

STAFF EMPLOYEE HANDBOOK

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SECTION I - EMPLOYMENT POLICIES AND PROCEDURES

Equal Employment Opportunity

The University of Arkansas at Monticello is committed to the policy of providing educational opportunities to all qualified students and employment opportunities to all persons, regardless of their economic or social status, and will not discriminate on the basis of race, color, religion, creed, gender, ethnic or national origin, disability, age, or any legally protected class.

Federal Laws and Regulations Concerning Non-Discrimination

The following federal laws and executive order apply to the operation of all units of the University:

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin by educational programs receiving federal funds.

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, religion, national origin, or sex.

Executive Order 11246, as amended by Executive Order 11375, prohibits discrimination in employment on the basis of race, color, religion, national origin, or sex by institutions with federal contracts of over \$10,000.

Equal Pay Act of 1963, as amended by Educational Amendments of 1972 (Higher Education Act), prohibits discrimination on the basis of sex against students or others in education programs or activities.

Title VII (Section 799A) and Title VIII (Section 845) of the Public Health Service Act, as amended by the Comprehensive Health Manpower Training Act of 1971, prohibits discrimination based on sex in admission of students to federally assisted health personnel training programs and in employment practice in these programs.

The Age Discrimination in Employment Act covers people 40 years and older and forbids discrimination on the basis of age unless age is a *bona fide* occupational qualification. The University may not advertise so as to indicate a preference or limitation on age, discriminate in hiring on the basis of age, or deny career opportunities on the basis of age.

The Rehabilitation Act of 1973 (Section 503) prohibits discrimination in employment of qualified handicapped individuals. Section 504 of this same Act prohibits discrimination against handicapped students.

The Vietnam Era Veterans Readjustment Assistance Act of 1974 prohibits discrimination against qualified disabled veterans and veterans of the Vietnam era.

The University of Arkansas at Monticello is committed to providing educational opportunities to all qualified students and employment opportunities to all persons, regardless of their economic or social status, and will not discriminate on the basis of race, color, religion, creed, gender, ethnic or national origin, disability, age, or any legally protected class.

The Human Relations Officer has been designated to coordinate efforts to comply with all laws

and regulations applicable to qualified disabled individuals, as required by Section 504 of the Rehabilitation Act of 1973.

Inquiries concerning the applications of all federal laws and regulations regarding discrimination should be directed to the Human Relations Officer at the University of Arkansas at Monticello.

Policy for Adjudicating a Complaint of Harassment or Unlawful Discrimination

(Adopted by Administrative Cabinet 8/13/97)

It is the policy of the University to prohibit harassment and unlawful discrimination. This prohibition applies equally to male and female faculty, staff, administration, students, and to all other persons on premises subject to University control and to those engaged to further the interests of the University.

The University explicitly condemns sexual harassment as a violation of an individual's human rights and dignity and as a form of discrimination based upon gender. It is the policy of the University to prohibit sexual harassment in any form.

Employees and students who engage in harassment or unlawful discrimination shall be subject to applicable disciplinary processes. Those who engage in harassment or unlawful discrimination may also be subject to civil and/or criminal penalties.

Definitions

"Unlawful discrimination" results when an employment or academic decision affecting an individual is biased by the individual's race, color, religion, creed, gender, ethnic or national origin, disability, age, or any other legally protected characteristic.

"Harassment" consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as gender, color, race, ancestry, religion, national origin, age, disability, medical condition, marital status, veteran status, citizenship status, or other protected group status. Harassment includes conduct that denigrates or shows hostility or aversion toward an individual because of his/her protected status or that of his/her relatives, friends, or associates.

"Sexual harassment" deserves special mention, as it is a form of gender discrimination and consists of unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on gender. This conduct is unlawful when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational benefits or services; submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual; or such conduct unreasonably interferes with an individual's professional or academic performance. Sexual harassment may include, but is not limited to, such actions as: sex-oriented verbal "kidding", "teasing", or jokes; foul or obscene language or gestures; display of foul or obscene printed or visual material; physical contact such as patting, pinching, or brushing against another's body; and demands for sexual favors.

Complaint Procedures

The University seeks to eliminate unlawful discrimination by encouraging employees and students to promptly report problems or complaints. Any student or employee may contact the Human Relations Officer to receive direction on the procedure to be followed in the resolution of a complaint.

Employee complaints. Employees are to follow the steps as outlined in this document.

1. Initial procedure. An initial course of action for any employee to take is to tell or otherwise inform the offending party that he/she considered the conduct unwelcome and that it must stop. This course of action is especially important in cases of less serious or non-physical harassment. In situations involving more serious or physical harassment, this course of action may not be feasible, in which case the complainant can begin the process with the Informal procedure.
2. Informal procedure. The goal of the informal complaint is to ensure that the alleged offending conduct ceases and that the matter is resolved promptly at the lowest possible level. No disciplinary action will be taken as a result of the informal complaint procedure.

Under the informal procedure, complaints should be made to the immediate supervisor of the complainant*. The person receiving the complaint is to make the Human Relations Officer aware of the complaint. The immediate supervisor will assist the complaining employee in clarifying whether unlawful discrimination or harassment may be occurring and in determining options, including the pursuit of more formal action. The immediate supervisor will give assistance and offer suggestions as to how the issue might be resolved. The immediate supervisor may be asked to serve as a mediator to talk to the other person(s) to see whether an informal resolution of the issue can be reached.

*In the event that the immediate supervisor is the subject of the complaint, the complaint shall go to the next level of supervision.

If resolution is reached under this process, no further action(s) will be taken, and the matter will be considered closed. No documentation will be placed in the permanent records of the employee(s), but documentation will be placed in a confidential file maintained in the Human Relations Office.

3. Formal Procedure. The filing of a written, signed complaint is required for the matter to be formally investigated and a determination made as to whether harassment or unlawful discrimination has occurred.

Formal complaints against faculty, staff, or administration should be submitted to any Vice Chancellor within 30 calendar days of the most recent alleged conduct. The Vice Chancellor shall provide a copy of the complaint to the Human Relations Officer and to all other UAM Vice Chancellors.

Formal complaints of employees against students should usually be submitted within 30 calendar days of the most recent alleged conduct to the Dean of Students. Student offenses are to be processed through the procedures set forth in the discipline section of the UAM Student Handbook.

Formal complaints against faculty, staff, or administration are to be processed as follows:

Upon receipt of the formal written complaint, the Human Relations Officer shall provide a copy to the individual(s) against whom the complaint is lodged, together with a copy of these procedures. From the Human Relations Committee, ** the Human Relations Officer shall select a panel of five individuals to conduct a full investigation into the matter. In the event that the Human Relations Officer is the subject of the complaint, the Chancellor shall appoint a designee to serve in place of the Human Relations Officer.

Within ten working days following its appointment, the panel shall make a written report of its findings to the Human Relations Officer and shall submit to the Human Relations Officer all evidence gathered in the course of the investigation. The Human Relations Officer may also interview the panel to discuss its findings.

After receipt of the panel's written report, the Human Relations Officer shall, within three working days, complete a review of the panel's findings, make a written recommendation to all UAM Vice Chancellors, and forward to the Vice Chancellors all the materials gathered.

Within three working days following receipt of the recommendation and materials, the Vice Chancellors shall confer; and the Vice Chancellor having supervision of the alleged perpetrator shall render a decision and take any action deemed necessary. Discipline may be imposed for inappropriate conduct without regard to whether the conduct constitutes a violation of the law and even if that conduct does not rise to the level of violation of this policy. The Vice Chancellors shall advise all interested parties in writing of the outcome, although not necessarily all details of the actions the University has taken.

Within five working days of receiving written outcome of the Vice Chancellor's decision, either or both parties to the complaint shall have the right to appeal the Vice Chancellor's decision or action to the Chancellor. If the complaint is against the Chancellor, the appeal shall go to the UA System President. The person to whom the appeal is made shall review all aspects of the case and decide the matter within five working days. The decision of this person shall be final pursuant to his/her delegated authority.

Via the formal procedure, if the charges are substantiated and actions are taken, then documentation pertaining to the complaint and actions taken will be placed in the permanent file of the employee(s) receiving the discipline. If, however, accusations are not confirmed and action is not taken, documentation relating to the complaint will not be placed in any employee's permanent file but will be maintained in a confidential file in the Human Relations Office.

**The Human Relations Committee shall be appointed by the Chancellor by September 1 each year and who shall serve as a resource pool. These Committee members shall be regular, full-time employees chosen from classified staff, non-classified staff, and faculty. The Human Relations Committee shall also contain student members appointed by the Chancellor; however, students shall not serve on the investigative panel.

Disclosure

Throughout the complaint procedures, every possible effort will be made to ensure the confidentiality of the parties involved. However, the University's obligation to stop unlawful discrimination or harassment means that it cannot fail to take appropriate action and that confidentiality cannot always be guaranteed.

Retaliation

Retaliation against parties directly or indirectly involved in any discrimination or harassment complaint will not be tolerated and will be considered a separate complaint that may merit the imposition of sanctions.

False Reports

Willfully making a false report of unlawful discrimination or harassment is a serious offense. Any person who willfully makes or participates in making a false or frivolous report will be subject to disciplinary action.

Sexual Misconduct, Discrimination, Harassment, and Retaliation Complaints (Title IX)

The University of Arkansas at Monticello is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability or genetic information. Such an environment is necessary to a healthy learning, working and living atmosphere. Accordingly, all acts of discrimination, harassment, retaliation and sexual misconduct as defined by this Policy are prohibited.

Title IX protects the University community from sexual discrimination, harassment and misconduct in a school's education programs and activities. Title IX protects the University community in connection with all academic, educational, extracurricular, athletic and other University programs, whether those programs take place on University property, in University transportation, at a class or training program sponsored by the University at another location or elsewhere.

This Policy shall not be construed or applied to restrict academic freedom at the University, nor shall it be construed to restrict constitutionally protected expression.

Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

All complaints or any concerns about conduct that may violate this Policy should be submitted to the Title IX Coordinator or respective Deputy Title IX Coordinator listed below.

UAM students (Monticello campus):

Title IX Coordinator
Mr. Michael J. Davila
Associate Vice Chancellor and Dean of Students
(870) 460-1110
davila@uamont.edu
Student Success Center 201D
517 University Drive

Deputy Title IX Coordinator
Ms. Helen Davis
Conduct Case Manager
(870) 460-1353
davisht@uamont.edu
Student Success Center 204G
517 University Drive

Monticello, AR 71656

UAM students (McGehee campus):

Deputy Title IX Coordinator
Mr. Cyrus Vance
Director of Student Services
(870) 460-2103
vancecj@uamont.edu
UAM-CTM
1609 East Ash
McGehee, AR 71654

UAM faculty, staff, and visitors:

Deputy Title IX Coordinator
Mrs. Sage Coon-Loyd
Program Manager for Business Affairs
(870) 460-1422
coons@uamont.edu
Babin Business Center, Room 205E
140 University Place
Monticello, AR 71656

***NOTE:** The Project Manager in Finance and Administration, Mrs. Sage Loyd, is responsible for administration of the grievance procedure for all complaints against faculty, staff, and visitors, including those complaints filed by students.*

The State of Arkansas Drug-Free Workplace Policy

(Governor's Executive Order 89-2; approved by Administrative Cabinet May 15, 1989)

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems 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 may cause damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, 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 (University of Arkansas at Monticello) will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance 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 which 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 (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the agency's premises. A conviction means a finding of

Monticello, AR 71656

UAM students (Crossett campus):

Deputy Title IX Coordinator
Dr. David Streeter
Director of Student Services
(870) 364-6414 / 870-460-2030
streeter@uamont.edu
UAM-CTC
1326 Hwy 52 West
Crossett, AR 71635

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 Arkansas at Monticello must notify any U.S. government agency with which any contract has been made within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such a conviction.
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 abuse program sponsored by an approved private or governmental institution.
6. As a condition of further employment under any federal government contract, the law requires all employees to abide by this policy.

