

*staff* **HANDBOOK**  
THE UNIVERSITY OF ALABAMA



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## Foreword

This handbook is written specifically for staff employees. It is designed to provide information about The University of Alabama and to serve as a useful source of reference in regard to employment practices and procedures and general workplace information.

This handbook contains information, policies, and/or policy overviews, which are current as of the listed revision date and supercede any previously issued handbooks. Since some policies and practices change periodically, the University reserves the right to change, eliminate and supplement human resource policies as deemed necessary to meet the business needs of the University.

A detailed Human Resource Policy Manual is also available for your reference in the office of your department head, on the Human Resource website (<http://bama.ua.edu/~hr>) and in the Department of Human Resources.

This handbook is not the only document containing personnel-related and other policies of The University of Alabama. Approved policies are published in other handbooks and manuals such as The University of Alabama Faculty Handbook and the Human Resource Policy Manual. In addition, departmental policies, procedures or guidelines may exist. If further clarification or information is needed concerning a specific policy, contact your supervisor and/or the Department of Human Resources.

Although this handbook intends to reflect current policies or rules of The Board of Trustees of The University of Alabama, users are cautioned that changes or additions to such policies or rules referred to or incorporated herein may have become effective since the publication of this material. In the event of such a conflict, the current statements of Board policy contained in the official minutes and manual of rules, bylaws and guidelines shall prevail.

Neither the policies contained herein nor any other communications made by a management representative, either written or oral, made at the time of hire or during the course of employment are intended in any way to create an employment contract or alter the at-will status of employees.

If you have questions concerning interpretations of the policies contained in this handbook, please contact the Department of Human Resources at 348-6690.

## About The University of Alabama

Since its founding in 1831 in Tuscaloosa as the first public university in the state, The University of Alabama has been committed to providing the best, most complete education possible for its students. Our commitment to that goal means that as times change, we sharpen our focus and methods to keep our graduates competitive in their fields. By offering outstanding teaching in a solid core curriculum enhanced by multimedia classrooms and campus-wide computer labs, The University of Alabama keeps its focus on the future while maintaining a traditional college atmosphere. Extensive international study opportunities, internship programs, and cooperative education placements help our students prepare for successful futures.

The 253 buildings on our 1,000-acre campus include four original structures that survived the 1865 burning of the University by Union troops. One of those, the observatory where F.A.P. Barnard pioneered the study of astronomy in Alabama, now houses a lab for the Computer-Based Honors Program, in which undergraduate students apply computer technology to research across the curriculum. The span of the University's history and its trajectory into the future are also embodied in the University Libraries, Museums, and Special Collections, 11 facilities in which artifacts of the past and breaking information technology combine as resources for students, scholars, and the public.

The University of Alabama includes the following colleges and schools:

- College of Arts and Sciences
- Culverhouse College of Commerce and Business Administration
- College of Communication and Information Sciences
- College of Community Health Sciences
- College of Continuing Studies
- College of Education
- College of Engineering
- Graduate School
- Honors College
- College of Human Environmental Sciences
- School of Law
- Capstone College of Nursing
- School of Social Work

Offering 223 degrees in over 160 fields of study, the University gives its students a wide range of choices and offers courses of study at the bachelor's, master's, specialist, and doctoral levels.

## **GENERAL EMPLOYMENT POLICIES**

### **Employment At Will**

The State of Alabama is an employment at-will state. This handbook should not be construed as, and does not constitute an offer of employment for any specific duration, nor is it intended to state any terms of employment. Although it is desirable for employees to have a long term employment relationship with the University, either the employee or the University may terminate the relationship at any time, for any reason, with or without notice.

### **An Equal Employment Opportunity Workplace**

The University of Alabama is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, national origin, sex, age, covered disability, citizenship, veteran status, or any other protected status recognized by federal or state law.

The University complies with all applicable nondiscrimination and affirmative action provisions of the Civil Rights Act of 1964, Executive Order 11246, the Education Amendments of 1972, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Pregnancy Discrimination Act of 1978, the Immigration Reform and Control Act of 1986, the Americans with Disabilities Act of 1990, and the Family and Medical Leave Act of 1993.

Inquiries may be directed to the University's Department of Human Resources, Rose Administration Building, Box 870126, 348-6690, or to the Office of Equal Opportunity Programs, Rose Administration Building, Box 870300, 348-5855.

### **Commitment to Cultural Diversity**

The University of Alabama is comprised of individuals of diverse racial, ethnic and cultural backgrounds, national origins, religious and political beliefs, ages, and physical abilities. The University welcomes this diversity and is committed to maintaining a supportive learning and working environment for all persons. Accordingly, the University supports policies, programs, events, and co-curricular activities that enhance awareness and appreciation of cultural and individual diversity, promote community, and encourage full participation of all members and groups in every aspect of University life.

### **Harassment is Prohibited**

The University of Alabama attaches great value to freedom of speech and open debate, but it also attaches great importance to the principles of civility and respect that govern an academic community. Unlawful harassment or other illegal discrimination against protected individuals or groups of a protected status not only is against the law, but also is inconsistent with the values and ideals of the University and against University policy. Individuals who participate in harassment directed against a person or group because of their protected status or in illegal discrimination are subject to disciplinary action.

The University of Alabama is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the workplace and students can engage fully in the learning process. Toward this end, all members of the University community (including faculty, staff and students) must understand that harassment as defined herein will not be tolerated. Harassment is defined as unwelcome conduct, whether verbal, written, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental disability, or other protected status. The University will not tolerate harassing conduct that affects tangible job or education benefits, that interferes unreasonably with an individual's work or academic performance, or that creates an intimidating, hostile, demeaning, or offensive working or learning environment.

In determining whether alleged harassing conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the sensitivity or reaction of a particular individual. Employees are encouraged to participate in training resources on harassment available through the Human Resource Department and complete the on-line tutorial Preventing Sexual Harassment at <http://newmedialearning.com/psh/ua>.

