

Chapter CHAPTER 9

9. COMPENSATION, BENEFITS, AND FACULTY

RESOURCES

9.1. Board Recognition of Faculty Resources

9.1 Pay Policy and Staff

The Board of Trustees recognizes outstanding accomplishments or long periods of service by members of the faculty or staff by the adoption and implementation of the following forms of recognition.

A. Upon death or retirement of any dean, administrative official, or tenured faculty member, who has served at least ten years in The University of Alabama System or of any other employee rendering exceptional service, a formal resolution of recognition and appreciation containing the individual's biographical information and accomplishments shall be presented to the Board for its consideration, with the recommendation of the applicable president and the chancellor.

B. Upon notice of retirement of any employee who is not recognized in Section 9.1A and who has served at least ten years in The University of Alabama System, the Board on recommendation of the applicable president and the chancellor, may award to the employee a certificate of citation. Presentation of the certificate shall be made by or on direction of the applicable president or the chancellor.

C. Upon recommendation of the applicable president and the chancellor, the Board may also recognize by appropriate resolution, either on termination of employment or at any other time, outstanding accomplishments or any members of the faculty or staff in teaching, research, or service.

9.2. Compensation for Job-Related Injuries and Disabilities

The university provides benefits for employees who are injured during the performance of official duties. The university requires an immediate and formal reporting of accidents and injuries sustained on the job. Occupational injury benefits are generally equivalent to those payable under the Alabama Workmen's Compensation statute, which can be found in greater detail on the state website; however, such payments may be reduced by the amount of health insurance benefits carried by or on behalf of the employee.

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. Such claims may be referred by the university to the State Board of Adjustment.

Procedures

9.2 Summer Teaching and Research

9.3 Consulting

Consulting is a privilege that is encouraged if it is of a non-routine character and at a high professional level and does not entail potential conflicts of interest. Interactions with the public and private sectors advance the university's effectiveness in providing high quality student learning and enhance student employment opportunities. Such activities promote the university's image in the community as a quality institution of higher education and as a partner in economic development.

Within the purview of this policy, consultation is defined as the rendering of professional services for remuneration or reasonable expectation of financial compensation either to the faculty member, a family member, or associate to organizations both outside and within the university. Examples of such compensated activities might include but are not limited to

(a) one-time or multiple visits to a business for the purpose of offering advice and counsel;

(b) carrying out investigations or studies which are not university grants or contracts;

(c) a series of non-university lectures or performances;

(d) serving as an expert witness; or

(e) providing specific professional services other than those rendered through the university.

By contrast, providing a single professional talk for a modest honorarium would not normally be considered as a consulting activity for the purposes of this policy. If there is a question regarding whether the activity is consulting, the faculty member should discuss the activity with the appropriate chair and dean.

Endeavors for financial gain may be pursued as long as they do not interfere with the faculty member's primary commitment to the university. Consulting must not interfere with the faculty member's obligations (i.e., teaching, scholarly and/or creative activities, and service) to the university or place the faculty member in a conflict of interest or conflict of commitment situation. Faculty are responsible for insuring that consulting activities are conducted in accordance with the university's policy on conflict of interest as well as the university's policies on disclosure of discoveries and inventions, patents, and computer software.

Consulting and the performance of activities by full-time faculty members for extra compensation within and outside the university should rarely exceed 36 hours a month, non-cumulative, above and beyond the time required to fulfill their primary responsibilities to the university. This restriction does not apply during the summer when faculty members are considered to be on leave unless they are engaged in and being compensated for teaching, research, and/or service for the university. Teaching a course at another institution is normally considered a conflict of interest for a faculty member and hence does not normally fall within the privilege of consulting. Exceptions may be authorized by the dean in consultation with the department chair.

Approval for consulting is discretionary. Requests for consultation are subject to prior approval by the appropriate chair and dean. If appropriate, the chair and dean shall consult with the Vice President for Research, Provost or other specific university administrators on a project-by-project basis. A disclosure and request for approval of consulting form (available from the Office of the Provost) must be submitted and approved prior to the initiation of consulting activities to be performed during periods other than those periods when faculty members are considered to be on leave. The request must be acted upon within 10 working days. If the faculty member's request is denied, the faculty member should work with the appropriate chair and dean to seek resolution. If the dean or the faculty member is not satisfied with the outcome of resolution efforts, the university's professional review committee shall review the situation (following steps identified elsewhere in this document) and make written and timely recommendations to the Provost. If the faculty member is not satisfied with the professional review committee's findings, the faculty member may appeal to the Provost. Of course, the faculty member has full right to appeal through normal university grievance procedures (following procedures identified elsewhere in this document).

9.3.1. Consulting within the University

Faculty may be permitted to perform consulting and other types of service within the university when the individual has specialized training or knowledge essential to the programs and where the performance of these duties is such that it is above and beyond the commitments associated with the faculty appointment. The consulting must be across departmental lines; therefore, a faculty member may not consult for his or her own department.

9.3.2. Consulting Outside the University

The consulting activity must be compatible with the interests of the university as a public academic institution and must not require more than a de minimus use of university resources or facilities. Faculty consulting activities that require significant use of university resources (i.e., laboratories, equipment, work by students and staff) must be handled as university grants or contracts. Procedures for such grants and contracts are available in the Office of Sponsored Projects

~~9.3.2 Consulting Within UAH Programs.~~

When participating in consulting activities other than university grants or contracts outside the university, the faculty member shall provide an explicit statement that the university is not participating in or sponsoring the activity.

~~9.3.3 Consulting Outside UAH~~

9.3.4 Reporting

Faculty members shall report their consulting activities annually during the normal reporting process. The dean shall provide a summary of all consulting activities of the college to the Provost at the end of each semester. In addition, the state of Alabama requires all employees who make more than \$50,000.00 from the state to report their consulting activities on an ethics form annually.

9.3.4.Sponsored Projects

Consulting on sponsored projects must be consistent with the policies of the sponsoring agency and the university. Procedures to implement subcontracts are in place in the Office of Sponsored Programs. Approvals must be obtained on a Consultant Subcontract Approval Request (CSAR) through the vice presidential level.

9.4.Insurance and Retirement Benefits

9.4.1.Insurance Benefits

Group term life insurance, accidental death and dismemberment insurance, and long-term disability insurance (partial salary continuation) are provided by the university at no cost to regular full-time faculty members.

The university requires all regular full-time faculty 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 through individual policies. The university pays a major portion of the monthly premium for the employee and also shares in the cost for those who insure their dependents.

9.4.2.Retirement Benefits

The Teachers' Retirement System of Alabama (TRSA) provides the retirement program required for all full-time regular faculty and for part-time faculty working 50% time or more. Temporary full-time faculty and those at 50% time or more must also participate when they enter their 13th month of employment. Effective October 1, 2011 employees contribute 7.25% , rising to 7.5% effective October 1, 2012, of their gross salary, with a matching contribution being paid by the state, by a grant, or 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 state retirement fund, which means the member is eligible for deferred retirement benefits. Eligibility is not lost if the employee leaves the employ of the university thereafter, as long as the employee's contributions are not withdrawn. Early retirement is permitted at age 60. Upon attainment of that age, therefore, an employee who has vested may retire and apply for monthly retirement benefits. Members who have 25 years of creditable service may retire with benefits regardless of age.

Approval of the IRS has been obtained to allow contributions to the TRSA on a tax-deferred status. In effect, TRSA contributions are not considered to be wages and therefore are not subject to taxation until they are withdrawn. Withdrawals are normally made at retirement when the tax rate is usually lower for most individuals. 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, unless these amount are re-invested in an IRA or other qualified plan. If the amount of the refund is rolled over the refund amount will not be taxed until withdrawn from the recipient IRA or qualified plan. The Retirement System of Alabama will facilitate a direct rollover into an IRA or other qualified plan. 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 other 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.

The amount of retirement income is determined by the number of years of participation, the Earnable compensation (total compensation from employment) (using the best three out of the last ten years' compensation), a retirement factor of approximately two percent per year of service, and the option chosen by the individual at the time of retirement.

The university requires all regular full-time faculty 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 through individual policies. The university pays a major portion of the monthly premium for the employee and also shares in the cost for those who insure their dependents.

~~9.5 Tax-Sheltered Annuity~~

9.5.Faculty Leave Account

The university shall establish and maintain a centralized Faculty Leave Account to pay the costs of providing substitutes in the classroom for faculty members who are on paid sick leave, parental leave, or sabbatical leave in accordance with Sections 9.9. The Faculty Leave Account shall be administered by the Office of the Provost. The purpose of the fund is to provide Colleges with the resources to hire temporary replacements to cover the classes of a faculty member who is on paid leave or to compensate colleagues who temporarily assume the teaching responsibilities of a faculty member who is on paid leave. The department chair or equivalent and dean of the faculty member who is on leave are responsible for submitting a requisition to the Provost for allocation of funds from the Faculty Leave Account.