Alcohol Use (UAM Operating Procedure 260.1)

Possession and use of any intoxicant on University property is grounds for immediate termination of any employee. Reporting to work under the influence of alcohol is also grounds for termination. Violations of state law while on University property may result in referral to law enforcement authorities and may result in criminal charges being brought against an employee.

Smoking/Tobacco Use (UAM Operating Procedure 245.1; UAM Operating Procedure 245.2)

All facilities of the University of Arkansas at Monticello are tobacco free.

Parking Permits

Any employee at the University of Arkansas at Monticello who operates a vehicle on the UAM Campus must register that vehicle with the University Police Department. An auto registration fee for the school year must be paid at the UAM Cashier's Office. Receipt of payment and proof of state vehicle registration must be provided to the University Police Department.

Personal Business (UAM Operating Procedure 710.1)

Employees shall not transact personal business during University working hours. UAM policies also prohibit the use of University equipment, buildings, and grounds for projects not directly connected with a University activity or for the conduct of private business.

Nepotism/Employment of Relatives (Board Policy 410.1)

No office or unit of the University shall employ any person in any capacity if such person is related by marriage or blood to any other employee and if either one of the two related employees in the same or different units will have direction or supervision of the other. To avoid possible conflict of interest which may result from peer judgment or administrative review procedures, persons so related must not participate either formally or informally in decisions to hire, retain, promote, or determine the salary of the other.

Telephone

The University of Arkansas at Monticello provides telephones for employees to conduct official University business. Personal long-distance calls should not be made using the University telephones.

Employee Recruitment (UAM Operating Procedure 220.1)

Classified Positions

All classified positions approved for hiring are listed in the UAM Human Resources Office, located in Harris Hall 3rd floor. All classified vacancies except pool positions are advertised on campus and/or in area newspapers. Pool positions (Administrative Specialist and Institutional Services Assistant) are advertised periodically to keep a current available "pool" on file.

Non-Classified Positions

Non-classified position vacancies are advertised in off-campus area newspapers and may also be advertised on campus.

To be considered for employment with the University, a person must be at least 16 years of age, 18 years old if employed in a hazardous occupation, and 21 years old if employed as an officer in the University Police Department.

Pre-employment testing will be required when necessary to determine qualifications. Other supporting documents such as license, certificate, diploma, or transcript may also be required.

Application Process (UAM Operating Procedure 220.1)

Classified Positions

The University only accepts applications for positions that are currently available, except pool positions (secretarial and custodial), which are accepted at any time. All applicants for classified positions must complete a UAM Application for Employment Form for each position and submit it to the Human Resources Office. A pool position application will remain active for ninety (90) days. A copy of each application will be sent to the unit where the vacancy exists. The hiring unit will be responsible for scheduling an interview or otherwise informing applicants about the status of the application.

Non-Classified Positions

Application procedures for non-classified positions are explained in the individual position announcements. Application for positions is usually made directly to the unit in which the vacancy exists. All applicants must submit a UAM Employment Application and submit it to the address in the job announcement.

Background Checks (UAM Operating Procedure 403.1)

All persons hired as employees must submit to a criminal background check (including a registered sex offender check).

Disciplinary Policy Classified and Non-Classified Employees (UAM Operating Procedure 450.1)

This policy is designed to govern the personal conduct of classified and non-classified employees in their employment areas but outside the performance of job duties. Several types of disciplinary action have been developed for handling employee discipline problems. The types of action taken will depend upon the nature of the offense and the number of times the offense occurs.

The types of disciplinary action are: verbal warning, written warning, leave without pay, suspension, and termination. Some University privileges may also be restricted.

Procedurally, the supervisor will initiate the appropriate type of action, or a combination of actions, immediately after the offense occurs or is known. Except for verbal warning, the employee must be advised in writing of the offense for which he/she is being disciplined.

Examples of offenses that necessitate disciplinary action include, but are not limited to:

1. Problems involving absences from work or tardiness
2. Illegal and/or unsafe conduct
3. Inappropriate personal conduct (individual and/or involving others)
4. Information-related offenses
5. Gross negligence
6. Misuse of University time and/or equipment

Computer Usage Policy (UAM Operating Procedure 250.3)

The University of Arkansas at Monticello provides an opportunity for students and other members of the UAM community to enhance their educational experiences and expand their academic knowledge by making available to them access to computer facilities and resources, including the Internet. This technology places a significant amount of power and information in the hands of its users. This power carries with it an equal amount of responsibility. The Computer Usage Policy has been created to define what the University of Arkansas at Monticello considers responsible and ethical behavior in using its computing facilities and resources and is applicable to all UAM faculty, staff, students, and guests, at all three campus locations.

For a copy of the most recent policy which includes information security, see the Computer Usage Policy on the Information Technology website at:

<https://www.uamont.edu/it/pdfs/computer-usage-policy.pdf>

Access to UAM information, systems, and facilities must be consistent with the UAM Computer Usage Policy.

Political Activities (Board Policy 465.1)

University employees, as citizens, have the right to engage in political activity. However, no employee may involve the institution's name, symbols, property, or supplies in political activities. If employees speak publicly on matters of public interest and are identified by their name and position with the University, they should make every effort to make it clear that the employee's comments or opinions are those of the employee and not the University.

Any employee who intends to seek public office or to assume a major role in a political campaign is obligated to discuss his/her plans with his/her supervisor. If the supervisor determines that the activity will impinge to any extent upon the full discharge of the employee's responsibilities to the University, including, but not limited to, any actual or perceived conflict of interest, the plans shall be reviewed through regular administrative channels to the Chancellor or chief executive officer for each campus, division or unit, after consultation with the General Counsel's Office, for a determination of workload and salary adjustment. Such determination shall be reported to and subject to review by the President.

Activities which require part- or full-time services, and for which more than token compensation is received, will require a reduction of workload and pay, leave-of-absence, or resignation, depending upon the extent of the activity.

In engaging in political activities, employees shall abide by applicable law. This shall include, without limitation:

- not devoting any time or labor during usual office hours toward the campaign of any candidate for office or for the nomination to any office including the gathering of signatures for a nominating petition;
- not circulating an initiative or referendum petition or soliciting signatures on any initiative or referendum petition in any public office or during the usual office hours of the University or while on duty for the University;
- not coercing, by threats or otherwise, any public employee into devoting time or labor towards the campaign of any candidate for office or for the nomination to any office.
- not using any office or room furnished at public expense to distribute any letters, circulars or other campaign materials unless such office or room is regularly used by members of the public for such purposes without regard to political affiliation;
- not to use for campaign purposes any item of personal property provided with public funds; "campaign materials" and "campaign purposes" refer to the campaign of a candidate for public office and efforts to support or oppose a ballot measure, except as provided in Ark Code Ann 7-1-111;
- not to assess any public employee for any political purpose whatever or to coerce, by threats or otherwise, any public employee into making a subscription or contribution for any political purpose;
- not to place any campaign banners, campaign signs, or other campaign literature on any cars, trucks, tractors, or other vehicles belonging the University.

Any approved political activities of an employee must be taken on personal time by taking annual leave with approval of the employee's supervisor.

Nothing in this policy shall prohibit the Board from engaging in government speech, provided, that the expenditure of public funds to support or oppose a ballot measure is prohibited except as permitted by Ark Code Ann. 7-1-111(c).

Teamwork

The ease with which any job is done depends upon how well the staff works together, for only with teamwork can work best be accomplished for the University, and in turn, can the University

operate in the most effective way possible for its employees, students, and for the State.

Because teamwork requires cooperation, an employee should feel free at all times to discuss with his/her supervisor those things about the work or working conditions which he/she would like to see improved or changed. If these suggestions are not implemented, the employee should not elevate the problem unnecessarily through complaints or a grievance. The UAM Human Resources Office is always pleased to answer questions and discuss working conditions with employees.

Attitude

Another important factor in the University's success is the way in which employees get along with one another. Goodwill and cooperation among employees do a great deal to increase efficiency and satisfaction with the job. The University does not attempt to restrict employees with any unnecessary rules governing their conduct on the job; however, poor attitude can affect work productivity and that of an entire work unit. Disciplinary action by a supervisor may become necessary when productivity is affected.

There are times when employees and supervisors have conflicts. It is good to discuss the problems and come to workable solutions. Supervisors are expected to provide leadership for those they supervise and to set an example by their own conduct, attitude and work habits. Of utmost importance is the fact that all employees are expected to respect the dignity and rights of all individuals.

Punctuality and regular attendance are of great importance, and each employee's dependability in these matters will be reflected in the attitude of co-workers towards the employee. The way for an employee to gain cooperation from co-workers is by carrying his/her share of the workload, by being present regularly, and by being courteous at all times.

Health and Safety

Everything possible is done to provide safe working conditions, but the prevention of accidents is largely a matter of individual care, as accidents are often the result of someone's carelessness. Horseplay and practical jokes are strictly prohibited and may be grounds for dismissal. When employees see conditions that seem unsafe and which are not readily remedied, they should report them immediately to the supervisor.

Children/Dependents in the Workplace (UAM Operating Procedure 295.1)

It is the expectation of the University that children will not be brought into the workplace. Adherence to this expectation will minimize job performance interference, contribute to the University's appearance of professionalism, reduce personal and property liability, and protect the welfare and safety of employees and their children.

For the purposes of this policy: A child is defined as a person under the age of 16 who is in the legal custody of an employee of the University. A parent is defined as a part-time or full-time employee serving as a mother, father, or legal guardian of a minor.

The workplace may not be used as an alternative for regular childcare. When childcare arrangements breakdown, an employee should seek alternatives to bringing children to the workplace. In the event of an emergency, children may be brought into the workplace for a

limited time to allow the parent to make alternative care arrangements. This type of emergency will need to have approval from the supervising Vice Chancellor.

Fraud (UA Board Policy 350.1)

This fraud policy is established to facilitate the development of controls which will aid in the prevention and detection of fraud within the University of Arkansas System (the “System”). It is the intent of the System to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of prevention and detection controls and conduct of investigations.

This policy applies to any fraud, or suspected fraud, involving Board of Trustees, employees, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, students, and any other parties with a business relationship with the System.

Any investigative activity required will be conducted without regard to the suspected wrongdoer’s length of service, position or title, or relationship to the System.