### **Reporting of Unlawful Harassment Allegations**

Persons who believe they have been victims of unlawful harassment or other illegal discrimination should report the incident(s) immediately to the designated Harassment Resource Person for their department/division or to the Department of Human Resources. The name and location of the designated Harassment Resource Person can be obtained online from the Office of Equal Opportunity Programs website at <http://eop.ua.edu/designatedpersons.html> or from the Office of Equal Opportunity Programs.

Persons who believe for any reason that they cannot effectively communicate their concern through any of these channels may consult the University Compliance Officer in the Office of Equal Opportunity Programs.

Persons who are victims of sexual assault or sexual harassment may also seek advice and referral from the University's Women's Resource Center; however, the Women's Center neither receives formal complaints nor conducts investigations.

### **Confidentiality**

The University will make reasonable efforts consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the complainant and the accused are treated fairly. Information about individual complaints and their disposition is considered confidential and will be shared only on a need to know basis.

### **Assurance Against Retaliation**

This policy seeks to encourage students, faculty, and other employees to express freely, responsibly, and in an orderly way opinions and feelings about any problem or complaint of unlawful harassment or other illegal discrimination.

Retaliation against persons who report or provide information about unlawful harassment or behavior that might constitute unlawful harassment or other illegal discrimination is also strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by a University employee or by one acting on behalf of the University, violates this policy and will result in appropriate disciplinary action.

This policy shall not, however, be used to bring frivolous or malicious complaints against students, faculty and other employees. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action may be taken against the person bringing the complaint.

### **Drug-Free Workplace**

Members of the entire University community have the right to pursue their individual and collective goals in a safe and healthy educational and work environment that is free from the effects of alcohol and drug abuse. Alcohol and drug abuse adversely affect the University and the University's pursuit of its goals. Every member of the University community is responsible for his or her individual problems of any substance abuse (alcohol, drug, and any other detrimental substance).

All members of the University community have a personal responsibility to adhere to all applicable federal, state and local laws. The Drug-Free Campus and Work Place Policy is applicable to all members of the University community including all full and part-time students; all full and part-time employees, including faculty, administration, all exempt and non-exempt staff, and all student employees and interns.

The Drug-Free Campus and Work Place Policy is applicable to behavior that occurs on the University campus, University owned or controlled property, while on assignment for the University and at University sponsored or supervised activities.

It is the responsibility of the employee to periodically review Human Resource policies for any updated efforts to maintain a drug-free campus. Refer to the UA website at <http://policies.ua.edu/drugfree.html> for a complete version of the Drug-Free Campus and Work Place policy.

## **EMPLOYMENT CATEGORIES**

For purposes of determining eligibility for benefits, all positions are classified as regular full-time, regular part-time, temporary full-time, temporary part-time or contingent/on-call. Before an employee changes from one employment status to another, the Department of Human Resources must be contacted and appropriate procedures must be followed.

The following paragraphs describe the employment status categories of staff positions. The chart at the end of this handbook summarizes the benefits eligibility of each employment category.

**Regular Full-time** – These are positions of 1.0 full-time equivalency (FTE), which require incumbents to regularly work 38.75 to 40 hours per week. Based on business requirements and available monies, there is a reasonable expectation of continued funding for these positions. Such employees are eligible for full benefits and privileges of employment.

**Regular Part-time** – These are positions of at least .5 FTE but less than 1.0 FTE, which require incumbents to regularly work a minimum of approximately 20 hours per week. Based on business requirements and available monies, there is a reasonable expectation of continued funding for these positions. Such employees do not participate in the UA Paid Life Insurance, Accidental Death & Dismemberment Insurance, Long Term Disability Insurance or the TIAA-CREF matching contribution. Annual leave, sick leave, holiday pay and tuition assistance are prorated.

**Temporary Full-time** – These are positions of 1.0 FTE, which require incumbents to regularly work 38.75 to 40 hours per week. Appointments to these positions have an expected termination date of less than one year from the initial date of employment. Such positions are not eligible for benefits.

**Temporary Part-time** – These are positions of at least .5 FTE but less than 1.0 FTE, which require incumbents to regularly work a minimum of approximately 20 hours per week. Appointments to these positions have an expected termination date of less than one year from the initial date of employment. Such positions are not eligible for benefits.

**Contingent/On-Call** – These are positions which require incumbents to work schedules of no particular hours or duration. Employees who occupy these positions may also be expected to work an on-going but irregular schedule OR to work short-term temporary schedules OR to work on-call. Such positions are not eligible for benefits.

Contingent/On-Call employees may work any other schedule not meeting the requirements established above for regular or temporary employment categories.

## **GETTING STARTED**

### **New Employee Orientation**

New staff employees are introduced to The University of Alabama through the New Employee Orientation Program presented by Human Resource Development and the Benefits Office. Participation in the program should be scheduled as soon as possible after employment and new employees are required to complete the orientation and benefits' sessions within 30 days of their hire date. If employees do not make election for certain benefit coverage within the first 30 days of employment, they may not be allowed to enroll or elect coverage under the benefit until the next annual open enrollment period.

New Employee Orientation Program is a two day program consisting of a general orientation session that includes an overview of the campus, a description of expectations for the employee and information regarding Human Resource policies and procedures and a benefits enrollment session that includes the opportunity to be introduced to, and enroll in applicable benefits.

Current employees with a change in employment status (such as changing from temporary to regular) must attend orientation as soon as possible within 30 days following the date of their change of status.

## **Information Available in Departments or Work Units**

Departmental supervisors or managers will provide specific information such as work assignments, work hours, and departmental policies.

Every effort is made in this handbook to anticipate questions and provide necessary information. However, special problems, particular situations or questions about university policies and procedures, which are not covered in this handbook, may be encountered. When such occasions arise the employee should discuss them with their supervisor, the department head or a member of the Human Resource staff.

