

**The University of Alabama in Huntsville**  
**STAFF HANDBOOK**

CHAPTER 1: .....	9
STAFF EMPLOYMENT POLICIES .....	9
Appointments .....	10
Regular Full-Time.....	10
Regular Part-Time.....	10
Temporary Full-Time.....	10
Temporary Part-Time.....	11
On-Call.....	11
Background Checks .....	12
Credited Service Date .....	12
Disciplinary Actions .....	13
Warnings.....	14
Probation.....	15
Suspension .....	16
Dismissal.....	16
Discrimination Grievance Procedure .....	18
General Guidelines.....	18
Initiating and Filing a Complaint.....	21
Preliminary Action.....	23
Formal Proceedings .....	28
Reporting and Disposition of Cases.....	30
Non-Retaliation.....	31
Employment of Family Members .....	32
Employment Status .....	32
E-Verify .....	33
Hiring Procedures .....	33
Immigration Reform and Control Act.....	34
Minimum Age for Employment.....	34
Orientation of New Employees.....	34

Orientation Period.....	35
Performance and Conduct.....	36
Performance Reviews (Staff): <i>General Policy</i> .....	37
Orientation Period Appraisals.....	37
Performance Appraisals .....	37
Personnel Records.....	38
Problem Resolution Procedure .....	38
Professional Consulting, Teaching, and Other Outside Employment .....	41
Promotional Opportunities.....	43
Selection of Candidates.....	43
CHAPTER 2: .....	45
COMPENSATION .....	45
General Policy.....	46
Downgrading.....	46
Indebtedness and Collection Complaints.....	46
Lateral Transfers .....	48
Merit Increases.....	48
Overtime and Compensatory Time.....	48
Pay Periods and Receipt of Checks .....	49
Position Reevaluations.....	50
Promotional Increases.....	50
Recording Work Hours .....	51
Reemployment .....	51
Starting Salaries .....	51
Working Hours and Workweek .....	52
CHAPTER 3: .....	53
EMPLOYEE BENEFITS.....	53
General.....	54
Benefits .....	54
Accidental Death and Dismemberment Insurance.....	54

Continuing Group Health Insurance-COBRA/HIPAA Rights .....	55
Employee Assistance Program .....	56
Flexible Spending Accounts .....	56
Group Health Insurance: Medical, Dental, and Vision.....	57
Group Term Life Insurance .....	58
Long-Term Disability Insurance.....	58
Short-term Disability Insurance .....	59
Holidays .....	59
Job-Related Injuries and Disabilities .....	61
Leaves .....	61
Bereavement Leave.....	61
Family and Medical Leave.....	62
Interrupted Operations Leave .....	64
Leaves of Absence - Extended.....	65
General Leave of Absence .....	66
Voluntary Reductions in Workweek.....	67
Medical Leave of Absence.....	67
Maternity Leave .....	68
Military Leave.....	69
Personal Leave .....	69
Sick Leave.....	69
Vacation Leave .....	72
Recognition of Outstanding Performance.....	74
Recognition of Service.....	75
Retirement Programs .....	75
Teachers' Retirement System of Alabama (Defined Benefit Program) .....	75
Voluntary 403(b) and 457(b) Retirement Plans.....	78
Social Security .....	78
Tuition Assistance.....	78
Unemployment Compensation.....	80

CHAPTER 4: .....	81
TERMINATIONS.....	81
Dismissal.....	82
Layoff.....	82
Resignation .....	83
Retirement.....	84
Separation Procedures and Exit Interviews .....	84
CHAPTER 5: .....	86
GENERAL POLICIES AND PROCEDURES.....	86
Affirmative Action.....	87
Alcohol and Other Drugs .....	87
Bicycles, Scooters, Skateboards, and In-Line Skates .....	88
Change of Status/Address .....	89
Claims and Liability Protection .....	90
Classified Information and Security Matters .....	90
Communicable Diseases Policy.....	91
Confidential Information .....	92
Dress Code or Professional Appearance.....	93
Emergencies.....	93
Equal Opportunity and Affirmative Action .....	94
Ethical Duties.....	98
Firearms and Other Weapons.....	100
Purpose:.....	100
Definitions: .....	100
Policy Statement, Application, and Enforcement:.....	101
Exceptions:.....	102
Fire Prevention.....	102
Identification Cards.....	104
Jury Duty.....	104
Motor Vehicle Registration.....	104

Patent and Copyright Policy .....	105
Political Activity .....	107
Reference Inquiries .....	108
Safety .....	109
Service as Bank Director .....	109
Severe Weather Policy .....	110
Smoking Policy.....	110
Solicitation Protection.....	112
Stolen, Lost, or Found Property .....	113
Travel Reimbursement.....	113
Use of University Equipment.....	114
Voting .....	115
Witness Summons.....	115
<b>CHAPTER 6: UNIVERSITY FACILITIES AND EMPLOYEE SERVICES.....</b>	<b>116</b>
Alumni Relations .....	117
Bevill Center .....	117
Bookstore .....	117
Bulletin Boards .....	118
Business Services/Procurement Office .....	118
Charger Union.....	119
Copy Center .....	119
Credit Union.....	120
Email Policy.....	120
Library.....	121
Mail Services .....	121
Marketing and Communications.....	122
Motor Pool .....	123
Notaries Public.....	123
Office of Information Technology.....	123
General.....	123

Use of Computer and Network Resources .....	124
Recreation and Athletic Events.....	126
Research Administration Office .....	126
Telecommunications .....	127
University Development .....	127
University Events.....	128

## General Equal Opportunity/Affirmative Action Policy

The University of Alabama in Huntsville (University) is committed to making employment opportunities available to qualified applicants and employees and does not unlawfully discriminate on the basis of race, color, national origin, religion, sex (including marital or parental status), pregnancy, sexual orientation, gender identity, age, disability, citizenship, genetic information, or status as a disabled veteran, a recently separated veteran, an active duty wartime or campaign badge veteran, and an Armed Forces service medal veteran (all referred to herein as “protected veterans”). All personnel actions and programs shall be administered in accordance with this equal opportunity (EO) policy. These actions and programs include recruitment; selection; assignment; classification; promotion; demotion; transfer; layoff and recall; termination; determination of wages, conditions and benefits of employment; etc. It is the intent of the University that, in all aspects of employment, individuals shall be treated without unlawful discrimination on any of the foregoing bases, and that employment decisions shall instead be premised upon a person’s performance, experience, and other job-related qualifications.

Additionally, the University is an affirmative action employer of women, under-represented minorities, qualified individuals with a disability, and protected veterans. It is committed to making sustained, diligent efforts to identify and consider such individuals for employment and for opportunities arising during employment.

To facilitate this policy, all recruitment and pre-employment screening procedures for staff positions are centralized in the Department of Human Resources.



## **CHAPTER 1:**

### **STAFF EMPLOYMENT POLICIES**

## Appointments

Employment at the University is categorized as follows:

**Regular Full-Time** – Employment that may continue indefinitely on a full-time basis of between 30 and 40 hours per workweek, or between .75 and 1.0 full-time equivalency (FTE). Such employees are entitled to University benefits. However, employees who work at least 30 hours per workweek (or .75 FTE) but fewer than 40 hours per workweek will receive vacation leave, sick leave, administrative leave, holiday pay, and retirement service credit prorated on the basis of the percentage of time worked. Postdoctoral Research Assistants and Associates, Graduate Research Assistants, and Graduate Teaching Assistants are classified as student employees. Their employment is managed through the Office of Graduate Studies.

**Regular Part-Time** – Employment that may continue indefinitely on a regular schedule of fewer than 30 hours per workweek. Such employees may participate in the University's Voluntary 403(b) Retirement Plan and are entitled to receive paid holidays prorated on the basis of the percentage of time they are scheduled to work. Employees in this category also receive reduced service credit from the Teachers' Retirement System based on the percentage of time worked. These employees may utilize the services of the Faculty and Staff Clinic and the Employee Assistance Program.

**Temporary Full-Time** – Employment for a fixed or predetermined period of time of less than one year on a full-time basis. Such employees are entitled to receive paid holidays that occur during the fixed period of employment. Individuals in this category are also eligible to participate in the group health insurance program and the University's Voluntary 403(b)

Retirement Plan. See Chapter 3, Employee Benefits, for additional information on specific benefits that are available to individuals in this category.

**Temporary Part-Time** – Employment for a fixed or predetermined period of time of less than one year for a specified number of hours per week that is fewer than 30 hours. Such employees are entitled to receive paid holidays prorated on the basis of the percentage of time they are scheduled to work and may participate in the University’s Voluntary 403(b) Retirement Plan.

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

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

Human Resources periodically reviews staff positions to determine the appropriateness of the non-exempt or exempt status of each. Additional information may be found in Chapter 2, “Overtime and Compensatory Time.”

## Background Checks

The University will conduct pre-employment background checks on all prospective employees in all job classifications. Limited background checks may also be conducted on existing employees who are being transferred or promoted to a position involving significantly greater responsibility or authority, to a position that involves the handling of money or the management of financial operations, or on faculty who are being considered for tenure. A background check may include, but is not limited to, a criminal records check, a sex and violent offender registry check, a social security alert, a residency history, a driver's license and driving record verification, a credit history check, a degree/education verification, an employment history verification, and personal and professional reference checks. Background checks will be carried out and the information obtained therefrom used in a manner consistent with the requirements of applicable federal and state laws, including the Fair Credit Reporting Act and Title VII, Civil Rights Act of 1964. The information obtained will be used only to the extent considered to be job-related and consistent with business necessity. Full details of the Background Check Policy are available at <http://www.uah.edu/hr/policies-and-procedures>.

## Credited Service Date

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

## Disciplinary Actions

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

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

*Without limiting or qualifying this right in any way,* the following system of “progressive discipline” normally will be observed by the University for employees other than those in an orientation period. Under this system, corrective action by employees is encouraged in suitable

cases by beginning with less severe disciplinary actions and then, if the conduct or performance issues are repeated or remain unresolved, by imposing increasingly stronger discipline. The nature and severity of the problem, as well as the employee's performance/conduct history and any previous disciplinary record, will be considered in determining which disciplinary measure will be first applied. In an instance where the performance deficiency or misconduct is minor and it is a first occurrence, for example, counseling and other non-punitive measures may be utilized before more formal disciplinary action is invoked. If the problem continues or is repeated, an oral or written warning may be utilized. More serious problems, including problems that persist, may require the use of more severe sanctions.

Supervisors **must** consult with and coordinate the recommended course of action through the Associate Vice President for Human Resources or a designated representative in Human Resources in each individual case to promote consistency of treatment and fairness in administering the disciplinary system. Disciplinary actions involving senior administrators will be handled by the appropriate Vice President and/or the President.

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

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

**Warnings** may be oral or written and should be given in private on a supervisor-to-employee personal basis to correct minor or first-time problems. The severity of a problem or the frequency of its occurrence normally will determine whether the warning given is oral or

written. For an oral warning, the supervisor should schedule a meeting with the employee to discuss the performance or conduct issue. The supervisor should discuss the nature of the problem, set clear expectations for the corrective action required, and establish a timeline for the employee to improve performance or resolve the problem. Following the meeting, the supervisor should confirm these discussion items in writing, including the date and time of the meeting, either by email or memorandum, and keep a copy of this documentation in the employee's file. For a written warning, the supervisor should contact Human Resources for assistance in developing a Letter of Warning. The Letter of Warning should indicate to the employee (1) the specific nature of the problem and any relevant date(s); (2) the corrective action required; (3) the fact that failure to take corrective action may result in more severe discipline; and (4) the employee's right of appeal. The supervisor will provide a copy of the Letter of Warning to the employee, to Human Resources, and to the supervisory office file of the employee. A reprimand, that is, an express rebuke to the employee for the behavior, may be added to the warning in an appropriate case.

**Probation** may be utilized as a more formal means of placing an employee on notice concerning the need to correct a conduct or performance deficiency. The employee should be given a written statement setting forth the nature of the problem, the corrective action expected, the fact that more serious disciplinary action may be taken if satisfactory improvement does not occur, the length of the probationary period, and the employee's right of appeal. Disciplinary probation may be imposed for any reasonable period of time, but ordinarily it should not exceed six months. In certain circumstances, an employee may be placed on administrative leave, with

or without pay, pending the outcome of an investigation or the final disposition of a disciplinary action.

**Suspension**, or release from duty without pay, must be communicated to the employee in writing, with a copy to the Associate Vice President for Human Resources and the employee's supervisory office file. The written notice must indicate:

- The reason(s) for the discipline
- The corrective action required
- The inclusive dates of the suspension
- The fact that more severe discipline may result in case of recurrence
- The employee's right of appeal

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

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

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



Unexcused or excessive absenteeism

Tardiness

Careless or poor workmanship

Failure to report an absence

Loafing at work

Leaving the immediate work area without permission

Malicious mischief

Abuse of sick leave

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

Failure to report an absence (after prior warning)

Excessive absenteeism (after prior warning)

Unexcused absence for three consecutive days or more

Tardiness (after prior warning)

Abuse of sick leave (after prior warning)

Refusal or failure to perform an assigned job without good reason

Reporting to work under the influence of an intoxicant, whether due to the use of alcohol or the illegal use of drugs or other intoxicating substances

Neglect of duty or work assignment

Disregard for common safety practices at work

Use of threatening or abusive language

Insubordination

Falsifying records

Fighting or provoking a fight on University premises

Theft or any other dishonest act

Willful damage to or destruction of property

Possession of drugs, firearms or weapons in violation of the law

Immoral or indecent conduct

Unlawful harassing or discriminatory conduct committed with respect to others, including but not limited to employees, students, contractors, or visitors

Violation of University policy

Commission of an unlawful act in the workplace

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

Employees may avail themselves of the Problem Resolution Procedure to appeal any disciplinary action. An employee serving in a non-disciplinary orientation period has no right to appeal a termination unless the employee claims to have been subjected to illegal discrimination. See “General Equal Opportunity/Affirmative Action Policy”.