Management is responsible for the prevention and detection of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity.

Any fraud that is detected or suspected must be reported to the UA System Internal Audit Department, who coordinates investigations with the University’s General Counsel and other affected areas, both internal and external.

Actions Constituting Fraud

The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- An entry into the accounting records of the System that is intentionally made to represent what is not true or does not exist, with intent to deceive the officers and Trustees of the University of Arkansas System
- Forgery of a check, bank draft, wire transfer or any other System financial document
- Unauthorized alteration of any financial document or account belonging to the System
- Misappropriation of funds, securities, supplies, or other System assets
- Impropriety in the handling or reporting of money or financial transactions
- Disclosing confidential and proprietary information to outside parties for personal gain, except as allowed under the Arkansas Freedom of Information Act or other law
- Theft of identity
- Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the System, except as provided in gift policies

- Unauthorized destruction, removal, or use of records, furniture, fixtures, and equipment for personal gain
- Any similar or related inappropriate conduct

Other Inappropriate Conduct

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct, should be resolved by departmental management and human resources personnel rather than Internal Audit.

If there is any question as to whether an action constitutes fraud, contact the UA System Internal Audit Director for guidance.

Identity Theft Prevention Programs

In accordance with the Federal Trade Commission issuing the Red Flags Rule under sections 114 and 315 of the Fair and Accurate Transactions Act (FACT), Subpart J, Section 41.90, each campus will prepare a written Identity Theft Prevention Program. This program should be designed to detect, prevent and mitigate identity theft in regard to "covered accounts", as defined in the law. The programs must be approved by the Board of Trustees and include a requirement for an annual review and update filed with the University of Arkansas System Vice President for Finance and Chief Fiscal Officer through the Chancellor's Office of each campus.

Investigation Responsibilities

The UA System Internal Audit Department has the primary responsibility for the investigation of all suspected fraudulent financial acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the UA System Internal Audit Department will issue reports to appropriate designated System officers and personnel and to the Board of Trustees through the Audit Committee.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for further independent investigation will be made in accordance with Arkansas and Federal laws by the Officers and Trustees of the System in consultation with the General Counsel, as will final decisions on disposition of the case.

Confidentiality

The UA System Internal Audit Department treats all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the UA System Internal Audit Department and should not attempt to personally conduct investigations or interviews related to any suspected fraudulent act.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know subject to Arkansas Freedom of Information Act. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct.

Reporting Procedures and Fraud Hotline

Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee who discovers or suspects fraudulent activity will contact the UA Internal Audit Department either directly or through the System's established Fraud Hotline. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the UA System Internal Audit Department or UA System General Counsel. No information concerning the status of an investigation will be given out.

The reporting individual should be informed that they should not contact the suspected individual in an effort to determine facts or demand restitution or discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the UA System General Counsel or the UA System Internal Audit Department.

Termination

The UA System Internal Audit Department does not have the authority to terminate an employee for committing fraudulent acts. Decisions to terminate an employee reside with the University's senior management and officers in consultation with Human Resources and the General Counsel.

Administration

The UA System Internal Audit Department is responsible for the administration, revision, interpretation, and application of this policy.

Clery Act Disclosure

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the federal law originally known as the Campus Security Act. This Act requires colleges and universities across the United States to disclose information about crime on and around their campuses.

To comply with the Clery Act, the University Police has prepared an *Annual Security Report/Fire Safety Report* located on the UAM web site at:

<https://www.uamont.edu/life/pdfs/AnnualSecurityAndFireSafetyReport.pdf>

The report is available to both current and prospective students and employees as part of the University's commitment to the safety and well-being of the UAM community.

The Annual Security Report/Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings, on property owned/controlled by the University of Arkansas at Monticello, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies addressing sexual assault, and other matters.

The Annual Security Report/Fire Safety Report is updated each year. In addition to the on-line availability, a copy can be obtained by contacting the University Police at (870)460-1083 or the Office of Student Engagement at (870)460-1053.

SECTION II: CLASSIFICATION

Job Classification and Assignment

Staff employees, with exceptions, are described as "classified employees" under state law and are assigned to a job classification with others having similar duties and responsibilities.

Assignment of duties is not necessarily restricted to one office or location. Employees may be moved from one assignment to another within the same job description.

Employees entering state service for the first time will be paid the minimum salary level of the grade assigned to the classification entered unless a special entry rate has been approved prior to the hire date.

Change-in-Status for Classified Employees (UAM Operating Procedure 220.1)

A change-in-status occurs when an employee receives a promotion or demotion or when the employee transfers to a similar job on campus. In the event of a change-in-status, the employee's accrued leave will accompany him/her and becomes the obligation of the unit to which he/she transfers. Further explanations regarding changes-in-status for classified employees are listed below:

Promotions and Demotions

Promotion is considered a change to a higher grade (for classified employees) with significantly higher job duties.

If the new rate of pay falls below minimum salary level for the new grade, the employee's rate of pay shall be adjusted to minimum salary level. However, the rate of pay may not exceed maximum salary level of the new pay grade. The employee does not establish a new anniversary date.

Demotion occurs when an employee changes to a job that results in a lower grade level.

In these cases, an employee's salary will be adjusted as outline in the Higher Ed Uniform Classification Act (Act 763)

Reclassification

Reclassification is a change in the assignment of a position from one classification title to another classification title of either a higher, lower, or the same grade. A reclassification occurs when material and permanent changes in the duties and responsibilities of the position being recommended for reclassification have occurred.

Transfer

Employees transferring from one classified position to another at the same grade may be eligible to remain at the same salary. Staff employees transferring from one classified position to another at a higher or lower grade are considered as being promoted or demoted, as applicable. This policy applies to employees transferring between State agencies and/or institutions without a break in service.

The UAM Human Resources Office may be contacted for further and more detailed information about changes in status and other factors affecting salary determination.

SECTION III – SEPARATION FROM SERVICE

Employee Resignation (UAM Operating Procedures 410.1, 410.2, 405.2)

If an employee wishes to terminate employment with the University, advance notice of at least two weeks (preferably 30 days), should be given to the employee's supervisor. All resignations must be submitted in writing to the employee's immediate supervisor with a copy sent to the UAM Human Resources Office along with the termination PAF. An employee may be required to take accrued annual, compensatory, and holiday leave prior to the employee's termination date. Otherwise, such accrued leave will be paid lump sum after the termination date. If an employee voluntarily terminates employment with proper advance notice and the employee's work record has been satisfactory, the employee may be considered for reemployment at a later date, either in the same or another unit on the campus.

Final Pay and Benefits (Board Policy 405.2; UAM Operating Procedures 405.2, 410.2)

When an employee terminates under any condition, he/she must return any University property before his/her final paycheck is released. No electronic direct deposit of final payroll earnings will be made unless a completed Termination Clearance Form (TCF) is received by the UAM Payroll Office before the employee's final paycheck. This electronic form can be obtained on Blackboard, and it is the responsibility of the employee to initiate the form. If the form is not received in time by the Payroll Office, a check will be printed and mailed to the employee as specified on the Termination Clearance Form.

An employee may be required to take accrued annual, compensatory, and holiday leave prior to the employee's termination date. Otherwise, accrued annual and holiday leave, (not to exceed 30 days), plus compensatory time, will be paid lump sum after the termination date. No employee receiving paid compensation for unused annual leave can return to University or State employment until the number of days for which he/she received lump sum compensation has expired. If an active employee dies, the amount due from accrued annual and holiday leave, (applicable within limits), plus compensatory time, will be paid to the estate or authorized beneficiary.

When an employee separates from University employment, his/her health/dental insurance terminates on the last day of the pay period for which premiums were paid. The employee will be notified by mail of the right to continue the coverage for a limited time. The former employee will be responsible for payment of the entire insurance premium. Failure to pay the required premium when due will result in coverage being permanently canceled.

As described in Board Policy 405.2, the University shall have the right to set off against amounts due and payable to an employee, by the University those liquidated amounts due and payable by the employee to the University for any reason, with the University then paying the net amount remaining to the employee in full satisfaction of his or her wages or other amount due.

For information about requesting repurchase of contributions to TIAA or Fidelity, the employee should contact the UAM Human Resources Office.

Termination of Employment by the University (Board Policy 405.4)

All classified and non-classified staff employees of the university, whether full-time or part-time, who are appointed or hold regular positions, are “at-will” employees and may have their employment terminated by the university for convenience at any time or may be dismissed immediately for cause. In the case of grant termination or loss of appropriated funds, termination may be immediate. In the event the University no longer needs or desires the services of a regular appointed employee, the employee may be terminated. An employee who is terminated for cause may be dismissed immediately without the benefit of an advance notice. Causes may be, but are not limited to, misconduct, dishonesty, excessive absenteeism, excessive tardiness, use of alcoholic beverages or drugs, or three consecutive absences without contacting the supervisor. A terminating employee must complete a Termination Clearance Form to receive his/her final paycheck.

When an employee is dismissed for cause, a written statement of the reason(s) must be given to the employee, Human Relations Office, and Human Relations Officer. The individual is entitled to an appeal process if he/she feels the reason(s) for dismissal given by his/her supervisor were not sufficient. To appeal, the employee must within three (3) working days of the dismissal make a written request for reconsideration to his/her next level of supervision. This supervisor will review the facts of the case and may conduct a hearing with the employee and his/her designated supervisor. The second-level supervisor will issue a written decision within seven (7) working days after receipt of the appeal. The employee may appeal the second-level supervisor's decision to the Human Resources Officer within three (3) working days. The Human Relations Officer will conduct an investigation to determine if University policy was followed and within ten (10) working days after receipt of the appeal issue a decision which will be final. The dismissed employee may drop the appeal process at any stage; however, this will forfeit his/her rights to any further University hearing or consideration.

Retrenchment (Board Policy 405.5)

Retrenchment is a reduction in programs and/or services which results in the termination of employment because of (1) a bona fide financial exigency or (2) formal academic planning including Board approved changes in institutional missions, substantial program changes, (pursuant to Board Policy 620.1), or major reallocations of resources for academic or support services. In the implementation of retrenchment, fair and humane treatment of faculty, staff, and students is of great concern. Serious efforts shall be made to relocate affected faculty and staff in other parts of the program area or in a different program area of the same campus or division.

Retirement (Board Policy 425.5)

There is no mandatory retirement age for University employees. An employee who is planning to retire should discuss his/her intentions with the supervisor as early as possible so the department can prepare for the effects of the employee's retirement. Information is available in the UAM

Human Resources office on a number of benefits available to retirees.

SECTION IV - COMPENSATION

Procedures for Issuance of Payroll Earnings

A Personnel Action Form (PAF) must be submitted to the Human Resources Office and received at least ten (10) working days prior to the next payday (the day earnings are distributed) in order for the person to be paid on that payroll. Upon arrival for work, the new employee should report to the Human Resources Office to complete Federal W-4 and State Forms, direct deposit form, elect insurance coverage, and complete other necessary employment documents.

Regular employees are paid semi-monthly on the 15th and the last day of each month. If either of these days' falls on Saturday or Sunday, or a holiday, payroll earnings will be released on the preceding workday. Earnings are distributed through direct deposit.