## **BENEFITS OF WORKING AT THE UNIVERSITY**

### **Insurance Benefits**

The University of Alabama makes available a number of insurance related benefits for its employees. Some of those benefits are health, dental, vision, flexible spending accounts (BAMAFLEX), life insurance, accidental death & dismemberment, and long-term disability. This list of benefits should not be considered all-inclusive. These and other benefits are explained during the New Employee Orientation Program and opportunity is provided to ask questions about and to enroll in applicable benefits. The Benefits Office maintains up-to-date information about benefit programs on The Department of Human Resource website.

The initial enrollment period for benefits is the first 30 days of employment at the University. If the employee does not elect certain benefit coverage during the first 30 days of employment they may not be allowed to enroll or elect coverage under the benefit until the next annual open enrollment period. Contact the Benefits Office for details on electing benefit coverage. Major life events, including but not limited to, changes in marital status, birth, adoption or other additions or changes in the number of employee dependents may require making changes to benefits within 30 days of the life event.

### **Retirement Plan**

Regular full-time and regular part-time employees participate in the State of Alabama Teachers' Retirement System. Participation is mandatory. Employees must contribute five percent (5%) of their salary to provide for retirement benefits.

Employees may retire at age 60 with ten (10) years of credited service or may retire at any age with 25 years of credited service. For more information please contact the Benefits Office.

### **Voluntary Tax Deferred Annuity Plans**

TIAA/CREF is a retirement program sponsored by the University for its regular full-time and regular part-time employees. The University matches contributions of regular full-time exempt employees up to a maximum of five percent (5%) of salary.

The University makes available several 403-B retirement plans, e.g. VALIC. Retirement Systems of Alabama also offers a 457, deferred compensation plan, known as RSA-1. These plans are not

eligible for matching funds by The University of Alabama. The Benefits Office maintains a current list of these plans and can assist employees with enrollment.

## **Holidays**

Normal business operations of The University of Alabama will be suspended on holidays that are approved by the President and published annually by the Department of Human Resources.

Regular full-time and regular part-time employees who are not required to work will be excused on such holidays without charge to leave or loss of pay. In the event staff employees are required to work on a holiday, they will be paid or given time off in accordance with current UA policy.

The University observes the following holidays:

- Christmas/New Year: University operations close at the end of the last workday before Christmas Eve. Operations normally resume on the workday following New Year's Day.
- Martin Luther King, Jr. Birthday: Third Monday in January.
- Spring Holidays: Scheduled at the time of the academic Spring Break.
- Independence Day: July 4 (or the closest workday thereto).
- Labor Day: First Monday in September.
- Thanksgiving: Thanksgiving Day and the Friday following.

Because dates of the holidays vary from year to year, the Department of Human Resources posts the annual schedule of holidays on their website each year. Copies of the schedule are also available from the Department of Human Resources.

## **Eligibility For Holiday Pay**

Regular full-time and regular part-time staff are paid for holidays at their regular rates. Qualified staff are eligible to receive holiday pay from the first day of their employment. Employees must be present at work (or be on previously approved paid leave) on the workday before and the workday after a holiday period in order to be eligible for holiday pay.

EXCEPTIONS: (1) Retirees whose retirements become effective during a holiday period may receive holiday pay for the day(s) preceding the effective date of retirement, and (2) employees do not receive holiday pay during a period of on-the-job injury pay.

Regular part-time employees receive prorated holiday pay.

Employees in an unpaid leave status are not eligible to receive holiday pay for holidays that occur during the unpaid leave of absence.

## **Annual Leave (Vacation)**

Department heads and supervisors are responsible for scheduling and approving annual leave of their staff prior to actual absences. Every effort will be made to schedule leave as requested by the employee. In scheduling leave, however, the effective continuation of the normal work routine will be the primary consideration. Supervisors, managers, or department heads will make the final

determination regarding whether or not an employee’s annual leave may be taken at the time requested by the employee. A recognized holiday which occurs during an employee’s vacation will not be charged to annual leave time.

Neither annual leave nor comp time should be taken during the last pay period after a notice of resignation has been given.

**Accrual of Annual Leave**

Staff employees may accrue a maximum of 30 workdays of reimbursable annual leave. Annual leave on record over the maximum of 30 workdays after the last paycheck for the calendar year will be converted to sick leave.

All regular full-time and regular part-time employees who are not exempt from the timekeeping and overtime provisions of the Fair Labor Standards Act, (i.e. paid bi-weekly on an hourly basis) accrue annual leave in proportion to their length of service according to the following tables. The most recent hire date for continuous unbroken service at the University will be used to calculate the length of service for annual leave accrual. With proper approval, accrued annual leave may be taken at anytime after employment.

**ANNUAL LEAVE ACCRUAL FOR NON-EXEMPT EMPLOYEES**

(Based on a 38.75 hour workweek)

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<b>Years of Service</b>	<b>Bi-weekly Accrual</b>	<b>Annual Accrual</b>
0 through 5th year	3.58 hours	93.08 hours
6th year	3.88	100.88
7th year	4.17	108.42
8th year	4.47	116.22
9th year	4.77	124.02
10th and 11th year	5.07	131.82
12th and 13th year	5.37	139.62
14th and 15th year	5.67	147.42
16th and 17th year	5.96	154.96
18th and 19th year	6.26	162.76
20th and above	6.56	170.56

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## ANNUAL LEAVE ACCRUAL FOR NON-EXEMPT EMPLOYEES

(Based on a 40-hour workweek)

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Years of Service	Bi-weekly Accrual	Annual Accrual
0 through 5th year	3.70 hours	96.20 hours
6th year	4.00	104.00
7th year	4.30	111.80
8th year	4.62	120.12
9th year	4.92	127.92
10th and 11th year	5.23	135.98
12th and 13th year	5.54	144.04
14th and 15th year	5.85	152.10
16th and 17th year	6.15	159.90
18th and 19th year	6.46	167.96
20th and above	6.77	176.02

Eligible employees accrue annual leave based on paid hours reported on timesheets, excluding extra-straight, overtime hours and 66 2/3% of OJI pay.