## **Discrimination Grievance Procedure**

### **General Guidelines**

Coverage and Objectives: The procedures set forth below are used with regard to complaints or grievances alleging discrimination in violation of the University’s Equal

Opportunity and Affirmative Action Policy. The complaint may be made against a University student, faculty member, administrative/staff employee, or third party who is on campus and/or over whom the University has some control. These procedures are intended to provide a consistent, workable, and timely grievance/ disciplinary mechanism through which complaints of discrimination, in any of its forms, may be addressed. Such a mechanism allows the University to carry out several important responsibilities. These responsibilities include protecting the campus environment against such unlawful discrimination, providing redress to individuals who have been or are victims of unlawful discriminatory conduct, and protecting those accused of such unlawful conduct against injury resulting from untrue charges.

General Responsibility: All members of the University community have a general responsibility to contribute in a positive way to a University environment that is free of unlawful discrimination. Beyond this, managers or administrators who have overall responsibility for the daily operations of an academic, support, or operational unit, designated in this policy as “responsible employees,” have a special measure of responsibility. If they become aware of conduct involving possible unlawful discrimination in their respective units, whether from the complaining party or some other source and whether or not a complaint or grievance is filed, they must take immediate steps to deal with the matter appropriately. This includes advising the complaining party about the responsible employee’s duty to report the conduct to the appropriate receiving official identified below and informing the complaining party about confidentiality issues. The receiving officials should be consulted for assistance. Finally, supervisors and administrators at all levels are responsible for educating and sensitizing employees in their units about the University’s policies and procedures regarding unlawful discrimination.

**Confidentiality:** Disclosure of information relating to a discrimination case shall be limited, to the extent reasonable possible, to the parties and to those individuals involved in the institutional proceeding for handling the grievance. This includes information about any accommodations or protective measures provided to the victim. Information in a case in which a student is either the victim or the accused is subject to student privacy rights afforded by the federal Family Educational Rights and Privacy Act (FERPA), and disclosure beyond the foregoing parties and officials shall only be made in compliance with FERPA. Cases involving sexual harassment (including sexual violence) present special confidentiality issues. Resolution of those issues will be made pursuant to the relevant provisions in the University's Sexual Misconduct Policy.

**Availability of Assistance:** Counseling and personal help are available for individuals with concerns relating to unlawful discrimination. Such individuals can contact a receiving official identified below for referral to counseling personnel, or they may contact such personnel directly. Claims regarding discrimination based on disability will ordinarily be referred to, and may be brought initially to, the Disability Coordinator in the Counseling Center.

**Civil or Criminal Proceedings:** The fact that civil or criminal proceedings have been instituted against an individual (or the fact that the civil authorities failed to initiate criminal proceedings) shall not prevent a complaint of discrimination or harassment against that individual from being addressed by these procedures. Generally, the pendency of any such proceedings shall not delay the processing of a complaint by the University. The University shall also, in its determination of whether discrimination or harassment occurred, not be bound by the outcome of any civil or criminal proceeding.

Prompt, Fair, and Impartial Process: The intent of this process is to provide a prompt, fair, and impartial investigation and resolution of complaints of discrimination. The process, when used for addressing charges of sexual misconduct, shall be administered by University officials who receive special training, at least annually, in conducting an investigation, and a hearing that promotes the safety of victims and accountability for unlawful behavior of all members of the campus community and that is fair to all parties. Also, investigating or adjudicating officials are to be free of conflict of interest or bias for or against the complaining party or the accused.

### **Initiating and Filing a Complaint**

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

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

- If the complainant is a student – the Student Equal Opportunity (EO) Coordinator (currently, the Dean of Students)
- If the complainant is an *administrative or staff* employee – the Staff EO Coordinator (currently, the Associate Vice President for Human Resources)

- If the complainant is a *faculty* member – the Faculty EO Coordinator (currently, the Vice President for Diversity)

#### Receiving Official - Actions

- The receiving official shall advise a complainant about available options and may provide other assistance. A receiving official may also, in an appropriate case and subject to limitations stated below regarding a charge of sexual violence or assault, attempt to resolve the complaint informally and by voluntary means. In this effort, the receiving official may confer with and seek the assistance of the supervisor of the person alleged to have engaged in the discriminating conduct (the “respondent”). If such a settlement is achieved, the terms of the settlement or actions taken shall be summarized by the receiving official and placed in a file maintained by the official as a record of the complaint and its disposition. Attempts to resolve a complaint of discrimination based on disability shall involve, wherever possible, interaction and consultation by the receiving official with the Disability Coordinator in the Disability Support Services office. Except during the discussions described above, the identity of the complainant shall not be disclosed at this stage to the respondent or to other University officials.
- If the complaining party and/or the victim is unwilling to cooperate with regard to further actions against the respondent or requests nondisclosure of his/her name or other identifying information, the receiving official shall seek legal guidance from the Office of Counsel regarding the obligation of the University to proceed further and shall confer with the other receiving officials identified above (and, in a case

involving a faculty member, the Associate Provost) to develop an appropriate response.

### **Preliminary Action**

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

**Written Complaint:** The complaint shall state the facts and circumstances (what was done, by whom, when, where, who was a witness, etc.) pertinent to the alleged unlawful discriminatory conduct, shall be in writing, and shall be signed and dated. The original complaint shall be given to the receiving official.

**Referral:**

- **Per Student Code of Conduct:** If the respondent is a student, the case is handled in accordance with the disciplinary procedures set forth in the UAH Student Code of Conduct.
- **To Preliminary Action Officer(s):** In all other cases, the receiving official shall meet with the vice president in whose division the respondent is employed (the “cognizant vice president”). In a case involving a respondent who is a third party (neither a student nor an employee), the vice president whose area of responsibility is most closely related to the third party’s activities shall be the cognizant vice president. They shall jointly appoint one or more University employees as Preliminary Action Officers (PAOs) to carry out certain duties

stated below. The cognizant vice president shall give a copy of the complaint to the respondent, along with written notice indicating the appointment of the PAO and describing the general manner by which the complaint is to be handled.

Notice of appointment of the PAO(s) shall also be given to the complainant.

**Sex Harassment Charges:** A notice or complaint of sexual harassment (including sexual violence or assault) shall ordinarily and with the concurrence of the cognizant vice president be investigated by the Coordinator identified above, or the official's designee. The Coordinator shall utilize, in this investigation, the general procedures set forth below in describing the PAO duties, and the Coordinator's investigation will take the place of actions by the PAO.

**Dismissal:** In the event that the complaint is, in the opinion of both the receiving official and the cognizant vice president, clearly frivolous or patently without merit, the complaint may be dismissed upon notice of such action to the complainant. If the respondent has been informed of the charges, notice of dismissal shall also be provided to him/her.

**Protective Measures:** If, in the opinion of both the receiving official and the cognizant vice president, interim measures to protect the complainant may be necessary or appropriate, one or more such measures may be imposed pending final outcome of this complaint/grievance process. Such measures may include, by way of example, a direction to the respondent to avoid any contact or interaction with the complainant, a change in work assignments (for employees) or in class scheduling or living arrangements (for students), etc.

**PAO Duties:** The Preliminary Action Officer shall carry out the following duties:



- *Investigation.* The PAO shall conduct a preliminary investigation of the facts alleged in the complaint. This investigation shall include a meeting with the complainant to obtain further information. Early in the investigation the respondent shall be given the opportunity to meet with the PAO to explain, deny, or otherwise respond to the allegations. Persons who may have information as witnesses or otherwise may be interviewed, including persons identified by either party. The PAO may review documents or other materials, including documents identified and submitted by either party, that may be helpful. Notes of interviews shall be made, and copies of these notes and any important documents or materials shall be retained for the file.

- *Voluntary Resolution.* The PAO shall endeavor, in appropriate cases, to facilitate resolution of the charges through informal consultation with the principal parties, mediation, or other voluntary means. A complainant in a case involving sexual discrimination/harassment shall not, however, be required to deal directly with the respondent nor to continue efforts at voluntary resolution. Mediation or similar voluntary means of resolution will not be used when sexual assault or violence is alleged. If a case is settled in this manner and with the agreement of all parties involved, the PAO shall inform the cognizant vice president and the receiving official and shall summarize the settlement in writing for the file. The case shall then be deemed closed and the file forwarded to the receiving official for retention.

- *Findings and Recommendation.* For any case not settled through mediation or other voluntary means, the PAO shall make a written report to the cognizant vice president. The report shall include a summary of findings concerning the factual

basis for the charge(s) and a recommendation for action to be taken by the University.

Depending on the findings, two types of actions may be recommended:

- If the PAO concludes that, based on credible information acquired during the investigation, a reasonable basis does *not* exist for believing that unlawful discrimination occurred, he/she shall so state and shall recommend that the complaint be dismissed. The PAO shall send a copy of the report to the receiving official.
  
- If the PAO concludes that, based on credible information acquired during the investigation, there is a reasonable basis for believing that unlawful discrimination did occur, he/she shall so state and shall recommend that the respondent be subjected to discipline either by the cognizant vice president or as the result of formal proceedings.

Action by the Vice President: Upon receipt of the PAO report, the cognizant vice president has the following options:

- *Dismissal.* The vice president may agree with the “no reasonable basis” finding and dismiss the complaint. The file shall be returned to the receiving official for retention.
  
- *Referral.* The vice president may agree with the “reasonable basis” finding and refer the complaint for formal proceedings. A referral may also occur where the vice president disagrees with the PAO’s “no reasonable basis” finding and dismissal recommendation.

- *Imposition of sanction.* The vice president may agree with the “reasonable basis” finding and impose upon the respondent employee any disciplinary sanction less severe than termination, suspension without pay for thirty (30) days or more, or reduction in salary (*e.g.* suspension without pay for less than thirty (30) days, probation, or warning, oral or written). The sanction for a third party will typically involve future exclusion from the campus.

- *Settlement.* Except in the case of a complaint of sexual violence, the vice president may endeavor to facilitate a settlement of the charges agreeable to the complainant, the respondent, and the University. If successful, such settlement shall be summarized in writing and placed in the case file, which shall be retained by the receiving official.

Notice to Parties: The complainant and the respondent shall be given, at the same time, written notice of the action taken by the cognizant vice president, along with information about the PAO findings and recommendations.

Appeal of Dismissal/Referral/Sanction to the President: The complainant or the respondent may appeal the vice president’s decision to dismiss or refer the complaint, respectively, to the president by filing an appeal in writing in the Office of the President. Either party may also appeal to the president the vice president’s imposition of sanction, as provided above. The president’s decision on the appeal shall be final, and it shall be communicated at the same time in writing to both the complainant and the respondent, and to the receiving official and the cognizant vice president as well.

## Formal Proceedings

If a case is referred for formal proceedings as provided above, the following procedures shall be followed:

### Adversary Hearing:

Faculty respondent: If the respondent is a faculty member, the complaint shall be submitted to an adversary hearing. The procedures established for the imposition of a major sanction on a faculty member for cause, as stated in the current Faculty Handbook (see 7.14.2), shall be used for this purpose.

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

Third party respondent: If the respondent is a third party, the cognizant vice president (or designee) shall conduct a proceeding consistent with due process standards, make a finding regarding the discrimination charge, and select an appropriate remedy if discrimination is found to have occurred.

Standard of Proof: The burden of showing that discrimination occurred in any formal proceeding shall be on the complainant. A preponderance of evidence standard shall apply with regard to this burden. This requires credible information to be presented by or on behalf of the

complainant indicating to the fact finder that it is more likely than not that the discrimination occurred.

☐ **Advisors:** The complainant and the respondent may each select an advisor to assist him/her. An attorney may serve as advisor for either party and may provide advice to the party during a meeting or proceeding, but may not otherwise participate directly.

☐ **Meetings and Information:** Both parties, along with their respective advisors, are entitled to be present at any meeting or proceeding, except during a time when the fact finder is engaged in deliberations regarding the charges or an issue of procedure. Upon request, the University will make arrangements (*e.g.* closed circuit television) that will avoid requiring the complainant and the respondent to be physically located in the same room at the same time, while preserving the right of each party to be present for each phase of the proceeding. Both parties shall also be entitled to timely access to information that will be used in the proceeding.

☐ **Complainant and Respondent as Witnesses:** Questioning of the complainant by the respondent, and vice versa, during a hearing shall not be permitted. An alternative means of presenting questions to the parties shall instead be utilized for the hearing. In a case involving charges of sexual violence, questions about the personal sexual history of the complainant with anyone other than the respondent shall not be permitted.

