of absence policy set forth below.

**Medical Leave**

Leave for reasons of prolonged illness or other justifiable medical conditions may be granted to full-time regular employees with a year or more of continuous service. Medical leave is without pay. A request for such leave should be in writing and should include the reasons and, if possible, the anticipated dates for which the leave is desired. The request should be submitted to the employee’s supervisor for approval, with the final approval given by the appropriate vice president. Factors such as the duration of the requested leave, the workload of the department, and the ability of the department to reassign the duties of the incumbent will be considered. Available sick leave and vacation leave should be utilized before medical leave begins.

Medical leave may be used concurrently with FMLA leave, at the option of the University.
Since certain benefits may be continued during the period of leave, employees should contact a benefits representative in the Office of Benefits & Employee Services as soon as possible. The total cost of such benefits must be borne by the employee. Vacation and sick leave do not accrue during the unpaid period of leave.

General Leaves of Absence

As a means of providing for the retention of valuable employees who must be absent for personal reasons during extended periods, a general leave of absence without pay not to exceed six months may be requested by employees. Eligible employees are full-time regular employees who have completed at least one year of continuous full-time regular service.

In considering such requests, the employee’s supervisor will determine whether or not the duties and responsibilities of the incumbent’s position can be reasonably assigned to other employees or performed adequately by interim employees. As in all cases, requests for such leave must be approved through supervisory channels up through the appropriate vice president. Since certain benefits may be continued during the period of leave, employees should contact a benefits representative in the Office of Benefits & Employee Services as soon as possible. The total cost of such benefits must be borne by the employee. Vacation and sick leave do not accrue during the period of leave, nor will the employee receive compensation for holidays falling within this period.

Normally, all accrued vacation and/or sick leave (if applicable) must be exhausted before a general leave of absence begins; however, an employee may request to
take such leave without affecting accrued leave account balances. This request must be in writing and approved by appropriate supervisory personnel, with a copy to the Payroll Office.

During the unpaid leave period, contributions to the State Teachers’ Retirement System, as well as TIAA-CREF (if applicable), are discontinued. Prior to choosing this option, employees should consult with a benefits representative in the Office of Benefits & Employee Services so that specific information regarding possible loss of future retirement benefits can be explained.

Employees wishing to return to duty from a general leave of absence must notify their department at least one month in advance of the expected date of return to arrange for reinstatement. Overstaying a general leave of absence without proper approval or seeking and accepting other employment without previous authorization constitutes an automatic resignation.

Voluntary Reductions in Workweek

As an alternative to a general leave of absence, an employee may request a reduction in percentage of time worked. Such requests must be approved at least through the level of Dean or Director.

Eligibility for continued participation in the University’s fringe benefit program will be maintained as long as the employee works at least 32 hours per week, or 80% of full time. In other words, benefit eligibility will be maintained for employees who choose to work from 80% to 100% full time.
Vacation leave, sick leave, and holiday leave will be prorated based on the percentage of time worked. Participation in the State Teachers’ Retirement System and TIAA-CREF will be based on the reduced salary and percentage of time worked. Benefit levels based on annual salary will be reduced to the appropriate reduced level of time worked. For example, long-term disability (LTD) benefits and life insurance benefits are based on salary levels. Participation in group health, dental, voluntary life insurance and accidental death and dismemberment (AD&D) insurance will continue at the same monthly premium rates.

Prior to choosing this option, employees should consult with a benefits representative in the Office of Benefits & Employee Services so that specific information regarding possible loss of future retirement benefits can be explained.

Flexible Spending Accounts

A Flexible Spending Account (FSA) provides employees a simple and inexpensive way to pay for certain expenses through employee pretax contributions. These contributions actually increase an employee’s disposable income, because they are not subject to federal income tax or Social Security (FICA) tax.

Two FSAs are available at UAH: a Medical Reimbursement Account for uninsured health-care costs and a Dependent Care Spending Account for child care expenses. The employee designates the total contribution for one or each of the accounts prior to the beginning of the year, and that sum is then withheld in equal amounts from the employee’s paychecks. As the employee incurs covered
expenditures, a claim is submitted to the FSA administrator and the employee is reimbursed from the account.

FSAs are governed by federal income tax law. Details about this program are available in the Office of Benefits & Employee Services.

**Group Health Insurance**

The University requires all regular full-time employees to carry health insurance as a condition of employment. Waiver of this policy may be granted for those who provide evidence of substantially equivalent coverage through another group or an individual policy. Temporary full-time employees also have the option to enroll, but part-time employees who work less than 80% time are ineligible to participate in this program.

Details on exact costs, as well as types of coverage provided, are available in the Office of Benefits & Employee Services. The University pays a major portion of the monthly premium for employee coverage and also shares in the cost for those who insure their dependents. The employee share of the premium is partially offset by an arrangement under Section 125 of the Internal Revenue Code that allows the health insurance premium to be excluded from an employee’s gross income for federal, state, and social security tax purposes. This salary exemption has no effect on State Teachers’ Retirement System benefits, TIAA/CREF benefits, life insurance, or base salary used to calculate future merit increases.

New employees must apply for coverage within 30 days of employment. The premiums for this program are paid in advance; therefore, if a new employee reports to
work on September 1, insurance would normally be effective on October 1. Individuals who wish to be covered during the first month of employment must make payment to the University to cover the applicable premium for that month.

Individuals wishing to add or delete dependent coverage due to a change in family status (marriage, divorce, birth of children, etc.) must notify a benefits representative in the Office of Benefits & Employee Services within 30 days of the status change. Otherwise applications will be accepted only during a special open enrollment period with coverage to be effective January 1 of each year.

Dental Insurance

Dental Insurance is available to all full-time regular employees and their dependents. Individuals wishing to apply for, change, or cancel dental insurance may do so only during a special open enrollment period with coverage or changes to be effective January 1 of each year. During this period employees may enroll, drop, or change type of coverage. Two options are available, Basic Preventive Care or Comprehensive coverage, with premiums varying according to coverage and type of contract. The entire premium is paid by the employee. The dental premium is partially offset by an arrangement under Section 125 of the Internal Revenue Code that allows the dental insurance premium to be excluded from an employee’s gross income for federal, state and social security tax purposes.
Continuing Group Health Insurance-
COBRA/HIPAA Rights

The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986 provides for a temporary extension of health coverage for employees or their eligible dependents, at their expense, in certain instances where coverage under the group plan would otherwise end. Employees who lose health coverage because of a reduction in hours of employment or termination of employment (for reasons other than gross misconduct) may continue coverage for 18 months for themselves and, if applicable, for their dependents.

The spouse or dependent child of an employee may choose continuation coverage for up to 36 months, except when coverage loss is due to the employee’s termination of employment or reduction in hours of employment. The longer period of dependent/spouse coverage may be continued under the following circumstances: (1) the death of an employee, (2) the divorce or legal separation of the employee, (3) the employee becomes eligible for Medicare, or (4) the dependent ceases to be a “dependent child” under the provisions of the group health plan.