~~9.6 Compensation for Job Related Injuries and~~ **Sick Leave**

The university recognizes that decisions regarding the granting of leave for illnesses and short-term disabilities affect the faculty member, his/her family, colleagues, students, and the administrators concerned. Faculty leave procedures are intended to insure that the interests of all these parties are considered and resolved consistently through a fair and orderly process.

As a general principle, faculty members or their designated representatives are to advise their department chair of any illness or injury established by a physician that may result in their absence and inability to carry out their assigned duties. This must be done in as timely a manner as possible so the university may respond with an appropriate arrangement to take care of the faculty member's responsibilities during the period of absence.

All communications and correspondence related to the processing of sick leave requests, the monitoring of sick leave, and the evaluation of the medical condition of faculty members during the period of their sick leave shall be treated as confidential and maintained separately from the personnel file. Access to such materials and medical information about faculty members shall be restricted to university personnel who have a legitimate need for it in connection with the implementation of the Sick Leave Policy or the performance of their duties.

The university recognizes its obligations under state and federal law, including, but not limited to, the American's with Disabilities

~~9.7 Tuition Assistance~~

~~9.8 Travel Reimbursement~~

~~9.9 Board Recognition of Faculty and Staff~~

~~9.10 Property Control Procedure~~

Act (ADA), the Rehabilitation Act of 1973 (RA), the Family and Medical Leave Act (FMLA), the Health Insurance Portability and Accountability Act (HIPAA).

9.6.1. Faculty with Fixed-Term Appointments

Adjunct faculty, visiting faculty, part-time lecturers, and full-time lecturers who have been employed by the university for less than one year, and temporary faculty are ineligible for paid sick leave.

The running of fixed-term faculty appointments will not ordinarily be affected by the granting of sick leave status, in the sense that a faculty member with a term appointment will have no right to return to duties after the expiration of that term.

9.11 Unpaid 6.2. Faculty with 12-Month Full-Time Appointments

Tenured, tenure-track, research, clinical, and library faculty members who are on 12-month appointments and have full-time status throughout the year are eligible for annual/vacation, bereavement, holiday, maternity, personal, sick and uniformed service leave in accordance with policies applicable to other fulltime, 12 month employees of the university.

9.6.3. Faculty with Full-Time, but Less than 12-Month Appointments

Sick leave under this policy is available for tenured, tenure-track, library, clinical, and research faculty who have full-time appointments for less than 12 months or who have full-time appointments during the academic year and part-time appointments during the summer. Sick leave under this policy also is available to lecturers who have been employed by the university in a full-time position for more than one year.

9.6.3.1. Categories of Sick Leave ☞

For the purposes of this policy, sick leave will be categorized as follows: (1) Short-Term: Absence of a faculty member by reason of his/her illness, injury, or other physical or mental incapacity that is projected to continue for thirty (30) calendar days or less where it appears that he/she will, with reasonable accommodations (if appropriate), return to duties at the end of that time; (2) Intermediate-Term: Absence of a faculty member by reason of his/her illness, injury, or other physical or mental incapacity that is projected to continue for more than thirty (30) calendar days but less than 90 calendar days where it appears that he/she will, with reasonable accommodations (if appropriate), return to duties at the end of that time; (3) Long-Term: Absence of a faculty member by reason of his/her illness, injury, or other physical or mental incapacity that is projected to continue 90 days or longer where it appears that he/she will, with reasonable accommodations (if appropriate), return to duties at the end of that time.

For the purposes of this policy, all references to “chair” for the College of Nursing and Library shall mean the responsible administrator within the unit.

9.6.3.2. Advisory Group

To assist in the implementation of these procedures, the Provost shall appoint, in cases of intermediate or long-term leave, an advisory group, which will consist of the university Ombudsperson, a member of the Faculty Senate appointed by the Senate Executive Committee, and one representative from each of the following: (1) the Human Resources Office, (2) the Office of Counsel, and (3) the Office of the Provost.

9.6.3.3. Requests, Approval, and Terms of Short-Term Sick Leave

Requests. A request for Short-Term Sick Leave shall be made by the faculty member, or his/her designated representative, to the department chair. The request may be oral.

Approval. The chair may act on requests for Short-Term Sick Leave without consultation and shall approve such leave to faculty members upon receipt of information substantiating the need for such leave. The chair may require a physician’s verification of the existence of illness, injury, or other physical or mental incapacity. The chair shall inform and consult with the dean if there are indications that there may be (1) an abuse of the leave process through repetitive short-term absences; (2) an underlying medical and/or psychological problem that has not been revealed by the faculty member; (3) a likelihood that the faculty member will not be able to return to duties before the next semester starts; or (4) a steady decline in the physical or mental health of the faculty member.

Coverage of Classes. The faculty member, if able, is responsible for arranging such coverage of classes, in consultation with the chair; otherwise the chair is responsible. To the extent feasible, colleagues will normally cover the classes of a faculty member on Short-Term Sick Leave. If qualified colleagues are not able to provide coverage or if doing so would create an unreasonable burden for such colleagues, it may be necessary to hire temporary faculty as substitutes for the faculty member on leave. Funding for hiring temporary faculty to substitute for the faculty member on leave shall be allocated by the Provost from the Faculty Leave Account (See Section 9.5).

Monitoring Requirements. The chair shall provide updates to the dean in those instances where the chair has informed/consulted with the dean regarding the leave.

Pay Status. Short-Term Sick Leave will be with full pay and benefits, even if designated as FMLA Leave.

9.6.3.4. Requests, Approval, and Terms of Intermediate-Term Sick Leave

Requests. A request for Intermediate-Term Sick Leave shall be made by the faculty member, or his/her designated representative, to the chair in writing. It shall include a medical prognosis from a health-care provider for the projected duration of the absence.

Approval. Upon receiving a request for Intermediate-term Sick leave, the chair shall consult with the advisory group regarding possible Americans with Disabilities Act (ADA) /Rehabilitation Act (RA) implications and the appropriateness of designating the absence as Family and Medical Leave Act (FMLA) Leave. Discussions may also include the possible need for further medical evaluation(s) (immediate and/or future) to acquire additional information about the prognosis for recovery and to help in determining fitness for duty, where appropriate. Long-term disability (“LTD”) insurance implications will also be considered. The chair shall discuss the results of the advisory group meeting with the dean. The chair, in consultation with the dean and with the assistance of advisory group members, shall then make such decisions as may be necessary and appropriate to the particular situation, such as whether further medical evaluations may be required and the timing of such evaluations, whether the absence will be designated FMLA Leave, etc.

The chair shall approve a properly presented and supported Intermediate-Term Sick Leave request and shall inform the faculty member in writing of the terms under which leave is being granted, with a copy provided to the dean and the advisory group. Where appropriate, the chair shall advise the faculty member to consult with the Benefits and Employment Services Office for information about long-term disability (“LTD”) insurance.

Coverage of Classes. The chair is responsible for arranging coverage of the faculty member’s classes, in consultation with the faculty member if the faculty member is able. When feasible, colleagues will cover classes of a faculty member on Intermediate-Term Sick Leave. In such instances, the affected colleagues shall receive either additional pay for increased teaching or a reduction of teaching obligations during the next academic term commensurate with the additional workload. If colleagues are not able to provide coverage, or if doing so would create an unreasonable burden for such colleagues, it may be necessary to hire temporary faculty as substitutes for the faculty member on leave. Funding for compensating colleagues or hiring temporary faculty to substitute for the faculty member on leave shall be allocated by the Provost from the Faculty Leave Account (See Section 9.5).

Monitoring Requirements. At 30-day intervals from the date of the written Intermediate-term Sick Leave approval, the chair shall provide the dean, the advisory group, and the Provost with brief written summary updates regarding the then-current medical condition of the faculty member, the prognosis for recovery, the likely date of return to duties, and other information pertinent to long-range planning to ensure fair treatment for the faculty member, colleagues, and students. Updated summaries shall also be provided by the chair at any time changes in the faculty member’s condition justifies.

Pay Status. Intermediate-Term Sick Leave will be with full pay and benefits, even if designated as FMLA leave.

9.6.3.5. Requests, Approval, and Terms of Long-Term Sick Leave

Requests. A request for Long-Term Sick Leave shall be made in writing by the faculty member, or his/her designated representative, to the chair. It shall include a medical prognosis from a physician for the projected duration of the absence.

Approval. The dean is the approving authority. Requests for leave qualifying as Long-term Sick Leave will be handled as follows:

a. Upon receiving a request for Long-Term Sick Leave, the chair shall forward that request to the dean along with a written summary of pertinent information known to the chair. The chair also shall provide copies of this correspondence to the advisory group, the Provost, and the faculty member or his or her designated representative.

b. The dean and the chair shall meet with the advisory group to discuss any ADA/RA implications, the appropriateness of designating the absence as FMLA leave, etc. They shall also address the issue of whether there is a need for further medical evaluation(s) (immediate and/or future) to acquire additional information about the prognosis for recovery and to help in determining fitness for duty, where appropriate. LTD insurance implications will also be considered. If the university requires additional medical evaluations it will be at the expense of the university.

c. After meeting with the advisory group, the dean shall make such decisions as may be necessary and appropriate to the particular situation, such as whether further medical evaluations may be required and the timing of such evaluations, whether the absence will be designated FMLA leave, etc.

d. The dean shall approve a properly presented and supported Long-Term Sick Leave request and shall inform the faculty member in writing of the terms under which leave is being granted, with a copy provided to the Provost and the advisory group. Where appropriate, the dean shall advise the faculty member to consult with the Benefits and Employment Services Office for information about LTD insurance.