**Notice:** Both parties are entitled to receive simultaneous, timely written notification of meetings at which either or both may be present, of the outcome of the proceeding, of any appeal rights, of any changes in the outcome of the proceeding during an appeal, and of the time the determination is final.

- **Case File:** Only the complaint shall be forwarded to the hearing panel (or, where the respondent is a third party, the cognizant vice president). Notes written and materials gathered by the PAO shall not be provided to the panel but shall be sent to the receiving official for retention in the permanent case file.
  
- **Decision by the President:** The report of the hearing panel (or cognizant vice president) containing findings and recommendations with respect to the discrimination charges shall be submitted for action to the president. The president's decision may include a finding that the charges were not established and are to be dismissed; a finding that the charges were established and warrant imposition on the respondent of a sanction, either that recommended by the hearing panel or a different sanction (greater or lesser) selected by the president; a re-submission of the case to the hearing panel for reconsideration of the matter; or any other action deemed appropriate. The ultimate decision by the president shall be final.
  
- **Sanctions:** A range of sanctions may be imposed by the president up to and including suspension or termination of employment for an employee perpetrator. Lesser disciplinary sanctions include probation and warnings (oral or written) for employees.

## **Reporting and Disposition of Cases**

### **Time Concerns**

**Timeliness of Filing of a Complaint:** A complaint of unlawful discrimination should be made as soon as possible after the alleged acts occur. Unusual delay in bringing such allegations under these procedures may cast doubt on the credibility of the complaint and lead to its early dismissal.

□ Promptness of University Action: All phases of the handling of a complaint shall be completed as expeditiously as is practical under the circumstances. The University is committed to resolving complaints of discrimination without undue delay. Every effort shall be made to complete the actions described under “Preliminary Action” above, within twenty-one (21) calendar days and to complete the actions set forth under “Formal Proceedings” above within an additional fifty-six (56) calendar days. Delays requested or caused by the complainant, however, or necessitated by good cause may extend these target time periods.

Procedural Departures: The procedures set forth above have been developed to ensure an orderly and fair disposition of unlawful discriminatory conduct. While it is anticipated that these procedures will generally be followed, the University reserves the right to modify or depart from them in any instance in which, in its sole discretion, it is deemed appropriate or prudent to do so.

Records: All documents relating to the University’s processing of a complaint, or a copy of such documents, shall be placed in a case file. The case file shall be maintained by the receiving official as a permanent record.

### **Non-Retaliation**

It is a violation of the law and University policy for an employee or student to be disciplined or otherwise disadvantaged as a result of good faith resort to this complaint/grievance procedure or his/her other participation in these proceedings. The latter actions shall not therefore be grounds for discipline or other adverse action. A claim that a complainant or a witness has been subjected to retaliatory action in violation of this policy may be brought as a separate claim of discrimination under this procedure.

## Employment of Family Members

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

## Employment Status

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



## E-Verify

E-Verify is an internet-based system that allows employers to determine an employee's eligibility to work in the United States. It is a partnership between the Department of Homeland Security and the Social Security Administration. Executive Order 13465 requires contractors with covered federal contracts to use an employment verification system to verify the employment eligibility of employees hired during the contract term and employees performing work under the contract. A Federal Acquisition Regulation was issued to implement this directive, and consequently all federal contractors with contracts that contain the FAR E-Verify Clause (48 C.F.R. 52.222-54) must use E-Verify as a condition of their contract. The University utilizes E-Verify to verify employment eligibility of all new hires and all existing employees who work on a qualifying federal contract. There are several categories of employees who are exempt from the E-Verify rule, including employees who hold active confidential, secret, or top secret government security clearance; employees who have undergone a completed background investigation and have been issued Homeland Security Presidential Directive (HSPD)-12 credentials; and employees who provide administrative support for a qualifying contract. The Human Resources office is primarily responsible for using the E-Verify system to verify employment eligibility, though it works closely with the Office of Sponsored Programs, the Office of International Engagement, and the Office of Research Security.

## Hiring Procedures

To ensure that the University's commitment to equal employment opportunity is provided for all individuals, staff position vacancies are advertised internally as well as externally. All applicants apply on-line through the University's web site. A recruiter screens

the completed application to determine if the applicant meets the minimum qualifications for the position. If the number of qualified applicants is excessive, further screening will be done by the recruiter so that a manageable candidate pool may be selected for departmental interviewing.

### **Immigration Reform and Control Act**

All new employees are required by the Immigration Reform and Control Act to present to their employer specified documents that establish the employee's identity and work eligibility. Each document must be an original. An Employment Eligibility Verification Form (I-9) must be filled out by the employee and submitted with the documents. These requirements must be completed no later than the first day of work.

### **Minimum Age for Employment**

No person may be employed by the University who is below the age of 16 years. In order for a person between the ages of 16 and 18 to be hired, an appropriate Child Labor Class II Certificate must be obtained from the Alabama Department of Labor prior to employment.

### **Orientation of New Employees**

New employees will be advised at the time of employment to report to Human Resources for a general orientation session. This is a vital part of the new employee's introduction to the University. Personnel policies and benefits are discussed during the orientation session.

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

## Orientation Period

The first six months of employment by a staff member is an orientation period during which the employee's status is probationary and provisional. A similar period is served for each period of employment following any break in service. An employee who is transferred or promoted may also serve a six month orientation period in the new position. The orientation period provides an opportunity for the employee to demonstrate, and the supervisor to observe and evaluate, the employee's ability to perform job duties satisfactorily. The supervisor will meet with the employee for an initial counseling session at the end of the first three months of employment to discuss progress made by the employee and areas where there are opportunities for improvement. Observations discussed with the employee during this appraisal session will be noted on a Probationary/Orientation Performance Review form and retained by the supervisor. Just prior to the end of the six-month orientation period, the supervisor will meet with the employee for a follow-up counseling session. Observations made during the follow-up session will also be noted on the Probationary/Orientation Performance Review form. A copy of the review form will be given to the employee, a copy kept by the supervisor, and the original form sent to Human Resources. Based on this review, a decision will be made as to whether or not the employee will be retained beyond the orientation period or if the orientation period will be extended. An employee whose employment is not to be continued or whose orientation period is extended is so notified.

At any time during the orientation period, the supervisor may determine for any reason or for no reason, that continuation of the employment is not desirable. In this event, the employee shall be discharged. Two weeks' written notice to the employee is customary, but not required.

The employee may reach the same conclusion and may resign. Although a two weeks' notice in writing is requested from the employee, it is not required.

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

## **Performance and Conduct**

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

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

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

### **Performance Reviews (Staff): *General Policy***

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

### **Orientation Period Appraisals**

The orientation period is an important time in the relationship between the employee and the supervisor. Supervisors evaluate the performance of employees at the end of the first three months and just prior to the expiration of their six-month orientation period and indicate whether or not they should be retained. This determination is indicated on the Probationary/Orientation Performance Review form. The immediate supervisor is responsible for completing the appraisal, discussing it with the employee, and forwarding it to Human Resources for the official file.

### **Performance Appraisals**

The University encourages managers and supervisors to meet regularly with their employees to provide timely feedback, to assess individual strengths and development needs, and

to relate these assessments to current and future job performance requirements. Managers and supervisors may use the online performance evaluation tool developed by Human Resources or they may use a tool that is better suited for the unique needs of their department. When the online evaluation is completed, an electronic copy will be maintained by Human Resources as part of the employee's employment record. An employee may request a performance appraisal if a significant period of time has elapsed since the last review.

## **Personnel Records**

Human Resources maintains the permanent personnel records of all employees. Each personnel file represents the historical employment record of the employee and includes such items as the application for employment, correspondence, position assignments, transfers, promotions, wage changes, benefits enrollment, commendations, disciplinary actions, and annual performance appraisals. These files may be kept in a paper or electronic format. Employees may review their personnel files at any time by making an appointment with Human Resources. Employees will be asked to show proper identification prior to being given access to their file. A nominal fee will be charged to copy or print any portion of the employment record.

## **Problem Resolution Procedure**

*Employees (including both staff and administrative employees) who have complaints or concerns relating to their employment are encouraged to take advantage of the University's problem resolution procedure.* The University is committed to giving prompt and fair consideration to any such complaint. An employee will not be penalized in any way for a good faith use of this procedure. The process is structured to assist both staff members and supervisors in resolving work-related problems in a constructive manner.

*Concerns that arise out of the administration of a specific University or departmental policy or practice* may be reviewed through this resolution procedure. Concerns regarding issues such as job title, rate of pay, organizational changes, performance appraisals, etc. generally may also be directed to Human Resources.

*Complaints involving allegations of unlawful discrimination* may arise where individuals believe they have been treated unfairly in violation of the law and the University's Equal Opportunity/Affirmative Action Policy. Such complaints should be directed to the Associate Vice President for Human Resources, who is the designated Equal Opportunity Coordinator for staff employees. These complaints or grievances will be handled under the University's Discrimination Complaint/Grievance Procedure (see below).

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

The University also has the right to modify the stated deadlines and the general procedures as well in a particular case when, in its sole discretion, it deems such modifications appropriate.

Within these limitations, the following shall constitute the applicable procedure for seeking redress of work-related (non-discrimination) complaints:

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

2. *If a satisfactory adjustment is not achieved within seven working days from the day the complaint was first discussed with the supervisor or Human Resources, the employee may then submit the complaint in writing to the person at the next supervisory level.* The letter of complaint shall be prepared by the employee, stating the nature of the problem, the pertinent facts, and the remedial action desired, and shall be given to the next level supervisor. Within seven (7) working days after receipt of the letter of complaint, the supervisor shall investigate the matter, meet with the employee and any other personnel involved, if deemed necessary or appropriate, and respond in writing. The supervisor's response shall summarize what was done in investigating the complaint, what findings and/or conclusions were reached, and what action is being taken, if any. If the supervisor needs more than seven (7) working days to respond, the supervisor shall so state in writing to the employee, indicating when the response will be provided.



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

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

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

### **Professional Consulting, Teaching, and Other Outside Employment**

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

Professional consulting activities are defined as the rendering of professional services to an organization outside the University, or to an internal organizational unit other than that in which the individual is employed, based upon an employee's advanced education or special training. Teaching is one example of professional consulting. Professional consulting is considered a privilege and is encouraged if it involves appropriate activities. Such consulting

must not, however, interfere with an employee's primary commitment to the University, create a conflict of interest, or discredit in any way the standing or image of the University.

Normally, 35 hours per month is the maximum consulting time that is allowed. However, in application of this general rule, supervisors may further **limit** the amount of time an employee may engage in consulting activities. For an individual whose outside professional services consists only of teaching, the maximum outside load is three semester hours per term.

**Consulting and teaching must not be performed during regularly scheduled work hours. If this is not possible, an employee may, with supervisory approval, charge the time to vacation leave, personal leave or leave without pay. Professional consulting activities and teaching must be disclosed to and approved by an employee's supervisor in writing.**

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

**Employees must obtain the written approval of their supervisors and department heads prior to engaging in any consulting or outside employment activities as described above.** Requests for approval of prospective consulting activity or outside employment should be initiated at least two weeks in advance of the effective starting date of the proposed consulting or outside employment to allow time for processing and evaluation. Supervisors and department heads will determine if the employment satisfies the criteria mentioned above. If a determination

is made that the outside employment is not consistent with University policy and the employee accepts the position after being so advised, the employee will be subject to dismissal.

## **Promotional Opportunities**

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

In keeping with the commitment to recognize and utilize the talents of existing personnel, job announcements are posted internally on a job board in the Human Resources office. Job vacancies are also posted on the Human Resources website at <http://www.uah.edu/HR> under “Employment Opportunities.”

Successful internal promotional applicants are normally required to give an appropriate period of notice to their respective supervisors. A two-week notice is recommended for exempt and non-exempt personnel. It is customary, though not required, for senior executive personnel to give a month’s notice, unless a shorter interval is mutually agreed upon between the two supervisors. Transferred employees retain and carry forward the balance of earned sick leave, vacation leave, and personal leave to their new department. Benefits may change based on the new position.

## **Selection of Candidates**

Supervisors will notify an employment representative in Human Resources when a candidate is selected. Offers of employment will be made by Human Resources after

consultation with the department regarding starting dates, work schedules, and beginning rates of pay, subject to the University's compensation policies.

**CHAPTER 2:**  
**COMPENSATION**

## **General Policy**

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

## **Coffee Breaks and Rest Periods**

Work schedules permitting, coffee breaks and rest periods may be allowed. The taking of a coffee break or rest period may depend upon whether or not normal work can be continued during such periods and requires approval of the appropriate supervisor. An employee scheduled to work six (6) or more hours during the day is entitled to a 10-minute break in the morning and a 10-minute break in the afternoon. The rest period is intended to be a recess to be preceded and followed by an extended work period. Consequently, it may not be used to cover a late arrival or early departure or to extend a lunch period. Rest periods may not be accumulated or used for lost time away from the job or for any other purpose.