Electronic Direct Deposit of Payroll Earnings (UAM Operating procedure 407.1)

Employees are required to participate in having their earnings direct deposited. New hires should complete the Direct Deposit Authorization Form that is provided in the new hire packet and return the form to the Payroll Office.

Payroll Deductions

The University is required by law to withhold varying amounts of employees' pay earnings each pay period for federal and state income tax purposes, and for social security. Social security is divided into two separate deductions: Old Age Survivor's Disability Insurance (OASDI) and Federal Medicare. For convenience, and at the employee's request, state law permits a few other items to be withheld from earnings including retirement contributions; group medical, dental, and life insurance premiums; flexible spending account payments and UAM Foundation Fund.

A viewable paycheck is available on WeevilNet Employees in Self-Service. This view will provide employees with both mandatory and optional deductions.

Employee Debts Owed to the University (Board Policy 405.2)

The University shall have the right to set off against amounts due and payable to an employee, including a student-employee, by the University those liquidated amounts due and payable by the employee to the University for any reason, with the University then paying the net amount remaining to the employee in full satisfaction of his or her wages or other amount due, as follows:

1. If the amounts owed by the employee to the University were the result of moneys advanced to the employee or misappropriation by the employee of moneys or personal property belonging to the University, the University may set off amounts owed to the University against all wages or other moneys owed to the employee.
2. In all other cases of setoffs against an employee's wages, the University may only set off amounts owed the University against those wages which are above the statutory minimum hourly wage.

3. If the amounts owed to student-employees constitute payments for work-study or are student loans under a program guaranteed or established by the U.S. Government, any set off shall be subject to laws and regulations governing those programs.
4. The University may set off amounts owed to the University against all sums owed to an employee other than wages, or student work-study or loan payments.

Subject to the above limitations, each Chancellor, through the business officers of that campus, may develop with an affected employee a repayment plan for successive offsets so that the entire amount owed to the University is not offset on a single occasion; provided, however, that no such plan shall be developed in the instance of any final settlement of accounts, such as where a final check for wages for a terminating employee may be involved.

Garnishments and Salary Liens (UA Systemwide Policies and Procedures 440.9)

Any University employee is legally subject to having wages, and/or other amounts due from the University, seized by a court order of garnishment or by a governmental lien. The University is required to comply with an order of garnishment only where it is issued after a legal judgment has been entered against the employee-debtor. Governmental liens such as those arising from claims for unpaid taxes and from bankruptcy claims must also be honored.

When the University receives such court order or lien, it must pay over the appropriate amount to the clerk of the court or to the governmental agency. An employee's defenses should be made to the court or governmental agency.

Because a substantial amount of administrative time and expense is involved for the University in processing such court orders and liens and because employees are expected to manage their financial obligations in a manner that does not bring discredit to the University, the University has a concern whenever such an order is issued against an employee and served upon the University. Repeated incidents of default in payments or the like for a University employee resulting in an order of garnishment and/or salary lien may be cause for dismissal.

Each campus shall establish procedures for processing any garnishment or salary lien in a timely manner and in accordance with statutory requirements and court orders.

If an employee should ever have wages and/or amounts due from the University seized by a court order or garnishment, the University is required to comply with such an order within twenty (20) days. Governmental liens such as those resulting from claims for unpaid taxes and from bankruptcy claims must also be honored.

When the University receives such a court order or lien, it must pay the appropriate amount to the clerk of the court or to the governmental agency. Any defenses must be made to the court or the governmental agency by the employee.

Court-ordered child support payments are not considered to be garnishments or salary liens.

Career Service Recognition Payments (Act 914 of 2019) effective 7/24/2019

An employee who meets eligibility requirements shall receive career service recognition payments, if funds are available. This benefit is available to employees who have worked over ten years for the State of Arkansas or for the University. Previous eligible State service is includable

if documented.

Only those classified and non-classified staff employees who are on a full-time (100%) appointment are eligible for the payment. The program provides the following payments each year:

10-14 Years of Service	\$ 800.00
15-19 Years of Service	\$1,000.00
20-24 Years of Service	\$1,200.00
25 Years and Over	\$1,500.00

These lump sum payments are made on the end of the month payroll following the employee's anniversary date or career service date. The Career Service Recognition Payment does not increase an employee's base salary. For additional information or to report prior service, please contact the UAM Human Resources Office.

SECTION V – BENEFITS AND PRIVILEGES

Workers' Compensation (UAM Operating Procedure 330.1)

The University and its employees must comply with all provisions of the Arkansas Workers' Compensation Law. Employees are required to receive medical treatment through a workers' compensation network of providers for all work-related injuries.

The network for workers' compensation is different from UMR's network. Employees may be required to pay for medical treatment received outside this network. Emergency treatment is exempt from this requirement. For a list of providers, contact Public Employees Claims Division (PECD) at 501-371-2700.

Injured employees shall follow these institutional procedures in case of job-related injuries:

Emergency Situations:

1. Seek medical help immediately.
2. Notify supervisor as soon as possible.
3. Call Company Nurse as soon as practical at 1-855-339-1893 (UAM search code =QR119).

Non-Emergency Situations:

1. Notify supervisor immediately
2. Seek necessary medical assistance from student health nurse to determine if additional medical attention is needed.
3. If additional medical attention is needed, call Company Nurse, 1-855-339-1893, UAM search code = QR119

Unless totally incapacitated, employees who have workers' compensation injuries will be required to report to work. They will be assigned tasks that are within their limitations.

Any questions should be addressed to the UAM Human Resources Office.

Unemployment Compensation

In certain circumstances, former employees may be eligible for unemployment compensation benefits. Claims may be filed at the appropriate employment office.

Social Security

All University employees, except full-time students who work less than or equal to twenty hours per week, are covered by Social Security. Social Security is divided into two separate deductions: Old Age Survivor's Disability Insurance (OASDI) and Federal Medicare. Each employee pays a portion of this tax which is withheld as a percentage of his/her gross salary to fund this coverage. The University pays a matching amount which is credited to the employee's account. The percentage of the gross salary which is withheld for OASDI and Medicare is set by federal law. Any questions about benefits under the Social Security system should be directed to the local Social Security Administration (SSA) offices. Specific information may be requested from SSA about the employee's own Social Security account and should be checked periodically to ensure that the account is being credited properly.

University of Arkansas Retirement Program (Board Policy 425.5)

All eligible employees are required to participate in a retirement plan such as TIAA, Fidelity Investments. The University of Arkansas System (UAS) is in year four of the five-year phase-in process which will result in a required employee retirement contribution of 5% by July 1, 2020. This affects employees who participate in the University of Arkansas Retirement Plans through TIAA and/or Fidelity and are eligible for the employer match. The employee required contribution will increase from 4% to 5% with the pay period beginning July 1, 2020. We will automatically reduce your VOLUNTARY contribution, (if applicable) to match the REQUIRED percentage contribution.

Please contact the Human Resources Office for complete details on any of the above-mentioned benefits.

Health Insurance (Board Policy 430.1)

The University provides a self-insured medical program which is administered by a third party. Each employee and his/her eligible dependents may enroll in the University's health insurance plan within 31 days of the employee's hire date; or within 31 days of one of the following Qualified Family Status Changes (QFSC).

- (1) Marriage
- (2) Divorce
- (3) Birth/Adoption
- (4) Death
- (5) Loss of coverage attributable to spouse's employment

An employee may annually elect to pay the premium on a pre-tax basis. However, the election is irreversible during the year. Further, if an employee elects to pay the premium on a pre-tax basis, the employee may not drop or add coverage during the year unless there is a QFSC.

The University pays a portion of the premium. The employee's portion is deducted from the employee's payroll earnings each pay period.

Continuation of coverage is also available for eligible retirees.

Please contact the Human Resources Office for additional information concerning the health plan.

Dental Insurance

The University provides a self-insured dental plan which is administered by a third party. Each employee and his/her eligible dependents may enroll in the University's dental plan within 31 days of the employee's hire date; or within 31 days of one of the following Qualified Family Status Changes (QFSC).

- (1) Marriage
- (2) Divorce
- (3) Birth/Adoption
- (4) Death
- (5) Loss of coverage attributable to spouse's employment

An employee may annually elect to pay the dental premiums on a pre-tax basis. However, the election is irreversible during the year. Further, if an employee elects to pay the premium on a pre-tax basis, the employee may not drop or add coverage during the year unless there is a QFSC.

The University pays a portion of the premium. The employee's portion is deducted from the employee's payroll earnings each pay period.

Continuation of coverage is also available for eligible retirees.

Please call the Human Resources Office for additional information concerning the dental plan.

Vision Insurance

The University provides a self-insured vision plan which is administered by a third party. Each employee and his/her eligible dependents may enroll in the University's vision plan within 31 days of the employee's hire date: or within 31 days of one of the following Qualified Family Status Changes (QFSC).

- (1) Marriage
- (2) Divorce
- (3) Birth/Adoption
- (4) Death
- (5) Loss of coverage attributable to spouse's employment

An employee may annually elect to pay the vision premiums on a pre-tax basis. However, the election is irreversible during the year. Further, if an employee elects to pay the premium on a pre-tax basis, the employee may not drop or add coverage during the year unless there is a QFSC.

The employee pays the entire premium and this amount is deducted from the employee's payroll earnings each pay period.

Please call the Human Resources Office for additional information concerning the vision plan.

Basic Life Insurance

The University provides Basic Life Insurance for all eligible employees. The coverage amount is equal to one times the annual salary, with a maximum of \$50,000. Employees may elect optional life insurance coverage up to four times the annual salary, to a maximum of \$500,000.

Basic Long-Term Disability Insurance

The University provides Basic Long-Term Disability Insurance coverage for all eligible employees. The coverage is based on the employee's annual salary of up to \$20,000. Employees earning in excess of \$20,000 per year may elect additional coverage through the Optional Long-Term Disability Insurance.

Other Insurance Coverages

The University offers several other insurance coverages which includes optional life insurance, optional accidental death and dismemberment, dependent life insurance, and optional long-term disability insurance. These may be elected within 31 days of the employee's hire date. After that date, proof of insurability is required for life and disability insurance.

Please contact the Human Resources Office for additional information.

Continuation of Group Health and Dental Insurance Consolidated Omnibus Budget Reconciliation Act (COBRA)

Employees who are covered by the University's medical and/or dental plans have a right to choose temporary continuation of insurance if coverage is lost because of a reduction in hours of employment or termination of the employee's employment (for reasons other than gross misconduct on the employee's part).

Examples of continued coverage for dependents are: divorce/legal separation, ineligibility of dependent child, or death of covered employee/retiree.

For additional information on continuation of insurance, please contact the Human Resources Office.

Enrollment in University Courses (Operating Procedure 425.1)

All full-time active UAM employees, not on leave without pay other than workers compensation, military or family medical leave, employed as of the final day of regular registration in any particular session or semester, their spouses, and their dependents children (as defined by the Internal Revenue Service) are eligible. Surviving spouses, who have not remarried, and dependent children of deceased employees who died while in the full-time employment of UAM are also eligible. All enrollees must meet normal admissions requirements, and audits will be on a space available basis only. For employees hired after May 1, 2017, eligibility as described above shall begin with the final day of regular registration following continuous employment in a full-time position with UAM for one complete fall or spring semester.