Coverage of Classes. The chair is responsible for arranging coverage of the faculty member's classes, in consultation with the dean and the Provost and with the faculty member if the faculty member is able. In some cases, it may be feasible for colleagues to cover the classes of a faculty member on Long-Term Sick Leave. In such instances, the affected colleagues shall receive either prorated pay for teaching an overload or a reduction of teaching obligations during the next academic term commensurate with the additional workload. If colleagues are not able to provide coverage or if doing so would create an unreasonable burden for such colleagues, it may be necessary to hire temporary faculty as substitutes for the faculty member on leave. Funding for compensating colleagues or hiring temporary faculty to substitute for the faculty member on leave shall be allocated by the Provost from the Faculty Leave Account (See Section 9.5).

Monitoring Requirements. At 30-day intervals from the date of the written sick leave approval, the chair shall provide the dean, the advisory group, and the Provost with brief written summary updates regarding the then-current medical condition of the faculty member, the prognosis for recovery, the likely date of return to duties, and other information pertinent to long-range planning to ensure fair treatment for the faculty member, colleagues, and students. Updated summaries shall also be provided by the chair at any time changes in the faculty member's condition justifies.

Pay Status. Long-Term Sick Leave shall be granted as leave with full pay and benefits, even if designated as FMLA leave, provided that such leave does not exceed six months for the same illness or injury.

9.6.3.6. Extension of Tenure Clock

When a tenure-track faculty member is granted Intermediate-Term or Long-Term Sick Leave, an automatic one-year extension in that faculty member's probationary period shall be granted in accordance with Section 9.6.3.5. Faculty members who are granted Short-Term Sick Leave may request a one-year extension in their probationary period, but in such cases, the extension of the probationary period is not automatic.

9.6.4. Appeals

A request for sick leave that is denied may be appealed through the general grievance procedure available to faculty, except that administrator responses to the grievance shall be expedited.

9.7. Parental Leave

Parental leave is designed to serve two purposes. On one hand, it allows faculty members to take care of the substantial responsibilities and health issues related to child birth or the placement of a child for guardianship or adoption. On the other hand, offering such leaves benefits the university by facilitating the attraction, retention, and long-term productivity of high-quality faculty.

Eligibility. A full-time faculty member with at least one academic year of service to the university is eligible for parental leave in the event of: (1) the birth of his or her child, (2) the birth of a child to the domestic partner of the faculty member, or (3) the placement of a child under the age of 7 with the faculty member for guardianship or adoption. If both parents of the child are faculty members of the university, only one parent may take the entire 15 weeks of full-time parental leave (or an equivalent amount of leave on a part-time basis) for a given child. An individual requesting leave under these circumstances will provide documentation that he/she will be the primary care giver during the leave period. With the approval of the Provost, the two parents may split the leave. Parental leave is not granted for pregnancy-related disability preceding the birth of a child, which is granted in accordance with the sick leave policy (Section 9.6) and shall not affect a faculty member's eligibility for parental leave for the birth of that child.

Timing and duration of leave. A parental leave must commence within 4 months of the birth of the child or the placement of the child for guardianship or adoption for a faculty member taking parental leave, except in cases where both parents are faculty members and split the leave. Full-time parental leave consists of 15 weeks of full-time leave from all faculty responsibilities. An equivalent amount of part-time leave may be substituted for full-time leave; the latter will be referred to as “flexible parental leave.” For example, under flexible parental leave, a faculty member whose leave commences near the end of spring semester, could elect to take one-third of the leave as five weeks of full-time leave to finish out the spring semester, followed by taking the remaining two-thirds of the leave by working part-time the following fall semester. For faculty on academic year appointments, the summer will not count toward the 15 weeks of full-time leave (or equivalent) to which the faculty member is entitled.

In cases where both parents of the child are faculty members eligible to take parental leave, the parents may choose to have one parent take the full 15 weeks of full-time equivalent leave or may submit a request to split the leave between them (e.g., one parent could take 10 weeks and the other five weeks of full-time leave). In such cases, the parent who takes the leave first must begin the leave within four months of the birth of the child or the placement of the child for guardianship or adoption for a faculty member taking parental leave.

Parental leave also is not granted for periods of medical disability resulting from child birth but extending beyond the 15 weeks of full-time leave (or equivalent). Under such circumstances, the faculty member may apply for sick leave (Section 9.6).

The first 12 weeks of any parental leave, or of the combined periods of sick leave for pregnancy-related disability preceding the birth of a child plus parental leave, or of combined periods of parental leave plus sick leave for disability resulting from child birth are deemed to be leave under the Family and Medical Leave Act of 1993 (FMLA).

Request and approval. In order for the university to make adequate provision for instruction, a faculty member who plans to take parental leave must notify his or her department chair or equivalent in writing of his/her intent to take parental leave, with copies to the dean and Provost. Such notification must be made within three months of confirmation of a pregnancy or as soon as practicable after learning of the placement of the child for guardianship or adoption. The faculty’s written notification must include a proposal for when the leave will begin and, if the faculty member is requesting flexible parental leave, a proposal for how the leave will be taken. The exact terms of the flexible parental leave will be negotiated between the faculty member and the department chair, who shall submit a written summary of the terms of the leave to the dean and the Provost.

In cases where both parents are faculty members who are eligible for parental leave and the parents want to split the 15 weeks of full-time leave or equivalent between them, both faculty members shall submit a request detailing how they propose to split the leave to the Provost and their respective department chairs, with copies to their respective deans. The Provost or his/her designated representative is responsible for consulting with the department chairs and determining the terms of a split leave.

The Provost has final authority for approving parental leave requests and shall grant all requests for parental leave from faculty members who meet eligibility requirements for such leave. However, the Provost may modify the specific terms of flexible parental leaves and split leaves requested if the initial request is not practicable.

Pay Status. The faculty member will receive his or her full normal salary and benefits during the leave period, even if designated as FMLA leave. Faculty members on academic year appointments will not receive parental leave pay in the summer.

Coverage of classes. If replacements are needed to carry out the instructional responsibilities of a faculty member on parental leave, the compensation for those replacements shall be allocated by the Provost from the Faculty Leave Account (See Section 9.5).

Extension of tenure clock. When a tenure-track faculty member is granted parental leave, an automatic one-year extension in that faculty member's probationary period clock shall be granted in accordance with Section 9.6.3.6.

9.8. Family and Medical Act Leave and Uniformed Service Leave

The university is committed to complying with the provisions of the FMLA and with all federal and state statutes regulating leave and re-employment rights of employees who are absent from work for the purpose of voluntary or involuntary duty in the uniformed services.

The FMLA entitles employees to take up to 12 weeks of job-protected, unpaid leave during any 12-month period for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, adult sponsored dependent, child, parent) who has a serious health condition; or 3) care of the employee's own serious health condition. Additionally, eligible employees may take FMLA qualifying exigency leave "[b]ecause of any *qualifying exigency* (as the Secretary [of Labor] shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation" (Defense Authorization Act for FY 2008 (NDAA), Section 585(a)). The NDAA also provides that an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to *military care-giver leave* of up to 26 weeks of leave during a [single] 12month period to care for the service member.

Under the National Defense Authorization Act for Fiscal Year 2010, eligible employees may also take *qualifying exigency leave* for service on active duty in any regular component of the Armed Forces who are deployed in a foreign country; eligible employees may take *military care-giver leave* for a covered family member undergoing treatment for, or recuperating from, a serious injury or illness incurred in the line of duty while on active duty; and eligible employees may

take leave to care for any former member of the Armed Forces, National Guard or Reserves during the first five years following his or her discharge from uniformed service if the veteran is undergoing treatment for, or is recuperating from, a serious injury or illness incurred in the line of duty while on active duty.

Faculty members who are called up for "uniformed service duty" shall be granted leave in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA), as well as any other federal or state statutes regulating leaves and reemployment rights of employees in the uniformed services. The uniformed services include duty in the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services; federal training or service in the Army National Guard and Air National Guard; active duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty performed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine fitness to perform any such duty. Under the Public Health Security and Bioterrorism Response Act of 2002, certain disaster response work (and authorized training for such work) is considered "service in the uniformed services".

FMLA leave is unpaid, but in accordance with the FMLA, the university shall continue to pay its share of the employee's group health benefits during the leave. A faculty member seeking to take such leave must complete an "FMLA Request for Leave Form" and provide certification of eligibility for leave. For details, faculty members should contact Human Resources.