Exempt (monthly-paid) employees are given a more liberal annual leave allowance in recognition of the fact that they are not paid overtime and are not eligible for compensatory time. Regular full-time exempt staff accrue annual leave at the rate of 1.833 days for each month worked, which equates to 22 days per year. Exempt staff in this employment category must be in a paid status for 15 or more days during a calendar month to accrue annual leave for that month. Exempt staff who are in a paid status for fewer than 15 days in a calendar month do not accrue annual leave for that month.

Regular part-time exempt staff members accrue annual leave prorated on the basis of their FTE (full-time equivalency).

### **Unused Annual Leave**

Employees who terminate after six months of active employment with the University shall be paid for all accumulated and unused annual leave up to 30 days at the employees' current rate of pay based on FTE.

### **Sick Leave**

Regular full-time and regular part-time staff who have sufficient accruals of sick leave will be paid for authorized absences resulting from sickness or injury.

### **Accrual of Sick Leave**

Regular full-time and regular part-time non-exempt (hourly) staff accrue sick leave based on paid hours reported on timesheets, excluding extra-straight, overtime hours and 66 2/3% OJI pay. This hourly accrual for regular full-time employment equates to one (1) workday per month.

Regular full-time exempt staff accrue sick leave at the rate of one (1) workday for each month worked. Regular part-time exempt staff accrue sick leave prorated on the basis of their FTE (full-time equivalency).

Exempt staff must be in a paid status for fifteen or more days of a calendar month to accrue sick leave. Staff who are in a paid status for fewer than 15 days in a calendar month do not accrue sick leave for that month.

Sick leave accruals cease after the first five (5) weeks of OJI disability pay.

There is no maximum accrual of the number of days of sick leave that may be accumulated. Sick leave may be used as credit for retirement.

### **Transfer of Sick Leave**

Transfer of accrued sick leave from other participating (Teachers' Retirement System) approved state institutions and agencies is accepted and will be added to the employee's accrued sick leave balance. The institution from which the employee transfers must certify and provide documentation for the transferred sick leave balance to the University. After transfer, the accrual rate of sick leave according to University policy will apply to the transferred employee. This policy does not apply where a break in service has occurred as part of the transfer.

### **Use of Sick Leave**

Sick leave is not an earned right, but a privilege, and should be taken only for reasons provided in this policy. Employees must report an absence for sick leave to their supervisor prior to the absence or at the earliest opportunity, giving the reason for the absence and the expected date of return. In addition, some departments may have specific guidelines regarding sick leave. If this is the case, the departmental guidelines should be followed. Employees may be required to provide documentation for absences.

Eligible employees may be granted sick leave when they:

- Are unable to perform their duties because of personal illness or injury
- Must attend to the serious illness of relatives who reside in the immediate household
- Must attend to the serious illness of their parents (including current step-parents or legal guardians)
- Must obtain health-related professional services that cannot be obtained after regular working hours

When conditions within the work unit dictate the necessity, the supervisor may require an employee to reschedule an appointment.

Holidays or administrative leaves which occur during paid sick or annual leave will be charged to holiday or administrative leave, not to sick or annual leave. If the University is closed for emergency purposes, such as inclement weather, during the time sick or annual leave is being used, those days will also be charged to administrative leave.

## **Extended Sick Leave for Exempt Staff**

If prolonged serious illness occurs to an exempt employee whose accrued sick and annual leave are exhausted, extended sick leave with pay may be granted for up to six (6) months provided the duties of the absent member can be covered through reassignment. The President or his designee must grant approval for extended sick leave.

Extended sick leave with pay may not exceed a total of six (6) months, regardless of the number of incidents during an individual's employment.

## **Abuse of Sick Leave**

Supervisors who have concerns regarding sick leave use or who suspect abuse of sick leave privileges may require evidence of illness or injury in the form of a medical certificate or statement from a physician for all sick leave absences.

Abuse of sick leave is grounds for disciplinary action.

## **Unused Sick Leave Upon Separation**

Non-exempt staff who leave the University after five (5) continuous years of sick leave accruing service at The University of Alabama are eligible to receive one-half pay of current rate of pay for each day (up to 120 days) of accrued and unused sick leave. Sick leave may be accrued beyond 120 days but will not be subject to payment upon termination. Payment may also be made at the death of the employee or upon retirement in the State Teachers' Retirement System.

Payment to non-exempt staff of one-half pay for all eligible days of accrued, unused sick leave in a prior separation is considered full pay for those sick leave days.

Non-exempt staff who leave the University with less than five (5) continuous years of service at The University of Alabama may have the sick leave restored if reemployment occurs within two (2) years of the date of termination and the position to which the employee is reinstated is eligible for sick leave benefits. Non-exempt staff who leave UA employment with less than five (5) continuous years of sick leave accruing service at The University of Alabama will not be paid for accrued sick leave.

When a non-exempt staff transfers to a position of exempt status, all sick leave will be transferred and must be used or taken as retirement credit and will not be subject to payment upon separation.

Exempt staff who leave the University with a sick leave balance may have the leave restored if reemployment occurs within two (2) years of the date of termination and the position to which the employee is reinstated is eligible for sick leave benefits. Exempt staff will not be paid for accrued sick leave upon separation.

Exempt and non-exempt staff who leave the University with sick leave may transfer the leave to participating approved state agencies and institutions.

Retiring employees may apply their full sick leave credits as retirement service credit. Contact the Benefits Office for details.

## **Family and Medical Leave**

Employees who meet eligibility criteria may take up to 12 weeks of Family and Medical Leave (FML) within any 12 month rolling period and be restored to the same or to an equivalent position upon their return. Eligibility criteria are: (1) must have been employed by The University of Alabama for at least six (6) months and must have completed 625 worked hours in the past six months OR must have worked 1250 hours in the past 12 months; and (2) must have completed the appropriate Family and Medical Leave application process.

This policy meets the requirements of the Family and Medical Leave Act of 1993.

## **Military Leave**

All staff who are active members of the Alabama National Guard or of any other reserve component of the Armed Forces of the United States are eligible for a military leave of absence for performance of military duty.

Employees must provide notice upon receiving an assignment for military service prior to departure. In addition, the staff member must comply with the current provisions of the law in regards to notification of return to work.