The employee or family member has the responsibility to inform the Office of Benefits & Employee Services if a divorce or legal separation has occurred, or if a child has lost dependent status under the group plan, within 60 days of the event or by the date on which coverage would be lost because of the event. To continue the COBRA coverage, an enrollment form must be completed within the time specified. **If this is not done, group health coverage will end.** An employee or eligible dependent who
elects to continue coverage under these provisions will be charged 102% of the total premium.

According to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), employees who are terminating employment are to be provided certification of their creditable health insurance coverage from their prior employer. If there has been no gap in coverage greater than 63 days, this certification requires the new employer to waive waiting periods for pre-existing conditions if the waiting period has already been met at the previous place of employment. Such certification will be provided at UAH upon application to the Office of Benefits & Employee Services.

**Group Term Life Insurance**

Group term life insurance is provided by the University at no cost to regular full-time employees. Coverage is based on salary and age level, beginning with $22,500 and increasing up to 125% of the employee’s salary, with a maximum of $300,000. Details on exact levels of coverage are available in the Office of Benefits & Employee Services. Within 31 days of termination, an employee may elect to convert the term policy to an individual policy up to the level of coverage available at the time of termination. Proof of insurability is not required, and the employee premium is based on the type of insurance selected and the age level at the date of issue.

Retirees may continue reduced levels of coverage at the regular group rate by paying the total premium. A voluntary supplemental life insurance program featuring a cash accumulation option is available to full-time regular employees interested in additional insurance coverage.
Available at nominal cost (depending on age), this plan also provides coverage for spouses and children. Brochures and/or booklets describing these benefits are available in the Office of Benefits & Employee Services.

**Accidental Death and Dismemberment Insurance**

The University provides an accidental death and dismemberment insurance policy for all full-time regular employees. In addition to a death benefit, this policy provides varying amounts for loss of bodily functions or dismemberment. This insurance is paid for by the University.

For eligible employees desiring additional accidental death and dismemberment insurance coverage, the University has arranged for a voluntary AD&D program, providing varying levels of coverage at a reasonable premium rate. Detailed information may be obtained from the Office of Benefits & Employee Services.

**Long-Term Disability Insurance**

Full-time regular employees are covered by a long-term disability plan (salary continuation) that affords protection to employees after a ninety-day waiting period should they be unable to work due to illness or injury.

The premiums for this insurance are paid entirely by the University. This benefit supplements social security and other group disability plans to provide up to 66 2/3% of salary during the period of a total disability resulting from illness or injury. Detailed information may be obtained from the Office of Benefits & Employee Services.
Employee Liability Insurance

The University of Alabama System insurance program provides coverage to UAH employees who are sued for employment-related activities. This coverage includes both a “defense benefit,” under which the employee is entitled to be defended by University-designated counsel, and an “indemnity benefit,” under which an adverse judgment against the employee is paid on his/her behalf. Some activities, such as intentional wrong-doing or criminal acts, are not covered by this program.

Any UAH employee who is sued or who believes that a lawsuit is imminent should contact the Office of Counsel without delay.
Long-Term Care Insurance

Long-Term Care Insurance may be purchased by eligible employees for themselves and their families to provide benefits for various levels of care. These benefits may include help with daily activities at home, respite care, home health care, adult day care and care in a nursing home. Complete details about this plan may be obtained from the Office of Benefits & Employee Services.

Retirement Programs

TRSA

The Teachers’ Retirement System of Alabama (TRSA) provides the retirement program required for all full-time regular employees and part-time regular employees working at least 20 hours per week. Temporary employees working at least 20 hours per week must participate when they enter their thirteenth month of employment.

Employees contribute 5% of their gross salary with a matching amount being paid by the State, by a grant, or from other funds (depending upon the source of funding for the position). This matching contribution varies in amount and is based on an actuarial determination of the funds necessary to provide benefits granted by law for members.

After ten or more years of creditable service, a member has a vested interest in the fund, which means the member is eligible for deferred retirement benefits. That eligibility is not lost if the employee later terminates employment with the University, as long as the employee’s contributions are not withdrawn. Early retirement is permitted at age 60, and upon attainment of that age an employee who
has vested may apply for monthly retirement benefits. Members who have 25 years of creditable service may retire with benefits regardless of age.

A TRSA member who ceases to be employed by the University (and is not to be employed by an employer covered by TRSA) may withdraw previous contributions by filing a request for refund, though tax penalties/withholdings may be payable as explained below.

Approval of the Internal Revenue Service has been obtained to allow participation in the TRSA on a tax-deferred basis. As a result, employees’ contributions are not considered part of their wages and are not taxed until withdrawn from the TRSA. Member contributions made before approval of the tax-sheltering plan (January 1, 1982), however, are not taxable when withdrawn because taxes have already been paid on this money. An employee who obtains a refund of contributions upon termination of University employment will be taxed on all tax-sheltered contributions. In addition, if the withdrawal occurs before the employee reaches age 59 1/2 and if the refund is not reinvested or “rolled over” into an Individual Retirement Account or a qualified retirement plan, any taxable portion will be subject to applicable penalties/withholdings as specified by law. TRSA refund requests may be processed during the check-out procedure. (See Chapter 4, “Separation Procedures.”)

The amount of retirement income is determined by the number of years of participation, the salary average (using the best three out of the last ten years’ salary), a retirement factor, and the option chosen by the individual at the time of retirement.
Additional details are contained in a brochure published by the Retirement System. The Office of Benefits & Employee Services will furnish the brochure and be available to answer questions concerning this program during orientation and at other times whenever such questions arise.

**TIAA/CREF**

Optional retirement programs are available to full-time regular employees through the Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF). Employees may choose to participate in the TIAA/CREF tax-deferred annuity program, under which their salary will be reduced by a specified amount and applied toward the purchase of a tax-deferred annuity. Such amounts will not be subject to federal or state income tax until they are received in the form of benefits, when the individual’s applicable tax rates are generally lower. The amount of retirement income for the TIAA/CREF participant is determined by the amount of premiums paid each year of employment, the individual’s age at the time of retirement, the investment experience of TIAA/CREF, the income option selected at retirement, and other factors. Additional information may be obtained from the Office of Benefits & Employee Services.

**Tuition Assistance**

The University provides an educational assistance program that is available to full-time regular employees and their eligible dependents who wish to further their education by taking courses at UAH. Eligible dependents include the unmarried, dependent children and the spouse
of an employee. This benefit is also available to all retired full-time regular employees and their eligible dependents and to the eligible dependents of deceased full-time regular employees.

