

# THE UNIVERSITY OF CENTRAL ARKANSAS STAFF HANDBOOK

WELCOME TO UCA. We are proud of our University and employees and hope that your association with UCA will be a rewarding experience. The University is committed to a spirit of cooperation and will work to balance your needs and interests as an employee with those of the University.

Employment with the University offers many benefits but also carries expectations and obligations. The staff handbook is designed to provide information on the benefits and opportunities of employment with UCA and to serve as a guide and reference source for employees and departments.

Because the policies and procedures of the University are derived from State Employment Policy and Procedures, University Board Policy and federal and state law, and because of the many unique situations that may arise, the handbook should not be considered an all-inclusive document. Policies, procedures and benefits are subject to change. When major revisions are made, updates to your handbook will be provided. If at any time the policies and procedures listed in the handbook conflict with board policy or federal or state law, those laws or board policies will be considered controlling.

Please carefully review the handbook. For clarification of items listed and for assistance with unusual situations or issues, employees and departments are encouraged to contact the UCA Office of Human Resources. Additionally, departments or divisions may have specific operations manuals, procedure guides or policy statements, which apply to attendance, call-in, shift assignment or other unique situations within the work area. Please contact your supervisor for additional information on these guidelines.



# THE UNIVERSITY OF CENTRAL ARKANSAS STAFF HANDBOOK

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## UNIVERSITY MISSION STATEMENT

The University of Central Arkansas (UCA), a statewide comprehensive university, seeks to deliver the best undergraduate education in Arkansas as well as excellent graduate programs in selected disciplines. The University offers a variety of undergraduate and graduate programs in the liberal and fine arts, in the basic sciences, and in technical and professional fields in addition to its historical emphasis in the field of education. UCA strives to maintain the highest academic quality and to assure that its curriculum remains current and responsive to the needs of those it serves. The University's mission is expressed in its commitment to the personal, social, and intellectual growth of its students; its support for the advancement of knowledge; and its service to the community as a public institution.

The University implements its mission through its emphasis on certain central purposes:

- To deliver excellent curricula in general education, in degree programs at the undergraduate and graduate levels, and in continuing education.
- To support its programs with personnel of the highest quality and with optimal resources and facilities.
- To create a campus community that supports students in their personal, social, and intellectual growth.
- To enhance interaction and understanding among diverse groups and to cultivate global perspectives.
- To foster learning and the advancement of knowledge through research and other scholarly and creative activities.
- To serve the public, in ways appropriate to the mission and resources of the University.

## UNIVERSITY HISTORY

Established in 1907 as a statewide teacher-training institution, the University of Central Arkansas first offered instruction in 1908 with 107 students and a faculty of ten in one partially completed building. Today, over 10,000 students attend classes taught by an instructional staff of over 500. Forty-five major buildings occupy the 298-acre campus, which is beautifully landscaped and maintained year-round.

First established as the Arkansas Normal School, UCA was originally charged with the responsibility for training teachers. In 1925, the institution became the Arkansas State Teachers College. Profound changes continued as the University assumed responsibility for liberal arts education and increased its specialized programs. Another name change in 1967 to the State College of Arkansas reflected the multiple purposes of the University. An extensive reorganization was effected in 1969 with the establishment of four colleges within the institution to provide administration for the academic programs. In 1975, the institution became the University of Central Arkansas.

The University offers 160 undergraduate, masters and doctoral degree programs.

## UNIVERSITY ADMINISTRATION

The University functions as a State institution. As a State institution, items such as operations, budgeting, staffing and salary levels may be dictated by the Arkansas Higher Education Coordinating Board, the State Office of Personnel Management and the State Department of Finance and Administration. Within the University, activities are directed by the UCA Board of Trustees, the University President and Vice Presidents. Please refer to the appendix for a current organizational chart.

## UNIVERSITY EMPLOYMENT

### HIRING POLICIES AND PROCEDURES

#### EQUAL EMPLOYMENT OPPORTUNITY NOTICE OF COMPLIANCE

The University of Central Arkansas is an Equal Opportunity Employer, and therefore does not discriminate on the basis of race, color, religion, national origin, sex, gender, age or disability.

All Human Resources actions including hiring, promotion, transfer, lay-off and termination as well as all benefits are administered without regard to race, color, religion, national origin, sex, gender, age or disability. The University is an at-will employer consistent with Arkansas Law.

Questions regarding the University's Equal Employment policy should be directed to:

Office of Human Resources  
University of Central Arkansas  
Conway, AR 72035  
(501) 450-3181

OR

University Equal Employment Officer  
University of Central Arkansas  
Conway, AR 72035  
(501) 450-3170

## HIRING POLICY

The University of Central Arkansas is an Equal Opportunity Employer. In compliance with federal and state laws and guidelines, UCA Board of Trustees Policy and to assist in selecting the best applicants for all positions, the following steps should be followed in filling all new or vacated positions and for positions moving from temporary or extra help to regular employment. Further, UCA is an at-will employer consistent with Arkansas Law.

Prior to recruiting foreign nationals, departments must contact the Office of Human Resources or University Counsel to discuss visa status and taxation.

### Faculty and Other Non-Classified Positions

1. Submit a completed Request For Position form (AA1 ) (if the position is to be advertised in the state/local newspaper include the purchase orders and advertisements) to the appropriate Dean/Director for approval. Upon approval at the department level, the request flows through the responsible Vice President, the Office of Human Resources, the Budget Office and the President for final review and approval.

Faculty and non-classified positions may require review of applications by a search committee. If a search committee is used the position should remain open for a minimum of ten days after the last published advertisement; all other positions should remain open for a minimum of five days after the last published advertisement.

2. Applications are routed to the hiring department. Upon receipt of applications, the hiring department must distribute the Equal Employment form to all applicants. Completed forms are returned to the UCA Affirmative Action/Equal Employment Office. Please remember that completion of the Equal Employment form by applicants is voluntary.
3. Offers of employment must be made contingent upon approval through the UCA Affirmative Action/Equal Employment Office and the President and when applicable, upon completion of a background check or security clearance, physical fitness exam or other conditions of employment. The Equal Employment Review form must be approved by the UCA Affirmative Action/Equal Employment Office.
4. Upon approval of the Equal Employment Review form, complete the Personnel Action Form (PAF) and attach the resume or vita, the completed UCA Employment Application and the Disclosure Requirements form. The hiring packet is then submitted to the appropriate Vice President, the Office of Human Resources, the Budget Office and to the President for final approval.

No applicant may begin work prior to approval through the review process and final approval by the President.

## Classified Positions

1. Submit a completed Request for Position form (AA1 form), purchase orders and advertisements to the appropriate Dean/Director for approval. Upon approval at the department level, the request flows through the responsible Vice President, the Office of Human Resources, the Budget Office and the President for final review and approval.

Classified managerial/professional positions should be open for ten days after the first advertisement has been published; other positions should be open a minimum of five days after the first advertisement has been published. All classified positions are advertised on the UCA Website, posted in the Office of Human Resources, listed with ESD and may be advertised in the Log Cabin Democrat and/or the Arkansas Democrat-Gazette or other venues.

2. Applications are routed through the Office of Human Resources to the hiring department after the closing date. Completed Equal Employment forms are removed from the UCA Employment Application and forwarded to the UCA Affirmative Action/Equal Employment Office by the Office of Human Resources.
3. Offers of employment must be made contingent upon approval through the UCA Affirmative Action/Equal Employment Office, the President and when applicable, upon completion of background check or security clearance, physical fitness exam or other conditions of employment. The Equal Employment Review form must be approved by the UCA Affirmative Action/Equal Employment Office.
4. Upon approval of the Equal Employment Review form attach the resume and/or the completed UCA Employment Application and the Disclosure Requirements form to a completed Personnel Action Form (PAF) and forward to the appropriate Dean/Director. The hiring packet is then submitted to the appropriate Vice President, the Office of Human Resources, the Budget Office and to the President for final approval.

No applicant may begin work prior to approval through the review process and final approval by the President.

## Emergency Hires

In cases in which there is an immediate and unanticipated need to fill a position, the emergency hire process may be approved as a temporary exception to the required steps. To request an emergency hire:

1. Submit a completed PAF, UCA Employment Application, a vita or resume (if available) and the Disclosure Requirements form to the appropriate Dean/Director for approval. The information is then forwarded to the appropriate Vice President, the Office of Human Resources, the Budget Office, and to the President for final approval.

The request must include written justification signed by the responsible Dean/Director for the emergency hire. The justification must include the date by which formal job advertisement and recruiting will begin.

The applicant selected must receive written notification from the hiring department that the position will be advertised in the future. Formal recruiting must begin within six months of the emergency hire. Offers of employment must be made contingent upon approval through the review process and final approval by the President.

2. Upon approval of the Disclosure Requirements form, the hiring packet will be forwarded to the President for final approval.

No applicant may begin work prior to approval through the review process and final approval by the President.

## CLASSIFICATION AND COMPENSATION

Salary maximums and salary increases for categories of employment are established through the UCA Personal Appropriations Act, actions of the UCA Board of Trustees and through the State Uniform Classification and Compensation Act. For non-classified positions, maximum salaries are defined in the UCA Personal Appropriations Act. For classified positions, entry rates, annual salary increase amounts, promotion increases and demotion decreases are specified by the Arkansas Department of Finance and Administration and by the Governor.

## TYPES OF EMPLOYMENT

There are five general types of employment with the University.

Non-Classified Academic Administrators and Faculty (employment in positions such as Dean, Department Chair, Professor, Associate Professor, Assistant Professor, Instructor or Lecturer) Please refer to the Faculty Handbook for additional information on unique policies and benefits that may apply to these categories.

Full-Time Non-Classified Administrative, Research and Professional/Support Staff  
(positions such as Vice President, Project/Program Administrator or Business Manager)  
These employees are covered by the policies and benefits described in this handbook.

Full-Time Classified Administrative, Professional and Support Staff (positions such as Systems Analyst, Program Coordinator, Accountant, Secretary or Custodial Worker)  
These employees are covered by the policies and benefits described in this handbook.