## **Downgrading**

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

## **Indebtedness and Collection Complaints**

The University's policy is to comply with all valid claims against the wages of an employee. If a wage garnishment, child support order, or some other legally valid claim is received by the University, the employee will be notified. The employee may attempt to work

out an agreement with the creditor, but the University will comply with the provisions of the garnishment notice or order immediately after it is received, as required by law.

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

An indebtedness to UAH that is not handled voluntarily by the employee will be repaid by withholding the amount due from the employee's salary or wages, after appropriate notice is given to the employee.

## **Job Evaluation**

The University's salary administration program requires the careful analysis and description of positions obtained by direct interview with employees and supervisory personnel and/or completion of position description questionnaires. These position descriptions are the source documents utilized in the evaluation process, that ultimately yields specific approved salary ranges for each position. When a position becomes vacant, the job description is reviewed and updated as necessary. Since they are neither all-inclusive nor restrictive, position descriptions do not limit the authority of supervisors to assign new duties or to change job related duties.

## **Lateral Transfers**

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

## **Merit Increases**

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

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

## **Overtime and Compensatory Time**

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



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

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

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

### **Pay Periods and Receipt of Checks**

All University employees are paid on a bi-weekly basis, or every other Friday. The University has a policy of mandatory payroll direct deposit for all employees. Payroll funds will

be deposited each payday into the account(s) designated by the employee. It is the responsibility of the employee to notify the Payroll Office of any changes to their designated bank accounts.

A statement of earnings for the pay period showing the gross earnings, itemized deductions, and the net sum of the check is available online through Banner Self-Service.

### **Position Reevaluations**

A position reevaluation, or reclassification, occurs when there are significant changes affecting the level of difficulty and scope of responsibilities of a single position. Such changes could result in either an upgrading or downgrading of the position. In some instances, an entire class of positions may be evaluated and receive a salary adjustment.

Requests for reevaluation of positions must be approved by the appropriate vice president and be forwarded to Human Resources for review and subsequent recommendation.

### **Promotional Increases**

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

## **Recording Work Hours**

The University uses Web Time Entry, an electronic system, to record work hours. Web Time Entry is the official record of time worked for all University staff and is the basic source of information for payroll purposes. Web Time Entry must reflect the actual hours worked and/or time charged to the various leave accounts that are available, such as sick leave, vacation leave, holiday pay, etc. Web Time Entry forms are to be completed by the employee and checked by supervisors and department heads for accuracy. Changes, alterations, or notations to the payroll record may only be made with the approval and the signature of the department head and/or supervisor.

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

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

## **Reemployment**

Former University employees who are reemployed in the same position may be compensated at the rate appropriate for the position at the time of re-hire. Those individuals who are reemployed into another position are compensated at the applicable starting rate for that position.

## **Starting Salaries**

Beginning rates of pay for new employees are based on the University’s current compensation guidelines administered by Human Resources. Such guidelines take into

consideration the individual's education and experience, salary expectations, market factors, departmental budget allocations, and the impact with respect to other staff in comparable positions. Offers of employment are made by Human Resources after consultation with the appropriate department head and will state the initial approved salary in the form of an annual salary rate. No commitment of employment or salary may be made to the employee until notification is received by the hiring authority from Human Resources. Overall salary practices are reviewed periodically and policy revisions made where appropriate.

### **Working Hours and Workweek**

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

**CHAPTER 3:**  
**EMPLOYEE BENEFITS**

## General

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

## Benefits

### Accidental Death and Dismemberment Insurance

The University provides an accidental death and dismemberment (AD&D) insurance policy in the amount of \$22,500 for all full-time regular employees. In addition to a death benefit, this policy provides varying amounts for loss of bodily functions or dismemberment. This insurance is paid for by the University.

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

## Continuing Group Health Insurance-COBRA/HIPAA Rights

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

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

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

According to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), employees who are terminating employment are to be provided certification of their creditable

health insurance coverage from their prior employer. HIPAA Certificates of Coverage are available from the insurance carrier, if needed.

### **Employee Assistance Program**

The Employee Assistance Program (EAP) is a confidential counseling and referral service that is available to full-time and part-time employees and their eligible dependents at no cost. The EAP allows employees and their families to get help in any of the following areas: Family and Marital Issues, Legal and Financial Referrals, Stress-Related Issues, Alcohol and Substance Abuse, and Emotional Issues. This service is available 24 hours/day, 365 days a year.

### **Flexible Spending Accounts**

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

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



FSAAs are governed by federal income tax law. Details about this program are available in the Office of Benefits & Employee Services or on the Benefits web site.

### **Group Health Insurance: Medical, Dental, and Vision**

Medical, dental, and vision insurance are available to all full-time regular employees and their eligible dependents. Temporary full-time employees also have the option to enroll, but part-time employees who work less than 75% time are ineligible to participate in this program.

New employees who wish to participate in the University's group health insurance must apply for coverage within 31 days of employment. Coverage for a new employee becomes effective on the first of the month following the date of hire. Individuals wishing to add or delete dependent coverage due to a change in family status (marriage, divorce, birth of a child, etc.) must notify a benefits representative in the Office of Benefits & Employee Services within 31 days of the status change. Otherwise, applications to add or delete coverage will be accepted only during the annual open enrollment period with coverage to be effective January 1 of each year.

The University pays a major portion of the monthly premium for employee medical coverage and also shares in the cost for those who insure their dependents. The entire premium for dental and vision insurance is paid by the employee. The cost of the employee share of the premium is partially offset by an arrangement under Section 125 of the Internal Revenue Code that allows the health insurance premium to be excluded from an employee's gross income for federal, state, and social security tax purposes.

Plan details and premium costs are available in the Office of Benefits & Employee Services and on the Benefits web site.

### **Group Term Life Insurance**

Group term life insurance is provided by the University at no cost to regular full-time employees. Coverage is based on salary and age level, beginning with \$30,000 and increasing up to 125% of the employee's salary, with a maximum of \$300,000. Details on exact levels of coverage are available in the Office of Benefits & Employee Services. Within 45 days of termination, an employee may elect to convert the term policy to an individual policy up to the level of coverage available at the time of termination. Proof of insurability is not required, and the employee premium is based on the type of insurance selected and the age level at the date of issue.

Retirees may continue reduced levels of coverage at the regular group rate by paying the total premium. A voluntary term life insurance program is available to full-time regular employees interested in additional insurance coverage. Available at a cost that depends upon the employee's age, this plan also provides coverage for spouses and children. Information describing these benefits is available on the Benefits web site.

### **Long-Term Disability Insurance**

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

The premiums for this insurance are paid entirely by the University. This benefit supplements social security and other group disability plans to provide up to 66-2/3% of salary during the first 90 days of disability after the benefit waiting period and then reduces to 60% of salary. Detailed information, including limitations regarding the duration of benefits and deductible sources of income, may be obtained from the Office of Benefits & Employee Services.

### **Short-term Disability Insurance**

Short-term Disability Insurance provides income protection for a short duration (typically less than 90 days) if an employee becomes ill or injured. Coverage applies when an employee is completely unable to perform the material and substantial duties of his/her normal occupation because of sickness, bodily injury, or pregnancy, and unable to perform any other occupation for which the employee is reasonably qualified by education, training, or experience. An employee may be eligible for total or partial disability benefits. This insurance is available to all full-time calendar and staff employees who work 30 or more hours per week. New employees may enroll at the completion of their 6-month probationary period and must enroll within 30 days in order to waive completion of a Statement of Health. Information on premium costs and plan benefits is available in the Office of Benefits and Employee Services or on the Benefits web site.

### **Holidays**

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

- New Year's Day
- Martin Luther King Day

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

In addition, ten other holidays are scheduled at varying times throughout the year, for a total of 18 paid holidays per year. Those additional days may include other national holidays, those of a local nature, and/or those relating to the University's academic calendar.

All full-time regular, full-time temporary, and part-time employees (excluding on-call and student employees) are eligible for paid holidays. Eligible employees working less than 40 hours per week will receive a prorated share of holiday pay based upon the percentage of time they normally work.

Unless on previously approved leave, employees must be present at work on the workday before and after a holiday in order to be eligible for holiday pay. Holidays falling within a period of authorized vacation leave, sick leave, or approved FMLA leave with pay will be reported and paid as holidays, and not charged against vacation or sick leave. Employees on approved leaves of absence without pay, including FMLA leave without pay, are not entitled to receive pay for holidays while absent.

If an employee is required to work on one of the specified holidays, the holiday must be scheduled to be taken at a later date. Rescheduled holidays must be taken prior to termination of employment and/or before September 30 of each year.

## **Job-Related Injuries and Disabilities**

The University provides benefits for employees who are injured during the performance of official duties. An immediate and formal reporting, to supervisors and the Public Safety Office, of accidents and injuries sustained on the job is required. Occupational injury benefits are generally equivalent to those payable under the Alabama Workers' Compensations statute.

As a condition to the payment of health care costs and/or disability benefits, a claim must be filed by the employee and reviewed and approved by the University. Claim forms are available in the Office of Counsel and should be filed with that office when completed. Under the Board of Trustees' policy, benefits relating to the expenses of medical care necessitated by an on-the-job injury are provided by the University only to the extent that those expenses are not paid by available health insurance carried by or on behalf of the employee. Occupational injury claims may be referred by the University to the State Board of Adjustment. The University is self-insured under this program.

## **Leaves**

### **Bereavement Leave**

A maximum of three workdays may be granted to full-time regular employees, per occurrence, upon the death of an immediate family member. This leave must be used within one month from the date of death and may be taken intermittently. Immediate family is defined as

spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandparent-in-law, or grandchild. Stepchildren, stepparent, and guardian relationships are included in this definition. An employee who wishes to use bereavement leave should notify his or her supervisor immediately. This benefit does not accumulate from year to year. When the employee returns to work, the supervisor may request official documentation such as an obituary notice to substantiate that the employee was eligible for bereavement for leave.

### **Family and Medical Leave**

The Family and Medical Leave Act (FMLA) of 1993 provides eligible employees with unpaid leave for certain family and medical reasons. Eligible employees are entitled to 12 workweeks of unpaid leave for: the birth of a child and to care for the newborn child within one year of birth; the placement with the employee of a child for adoption or foster care, and to care for the newly placed child within one year of placement; for the serious illness of the employee or the employee's child, spouse, sponsored adult dependent or sponsored dependent child, or parent, and any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty". Eligible employees are entitled to 26 workweeks of unpaid leave to care for a spouse, son, daughter, parent, or next of kin who is a covered service member with a serious injury or illness (military caregiver leave). Serious illness is defined as a health condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider where 1) the condition requires an absence of more than three days from work, or 2) the condition is incurable

or so serious that, if not treated, would likely result in a period of incapacity of more than three days, or 3) the treatment is pre/postnatal care.

Eligible employees may take FMLA leave as one continuous block of time or intermittently, not to exceed 12 weeks in a “rolling” twelve-month period. The “rolling” twelve-month period is measured backward from the date an employee uses any leave under the Act. The law requires that employees provide their employers with at least 30 days’ notice when the leave is foreseeable, such as for the expected birth or adoption of a child. When such advance notice is not possible, employees are required to provide as much notice as is practical.

To initiate a request for FMLA leave, the employee must complete the UAH Family & Medical Leave Request Form, which is available online at [www.uah.edu/hr/forms](http://www.uah.edu/hr/forms). The completed form should be signed by the supervisor and sent to the HR Compliance Coordinator, who will evaluate the request to determine if the employee meets the eligibility requirements for FMLA leave. If the employee is determined to be eligible for FMLA leave, he/she will be requested to submit proper documentation as directed by Human Resources. Proper documentation will depend on the nature of the FMLA request and may include, but is not limited to, the following: Physician Certification Form, Qualifying Exigency for Military Family Leave Form, Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave Form, or Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave Form. Once the appropriate certification documentation has been returned to Human Resources, the employee will be notified whether the requested leave (paid or unpaid) is granted under FMLA regulations. Notwithstanding the foregoing, the University may, if

appropriate and consistent with law, designate leave as FMLA leave at any time after it has begun.

FMLA leave is unpaid leave. However, the University allows or may require the use of accrued leave if appropriate. The use of accrued leave will run concurrently with FMLA leave. Use of accrued time will not extend the length of time away from the job beyond the statutory maximum number of weeks allowed. Vacation and sick leave are not accrued during the unpaid portion of a leave of absence, but unused earned credit is carried forward. An employee on approved FMLA unpaid leave will not be eligible for holiday pay during the period of unpaid leave. FMLA generally requires the University to restore an eligible employee to the same or equivalent position, with equivalent benefits, pay, and other terms and conditions of employment that he or she held before the leave began.

The Office of Benefits & Employee Services should be notified and a Benefits Retention Form completed if the employee will be without pay during any part of the FMLA leave. Health insurance benefits during the FMLA leave period will be treated the same as for an active employee. An employee on approved unpaid FMLA leave will be required to pay the employee portion of health insurance premiums plus the cost of other benefits, where appropriate. Any approved unpaid leave extending beyond the statutory maximum period of leave allowed will require that the employee pay full premiums.