Under this program the University provides full payment for covered fees for up to six credit courses per year for eligible employees and one-half the covered fees for all credit courses for any eligible dependent. Dependents receive one-half credit whether one or more family members are employed. Laboratory fees, books, and supplies are not covered and must be paid by the student. The course taken need not be work-related, but it must be a UAH course for which semester hour credit is awarded. Employees are permitted to enroll in courses at UAH if job performance is not adversely affected. Supervisors may authorize time off to attend class, but this time must be made up either within the workweek or charged to available vacation or personal leave. If vacation or personal leave is not available, the time taken may be charged to leave without pay. Normally, no more than one credit course per term may be taken during normal working hours.

Tuition Assistance application forms may be obtained from the Office of Benefits & Employee Services or downloaded from the Benefits website. A request must be submitted for each term for which tuition assistance is desired. When applying for tuition assistance, it is imperative that the schedule below be followed to avoid denial of the application:

For early registration, the completed application for tuition assistance must be received in the Office of Ben-

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for benefits & Employee Services one week before tuition bills are due.

For regular or late registration, the completed application for tuition assistance must be received in the Office of Benefits & Employee Services one week before tuition bills are due.

(For specific dates, check the “Timetable of Classes.”)

Recognition of Service

The University strives to maintain a dedicated and experienced work force. Continuous full-time service to the University is recognized in many ways, especially through the design of several fringe benefit programs. Increased vacation and sick leave accruals reward length of service. The matching retirement plan contributions steadily accumulate over time to provide an increased measure of income security upon retirement.

Length of service is also recognized through the Employee Recognition Program. Each year the University conducts a special award ceremony to honor faculty and staff who have completed key service milestones of five continuous years of full-time regular service and for each five years thereafter (5, 10, 15, 20, 25, 30, etc.). The date of the event varies, but it occurs in March. Supervisory personnel, UAH retirees, and other guests are invited to the ceremony, and special service awards are presented by the President of the University.

Recognition of Outstanding Performance

The University recognizes the contributions of six exceptional and superior staff employees each year during
a special award program. Each award winner receives a certificate and a cash award from the UAH Foundation. Nominations may be submitted by supervisors, co-workers, faculty, or students. Eligibility criteria and other details of this program may be obtained from Human Resources.

Pursuant to policies issued by the Board of Trustees, exemplary and long-term service may be recognized through formal action by the Board. Upon separation or retirement from UAH, such employees may receive a special resolution denoting their distinguished, long-term service to the University.

Social Security

All staff employees are covered under the federal social security law (the Federal Insurance Contributions Act), which requires employers to withhold the designated FICA tax from employee wages and pay it to the federal government. The University also must pay a like amount. Wages subject to FICA and tax rates depend upon current provisions of the social security law.

Compensation for Job-Related Injuries and Disabilities

The University provides benefits for employees who are injured during the performance of official duties. An immediate and formal reporting, to supervisors and the Public Safety Office, of accidents and injuries sustained on the job is required. Occupational injury benefits are generally equivalent to those payable under the Alabama Workers’ Compensation statute.
As a condition to the payment of health care costs and/or disability benefits, a claim must be filed by the employee and reviewed and approved by the University. Claim forms are available in the Office of Counsel and should be filed with that office when completed. Institutional policy, as set forth by the Board of Trustees, requires that occupational injury benefits payable be reduced by the amount of health insurance benefits carried by or on behalf of the employee. Occupational injury claims may be referred by the University to the State Board of Adjustment. The University is self-insured under this program.

**Unemployment Compensation**

The University provides unemployment compensation at no cost to employees. Unemployment benefits may be claimed by eligible persons upon termination of employment. One who voluntarily leaves University employment or is discharged for misconduct, however, may be disqualified for unemployment compensation benefits. Specific qualification requirements may be obtained from the local State Unemployment Compensation Claims Office.
CHAPTER 4:

TERMINATIONS
Resignation

Staff members who voluntarily terminate their service with the University by resigning should notify their supervisors in writing as far in advance as possible. The customary period of notice is a minimum of two weeks for non-exempt staff personnel and a minimum of one month for exempt staff personnel. Employees terminating from the University will be paid through the last day worked and will receive their checks on the regularly scheduled payday following termination. Terminating employees are paid for unused accumulated vacation, not to exceed the number of days accrued in one year. Employees terminating before having worked seven calendar days of the current pay period will not earn vacation for that pay period. (See section below entitled “Separation Procedures and Exit Interviews.”)

Retirement

University personnel who qualify for retirement benefits under the State Teachers’ Retirement System of Alabama (TRSA) should contact a benefits representative in the Office of Benefits & Employee Services at least 90 days before their anticipated retirement date. This will allow time for information required by TRSA to be compiled and prepared and benefit options to be evaluated and selected by the employee.

Employment opportunities may be made available upon invitation to retired employees, whether members of the TRSA or not, upon terms and conditions consistent with applicable state and federal law. The offering of such
opportunities depends on the personnel needs of the University.

**Dismissal**

Recognizing that dismissal from employment is the most severe of all personnel actions, procedures for dismissal are described in detail in the “Disciplinary Actions” section in Chapter 1.

**Separation Procedures and Exit Interviews**

Employees terminating employment with the University are required to check out with various offices on the date of termination. This is a formalized procedure that provides individuals with an opportunity to discuss pertinent matters with appropriate University representatives.

An Employee Separation Checklist to be utilized during the checkout procedure may be obtained from the departmental secretary or the Office of Benefits & Employee Services or it may be downloaded from the Benefits website. Suggestions and comments are solicited from terminating employees during the Exit Interview with a representative from the Office.

Insurance continuation, retirement fund withdrawals, and other benefit matters (see Chapter 3, Employee Benefits) are also discussed during this interview.
CHAPTER 5:
GENERAL POLICIES AND PROCEDURES
Alcohol and Other Drugs

The use or possession of alcoholic beverages or drugs not prescribed by a physician is forbidden in any area of the University, with the exception of those circumstances in which alcoholic beverages may be permitted in the Bevill Center. Employees presenting themselves for duty under the influence of or in possession of alcohol or drugs are subject to discipline up to and including immediate dismissal and referral to appropriate authorities.

The University is subject to the requirements of the Drug Free Workplace Act of 1988 and has adopted a policy for compliance with that Act. Under that policy, all University employees, as a term and condition of their employment, are prohibited from manufacturing, distributing, dispensing, possessing, or using a controlled substance unlawfully in the University workplace, and they must report any conviction for a workplace violation of any criminal drug law. Such report is to be made to Human Resources and must be received within five days of the conviction. The University will notify any appropriate government agencies of the conviction and will initiate institutional disciplinary procedures to address the workplace drug use as employee misconduct. Any action in the range of sanctions, including dismissal, in the University’s disciplinary system may be taken against an employee violating this policy.

Acquired Immune Deficiency Syndrome (AIDS)

The University has developed a comprehensive policy for the management of issues relating to the Acquired Immune Deficiency Syndrome, commonly referred to as
AIDS. Under this policy, the University does not screen for AIDS among applicants or employees. Action against an employee who is known to be AIDS-infected will not be taken unless medical judgment indicates that such action is necessary to protect against a direct threat to the health or safety of the employee or of other members of the University community.