Part-Time/Extra Help/Temporary Staff

Positions working less than forty hours per week on an ongoing basis are covered by some of the policies and procedures of this handbook. These positions participate in the Social Security Alternative Retirement Plan and are not eligible for health, dental, life or disability insurance coverage or access to the employee grievance process. Personnel in these positions are limited to a maximum of 1500 hours work per fiscal year pursuant to A.C.A. 6-63-314.

Student Employee or Graduate Assistant

Please refer to the Student Handbook or the Policies and Procedures Manual for Graduate Assistants for information on unique policies or procedures that may apply.

NEW HIRES

The University of Central Arkansas is an at-will employer consistent with Arkansas Law.

During the first ninety days of employment, a new employee is considered to be in trial status. The trial or "new hire" time allows for adjustment to the job. The supervisor can assess the employee's skills and aptitude for the job and the employee can assess his/her desire to continue the employment. It is an opportunity for UCA and the employee to determine whether it will be in the best interest of both to continue the employment relationship. In that period, employment may be immediately terminated for any nondiscriminatory reason. However, satisfactory completion of the "new hire" period does not constitute an agreement of continuing employment for an unlimited time.

CONCURRENT EMPLOYMENT

The Arkansas Department of Finance and Administration - Office of Personnel Management regulates employment in more than one role or position within UCA and/or with any other State agency or institution. Before seeking or agreeing to any additional employment, employees should contact the Office of Human Resources for information and assistance. Additional employment without prior approval through the Office of Human Resources and OPM may result in disciplinary action.

### EMPLOYMENT IN TWO STATE POSITIONS

University employees may work concurrently in two State positions if the following conditions are met:

1. Both institution and/or agency directors approve the employment.
2. Employment in another State position does not interfere with the required performance of an employee's primary duties.
3. The combined salaries of both positions do not exceed the larger maximum annual salary of either position.
4. Authorization is granted by the Director of the Department of Finance and Administration as requested by the secondary employer. (The employee should not make direct contact with DF&A.)

NOTE: The Office of Human Resources coordinates all concurrent employment requests on the UCA campus.

CAUTION: Pursuant to state law A.C.A. 6-63-307, any employee knowingly violating the provisions of this section shall be subject to immediate termination and shall be barred from employment by any agency or institution of the State of Arkansas for a period of not less than three years or until such employee shall repay to the State of Arkansas any sums received by such employee in violation of this section, together with interest at a rate of ten percent (10%) per annum.

### NEPOTISM

The University accepts that employment of relatives within the institution may occur and in itself is not prohibited. Based upon State guidelines, the Governor's directive and UCA Board Policy, the employment of immediate relatives in any situation in which one may supervise or otherwise influence hiring, promotion, disciplinary or other work-related actions of an immediate relative is prohibited. Relative is defined as husband, wife, mother, father, stepmother, stepfather, mother-in-law, father-in-law, sister, brother, half-brother, half-sister, brother-in-law, sister-in-law, son, daughter, stepdaughter, stepson, daughter-in-law, son-in-law, uncle, aunt, first cousin, nephew or niece.

### APPLYING FOR OTHER CAMPUS POSITIONS

Current employees are encouraged to apply for other positions for which they are qualified. However, based upon the decision of the hiring official, positions will be awarded to the applicant best suited to the role.

Movement to another position may be defined as a promotion, demotion or lateral transfer. Within classified titles, salary increases for promotions and demotions are determined by State salary guidelines.

For classified positions:

A promotion of one grade level results in a salary increase of 6% or movement to the entry level of the new grade, whichever is greater. A promotion of two or more grade levels results in a salary increase of 8% or movement to the entry level of the new grade, whichever is greater. However, in either case, the new salary may not exceed the maximum rate of the new grade.

A demotion of one grade level results in a salary decrease of the lesser of 6% or movement to the entry level of the new grade. A demotion of two or more grade levels results in a salary decrease of the lesser of 8% or movement to the entry level of the new grade. However, in either case, the new salary may not be less than the entry level of the new grade.

A transfer from one classified position to another that is within the same grade level results in no change in salary.

Movement to another position in a non-classified title or movement to/from classified to/from non-classified may also be determined by the State. Contact the Office of Human Resources to discuss specific situations that may occur.

Positions are advertised in the Office of Human Resources, on the UCA Website, the UCA Job Line and with the local ESD Office. Depending upon the position, advertisement is also made in the local newspaper and/or other professional publications.

When a current employee is selected for another position, a minimum notice of two weeks should be given to the current supervisor. In general, movement to a new position will be allowed only at the beginning of a pay period. However, the current supervisor and new supervisor may contact the Payroll Office and work to arrange a different transfer date which better meets the needs of the departments.

#### PERFORMANCE EVALUATION

All employees are expected to perform their duties in an effective and efficient manner and to be mindful of the expectations of customers and the general public concerning their duties and their representation of the University.

A formal annual performance evaluation of all classified staff is required. The Governor determines if funds are available each fiscal year to award salary increase or one-time payments based upon performance. Departmental supervisors should complete the form Employee Probationary Record, as found on the Human Resources Website/Internal Forms, for

all classified employees before their completion of the 90 day probationary period. The Performance Evaluation document is on the Human Resources website.

The categories of performance are defined as follows:

E = EXCEEDS STANDARD – A rating reflecting the performance of the duties and responsibilities of the job and productivity at a level that substantially exceeds the “Above Average” level of performance.

A = ABOVE AVERAGE – A rating reflecting the performance of the duties and responsibilities of the job at a level which is above the “Satisfactory” level of performance.

S = SATISFACTORY – A rating reflecting the performance of the duties and responsibilities which demonstrates competency in the performance of the duties and responsibilities of the job.

U = UNSATISFACTORY - A rating reflecting the performance of the duties and responsibilities at a level that is consistently unacceptable in accuracy, quality, or timeliness.

When an employee is promoted, demoted or transferred during an evaluation period, the following guides apply:

If the employee is promoted, demoted or transferred within the first ninety days of the evaluation period, the new supervisor shall establish and rate the employee on performance in the new position.

If the employee is promoted, demoted or transferred after the first ninety days of the evaluation period, the first supervisor shall complete a formal evaluation for the period of employment. The new supervisor shall establish and rate the employee on performance in the new position and shall consider the first supervisor’s evaluation in determining the overall performance for the annual evaluation period.

Once established a promotion, demotion or transfer within classified titles does not change the performance evaluation date.

## COMPENSATION POLICIES AND PROCEDURES

### FAIR LABOR STANDARDS ACT (OVERTIME, COMPENSATORY TIME)

The Fair Labor Standards Act recognizes two basic categories of employees:

Exempt - those employees not covered by the act, and

Non-Exempt - those employees covered by the act.

If an employee's position is classified as "non-exempt," the normal workweek is forty hours.

An employee is considered to have earned overtime when he/she has worked in excess of forty hours in any workweek. A regular workweek consists of forty hours (from 12:00 a.m. Saturday through 11:59 p.m. Friday). It is the policy of the University to arrange for all work to be completed within that period. It is recommended that prior authorization from the employee's immediate supervisor and the departmental manager be given before an employee works in excess of forty hours per week. Before overtime can be paid and/or compensatory time awarded, approval must be obtained through the appropriate Vice President.

In determining the number of hours worked by an employee within a given workweek, time spent on vacation, sick leave and holidays will not be counted as time worked. Any leave or holiday time included in a workweek that results in an excess of forty hours is to be compensated at straight time rates only. After excluding holiday and leave time from the total hours worked, if there still remain excess hours over forty, that time is to be compensated at time-and-a-half. Any overtime will be compensated in one of the following ways:

Employees will be paid time-and-a-half for work in excess of forty hours per week providing that the immediate supervisor, departmental manager, and appropriate Vice President approve payment in advance. Overtime will be approved only under conditions in which the safety and/or welfare of the University are involved and/or those in which work assignments and staff availability make the use of compensatory time inadvisable.

Rather than payment for overtime hours, employees may receive time-and-a-half for overtime through the assignment of compensatory time. With the approval of the appropriate Vice President, departments may determine when to assign compensatory time or when to pay overtime up to a maximum of ninety hours of accrued compensatory time. All compensatory hours in excess of ninety will be paid as accrued.

Requests by employees for compensatory time-off are handled in the same manner as requests for annual (vacation) leave. Departments will work with employees to schedule compensatory time-off that meets the employee's needs and least interrupts the duties of the department. Unused compensatory time will be paid upon termination of employment.

### CLASSIFIED SALARY CHANGES

Classified employees are eligible for general salary adjustments as approved by the Governor,

the State Department of Finance and Administration and the UCA Board of Trustees. Salary adjustments typically occur in the form of annualized Cost-of-Living-Adjustment increase on July 1 of each year. Additional general increases may be made through upgrade of classifications or through directives of the Governor.

### RECLASSIFICATION OF POSITIONS

Over time or with changes in the roles of departments or work units, the duties and responsibilities of a position may change. To more appropriately classify or title the position based upon those changes, a request for position reclassification may be prepared. The incumbent, through the department supervisor, or by the department supervisor, may initiate the request. In some cases, the Office of Human Resources will review series of positions and recommend reclassification.

Reclassification within classified titles may be to another position in a higher-grade level, a lower-grade level or within the same grade level. Salary adjustments for reclassifications for classified titles are determined by State salary guidelines. For classified positions:

A reclassification upward in grade level results in a salary increase up to a maximum of 6% or movement to the entry level of the new grade, whichever is greater. However, the new salary may not exceed the maximum rate of the new grade.

A reclassification downward in grade level results in a salary decrease of the lesser of 6% or movement to the entry level of the new grade. However, the new salary may not be less than the entry level of the new grade.

A transfer from one classified position to another that is within the same grade level results in no change in salary.

Movement to another position in a non-classified title or movement to/from classified to/from non-classified may also be determined by the State. Contact the Office of Human Resources to discuss specific situations.

### ADDITIONAL INCOME STATEMENTS

Within concurrent employment guidelines and line-item-maximum restrictions, additional or extra income is allowed. However, full-time employees of the University are primarily obligated to their employment with UCA and should not consider other employment that could interfere with that obligation. Senior non-classified administrative staff members are generally prohibited from participating in other "for-pay" activities.

Before engaging in any additional employment or consulting agreements or contracts, employees must inform their appropriate supervisors. Depending upon the work to be performed, a written plan describing the activity, time involved, schedule, requested release time and related issues may be required.