### **Interrupted Operations Leave**

If the University closes due to severe weather, natural disasters, power outages, or other emergency circumstance, the President or his designee may grant leave for interrupted operations. Full-time regular employees will be paid for any time designated as interrupted



operations leave. Employees who were already scheduled to be off during the period of this designated leave will be required to use the leave appropriate to their previously scheduled time off. During periods of interrupted operations leave, the University will be closed for normal operations. As long as the University remains open, however, employees will be expected to report to work as usual. An employee experiencing undue difficulty in traveling to work when the University remains open may request that any resulting period of absence be charged to vacation leave or personal leave. The President or his designee may require certain employees designated as “essential personnel” to report to work or to work from a remote location when the University is closed. This policy also applies to those employees whose work location is not on the UAH campus once a responsible official has closed their work location.

### **Leaves of Absence - Extended**

Employees may request extended leaves of absence for both medical and personal reasons. These leaves may be granted to full-time regular employees who have completed at least one year of continuous service to the University and may be approved for up to six months. However, an employee may request, and the University may approve, a one-time extension of an extended leave of absence not to exceed an additional six months. The total amount of medical or general leave may not exceed one year. In considering such requests the employee’s supervisor will evaluate factors such as the duration of the requested leave, the workload of the department, and whether or not the duties and responsibilities of the incumbent’s position can be reasonably assigned to other employees or performed adequately by interim employees. In all cases, requests for such leave must be approved through supervisory channels up through the appropriate vice president.

## General Leave of Absence

The University may grant a general leave of absence to eligible employees as a means of providing for the retention of valuable employees who must be absent for personal reasons during extended periods. To request a general leave of absence, an employee must complete and submit a Request for General Leave of Absence Form to their supervisor. Normally, all accrued vacation and/or sick leave (if applicable) must be exhausted before a general leave of absence begins; however, an employee may request to take such leave without affecting accrued leave account balances. This request must be in writing and approved by appropriate supervisory personnel, with a copy of the approved request to the Payroll Office.

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

During the unpaid leave period for both medical and general leaves of absence, contributions to the State Teachers' Retirement System, as well as the voluntary 403(b) retirement plans (if applicable), are discontinued. Vacation and sick leave do not accrue during the period of unpaid leave, nor will the employee receive compensation for holidays falling within this period. Prior to going on unpaid leave, employees should consult with a benefits representative in the Office of Benefits & Employee Services to discuss continuation of benefits..

## **Voluntary Reductions in Workweek**

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

Eligibility for continued participation in the University's fringe benefits program will be maintained as long as the employee works at least 30 hours per week, or 75% of full time.

Vacation leave, sick leave, and holiday leave will be prorated based on the percentage of time worked. Participation in the State Teachers' Retirement System and voluntary 403(b) plans will be based on the reduced salary and percentage of time worked. Benefit levels based on annual salary will be reduced to the appropriate reduced level of time worked. For example, long-term disability (LTD) benefits, short-term disability (STD) benefits, and life insurance benefits are based on salary levels. Participation in group health, dental, vision, voluntary life insurance, and accidental death and dismemberment (AD&D) insurance will continue at the same monthly premium rates.

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

## **Medical Leave of Absence**

To request a leave for reasons of prolonged illness or other justifiable medical conditions, the employee must submit a completed Request for Medical Leave of Absence Form along with

a Physician Certification Form. Available sick leave and vacation leave must be utilized before a medical leave of absence begins.

Employees wishing to return to duty from a medical leave of absence must submit a Fitness-for-Duty Form at least 30 days in advance of the expected date of return. Overstaying a medical leave of absence without proper approval or seeking and accepting other employment without previous authorization while on medical leave of absence constitutes an automatic resignation.

### **Maternity Leave**

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

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

## **Military Leave**

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

Certain classes of veterans who leave University positions for active military service also have reemployment rights and the right to compensation in an amount which is equal to the difference between the lower active duty military pay and the higher public salary which he or she would have continued to receive if not called to active service. For more detailed information about these benefits, consult a benefits representative in Human Resources.

## **Personal Leave**

Upon completion of the six-month orientation period, employees will be granted three days of personal leave which may be used for emergency situations such as adverse weather conditions, personal business, etc., with appropriate supervisory approval. Any unused personal leave remaining as of September 30 will be converted to sick leave.

## **Sick Leave**

Regular full-time employees are granted sick leave for protection in time of illness or incapacitation because of injury or other physical condition. Sick leave is a form of insurance -

when an employee or an eligible family member is sick or otherwise incapacitated benefits can be drawn upon to offset the loss of wages. Sick leave is a privilege and must be requested by the employee and approved by the supervisor in each instance. Evidence of illness from a physician may be required by the supervisor before sick leave is authorized. Throughout the period of absence, employees must keep the supervisor or department head informed of their or their eligible family member's physical condition and their estimated date of return. Employees who do not comply with these provisions may have their absence charged to leave without pay or have disciplinary action taken against them.

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

Regular full-time employees earn nine days of sick leave per year accrued at the rate of 2.76 hours per pay period.

For the purpose of this policy, eligible family members are defined as: spouse, sponsored adult dependent, parent, step-parent, grandparent, sibling, biological child, step-child, sponsored dependent child, or a child placed for adoption or foster care. Sick leave may be used for these family members of the eligible employee in the following circumstances:

- a. To care for an eligible family member who is ill or injured

b. To accompany an eligible family member to a scheduled medical or dental procedure, appointment, or check-up

c. To attend to an eligible family member who is hospitalized

Employees may not use sick leave for absences related to the care of family members not listed above; however, employees may request time off as vacation or personal leave. If the requested leave is because of a serious medical condition and an extended period of absence is needed, or if the leave is to care for a spouse, son, daughter, parent, or next of kin who is a covered service member with a serious injury or illness (military caregiver leave), the employee may qualify for a leave of absence under the Family and Medical Leave Act (FMLA). Please refer to the FMLA Leave section of this handbook and note that the definition of FMLA-eligible family members may differ from that of this section. Please contact Human Resources for more information.

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

service is the maximum that can be applied toward retirement credit. See “Retirement Programs,” below, in this regard.

### Vacation Leave

It is the policy of the University to grant paid vacation leave to regular full-time employees in recognition of their service and as a means of providing periods for rest and relaxation. Eligible employees are expected and encouraged to take their earned vacation during the year in which it was earned so that they will be better prepared for performing their work. Senior administrative employees, staff employees, and faculty with twelve-month appointments earn vacation leave in proportion to their length of service as follows:

	<b>Length of Continuous Full-Time Service</b>	<b>Annual Accrual</b>	<b>Bi-Weekly Accrual</b>
Non-Exempt Staff Employees	1 – 5 years	12 days	3.69 hours
	6 – 10 years	18 days	5.54 hours
	11+ years	21 days	6.46 hours
Exempt Staff Employees	1 – 5 years	13 days	4.00 hours
	6 – 10 years	19 days	5.85 hours
	11+ years	22 days	6.77 hours
Sr. Administrative Employees, Research Scientists/Engineers, & Twelve-Month Faculty	Any length of service	22 days	6.77 hours

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

Vacation leave may be taken in 15-minute increments. Vacation leave must be approved by supervisory personnel prior to actual absences, except in emergency situations. In order to be



granted emergency vacation leave, employees generally must notify their supervisors no later than two hours before the beginning of the workday. Each department establishes standards regarding notification procedures; therefore, it is imperative that employees check with their respective department head or designee for specific notification procedures. Failure to give the required notice may result in leave being charged to absence without pay.

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

The maximum number of vacation leave days that may be carried forward into the next fiscal year is the number of days earned in one fiscal year. Unused vacation days over the annual maximum allowable limit are converted to sick leave on October 1, annually. (See "Retirement Programs" below, for information on sick leave credit for service with the Teachers' Retirement System of Alabama.) There is no cash payment in lieu of accumulated vacation leave, except in the case of a terminating employee. If a recognized holiday is observed while an employee is on vacation leave, that day will not be charged against the vacation leave. Paid vacation leave during a workweek will be considered as time worked for the purpose of overtime computation. Most terminating employees are paid for unused accumulated vacation leave not to exceed the number of days of vacation leave earned in one year. For example, an employee who is eligible to earn 12 days of vacation leave per fiscal year can be paid for up to 12 days of unused leave at the time of termination. Employees who earn 22 days of vacation per fiscal year can be paid for

up to 22 days of unused vacation at the time of termination. Terminating employees who have worked less than seven calendar days during the current bi-weekly pay period will not earn vacation leave for that pay period. In some circumstances, however, a terminating employee may be required to use their accumulated leave prior to their last day of employment because of contract funding restrictions.

When an employee has a change in employment status to a non-leave earning category, the balances of accrued annual and sick leave will be frozen and kept as part of the employee's personnel record. The vacation and sick leave will not be available for the employee to use while in the non-leave earning status. If an employee returns to a leave-earning status, the vacation and sick leave balances will be re-instated and available for the employee to use. If the employee terminates employment while in a non-leave earning status, the balance of vacation leave (not to exceed one year's accrual) will be paid at termination. If the employee remains in a non-leave earning status, unused sick leave may be applied toward retirement credit when the employee is eligible for retirement if the application of sick leave for service credit is applicable to that employee (Tier 1 employees only). See "Retirement Programs," below, in this regard.

### **Recognition of Outstanding Performance**

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

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

## **Recognition of Service**

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

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

## **Retirement Programs**

### **Teachers' Retirement System of Alabama (Defined Benefit Program)**

The Teachers' Retirement System of Alabama (TRSA) provides the retirement program required for all full-time regular employees and part-time regular employees working at least 20 hours per week. Temporary employees working at least 20 hours per week must participate

when they enter their thirteenth month of employment. **Participation in TRSA is mandatory for eligible employees.** Retirement income for eligible employees is determined by the number of years of participation, the average final salary, and the benefits option chosen by the individual at the time of retirement. Based upon their date of hire, employees are categorized as either a Tier 1 or Tier 2 member for the purposes of contributing to TRSA and calculating retirement benefits.

Category	Tier 1 Member Hired prior to January 1, 2013	Tier 2 Member Hired on or after January 1, 2013
Contribution Rates	7.5% - Regular employees 8.5% - Law Enforcement Officers	6.0% - Regular employees 7.0 % - Law Enforcement Officers
Retirement Eligibility	<ul style="list-style-type: none"> <li>• 25 years at any age</li> <li>• 10 years of service at age 60</li> </ul>	No early retirement option.  10 years of service at age 62 (56 for law enforcement officers)
Retirement Factor	2.0125%	1.6500%
Average Final Salary	Average of the highest three years out of the last ten years.	Average of the highest five years out of the last ten years.
Benefit Cap	None	80% of Average Final Salary
Retirement Contributions on Overtime Pay	Earnable Compensation cannot exceed 120% of base pay.	Earnable Compensation cannot exceed 125% of base pay.
Sick Leave Conversion	Yes	No

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

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

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

The amount of retirement income is determined by the number of years of participation, the average final salary, a retirement factor, and the option chosen by the individual at the time of retirement.

Additional details are contained in a member handbook published by the Retirement System. The handbook is available online at <http://www.rsa-al.gov/index.php/members/trs/pubs-forms/>. The Office of Benefits & Employee Services will be available to answer questions concerning this program during orientation and at other times whenever such questions arise.

## **Voluntary 403(b) and 457(b) Retirement Plans**

The 403(b) plan is a voluntary, defined-contribution, tax-deferred Roth after-tax plan governed by the Internal Revenue Code 403(b). Eligible employees may choose either TIAA/CREF or VALIC as their investment provider. Vesting in the 403(b) plan is immediate. The University matches an employee's contributions up to 5% of gross pay, not to exceed the annual IRS 401(a) compensation limit. Eligibility for matching is limited to full-time regular exempt employees.

The University also offers 457(b) voluntary defined-contribution plan which is similar to the 403(b) plan. The 457(b) offers the same expanded investment options, convenient payroll deductions, pre-tax and Roth after-tax contributions, and tax-deferred growth through TIAA/CREF and VALIC. There are no University matching contributions under the 457(b) plan. Additional information may be obtained from the Office of Benefits & Employee Services.

## **Social Security**

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

## **Tuition Assistance**

The University provides an educational assistance program that is available to full-time regular employees and their eligible dependents who wish to further their education by taking

courses at UAH. Eligible dependents include the dependent children, that is, children under the age of 26, unmarried and considered a dependent for tax purposes, spouse, sponsored adult dependent, or sponsored dependent children of an employee. This benefit is also available to all retired full-time regular employees and their eligible dependents and to the eligible dependents of deceased full-time regular employees.

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

Tuition Assistance application forms may be obtained from the Office of Benefits & Employee Services or downloaded from the Benefits website. A request must be submitted for each term for which tuition assistance is desired.

The completed application for tuition assistance must be received in the Office of Benefits & Employee Services no later than one week before tuition bills are due.

## Unemployment Compensation

The University provides unemployment compensation at no cost to employees.

Unemployment benefits may be claimed by eligible persons upon termination of employment.

One who voluntarily leaves University employment or is discharged for misconduct, however, may be disqualified for unemployment compensation benefits. Specific qualification

requirements may be obtained from the local State Unemployment Compensation Claims Office.



**CHAPTER 4:**  
**TERMINATIONS**

## Dismissal

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

## Layoff

A layoff occurs when an employee is separated from the University because of proration, lack of funding, reorganization, or reductions in force. Departments will be encouraged to explore alternative cost-saving measures, including reductions in FTE, whenever layoffs are proposed because of proration or budget cuts.