An employee who has AIDS, or an employee who believes on reasonable grounds that another employee or a student has AIDS, is obligated under institutional policy to disclose that information to the UAH AIDS Management Team (AMT). The AMT is responsible for advising a known or suspected AIDS-infected individual to seek appropriate counseling and assistance and for recommending action to insure the protection of both the individual’s rights and the health and safety of other members of the campus community. Information provided to the AMT is held in confidence. The current chair of the AMT is the Vice President for Student Affairs.

The entire policy is reprinted in the Student Handbook, and a copy may be obtained from the Office of the Vice President for Student Affairs.

Automobile/Vehicle Registration

All motorized vehicles (including automobiles, trucks, vans, motorcycles, and motorbikes) operated or parked on The University of Alabama in Huntsville property must be registered with the Public Safety Office and must display a current decal. To register a motor vehicle, an employee must provide the following information:

1. Name and address of vehicle owner
2. Campus contact information

3. Vehicle tag number

4. Vehicle make, model, color, and year

Vehicles must be registered as soon as an employee starts work and must be registered again during the annual registration period in August of each year. A registration fee is required, with reduced rates for each additional vehicle that an employee regularly uses on campus.

UAH participates in the collegiate license plate program of the State of Alabama. UAH plates are purchased through county License Departments. Except for a small handling fee, the additional purchase price for the collegiate plate is returned to UAH to fund student scholarships. Employee vehicles with a UAH plate are subject to regular vehicle registration regulations, but are not charged the vehicle registration fee and do not receive a campus parking decal. It will be necessary to purchase a decal for any additional vehicle (without a UAH license plate), which an employee regularly uses on campus.

**Bicycles, Scooters, Skateboards, and In-Line Skates**

Bicycles, scooters, skateboards, and in-line skates are permitted on the UAH campus as long as they are used in a safe and sensible manner and in a way consistent with this policy. An individual riding a bicycle or scooter or skating on a board or with in-line skates shall utilize established streets and walkways and shall travel at a reasonable, prudent, and safe speed. Right of way must always be given to pedestrians and/or motor vehicles. Under no circumstances shall bicycles, scooters, skateboards, or
in-line skates be used in any building or on ramps, curbs, steps, stairs, rails, or other such structures on campus.

Bicycles, scooters, skateboards, or in-line skates used in violation of this policy may be impounded by UAH campus police and held until any disciplinary or criminal charges are resolved and until any fines payable to the University have been paid. Failure to pay such fine and/or to claim the item within thirty (30) days may result in its public sale.

A self-propelled or motorized vehicle, including a motorized version of any of the means of conveyance mentioned above, is considered a “motor vehicle” and must comply with state and campus motor vehicle regulations.

**Change of Status/Address**

Changes in name, address, and telephone number or changes in emergency contact information should be reported promptly to an employee’s departmental secretary so that the appropriate personnel action form can be prepared and submitted to Human Resources. Beneficiary changes should be handled directly with a benefits representative from the Office of Benefits & Employee Services.

**Claims and Liability Protection**

The University provides protection for its employees regarding many types of liability claims arising out of their employment. In order for the University to properly manage claims brought against it or its employees, it is important that any accident or incident be reported immediately where injury to person or property results and the
possibility of such a claim exists. Generally, the Public Safety Office (824-6596) should be contacted if there is personal injury or property damage involved. The cooperation of employees who witnessed or have information about an incident will be sought during the investigation of the incident by these offices.

If there is indication that a claim may be asserted against the University or an employee, the Office of Counsel will ordinarily undertake the management of the University’s response.

Any time an employee is served with a summons and complaint, or any other legal paper, involving the University or the employee’s role or activities as an employee, the Office of Counsel should be contacted immediately.

Questions about these matters may be directed to the Office of Counsel (824-6633).

**Classified Information and Security Matters**

UAH has entered into an agreement with the U.S. Government which makes it eligible to perform work on classified contracts for certain agencies of the government. Work of this nature may involve information, material, and knowledge that have a direct bearing on the defense of the nation.

As a condition of performance under these contracts, UAH is required to maintain a system of security controls and to prepare a Standard Practice Procedure (SPP) applicable to this University. This is done in an effort to assure adherence to the aforementioned agreement by affording proper protection for all classified information entrusted to UAH.
The UAH security program is administered by the Research Security and Immigration Office under the authority of the UAH President. However, management personnel at every level are responsible for supporting and enforcing all aspects of the program. The effectiveness of the Research Security and Immigration Office and its program on the campus is dependent, in large part, upon the positive interest and cooperation of each employee. Any doubtful situation or adverse information concerning security should be called to the attention of the Research Security and Immigration Administrator. All cleared employees are directed to become thoroughly familiar with and abide by applicable regulations.

Part of the University’s security agreement requires reporting of all aliens, including immigrants (those aliens who have been lawfully admitted for permanent residence), regardless of the position held. Additionally, each cleared employee of the University has the responsibility of notifying the Security Office of any visit by all internationals. The Research Security and Immigration Administration Office is located in Von Braun Research Hall, E17-20. The phone numbers are 824-6044 and 824-6444.

**Emergencies**

In the event of an emergency or general security problem, an employee should call the Public Safety Office at 824-6911. The employee’s name should be provided, along with the nature and location of the emergency. The matter also should be promptly reported to the employee’s supervisor.
Equal Opportunity and Affirmative Action

The University is committed to making employment opportunities available to qualified applicants and employees without regard to race, color, religion, sex, national origin, age, disability, citizenship or status as a Vietnam-era, special disabled, or other eligible veteran. All personnel actions and programs, including recruitment; selection; assignment; classification; promotion; demotion; transfer; layoff and recall; termination; determination of wages, conditions, and benefits of employment; etc.; shall be administered in accordance with this equal opportunity policy. It is the intent of the University that, in all aspects of employment, individuals shall be treated without unlawful discrimination on any of the foregoing bases, and that employment decisions shall instead be premised upon a person’s ability, experience, and other job-related qualifications.

Additionally, the University is an affirmative action employer of women, minorities, individuals with disability, and Vietnam-era, special disabled, and other eligible veterans. It is committed to making sustained, diligent efforts to identify and consider such individuals for employment and for opportunities arising during employment.

UAH is also committed to equal educational opportunity for all qualified students and does not unlawfully discriminate in its educational policies, practices, programs, or activities on the basis of race, color, religion, sex, national origin, age, disability, citizenship, or veteran status. Its admissions, financial aid, athletics, student services, and other programs are administered in accordance with this policy.
Discrimination, under this policy, shall be understood to include harassment in the form of verbal or physical conduct relating to an individual’s race, color, religion, sex, age, national origin, disability, citizenship, or veteran status. Such harassment must have the purpose or effect of either creating an intimidating, hostile, or offensive working/learning environment for an individual or unreasonably interfering with an individual’s performance as an employee or student. Harassment in the form described above that adversely and substantially affects an individual’s employment or educational opportunities in other ways is also considered to be unlawful discrimination.