The tuition waiver benefit is available to any employee, employee's spouse, or employee's

dependent children at any on-campus unit of the University of Arkansas System regardless of the site of employment. Individual campuses may also allow tuition waivers in specified off-campus classes when the minimum enrollment of 6 hours for graduate courses and 10 hours for undergraduate courses has been met with full-fee paying students and the operating cost of the course has been met. Waiver benefits are applicable to web based or distance education courses offered through any campus unit of the University of Arkansas System or through eVersity. Waiver benefits are applicable to tuition only. All applicable fees are to be paid in full for any enrollment. The waiver benefit is applicable to credit classes only.

UAM employees may take up to 132 undergraduate semester credit hours and/or up to 36 graduate semester credit hours at UAM at 10% of the cost of tuition. Employees will not be required to pay mandatory fees for on-campus classes or the distance education fee; however, employees will be responsible for course-specific fees (i.e., music fees, lab fees, etc.).

UAM employees may take up to 132 undergraduate semester credit hours at another UA academic institution at 50% of the cost of tuition.

Spouses and dependent children of UAM employees may take up to 132 undergraduate semester credit hours and receive a 50% tuition discount at UAM or 40% tuition discount at any other campus within the University of Arkansas System. A student may not receive discounts as both an employee and as a spouse or dependent child of an employee.

Employee enrollment at reduced rates shall not exceed eleven (11) semester credit hours per semester. Exceptions may be granted by the Chancellor of the campus upon recommendation of the employee's authorized supervisor and the chief academic officer; if such exceptions are for enrollment at a campus other than UAM, the chief executive officer of the receiving unit, or designee, must also approve the exception.

All enrollment at reduced rates shall be approved by the employee's authorized supervisor.

This policy does not assume that release time from regular working hours will be automatically permitted. Release time is not a right but a privilege that is granted at the authorized supervisor's discretion. Many factors, including but not limited to, the employee's performance, direct applications of the course work to the employee's position, overall benefit of the course work to the employee and the institution, and maintenance of office hours and functions to the students, faculty, staff, and general public are considered prior to the granting of release time.

The Employee Request for Registration Fee Discount form is used in approving employee enrollment.

Spouses and dependent children establish eligibility using the Request for Registration Fee Discount for Spouse/Dependent of Employee form.

Employees continuously enrolled in a degree program at reduced rates under Board Policy 440.1 prior to May 1, 2017, will receive their original discount level as long as they remain continuously enrolled in the degree program. Continuous enrollment is defined as a degree-seeking student who completes at least three (3) credit hours in a given calendar year.

Identification Card

Each employee should have an identification (I.D.) card made as soon as possible after beginning work at the University of Arkansas at Monticello. This card will entitle the employee to various campus privileges. This service is available from the Residence Life Office. Call extension 1045

for information on dates and times for having an I.D. card made.

Voting (Act 545 of 1989)

It is a privilege and the responsibility of every citizen of the United States to vote on election days. The University of Arkansas at Monticello follows the statutory provisions which require employers in the State to schedule the work hours on election days so that each employee will have an opportunity to exercise his/her right to vote.

SECTION VI: HOLIDAY AND LEAVE POLICIES

Reporting Leave

All leave, both accrued and used, must be properly accounted for. Accordingly, the following leave and attendance records are used:

- Request for Leave Form
- Prior Approval of Overtime

All leave must be submitted weekly by each employee on an electronic timesheet and approved by his/her supervisor.

Annual Leave (Board Policy 420.2)

All employees who work 1,040 hours or more per year in a regular salary benefits eligible position accrue annual leave. Full-time eligible classified employees accrue annual leave in accordance with the following schedule, while eligible employees who work less than full time but more than 1,040 hours per year, accrue annual leave in the same proportion to the time worked:

Years of Employment	Monthly	Annually
Through 3 years	8 hours	12 days
3 through 5 years	10 hours	15 days
5 through 12 years	12 hours	18 days
12 through 20 years	14 hours	21 days
Over 20 years	15 hours	22.5 days

Eligible non-classified employees accrue annual leave at a rate of 15 hours per month or 22.5 days per year.

Annual leave is cumulative; however, no employee may have in excess of 30 days (240 hours) on December 31 of each year. During the calendar year, accrued annual leave may exceed 30 days, but those days in excess of 30 will be lost if they are not used by December 31 of each year. Accrued annual leave may be requested by an employee at any time. The appropriate supervisor will grant the request when it will least interfere with the efficient operation of the department. The employee should check with his/her supervisor concerning the request.

Annual leave may not be accumulated during a period of leave without pay when such leave is for ten or more days within a calendar month. This leave is granted on a basis of workdays, not calendar days. Non-workdays such as weekends and holidays falling within a period of annual leave are not charged as annual leave. Annual leave must be earned before it can be authorized

and is deducted from the employee's accrued leave in increments of not less than 15 minutes and may not be borrowed from other employees.

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/her estate from accrued annual leave and/or holiday leave, not to exceed 30 working days, inclusive of holidays, shall be paid a lump sum, after proper clearance. No employee receiving such additional compensation shall return to University employment until the number of days for which he/she received additional compensation has expired.

Sick Leave (Board Policy 420.3)

Sick leave is a benefit available to University employees who are employed half-time or greater and on at least a nine-month appointment period. Paid sick leave is not granted as vacation leave and can be used only when: (1) the employee is unable to perform the employee's regular duties because of sickness or injury or (2) for treatment by or consultation with a licensed health care provider. Sick leave may also be granted to employees due to the death or serious illness of a member of the employee's immediate family. Immediate family shall mean the employee's parent, sibling, spouse, child (including an adoptive child), grandparent, grandchild, in-law, or any individual acting as a parent or guardian of the employee. Serious illness for the purpose of this policy includes pregnancy- and maternity-related health conditions. An employee shall be required to furnish to his or her supervisor a certificate from an attending health care provider for five or more consecutive days of sick leave and may be required to furnish a certification for purposes of the Family and Medical Leave Act (FMLA) for a serious health condition that continues for three or more consecutive days. An employee may also be required to provide a medical certification for other absences under a campus, division or unit attendance policy reviewed by the Office of General Counsel. A certificate from a Christian Science practitioner listed in the Christian Science Journal may be submitted in lieu of a physician's certificate. Requests for sick leave shall be submitted in advance, unless the circumstances make this impracticable. In that event, a request for sick leave must be submitted within two days after the employee returns to work.

An eligible, full-time (100%) employee accrues sick leave at the rate of eight hours for each complete month of service, up to a maximum annual carryover of 960 hours. Eligible employees working less than full time accrue sick leave in the same proportion to time worked.

Sick leave must be earned before it can be used. Employees may not borrow from anticipated future accruals and may not use sick leave accrued by other employees. Sick leave may not be accumulated during a leave without pay when such leave totals ten or more days within a calendar month.

Employees who have two or more years of service may be eligible for Catastrophic Leave if a medical need arises where sick leave is required for an extended period of time, and all leave has been exhausted.

When an employee is laid off due to budgetary reasons or curtailment of University activities and within six months again becomes an employee of the University, accrued sick leave may be restored to his/her credit.

Sick leave is granted on a basis of workdays and not calendar days. It is deducted from the employee's accrued sick leave in increments of not less than 15 minutes. Non-workdays such as

weekends and holidays falling within a period of sick leave are not charged as sick leave.

Absence due to illness or disability, except in the case of maternity leave, is charged in the following order: (1) Earned Sick Leave, (2) Earned Annual Leave or Compensatory Time, (3) Leave Without Pay.

Employees who are absent from work due to a temporary occupational injury or illness and who are entitled to Workers' Compensation Benefits may, upon proper application, utilize their accrued sick leave as a supplement to Workers' Compensation so as to receive weekly benefits from both sources equal to but not in excess of their normal weekly pay at the time of the injury or onset of illness. This option, when exercised, will reduce the employee's accrued sick leave on a basis proportional to the sick leave pay being claimed. An employee receiving Worker's Compensation benefits for a permanent disability is also eligible to utilize accrued sick leave.

Maternity Leave (Board Policy 420.3)

Sick leave may be taken for pregnancy- and maternity- related health conditions and will be treated as any other leave for sickness or disability except that an employee taking leave for a pregnancy- or maternity- related health condition may elect to take leave of absence without pay without exhausting accumulated annual and sick leave. Upon return from leave the employee will be given the same or comparable position to the one occupied prior to the leave. The employee is expected to provide the employee's supervisor as much notice as possible prior to beginning leave for a pregnancy- or maternity-related health condition, and at least two weeks' notice prior to returning to work from pregnancy- or maternity- related leave. Both notices must be in writing.

Family and Medical Leave (Act of 1993)

The Family and Medical Leave Act (FMLA) allows eligible employees up to twelve (12) weeks of leave as explained below:

Eligibility

To be eligible for leave under this policy, an employee must have been employed by the State for at least twelve (12) months, and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of leave for the following reasons:

1. The birth of a son or daughter, and to care for the newborn child.
2. The placement with the employee of a son or daughter for adoption or foster care.
3. The care of the employee's spouse, child, or parent with a serious health condition.
4. A serious health condition that makes the employee unable to perform the functions of the employee's job.

Except in the case of maternity leave, absence is charged in the following order:

1. Earned sick, annual, compensatory, or holiday leave
2. Leave without pay

In the case of birth or adoption, this eligibility shall expire at the end of the 12-month period beginning on the date of a child's birth or placement.

Employer Notification

An employee must provide the employer at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. If 30 days is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as possible.

"As soon as practicable" means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In the case of foreseeable leave where it is not possible to give as much as 30 days' notice, "as soon as practicable" ordinarily would mean at least verbal notification to the employer within one or two business days of when the need for leave becomes known to the employee.

When planning medical treatment, the employee should consult with their supervisor and make a reasonable effort to schedule the leave so as not to unduly disrupt the employer's operations. A supervisor, may, for justifiable cause, require an employee to attempt to reschedule treatment, subject to the approval of the health care provider.

Concurrent Leave

An employee must substitute eligible accrued paid leave for unpaid Family and Medical Leave. (i.e., the leave will be used concurrently). This is not required for maternity leave.

Insurance Premiums and Coverage

The University will continue to pay the employer's matching portion of insurance benefits for employees on unpaid Family and Medical Leave. The employee is responsible for paying his/her portion of the premium by the established due date.

The employee may choose not to retain health coverage during Family and Medical Leave. However, the employee is entitled to be reinstated on the same terms as prior to taking the leave, without a qualifying period, physical examination, exclusion of pre-existing conditions, etc., upon returning to work. The University may recover any premium payments missed by the employee and/or the University's share of premiums if the employee fails to return to work after the leave period.

Retaining Benefits

The employee generally has a right to return to the same position or an equivalent position with equivalent pay, benefits, and working conditions at the conclusion of the leave.