Departments may also consider employee seniority and proximity to retirement eligibility when determining which positions will be eliminated. However, discrimination based upon age is not permitted. It is ultimately the responsibility of the department head to determine which factors are possible and practical based on the cost-saving needs of the department.

If the layoff occurs because of re-structuring, departments will be encouraged to place the employee in another position within the department, if such a position is available and provided that the employee meets the basic job requirements for the new position. When a position is eliminated because of re-organization, the department will not be allowed to refill the position for one year.

Employees who are terminated as a result of a layoff will be given a 90-day minimum notice in writing. Subsequent to the notice of termination, the department head may, at his or her

discretion, allow a flexible work arrangement so that the laid-off employee may seek other job opportunities. If an employee resigns his or her position prior to the effective date of the layoff, they will be paid through the last day he or she actually worked, plus any accrued annual leave due him or her in accordance with University policy.

A laid-off employee will be encouraged to meet with Human Resources staff to discuss other employment opportunities within the University that may be of interest based on the employee's education and prior work experience. Human Resources staff will also be available to review the employee's résumé and make suggestions to improve the content and appearance. The employee's résumé may then be forwarded to appropriate supervisors for review. Human Resources staff will work closely with hiring managers throughout the selection process to ensure that the University complies with Equal Employment Opportunity/Affirmative Action guidelines. However, the hiring decision is ultimately made by the hiring manager.

The University will provide laid-off employees with access to computer terminals in the Salmon Library for up to one year after their termination date. Employees would need to present a photo I.D. and register at the Library front desk.

## **Resignation**

Staff members who voluntarily terminate their service with the University by resigning should notify their supervisors in writing as far in advance as possible. The customary period of notice is a minimum of two weeks for non-exempt staff personnel and a minimum of one month for exempt staff personnel. Employees terminating from the University will be paid through the last day worked and will receive their checks on the regularly scheduled payday following

termination. Terminating employees are paid for unused accumulated vacation, not to exceed the number of vacation days accrued in one year. Employees terminating before having worked seven calendar days of the current pay period will not earn vacation for that pay period. (See section below entitled “Separation Procedures and Exit Interviews.”)

## **Retirement**

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

Employment opportunities may be made available upon invitation to retired employees, whether members of the TRSA or not, upon terms and conditions consistent with applicable state and federal law. The offering of such opportunities depends on the personnel needs of the University and the “revolving door” provisions of the Alabama Ethics Law, which bars certain classes of employees from accepting reemployment for a period of two years from their date of separation. Employees considering reemployment should contact their supervisor for assistance in determining if this restriction applies.

## **Separation Procedures and Exit Interviews**

Employees terminating employment with the University are required to check out with various offices on the date of termination. This is a formalized procedure that provides

individuals with an opportunity to discuss pertinent matters with appropriate University representatives.

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

Insurance continuation, retirement fund withdrawals, and other benefit matters (see Chapter 3, Employee Benefits) are also discussed during this interview.

**CHAPTER 5:**  
**GENERAL POLICIES AND PROCEDURES**

## **Affirmative Action**

The University's Equal Opportunity/Affirmative Action program is comprehensively stated in its Affirmative Action Plan, which is issued annually by the President. A copy of the Plan is available on the Human Resources website at [www.uah.edu/hr/resources/aa-eeo](http://www.uah.edu/hr/resources/aa-eeo). In addition, the Plan is distributed each year to all deans, department chairs, and directors.

The overall responsibility for ensuring that the University's EEO/AA program is being effectively implemented rests with the President, who is assisted in this responsibility by designated officials. The Associate Vice President for Human Resources is the Staff EEO Coordinator and the Vice President for Diversity is the Faculty EEO Coordinator. These individuals represent the President in EEO/AA matters in their respective areas and are jointly responsible for insuring that the University's obligations are being carried out.

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

## **Alcohol and Other Drugs**

The illegal use, possession or distribution of alcoholic beverages, controlled drugs not prescribed by a physician, and illegal drugs/substances is forbidden in any area of the University, with the exception of those circumstances in which alcoholic beverages may be consumed in the

Bevill Center or in connection with special events at which the use of such beverages is approved by the President. Employees who present themselves for duty under the influence of or in possession of alcohol or drugs, or who violate in any way federal, state, or local drug and alcohol laws, will be considered to have violated University policy and will be subject to discipline up to and including immediate dismissal and referral to appropriate authorities.

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

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

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



bicycles, scooters, skateboards, or in-line skates be used in any building or on ramps, curbs, steps, stairs, rails, or other such structures on campus.

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

A self-propelled or motorized vehicle, including a motorized version of any of the means of conveyance mentioned above, is considered a “motor vehicle” and must comply with state and campus motor vehicle regulations. Bicycle registration is not required. However, bike owners are encouraged to register with the UAH Housing Office, Charger Village, Room 118.

Complete Motor Vehicle Regulations are available on both the Human Resources and Public Safety websites.

### **Change of Status/Address**

Employees should refer to the Human Resources website (<http://www.uah.edu/hr>) for specific instructions on how to make changes in name, address, telephone number, emergency contact, or beneficiary designation. The Teachers’ Retirement System may require the employee to complete additional forms for beneficiary and address changes. Employees who do not have computer access should contact the Human Resources office in Shelbie King Hall, Room 102, or at 824-6545.

## **Claims and Liability Protection**

The University provides protection for its employees regarding many types of liability claims arising out of their employment. In order for the University to properly manage claims brought against it or its employees, it is important that any accident or incident be reported immediately where injury to person or property results and the possibility of such a claim exists. Generally, the Office of Counsel (824-6633) should be contacted if personal injury or property damage is involved. The cooperation of employees who witnessed or have information about an incident will be sought during the investigation of the incident.

If there is indication that a claim may be asserted against the University or an employee, the Office of Counsel will ordinarily undertake the management of the University's response. Accordingly, any time an employee is served with a summons and complaint, or any other legal paper, involving the University or the employee's role or activities as an employee, the Office of Counsel should be contacted immediately. Questions about these matters may be directed to the Office of Counsel.

## **Classified Information and Security Matters**

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

As a condition of performance under these contracts, UAH is required to maintain a system of security controls and to prepare a Standard Practice Procedure (SPP) applicable to this

University. This is done in an effort to assure adherence to the aforementioned agreement by providing proper protection for all classified information entrusted to UAH.

The UAH security program is administered by the Office of Research Security (ORS) under the authority of the UAH President. However, management personnel at every level are responsible for supporting and enforcing all aspects of the program. The effectiveness of the ORS and its program on the campus is dependent, in large part, upon the positive interest and cooperation of each employee. Any doubtful situation or adverse information concerning security should be called to the attention of the ORS Administrator. All cleared employees are directed to become thoroughly familiar with and abide by applicable regulations.

Part of the University's security agreement requires reporting of all foreign nationals, including immigrants (those foreign nationals who have been lawfully admitted for permanent residence), regardless of the position held. Additionally, each cleared employee of the University has the responsibility of notifying the ORS of any visit by all foreign nationals. The Office of Research Security is located in Von Braun Research Hall, Annex D. The phone numbers are 824-6048 and 824-6444.

## **Communicable Diseases Policy**

The University has developed a comprehensive policy for the effective and appropriate management of issues relating to communicable diseases affecting members of the campus community. A communicable disease is any disease that can be transmitted from one individual directly to another individual. Some communicable diseases can be spread by casual contact. For example, colds, flu, and tuberculosis can be spread from respiratory droplets that may be

transmitted through coughing, sneezing, or a runny nose. Some communicable diseases require contact with an infected individual's blood, body fluids, or genitalia, such as Hepatitis B, the Human Immunodeficiency Virus (the virus that causes AIDS), chlamydia, genital herpes, and syphilis. The Communicable Diseases Policy is concerned only with those communicable diseases that pose a significant risk of transmission in a university setting and that pose a significant threat to the life or health of others. The policy applies to all University students, faculty, and staff employees (full-time and part-time) and all on-site contract workers.

Under this policy, any person having a reasonable basis for believing that a member of the campus community (including himself/herself) has a communicable disease that could potentially pose a significant threat to the health of others is to report such information to the chair or a member of the Communicable Diseases Management Team (CDMT). The CDMT will review all the known circumstances, including the most current medical advice and applicable laws, and make recommendations designed to manage and prevent the spread of the disease and to protect the infected individual and other members of the campus community.

The entire policy is available online on both the Human Resources and Office of Counsel websites.

### **Confidential Information**

An employee may, in the course of carrying out employment duties, gain access to confidential information. This may include information relating to sensitive personnel matters (employment grievances, performance evaluations, etc.), a student's educational records, pending criminal investigations, ongoing research projects, or matters received in confidence or

that may otherwise be considered confidential. Such information, and the underlying records, should be maintained in confidence by the employee. Disclosure to others within the University may be made only where there is a legitimate employment interest in and need for the information or record. Disclosure outside the University should not be made unless required or permitted by law. Several federal and state statutes (such as the federal Family Educational Rights and Privacy Act, the state open records law, etc.) may apply to the University's handling and use of this kind of information and record. Employees who have questions in this area should contact the Office of Counsel (824-6633) for advice and assistance.

### **Dress Code or Professional Appearance**

Although there is no university-wide policy that outlines a dress code for employees, some departments call for certain standards of dress for a particular work area. You are expected to dress appropriately, to be neat, to wear clean clothing, and to be careful of your personal hygiene. Some departments require uniforms and have policies and practices regarding them. You must adhere to uniform dress standards that have been established by the department. If you have questions about appropriate dress for a particular situation, or about uniforms, consult your supervisor.

### **Emergencies**

In the event of an emergency or general security problem, an employee should call the **UAH Police Department at 824-6911**. The employee's name should be provided, along with the nature and location of the emergency. The matter also should be promptly reported to the employee's supervisor. For non-emergencies or general problems and questions, call 824-6596.

## Equal Opportunity and Affirmative Action

The University of Alabama in Huntsville is committed to making employment opportunities available to qualified applicants and employees and does not unlawfully discriminate on the basis of race, color, national origin, religion, sex (including marital or parental status), pregnancy, sexual orientation, gender identity, age, disability, citizenship, genetic information, or status as a disabled veteran, a recently separated veteran, an active duty wartime or campaign badge veteran, or an Armed Forces service medal veteran (all referred to herein as “protected veterans”). All personnel actions and programs shall be administered in accordance with this equal opportunity (EO) policy. These actions and programs include recruitment; selection; assignment; classification; promotion; demotion; transfer; layoff and recall; termination; determination of wages, conditions and benefits of employment; etc. It is the intent of the University that, in all aspects of employment, individuals shall be treated without unlawful discrimination on any of the foregoing bases, and that employment decisions shall instead be premised upon a person’s ability, experience, and other job-related qualifications.

Additionally, the University is an affirmative action employer of women, minorities, qualified individuals with a disability, and protected veterans. It is committed to making sustained, diligent efforts to identify and consider such individuals for employment and for opportunities arising during employment.

The University is also committed to equal educational opportunity for all qualified students and does not unlawfully discriminate in its educational policies, practices, programs, or activities on the basis of race, color, national origin, religion, sex (including marital or parental status), pregnancy, sexual orientation, gender identity, age, disability, citizenship, genetic

information, or protected veteran status. Its admissions, financial aid, athletics, student services, and other programs are administered in accordance with this policy.

Discrimination, under this policy, shall be understood to include harassment carried out through unwelcome oral, written, visual, or physical conduct directed at one or more individuals on the basis of race, color, national origin, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, citizenship, genetic information or status as a protected veteran. To be unlawful in an employment context, enduring such harassment must become a condition of continued employment or the conduct must be sufficiently severe or pervasive to create a working environment that is intimidating, hostile, or abusive. Offensive jokes, objects, or pictures; slurs and epithets; physical threats and assaults; intimidation; insults; etc. are among the actions that may constitute harassment. Potential violations of this policy will be evaluated from the perspective of a reasonable person in the victim's situation, taking into account all the circumstances. The University may consider harassment activities occurring off-campus as a violation of this policy, when the effects of such harassment may affect the campus educational or work environment.

With regard to students, such harassment is unlawful when it interferes with or limits the student's ability to participate in or benefit from services, activities, or privileges provided by the educational institution. A violation also occurs when, through such harassment, an educational institution has created or is responsible for a hostile learning environment so severe, pervasive, or persistent that it adversely affects the student's ability to participate in or benefit from the institution's educational program.

Sexual harassment, in addition and more specifically, includes sexual advances, requests for sexual favors, and other conduct of a sexual nature that is unwelcome and is directed toward a person on the basis of that person's sex. It may take one of two generally recognized forms. First, the employee's or student's submission to such conduct is made a condition, explicitly or implicitly, of access to an employment or academic opportunity; or the employee's or student's submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual, such as, for example, a salary or grade determination, respectively. This kind of harassment is sometimes referred to as "*quid pro quo*" ("something for something") or, alternatively, harassment that results in "tangible employment action." Secondly, hostile environment harassment occurs when the conduct is so severe, persistent, or pervasive that it interferes with an individual's performance as an employee or student or creates an intimidating, hostile, or offensive working/learning environment. Examples of actions that might be deemed to create a hostile environment based on sex could include flirtation, vulgar language, sexually suggestive jokes, touching of a sexual nature, displaying or distributing sexually explicit materials, etc. Sexual violence is also a form of sexual harassment. It refers to physical sexual acts perpetrated against a person's will or carried out where the person is not able to give valid consent due to the use of drugs or alcohol, to physical or mental disability, or to legal incapacity. It includes acts such as rape, sexual assault or battery, etc.