When additional employment is requested and/or approved, employees must remember that the names "University of Central Arkansas" and "UCA" are the exclusive property of the University and shall not be used in support of claims or advertisements or in the content of any private report for other than documentation. University letterhead and stationery may be used only for official University business.

PROFESSIONAL SERVICES CONTRACT EMPLOYMENT

Only within narrow guidelines and with expressed prior approval may current state employees also contract to provide services to their employer and/or any other state agency or institution. (As example, contracts awarded through the competitive sealed bid process may in general be awarded to state employees.) Before entering into any contract to provide services, employees should contact the University Legal Counsel, the Office of Human Resources or the Office of Purchasing for assistance and information.

Employees who knowingly violate the state regulations regarding professional services contracts may be subject to fines and/or disciplinary actions.

CAREER SERVICE RECOGNITION

Employees of state agencies and non-faculty employees of institutions of higher education are eligible for annual career service recognition payments upon completion of ten years of service in a classified or non-classified, regular full-time position or positions with an agency or institution of the State of Arkansas. The annual Career Service payment is included in your regular month-end paycheck in your date-of-hire anniversary month.

| <u>State Service</u>                 | <u>Annual Payment</u> |
|--------------------------------------|-----------------------|
| 10 through 14 years of state service | \$600                 |
| 15 through 19 years of state service | \$700                 |
| 20 through 24 years of state service | \$800                 |
| 25 or more years of state service    | \$900                 |

## PAYROLL

### SALARY INFORMATION

Payroll checks are issued as follows:

1. Employees are paid on a semi-monthly basis on the 15<sup>th</sup> and the 31<sup>st</sup> of the month. If payday is on a weekend or holiday the pay is received the previous working day.
2. All employees are required to have their paychecks deposited directly either into their bank accounts or into an account on a debit pay-card.

NOTE: Adjustments for time off without pay will be made in the earliest possible pay period.

### PAYROLL DEDUCTIONS

The University makes certain payroll deductions automatically and others are made at the request of the employee. Deductions are as follows:

1. Social Security (FICA) - All full-time benefit eligible employees are subject to Social Security deductions not to exceed the annual maximum set by the Social Security Administration. These deductions are shown in two parts on the check stub: Social Security (FICA OADSI) and Medicare (MEDICARE). The University makes equal contributions on behalf of the employee. Non-benefits eligible employees participate in the Social Security Alternate Plan (SSA). UCA makes no contributions to the SSA.
2. Retirement – UCA offers participation in the Arkansas State Teacher Retirement System (ATRS), the Arkansas Public Employees Retirement System (APERS) or an Alternate Retirement Plan (currently TIAA-CREF). Contribution rates vary depending upon the plan chosen. Please see the Office of Human Resources for additional information.
3. Group Insurance - The University pays certain premiums for the employee's group insurance. Payroll deductions are made for employees who insure themselves or dependents for health and dental coverage and those who elect to carry additional employee life insurance. Insurance premiums may be paid on a pre-tax basis through the Cafeteria Plan (section 125) elections at the employee's discretion.
4. Tax-Sheltered Annuities – Employees may select pre-tax deductions (within annual pre-tax limits) for approved tax-sheltered annuity plans. Current vendors within the plans are TIAA-CREF, Valic and Fidelity.
5. Income Tax - Both federal and state taxes are automatically deducted from the

paycheck according to information on the W-4 form furnished by the employee to the Office of Human Resources.

6. Other Deductions - Other deductions are made as authorized by the employee. These may include United Way, Credit Union, UCA Foundation and Savings Bonds.

NOTE: Employees are encouraged to request assistance from the Office of Human Resources prior to making changes in payroll deductions.

#### EMPLOYEE DEBTS OWED TO THE UNIVERSITY

The University will aggressively pursue repayment of debts owed to the University by current or former employees. Debts owed upon termination of employment for items such as equipment, keys, uniforms or other charges may be repaid through deductions from final pay. In other cases, the University may work with employees or former employees to establish re-payment plans.

#### GARNISHMENTS/CHILD SUPPORT

The University follows state and federal laws concerning garnishment of wages. The University will comply with all appropriate court-ordered collection of wages and with all related reporting requirements. The University charges an administrative fee for each child support payment processed through payroll.

#### LEAVE POLICIES AND PROCEDURES

##### EMPLOYEE LEAVE REPORTS

Full-time employees are required to complete an Administrative Leave Report at the end of each month. Completed leave reports must be signed by the employee and appropriate supervisors and received in the Office of Human Resources the first day of the following month.

If assistance is needed in completing the leave report, please contact your supervisor or the Office of Human Resources.

ANNUAL LEAVE (VACATION)

Full-time classified/non-classified employees and 12-month faculty accrue annual leave as follows:

| <u>Years of Completed Employment</u> | <u>Monthly</u> | <u>Annually</u> |
|--------------------------------------|----------------|-----------------|
| Through 3 years                      | 8 hours        | 12 days         |
| Beginning 4 through 5 years          | 10 hours       | 15 days         |
| Beginning 6 through 12 years         | 12 hours       | 18 days         |
| Beginning 13 through 20 years        | 14 hours       | 21 days         |
| Over 20 years                        | 15 hours       | 22.5 days       |

The following rules and regulations govern the accumulation of annual leave:

1. Regular full-time employees who work a partial month accrue leave based on actual days worked.
2. All annual leave is cumulative to a maximum of thirty days (240 hours) on December 31st of each year. Accrued leave may exceed thirty days during the calendar year, but all in excess of 240 hours will be forfeited if not used by December 31st of each year. Excess leave may be donated to the University Catastrophic Leave program.
3. Years of employment may be continuous State employment or an accumulation of service. Seniority for reinstated employees is in completed years of service only.

The following rules and regulations govern the use of annual leave:

1. Annual leave must be earned before it can be used.
2. An employee may not take annual leave in excess of the amount accrued during prior months (current month may not be used).
3. Employees may not borrow from anticipated future accruals.
4. Before annual leave may be taken, approval should be obtained from the supervisor/departmental manager. Since the University has a planned work schedule, it is important that the employee work with the supervisor/manager in requesting leave so that time off will not interfere with the operation of the department. The employee may be subject to disciplinary action for failure to follow leave request/use guidelines. Annual leave of less than fifteen minutes may not be taken.
5. Upon termination, resignation, retirement, death or other action by which a person ceases to be an active employee of the University, the amount due the

employee or his estate from accrued annual leave will be paid the month after the termination paycheck. No employee receiving such additional compensation shall return to State employment until the number of days for which he received additional compensation has expired. Annual leave may be transferred between State agencies or institutions if there is no break in service beyond one month and no lump-sum payment for accrued annual leave has been received by the employee.

7. Any leave in excess of accrued vacation will result in a leave-without-pay notice. This is strongly discouraged. Employees are responsible for keeping track of leave balances. Continuous violation of this policy may result in disciplinary action.

### SICK LEAVE

Sick leave is available to benefits eligible full-time employees. Unlike annual leave, however, sick leave may only be used when the employee is unable to work because of sickness, injury or for medical, dental, or optical treatment. Sick leave may also be granted to employees due to illness or death of a member of the employee's immediate/step family. Immediate/step family shall include the father, mother, sister, brother, husband, wife, child, grandparents, grandchildren, in-laws, or any individual acting as a parent or guardian of an employee. For further information, see funeral leave, page 27. Employees who leave University employment are not entitled to be paid for accrued sick leave. Classified employees of the University may be paid a portion of their accrued sick leave upon retirement. Contact Human Resources for more information.

The following rules and regulations govern the accumulation of sick leave:

1. Full-time employees covered by this handbook accrue sick leave at the rate of one day per month, up to a maximum of 120 days (960 hours), which may be carried over at the end of the calendar year. Employees are encouraged to donate excess leave time to the University Catastrophic Leave program for use by employees experiencing lost time due to serious illness or injury.
2. Regular full-time employees who work a partial month accrue leave based on actual days worked.
3. When an employee is laid off due to budgetary reasons or curtailment of activities and is reinstated within six months, accrued sick leave may be restored to his credit.
4. Sick leave may be transferred between State agencies and institutions if there is no break in service.

The following rules and regulations govern the use of sick leave:

1. An employee may not take sick leave in excess of the amount accrued during prior months (current month may not be used).
2. Sick leave cannot be taken in increments less than fifteen minutes.
3. Employees who are on sick leave for five or more consecutive days must furnish a certificate of illness from an attending physician. Also, an employee may be required to furnish a certificate from an attending physician if he/she has been sick fewer than five consecutive days. A certificate from a Christian Science practitioner listed in The Christian Science Journal may be submitted in lieu of a physician's certificate.
4. Absences due to sick leave, except in cases of maternity leave, are charged in the following order:
  - A. Earned sick leave
  - B. Earned annual leave
  - C. Accrued compensatory time-off
  - D. Leave without pay

Where appropriate, the University will apply Family Medical Leave, which will run concurrently with the approved paid and/or unpaid leave. Please refer to page 25 for more information on Family Medical Leave.

5. Employees must be approved for one of the four types of leave mentioned above. Excessive absences without approval are grounds for dismissal.

Employees absent for three or more days without notification and approval of the appropriate supervisors shall be considered to have abandoned their job and employment will be terminated.

6. Requests to use sick leave should be made in advance whenever possible.
7. The employee should notify the Departmental Supervisor at the beginning of the workday or as soon as possible on the first day of absence due to illness.

8. If approval cannot be secured in advance, a sick leave request should be filed within two days of the employee's return to work.
9. If an employee fails to make proper notification for use of sick leave as provided herein, such absences will be charged to vacation and then leave without pay. Such determination shall be made at the discretion of the Departmental Manager and appropriate Vice President.