USERRA leave is unpaid; employees should consult with Human Resources regarding their eligibility to continue group health insurance benefits while on USERRA leave.

Faculty members taking paid sick and disability leave under Section 9.6 or paid parental leave under Section 9.7 that also qualifies for FMLA leave are deemed to be on FMLA leave. Such employees will not qualify for an additional 12 weeks of unpaid FMLA leave during the same 12-month period as the paid sick and disability leave or the paid parental leave.

9.8.1. Extension of Tenure Clock

When a tenure-track faculty member is granted FMLA Leave or Uniformed-Service Leave, the faculty member may request a one-year extension in his or her probationary period clock in accordance with Section 9.6.3.6. (Leaves of very short duration may not qualify.)

9.9. Sabbatical Leave

Sabbaticals leaves for tenured faculty are provided so that faculty members may devote a substantial period of time, at the university or elsewhere, to activities that contribute to their professional development. Sabbatical leaves are an investment in the university's human capital stock and, as such, advance the teaching, research and service missions of the university by helping to ensure that the knowledge base of the faculty remains at the cutting edge.

9.12.1. Eligibility and ~~Terms~~ terms of Leave

leave

Only full-time tenured faculty members are eligible for a sabbatical leave. Faculty on sabbatical leave have no duties except those activities related directly to their sabbatical proposal. A sabbatical may be granted for one or two semesters according to the following schedules:

Schedule 1. At the end of six or more years of full-time service since the faculty member's appointment to a tenured or tenure-track faculty position or since the faculty member's last sabbatical, a faculty member is eligible for (a) a one semester sabbatical at full salary, or (b) two semesters sabbatical at one-half salary.

Schedule 2. At the end of eight or more years of full-time service since the faculty members' appointment to a tenured or tenure-track faculty position or since the faculty member's last sabbatical, a faculty member is eligible for two semesters sabbatical at two-thirds salary. Sabbatical leaves for two semesters must be taken consecutively, either fall and spring semesters of the same academic year or spring semester of one academic year and fall semester of the subsequent academic year.

9.129.2. Application Process and Criteria for Approval

It is the university's policy to encourage faculty members to take sabbaticals when they become eligible to do so. Therefore, department chairs shall not ask faculty members to delay applying for sabbatical leaves. However, approval is not automatic. An eligible faculty member is responsible for submitting a sabbatical application consisting of: (1) a Sabbatical Leave Application Form and (2) a sabbatical proposal (details available from the Office of the Provost) to his or her department chair (or equivalent) by December 15 of the academic year preceding the beginning of the requested leave. In the sabbatical proposal, the applicant shall provide a reasonably detailed plan of activities that will be pursued during the sabbatical and describe how the planned activities will enhance the applicant's professional development in one of more of the following ways: (1) by enriching and expanding the faculty member's understanding of his or her field(s), (2) by increasing the faculty member's effectiveness as a teacher, and/or (3) by providing the faculty member with the time to devote to significant scholarly and/or creative projects.

By January 5, the chair shall forward the sabbatical application, along with a written recommendation to the applicant's dean for review, and shall provide the applicant with a copy of the chair's recommendation. By January 15, the dean shall forward the application and chair's recommendation, along with a written recommendation, to the Provost. When completed, a copy of the dean's recommendation shall be sent to the applicant.

The final approval of the sabbatical proposal rests with the Provost, who shall make one of the following decisions:

1. Approval of the sabbatical proposal for the time period requested by the faculty member.
2. Approval of the sabbatical proposal, with a deferral of the starting date.
3. Denial of the request for the sabbatical.

The Provost shall inform the candidate of the decision by February 15.

Maintaining and enhancing faculty knowledge and skills are essential to the research and teaching missions of the university. For this reason, a sabbatical proposal shall be approved if the activities proposed by the faculty member are feasible and if they can reasonably be expected to enhance the faculty member's professional development in one or more of the three ways described above. Sabbatical proposals shall not be denied due to financial or staffing constraints, but may be deferred for financial or staffing constraints. In general, if a university's faculty is intellectually active, it is reasonable to expect that approximately one-sixth of the tenured faculty will be on sabbatical during any given academic year; restrictions on the number of faculty members in a unit who may be on sabbatical at the same time should be consistent with this expectation. If replacements are needed to carry out the instructional responsibilities of a faculty member on sabbatical leave, the compensation for those replacements will be paid out of the Faculty Leave Account in accordance with Section 9.5. Except in unusual circumstances, deferrals shall not be for more than one academic year. A faculty member whose sabbatical is deferred shall not be penalized in terms of their eligibility for a subsequent sabbatical. For example, faculty members, who, because of these reasons, take a Schedule 1 sabbatical in their eighth year (rather than their seventh), shall be eligible for their next sabbatical after 13 years of permanent, full-time service. Academic and budgetary heads who request such deferrals or delays shall do so in writing and shall send copies of the request to both the faculty member and the Provost.

In cases where the proposed sabbatical is denied, the Provost shall give the faculty member a written explanation of the reasons for the denial; copies of this explanation shall be provided to the faculty member's department chair and dean. This explanation shall explicitly state why the faculty member's proposed sabbatical activities do not meet the criteria of feasibility and/or of contributing to the faculty member's professional development. Because of the importance of sabbaticals to faculty development, in such cases, the department chair shall work with the faculty member to help develop a proposal that meets these criteria for submission in a future year.

9.9.3. Benefits, Salary Increases, and Promotions during Sabbaticals

While on sabbatical, premium deductions for such benefits as health, dental, life, and accident insurance, as well as for savings bond and United Way contributions, will continue as if the faculty member were at full salary. This means that those benefits matched by the university continue to be matched, and those benefits fully paid by the university continue to be fully paid (e.g., life/accidental death insurance, long-term disability benefits).

TIAA-CREF contributions will continue at the same rate as chosen by the faculty member prior to the sabbatical. For example, a five-percent faculty contribution to TIAA-CREF would be applied to a reduced sabbatical salary, as would the university's matching percentage.

Benefits from the Teacher's Retirement System of Alabama are affected as follows. Faculty members who take two semesters of sabbatical at half or two-thirds of their normal academic year salary receive prorated salary and service credit for their time on sabbatical. For example, faculty being paid one-half of their nine-month academic salary for an academic year of sabbatical will receive one-half of a year's service credit and one-half of that year's salary credit. Refer to the sabbatical leave schedule above. Faculty members interested in knowing exactly how their benefits accrue while on sabbatical should meet with a representative of the Office of Employee Benefits.

Faculty on sabbatical are eligible for salary increases and promotion as they would be were they not on sabbatical.

~~9.12.3 Benefits During Sabbaticals~~

~~9.12~~

9.9.4.Compensation ~~During Sabbaticals~~ from Other Sources ~~Other than UAH~~

During a sabbatical leave, a faculty member may receive income from sources other than the university to supplement salary from the university and to cover sabbatical travel costs and/or a higher cost-of-living at the location(s) where the sabbatical is taken. These sources may include but are not limited to remuneration for teaching part-time at another university or being partially paid by a scholarly research center at which the faculty member is taking the sabbatical.

Because the reason for a sabbatical is professional development, not augmentation of income, consulting and other professional activities while on sabbatical are governed by the same regulations as those applicable to faculty not on sabbatical.

9.129.5.Other Requirements and Reporting

Recipients of paid sabbatical leaves are required either to return to the service of the university for a period equal to the sabbatical period or to reimburse the university for all salary received from the university while on sabbatical. Not later than the end of the first semester following return from a sabbatical, the recipient must submit a report summarizing the activities performed during the sabbatical and the achievements accomplished. The report should be submitted and forwarded through the same channels as the original application for sabbatical.

While on sabbatical leave, faculty remain bound by all rules and regulations of the university. During the sabbatical period, faculty members retain their rights to participate and vote in faculty matters as if they were not on sabbatical, provided they are available or can be reached in a reasonable period of time. Faculty members on sabbatical are discouraged, however, from service activities and from involvement in routine activities of their unit. Administrators and committee chairs shall not request faculty members on sabbatical leave to undertake service assignments.

~~9.13 Sick Leave~~

~~9.14 Maternity or Family Emergency Leave~~

~~9.15 Military Leave~~

~~9.16~~ **10.Vacation**

Faculty members on twelve-month appointments are entitled to twenty-two (22) days of vacation with pay per year, based on an accrual rate of 14.67 hours per month. The maximum number of vacation leave days that may be carried forward into the next employment year is the number of days earned in one year. Accrued vacation days in excess of maximum accrual at the beginning of an employment year

are converted to sick leave. There is no payment for accumulated vacation time, except in the case of a terminating faculty member who is serving in a 12-month appointment at the time of termination. Upon such termination, a 12-month appointee will be paid for unused accumulated vacation, not to exceed the number of days earned in one year.