Employees should consult with their supervisor or refer to the Human Resource website for complete details pertaining to leave of absence policies as leave situations arise.

## **Administrative Leave:**

Regular full-time employees and regular part-time employees will be placed on administrative leave and excused without loss of pay, based on their eligibility, for the reasons listed after meeting certain conditions. If any of the following administrative leaves fall within annual or sick leave, they will be taken as administrative leave and not charged against annual or sick leave. If any of the conditions listed fall within a leave of absence without pay or within 66 2/3% OJI pay, they will not be paid as administrative leave.

### **• Jury Duty**

The University will provide time off with pay from regularly scheduled work hours for the day or days an employee is required to serve on jury duty. The juror is required to return to work after he or she is finally discharged for all service or is released from service for a particular day by the court. In order to receive pay, proper documentation of time actually served must be provided. Staff should notify their supervisor of impending jury duty as soon as they receive notice to serve. A copy of the notice must be provided.

### **• Witness Summons**

If employees are subpoenaed to serve as witnesses in court and are called to the court during their regular shift, they will be paid for the time they are scheduled to work and are actively serving as witnesses. Proper documentation of time for court appearances must be provided.

Employees who appear as witnesses on their own behalf, either as plaintiffs or defendants, are not entitled to administrative leave. They may request annual leave for this purpose.

- **Voting**

Time off with pay to vote in primary and general elections is not normally necessary. Voting hours are such that employees may vote either before or after work. If for some reason this is not possible, a request may be made to the supervisor for permission to arrive late to work or to leave early for the purpose of voting. Supervisors will determine whether this request may be approved based on the particular situation.

- **Campus Closings (Emergency and Weather)**

In the event the University is forced to close due to inclement weather, natural disasters, power outages, or other uncontrollable circumstances, administrative leave may be granted. If, however, the University remains open during these times, employees are expected to report to work as usual. Employees who do not report to work when the University remains open during these times and who want to be paid must use appropriate leave to offset their absence.

The University recognizes that some employees may have greater problems than others in reporting to work during these times. In all such cases, employees who wish to be paid for absences must make requests for leave as soon as practicable through their supervisor.

- **Funeral Leave**

Upon the death of immediate family members, regular part-time and regular full-time employees may be given up to three (3) workdays of administrative leave, per occurrence, as a result of the death of immediate family members. Regular part-time employees will be paid leave days prorated on their normally scheduled work hours. Funeral leave will not be charged to accrued annual or sick leave.

For purposes of administering this policy, “immediate family” of the employee includes only the following current relationships: spouse, children, step-children, children-in-law, parents, step-parents, parents-in-law, brothers, brothers-in-law, sisters, sisters-in-law, grandparents, grandparents-in-law, and grandchildren. No aunts, uncles, nieces, nephews, cousins or other step relationships are included.

To be eligible for funeral leave, the employee should immediately notify their supervisor or department head of the need to take funeral leave. Upon return to work an official record, obituary notice or other form of documentation may be required to substantiate the request for paid leave. When approving the number of days to be granted for funeral leave, supervisors should take into account the requirements of the work unit.

- **Birthday Leave**

Non-exempt staff are given paid administrative leave on their birthdays. Only regular full-time and regular part-time non-exempt employees are eligible for this benefit.

For a birthday that falls on an off day, supervisors will schedule the leave day either on the preceding workday or the following workday, depending on operational requirements. If operational requirements prevent granting administrative leave on either of these days, such leave should be scheduled within the bi-weekly pay period in which the birthday falls or the leave will be lost.

A birthday that falls within annual leave or sick leave will be taken as administrative leave but not charged against annual or sick leave. For a birthday that falls during a holiday period administrative leave must be scheduled by the supervisor as close to the holiday period as possible.

A birthday that occurs within a leave of absence without pay or within 66 2/3 % OJI pay, will not be paid as a birthday leave day.

### **Leave of Absence for Personal Reasons**

Employees may request to take a personal leave of absence up to 12 weeks within any 12 month period and be restored to the same or equivalent position upon return from leave provided the employee has worked for the University for at least six (6) consecutive months. The request for leave must be made in writing and is subject to the supervisor's approval. It should include the reason(s) for the leave and the beginning and ending dates of the leave. After consultation with Human Resources, if the supervisor approves the request, the leave must be approved before the absence begins. Overstaying a leave of absence without proper notification and approval or seeking and accepting other employment without previous authorization may constitute an automatic resignation and the loss of the right to reinstatement. Exceptions to this policy may be approved by the appropriate Vice President.

Leaves of absence are usually long term and are not interrupted by annual or sick leave. An employee is not required to use accrued leave before taking a leave of absence without pay.

Note: A leave of absence may be requested for up to six (6) months to attend classes at The University of Alabama as a full-time student. If approved, only one such leave may be considered and is subject to the same provisions as other leave of absences.

### **Administrative Sabbatical Leave**

In order to maintain and enhance the professional competence and productivity of the administrative and professional staff, the University makes available the opportunity for exempt staff to apply for sabbatical leave. To be eligible to apply for sabbatical leave, staff members must have completed at least six (6) years of full-time, continuous service with the University and must have developed a well articulated plan for professional, self-improvement activity. Sabbatical leave will be for four-and-one-half months (the equivalent of an academic term) at full pay or nine (9) months at half pay.

Application for sabbatical leave should be made by letter addressed to the immediate supervisor.

### **Educational Benefits**

It is the policy of The University of Alabama to offer educational benefits, special training opportunities, and tuition grants to eligible faculty and staff.

The tuition grant program is concerned only with the payment of tuition. Admission to the University must be obtained in accordance with academic rules.

This tuition benefit applies to The University of Alabama only. The University does not have a reciprocity agreement with The University of Alabama at Birmingham or The University of Alabama in Huntsville.

Course related fees, such as laboratory or engineering equipment fees are not covered by this policy and must be paid by the student.

### **Eligibility For Educational Benefits**

All regular full-time and part-time faculty and staff are eligible to receive educational benefits upon employment.