## HOLIDAYS

The University grants regular employees time off with pay to observe the following holidays.

| <u>Official State Holidays</u>                           | <u>UCA Schedule</u>  |
|--|--|
| New Year's Day   | New Year's Day   |
| Dr. Martin Luther King Jr's and Robert E. Lee's Birthday | Third Monday in January  |
| George Washington's Birthday and Daisy Gaston Bates' Day | Transferred to Christmas Break   |
| Memorial Day   | Last Monday in May   |
| Independence Day   | July 4th   |
| Labor Day  | First Monday in September  |
| Veteran's Day  | Transferred to Christmas Break   |
| Thanksgiving   | Fourth Thursday in November<br>(Friday by Governor's declaration only) |
| Christmas  | Christmas Eve and Christmas Day  |
| Employee's Birthday                                      | Transferred to Christmas Break   |

According to State procedures, holidays falling on Sunday are normally observed on the following Monday and holidays falling on Saturday are normally observed on the preceding Friday. Full-time employees are eligible for holiday leave at full pay. The above holidays represent the minimum number of days that will be observed. Please refer to the UCA website Holiday Calendar for the current schedule.

Due to the requirements of the University in providing educational services, certain holidays are observed at a time different from that observed by other State agencies. University employees may be required to work on certain legal holidays that occur while school is in session; however, University employees do receive the same number of holidays as other State employees. The holiday schedule may be adjusted based upon the needs of the University and/or designation by the State.

The University will accommodate reasonable leave requests to observe special religious holidays not mentioned above. Requests in writing should be completed at least two weeks in advance and filed with the departmental supervisor. Time off may be granted as annual leave or time off without pay if no leave is accrued.

#### Holiday Pay and/or Equivalent Time Off:

1. Holiday Pay: To be eligible for holiday pay, the employee must be in pay status on the last scheduled workday before the holiday and at least one hour on the first scheduled work day after the holiday.
2. Holiday During Leave: If a holiday occurs while an employee is on annual or sick leave, that day will be charged as a holiday and will not be charged against the employee's annual or sick leave.
3. Employees must work on holidays when the needs of the University require it. For those employees scheduled to work on normally observed University holidays, supervisors are responsible for scheduling alternative days off. Time off should be taken within thirty days of the observed holiday wherever possible.

#### FAMILY MEDICAL LEAVE ACT

The federal Family Medical Leave Act (FMLA) provides up to twelve weeks of leave time within a twelve-month period for qualifying employees. FML does not mandate payment for leave time but does protect employment and benefits opportunities. Employees on qualified FML are eligible to continue their participation in benefits at the same premium rates as active employees and are eligible to return to work. However, the University is not obligated to return the employee to the exact position held prior to taking leave.

To qualify, employees must have been employed by UCA for not less than twelve months immediately preceding the request and must have worked at least 1,250 hours during that time. The leave must be used for a serious health condition of the employee or for the care of an immediate family member of the employee who is suffering a serious health condition. It may also be used for the birth and care of a newborn child of the employee or placement with the employee of a child for adoption or foster care. FML may be used in blocks of time of less than one day.

Except in maternity leave, the University will apply all accrued sick, annual and compensatory time-off concurrently with FML. In maternity, employees may elect to use leave-without-pay in

lieu of accrued, sick, annual and compensatory time.

All requests for medical leave require certification by a physician or recognized Christian Science practitioner. Time-off under FML is dependent upon the recommendation of the physician and is not automatically assigned at the full twelve weeks.

For further details concerning FML, please contact the Office of Human Resources.

#### MATERNITY/PATERNITY LEAVE

Maternity leave is to be treated as any other leave for sickness or disability. Sick leave may be used only for the length of time the physician states is necessary for recuperation. In cases of maternity leave only, however, the employee may elect to take leave of absence without pay and not exhaust accumulated annual and sick leave. Paid and/or unpaid maternity leave will be treated under Family Medical Leave.

Paternity leave is treated as any other sick leave. Accrued sick and annual leave may be granted for paternity use, after which, leave without pay may be requested. Paternity leave will be treated under Family Medical Leave.

#### MILITARY LEAVE

For leave with pay issues while on active duty please contact the Office of Human Resources. Employees who are members of the National Guard or any of the reserve branches of the U.S. Armed Forces will be granted leave at the rate of fifteen working days per calendar year, plus necessary travel time for annual training purposes. Effective July 15, 1991, Act 956 of 1991 provides that military leave will accumulate for use in succeeding calendar years or fiscal years until it totals fifteen days at the beginning of the calendar year or a maximum number of thirty military leave days.

Military leave will be granted without loss of pay and in addition to regular vacation time. Each employee who requests military leave must furnish a copy of his/her orders to the Office of Human Resources.

Personnel called to duty in emergency situations by the Governor or by the United States President shall be granted leave with pay (in addition to regular vacation time) not to exceed thirty working days after which leave without pay or regular accrued vacation, at the employee's discretion, will be granted.

#### COURT AND JURY LEAVE

An employee who serves as a juror or is subpoenaed as a witness to give a deposition in a court or hearing, not involving personal litigation or service as a paid witness outside the scope of state employment is entitled to receive normal and full compensation in addition to any fees paid for such services. If the employee provides reasonable notice to the agency/institution of the required proceedings, the employee shall not be subject to discharge from employment, loss of annual or sick leave days or accrual rates, or

any other form of penalty.

Employees who work night shifts and are required to serve in court during the day or are subpoenaed as a witness to give a deposition in a court or hearing, not involving personal litigation or service as a paid witness outside the scope of state employment, shall be allowed to take court and jury leave on the night shift of the day on which they served.

#### FUNERAL LEAVE

Requests for leave to attend funeral services for an immediate/step family member are made under sick leave. Requests for leave to attend funeral services for someone who is not an immediate/step family member will be made under annual leave or leave-without-pay.

Immediate/step family members include father, mother, sister, brother, husband, wife, child, grandparents, grandchildren, in-laws, or any individual acting as a parent or guardian of an employee. Requests for funeral leave of more than three days are subject to further review.

If additional time off is required due to family responsibilities, an employee may use annual leave or apply for leave without pay. This leave is not to exceed two weeks. Every consideration will be given to these requests.

#### EDUCATIONAL LEAVE

The conditions for granting educational leave will be at the discretion of the appropriate Vice President and University President. Non-faculty employees interested in pursuing educational leave should prepare a written request outlining the dates and general purposes of the leave and forward the request to the office of Human Resources.

#### CHILDREN'S EDUCATIONAL LEAVE

An employee (parent or grandparent) may request children's educational leave under A.C.A. 21-4-216. Child means a person enrolled in pre-kindergarten through grade 12 who is of the following relation to a state employee: a natural born child, adopted child, stepchild, foster child, grandchild and any other legal capacity where the state employee is acting as a parent for the child.

All state employees shall be entitled to eight (8) total hours of leave, regardless of the number of children, during any one (1) calendar year for the purpose of attending or assisting with the educational activities of a child. Children's Educational Activities Leave that is unused may not be carried over to the next year. Children's Education Leave must be approved by the supervisor and indicated on the monthly leave slip report.

#### LEAVE WITHOUT PAY

An employee may request a continuous leave of absence without pay not to exceed six months unless granted in accordance with the provision for military leave. The leave and the conditions of the leave are granted at the discretion of the University President. However, leave without pay is not to be granted until the employee's accumulated annual leave has been exhausted, except in cases of maternity leave (see Maternity/Paternity Leave). An employee

on leave without pay does not accumulate leave time or receive pay for any legal holidays.

At the expiration of leave without pay, the employee will be reinstated to the same or reasonably same position without loss of any rights, unless the position is no longer available due to a budgetary reduction in staff or other unforeseen organizational changes. Leave without pay will not change an employee's eligibility date for salary increases. However, the award of any anniversary salary increase and performance evaluation review will be delayed beyond the anniversary date for the same number of work days as the employee was on leave without pay.

Failure to report to work promptly at the expiration of the leave, except for satisfactory reasons submitted in advance, is cause for dismissal.

#### CATASTROPHIC LEAVE BANK PROGRAM

The University's Catastrophic Leave program provides paid leave for qualifying full-time employees in the event of a serious medical condition or in the event of a serious medical condition of an employee's immediate family member. Under the program, participants receive their normal pay and benefits. All annual and sick leave time accrued while on catastrophic leave is returned to the leave bank.

The leave bank is established and maintained through the voluntary donation by UCA employees of accrued annual or sick leave. Donations of leave time are made to the general bank and may not be made to or specified for any individual or situation.

To qualify for consideration, an individual must have been employed by UCA for at least two years; must have received no recent disciplinary actions for abuse of leave time; and length of time away from work should be at least thirty days, as documented by a physician. Employees are required to exhaust all earned sick, annual, holiday and compensatory time before receiving assistance from the catastrophic leave bank.

Requests for catastrophic leave are made using forms available through the Office of Human Resources. Requests are reviewed by a seven-member employee committee and recommended to the Council of Vice Presidents. The President makes final review and approval. Requests may be approved for varying lengths of time but will not exceed a total of six months.

## EMPLOYEE PRIVILEGES

### FRINGE BENEFITS

The following is a summary of fringe benefits available to UCA employees. For details and assistance with all benefits programs, please contact the Office of Human Resources.

New employees or employees who move into benefits-eligible employment will be scheduled for an individual meeting with a representative of the Office of Human Resources to review all benefits and to complete all appropriate enrollment forms and applications.

### RETIREMENT PLANS

#### Public Employees Retirement System

The Arkansas Public Employees Retirement System (APERS) is a defined benefit retirement plan. Five years of plan participation are required to be vested.

#### Arkansas Teacher Retirement System

The Arkansas Teacher Retirement System (ATRS) is a defined benefit retirement. Five years of plan participation are required to be vested.

#### TIAA-CREF

Teachers Insurance & Annuity Associations – College Retirement Equities Fund (TIAA-CREF) is a defined contribution retirement plan available to all benefits eligible employees. UCA contributions vest on a pro-rated basis for plan participation of less than four years. Service from day 1 through year 2 is 25% vested, completion of year 2 through year 3 is 50%, completion of year 3 through year 4 is 75%, and service after 4 completed years is 100% vested. Employee contributions are immediately vested to the employee.

#### Supplemental Retirement Accounts

The University, through vendors, offers all employees the opportunity to participate in supplemental retirement plans. The plans receive no contributions from the University. Employee contributions are made on a pre-tax basis. Current SRA vendors are TIAA-CREF, VALIC and Fidelity.

### BENEFITS-ELIGIBLE RETIREMENT

Full-time employees may be eligible for continuation of certain fringe benefits upon retirement from the University. To qualify for retiree benefits, an employee must have completed 28 cumulative years of service with the University OR must have completed at least ten years of continuous service and must be age 59.5 or older. Employees are expected to provide at least ninety days written notice of intent to retire.