Sexual harassment, in addition and more specifically, includes sexual advances, requests for sexual favors, and other verbal or physical conduct that is unwelcome and is directed toward a person on the basis of that person’s sex when any of the following are present: submission to such conduct is made a condition, explicitly or implicitly, of employment or academic advancement; submission to or rejection of such conduct by an employee or student is used as the basis for a significant change in employment or academic status; or such conduct is so severe or pervasive that it unreasonably interferes with an individual’s performance as an employee or student or creates an intimidating, hostile, or offensive working/learning environment.

In these respects, the University affirms its desire to create a work environment for all employees and a learning environment for all students that is fair, humane, and responsible – an environment that supports and rewards career and educational goals on the basis of such relevant factors as ability and employment or academic performance. A University student or employee who is found,
under established University procedures, to have been guilty of discriminatory conduct in violation of these policies will be subject to discipline, up to and including possible dismissal or expulsion, by the University.

These commitments are designed to meet nondiscrimination/affirmative action requirements imposed by the following federal and state sources of legal obligation, as amended: Title VI and VII, Civil Rights Act of 1964; Executive Order 11246; Title IX, Education Amendments of 1972; the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; the Age Discrimination Act of 1975; the Vietnam Era Veterans’ Readjustment Assistance Act of 1974; the Immigration Reform and Control Act of 1986; contract and grant agreements with government agencies; the Alabama Age Discrimination Act of 1997; and the Alabama Constitution of 1901. The University’s equal opportunity policies pertaining to its employees and students include specific administrative procedures and implementing measures designed to carry out these pledges and to ensure compliance with the foregoing laws.

The University’s Equal Employment Opportunity/Affirmative Action (EEO/AA) program is comprehensively stated in its Affirmative Action Plan, which is issued annually by the President. A copy of the Plan is available for review in Human Resources and the main Library. In addition, copies of the Plan are distributed each year to all deans, department chairs, and directors.

The overall responsibility for insuring that the University’s EEO/AA program is being effectively implemented rests with the President. The President is assisted in this
responsibility by designated officials. The Vice President for Finance and Administration is the Staff EEO Officer, and the Associate Vice President for Human Resources is the Staff EEO Coordinator. For the faculty, the Provost and Vice President for Academic Affairs is the appointed EEO Officer, and the Associate Provost, Undergraduate Studies is the Faculty EEO Coordinator. These individuals represent the President in EEO/AA matters in their respective areas and are jointly responsible for insuring that the University’s obligations are being carried out.

The President has appointed a University committee, designated the Equal Opportunity/Affirmative Action Committee, to advise the President concerning EEO/AA matters, to identify issues or problems that need to be addressed, to make the University’s affirmative action plan more effective, and to provide assistance upon request to University officials with responsibilities in this area. This committee includes representatives from each college as well as from nonacademic units on campus.

Grievances relating to discriminatory treatment in violation of this policy and the federal and state requirements referenced above should be addressed to the Associate Vice President for Human Resources as the appointed Staff EEO Coordinator. This official will assist in directing the individual to the appropriate process for resolution. Also, individuals who have questions or recommendations about EEO/AA matters generally are also encouraged to contact the Staff EEO Coordinator and/or any of the following individuals:
Ethical Duties

University employees must comply with Alabama’s public ethics statute, known as the Code of Ethics for Public Officials and Employees. This statute is found in Chapter 25, Title 36 of the Alabama Code. A central theme running through this law is the avoidance of conflicts of interest between the official duties and the private interests of a public official or employee. Under the provisions of this law, University employees may not (1)
use their positions for direct personal gain for themselves, their families, or businesses with which they or their family members are associated, unless authorized by law, or (2) solicit or receive anything of value, including gifts, favors, services, or promises of future employment, etc., for the purpose of influencing official action.

Appreciation for the accomplishments of University faculty and staff by those outside the institution is deemed to reflect positively on the institution. University policy accordingly allows UAH faculty and staff to accept awards and prizes from external organizations or other entities that are given in recognition of outstanding teaching, research, or service performed in the course of their employment with the University. Such an award or prize should not be accepted, however, if to do so would subject the recipient to a conflict of interest between his/her official and his/her personal interests. Moreover, if the award or prize includes money or some other tangible benefit valued at more than $100, the recipient must report it to the Provost or the appropriate vice president prior to acceptance. If the recipient is the Provost or a vice president, the report should be made to the President. Under the circumstances set forth above, acceptance of an award or prize is regarded as fully consistent with the limitations imposed by the Alabama ethics law.

An additional feature of the ethics law requires certain University officials and employees to complete and file annually a financial disclosure form known as the “statement of economic interests.” This reporting requirement applies to any public employee who occupied, during the previous year, a position with a base annual salary rate of $50,000 or more and, in addition, certain other, specifically designated employees. Forms for the report are mailed
to employees each year by the Ethics Commission and are due to be filed with the Commission by April 30. Failure to comply with this financial disclosure requirement will subject an employee to criminal prosecution.

**Firearms and Other Weapons**

Firearms or other weapons (including explosives) are not to be kept or brought onto University property by anyone, whether holding a firearms license or not, except police officers and other law enforcement officials in the exercise of their lawful duties. Faculty or staff personnel who violate this regulation are subject to adverse employment action, including dismissal and/or arrest and prosecution, as appropriate.

Although security measures are in force, the University depends on the cooperation of all employees in order to maintain a safe and harmonious environment in which to work. Employees are asked to report promptly any unusual or suspicious activity to their supervisor or department head or to the Public Safety Office at 824-6596.

**Fire Prevention**

The importance of fire prevention cannot be overemphasized. Carelessness and thoughtlessness are the two main causes of fire disasters. Fire hazards or suspected fire conditions should be reported immediately to the Public Safety Office at 824-6596. Some major fire hazards that employees should report are:

- Smoking in prohibited areas
- Inflammable liquids or material left uncovered after use
Accumulation of paper, oily rags, etc. in storage or other enclosed areas
Defective wiring or electrical devices
Use of wastepaper baskets for cigarette, cigar, or pipe ashes
Fire doors left open

The University has established fire prevention and evacuation plans to protect employees and other personnel on the campus. Employees should become familiar with the evacuation plan for their particular area. These plans are located in every building on campus, usually along the main corridors.

**In case of fire the following steps should be taken:**

- **Pull handle on nearest fire alarm box, if available**
- **Call the Huntsville Fire Department at 911 and report the exact location and extent of the fire**
- **Check for and inform other personnel in the building area**
- **Close windows, doors, and other sources of draft**

**Identification Cards**

Photo identification cards for full-time regular faculty and staff are issued by the Office of Benefits & Employee Services during the orientation process. These cards serve as proof of eligibility for various University benefits and services and are valid for the duration of employment.