All retirees, their spouse and eligible dependents maintain eligibility for this benefit if they were eligible for it on the last day of their employment.

Spouses and dependents of eligible faculty and staff are eligible to receive tuition grants after six (6) months of continuous employment of their sponsor.

Even if the family unit has more than one eligible staff or faculty member employed at the University, only one tuition grant per student is awarded.

For a complete educational benefits policy, please refer to the HR Policy Manual located on the Human Resource website (<http://bama.ua.edu/~hr>).

### **Uniforms**

Due to the nature of their work, uniforms will be provided for certain employees. Uniforms are issued to employees who work in areas that are determined to be appropriate. Uniforms are also intended to identify University personnel who work in areas restricted to employees.

Uniforms may include: shirts, dresses, pantsuits, trousers, work shoes, work jackets and name badges.

To be eligible to receive work clothing, regular employees must have completed the introductory period and be in an active pay status.

Retiring or terminating employees who are being paid from accumulated leave balances are not eligible to receive work clothing. Eligible employees who are in any status other than active will be issued appropriate uniforms after they return.

Employees will be notified when they become eligible for uniforms. Employees are required to wear complete uniforms after uniforms are issued. Failure to wear complete uniforms may result in disciplinary action. Employees are expected to maintain and wear uniform items in a clean and neat condition.

## **On-the-Job Injuries and Illnesses**

The University of Alabama endeavors to protect its employees from undue financial hardship resulting from job-related injuries or disabilities that occur while following common safety practices. In order for the University to provide on-the-job injury benefits the following procedures should be followed:

### **• Reporting of Injuries and Illnesses**

All on-the-job injuries or illnesses (hereinafter referred to as OJI), regardless of their severity, should be reported immediately to the employee's supervisor. Supervisors should determine the circumstances of the claimed OJI and if approved, prepare and submit the Departmental Report of Injury (OJI form) to the Risk Management Office within two (2) working days of the injury.

As a means of providing prompt medical attention for injured employees, the facilities of the University Medical Center, when the University is in session, are available for limited outpatient emergency care at no cost to the employee. Injured employees are required to use the services of the University Medical Center except for extensive and major injuries that require a greater degree of care than the University Medical Center can provide. Such cases should be referred immediately and directly to DCH Regional Medical Center Emergency Department. Also, if the University Medical Center is closed at the time of the injury the employee should go directly to DCH Regional Medical Center Emergency Department.

### **• Initial Medical Treatment**

University employees who suffer an OJI should report immediately or be taken to the University Medical Center; however, when the nature of the OJI permits, employees should notify their supervisors prior to reporting for treatment or as soon as possible.

An injured employee has two (2) working days to report the injury and seek medical treatment at University Medical Center or the employee may lose the right to file an OJI claim.

The medical treatment facility is required to identify the injured person as a University employee. Therefore, employees must present a form of University identification when they are treated for an OJI.

The attending University Medical Center physician will determine if an injured employee should be referred to an outside specialist. When/if an employee is referred outside University Medical Center for treatment by a specialist, the employee must continue treatment with that specialist until he/she is released. University Medical Center physicians cannot resume treatment begun by outside physicians.

The University reserves the right to refer any claim for benefits to the State Board of Adjustment. Any claim for benefits filed with the State Board of Adjustment as mentioned throughout this policy is subject to the statute of limitations designated by that agency.

## • Documentation of the Injury

The department must document an employee's OJI. If the supervisor has not previously completed the OJI form, it should be completed by the University Medical Center when the employee checks in for treatment or as soon as possible. One copy of the OJI form should be forwarded to the Risk Management Office as soon as possible.

If the OJI of an employee requires special or extensive medical treatment, the employee should be referred or carried directly to the DCH Regional Medical Center Emergency Department. In these cases, supervisors should prepare and submit the OJI form to the Risk Management Office as soon as possible.

Supervisors are expected to sign OJI forms whether completed in advance or after treatment is received. Those forms without the supervisor's signature will be returned to the supervisor for signature.

Depending on the severity of the injury, it may be necessary for the supervisor to make a statement or take statements from witnesses of the OJI accident or injury.

## • Follow Up Medical Care for OJI(s)

Employees who are involved in an OJI and receive medical treatment must follow the orders of the assigned physician. After initial care, the University Medical Center may decide to refer an employee to an outside specialist. Only those physicians who are authorized by the University Medical Center physician for follow-up care will be paid under this policy. Employees must not seek medical attention for treatment of an OJI from their private/family physician. If private medical attention is sought for an OJI, the employee may not be covered under the University's OJI policy.

Refer to the HR Policy Manual on the Human Resource website (<http://bama.ua.edu/~hr>) or contact Risk Management for a complete OJI policy.

## **OTHER SERVICES AVAILABLE TO EMPLOYEES**

### **Action Card**

The Action Card is the official University employee identification card. The employee will use the card for access to:

- University Libraries
- University E-mail account
- University Recreational Facilities Access (for services purchased directly from University Recreation)
- Bama Cash debit account (optional)

Bama Cash is an optional account, which, once established with a deposit of funds, allows faculty and staff to make purchases at a wide variety of on and off-campus locations. On-campus

locations that accept Bama Cash include food services, vending machines, bookstores, copiers and printers, and parking decks. Off campus locations that accept Bama Cash include restaurants, pizza delivery, bookstores, yogurt and ice cream shops, convenience stores, coffee shops, beauty and tanning salons, gas stations, automotive services, florists, gifts and accessories stores, pharmacies, grocery stores, mail services, music stores, and video/DVD rentals.

For details visit the Action Card website at <http://actcard.ua.edu> or contact the Action Card Office at 348-2288.

### **Staff Parking**

All staff employees who drive to work must register their vehicles upon employment and during the registration period of August of each year. This may be accomplished at the Transportation Services office located in the Student Services Center or through the mail. All staff will receive the appropriate parking permit upon vehicle registration. For more complete details regarding parking permits, contact Transportation Services. Parking fees vary according to the tag assigned and are handled as a pre-tax payroll deduction.