In addition to retirement plan income options, employees qualifying for benefits-eligible retirement may elect to continue health and dental insurance, have access to campus facilities and activities and, depending upon date of hire, may have continuation of some life insurance coverage.

Eligible retirees may continue under the University's health insurance plan at the same premium rates as paid by active employees for employee and/or dependent coverage. The University contributes to a Medicare supplemental plan on behalf of the retiree starting at age 65. Upon reaching age seventy, the retiree will be responsible for the entire premium costs. Eligible dependents of retirees may continue under the plan until age 65.

Eligible retirees may continue under the University's dental plan at the same premium rates as paid by active employees for employee and/or dependent coverage. All dental coverage ends at age 65.

Eligible retirees hired before January 1, 1999 may continue under the University's life insurance plan until age eighty at which time all coverage ends. Coverage amounts are dependent upon age and years of service as of December 31, 1998. Employees hired after December 31, 1998, receive no group retiree life insurance.

Eligible retirees receive lifetime passes to athletic events, theatre and other University sponsored events as well as lifetime passes for use of the library.

## INSURANCE

The University offers benefits-eligible employees group insurance plans for health, dental, life and long-term disability. The University pays all or part of the insurance premiums for the employee only. The employee has the option of purchasing dependent's coverage for health and dental.

### Health and Vision Insurance

Available for an effective date of the first day of employment or upon completion of the appropriate enrollment forms. Enrollment for the employee and/or qualifying family members must be completed within thirty days of employment or other qualifying event (i.e. move from part-time to full-time, marriage, divorce, etc.).

### Dental Insurance

Effective the first of the month after ninety days continuous employment (with completion of appropriate enrollments). If the employee wishes to purchase coverage for dependents, application must be made within thirty days of employment or other qualifying event. New employees are enrolled in the base plan. After one year of participation in the base plan, employees have the option to switch to the enhanced plan.

### Life and Accidental Death and Dismemberment Insurance

Effective on the first of the month after ninety days of continuous employment (with completion of the appropriate enrollments). The University provides coverage equal to one times salary to a maximum of \$250,000. The employee may purchase additional coverage at one, two or three times salary coverage to a maximum of \$350,000. Requests for coverage after the initial enrollment period are subject to evidence of insurability review. At age 65, the amount of insurance will decrease by 35%. At age 70, the employee pays for all coverage and at age eighty all coverage ends.

For employees hired after December 31, 1998, or moving into benefits-eligible roles after that date, no retiree life insurance is provided. For employees hired before January 1, 1999, two retiree life plans are in effect, which are dependent upon date of employment. Please contact the Office of Human Resources to discuss unique situations.

### Long-Term Disability

Effective on the first of the month after ninety days of continuous employment and provides partial income replacement (2/3 of current salary) in the event of a long-term condition that prevents the employee from returning to work. The waiting period for disability coverage is six months.

### Continuation of Group Health and Dental Insurance (COBRA)

All insurance coverage ceases when employment is terminated. However, the employee may elect to continue health and dental insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Contact the Office of Human Resources before leaving campus for complete details. Divorce, legal separation, loss of dependent child status, the covered employee's death or entitlement to Medicare, may also give your covered spouse and dependent children the right to COBRA.

Additional information concerning group insurance plans is available in the Office of Human Resources.

### TUITION REMISSION

UCA has established a tuition remission program for eligible employees and their spouses and dependents. Registration discounts are designed to support the professional educational development of UCA employees and to provide an additional opportunity for the spouses and dependents of UCA employees to attain their individual educational goals.

Costs and eligibility will be based upon the registration fee schedule in place for the semester in which the initial enrollment occurs, subject to any overall registration guides or changes adopted by the Board of Trustees. The discount on required fees applies only to the Facility fee, Co-op fee, AAGE Test fee, Student Center fee, HPER fee, Athletic fee and Fine and Performing Arts fee. The discount will not apply to any future student-initiated fees. The discount will not apply to study-abroad programs. The fee-waiver discount may be used in conjunction with state-funded scholarships (ADHE-administered scholarships) and/or with

private scholarships and assistance.

### Eligibility and Restrictions

Only courses taken for college credit qualify for the discount. Eligibility is restricted to full-time, benefits-eligible employees and the spouses and dependent children of those employees. The fee remission for employees, spouses, and dependent children will commence with the beginning of the next semester or term after the date of employment. For example, if an employee's hire date is October 1, their fee-remission privileges, will begin at the start of the spring semester.

### Employees

During normally assigned work hours, employees may take no more than six (6) credit hours in the fall and/or spring semester and no more than three (3) credit hours during each summer term. Employees, with supervisor approval, may take a class of up to three credit hours during their normally scheduled working hours during fall, spring and summer terms without taking leave or making up the time.

Time-off for courses taken during normal working hours must be approved through the employee's supervisor and department manager. Efforts should be made to schedule courses at times that will least interfere with heavy seasonal work loads or exceptionally busy periods of the work day.

### Spouses and Children

Children are defined as the unmarried children of benefits-eligible employees or the unmarried dependents for whom the employee is the legal guardian, who are under age 25 and who may be claimed as dependents for federal tax purposes by that employee. An employee may receive a fee waiver for a child meeting the aforementioned definition of children through and including the semester in which the child turns age 25.

### Costs

Employees, the spouses of employees, and/or the children of employees will pay an amount equal to twenty (20) percent of regular in-state registration and applicable eligible fees for undergraduate courses.

Employees only will pay an amount equal to fifty (50) percent of the regular in-state registration and applicable eligible fees for graduate courses.

If an employee resigns or moves from benefits-eligible employment during a semester in which the tuition remission is used, the employee must pay a prorated portion of the regular registration and fees represented by the period of time remaining in that semester.

### Exceptions

If an employee dies or becomes disabled (as determined by the University's disability insurer) during a semester in which the employee, a spouse or dependent is receiving the discount, the disabled employee and/or the surviving spouse and/or dependent will continue their eligibility

as if that employee was still eligible and with all other guidelines and restrictions remaining. Spouses and dependents who are not receiving the discount at the time of the employee's death or disability will be eligible for the discount for five (5) years from the date of death or disability.

#### IDENTIFICATION CARDS

Identification cards are issued to employees at no charge. New employees obtain authorization for an I.D. card in the Office of Human Resources. The employee's identification card is required for admission to athletic events, lectures, concerts, theater performances, and use of the library. Employee's immediate family members may also be admitted to these events. I.D. Cards are not valid for events for which there is a general admission charge.

#### UNEMPLOYMENT COMPENSATION

The University participates in the State Employers Pool for unemployment coverage. Employees may apply for unemployment payments through the State Employment Security Department in the event of lay-off or termination.

#### SOCIAL SECURITY

The Social Security/Medicare System covers regular, full-time University employees. The University contributes an amount equal to 7.65% of salary to the system on employees' behalf and deductions equaling that amount are taken from each employee's pay.

Part-time employees participate the Social Security Alternate Plan at a rate of 7.5% and do not have contributions or deductions to Social Security, but do have contributions and deductions to Medicare.

#### WORKER'S COMPENSATION

The University is committed to a safe and secure work environment and participates in the State Employers Workers Compensation program. Employees are covered for on-the-job injury through workers compensation. In general, workers compensation provides for medical care and payment for extended lost-time away from work for approved workers compensation injuries.

In the event of a work-place injury, the injured employee and supervisor should contact the Office of Human Resources to report the incident and to receive guidance on the appropriate next steps.

In the event of a medical emergency, the injured employee and supervisor should first seek appropriate medical attention and then, as soon as is practical, report the situation to the Office of Human Resources.

Please refer to the Handbook section for ON THE JOB INJURIES for more information.

#### ATHLETIC EVENTS, SWIMMING POOL, HPER CENTER, PERFORMING ARTS

Access to the HPER Center and Farris Center pool is available to all University employees and retirees. However, there is a membership fee for family members. Locker rental is also available. Please check with the HPER Center for current membership fees.

HPER Center facilities include weights, cardio equipment, basketball courts and a walking track. Various aerobic classes are offered. Pool activities include aqua aerobics, recreation and lap swims.

Employees and immediate family may gain free admission to all UCA athletic events held on the UCA campus by presenting the employee's I.D. card.

Art exhibits, musicals, plays and speaking engagements are presented during each year. Unless otherwise noted, UCA employees may attend these programs, many of which are offered at no charge.

#### CAMPUS SERVICES

##### HEALTH SERVICES

The Student/Employee Health Services Center provides a variety of basic services that are generally available to employees. Services include basic physical examinations, treatment for minor injury and illness and referral to other health programs. A nominal fee is charged for each visit, plus the cost of any supplies used in the employee's care.

##### LIBRARY PRIVILEGES

Torreyson Library serves the employees, students, and alumni of the University of Central Arkansas. Employees' children under ten years of age should be escorted by an adult when using library facilities. All patrons are expected to reimburse the University for lost or damaged books that are checked out with the patron's card.

##### CREDIT UNION

Employees may elect to make payroll deductions to the Arkansas Federal Credit Union. The credit union offers checking and savings services and auto and other loan programs. Applications for membership are available through the Office of Human Resources.

### INTRAMURAL PROGRAM

Employees may participate in a variety of team sports through the intramural programs. For more information, contact the Department of Intramural Sports and Recreation located in the HPER Center.

### CHECK CASHING

Employees may cash checks at the UCA Cashier's Office at no charge. Checks may not exceed \$100 per day. The Cashier's Office does reserve the option of declining checks based upon experience with overdrawn accounts and/or other factors.

### COUNSELING CENTER

The UCA Counseling Center offers individual personal counseling at no charge for staff and faculty. To make an appointment call 450-3138 or stop by Bernard Hall, third floor. Visits to the center are held in the strictest confidence. The center can also suggest referrals to other appropriate agencies or individuals.

Informational pamphlets and brochures on a variety of topics are available at no cost in the Health Promotion and Wellness Services office located in the HPER Center room 204. The center maintains a selection of videotapes available for check out and sponsors various events through the school year.