In the case of a change from a 12-month appointment to an academic year appointment, any unused vacation leave will be transferred to the sick leave balance to be retained and reinstated upon the eventual return to a 12-month appointment, or retained for retirement credit with the State Teachers' Retirement System. Faculty members on an academic year appointment do not accrue vacation leave.

9.11.Unpaid Leave of Absence

Unpaid leaves of absence for faculty members may be granted for a period of one year or less for further study and other activities that enhance professional capacities or stature. In unusual circumstances, unpaid leave may be extended for an additional year.

~~9.17 Holidays~~

All leaves must be approved by the appropriate chair, by the dean, and by the Provost. Where possible, a request for voluntary leave should be filed at least three months in advance.

~~9.18~~**12.Liability Insurance**

The University of Alabama System insurance program provides coverage to the university 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.~~Resources of Interest to the Faculty~~

Any university employee who is sued or who believes that a lawsuit is imminent should contact the Office of Counsel without delay.

~~9.18.1 Library Services~~

~~9.18.2 Information Services~~

~~9.18.3 Bookstore~~

~~9.18.4 Intercampus Interactive Telecommunication System (IITS)~~

~~9.18.5 Credit Union~~

~~9.18.6 Media and Design Services~~

~~9.18.7 Athletic Facilities~~

~~9.18.8 University Preschool Learning Center~~

~~9.18.9 Beville Center~~

~~9.18.10 The University Noojin House~~

~~9.18.11 University Center~~

~~9.18.12 Telephone Services~~

~~9.18.13 Printing Services~~

~~9.18.14 Mail Services~~

~~9.18.15 Motor Pool~~

~~9.19~~**Other Policies**

The *Staff Handbook* should be consulted for additional policies that are applicable to all the university employees but are not repeated in this Handbook. These include, but are not limited to, policies on the following:

Alcohol and Other Drugs Acquired Immune Deficiency Syndrome (AIDS) Firearms and Other Weapons Automobile/Vehicle Registration Solicitation Protection Use of University Equipment Severe Weather Smoking

9.14. Property Control Procedure

The university permits the loan of its property to the faculty and staff for off-campus use, provided the budget unit head concurs and the use benefits the university. A standard formalized agreement is signed by the borrower and the budget unit head, which identifies the property, its location, and reason for being on loan. The agreement is retained by the budget unit head and is made available to authorized personnel making property audits.

~~Affecting the Faculty~~

9.1 Payroll Policy and Procedures

Faculty members who are appointed on an academic year (9 month) basis whose salaries are not supported by grants and contracts during the academic year ~~are normally~~ may elect to be paid over the 9 month academic year or to be paid over 12 months, with the total annual deductions ~~distributed~~ distributed equally over the 12 months. ~~By special~~ Such election ~~that is available on an annual basis, these faculty members may convert from a 12 month payment plan to a 9 month payment plan. This group of faculty who are on the 9 month payment plan may also elect to convert to a 12 month payment plan. Such changes~~ will be made only once each academic year during an annual sign-up period.

Faculty members who are appointed on an academic year (9 month) basis who are supported partly by grants and contracts during the academic year will be paid their academic year ~~salaries~~ salaries as they earn them over the 9 month period.

~~Checks are received on the last working day of the month except in December; payment for the month of December is made on the first working day in January. A statement of earnings~~

Payroll checks shall be distributed on a bi-weekly schedule. An electronic statement of earnings for the pay period showing the gross earnings, itemized deductions, and the net sum of the check is also provided. Faculty members who are employed for one semester receive half of their academic year salary.

9.2-16. Summer Teaching Obligations and Research

~~Faculty members may have opportunities to teach during the summer term, but summer teaching is not guaranteed. A schedule of course offerings for summer is developed early in the academic year by the department chair or program coordinator.~~

~~Full-time faculty members teaching summer courses are paid 10% of their academic year salary for a three-semester-hour credit course, with a maximum rate of \$5,000 per three-hour course. Thus the pay rate for summer classes is 3.33% per credit-hour with a maximum amount per credit-hour of \$1,666.67.~~

Opportunities

Faculty members who are appointed on an academic year (9-month) basis are ordinarily understood to be on leave during the summer months. This status does not affect the other terms of a faculty member's appointment, including benefits or payroll options. Such leave is intended to benefit the faculty member in terms of enabling study leave, vacation, and appropriate research activities. While faculty members are encouraged to participate in on-going service commitments, any extensive uncompensated service obligations are to be considered beyond normal service expectations. If departmental or college circumstances warrant such extensive service assignments, faculty members can reasonably expect compensation or other considerations to be made as a result of this assignment.

Summer pay for faculty working on~~research~~ contracts is based on a 37-week academic year model. A faculty member fully supported by a contract can earn 2.70% (1/37) of the regular academic-year salary per week of employment. This translates into a maximum earning of 40.5% of the academic-year salary if the faculty member works all ~~fifteen~~fifteen weeks available in the summer. Requests to choose the ~~fifteen~~fifteen-week option must be authorized by the department chair and dean and should be submitted in writing before the end of the Spring Semester. The ~~fifteen~~fifteen-week model does not include vacation or leave time except ~~official~~official university holidays. For those faculty who wish to mix teaching and research and give a 100% effort during the ~~summer~~summer, the 40.5% limit must be observed.

9.16.1. Summer Teaching

Faculty members may be given opportunities to teach at the university during the summer term, but summer teaching is not guaranteed. A schedule of course offerings for summer is developed early in the academic year by the department chair or program coordinator.

9.3 Consulting

~~Consulting is a privilege that is encouraged if it is of a non-routine character and at a high professional level and does not entail potential conflicts of interest. Interactions with the public and private sectors advance the university's effectiveness in providing high quality student learning and enhance student employment opportunities. Such activities promote the university's image in the community as a quality institution of higher education and as a partner in economic development.~~

~~Within the purview of this policy, consultation is defined as the rendering of professional services for remuneration or reasonable expectation of financial compensation either to the faculty member, a family member, or associate to organizations both outside and within the university. Examples of such compensated activities might include but are not limited to: (a) one-time or multiple visits to a business for the purpose of offering advice and counsel; (b) carrying out investigations or studies which are not university grants or contracts; (c) a series of non-university lectures or performances; (d) serving as an expert witness; or (e) providing specific professional services other than those rendered through the university. By contrast, providing a single professional talk for a modest honorarium would not normally be considered as a consulting activity for the purposes of this policy. If there is a question regarding whether the activity is consulting, the faculty member should discuss the activity with the appropriate chair and dean.~~

~~Endeavors for financial gain may be pursued as long as they do not interfere with the faculty member's primary commitment to the university. Consulting must not interfere with the faculty member's obligations (i.e., teaching, research, and service) to the university or place the faculty member in a conflict of interest or conflict of commitment situation. Faculty are responsible for insuring that consulting activities are conducted in accordance with the UAH policy on conflict of interest (Section 7.14.3 and Appendix I) as well as UAH policies on disclosure of discoveries and inventions, patents, and computer software. Consulting and the performance of activities by full-time faculty members for extra compensation within and outside UAH should rarely exceed 36 hours a month, non-cumulative, above and beyond the time required to fulfill their primary responsibilities to the university. This restriction does not apply during the summer when faculty members are considered to be on leave unless they are engaged in and being compensated for teaching, research, and/or service for UAH. Teaching a course at another institution is normally considered a conflict of interest for a UAH faculty member and hence does not normally fall within the privilege of consulting. Exceptions may be authorized, but teaching must be restricted to no more than three credit hours per semester.~~

~~Approval for consulting is discretionary. Requests for consultation are subject to prior approval by the appropriate chair and dean. If appropriate, the chair and dean will consult with the senior vice president for research, provost or other specific university administrators on a project-by-project basis. A disclosure and request for approval of consulting form (Appendix J) must be submitted and approved prior to the initiation of consulting activities to be performed during periods other than those periods when faculty members are~~

~~considered to be on leave. The request must be acted upon within 10 working days. If the faculty member's request is denied, the faculty member should work with the appropriate chair and dean to seek resolution. If the dean or the faculty member is not satisfied with the outcome of resolution efforts, the university's professional review committee (Appendix I) will review the situation and make written and timely recommendations to the provost. If the faculty member is not satisfied with the professional review committee's findings, the faculty member may appeal to the provost. Of course, the faculty member has full right to appeal through normal university grievance procedures.~~

Full-time faculty members teaching summer courses are paid 10% of their academic year salary for a three-semester-hour credit course, with a maximum rate as established by university policy.

Teaching assignments in summer do not obligate faculty member for service responsibilities.