### **Employee Recognition and Service Awards**

The University of Alabama recognizes service rendered by its employees and realizes the value of skills, knowledge and judgment that comes from years of experience. In recognition of this, service awards are presented to staff to commemorate certain milestones in their careers. The first award is presented upon completion of five (5) years of service, with additional service awards on completion of each subsequent five-year period. For purposes of computing service award eligibility the service date is the date of hire for the most recent period of continuous service.

In addition to the Service Appreciation Award Program, The Department of Human Resources is responsible for administering the following recognition and award programs.

- Crimson Spirit Award
- Dr. Minnie C. Miles Endowed Excellence Award
- E. Roger Sayers Distinguished Service Award
- Sam S. May Commitment to Service Award
- Vergil Parks McKinley Sr. Award
- Bravo! Cards
- Thank You Dining Cards

For more information and nomination forms, see the Human Resource website at <http://bama.ua.edu/~hr> or contact Human Resource Development, Rose Administration Building, Box 870184, 348-7125.

### **Employee Assistance Program (EAP)**

The Employee Assistance Program (EAP) provides an option for coping more effectively with the anxieties of life. Through EAP, the University offers services which assist in dealing with problems affecting employees, their families or their job performance. The EAP offers free assessment, short-term counseling and referral services. Services cover such areas as marital and relational, parent-child, substance abuse, and financial counseling among others.

Information regarding counseling sessions is not a part of an employee's personnel file. Every individual's right to privacy is protected within state and federal guidelines.

Employees who wish to voluntarily enter and participate in an approved alcohol or drug rehabilitation treatment program may contact the University's Department of Human Resources or may contact the EAP directly. Employees will not be terminated for self-reporting problems with substance abuse and the successful participation in a rehabilitation program; however, ongoing problems with performance, attendance, or behavior may result in appropriate disciplinary action.

## **PAY POLICIES AND PRACTICES**

### **Payroll Schedules**

Information regarding payroll schedules, calendars, deadlines for payroll submission, forms, frequently asked questions, and payroll help lines are listed on the Human Resource website at <http://bama.ua.edu/~hr/payroll>.

### **Work Schedules and Timekeeping**

In general, the hours of work for those colleges, schools and divisions not required to operate during the evening are 8:00 a.m. to 4:45 or 5:00 p.m. Therefore, office, clerical and technical employees generally have a standard 7.75 or 8.00 hour workday and a 38.75 or 40 hour workweek with a one-hour lunch break, which is not paid.

The establishment of schedules within the workweek is the responsibility of supervisors, deans, directors and other administrative officials, who must consider their operational requirements.

The employee and their supervisor must sign employee time sheets. Time sheets must be returned to the Payroll Office no later than 12:00 noon each Friday before the pay period end date.

An hourly paid employee should not start working before the beginning of the scheduled shift, nor continue working beyond the ending of the scheduled shift without management's approval. Also, an hourly paid employee should not be allowed to continue working while having a lunch break without management's prior approval.

All hours worked or leave taken in a workweek must be recorded in that workweek. The University's workweek is from 12:01 a.m. Sunday through 12:00 midnight Saturday.

### **Overtime**

When it becomes necessary for overtime to be worked, department supervisors will determine the specific work to be performed and the personnel needed for the work. Employees should be offered overtime in a manner consistent with the past practice of the department. If offers for overtime are declined, supervisors may require overtime assignments.

The overtime rate of time and one-half of the employee's regular rate applies to non-exempt staff when all hours worked exceed 40 hours during a workweek. Neither the employee nor the University may waive their rights and obligations under the Fair Labor Standards Act or agree to pay less than the required overtime rate. Specific details regarding payment of overtime will be governed by the University's current overtime policies.

### **Compensatory Time**

In lieu of actual payment for overtime to non-exempt staff, the University may offer compensatory time off (hereafter referred to as comp time), which may be taken at a later date by the employee. Comp time is subject to the following provisions:

1. Comp time must be credited to the employee at the rate of time and one-half. i.e. for each hour of overtime worked, one and one-half hours of comp time must be credited.
2. All overtime hours worked, after comp time has reached 240 hours, must be paid at the rate of time and one-half.
3. Comp time off should be scheduled by supervisors within a reasonable period of time from the date of the employee's request.
4. Upon termination or retirement, comp time must be paid in a lump sum and may not be used as creditable service or in adjusting the last day worked by an employee.
5. University departments may choose to allow non-exempt, hourly paid employees to accrue and use compensatory time off in lieu of pay for overtime hours worked. The business needs of departments will dictate the use of compensatory time.

Comp time may be accrued only for overtime actually worked and documented on employee time sheets.

### **Call-Out Time**

When overtime has not been scheduled in advance, and employees are called back to work after their regularly scheduled hours or on their off days, they should be paid a minimum of four (4) hours at their overtime rate for the time actually worked, or the actual overtime hours worked, whichever is greater.

### **Shift Differential**

It is the policy of The University of Alabama to pay a shift differential to non-exempt employees who work evening and night shifts on a regularly scheduled basis. All eligible employees are paid a shift differential rate for the entire shift for work performed on the evening or night shift. Shift differential is paid during all periods of paid leave, such as holidays, sick leave or annual leave.

Shifts are defined as follows for the purpose of applying shift differential rates:

Day shift (first shift) is that shift where 50% or more of the regularly scheduled hours are worked between 6:00 a.m. and 6:00 p.m.

Evening shift (second shift) is that shift where 50% or more of the regularly scheduled hours are worked between 6:00 p.m. and 12:00 midnight.

Night shift (third shift) is that shift where 50% or more of the regularly scheduled hours are worked between midnight and 6:00 a.m.

In any case where the hours are evenly divided (50% on each shift) priority for shift differential rates will be given in the order of (1) night shift, (2) evening shift and (3) day shift. Example: If an eight-hour shift should begin at 2:00 p.m. and end at 10:00 p.m., the appropriate differential rate for the entire shift would be that of the evening shift.