### EMPLOYEE ALCOHOL/DRUG ABUSE ASSISTANCE PROGRAMS

There are a number of groups, offices, agencies and hospitals in central Arkansas that offer drug treatment and rehabilitation services/programs. For information about these contact the following departments:

1. UCA Counseling Center (450-3138) can provide referrals for those with alcohol and other drug problems.
2. UCA Health Resource Center (450-3133) provides information and Alcohol/Drug Awareness programming.
3. UCA Human Resources (450-3181) provides information on services available through UCA's group health insurance program.

### PARKING

All employees of the University who park vehicles on campus are required to immediately purchase and display a parking permit. Student employees are not eligible for staff parking. The parking permit for all faculty and staff employees is a transferable polyethylene-hanging permit registered in the name of the employee.

Only one hanging permit may be issued to each employee of the University. The permit may be transferred to any vehicle the employee parks on campus. Permits may be obtained by paying the required fee at the University Police Department. Cash, check, Visa, MasterCard, Discover and payroll deduction (only full-time employees are eligible for payroll deduction) are accepted for payment of the permit fee. Business hours for purchase of parking permits and payment of traffic and parking fines are 8:00 a.m. to 4:00 p.m.

Employees who forget to bring their hanging permit to campus must obtain a one-day temporary permit from the University Police Department prior to parking on University property. One-day permits are free of charge and can be obtained at any time of the day or night. Traffic and parking regulations are strictly enforced on University property as outlined in the UCA Parking and Traffic Regulations brochure. If parking or traffic fines are not paid in a timely manner, the amount may be deducted from the employee's salary.

#### UNIVERSITY WEBSITE, INTERNET, E-MAIL

The University maintains an official Website ([www.uca.edu](http://www.uca.edu)), which may be accessed by students, employees and anyone outside the University. The site is maintained to provide information on official campus activities, course offerings, administrative contacts, job openings, campus policies and related University business. Individuals may not post attachments or make changes to any official documents within the site. Questions or concerns regarding the site should be directed to the University Web Director or the Office of Human Resources.

Please note: Complete UCA Board Policies may be viewed by accessing the "Administrative Policies" link through the "Faculty and Staff" link on the UCA homepage.

The University provides access to the Internet for research and University business related activities. Use of the Internet for personal purposes should be limited. Personal computers and Internet access are University property and, like telephone services and other University equipment, are provided for official University business. Use of any University equipment for other than University business may lead to disciplinary actions.

The University provides most employees with an e-mail address and access to the campus e-mail system. The system may also be used to contact other e-mail users outside of the University. The system is provided for official University business and use for personal purposes should be limited. Use of the system for inappropriate purposes and/or excessive use for non-University business may lead to disciplinary actions.

#### BOOKSTORE

The bookstore is located on the ground floor of the Student Center. The bookstore provides a variety of products and services for students and employees. On occasion the bookstore may offer discounts or other promotions that may be of particular interest to employees.

## EMPLOYEE RESPONSIBILITIES

### CONFIDENTIALITY

Some information regarding the University and University personnel is a matter of public record and/or subject to requests under the Arkansas Freedom of Information Act. As with any business, agency or institution, however, many confidential matters are entrusted to those working for the University. Employees must be aware of their obligation to maintain confidentiality regarding issues such as disciplinary actions in process or in appeal, new program or project development and specialized research, counseling services or other "patient" services. Breach of confidentiality may lead to disciplinary actions.

Employees must obtain their supervisor's permission before releasing requested information.

Any questionable requests for information or any requests made under the Arkansas Freedom of Information Act must be immediately referred to the University Counsel or to the Office of Human Resources.

### STUDENT INFORMATION UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

All information concerning students must be handled with extreme care. The federal Family Educational Rights and Privacy Act (FERPA) provides many restrictions and guidelines for access of student information. Requests for student listings, student addresses or contact information, grades, identification numbers, class standing or any related issues must be immediately directed to the University Counsel.

### POLITICAL ACTIVITY

Governmental employees are prohibited from devoting any "at work" time, equipment or materials toward political campaigns or for related activities. Campaign literature may not be distributed at work and may not be displayed on State vehicles or equipment (e.g. bumper stickers). Further, employees paid through federally funded programs may be restricted in any political activities while off-duty.

Specific questions or concerns regarding political activities should be directed to the University Counsel.

### PRIVATE SECTOR EMPLOYMENT

A University employee may work for a private sector business if the following conditions are met:

1. The University does not provide the services offered by the private sector business.
2. Employment does not conflict with University employment.

3. The employment is not on University premises.
4. Working hours are not the same as University employment.
5. University supplies or equipment is not used.

### FIREARMS POLICY

UCA is committed to a safe working environment. Unless specific permission has been granted in advance by the divisional Vice President and the President, the use, storage or possession of a firearm on University controlled property or at a University sponsored or supervised event is expressly prohibited and the employee involved will be subject to immediate termination of employment.

### CHANGES IN PERSONAL OR CAMPUS INFORMATION

The Office of Human Resources maintains regular employment records and uses this information for official purposes. Therefore, it is necessary that the Office of Human Resources be informed of any change in campus or personal information (i.e. name, home or campus address, home or campus telephone number, number of dependents, beneficiary for retirement and insurance, etc.). These changes should be reported to the Office of Human Resources as soon as possible by completing a Personnel Data Sheet and/or the necessary insurance or retirement change forms. These forms are available in the Office of Human Resources. Failure to provide changes in information may result in incorrect deductions and misdirected correspondence (e.g. W2 forms). It is very important that a current mailing address be kept on file with the Office of Human Resources.

### DRESS AND APPEARANCE

An employee's appearance is a very personal matter. However, the University expects that all employees will dress appropriately and professionally for their particular positions. The University will work to address any legitimate concerns, medical conditions or affiliations, which may impact dress or appearance.

Some employees by the nature of their jobs will be issued uniforms and in some cases, long hair, facial hair or loose clothing may present a safety concern. Wearing the appropriate uniform and/or appropriate hair grooming is a part of the position and may be considered in the employee's evaluation and disciplinary actions.

## OFFICE HOURS

Normal office hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday and normal office services (reception, phone, walk-in assistance, customer support, etc.) are expected to be available during all normal office hours. Normal work schedules for non-exempt employees are five 8-hour days totaling a 40-hour workweek.

Within that framework, department managers, with the approval of the appropriate divisional vice president and review through the Office of Human Resources, may establish variable work hours including early/late start and 30 or 45-minute lunch breaks. However, as an ongoing practice, employees may not skip lunch to shorten the workday.

## BREAKS

Breaks may be authorized each day at the discretion of the department supervisor. Breaks should not interfere with work schedules/deadlines. Breaks must be limited to two periods: one in the morning and one in the afternoon, not to exceed fifteen minutes each.

## UNIVERSITY POLICIES AFFECTING EMPLOYEES

### ON-THE-JOB INJURIES

When a University employee is injured while working, the accident should be reported immediately to the supervisor. If medical attention is necessary, the employee will be sent to a physician. If injuries are sustained at night or on weekends when the physician's office is closed, the employee will be treated at the Conway Regional Hospital emergency room or the most appropriate accessible emergency room location. Supervisors will instruct the injured employee on procedures for securing treatment.

Supervisors or co-workers should not hesitate to call an ambulance when there is evidence of serious injury to a fellow employee. The driver should be directed to take the employee to the nearest hospital emergency room.

The departmental manager should make a thorough investigation of the accident, and should contact the Office of Human Resources for the necessary forms within 24 hours of the injury. These forms should be completed by the supervisor and the injured employee and returned to the Office of Human Resources as soon as possible so they may be mailed to the Public Employees Claims Division of the Arkansas Insurance Department.

For further information concerning on-the-job injuries, please contact the Office of Human Resources.

### DRUG-FREE WORKPLACE POLICY

Drug abuse and use in the workplace are subjects of immediate concern in our society. The problems created by drug abuse are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well being of all employees, the public at large, and result in damage to State property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in a State agency's workplace is prohibited. Any employee violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

1. State agencies will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers controlled substances to another person or sells or manufactures a controlled substance while on the job or on agency premises will be subject to discipline up to and including termination.
2. The term "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not

prescribed by a licensed physician.

3. Each employee is required by law to inform the agency within five days after he or she is convicted of violation of any federal or state criminal drug statute where such violation occurred on the agency's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court or other court of competent jurisdiction.
4. The University of Central Arkansas is required to notify the Federal Funding Agency of the conviction of any employee for drug use or abuse who is employed in a position utilizing federal funds or a federal grant within ten days of receiving notice of the conviction from the employee or otherwise receiving actual notice.
5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the agency may require the employee to successfully finish a drug program sponsored by an approved private or governmental institution.
6. Abiding by the Drug-Free Workplace Policy is considered a condition of employment for all State employees.
7. This policy is intended to comply with the rules published by the federal Office of Management and Budget on January 31, 1989, in the Federal Register, implementing the Drug-Free Workplace Act of 1988 and the Governor's Executive Order 89-2 dated March 30, 1989.

#### DISABILITIES GRIEVANCE POLICY

The University recognizes the wide variation in the needs of individuals with documented disabilities and the variation of reasonable accommodations. The process of providing a reasonable accommodation should be an informative one, involving the student, faculty or staff member affected. The Director of Disability Support Services and/or Asst. VP for Human Resources will serve as resources in the information process. In the event the informal process fails to establish an acceptable plan, the dissatisfied party may file an appeal.

#### GRIEVANCE POLICY

The grievance procedure is established to provide employees with a prompt review, impartial consideration and an equitable disposition of their grievances. A grievance is a complaint regarding an adverse impact on an employee's employment; including, but not limited to, annual leave, sick leave, compensatory time, dismissal, suspension, promotion, demotion, disciplinary actions, discrimination or any other work-related problem EXCEPT issues such as compensation and other issues which are beyond the control of the institution or management or which are mandated by law.

Any employee who presents a grievance or complaint in good faith and in a reasonable manner shall be free from restraint, interference, discrimination or reprisal.

The procedure is intended to encourage employees to discuss problems with their supervisors, thereby providing a basis to talk over matters of mutual interest, to explain, to reach agreement, to make adjustments if necessary, and to foster better understanding between employees and supervisors.

It is the policy of this institution that all employees are given the opportunity, through established steps and procedures, to resolve in a timely manner, complaints or grievances, which they believe adversely affect their employment or working conditions. If the matter of such grievance is the subject of pending litigation or administrative review external to the University, the internal grievance procedure shall cease.