**Jury Duty**

The University will continue to pay the wage or salary of full-time regular employees who are summoned to jury duty and who submit to their supervisor the summons or
other notice from the court indicating the day(s) of scheduled jury duty. Payments received for jury duty may be retained by an employee. An individual who is employed by the University on other than a full-time regular basis will be given time off without pay while serving on jury duty.

**Patent and Copyright Policy**

The University encourages creative work that may be the object of patent or copyright protection. It is the policy of the University that patentable inventions and copyrighted materials shall be used for the greatest public benefit and that the University and the inventor or author should share in the fruits of any commercialization of those creations.

In regard to patents, all employees of the University are obligated, as a condition of employment, to report all inventions and discoveries that have been conceived or developed during their University employment to the University’s Patent Administrator. In most cases, the patent rights to the invention or discovery will belong to the University because University funds, facilities, or other resources will have been used to make the invention or discovery. In those cases, the inventor must assign the patent rights to the University. If the University owns the patent rights, it may decide either to pursue patent or other protection in the name of the University and at the University’s expense or to release the rights back to the inventor for disposition in whatever manner the inventor chooses.

In exchange for assigning patent rights to the University, the inventor will receive a share of any royalties generated from the licensing or other commercialization of
the invention. These royalties will be paid to the inventor after the University’s expenses in securing patent protection have been reimbursed and after the deduction of a 15% administrative charge required by Board of Trustee policy. The division of royalties between the inventor and the University is based on a sliding scale with the inventor receiving a higher percentage of the initial royalties and a lesser percentage of additional royalties. These percentages were adopted with the recommendation of the Patents and Copyright Committee, which is composed of University faculty and staff.

The copyright policy of the University provides that the copyright in a copyrightable work produced by an employee on his or her own initiative will belong to the employee unless the work was specifically commissioned by the University, was prepared under the terms of a contract or grant, or was the result of the significant use of University resources. In any of those cases, the University owns the copyright to the material. Each employee has the obligation to disclose copyrightable work in which the University may have an interest to the Patent Administrator.

As in the case of patent rights, the University and the author share in the division of royalties received from copyrighted works. This division of royalties is negotiated on a case by case basis. When the parties have reached an agreement on this issue, the terms are to be reduced to writing and signed by the employee and an authorized University official.

The Patent Policy and the Copyright Policy are set out in full in Appendices G and H, respectively, of the Faculty Handbook. Please consult those policies or contact the
Office of Counsel (824-6633) if you have any questions concerning these matters.

**Political Activity**

Staff members are authorized to engage in political activity provided that it does not result in a conflict of interest or interfere with their performance of assigned duties at the University. Public support of a political candidate or cause may be given by University employees if they clearly indicate that they speak for themselves and not for the University. Employees may not lend the name of their University positions or departments or the University itself to the political campaigns of public candidates or to any causes that become matters of civic concern.

University employees desiring to seek election to public office must first obtain written consent from the Chancellor through appropriate reporting channels.

No University employee may use or permit to be used University resources, time, or property for or on behalf of any political candidate, campaign, or organization or for any contribution or solicitation of any contribution to any campaign or organization.

Political activity on the part of a University employee must comply with Rule 304 of the Board of Trustees of the University of Alabama and existing state and federal laws. Employees who have a question about their involvement in such activities should seek guidance and approval from the University.

A violation of this policy may result in dismissal.
Reference Inquiries

From time to time, the University may receive inquiries from third parties regarding a present or former employee, such as a bank verifying employment in connection with an employee’s mortgage or loan application or another employer seeking information in connection with a former employee’s application for employment. All requests for references should be directed to the Human Resources Department, which will be responsible for providing an appropriate response. As a general rule, written authorization from the employee is required prior to the release of salary information.

Safety

Safety must be a constant concern and an integral part of any job assignment. The University seeks to facilitate the safety of staff members through ongoing efforts to maintain buildings, grounds, and equipment and by encouraging safe operating practices.

Employees also have a responsibility for workplace safety. They should perform their jobs in the safest manner possible and report unsafe or dangerous conditions, equipment, or practices, including, for example, slippery floors, improper or defective electrical wiring, defective or broken equipment, carelessness in the handling of equipment, etc.

Confidential Information

An employee may, in the course of carrying out employment duties, gain access to confidential information. This includes information relating to sensitive personnel
matters (employment grievances, performance evaluations, etc.), a student’s educational records, pending criminal investigations, ongoing research projects, or matters received in confidence or that may otherwise be considered confidential. Such information, and the underlying records, should be maintained in confidence by the employee. Disclosure to others within the University may be made only where there is a legitimate employment interest in and need for the information or record. Disclosure outside the University should not be made unless required or permitted by law. Several federal and state statutes (such as the federal Family Educational Rights and Privacy Act, the state open records law, etc.) may apply to the University’s handling and use of this kind of information and record. Employees who have questions in this area should contact the Office of Counsel for advice and assistance.

Service as Bank Director

It is the policy of The Board of Trustees of the University of Alabama that, to prevent the appearance of any conflict of interest, University employees are restricted in their availability to serve as a director of a bank or savings and loan association. Under Board policy, no campus financial officer or other administrator whose position includes responsibility for decisions relating to institutional banking relations or transactions may accept appointment or election as director. No other University employee may accept such an appointment or election unless and until the President has determined that the employee’s position does not involve responsibility for such decisions.
Severe Weather Policy

If the University closes due to severe weather, the President may grant administrative leave. As long as the University remains open, however, employees will be expected to report to work as usual. An employee experiencing undue difficulty in traveling to work may request that any resulting period of absence be charged to vacation leave or personal leave.

Smoking Policy

Smoking or the use of tobacco products within any building on the University campus is not permitted. Designated smoking areas outside and adjacent to some campus buildings will be equipped with appropriate receptacles for smoking and the use of other tobacco products.

Solicitation Protection

In the interest of maintaining a proper work environment and preventing interference with and inconvenience to University employees, institutional policy prohibits any person from soliciting employees while on University premises during working time, without prior approval from University authorities. Soliciting activities include the distribution of literature or printed materials, sale of merchandise, request for financial contributions, etc. for any cause or matter. Requests for permission for a solicitation activity should be made to Human Resources.
Stolen, Lost or Found Property

Articles found on campus should be turned in to the Campus Police. Information regarding lost or stolen items also should be reported to the Public Safety Office at 824-6596.

Travel Reimbursement

It is the policy of the University, pursuant to state law and the rules of the Board of Trustees of the University of Alabama, to pay its employees who travel at official request an allowance to cover their reasonable and necessary expenses. All such reimbursable travel must, however, be approved by a designated UAH official. The allowance for travel out-of-state is a reimbursement for the employee’s actual and necessary expenses, within certain applicable maximum amounts, provided that prior approval for the travel was obtained from the appropriate Vice President using the Travel Authorization form. For in-state travel, the allowance for expenses is based on a uniform per diem amount authorized by the Governor, within statutory limits, and approved after-the-fact by the employee’s department head using the In-State Travel Expense Report.