~~9.3.1 Sponsored Projects~~

~~Consulting on sponsored projects must be consistent with the policies of the sponsoring agency and the university. Procedures to implement subcontracts are in place in the Office of Research Administration. Approvals must be obtained on a Consultant Subcontract Approval Request (CSAR) through the vice presidential level.~~

~~9.3.2 Consulting within UAH~~

~~Faculty may be permitted to perform consulting and other types of service within UAH when the individual has specialized training or knowledge essential to the programs and where the performance of these duties is such that it is above and beyond the commitments associated with the faculty appointment. The consulting must be across departmental lines; therefore, a faculty member may not consult for his or her own department.~~

~~9.3.3 Consulting Outside UAH~~

~~The consulting activity must be compatible with the interests of UAH as a public academic institution and must not require more than a de minimus use of university resources or facilities. Faculty consulting activities that require significant use of university resources (i.e., laboratories, equipment, work by students and staff) must be handled as university grants or contracts. Procedures for such grants and contracts are available in the Office of Research Administration.~~

~~When participating in consulting activities other than university grants or contracts outside UAH, the faculty member shall provide an explicit statement that UAH is not participating in or sponsoring the activity.~~

~~9.3.4 Reporting~~

~~A report of consulting activities must be provided to the appropriate chair and dean at the end of each semester. The dean will provide a summary of all consulting activities of the college to the provost at the end of each semester.~~

~~9.4 Insurance and Retirement Benefits~~

~~Group term life insurance, accidental death and dismemberment insurance, and long-term disability insurance (partial salary continuation) are provided by the university at no cost to regular full-time faculty and staff.~~

~~The Teachers' Retirement System of Alabama (TRSA) provides the retirement program required for all full-time regular faculty and for part-time faculty working 50% time or more. Temporary full-time faculty and those at 50% time or more must also participate when they enter their 13th month of employment.~~

~~Employees contribute 5% of their gross salary with a matching contribution being paid by the state, by a grant, or 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 state retirement fund, which means the member is eligible for deferred retirement benefits. That eligibility is not lost if the employee leaves the employ of the university thereafter, as long as the employee's contributions are not withdrawn. **Early retirement is permitted at age 60.** Upon attainment of that age, therefore, an employee who has vested may retire and apply for monthly retirement benefits. Members who have 25 years of creditable service may retire with benefits regardless of age. **Approval of the IRS has been obtained to allow contributions to the TRSA on a tax-deferred status.** In effect, TRSA contributions are not considered to be wages and therefore are not subject to taxation until they are withdrawn. **Withdrawals are normally made at retirement when the tax rate is usually lower for most individuals. 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 other 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.**~~

~~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 of approximately two percent per year of service, and the option chosen by the individual at the time of retirement.~~

~~The university requires all regular full-time faculty 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 through individual policies. **The university pays a major portion of the monthly premium for the employee and also shares in the cost for those who insure their dependents.**~~

~~9.5~~ **17. Tax-Sheltered Annuity**

Regular full-time faculty members are eligible for participation in the Teachers' Insurance and Annuity Association and the College Retirement Equities Fund. (TIAA/CREF) The university matches the member's contributions up to a maximum of 5%. Faculty members may elect to reduce their salary by a ~~specified~~**specified** amount within certain limitations and have such contributions 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 as ~~benefits~~**benefits** at retirement when the ~~individual's~~**individual's** applicable tax rate is generally lower. The option to reduce income under this plan does not change the base salary with regard to TRSA contributions, social security coverage, pay on contracts, or summer school compensation. Full details on all university-administered ~~benefit~~**benefit** programs may be obtained through various brochures and pamphlets available in the ~~Office~~**Office** of Human Resources.

The university participates with the other campuses of The University of Alabama System to provide members of the faculty and staff the best available ~~benefits~~**benefits** at the least possible cost. Programs

are studied by the Employee ~~Benefits~~Benefits Committee and are subject to approval by the president.

9.18.Travel Reimbursement

The university reimburses eligible faculty and staff members for approved travel according to university policies.

~~9.6 Compensation for Job-Related Injuries and Disabilities~~

~~UAH provides benefits for employees who are injured during the performance of official duties. The university requires an immediate and formal reporting of accidents and injuries sustained on the job.~~

~~Occupational injury benefits are generally equivalent to those payable under the Alabama Workmen's Compensation statute; however, such payments may be reduced by the amount of health insurance benefits carried by or on behalf of the employee.~~

~~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. Such claims may be referred by the university to the State Board of Adjustment. The university is self-insured under this program with some excess coverage available through commercial insurance.~~

9.7-19.Tuition Assistance

Tuition grants can be made to all active and retired full-time, permanent faculty and staff and to their spouses, adult sponsored dependents, and ~~unmarried~~ dependent children. ~~Unmarried dependents~~Dependents of ~~deceased~~deceased, full-time, permanent faculty and staff are also eligible for tuition assistance. Under this program the university provides payment for tuition for one ~~credit~~ course each semester and each of two summer terms for eligible employees and one-half of the tuition for credit courses for any eligible dependent. Special fees, books, and supplies are not covered and must be paid by the student.

Members of the faculty with the rank of instructor or above may not pursue work toward an advanced degree or other program of study in the department or related unit in which their ~~appointment~~appointment is held.

Faculty members who wish to apply for tuition grants for themselves or their eligible ~~dependents~~dependents should make application to the ~~Office~~Office of Human Resources according to the following schedule: For students registering during early registration, the application form must be ~~received~~received in the ~~Office~~Office of Human Resources on or before one week prior to the date bills are due. For students registering during regular or late registration, the completed application form must be received in the ~~Office~~Office of Human Resources no later than one week before registration.

~~9.8 Travel Reimbursement~~

~~The university reimburses eligible faculty and staff members for approved travel according to university policies.~~

~~9.9 Board Recognition of Faculty and Staff~~

~~The Board of Trustees recognizes outstanding accomplishments or long periods of service by members of the faculty or staff by the adoption and implementation of the following forms of recognition:~~

~~A. Upon death or retirement of any dean, administrative official, or tenured faculty member, each of whom has served at least ten years in The University of Alabama System or of any other employee rendering exceptional service, a formal resolution of recognition and appreciation containing the individual's biographical information and accomplishments shall be presented to the Board for its consideration, with the recommendation of the applicable president and the chancellor.~~

~~B. Upon notice of retirement of any employee who is not recognized in Section A and who has served at least ten years in The University of Alabama System, the Board on recommendation of the applicable president and the chancellor, may award to the employee a certificate of citation. Presentation of the certificate shall be made by or on direction of the applicable president or the chancellor.~~

~~C. Upon recommendation of the applicable president and the chancellor, the Board may also recognize by appropriate resolution, either on termination of employment or at any other time, outstanding accomplishments or any members of the faculty or staff in teaching, research, or service.~~

~~9.10 Property Control Procedure~~

~~UAH permits the loan of its property to the faculty and staff for off-campus use, provided the budget unit head concurs and the use benefits the university. A standard formalized agreement is signed by the borrower and the budget unit head, which identifies the property, its location, and reason for being on loan. The agreement is retained by the budget unit head and is made available to authorized personnel making property audits.~~

~~9.11 Unpaid Leave of Absence~~

~~Unpaid leaves of absence for faculty members may be granted for a period of one year or less for further study and other activities that tend to enhance professional capacities or stature. In unusual circumstances, unpaid leave may be extended for an additional year. All leaves must be approved by the appropriate chair, by the dean, and by the provost. Where possible, a request for voluntary leave should be filed at least three months in advance.~~

~~9.12 Sabbatical Leave~~

~~Sabbatical leaves for tenured faculty are encouraged in order to further faculty development. Sabbaticals are provided so that faculty members may devote a substantial period of time, at UAH or elsewhere, to activities supporting their professional development. It is expected that the activity will also, at least indirectly, benefit UAH.~~

~~9.12.1 Eligibility and Terms of Leave~~

~~Only full-time tenured faculty are eligible for a sabbatical. Faculty on sabbatical are considered to be on leave from UAH and have no duties except those activities related directly to their sabbatical. A sabbatical may be granted for one or two semesters according to the following schedules;~~

- ~~1. At the end of six or more years of permanent, full-time service:
 - ~~a. One semester sabbatical at full salary, or~~
 - ~~b. Two semesters sabbatical at one-half salary.~~~~
- ~~2. At the end of eight or more years of permanent, full-time service:
Two semesters sabbatical at two-thirds salary.~~

~~Faculty members who are asked by UAH to defer applying for a sabbatical or to delay taking an already approved sabbatical will not be penalized in terms of their eligibility for a subsequent sabbatical. For example, faculty members, who, because of these reasons, take a schedule 1 sabbatical in their eighth year (rather than their seventh) will be eligible for their next sabbatical after 13 years of permanent, full-time service. Academic and budgetary heads who request such deferrals or delays are asked to do so in writing and to send copies of the request to both the faculty member and the provost.~~

~~9.12.2 Application and Approval~~

~~Sabbaticals are not given automatically. They must be requested, justified, and approved. Any faculty member requesting a sabbatical must submit a reasonably detailed plan of activities, describing how the plan will contribute to the professional development of the faculty member. Sabbatical activities may be justified by affirming any one of the following questions:~~

~~Will it enrich and enhance the faculty member's understanding of his or her field(s) of study?~~