The University also prohibits retaliation against employees or students who engage in protected activities. Protected activities include making, in good faith, a complaint of discrimination or harassment, assisting others in making a complaint, otherwise opposing such acts or practices, or participating in an investigation, proceeding, or lawsuit. Threats,



intimidation, reprisals, and/or other adverse actions related to one's employment or academic status constitute retaliation if they may dissuade a reasonable employee or student from exercising his/her right to complain about perceived discrimination or harassment.

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

These commitments are designed to meet nondiscrimination/affirmative action requirements imposed by the following federal and state sources of legal obligation, as amended: Title VI and VII, Civil Rights Act of 1964; Executive Order 11246 (E.O. 11246); Title IX, Education Amendments of 1972 (Title IX); the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; the Age Discrimination Act of 1975; the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRA); the Immigration Reform and Control Act of 1986; the Genetic Information Nondiscrimination Act of 2008; the Immigration Reform and Control Act of 1986; the U.S. Constitution; contract and grant agreements with government agencies; the Alabama Age Discrimination Act of 1997; and the Alabama Constitution of 1901. The University's equal opportunity policies pertaining to its employees and students include

specific administrative procedures and implementing measures designed to carry out these pledges and to ensure compliance with the foregoing laws.

Inquiries or complaints concerning the application of this policy and these federal requirements should be directed to one of the following persons:

*Vice President for Diversity  
Senior Equal Opportunity (EO) Coordinator; EO Coordinator/Faculty  
For Title IX, E.O. 11246, Rehabilitation Act/ADA, VEVRA  
Shelbie King Hall 341  
The University of Alabama in Huntsville  
256 824-4600  
[smithdh@uah.edu](mailto:smithdh@uah.edu)*

*Associate Vice President, Human Resources  
Deputy EO Coordinator/Staff and Third Parties  
For Title IX, E.O. 11246, Rehabilitation Act/ADA, VEVRA  
Shelbie King Hall 114  
The University of Alabama in Huntsville  
256 824-6545  
[longl@uah.edu](mailto:longl@uah.edu)*

*Dean of Students  
Deputy EO Coordinator/Students  
For Title IX, Rehabilitation Act/ADA  
University Center 114  
The University of Alabama in Huntsville  
256 824-6700  
[tjb0020@uah.edu](mailto:tjb0020@uah.edu)*

## **Ethical Duties**

University employees must comply with Alabama's public ethics statute, known as the Code of Ethics for Public Officials and Employees. A central theme running through this law is the avoidance of conflicts of interest between the official duties and the private interests of a public official or employee. Under the provisions of this law, University employees may not (1) use their positions for direct personal gain for themselves, their families, or businesses with

which they or their family members are associated, unless authorized by law, or (2) solicit or receive anything of value, including gifts, favors, services, or promises of future employment, etc., for the purpose of influencing official action.

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

An additional feature of the ethics law requires certain University officials and employees to complete and file annually a financial disclosure form known as the “Statement of Economic Interests.” This reporting requirement applies to any public employee who occupied, during the previous year, a position with a base, annual salary rate of \$75,000 or more and, in addition, certain other, specifically designated employees. Forms are available on the Alabama Ethics Commission’s website and must be filed with the Commission by April 30 each year. Failure to comply with this financial disclosure requirement will subject an employee to criminal

prosecution. More information on the Statement of Economic Interests is available at [www.ethics.alabama.gov](http://www.ethics.alabama.gov).

Employees may call the UAH Ethics Hotline to inquire about or report potential unethical or unlawful work-related behavior. The toll-free number for the hotline is 1-866-362-9476.

## **Firearms and Other Weapons**

### **Purpose:**

The University seeks to maintain a welcoming and safe educational environment for students, employees, and visitors, and adopts this policy for possession of dangerous weapons and firearms on campus and at events.

### **Definitions:**

- “Campus” means all property owned, leased or controlled by the University and any affiliated foundation or health care entity, including buildings and outdoor premises, such as parking lots and other outdoor property.
- “Dangerous weapon” is defined to include:
  - Any device that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, or other projectile, whether loaded or unloaded, including those devices powered by CO2.
  - Any explosive device, including fireworks.
  - Any instruments/devices that are designed or may be used as a weapon to injure or threaten another individual, including non-culinary knives with a blade greater than four (4) inches.

- A firearm, as defined herein, is not included in this definition of dangerous weapon.
- “Firearm” means a pistol, handgun, rifle, or shotgun and any ammunition.

### **Policy Statement, Application, and Enforcement:**

Except as otherwise stated in this policy or as otherwise allowed by law, the University prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus. This policy applies to all persons on campus, including faculty, staff, students, contractors, patients, and visitors. University students may not possess firearms at any time on campus (except as expressly authorized by the University Police Department (“UPD”)). UPD provides temporary storage for firearms lawfully possessed by students at its headquarters. Dangerous weapons are not allowed on campus at any time. Any dangerous weapons may be confiscated.

Faculty and staff may not possess firearms on campus or while otherwise engaged in duties associated with their employment, except for a firearm properly maintained in a personal vehicle in a manner consistent with Alabama law.

Consistent with Alabama law, all persons (including concealed carry permittees) are strictly prohibited from possessing firearms (1) at facilities which provide inpatient or custodial care of patients with psychiatric, mental or emotional disorders; and (2) at locations where guards and other security features are employed, such as athletic events.

This Policy will be published in staff, faculty, and student handbooks, and supersedes any contrary provisions.

Persons on campus and in violation of University policy are trespassers and may be dealt with accordingly, including, but not limited to, being removed from campus and receiving a written directive to remain off campus. Contractors and vendors are expected to comply with policy and contract terms. Violations of Alabama law may be dealt with by appropriate law enforcement. Student violations may be addressed in accordance with the Code of Student Conduct Policy as well as other applicable policies and may include sanctions, up to and including expulsion. Employee violations may be resolved in accordance with employer policies, up to and including termination.

### **Exceptions:**

This policy does not prohibit use or possession of dangerous weapons or firearms by (1) certified law enforcement officers acting within the scope of their employment; (2) private security, who with express prior permission of UPD, possess firearms or dangerous weapons while in the employ of the University or for a permitted event; and (3) members, coaches, and authorized staff of a recognized team or course who are acting within the scope of activities that UPD has pre-approved (e.g. ROTC members). This Policy also does not apply to UPD officers who are attending classes as students. If, however, UPD officers are not in uniform during class, they must keep their weapons concealed. Any other use of dangerous weapons or firearms on campus must be authorized by UPD.

### **Fire Prevention**

The importance of fire prevention cannot be overemphasized. Carelessness and thoughtlessness are the two main causes of fire disasters. Fire hazards or suspected fire

conditions should be reported immediately to the UAH Police Department at 824-6596. Some major fire hazards that employees should report include the following:

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

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

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

***Pull handle on nearest fire alarm box, if available***

***Call the Huntsville Fire Department at 911 and report the exact location and extent of the fire***

***Check for and inform other personnel in the building area***

***Close windows, doors, and other sources of draft***

***Evacuate the building – walk to the nearest stairway exit, proceed to ground level***

The University publishes annually a Fire Safety Report that describes in greater detail its fire safety policies and fire safety systems and includes data on fire incidents in its residential facilities. Employees may access this report at <http://www.uah.edu/safety>.

## Identification Cards

Photo identification cards for full-time regular faculty and staff are issued by the Charger Card Office after the employee has completed new employee orientation. These cards serve as proof of eligibility for various University benefits and services and are used for building access. They are valid for the duration of employment, but must be surrendered at the termination of employment.

## Jury Duty

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

## Motor Vehicle Registration

All motorized vehicles (including automobiles, trucks, vans, motorcycles, and motorbikes) operated or parked on University property must be registered with the UAH Police Department and must display a current decal. To register a motor vehicle, an employee must provide the following information:

1. Name and address of the vehicle owner
2. Campus contact information
3. Vehicle tag number



#### 4. Vehicle make, model, color, and year

Vehicles must be registered as soon as an employee starts work and must be registered again during the annual registration period in August of each year. A registration fee is required, with reduced rates for each additional vehicle that an employee regularly uses on campus. Permits may be purchased online at <http://parking.uah.edu> and may also be purchased in person at the UAH Police Department/Parking Management Office, IMF 123, Monday through Friday from 8:30 a.m. – 5:00 p.m.

UAH participates in the collegiate license plate program of the State of Alabama. UAH plates are purchased through county License Departments. Except for a small handling fee, the additional purchase price for the collegiate plate is returned to UAH to fund student scholarships. Employee vehicles with a UAH plate are subject to regular vehicle registration regulations and will still be charged the vehicle registration fee. It will be necessary to purchase a decal for any additional vehicle (without a UAH license plate), which an employee regularly uses on campus.

### **Patent and Copyright Policy**

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

In regard to patents, all employees of the University are obligated, by contract and as a condition of employment, to report all inventions and discoveries that have been conceived or developed during their University employment to the University's Patent Administrator. In most

cases, the patent rights to the invention or discovery will belong to the University because University funds, facilities, or other resources will have been used to make the invention or discovery. In those cases, the patent rights to the invention will have been automatically assigned to the University. If the University owns the patent rights, it may decide either to pursue patent or other protection in the name of the University and at the University's expense or to release the rights back to the inventor for disposition in whatever manner the inventor chooses.

In exchange for assigning patent rights to the University, the inventor will receive a share of any proceeds, including royalties, generated from the licensing or other commercialization of the invention. These funds will be paid to the inventor after the University's expenses in securing patent protection have been reimbursed and after the deduction of a 15% administrative charge required by Board of Trustee policy. The division of commercialization proceeds between the inventor and the University is based on a sliding scale with the inventor receiving a higher percentage of the initial royalties and a lesser percentage of additional royalties. These percentages are stated in a policy adopted pursuant to the procedures established in the Policy on Policies.

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

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

The Copyright Policy provides that a faculty member's general obligation to produce scholarly or creative works is not considered a University "assignment," and therefore the University allows a faculty member to retain the proceeds from the commercialization of the copyright in such works. In some cases, however, the University and the faculty member may enter into a copyright agreement providing for the sharing of royalties or income generated by the commercialization of a scholarly or creative work.

The Patent Policy and the Copyright Policy apply to all full-time and part-time staff and faculty employees. In addition, the former policy applies to graduate students and the latter to all students. These policies are set out in full in Appendices G and H, respectively, of the Faculty Handbook. Please consult those policies or contact the Office of Counsel (824-6633) or the Office of Technology Commercialization (824-6712) if you have any questions concerning these matters.

## **Political Activity**

Staff members are entitled to engage in political activity provided that it does not result in a conflict of interest or interfere with their performance of assigned duties at the University. Public support of a political candidate or cause may be given by University employees if they clearly indicate that they are acting in a private and individual capacity and not on behalf of the

University. Employees may not lend the name of their University positions or departments or the University itself to the political campaigns of public candidates or to any causes that become matters of civic concern.

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

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

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

### **Reference Inquiries**

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

## Safety

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

Employees also have a responsibility for workplace safety. They should perform their jobs in the safest manner possible and report unsafe or dangerous conditions, equipment, or practices, including, for example, slippery floors, improper or defective electrical wiring, defective or broken equipment, carelessness in the handling of equipment, etc. Such a report may be made to the employee's supervisor, to Human Resources (824-6545), or to the Office of Environmental Health and Safety (824-6668).

## Service as Bank Director

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

## Severe Weather Policy

If the University closes due to severe weather, the President may grant administrative leave. Full-time regular employees will be paid for any time designated as administrative leave. Part-time and hourly/on-call employees will be paid only for hours actually worked. As long as the University remains open, however, employees will be expected to report to work as usual. An employee experiencing undue difficulty in traveling to work may request that any resulting period of absence be charged to vacation leave or personal leave. Employees will be notified of severe weather closings through the UAlert Emergency Notification System. UAlert disseminates urgent messages through multiple communications methods, including voice and text messages, email, Facebook and Twitter. More information on UAlert is available at [www.uah.edu/ualert](http://www.uah.edu/ualert).

## Smoking Policy

The purpose of this policy is to provide for faculty, staff, and students a campus environment that promotes personal health and well-being by restricting smoking and the use of tobacco products on campus.

Smoking and the use of all tobacco products is prohibited in all University owned or leased facilities and vehicles. “Smoking,” as used in this policy, means inhaling, exhaling, burning, or carrying any lighted cigarette, cigar, pipe, water pipe, or electronic cigarette. “Tobacco products,” as used in this policy, include cigarettes, cigars, pipes, smokeless tobacco (such as chewing tobacco and snuff), water pipes (hookah). This policy is based on scientific evidence and concerns regarding the negative effects of the use of tobacco products, both on the user and, where the product is smoked, on others who may be exposed to the exhale.