It is also University policy that reasonable efforts be made to settle complaints or grievances as quickly as possible. Direct contact on a one-to-one basis between supervisor and employee is encouraged and the grievance procedure is not intended, nor will it be allowed to become a barrier to the supervisor/employee relationship.

Employees should submit only grievances made in good faith, expressed in reasonable terms, containing causes for the grievance, corrective action desired and sufficient information upon which decisions can be based.

Access to this procedure does not create any expectation of continued employment, but provides an avenue of review and resolution of internal situations.

This procedure is not available to extra-help, temporary or "new-hire" employees. For this policy, "employee" is an individual who is a full-time employee who occupies a regular position and works a minimum of 1,500 hours per year.

#### Grievance Procedure

The entire procedure shall be completed within sixty working days after the employee files a written grievance, unless all parties agree to an extension. Under special circumstances, the grievance officer has the authority to modify, waive or otherwise change the grievance procedure in order to fulfill the intent of the procedure, provided such modification, waiver or change is agreed to by the respondent and grievant. The grievance officer shall prepare a statement stating the justification for, and the details of, any variation from the stated procedure and obtain signatures of the respondent and grievant.

The grievance process shall be confidential. The records of the grievance shall be maintained in a separate file and shall not become a part of the employee's personnel file.

1. The employee should secure a "Staff Grievance Petition" from the Office of Human Resources and submit the completed petition in writing to the immediate supervisor

within seven working days of the grievable matter. The grievant shall send a copy of the grievance to the grievance officer and the respondent.

The immediate supervisor will arrange for a meeting between the grievant and the immediate supervisor to be held within three working days of receipt of the grievance. The supervisor shall submit a written response to the grievant, with a copy to the grievance officer, within two working days after the conclusion of the meeting.

2. If the grievant is not satisfied with the results of step one, the grievant will have two working days after receipt of the written response in which to submit a copy of the grievance, the supervisor's response and a written statement to the next higher level of management stating reasons for dissatisfaction (with copies of all to the grievance officer). The manager shall meet with the employee within three working days after receiving the written statement. The manager will submit a written response to the grievant, with a copy to the grievance officer, within two working days of the meeting.
3. If the individual hearing the grievance in step two is not the vice president of the division in which the grievant is employed, the grievant, if not satisfied with the response in step two, will have two working days from receipt of the written response in step two to submit a written request for a meeting with the vice president. The vice president shall arrange for a meeting within three working days of receipt of the request. The vice president may require the grievant to set forth in writing the nature of the dissatisfaction with the responses in the previous steps prior to the meeting. The vice president shall submit a written response to the grievant, the grievance officer, and each subordinate manager within two working days of the meeting.
4. If not satisfied with the results of step three, the grievant shall have two working days to submit a written request to the grievance officer for a hearing before the Ad Hoc Grievance Council. The grievance officer will submit the matter to the Council and the respondent within five working days after receiving the grievance's written request for a hearing. The respondent will submit a written response to the grievant's vice president within two working days after receiving the notification.

Should the Council find the petition does not state good cause for a grievance and/or is otherwise outside the Council's jurisdiction, the grievance shall be dismissed.

If not dismissed, the Council shall hear from those involved and may collect and review other information deemed related to the issue of the grievance.

A written report of the Council's findings and recommendations shall be presented to the President within forty-five working days from the initial filing of the petition. A copy shall be sent to the grievant, the respondent, the appropriate supervisor and manager and the appropriate vice president.

The President shall make the final decision after considering the recommendation of the Council. The President shall inform the grievant, the respondent, the appropriate supervisors, manager, and vice president in writing, of the decision within fifteen working days from the date of receipt of the Council's recommendation.

NOTE: Please refer to Board Policy #521 or the Office of Human Resources for complete information on composition and function of the Ad Hoc Council and for a complete copy of the grievance policy.

### SEXUAL HARASSMENT POLICY

Sexual harassment by any faculty, staff or student is a violation of both law and University policy and will not be tolerated at the University of Central Arkansas. Sexual harassment of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964 and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972.

The University considers sexual harassment a very serious issue and shall subject the offender to dismissal or other sanctions following the University's investigation and substantiation of the complaint and compliance with due process requirements.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is either explicitly or implicitly made a condition of an individual's employment with the University or a factor in the educational program of a student; and/or
2. Submission to or a rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's right to achieve an educational objective or to work in an environment

free of intimidation, hostility or threats stemming from acts or language of a sexual nature.

NOTE: Other forms of harassment based upon race, religion, national origin, sex or age may have the same impact as sexual harassment. In the absence of other policies addressing these specific issues, the University encourages the use of these steps and procedures in this policy in reporting other types of harassment and, generally, will conduct investigations of those complaints in the same manner.

Although sexual harassment most frequently occurs when there is an authority differential between the persons involved (e.g., faculty member and student, supervisor and staff member), it may also occur between persons of the same status (e.g., faculty-faculty, student-student, staff-staff). Both men and women may be victims of sexual harassment and sexual harassment may occur between individuals of the same gender.

Because of the unique situations that exist between students, faculty, supervisors and staff, relationships in the workplace and on campus should at all times remain professional. In particular, due to the professional power differential between faculty and students, faculty is encouraged to remain professional in all relationships with students.

Sexual harassment may create a hostile, abusive, demeaning, offensive or intimidating environment. It is manifested by verbal and/or physical actions, including gestures and other symbolic conduct. Sexual harassment is not always obvious and overt; it can also be subtle and covert. A person who consents to sexual advances may nevertheless be a victim of sexual harassment if those sexual advances were unwelcome. Previously welcomed advances may become unwelcome.

Examples of sexual harassment may include, but are not limited to, the following:

- Non-sexual slurs about one's gender
- Contrived work or study assignments and assigning more onerous or unpleasant tasks predominately to employees or students of one gender
- Repeated unwanted touching, patting or pinching
- Repeated inappropriate social invitations or requests for sexual favors
- Repeated unwanted discussions of sexual matters
- Use of sexual jokes, stories, analogies or images which are not related to the subject of the class or work situation

- Touching, fondling or deliberate brushing against another person
- Ogling, leering or prolonged stares at another's body
- Display or use of sexual graffiti or sexually-explicit pictures or objects
- Sexually suggestive jokes, comments, e-mails or other written or oral communications

Individuals who are aware of or have experienced an incident of sexual harassment should promptly report the matter to one of the University officials designated to receive these complaints. No person shall be subject to restraints, interference or reprisal for action taken in good faith to report or to seek advice in matters of sexual harassment.

In the course of a complaint investigation, the University will attempt to maintain confidentiality for all parties involved. However, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the complaint investigation.

A grievant whose complaint is found to be both false and to have been made with malicious intent will be subject to disciplinary action, which may include, but is not limited to, demotion, transfer, suspension, expulsion or termination of employment.

#### PROCEDURES FOR SEXUAL HARASSMENT CLAIMS

Employees of the University, who believe they have been subjected to sexual harassment, are encouraged to use the following procedures to resolve their complaint.

The University will make every effort to adhere to the prescribed time frames of the informal and formal resolution processes. However, in the event that individuals involved are unavailable or have other unanticipated occurrences, the Equal Employment Officer, with the concurrence of the President, may adjust the time frames. Any changes will be immediately communicated to the complainant and respondent by the Equal Employment Officer and where possible their needs will be accommodated.

#### Informal Resolution

1. Individuals who believe they have been subjected to sexual harassment should report the incident promptly to their immediate supervisor or academic dean or to a departmental supervisor higher up in the chain of command or directly to the Equal Employment Officer, University Legal Counsel or Asst. VP for Human Resources.

The person to whom the complaint is made shall immediately contact the Equal Employment Officer, Legal Counsel or Associate Vice President for Human Resources.

One or more of these administrators will determine the course of the informal investigation and resolution. The department involved and/or the supervisor to whom the complaint was made may be asked to assist in the informal investigation.

2. If, following investigation, an informal resolution of the matter which is satisfactory to both the complainant, the person against whom the complaint is made (respondent) and the University (represented by the Equal Employment Officer, Legal Counsel or Associate Vice President for Human Resources) is reached, it shall be considered closed and both the complainant and respondent so advised in writing by the Equal Employment Officer, Legal Counsel or Associate Vice President for Human Resources. If a mutually satisfactory resolution of the complaint has not been reached within ten calendar days from the date of the complaint, the complainant, the University or the respondent may initiate formal complaint procedures.

#### Formal Resolution

1. If the sexual harassment complaint has not been resolved through informal procedures and the complainant, the University or the respondent wishes to pursue the matter further, he/she must file a written complaint. The complaint must be filed in writing with the Equal Employment Officer, Legal Counsel or Associate Vice President for Human Resources, within twenty calendar days of the termination of informal procedures. The complainant and respondent shall be entitled to have, at the individual's own expense, a representative who may or may not be an attorney to assist in preparing the formal complaint.
2. The Equal Employment Officer will notify the parties involved of the sexual harassment complaint, will provide copies of the written formal complaint and will advise the parties of the procedures for a formal investigation and hearing within three working days of receipt of the formal written complaint. The respondent will be given five calendar days to respond in writing to the complaint.
3. Within ten working days of receiving the written complaint of sexual harassment, the Equal Employment Officer shall refer the complaint and the respondent's response, if any, to the Sexual Harassment Complaint Committee.

4. Within five working days of the Committee's receipt of the complaint, and prior to commencement of formal procedures, the Sexual Harassment Complaint Committee will meet separately with the complainant and the respondent. The purpose of this preliminary meeting is to inform the Committee about the case, to insure that the complainant and respondent are fully aware of their procedural rights, and to decide upon the nature of any investigation. Throughout the proceedings the respondent and complainant shall have the right to be accompanied by a representative, who may or may not be an attorney. Attorneys will not be provided at University expense. The University Counsel may also be present, but shall only act in an advisory capacity to the Committee.
5. Within five working days of the Committee's conclusion of the preliminary meetings with the complainant and respondent, the Committee will hold a formal meeting on the matter. Strict judicial rules of evidence shall not be applied. The Committee members may receive any evidence they consider to be relevant.
6. The respondent and complainant, and their advisors, shall have the right to be present at any time testimony is presented and to be provided copies of all evidence considered by the Committee. Neither the respondent nor complainant shall have the right to cross-examine the witnesses. Advisors shall not have the right to address or question Committee members or witnesses.
7. A written record of the minutes of the proceedings and recommendations of the Committee shall be presented to the President within five working days of the Committee's final meeting.
8. A copy of the minutes and recommendations of the Committee shall be presented to both the complainant and the respondent at the time they are forwarded to the President.
9. Within ten working days of receipt of the Committee's recommendation, the President shall make a final decision concerning what action if any, to take including disciplinary action after considering the recommendation of the Committee, and will notify the complainant and respondent.