~~Will it increase the faculty member's effectiveness as a teacher?~~

~~Will it provide the faculty member time to devote to significant scholarly and/or creative projects?~~

~~The faculty member is responsible for submitting a written request for sabbatical to his or her department chair (or other administrative officer immediately responsible for the applicant) by December 15 of the preceding academic year. In this letter the applicant should describe, in reasonable detail, plans for the program(s) of work and/or study that will be pursued during the sabbatical and how the planned program(s) will enhance the applicant's professional development.~~

~~By January 15, the chair will forward the sabbatical application, along with a written recommendation to the applicant's dean for review. When completed, a copy of the chair's recommendation will be sent to the applicant. By February 1, the dean will forward the application and chair's recommendation, along with a written recommendation, to the provost. When completed, a copy of the dean's recommendation will be sent to the applicant. The final decision on whether the sabbatical is granted rests with the provost, who will inform the candidate of the decision by February 15.~~

~~9.12.3 Benefits During Sabbaticals~~

~~While on sabbatical, premium deductions for such benefits as health, dental, life, and accident insurance, as well as for savings bond and United Way contributions, will continue as if the faculty member were at full salary. This means that those benefits matched by the university continue to be matched, and those benefits fully paid by the university continue to be fully paid (e.g., life/accidental death insurance, long-term disability benefits).~~

~~TIAA-CREF contributions will continue at the same rate as chosen by the faculty member prior to the sabbatical. For example, a five percent faculty contribution would be applied to a reduced sabbatical salary, as would the university's matching percentage.~~

~~Benefits from the Teacher's Retirement System of Alabama are affected more than those just described. Faculty members receive prorated salary and service credit for their time on sabbatical. For example, faculty being paid one-half of their nine-month academic salary for a year of sabbatical will receive one-half of a year's service credit and one-half of that year's salary credit. Refer to the sabbatical leave schedule in 9.13.1. Faculty members interested in knowing exactly how their benefits accrue while on sabbatical should meet with a representative of the Office of Employee Benefits. Faculty on sabbatical are eligible for salary increases and promotion as they would be were they not on sabbatical.~~

~~9.12.4 Compensation During Sabbaticals from Sources Other than UAH During a sabbatical, a faculty member may receive income from sources other than UAH to supplement salary from UAH. These sources include either remuneration for teaching part time at another university or being partially paid by a scholarly research center at which the faculty member is taking the sabbatical. Because the reason for a sabbatical is professional development, not augmentation of income, consulting and other professional activities while on sabbatical are governed by the same regulations as those applicable to faculty not on sabbatical.~~

~~9.12.5 Other Requirements and Reporting~~

~~Recipients of paid sabbaticals are required either to return to the service of UAH for a period equal to the sabbatical period or to reimburse UAH for all salary received from UAH while on sabbatical. Not later than the end of the first semester following return from a sabbatical, the recipient must submit a report summarizing the activities performed during the sabbatical and the achievements accomplished. The report should be submitted and forwarded through the same channels as the original application for sabbatical.~~

~~While on sabbatical, faculty remain bound by all rules and regulations of UAH. During the sabbatical period, faculty members retain their rights to participate and vote in faculty matters as if they were not on sabbatical, provided they are available or can be reached in a reasonable period of time. Faculty members on sabbatical are discouraged, however, from service activities and from involvement in routine activities of their unit.~~

~~Administrators and committee chairs are discouraged from requesting service from faculty members on sabbatical.~~

~~9.13 Sick Leave~~

~~Faculty members must advise the department chair of illness (established by a physician), and the chair will assist the faculty member in finding a substitute to take care of their responsibilities during absences because of illness. Faculty members may be granted leave and pay for the remainder of the semester in which the illness occurs provided any members of the department(s) concerned can fill in sufficiently to avoid the employment~~

~~of additional faculty. In cases where a faculty member will not be able to return to active service (established by a physician), sick leave with pay may be granted up to six months. Faculty members on twelve-month appointment earn ten (10) days of sick leave per year cumulative to one hundred and eighty (180) days. In the case of a change from a twelve-month appointment to an academic year appointment, any unused vacation leave will be transferred to the sick leave balance to be retained and reinstated upon the eventual return to a twelve-month appointment, or retained for retirement credit with the State Teachers' Retirement System. Faculty members on an academic year appointment do not earn sick leave.~~

~~9.14 Maternity or Family Emergency Leave~~

~~The conditions and duration of compensation for short-term leaves for pregnancy, childbirth, or family emergencies involving spouse, parents, or children are analogous to those for leaves granted for temporary disability or personal emergencies. The timing and duration of absence in such cases are determined by mutual agreement between the faculty member and the institution and are based on medical need (established by a physician), the requirements of the educational program, and individual circumstances. Compensation during short-term leaves of absence for childbearing or the serious illness of a family member must be consistent with customary institutional practices. All leaves of absence must be in accord with the Family and Medical Leave Act.~~

~~9.15 Military Leave~~

~~Full-time 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.~~

~~If a permanent faculty member is involuntarily called into military service, a leave without pay will be granted for the duration of the service obligation. Under state law, these employees receive full pay for the first twenty-one working days of absence in a calendar year for such purpose. Faculty members eligible for military leave benefits should provide a copy of their orders to their department chair and dean. A faculty member will not be paid during absences to attend annual summer training or special activity duty training unless the individual is on a calendar year appointment.~~

~~9.16 Vacation~~

~~Faculty members on twelve-month appointments are entitled to twenty-two (22) days of vacation with pay per year, based on an accrual rate of 14.67 hours per month. The maximum number of vacation leave days that may be carried forward into the next employment year is the number of days earned in one year. Accrued vacation days in excess of maximum accrual at the beginning of an employment year are converted to sick leave. There is no payment for accumulated vacation time, except in the case of a terminating faculty member who is serving in a twelve-month appointment at the time of termination. Upon such termination, a twelve-month appointee will be paid for unused accumulated vacation, not to exceed the number of days earned in one year.~~

~~In the case of a change from a twelve-month appointment to an academic year appointment, any unused vacation leave will be transferred to the sick leave balance to be retained and reinstated upon the eventual return to a twelve-month appointment, or retained for retirement credit with the State Teachers' Retirement System. Faculty members on an academic year appointment do not accrue vacation or sick leave.~~

~~9.17 Holidays~~

~~The official holiday schedule is published each year in the university calendar.~~

~~9.18~~ **20. University Resources of Interest to the Faculty**

~~UAH~~

The university provides many services and facilities to assist faculty in their professional ~~pursuits~~pursuits and in their personal development. A few of the more important services and facilities are described in the following paragraphs.

~~9.18~~ **20.1. Library Services**

~~The UAH Library supports the information, instructional, and research needs of faculty, staff, students, and the surrounding community. The main Library houses over 300,000 books, more than 450,000 government documents, and has current subscriptions to almost 3,000 journals.~~

~~The Library has an on-line integrated system, Unicorn from Sirsi with the WebCat server, in addition to having a new LogiCraft CD ROM tower on the LAN with a number of indexes and abstracts, and Infotrac's Academic Index with 550 full-text journal titles. Also, Ebseo's MasterFile 1000 with 1000 full-text journals is available. Combining all sources, UAH provides access to almost 6000 journal titles.~~

~~In addition to circulation, photocopying, reserve, and reference assistance services, the Library offers a variety of other services such as computerized literature searches through DIALOG Information Services. Searches are conducted by Library faculty members after careful consultation with the researcher requesting the service. Costs are charged to the researcher~~

~~First Search, a service that permits patrons to conduct their own searches, is available as is the Knowledge Index service. Knowledge Index is a service that permits patrons to conduct on-line searches during evening and weekend hours. Training at a free training session is required before using First Search or Knowledge Index.~~

~~The Library is a selective depository for U.S. government documents. The collection emphasizes census data, U.S. and international business, NASA publications, scientific and technical information, and congressional documents. A collection of topographical maps and state road maps is maintained in the government documents area.~~

~~The Library has reciprocal agreements with many libraries in the state, allowing faculty, staff and students access and circulation privileges at these other libraries. An arrangement also exists with Redstone Scientific Information Center (RSIC) which allows faculty and graduate students access to the open literature collection. RSIC has one of the largest technical and scientific collections in the Southeast. For information, contact a reference librarian.~~

~~Interlibrary loan and document delivery services provide access to materials not held at the UAH Library. Books and/or copies of articles, papers, etc., can be acquired from other libraries. Interlibrary loan is currently available at no cost to enrolled students, faculty, and staff.~~

~~9.18.2~~ **Information Services**

~~UAH has access to a wide range of computer services ranging from mainframe supercomputers to personal computers. Faculty and researchers have access to a Digital Equipment Corporation DEC 7000/610 computer. This computer, which runs the Open VMS operating system, is based upon Digital's 64-bit Alpha processor. A campus mail system, running on four Digital MicroVAX 3100 computers running as a VAX cluster, offers Internet mail capability~~

~~to faculty, staff, and students. The mail machine's domain name is "email.uah.edu".~~

~~UAH faculty also have access to the facilities of the Alabama Supercomputer Network (ASN). The ASN is located in Cummings Research Park and contains a variety of very high performance computer facilities. In 1994 the facilities include a Cray C-90 vector supercomputer, a 128 node Hypercube parallel computer, and a variety of mass storage and I/O devices. A variety of general and special purpose software packages optimized for the ASN computers are also available. The ASN can be accessed from any computer on the campus backbone through the campus Internet connection. Special assistance in using the ASN can be obtained through an on-campus applications engineer resident in the Research Institute. Faculty can obtain no-cost access to most ASN hardware and software resources for research purposes.~~

~~The Computer Center's extensive software library may be used by the university community. In addition to the many language processors provided, numerous applications packages are available in such areas as mathematics, statistics, graphics, and simulation. A User's Guide, in machine-readable format, provides extensive documentation of the library.~~
9.18.3

The M. Louis Salmon Library serves the university campus community with information access and research support. Faculty can borrow books and can use most electronic resources, including electronic journals and databases, from anywhere on or off campus. The library web-site is a gateway to all of the library's resources, providing access to records of print and electronic materials as well as online forms and information about a variety of services. Additional information on any of the following services will be available on the website.