This ban shall also apply to building entrances and to the area within 25 feet of the entrance, except that building entrances may be designated as smoking entrances provided they are not located near air intakes. Cigarette receptacles will be placed at least 25 feet away from non-smoking entrances. “No smoking/tobacco use” signage will be placed on University buildings, and prohibited and permitted smoking building entrances will also bear appropriate signage.

The sale, distribution, and advertisement of tobacco products are prohibited on campus.

1. This University policy will be communicated in writing to all prospective students and candidates for employment, as well as all current students and employees.

2. Complaints regarding a violation of this policy that are not remedied by means of a personal request to the offender are to be brought to the attention of the offender’s immediate supervisor or, for an academic building, the dean.

3. The Office of Environmental Health and Safety will designate smoking and non-smoking building entrances, based on location of air intakes and covered areas. At least one covered entrance per building, where available, will be designated as a smoking entrance, provided it is not near an air intake.

4. As required by state law, signs will be maintained on each building indicating that smoking and tobacco use are not allowed in the building or within 25 feet of any non-smoking entrance. The signs will be affixed and maintained by the Facilities and Operations Department.

5. The Facilities and Operations Department will be responsible for placing cigarette receptacles in the designated building entrance smoking areas.

6. The Faculty and Staff Health Clinic and the Student Health Center will provide, upon request, tobacco use cessation information, materials, and referrals to all interested faculty, staff, and students. Eligible employees may also participate in smoking cessation programs offered by the University's health care provider. For more information on smoking cessation, visit the Benefits website at <http://www.uah.edu/hr/benefits/other-services/wellness-initiative>.

7. The Smoking and Tobacco Use Policy will be incorporated into the staff and faculty handbooks by Human Resources and the Office of the Provost, respectively, and into the student handbook by the Office of the Dean of Students. The Office of University Housing and Residence Life shall incorporate this policy into the Guide for Residence Living. Risk Management shall incorporate this policy into the Fleet Vehicle Safety Policy.

### **Solicitation Protection**

In the interest of maintaining a proper work environment and preventing interference with and inconvenience to University employees, institutional policy places limitations on any person (including an employee) soliciting employees on University premises during working time, without, as a general rule, prior approval from University authorities. Soliciting activities include the distribution of literature or printed materials, the sale of merchandise, a request for financial contributions, etc. for any cause or matter.

More information about solicitation guidelines and restrictions may be found in the University's "Use of University Property and Facilities" Policy, which may be accessed on the Office of Counsel's website at <http://www.uah.edu> under "UAH Policies." For assistance and answers to questions, contact Human Resources (824-6545) or the Office of Counsel (824-6633).



## Stolen, Lost, or Found Property

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

## Travel Reimbursement

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

With respect to transportation arrangements, a University vehicle may be utilized for in-state travel, if available, and should be used for out-of-state travel, if available, unless it is not economical or a practical option. A private vehicle may be used for such travel when authorized on a Travel Authorization form. University credit cards are to be used to purchase fuel when an employee is traveling by University vehicle, and no mileage allowance may be claimed for the trip. When a University vehicle is not used, an employee may claim reimbursement at the currently authorized rate per mile established by the State, for the trip mileage, figured at the

most direct, frequently traveled route. Special rules apply when a business trip begins at the employee's home. As a limitation on the use of a privately owned automobile, however, the University will reimburse the lesser of the cost of traveling by private vehicle and the cost of traveling by air.

When traveling by commercial airline, coach/economy class accommodations must be used. Any exception to this policy must be warranted by the employee's medical condition, as approved by the employee's physician.

In special cases, such as when public transportation is unavailable or impractical, an employee on official business in another city without either a University or a private vehicle may rent an automobile or other conveyance. The vehicle should be rented in both the name of the University and the name of the employee. Prior permission must be secured (via the approved Travel Authorization form) in such event, however, before rental arrangements are made.

Further details on travel and accommodations may be obtained through an employee's department head or at <http://www.uah.edu/finance/travel-information>.

## **Use of University Equipment**

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

audits. Unauthorized use or removal of University equipment or property may be cause for disciplinary action, including immediate dismissal.

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

## **Voting**

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

An eligible employee who finds it not feasible to vote before or after work, may, if approved by the employee's supervisor, be granted time off with no loss of pay for a reasonable length of time for this purpose.

## **Witness Summons**

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

**CHAPTER 6:  
UNIVERSITY FACILITIES AND  
EMPLOYEE SERVICES**

## Alumni Relations

The Office of Alumni Relations serves as a link between UAH, the UAH Alumni Association, and all UAH alumni. Its goal is to provide alumni with access to the university, thus facilitating a life-long relationship that develops loyalty, supports the strategic goals of the University, attracts resources, and affirms the value of UAH in the lives of alumni and in our community. The Office of Alumni Relations also serves as the headquarters of the UAH Alumni Association, a tax-exempt organization committed to continually building and growing an organization of devoted and proud UAH graduates. Find out more at [www.uah.edu/alumni](http://www.uah.edu/alumni).

## Bevill Center

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

## Bookstore

The University Bookstore, located in the Charger Union, is a full-service college bookstore operated to serve the needs and convenience of the campus community. It carries a complete line of text and reference books, school supplies, greeting cards, and imprinted UAH sportswear and gift items. Books may be special ordered at no additional charge. The Bookstore also maintains an extensive inventory of desk and office supplies available for personal and

departmental purchase. Additional information may be obtained at their website at <http://www.uah.bkstr.com/>.

## **Bulletin Boards**

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

## **Business Services/Procurement Office**

The Business Services Department/Procurement Office assists faculty, staff, and students in securing quality equipment, supplies, and contracted services at the lowest possible cost while assuring compliance with federal and state laws and University regulations. Located in the Business Services Building, it is the focal point for all purchases of goods and services, and any obligation or expenditure of state funds for such purpose by purchase order must be approved in advance by the Procurement Office. All formal contracts must be routed to this office for the necessary administrative and legal approvals before execution by the appropriate executive officer. In addition, the Procurement Office offers the use of a Procurement Card for approved purchases. For more information concerning this department, contact Business Services at 824-6484 or visit their website at <http://www.uah.edu/business-services/>.

## Charger Union

The 100,000 square foot Charger Union was opened in January 2014 and was designed to provide a comfortable, safe, and welcoming environment for student life and engagement. The Charger Union, in conjunction with student organizations and University departments, supports the personal and professional development of students. Students, faculty, and staff have access to formal and informal spaces to attend programs and utilize high-quality services that enhance the University's educational mission. The Charger Union offers many accommodations including built-in audio visual equipment, specialty lighting, and a 332 seat full Dolby surround sound cinema.

Rooms may be scheduled by calling 824-1502, by emailing [chargerevents@uah.edu](mailto:chargerevents@uah.edu), or by reserving a space online at <http://aas.uah.edu/Prod/Portal/GuestPortal.aspx>. Additionally, Charger Union houses the Offices of the Dean of Students, Student Life, Fraternity and Sorority Life, Orientation and Parent/Family Programs, ROTC, Student Government Association, Charger Card Operations, and Undergraduate Minority Mentoring.

## Copy Center

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

## Credit Union

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

## Email Policy

Email is a tool provided by the University to complement traditional methods of communication and to improve education and administrative efficiency. Employees have the responsibility to use this resource in an efficient, effective, ethical, and lawful manner, and with normal standards of professional and personal courtesy. All use of email will be consistent with other University policies, and local, state, and federal law, including the Family Educational Rights and Privacy Act (FERPA). Employees may not disclose personal, sensitive, or confidential University information in email that they are privileged to access because of their position at the University.



## Library

The M. Louis Salmon Library is available for use by all [UAH](#) staff members. In the UAH Library, you can borrow books, browse, through journals, access a large set of electronic resources, get research assistance, and request items from other universities through interlibrary loan. Many of these services and resources are also available online from your office or off-campus. The library also offers tours and instruction on information literacy, library use, and research methods. Visit the library website at [www.uah.edu/library](http://www.uah.edu/library) for information and to see a list of upcoming events and workshops, or call 256-824-6530 for more information.

## 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 ensure 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 or package being mailed. Intra-campus mail service is also provided, and such mail is picked up and distributed in each building daily. Stamps are also available for purchase. For more information, contact Mail Services at 824-6116 or visit their website at <http://www.uah.edu/business-services/faculty-staff/mail-services/about>.

## Marketing and Communications

The Office of Marketing and Communications (OMC) offers marketing, public relations, publications, photography, and design consultation and assistance to all areas of the University. The OMC is responsible for the University's branding and provides oversight of all University advertising. The office supports the University's fund raising efforts and Enrollment Management's communications strategies and student recruitment efforts. The OMC is comprised of three departments: Media Services, Design Services, and Web Services.

Media Services staff members cultivate and maintain relationships with local, state, regional, and national media (print, internet, radio, and television) in order to promote University faculty, student, and staff accomplishments, campus events, and news through written works and electronic coverage. This department writes and edits web-based and print publications, campus newsletters, press releases, advertisements, recruitment text, articles, and alumni material.

Design Services is responsible for the University's publication needs, such as pamphlets, newsletters, invitations, flyers, banners, signage, business cards, magazines, advertisements, promotional items, logos, stationary, event programs, forms, and special reports. This department designs, writes, edits, photographs, and offers assistance with project management and printing coordination.

Web Services offers website and social media assistance to the entire University regarding individual departmental website needs and is responsible for the technical maintenance, design, traffic monitoring, and content updating of the entire University website.

This department tracks and manages UAH social media and web activity analysis for quality control and public relations purposes.

Learn more at [www.uah.edu/omc](http://www.uah.edu/omc) .

## **Motor Pool**

The University owns several cars and vans that are available to employees for local and out-of-town travel on official business, such as meetings, training seminars, etc. A written application for use of a University vehicle is required. For additional information, contact Facilities and Operations at 824-2594 or visit their website at <http://www.uah.edu/facilities-and-operations/facilities/fleet> .

## **Notaries Public**

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

## **Office of Information Technology**

### **General**

The Office of Information Technology (OIT) provides high caliber, secure, and reliable technological expertise and service to meet the computing and networking needs of the University's faculty, staff, and students.

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

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

### **Use of Computer and Network Resources**

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

Employees will be accountable for using University facilities in an ethical and lawful manner.

This includes, but is not limited to, the following:

1. Using only those facilities for which they have been authorized, whether facilities are at UAH or at any other location accessible through a network.

2. Adhering to established policies and procedures.
3. Protecting the integrity and privacy of UAH computing facilities, including software and data, and not sharing access codes, account numbers, passwords, or other computer and network authorization.
4. Refraining from using University facilities and equipment to access, download, print, store, forward, transmit, or distribute obscene material.
5. Adhering to copyright laws regarding software, data, and authored files.
6. Refraining from using University computing facilities and equipment for any illegal or unauthorized commercial activities.
7. Providing proper identification in any electronic correspondence and providing valid, traceable identification required by applications or servers within the UAH computing facilities or in establishing connections from the UAH computing facilities.
8. Registering all computers for use on the UAH network with the Office of Information Technology. Connection of any device other than a computer must be approved by and registered with OIT.

For use or questions about any of OIT's services call the Help Desk 824-3333.

University policies regarding use of University computer software, hardware, and network services are available at [www.uah.edu/oit](http://www.uah.edu/oit).

## Recreation and Athletic Events

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

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

## Research Administration Office

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

Some of the services offered include an on-line funding opportunities database subscription accessible from any UAH PC; an office homepage with updated administrative

information and links to funding agencies; a quarterly newsletter; assistance with proposal budget preparation and compliance certifications; internal signature routing; proposal duplication and submission; negotiation with funding agency as required; review and acceptance of award documents; training related to proposal development and compliance certification; contract/grant account set-up; contract/grant administration, including the monitoring of expenditures, subcontracts, equipment purchases, reports, and agency approval requests, when required; monitoring of property purchased with contract/grant funds or loaned for use on contracts/grants; submission of required compliance reports; close-out of expired contracts/grants; and support of audits.

The office maintains a database of proposals and awards and distributes formatted reports periodically. Special reports can be designed upon request. For more information, please call 824-6000, Fax to 824-6677, or visit the homepage at <http://www.uah.edu/osp>.

## **Telecommunications**

Telecommunications is located in the Business Services Building. UAH is currently utilizing a Nortel Networks Option 81C with a Meridian Mail voice mail system. On-campus numbers may be reached by dialing the last four digits listed in the campus directory. For additional information contact Telecommunications at 824-6129 or visit their website at [Telecommunications Services](#).

## **University Development**

The Office of Development secures private gifts by strategically cultivating meaningful relationships with and soliciting donations from targeted individuals and organizations. The

Development team supports University leaders, faculty, staff, and students by matching donor interests with campus mission and priorities and collaborating to identify new partnerships. The Office of Development carefully stewards all resources entrusted to the University by donors. All gifts of cash and equipment and all fundraising projects must be coordinated through the Development Office.

To learn more, visit [www.uah.edu/giving](http://www.uah.edu/giving) .

## University Events

The University Events Office supports the president and university advancement to help accomplish institutional goals by engaging constituents through special events, academic ceremonies, conferences, symposia, one-time occasions, and special programs, including those supporting donor and community relations efforts.