### CONSENSUAL RELATIONSHIPS

For productive learning and the work that it supports to occur, members of the campus community should pursue their responsibilities guided by a strong commitment to principles of mutual trust, respect and confidence, as well as professional codes of conduct. Relationships between faculty and students, supervisors and employees or staff and students may involve power differentials that create conflict of interest, breach of trust, abuse of power and breach of professional ethics. Trust and respect are diminished when those in "positions of authority" are perceived as abusing their power. It should be understood by all members of the campus

community that consensual relationships that occur in the context of educational or employment supervision and evaluation are generally deemed unwise because they present serious ethical concerns.

Employees, whether faculty or staff, shall not engage in consensual relationships with students whenever the employee has a "position of authority" with respect to the student. Supervisors, whether faculty or staff, shall not engage in consensual relationships with employees when the supervisor has a "position of authority" with respect to the employee.

When a consensual relationship develops or exists between individuals as described above, the person with the greater position of authority shall immediately terminate the position of authority and report the situation to an appropriate supervisor. That supervisor shall make suitable arrangements for the objective evaluation of the other individual's academic and/or employment performance and for protection of the individual's and the University's interests.

#### INCLEMENT WEATHER AND DELAYED START

It is the policy of the University not to close due to bad weather when students are on campus. Instruction and support operations will continue.

University personnel are expected to be at work when the University is open. Each employee must exercise judgment as to when it is safe to travel. Accrued annual leave must be used for absences during inclement weather unless the employee is on approved sick leave at the time of inclement weather.

The University may close due to severe weather in some instances when students are not in residence and food services are closed. An announcement will be given by the administration and the time off treated as an unofficial paid day-off.

In cases in which weather conditions are unfavorable in the early morning but expected to improve during the day, the University may implement a delayed-start time. Announcement of the delayed-start will be given as early as possible on the morning of the delay. Generally, weather announcements will be announced in four ways: the University's web page [www.uca.edu](http://www.uca.edu), local and regional radio stations (FM 107.7, 102.9, 102.1, 98.5, 100.7, 96, 91.3, AM 920 KARN, 1230 KCON), UCA channel 6 and local television stations (Channels 4, 7 and 11), and through a recorded message at the University's telephone number (450-5000). On a delayed-start day, employees arriving at work by 10:00 a.m. will not be charged for two hours leave. Employees arriving after 10:00 a.m. or not at all, except in cases of previously approved sick leave, will be charged with annual leave for all hours missed.

Some critical support positions as designated by the University and/or departments (such as police officers and physical plant maintenance staff) are expected to report to work during inclement weather. Using personal judgment to determine when it is safe to travel, employees in these roles may be required to report to work early and/or remain after normal working hours in support of critical functions of the campus.

#### SMOKING POLICY

The University is considered to be a "smoke-free" workplace. Smoking and the use of tobacco products are permitted in outdoor areas, but smoking shall be permitted only at a distance of greater than twenty-five (25) feet from any entrance to a building or other structure. Please see University Board policy 519, Smoking and Tobacco-use Policy for further information <http://www.uca.edu/divisions/admin/board/policies/519.html>.

#### SOLICITATION

Solicitation of employees, students or visitors of the University for donations, memberships and endorsements is generally prohibited. All requests for solicitation must be approved through the University Legal Counsel (in consultation with the Director of the Student Center).

#### FREEDOM OF INFORMATION ACT AND PERSONNEL RECORDS

Under the Arkansas Freedom of Information Act, many records of state agencies and institutions are available for public review. Case law and opinions from the Arkansas Attorney General's Office have interpreted the Act to include items normally found within an employee's official personnel file(s). Some information that may be released, upon written request, includes leave and attendance records, resumes and employment applications. Some items that are not released include social security numbers, personal histories and unlisted addresses and telephone numbers.

Upon receipt of a written request for personnel information, the University Legal Counsel and the Associate Vice President for Human Resources shall determine what information is available and what shall be released and shall make every effort to contact the individual(s) for whom information has been requested. Those individuals may appeal the release of information and request clarification from the Attorney General's office. Otherwise, appropriate information will be made available within 24 hours of the request (unless the records are in active use or storage, in which case they will be made available within three working days).

Any requests for information received by employees or departments under the Arkansas Freedom of Information Act shall be immediately forwarded to the University Legal Counsel or Associate Vice President for Human Resources.

## EMPLOYEE SEPARATION

### AT-WILL TERMINATION

The University is an at-will employer consistent with Arkansas Law.

### RESIGNATION

An employee who resigns his/her employment with UCA should give at least a two-week advance notice to the departmental supervisor. The employee should also contact the Office of Human Resources before leaving campus to ensure that all necessary paperwork has been completed, options for continuation of benefits (under COBRA) have been reviewed and all University property has been returned.

Employees who do not report to work for three consecutive days or do not call to report their absence and request time-off for three consecutive days shall be considered to have voluntarily abandoned their jobs and will be recorded as resigned as of the end of the last day worked.

### RETIREMENT

Please refer to the Staff Handbook section on Fringe Benefits for information on benefits-eligible retirement.

### INVOLUNTARY TERMINATION

Beyond financial shortfalls, reorganization of programs or departments, phase-out of services or other administrative and/or financial changes that may impact employment, an employee may be dismissed from University employment for the following reasons:

1. Unsatisfactory Performance - Where possible and practical, and except in cases of misconduct or related events, the University follows a process using progressive discipline, training and counseling prior to dismissal resulting from unsatisfactory work performance. With these steps, it is the University's intent to remedy problems to improve overall job performance and encourage open and honest communication.

- A. The employee will meet with his/her supervisor or departmental manager to discuss the employee's unsatisfactory work performance. As a first step, the conference may involve only corrective counseling and/or additional training. Depending upon the situation, an oral warning may be issued. An oral warning will specifically address improvements required, a timetable for continued review and possible outcomes of continued unsatisfactory performance.

Immediately following this meeting, a written memorandum from the supervisor is sent to the employee outlining the points covered in the conference. Copies of this memorandum must be placed on file in the departmental office.

- B. Should performance not improve and/or other related performance issues develop, the employee may receive a formal written warning. The written

warning will be reviewed with the employee by his/her supervisor. The written warning will contain specific performance issues to be changed, the timetables for change and the consequences of continued unsatisfactory performance. Copies of the written warning must be placed on file in the departmental office and must be forwarded to the Office of Human Resources.

At the time of the conference, the employee will be placed on a probationary period for up to ninety days during which time the employee will be evaluated, in writing, no less than every two weeks. At any time during this ninety-day probationary period, employment may be terminated for unsatisfactory performance. A copy of each evaluation must be filed in the departmental office and the Office of Human Resources. Employees on disciplinary probation are generally not eligible for promotional opportunities and performance evaluations due during the probationary period will be delayed for the length of the probation.

2. Misconduct - The procedures for involuntary termination due to unsatisfactory performance referenced above do not apply to cases involving dismissal due to misconduct. Misconduct includes, but is not limited to, dishonesty, theft, assault and battery, communication of a threat to commit a battery, insubordination, excessive absences (as determined by the appropriate Vice President), violation of University policies or other conduct reflecting unfavorably upon the reputation of the University or disruption of University business. In these cases, employment may be terminated immediately. Departments, with review and approval through the appropriate Vice President and the Office of Human Resources, may elect to use disciplinary suspension-without-pay as an intermediate step. In either case, the employee will receive formal written notice of the suspension or termination.

No one holding a supervisory position at the University, whether at the Vice President level or below, shall suspend or terminate an employee without consultation with his/her own supervisor, the Office of Human Resources and University Counsel. A decision to terminate employment is a very serious matter and should not be made by one individual without careful consideration by the Office of Human Resources and University Counsel to ensure University policies and procedures are followed. During the investigation and review process, the employee may be placed on administrative leave with pay.

The terminated employee must return any University property, including keys, parking decal and I.D. cards, in his/her possession. The University will aggressively pursue reimbursement

for items not returned. The employee should also contact the Office of Human Resources before leaving campus to ensure that all necessary paperwork has been completed.

#### GRIEVANCE POLICY/TERMINATION

University employees may, at times, have grievances concerning hiring, firing, and promotion procedures, problems in the workplace, or dissatisfaction with the application of other University policies. An attempt should be made by the employee and the University initially to resolve those problems through the administrative process. The employee should first schedule a conference with the immediate supervisor. Should the dispute remain unresolved, the employee should pursue a satisfactory resolution with each appropriate on-line supervisor up to and including the divisional Vice President. The employee may initiate a formal grievance action through the Staff Grievance Council only after all administrative remedies have been exhausted.

The formal grievance process is available to full-time employees only. For the purpose of the grievance policy, full-time employees are those employees who occupy a regular position and work a minimum of 1,500 hours per year. The process is not available to extra-help, temporary or "new-hire" employees.

Notice of intent to file a grievance or submission of a formal grievance petition will not delay suspension or termination of employment.

#### CONTINUATION OF BENEFITS UPON TERMINATION

In compliance with the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), former employees may be eligible to continue to participate in the University's health and/or dental plans for a period of time. Employees who anticipate ending their employment or former employees should contact the Office of Human Resources for information and assistance with these benefit options.

## ADDITIONAL INFORMATION

### ORGANIZATIONAL CHART

[www.uca.edu/uca/orgchart.php](http://www.uca.edu/uca/orgchart.php)

### STAFF SENATE CONSTITUTION

[www.uca.edu/staffsenate/index.php?blogid=4&catid=47&itemid=291](http://www.uca.edu/staffsenate/index.php?blogid=4&catid=47&itemid=291)