The taking of leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, no seniority, leave, or other employment benefits shall be accrued during the period of leave without pay. The employee is not entitled to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken leave.

Catastrophic Leave Program (Act 169 of 1991; Act 441 of 1993)

The University of Arkansas at Monticello has established a catastrophic leave bank program. This is a pool of accrued sick and annual leave, donated by classified, faculty and non-classified staff employees, for use by eligible employees during a catastrophic illness.

1. Catastrophic Illness: A medical condition of an employee as certified by a physician which requires an employee's absence from duty for a prolonged period of time and which results in a substantial loss of income for the employee because of the exhaustion of all earned sick, annual, holiday, and compensatory leave time.
2. Eligibility: The employee must be a full-time (100% appointed) staff employee to participate in the Catastrophic Leave Bank Program. To receive benefits under the program, an employee must have at least two years of service with the State and been off work for at least 30 workdays. All accrued sick, annual, holiday, and compensatory time must be exhausted and, as a result, the employee will suffer a substantial loss of income due to a medical condition. Injuries that are covered by Workers' Compensation are not covered by the program until such time as all benefits have been exhausted.

Employees who have been disciplined for any leave abuse during the previous two years are ineligible to receive benefits in the Catastrophic Leave Bank Program.

3. Donations: Donations to the Catastrophic Leave Bank Program are optional. An employee is not required to donate to be eligible to receive the benefit. No employee shall be allowed to donate if such a donation will reduce his/her combined sick and annual leave balance to less than 80 hours. Donations may only be made in one (1) hour increments, and an employee may donate a maximum of 40 hours of sick or annual leave per year. Donations from active employees for the Catastrophic Leave Bank will be taken only in the month of December, while terminating employees may donate up to 40 hours of combined annual and sick leave hours at the time of termination or retirement.
4. Application for Use: Applications for the Catastrophic Leave Bank Program may be obtained from the UAM Payroll Office. When completed, these documents are forwarded to the Payroll Office for verification and submission to the Catastrophic Leave Bank Committee for review and recommendation to the Executive Council. The Catastrophic Leave Bank Committee is composed of three (3) members who are appointed by the Chancellor. The final decision to grant catastrophic leave to an employee rest with the Executive Council. Applications for catastrophic leave are reviewed on a first-filed, first-considered basis.
5. General Rules of Operation: Employees on catastrophic leave will continue to draw their normal rate of pay and will receive normal benefits of the University such as contributions to insurance and retirement. Catastrophic leave will not change an employee's anniversary date. An employee on catastrophic leave will also continue to accrue leave in accordance with existing leave policies; however, any leave earned while on catastrophic leave must, as a condition of voluntary participation in the program, be assigned to the Catastrophic Leave Bank. Any restrictions concerning the maintenance of minimum leave balances shall not apply to such assignment. In the event the employee terminates employment, retires, or returns to work prior to the expiration of the previously approved catastrophic leave period, any unused catastrophic leave will be returned to the Catastrophic Leave Bank. No employee shall be eligible for approved

catastrophic leave in excess of six months. An employee may be terminated if said employee fails to report back to work promptly at the expiration of the period of granted/approved catastrophic leave unless a satisfactory reason is provided by the employee in advance of the date scheduled for return to work.

Contact the Payroll Office for additional information concerning the Catastrophic Leave Bank Program.

Children's Education Activity Leave (Act 1028 of 2007) Board Policy 420.7

The purpose of this leave is to allow an employee with a child or serving in the legal capacity as a parent an opportunity to participate in their child's educational activities by granting eight (8) hours of children's educational activity leave per calendar year.

This applies to any full-time state employee who has a child enrolled in kindergarten through grade twelve (pre-K-12) involved in an "Educational Activity" which is any school-sponsored activity.

Definition of Child:

1. Natural Child
2. Adopted Child
3. Stepchild
4. Foster Child
5. Grand Child
6. Any other legal capacity where the employee is acting as a parent for the child
7. A person over the age of eighteen (18) who meets the foregoing criteria and has a developmental disability as defined by Arkansas law or who has declared legally incompetent

"Educational Activity" means any school-sponsored activity which would include:

1. A parent-teacher conference
2. Participation in school-sponsored tutoring
3. Participation in school-sponsored volunteer program
4. Field trip
5. Classroom program
6. School committee meeting
7. Academic competition
8. Assisting with athletic, music, or theater programs

Leave under subdivision that is unused may not be carried over to the next calendar year and is not compensable to the employee at the time of termination.

Military Leave (Board Policy 420.2)

Employees who are members of the National Guard or the Reserve Component of any of the branches of the Armed Forces of the United States shall be granted two weeks leave annually plus necessary travel time for annual training requirements. Such leave shall be granted without loss of pay and in addition to regular vacation time. Each employee who requests military leave shall furnish a copy of his/her orders to the Personnel Office. An employee who is drafted or called to

active duty in the Armed Forces of the United States or who volunteers for military service, shall be placed on extended military leave without pay and upon application within 90 days after the effective date of his/her release from active duty, shall be reinstated to the position vacated or an equivalent position at no loss of seniority or any of the other benefits and privileges of employment. An employee who enlists or reenlists for a second consecutive tour of military duty shall forfeit his/her reemployment rights.

Military personnel called to duty in emergencies by the Governor or the President of the United States shall be granted leave with pay not to exceed 30 workdays after which leave without pay will be granted in addition to regular vacation time.

Court and Jury Leave (Board Policy 420.2)

Any employee who serves as a witness, juror or party litigant shall be entitled to regular University compensation in addition to any fees paid by the court for such services or necessary appearances in any court and such absences from work for such purposes shall not be counted as annual leave.

An employee who is summoned to serve on jury duty shall not be subject to discharge from employment, loss of sick leave or vacation time, or any other form of penalty as a result of his/her absence from employment due to such jury duty, upon giving reasonable notice to his/her employer of such summons.

Employees who are accepted by the court as expert witnesses and paid a fee in excess of the normal witness fee shall be required to take annual leave for the time required for such testimony.

Leave Without Pay (Board Policy 420.2)

Employees may not take leave without pay until their annual, compensatory, and holiday leave has been exhausted, except in the cases of maternity leave, disciplinary leave without pay, and certain military service. In the case of maternity leave, such employee may elect to take leave without pay, without exhausting accumulated annual and sick leave. In the case of disciplinary leave without pay, the University may place an employee in a leave without pay status in accordance with the University's Human Resources policies.

The President, upon the recommendation of the Chancellor, may grant leave without pay to classified employees, not to exceed six (6) continuous months. Non-classified employees may be granted leave without pay for a period not to exceed one (1) year.

An employee who accumulates ten consecutive or non-consecutive days of leave without pay during any one calendar month loses the leave accrual (annual and sick) for that month only.

Employees may continue to participate in University group insurance programs during the period of leave without pay provided arrangements are made in advance with the Human Resources Office. Employees who choose this option must pay the total cost (employee deduction and employer matching) of the coverage unless the employee is receiving Workers' Compensation benefits. In cases of Workers' Compensation-related leave without pay, the University will pay the employer's matching portion of the coverage.

Employees may be dismissed if they fail to report to work promptly at the expiration of the authorized period of leave without pay. However, the University may accept satisfactory reasons provided by the employee in advance of the date to return to work and extend the leave period accordingly, up to the maximum amount allowed.

Educational Leave (Board Policies 420.1, 420.2)

A regular employee may be granted educational leave by the President of the University on the following basis:

1. The employee will continue in the service of the University for a period of time as statutorily required, or in the absence of a specific law, at least twice the length of his or her course of training. Any employee who does not fulfill these obligations shall be required to pay to the University the total cost or a proportionate share of the cost of the out-service training and compensation paid during the training period.
2. A written contract setting forth all terms of the agreement shall be signed by the employee and the President or Chancellor. The employee shall retain all rights in the position held at the time when the leave was granted or in one of comparable security and pay.

The amount of salary paid during the training period will be agreed upon by the employee and the President or Chancellor but may not in any case exceed the regular salary paid the employee. Payments for tuition, fees, books, and transportation may be made only if such sums have been specifically appropriated by the General Assembly for such purposes.

Annual leave for graduate study may be granted to otherwise eligible employees under the following terms:

1. Accrued leave with pay may, if used for graduate study, be accumulated for two calendar years preceding the date of the leave if it is used by January 1 of the third year.
2. Permission to carry over such credit must be requested in writing by the employee and approved by the President in advance of the commencement of annual leave.

The President may approve a modified application of the regulation, where circumstances warrant, not to exceed the earned annual leave for two years.

Holidays (UA Systemwide Policy 435.1)

There are eleven official paid University holidays per year:

New Year's Day	January 1
Friday of Spring Break (In lieu of Washington's Birthday)	March *
Memorial Day	May *
Independence Day	July 4
Labor Day	September *
Thanksgiving Day	November *
Day After Thanksgiving Day	November **
Christmas Eve	December 24

Christmas Day	December 25
Two days during Christmas week (In lieu of Employee's Birthday and Veteran's Day)	December *
Robert E. Lee/Martin Luther King's	January *

*Check calendar for specific date in current year. A holiday calendar for each fiscal year is issued by the Chancellor's Office.

**Contingent on Governor's proclamation.

Employees on an unusual work-week schedule are entitled to the same number of holidays as are granted to regularly scheduled employees. When employees on an unusual work-week schedule work on the regularly scheduled holidays, they make take another day in lieu of the holiday. This must be approved by their unit head and/or supervisor in advance.

Holidays are observed only by official University designation, and occasionally the day designated may not coincide with the times of observance as outlined above because of conflicts with previous scheduling or with those announced for other State employees.

In order for an employee to be paid for a holiday, he/she must be in a "paid" status on the last scheduled workday before the holiday and at least one hour on the first scheduled work day after the holiday. The observance of special "religious" holidays shall be permitted by the head of the department if this can be done without serious inconvenience to the conduct of the University's functions. In such cases, time off is charged to annual leave. The employee should request these holidays with adequate advance notice given.

SECTION VII – GRIEVANCE PROCEDURES

In working together from day to day, it is normal that people have problems of difference affecting their employment. It is important to solve these problems in a fair manner as soon as possible. Problem-solving effectiveness is dependent upon the success of the solution or decision at the first level of supervision. Therefore, in order that non-academic staff employees are assured of fair consideration, there is a means for appeal, without prejudice, to a higher level of authority when the decision at the first level of authority is believed to be unjust to the employee.

It is the policy of the University of Arkansas to give prompt and impartial consideration to the complaints of its employees. Employees who submit complaints or grievances in accordance with the proper procedures may do so without penalty or fear of reprisal.

Definition of Grievance

It is important for all employees to be able to differentiate between what is a bona fide grievance and what is not.

A "grievance" means a dispute concerning terms and conditions of the employment arising from any administrative decision which the employee claims is in violation of rights under, or a failure to apply, established University personnel regulations, policies, or practices, or which results from a misinterpretation or misapplication thereof.

An item that would not be considered as a "grievance" would be an employee not receiving what he/she wanted or thought he/she deserved as a salary.