With respect to transportation arrangements, a University vehicle should be utilized for in-state travel unless it is not available or is not a practical option. A University vehicle should be used for out-of-state travel whenever it is most economical and practical to do so. University credit cards are to be used to purchase fuel when an employee is traveling by University vehicle, and no mileage allowance may be claimed for the trip. When a University
vehicle is not used, an employee may be authorized to use a privately owned vehicle. A mileage allowance may then be claimed at the currently authorized rate for the trip mileage, figured at the most direct, frequently traveled route. Special rules apply when a business trip begins at the employee’s home.

When traveling by commercial airline, tourist (economy) class accommodations must be used. Any exception to this policy must be clearly justified and documented. Before University funds may be obligated for airline tickets, a duly authorized purchase order must be obtained.

In special cases, such as when public transportation is unavailable or impractical; an employee on official business in another city without either a University or private vehicle may rent an automobile or other conveyance. Prior permission must be secured in such event, however, before rental arrangements are made.

Further details on travel and accommodations may be obtained through an employee’s department head or the Office of Accounting & Financial Reporting.

Use of University Equipment

Employees who handle University equipment are responsible for its care and security while it is under their control. University equipment is not permitted to be used for personal purposes, with the exception of loans of property for off-campus use authorized by the budget unit head. In such cases, a standardized formal agreement identifying the property, its location, and reason for being on loan must be signed by the borrower and the budget unit head. This agreement shall be retained by the bud-
get unit head and made available to authorized personnel making property audits. Unauthorized use or removal of University equipment or property may be cause for disciplinary action, including immediate dismissal.

Careless, mischievous, malicious, or willful damage to or destruction of University equipment may result in the responsible individual having to pay for the repair or replacement of such property. In addition, such conduct may be considered as grounds for immediate dismissal or other disciplinary action.

Voting

The University encourages every eligible employee to exercise the voting rights afforded by our Constitution and laws. Full-time regular employees who live within the Huntsville/Madison County area are requested to vote either before or after work, depending on the opening and closing time of the polls.

An eligible employee who finds it impossible to vote before or after work may, if approved by the employee’s supervisor, be granted time off with no loss of pay for a reasonable length of time for this purpose.

Witness Summons

The University will pay the full salary of a full-time regular employee who is absent from work due to compliance with a federal, state, or municipal court subpoena to appear as a witness. Employees who appear as witnesses on their own behalf, either as plaintiffs or defendants, are not entitled to this pay, although they may request vacation leave for this purpose.
CHAPTER 6:

UNIVERSITY FACILITIES AND EMPLOYEE SERVICES
Alumni Relations

Alumni Relations serves as a communication link between the University and its graduates. The office serves as the headquarters of the UAH Alumni Association, which works to provide programs and services for graduates, and raises funds for student scholarships.

Bevill Center

The Bevill Center is the University Conference Center and also serves as the national headquarters for the United States Army Corps of Engineers’ Training Management Division. Located on the University campus, the Bevill Center offers hotel, meeting, conference, restaurant, and catering facilities. The Bevill Center is open to the public. For information or reservations, call 721-9428 or visit their website at http://www.uah.edu/BevillCenter/conf_serv/.

Bookstore

The University Bookstore, located in the lower level of the University Center, is a full-service college bookstore operated for the needs and convenience of the campus community. It carries a complete line of text and reference books, school supplies, greeting cards, and imprinted UAH sportswear and gift items. Books may be special ordered at no additional charge. The Bookstore also maintains an extensive inventory of desk and office supplies available for personal and departmental purchase. Additional information may be obtained at their website at http://www.uah.bkstr.com/.
Bulletin Boards

Bulletin boards are placed in strategic areas throughout the University and display information of interest to employees. Certain of these boards are designated for the official posting of staff job vacancies.

Business Services/Purchasing Office

The Business Services Department/Purchasing Office assists faculty, staff, and students in securing quality equipment, supplies, and contracted services at the lowest possible cost while assuring compliance with federal and state laws and University regulations. Located in the Business Services Building, it is the focal point for all purchases of goods and services, and any obligation or expenditure of state funds for such purpose by purchase order must be approved in advance by the Purchasing Office. All formal contracts must be routed to this office for the necessary administrative and legal approvals before execution by the appropriate executive officer. For more information concerning this department, contact Business Services at 824-6474 or visit their website at http://www.uah.edu/admin/purchasing/.

Copy Center

Located in the Business Services Building, this unit offers copying services to the University, with costs of completed work charged to the requesting office. Copying machines of various types are also available in all major buildings on campus.
Credit Union

The Alabama Credit Union is a not-for-profit financial cooperative owned by its members. All faculty, staff, alumni and students of UAH, and their immediate family members are eligible to join the Alabama Credit Union by depositing a minimum of $26 into a savings account. The credit union’s profits are returned to members/owners in the form of higher dividends, lower loan rates, and nominal, if any, fees. Available products include loans of all types, real estate mortgages, toll-free Call24 electronic telephone teller service, free ACUibranch Internet account service, free checking accounts, payroll deduction and direct deposit, safe deposit boxes, foreign currency and traveler’s cheques, signature guaranty service, financial planning service, and much more. Savings and investments are federally insured to $100,000 by the National Credit Union Administration and additionally insured to $250,000 by American Share Insurance. For more information, contact the Alabama Credit Union by calling 824-6518 or visit their website at www.alabamacu.com.

University Development

University Development enhances UAH’s education, research, and service programs by raising financial support for the University. This mission is carried out through philanthropic efforts that involve the development of genuine, long-lasting relationships with UAH donors. University Development works with faculty, students, alumni, corporations, foundations, and friends to strengthen UAH. This goal is achieved by 1) soliciting prospective donors; 2) conducting prospect research; 3) writing fund-raising proposals; 4) maintaining record-keeping systems; 5) pre-
paring philanthropic materials; and 6) providing fund-raising training. All gifts of cash and equipment and all fund raising projects must be coordinated through University Development.

Computer and Network Services

General

Computer & Network Services (CNS) provides the University with technical support for hardware, software, e-mail, Internet 1 and 2, network connections, Web for Students, Web for Faculty, online payment, along with administrative systems for Finance, Students, and Human Resources. This support includes training classes in all of the above systems as well as numerous microcomputer software packages and a Help Desk for reporting problems and asking questions.

Use of University computer software, hardware, and services is a privilege and not a right. All such use must be in accordance with applicable University policies, as well as state and federal law.

Employees are subject to University disciplinary action in addition to any civil or criminal penalties that may be imposed as a result of their making or using any unauthorized copies of computer software or related documentation.