10. Services Available to Faculty

The descriptions below are intended only as a general overview. Please see the Salmon Library Handbook for faculty and graduate students, located under the Services menu on the library web site, for more complete information about these and other services.

11. Borrowing books and other materials

To check out materials, the faculty identification Charger card must be brought to the Circulation Desk to activate all library privileges including remote access to online resources. All the university Faculty/Staff and Students use the Charger Card I.D., issued by the University, as their Library I.D. card. The Library User Record remains active for the duration of employment with the university. To view ones library record, one should click My Account at the library catalog website.

12. Reserving materials for course use

Guidelines for reserving materials for class use as well as submission forms for books, e-reserves, and videos are available at the library's website. The User Services Desk in the library can be contacted for answers to specific questions (256-824-6530).

13. Course specific subject guides

The library can create custom library guides for specific courses. These guides can present in one place all of the library resources pertinent to a specific class or subject matter.

14. Document Delivery

The Document Delivery and interlibrary loan service obtains books, dissertations, journal articles, reports, and other materials not available on campus.

15. Reference/Research Assistance

Librarians at the reference desk offer general and specialized assistance in the use of electronic and print sources and document retrieval. In addition to working with faculty at the reference desk, reference librarians also assist users via telephone, email, online, and IM. Chat.

16. Instructional Services and Resources for Classes and Labs

Librarians offer a range of services to faculty and their students, including workshops, creation of course-related Web pages, collaborating with crafting assignments and preparation of subject guides.

16.1.1. Bookstore

The University Bookstore, located on the lower level of the University Center, is a full-service college bookstore operating for the needs and convenience of the ~~UAH~~university community and offers a discount on book purchases by the faculty. The University Bookstore provides a variety of services to ~~UAH faculty and staff members.~~ ~~The Bookstore can special order almost any book.~~ ~~A CD-ROM of Books in Print allows faculty members to browse thousands of book titles.~~ ~~The Bookstore provides rental and purchase options on academic regalia for commencement exercises and carries a large assortment of office supplies.~~ ~~The Bookstore can secure copyright clearance on course packs for instruction.~~
~~9.18.4 the university faculty and staff members.~~

16.1.2. Intercampus Interactive Telecommunication System

The Intercampus Interactive Telecommunication System (IITS) offers expanded opportunities to meet and teach within The University of Alabama System. IITS is a communications vehicle consisting of electronically-linked conference rooms located at UA, UAB, ~~UAH~~the university, and other sites. Each campus has a telecommunications room equipped with cameras, video ~~monitors~~monitors, microphones, fax machines and other equipment necessary for interactive sessions. ~~The IITS classroom is located in Room 205 of the Administrative Science Building.~~ ~~An on-site coordinator in each class room directs the use of cameras, microphones, and computers.~~ ~~Graduate students manage the facility at UAH and assist faculty with their courses.~~

~~Anyone~~Anyone using this system can offer two-way interactive classes or meetings among all sites. ~~Participants~~Participants can see, hear, and speak to individuals at each site. Video tapes, slides, overheads, and other visual aids may be employed as needed to enhance a presentation. Although courses taught on the IITS have priority use of the system, meetings may be scheduled as time is available.

~~9.18.5~~

16.1.3. Credit Union

The Alabama Credit Union is a cooperative savings and loan facility owned and operated by its members. Membership is open to all employees of the university through the purchase of shares. Loans are made to members for all types of consumer needs, with net earnings from loans distributed to members in the form of dividends. The Credit Union is a full service, consumer-oriented ~~financial~~financial institution ~~with a branch located adjacent to the Optics~~

~~Building on the UAH campus. Branch locations and with facilities also located on the campus of the University of Alabama in Tuscaloosa.~~

~~9.18.6 Media and Design Services~~

~~The Office of Media Services, Alumni House, assists faculty in publicity, further information dissemination, and faculty recognition. It produces UAH's internal newsletter Insight, which provides timely information about campus events and issues.~~

~~The Design Services unit is a full service in-house graphic design studio. Its mission is to assist and support all academic and administrative departments in the design, layout, and production of printed material including brochures, annual reports, flyers, posters, newsletters, newspaper ads, illustrations, forms, and stationery.~~

~~9.18.7 regarding the Alabama Credit Union can be found at the credit union's website.~~

16.1.4. Athletic Facilities

~~Facilities in Spragins Hall include a gymnasium, swimming pool, weight rooms, four racquetball courts, classrooms, dance and exercise areas, locker rooms, and six outdoor tennis courts. Faculty members are admitted to facilities in Spragins Hall by presenting their UAH ID card. Family members may also use the facilities. There is a usage fee for persons who do not have an ID card.~~

~~9.18.8~~

~~Information regarding the Athletic Facilities at the university can be found at the university's website.~~

16.1.5. University Preschool Learning Center

The University Preschool Learning Center offers child care for students, faculty, and staff. It is licensed by the State of Alabama and managed by the University Preschool Parents ~~Association~~Association, a non-~~profit~~profit corporation. Parents are automatically members of the Association when their child is enrolled. During the nine-month school year, the Preschool Learning Center serves children ages three to ~~five~~five years. The summer program accepts children three through twelve years old. The Center is open daily, except when ~~UAH~~the university is closed for holidays or ~~inclement~~inclement weather. A child's schedule is ~~flexible~~flexible and revolves around ~~UAH~~the university class schedules: two, three, and ~~five~~five day a week schedules are available for half days and all day care.

~~9.18.9~~

16.1.6. Bevill Center

The Tom Bevill Center is the university conference center and also serves as the national ~~headquarters~~headquarters for the Army Corps of Engineers' Training Management Division. Located on the ~~university~~university campus, the Center offers hotel, restaurant and catering facilities. Catering and the ~~restaurant~~restaurant are open to the public, and hotel rooms can be reserved, based upon availability.

~~9.18.10 The University Noojin House~~

~~The University Noojin House is located approximately two miles from the campus at 3300 Holmes Avenue and provides an excellent setting for a variety of functions. Built in the Georgian raised cottage style, it has twin curving entrance staircases and high-ceiling rooms. It may be used for university-related business meetings, conferences and social gatherings by faculty, staff and recognized student organizations/groups at no charge. The house is also available for rent by outside groups.~~

~~9.18.11~~

16.1.7. University Center

~~The 76,000 square foot University 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. Additionally, the Center houses the Offices of the Vice President of Student Affairs, Enrollment Services, Academic Advising, Financial Aid, Career Services, the Cooperative Education Program, SGA, Exponent, and the Bursar.~~

~~9.18.12 Telephone Services~~

~~Telephone Services is located in the Central Receiving Building. UAH is currently utilizing a Digital Essex 600 telephone 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, transferring calls, ATTNet calls, and Directory Assistance usage.~~

~~9.18.13 Printing Services~~

~~Located in the Printing Services Building, this unit affords complete printing and 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.~~

~~9.18.14 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. Intracampus mail service is also provided, and such mail is picked up and distributed in each building daily. Stamps are also available for purchase.~~

~~9.18.15 Motor Pool~~

~~UAH 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 and some charges may apply.~~

~~9.19 Other Policies Affecting the Faculty~~

~~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.~~

~~The Staff Handbook should be consulted for additional policies that are applicable to all UAH employees but are not repeated in this Handbook.~~

~~**These include, but are not limited to, policies on the following:**~~

~~Alcohol and Other Drugs~~

~~Acquired Immune Deficiency Syndrome (AIDS)~~

~~Firearms and Other Weapons~~

~~Automobile/Vehicle Registration~~

~~Solicitation Protection~~

~~Use of University Equipment~~

~~Severe Weather~~

~~Smoking~~

~~Travel Reimbursement~~

Information regarding the University Center at the university can be found at the university's website.