Procedures

I. Informal Consultation

A. Supervisor and Employee Responsibilities

1. An employee who has a request or complaint shall discuss the request or complaint with his/her immediate supervisor in an effort to settle the problem. The employee must do this personally.
2. If the immediate supervisor and/or employee, after full discussion, feels the need for aid in arriving at a resolution, he/she may, by agreement, invite the Human Relations Officer or such other additional University or employee representative as may be necessary and available to participate in further discussions. Such additional participants shall act as "resource" personnel but shall not relieve the immediate supervisor and the employee from the responsibility for resolving the problem.
3. The above procedure, if followed in good faith by both parties, should lead to a fair and prompt solution of most daily employer-employee problems; however, if a request or complaint is not satisfactorily resolved, the employee may put it in writing and file it promptly as a "formal" grievance.

II. Formal Filing of Grievance

A. Procedural Steps

Settlement Step 1

To be considered formally, a grievance must be filed with the employee's immediate supervisor. The employee must complete a "Grievance Form" available from the Human Relations Officer and submit the completed form to his/her immediate supervisor. The employee must answer the following questions on the form:

1. What specific right has been violated?
2. What is the University policy or state/federal law that guarantees it?
3. What are the pertinent facts which may aid in arriving at a prompt and definitive resolution?
4. What efforts have already been made to settle this matter?

The employee is free to ask and receive the assistance of the Human Relations Officer in preparation and transmission of his/her grievance form.

The immediate supervisor will review the informal decision he/she earlier gave the employee. The supervisor may change, modify, or affirm his/her earlier decision. If the supervisor changes the decision in a way to affect an informal agreement with the employee, he/she shall indicate "Resolved at Step 1" on the grievance form and return it to the employee.

If, however, the supervisor affirms or modifies his/her earlier decision in a manner not acceptable to the employee, the supervisor shall indicate "Not Resolved at Step 1" on the grievance form and shall forward the grievance to the employee's second-level supervisor (next level of supervision) within two (2) working days after date received.

Settlement Step 2

The second-level supervisor shall consider and answer the grievance in writing not later than ten (10) working days following the date of its receipt.

The second-level supervisor should proceed in the following ways:

1. Consult with the supervisor involved.
2. Ascertain all the pertinent facts.
3. Examine carefully the policies involved, if any, and make a determination of the appropriateness of the issue for grievance.
4. Discuss the matter with the employee; and if the complaint is not a grievable issue, the employee should be so notified.
5. If feasible, settle the matter within the framework of existing University policy to the satisfaction of the employee and his/her supervisor.

The second-level supervisor shall indicate on the grievance form the disposition of the grievance at his/her level (Resolved at Step 2, Not Resolved at Step 2, or Not a Grievable Issue). The second-level supervisor shall sign and date the form and hand deliver it to the employee, who will sign and indicate date received. If a mutually agreeable settlement is not reached at Step 2, the employee may within three (3) working days submit the grievance to his/her Vice Chancellor after informing the second-level supervisor that he/she is doing so. (NOTE: If the second-level supervisor is a Vice Chancellor or the Chancellor and a settlement is not reached in Step 2, the Vice Chancellor should proceed immediately to implement Step 4.)

Settlement Step 3

The appropriate Vice Chancellor shall review the employee's grievance and respond to it within five (5) working days after receipt. If the grievance is resolved at Step 3 to the satisfaction of the employee, the Vice Chancellor shall indicate so on the grievance form and return it to the employee. Otherwise, the Vice Chancellor shall indicate that the matter has not been resolved at Step 3 and shall promptly refer the matter to a Grievance Committee (Step 4) for further

investigation and impartial determination of the facts.

Settlement Step 4

The appropriate Vice Chancellor shall refer the complaint to a Grievance Committee comprised of three (3) non-academic employees of the University: one will be selected by the aggrieved employee, one by the appropriate Vice Chancellor, and the third selected by the Human Relations Officer. All members of the Grievance Committee must be full-time regular appointed employees of the University. If requested by the aggrieved employee, the Human Relations Officer will appear with and assist the aggrieved employee in presenting the facts of the grievance before the Committee.

The Committee will submit a statement of its findings and recommendations to the Chancellor of the University for a final decision on the matter.

The employee and members of the Grievance Committee will be allowed regular pay for the time spent in grievance conferences held during normal working hours.

SECTION VIII – PERFORMANCE EVALUATION

Employees are expected to perform their work in an efficient and effective manner and to be aware of the expectations of the public concerning the University and University employees.

Non-Classified Employees

Once each year, job evaluation ratings are made on all non-classified employees by their appropriate supervisors. The purpose is to afford the employee and supervisor an opportunity to discuss strengths and performance for the purpose of improvement.

Classified Employees

Incentive Pay Program Procedures

Each institution of higher education shall evaluate the performance of eligible employees annually. Employees evaluated who exceed standards in the performance of their duties shall be eligible for incentive pay awards if funds are available and authorized by ADHE/Governor. All such awards shall be in the form of a bonus and shall be subject to all applicable state and federal taxes and mandatory retirement. Incentive pay awards shall not be added to the employee's base pay. Such awards shall not be construed as exceeding the employee's allowable annual salary.

The following uniform performance evaluation categories shall be used in determining incentive pay award eligibility:

1. "Unsatisfactory" shall mean an overall performance of duties that is consistently unacceptable in quality, accuracy and timeliness.
2. "Satisfactory" shall mean an overall evaluation which demonstrates competency in the performance of the duties and responsibilities of the job.

3. "Exceeds Standards" shall mean an overall evaluation which demonstrates performance of the duties and responsibilities of the job at a level exceeding that of a satisfactory evaluation.

During any fiscal year in which the Governor determines sufficient funds are available, eligible employees achieving an overall rating of "exceeds standards" shall be eligible for incentive pay awards ranging from zero percent (0%) to five and one-half percent (5.5%) of their salary at the time of evaluation. An employee may not receive more than one (1) incentive pay award in any twelve-month period.

Promoted, Demoted, or Transferred Employees

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

1. If the employee is promoted, demoted, or transferred within the first 90 days of the rating period, the new supervisor will evaluate the employee on the established performance standards for the new position and the former supervisor need not complete an evaluation.
2. If the employee is promoted, demoted, or transferred after the first 90 days of the rating period, a formal evaluation should be completed by the former supervisor. The new supervisor has final authority to establish the performance evaluation plan and determine the overall performance category.
3. If a rating supervisor is transferred to another section or terminates employment, evaluations should be completed by that supervisor for employees whose most recent evaluation was completed more than 90 days prior to the supervisor's transfer or termination date.

Performance Probation

An employee who receives an overall "Unsatisfactory" rating is automatically placed on probation.

The rater shall counsel the employee to ensure that such employee understands he/she is being placed on probation and understands the probation procedures. A signed letter by the rater and employee should be forwarded to the next level supervisor and the Human Resources office within ten calendar days of the evaluation. A new evaluation period shall be instituted for no more than 90 days from the date of the original evaluation interview. During the probationary period, the supervisor must document periodic counseling sessions with the employee during which time the individual is informed of his/her progress or lack thereof. The rater shall give specific information about how to improve performance. If the employee has improved to a "Satisfactory" performance by the end of the rating period, he/she may be removed from probationary status. If improved performance has been demonstrated, but performance does not yet meet the "Satisfactory" standard, then a second period of no more than 90 days may be granted by the Chancellor or his delegated representative(s). Total probation time may not exceed 180 days. Employees who have not met standards and who have exhausted their probationary allowances may be terminated.

Classified employees may request an appeal of their performance evaluation ratings as outlined in the following procedures:

Appeal Procedures

I. Reconsideration by the Rater

- A. The classified employee shall prepare a written request that his/her performance rating be reconsidered. This must be submitted within ten (10) days of the evaluation interview to the immediate rater. This memo or letter should state the reasons the employee believes the rating is inaccurate or unfair.
- B. The rater must provide a written response to the reconsideration request and state any rating adjustments made. This response should be within ten (10) days of receipt of the employee's request. This request shall state the reasons for the rating.

If satisfactory resolution is not obtained, the employee can appeal to the reviewing official.

II. Appeal to the Reviewing Official

- A. Copies of the original request to the rater and the rater's response shall accompany the appeal request to the reviewing official. The employee shall submit the request to the reviewing official within thirty (30) days from the original evaluation interview.
- B. The reviewing official shall provide a written response explaining the reasons for the decision he/she made. The response shall be made within ten (10) days of receipt of the appeal review request.

If a satisfactory resolution is not obtained, the employee may appeal to the supervising Vice Chancellor if he/she has not already served as a rater or reviewing official for the appealing employee. If the supervising Vice Chancellor has already served as a rater or reviewing official, proceed to Step IV.

III. Appeal to the Supervising Vice Chancellor

- A. The employee shall submit a written appeal request to review the rating and provide copies of previous reviewing requests and the respective responses. These shall be submitted within sixty (60) days of the original evaluation interview.
- B. The supervising Vice Chancellor shall provide a written response explaining the reasons for the decision made. The response shall be made within ten (10) days of receipt of the appeal request.

If a satisfactory resolution is not obtained, the employee may appeal to the Chancellor or his/her delegated representative(s).

IV. Appeal to the Chancellor or his or her Delegated Representative(s)

- A. The employee shall submit a written appeal request to review the rating and provide copies of previous reviewing requests and the respective responses. These shall be submitted within seventy-five (75) days of the original evaluation interview.
- B. The final decision is made by the UAM Chancellor or his/her delegated representative(s).

Extensions may be granted for extenuating and unusual circumstances for the above time frames by the Chancellor or his/her delegated representative(s).

SECTION IX – HOURS AND DAYS OF WORK

Work Hours (UAM Operating Procedure 210.1)

The University of Arkansas at Monticello operates an eight-hour daily work-period, Monday through Friday, except on official University holidays. During this time, all administrative and staff personnel are expected to be on campus unless they are away on official university business or approved leave.

Normal work hours at the University begin at 8:00 a.m. and end at 4:30 p.m. Staff employees receive a thirty-minute lunch period which is scheduled to enable all administrative offices to remain open during the lunch period. Departments which have work schedules that vary from the normal schedule may require employees to work a different forty-hour period.

The University may operate under a different schedule during the summer. Employees will be advised if there is a change in the work hours for this period.

Breaks

The University of Arkansas at Monticello does not grant specified break periods. Normally, the work is such that employees are free to move about the office or around the campus, which constitutes a break from daily tasks. If an employee is assigned for a long period of time to a task that is extremely strenuous or assigned to a task that requires remaining in the same position for a long period of time, that person may take breaks, not to exceed 15 minutes in the morning and 15 minutes in the afternoon, with the approval of the supervisor. If breaks are authorized, they should be taken at or near the workstation, or at or near the task being performed. Breaks are a privilege rather than a right and should not interfere with work schedules and deadlines.

Absence from the Job

If an employee must be absent from work for any reason, the employee is responsible for notifying his/her supervisor within the first hour of the regularly scheduled time for reporting to work. The supervisor has the option of requiring earlier notification. Word of mouth by other employees is not acceptable. Notification will permit the supervisor to plan the workload for the department, allowing for the employee's absence. Failure to notify represents an unauthorized absence and may be the basis for not allowing the absence to be charged to sick leave or as vacation. Three (3) consecutive days of absenteeism without contacting the supervisor is cause for automatic dismissal. In all cases except sudden illness or accident, a Request for Leave Form must be submitted in advance.