Software and Computer Laboratory Resources

CNS maintains some software site licenses and a number of reduced software price agreements. A computer lab for students, faculty and staff is maintained in Von Braun Research Hall, Room M-10. This facility provides the
standard office software along with a number of scientific and engineering packages and is open 24 hours a day Monday through Friday with limited weekend hours.

**Use of Computer and Network Resources**

Employees should be aware that their use of university computing and network resources is not completely private. While the University does not routinely monitor individual usage of its computing and network resources, the normal operation and maintenance of the University’s computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the provision of service. The University may also specifically monitor the activity and accounts of individual users of University computing and network resources, including individual login sessions and e-mail communications, without notice, when (a) the user has voluntarily made them accessible to the public, as by posting a web page; (b) it reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability; (c) there is reasonable cause to believe that the user has violated, or is violating, University policy; (d) an account appears to be engaged in unusual or unusually excessive activity as indicated by the monitoring of general activity and usage patterns; or (e) it is otherwise required or permitted by law or University policy.

For use or questions about any of CNS’s services call the Help Desk 824-2639.

University policies regarding use of University computer software, hardware, and network services are avail-
able at http://www.uah.edu/admin/is/is_home/usage_policy/index.htm.

Library

The M. Louis Salmon Library is available for use by all staff members and their immediate families. A full range of services is available, including reference assistance, interlibrary loans, and computer database searching. The Library also offers tours and instruction on library use and research methods. For more information, call 824-6530 or visit the library website at www.uah.edu/library.

Mail Services

Mail is handled through Mail Services, which is located in the Central Receiving Building. Mail Services coordinates receipt of incoming mail from the U.S. Post Office, sorts and distributes mail to each campus building, and processes outgoing mail. Mailboxes in each building are assigned to certain offices, departments, colleges, and individual faculty members.

To insure that outgoing postage is charged to the appropriate unit, it is necessary to place the applicable account number in the upper right-hand corner of the envelope being mailed. Intra-campus mail service is also provided, and such mail is picked up and distributed in each building daily. Stamps are also available for purchase. For more information, contact Mail Services at 824-6116 or visit their website at http://www.uah.edu/admin/purchasing/bsindex.htm.
Motor Pool

The University owns several cars and vans that are available to employees for local and out-of-town travel on official business, such as meetings, training seminars, etc. A written application for use of a University vehicle is required. For additional information, contact Facilities and Operations at 824-6482 or visit their website at http://www.uah.edu/admin/Fac/FacOpMotorPool.html.

Notaries Public

Notaries public are located in many University facilities. Notarial service, as it relates to University business, is available without charge.

Recreation and Athletic Events

The University Fitness Center is open to all employees and their families at a reduced annual membership rate. The memberships are free, upon request, to all full-time employees, and at a reduced rate to part-time employees. Faculty and staff memberships are treated as a taxable benefit. The facility offers an enclosed heated swimming pool, a one-tenth mile internal jogging track, weight room, tennis courts, two aerobics rooms, three (3) gymnasiums, and a cardiovascular fitness area. For more information on the University Fitness Center, visit their website at http://www.uah.edu/admin/fitness_center/.

Employees who wish to participate in intramural sports at the University can do so by contacting the Athletics Department in Spragins Hall at 824-6144. Faculty and staff also may purchase tickets to UAH basketball, volleyball, hockey, and soccer games at a discount.
Research Administration Office

The Research Administration Office, located in E-12 of the Von Braun Research Hall, is responsible for administrative support related to sponsored project activities (research, teaching and public service). The office has three primary responsibilities in support of the University’s mission: to insure that University sponsored program activities are conducted in accordance with applicable regulations, to serve as the administrative liaison between the University researcher and the funding agency, and to provide professional assistance to the University researcher and staff to facilitate and support funded research activities.

Some of the services offered include an on-line funding opportunities database subscription accessible from any UAH PC; an office homepage with updated administrative information and links to funding agencies; a quarterly newsletter; assistance with proposal budget preparation and compliance certifications; internal signature routing; proposal duplication and mailing; negotiation with funding agency as required; review and acceptance of award documents; contract/grant account set-up; contract/grant administration, including the monitoring of expenditures, subcontracts, equipment purchases, reports, and agency approval requests, when required; maintenance of after-the-fact time and effort files; monitoring of property purchased with contract/grant funds or loaned for use on contracts/grants; documentation and monitoring of intellectual property matters; submission of required compliance reports; close-out of expired contracts/grants; and support of audits.
The office maintains a database of proposals and awards and distributes formatted reports periodically. Special reports can be designed upon request. For more information, please call 824-6000, Fax to 824-6677, email to resadmin@email.uah.edu, or visit the homepage at http://www.uah.edu/research/resadmin/index.html.

**Special Events**

The Special Events Office has as its focus the development and implementation of events required to meet the needs of the Office of the President and of University Advancement. This office is oriented toward service to the University students, faculty, staff, parents, and friends who attend University events.

**Telecommunications**

Telecommunications is located in the Business Services Building. UAH is currently utilizing a Nortel Networks Option 81C with a Meridian Mail voice mail system. On-campus numbers may be reached by dialing the last four digits listed in the campus directory. Please consult the faculty/staff directory for conference calls, call transferring, ATTNet calls, and Directory Assistance usage. For additional information contact Telecommunications at 824-6129 or visit their website at www.uah.edu/admin/purchasing/telecommunication_services.htm.

**University Center**

The 76,000 square foot University Center was opened in September 1984 and was designed to enhance the education of the student body. The Center, in conjunction
with student organizations and University departments, offers a diverse program of activities, workshops, and conferences for the entire campus community, as well as for off-campus groups and organizations.

Center areas include an Exhibit Hall, ten meeting rooms, a complete food service area, a lounge space, TV rooms, a game room, and The University Bookstore. Rooms may be scheduled by calling 824-6445. Additionally, the Center houses the Offices of the Vice President of Student Affairs, Enrollment Services, Academic Advising, Financial Aid, SGA (and the student newspaper, The Exponent), and the Bursar. Each semester’s registration occurs in the Center.

University Relations

University Relations offers marketing, public relations, publications, photography, and design consultation and assistance to all areas of the University. The office supports the University’s fund raising efforts and Enrollment Management’s communications strategies. University Relations is comprised of two departments: Media Services and Design Services.

Media Services staff members cultivate and maintain relationships with local, state, regional, and national media (press, radio, and television) in order to promote University faculty, student, and staff accomplishments, campus events, and news, etc. This department writes and edits web-based publications and campus newsletters, as well as alumni material.

Design Services is responsible for the University’s publications needs, such as pamphlets, newsletters, in-
invitations, and special reports. This department designs, writes, edits, photographs, and offers assistance with printing coordination.

In addition, University Relations serves to coordinate special events, such as groundbreaking ceremonies, commencement, open houses, and public lectures, with other areas of the University.
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