Inclement Weather and Emergency Situations (UAM Operating Procedure 215.1; Governor's Policy Directive-7)

The general policy regarding inclement weather is that the University does not normally close its offices because of bad weather. However, the obligation to provide services must be balanced with the risk of danger to University employees. It is, therefore, appropriate that guidelines which reflect the need for services and employee safety be established.

The following individuals will be responsible for making the decision concerning any cancellation of classes or closing each campus/location indicated:

Chancellor	Monticello campus All off campus sites
Vice Chancellor for College of Technology at Crossett	Crossett Campus
Vice Chancellor for College of Technology at McGehee	McGehee Campus AHEOTA location

Each person responsible for the decision will collaborate with the University Police Chief to make the campus announcement using UAMAlert. The University Police Department will notify regional media outlets. In addition, the announcement will be posted to the UAM News Facebook account by the Office of Media Services and to the University's website.

When the University is closed, vice chancellors are responsible for seeing that necessary services are provided in their respective areas. Employees required to provide such services will be identified by their supervisors if they are deemed "critical personnel". Employees who are not deemed "critical personnel" may not continue/report to work unless requested to do so by a member of the Executive Council.

On days declared to be covered by the inclement weather policy, all employees (except those designated as "critical personnel") should be at their workstations by the specific announced time. Employees arriving by the designated time and working the remainder of the day will be given credit for a full day's attendance. Employees arriving after the designated time will be charged the full amount of time involved in the tardiness, and employees not coming to work at all will be charged a full day's absence.

When severe inclement weather occurs during office hours, Executive Council personnel will have the discretion to allow employees to leave work early for safety reasons. Executive Council personnel will recognize the need to maintain designated "critical personnel" to ensure essential services. Employees who were on the job and who were allowed to leave early, will not be charged leave for that time.

Time Reporting:

Non-exempt, classified, and non-classified staff designated as critical personnel, who report to work at their scheduled time when the University is closed due to inclement conditions, will receive their normal salary in addition to inclement weather leave time, which is earned at a rate of 1.50 hours for all hours worked during that period. The leave earned during this time worked during a campus closure will accrue to the employee's holiday earned leave bank. Time worked

by non-exempt, classified, and non-classified critical personnel should be entered as worked inclement weather, which has a time reporting of WIWPY.

Exempt, classified, and non-classified staff designated as “critical personnel”, who report to work at their scheduled time when the University is closed due to inclement conditions, will receive their normal salary in addition to inclement weather leave time which is earned at a rate of 1.00 hour for all hours worked during that period. The leave earned during this time worked during a campus closure will accrue to the employee’s holiday earned leave bank. Time worked by exempt, classified and non-classified critical personnel should be entered as earned inclement weather, which has a time reporting of WIETM.

Any classified or non-classified employee who is designated as “critical personnel”, but does not work during an inclement weather event, will not receive additional leave and will be charged annual leave for the time missed or, with the approval of the supervisor, the employee may elect to use “leave without pay” in lieu of “annual leave”. Only employees designated as “critical personnel” will receive additional leave when the University’s operating status is affected by inclement weather.

Instructions on how to process the inclement weather time for all employees (critical and non-critical personnel) will be provided by the HR Office when each inclement weather event occurs. Departments may adjust the work schedules of classified and non-classified employees who are designated as critical personnel in response to inclement weather situations.

NOTE: Employees are not expected to place work attendance above personal safety. It is ultimately the employee's responsibility to exercise judgment as to whether travel to or from work is appropriate for them at the time.

Overtime Compensatory Time

It is the policy of the State of Arkansas and the University that overtime pay for employees is the least desirable method of compensation for overtime work. Employees required to work overtime will be given compensatory time in accordance with the provisions of the Fair Labor Standards Act (FLSA). Most classified employees are not exempt from the FLSA and most non-classified employees are exempt from the FLSA.

Compensatory time is defined as time earned by non-exempt employees for work performed in excess of forty (40) hours in the work week (Sunday through Saturday) and may not be earned in less than fifteen (15) minute increments. All employees performing qualifying non-exempt work within a work week will accrue compensatory time at the rate of one and one-half times the number of hours worked in excess of 40 hours. Non-exempt employees are eligible for compensatory time in lieu of overtime payment. Compensatory time must be earned before it can be used. The time used will be deducted from the employee's accrued compensatory time in increments of not less than fifteen (15) minutes. Compensatory time may be earned with the prior approval of the supervisor or as authorized.

Departments and employees are required to maintain and submit complete and accurate records regarding compensatory time earned and used. Employees shall request to use earned compensatory time by completing a Request for Leave Form. Upon termination from employment, the employee will receive payment for any accrued compensatory time which has not been used, within applicable limits.

SECTION X – PUBLIC RELATIONS

Public Contact

The University is supported by the State of Arkansas and serves people through teaching, research, and public service. Success in carrying out the mission of the University depends to a large extent on how employees treat the public.

Each employee of the University must share in building and maintaining good relations with the public. The University is judged not only on the quality of its graduates, but also on the public's contact with employees.

Discourteous treatment of any member of the public through correspondence, telephone conversations, or interaction with visitors to the campus may result in disciplinary action.

Confidential Information

While working at the University, an employee may come in contact with student, academic, personnel, or budgetary information that is considered confidential. Revealing confidential information to unauthorized individuals may result in disciplinary action.

Questions concerning student records should be directed to the Vice Chancellor for Student Engagement. All other questions concerning the confidentiality of information should be directed to the Freedom of Information Officer.

Freedom of Information (Operating Procedure 240.1)

The Arkansas Freedom of Information Act makes selected public documents accessible to taxpayers upon request.

All non-university persons requesting official information regarding the University or its operation are to be referred to the Assistant to the Chancellor in the Chancellor's Office.

University employees should continue to utilize normal administrative channels to secure any information about the University.

Personal Appearance and Dress

The supervisor will inform employees of any uniform dress code required for their position. If no dress code is required, good judgement should be used in the choice of clothing and personal grooming techniques. Employees should be mindful of the fact that they are public employees and their image reflects on the University.

Uniforms, if required, should be kept neat and clean at all times. Safety clothing (helmets, shoes, goggles, etc.) must be worn when required.

Using the University Name

Employees of the University are not authorized to use the name "University of Arkansas at Monticello," "UAM," or any version of the "University of Arkansas" to imply endorsements or personal preferences. The University is a State institution which is here to serve many interests

and viewpoints. It is important that any use of the University's name or affiliation with the University of Arkansas system be limited to official University business.

The University letterhead is not to be used in association with an individual's personal preference, political advertisement, personal beliefs, or personal business ventures.

SECTION XI – CAMPUS SERVICES

Library

The University Library serves all University personnel, as well as all students. In order to use the library, appointed staff employees must present a UAM identification card. Spouses and dependents of staff employees must also obtain an identification card in order to check out library materials. Employees, spouses and/or dependents not returning books within the allowed time will be subject to the usual library fines.

Recreation Facilities

The University tennis courts, and recreation areas located on the campus and the facilities associated with the University Center (racquetball/volleyball courts, and gymnasium), are available to all faculty/staff members and their immediate families. Family members must be 16 years of age or older and have in their possession a current staff or faculty UAM identification card in order to use the University Center facilities. For more information, please contact the Office of Intramurals & Recreation at 870-460-1046.

Faculty and staff are also eligible to use the UAM Exercise Center located in the Randy S. Risher Wellness Center. The equipment consists of treadmills, cardiovascular exercise machines, isotonic weight machines, strength machines, recumbent bikes, upright bikes, incline trainers, elliptical machines, step mill, and water rower. UAM Faculty and staff and their dependents who are over the age of 16 may pay an annual fee of \$60.00 each to use the Exercise Center. For more information, please contact the Office of Student Health Services at 870-460-1051.

Faculty and Staff with Disabilities

UAM faculty and staff with disabilities may receive a number of services through the Office of Special Student Services. Faculty wishing to receive these services, whether for a permanent or temporary disability, must do the following:

1. Meet with the Director of Special Student Services to request specific accommodations.
2. Provide relevant, specific documentation from a medical professional regarding the existing limitations.

In the event of a temporary disability, the special accommodations may be arranged for a specific period of time.

Health Services

The Student Health Office is primarily for the health care of students. However, staff members may receive limited medical services when they are injured or sick at work. Call (870)460-1051 for information.

Intramural Program

There is an intramural program at the University of Arkansas at Monticello. Some of the activities include football, basketball, softball, tennis, etc. The program is open to faculty, staff, and students. Call (870)460-1046 for information.

Entertainment

All University employees and their immediate families have access to University-sponsored events on campus. Events sponsored by the Student Activity Board (SAB) are open to University employees and their immediate families.

Credit Union

Members of the faculty and staff are eligible for membership in the Arkansas Superior Federal Credit Union. The credit union offers both savings and loan services. The Arkansas Superior Federal Credit Union has a branch location in Monticello and Warren.

SECTION XII – AUTHORITATIVE SOURCES

The sources listed below contributed to the development of this Handbook:

Board of Trustees Policies

The Board of Trustees has legal control and responsibility for the functions of the University of Arkansas. Its composition is governed by provisions in the Arkansas Constitution, Amendment 33, and by certain Arkansas Statutes. It is a body corporate and politic. Because of its vested responsibility and authority, the Board provides administrative procedures and direction through issuance of Board Policies.

UA Systemwide Policies and Procedures

Instituted by the President's Office with the purpose of providing guidance and direction to campuses regarding certain administrative subjects. This may include guidance related to existing Board of Trustees Policies and other guidance that cannot be appropriately addressed in Board policy.

UAM Operating Procedures

The University of Arkansas at Monticello is governed by the University of Arkansas Board of Trustees and its policies. An increasing number of regulations generated both internally and externally have significant impact on the daily operations of the University of Arkansas at Monticello. For this reason, the UAM Operating Procedures will serve as the campus' vehicle for standardizing campus operations within board, state, and federal regulations.

Specific objectives of the Operating Procedures system are: (1) to standardize dissemination of local policies and procedures; (2) to provide a means of rapid identification of specific instructions for all personnel; (3) to provide periodic updating or cancellation of procedures; and (4) to provide continuity of instructions even though personnel assignments change.

Operating Procedures are discussed and formulated by the Executive Council and issued by the office of the Chancellor or his designee. Any faculty or staff member may propose a new procedure or a modification through the appropriate Executive Council representative. All Operating Procedures will be reviewed by the Executive Council, and any revisions will be issued periodically when major changes in university policy or state or federal regulations require it.

Current University Operating Procedures are available under Resources/Finance and Administration of the UAM home page at:

<https://www.uamont.edu/Fin-Admin/operating-procedures.html>

Other Authorities

Other authorities have been used in developing the Staff Handbook, such as Governor's Directives and various memoranda from state administrative offices. In addition, excerpts from the Executive Council minutes have been incorporated into the Handbook.