In cases where the regular shift consists of more than eight (8) hours of work, shift differential will be paid if at least four (4) of those hours fall within the night or evening shifts, as specified above; however, in cases where less than half but at least four (4) hours of the shift are worked during nights or evenings, the maximum number of shift differential hours paid will be eight. The only exception to paying more than eight (8) hours at the shift differential rate would be when more than eight (8) hours are actually worked during the night or evening shifts.

### **Breaks and Rest Periods**

It is the responsibility of departmental supervisors to consider operational requirements of departments and to set work hours, lunch breaks and rest periods accordingly. Breaks should not be used to extend the unpaid lunch break or to arrive at work late or leave work early. Breaks are a privilege and are not required by law.

### **Direct Deposit of Pay Checks**

As a condition of employment at The University of Alabama all employees are required to participate in payroll direct deposit. Employees' pay will be deposited each payday into their account of choice at any participating banking institution. Employees who change their account number are required to notify the Payroll Office at least five (5) working days prior to the next pay date. Employees who leave the University must keep their accounts active until they have received their final pay check from the University. For new employees and employees who change their account number, there may be a delay before the deposit is effective.

If information on an established bank account number is not provided, The University will establish a debit account at an approved banking institution for the purpose of direct deposit of payroll checks. Enrollment forms for direct deposit are available from Human Resources or the Human Resource website.

### **Changes In An Employee's Personal Situation**

Any relevant change in an employee's personal information should be reported through an employee's department to the Payroll Office and to the Benefits Office. It is very important that the University maintain accurate information and is provided with updates for certain information. Be aware that some changes can only be made within 30 days of the life event. Changes not made within the 30-day timeframe may result in coverage not being changed until the annual open enrollment period. Examples include but are not limited to:

- Changes in marital status
- Any name change
- Address or telephone change

- Birth, adoption or any addition or change in the number of employee dependents
- Changes in emergency contact information

These types of changes could affect employee benefits or could affect the University's ability to communicate with employees regarding important issues. Employees should notify their supervisor or manager when these types of personal changes occur.

### **Supplemental Compensation for Exempt Employees**

Regular full-time exempt employees may request to perform supplemental compensation activities within the limits set forth by University policy. Employees should discuss questions concerning the supplemental compensation policy with their supervisor before pursuing a supplemental compensation activity.

A form to request approval for supplemental compensation activities can be found at [http://bama.ua.edu/~hr/forms/supplemental\\_pay\\_request.doc](http://bama.ua.edu/~hr/forms/supplemental_pay_request.doc). The divisional vice president in the area where the employee normally works must approve a request for supplemental compensation before an employee begins the supplemental compensation activity. The completed and approved form must be attached to the personnel action form requesting payment.

Supplemental compensation activities must comply with University policy. Employees should consult with their supervisor and/or the Department of Human Resources to ensure that they are in compliance with the policy.

### **Indebtedness and Collection**

It is the policy of The University of Alabama to avoid official involvement in the personal affairs of its staff members. However, the University expects its employees to be financially responsible and to honor their just debts.

Garnishments of wages will be served and answered by the University according to the requirements of the Writ of Garnishment until the garnished sum has been paid to the court in full.

Indebtedness of an employee to the University for which a voluntary repayment plan has not been established will be subject to satisfaction through a payroll deduction process. Prior to implementing such payroll deduction, the University will provide the employee with notice of the amount and duration of such payroll deductions. Indebtedness of an employee to the University may also be satisfied by withholding all or part of any lump sum payment otherwise due to an employee upon separation from the University by retirement, resignation, or termination of employment.

## **GENERAL POLICIES**

### **Management Rights**

The University of Alabama has always sought employee opinions about working conditions, ways and means of getting jobs done better, and other matters of employee interest. From time to time, however, the University, like any other organization, has to make decisions without prior contact

or consultation with its employees. The University must, therefore, maintain exclusive discretion to exercise the customary functions of management including, but not limited to, the discretion to hire, promote, suspend, dismiss, assign, supervise, and discipline employees; to determine the size, organizational structure and composition of the work force; to establish, change and/or abolish policies, procedures, rules, and regulations; to determine and modify job descriptions, job classifications and compensation plans; and to assign duties to employees in accordance with the needs and requirements determined by the University.

### **Introductory Period**

The first six (6) months of employment in a regular employee status is considered an introductory period. During this time period, employees have the opportunity to demonstrate their ability and probability of sustained successful performance. Employees also have the opportunity to assess the suitability of the University as their workplace. Prior to the completion of an employee's introductory period, the supervisor should meet with the employee to review performance and complete an appraisal. Either the supervisor or the employee may terminate the employment relationship with or without notice during the introductory period. Introductory periods may be extended up to 90 days provided sufficient communication and documentation between a supervisor and an employee have occurred during the first (6) six-month period, and Human Resources has been consulted. During the extension period, ongoing counseling sessions should be held between the supervisor and employee.

During an employee's introductory period the employee is considered to be employed on a trial basis and has no right of appeal in the event of termination.

The introductory period is normally served only once for each continuous period of employment, except under the following conditions:

1. If during an employee's introductory period the employee is promoted or transferred to another position, a new (6) six-month introductory period begins with the effective date of the promotion/transfer.
2. If an employee changes from a temporary status to a regular status, the introductory period begins with the effective date of appointment to the regular position.
3. If a non-exempt employee is promoted into an exempt position, an introductory period must be served beginning with the effective date of appointment into the exempt position.

### **Internal Promotional Opportunities**

Standard procedure for filling positions at the University includes a process open to the general public. However, in some cases managers or supervisors may wish to fill positions from within the University. A manager or supervisor who seeks to fill an opening through an internal search or promotion should first make the request to the Department of Human Resources. Regular employees are encouraged to consult with their supervisors or managers when they wish to be considered for internal promotional opportunities.

## **Voluntary and Involuntary Demotions**

A demotion occurs when an employee moves to a position with a lower pay grade.

The University may implement demotions when employees have demonstrated a lack of qualifications for the position held or the inability to perform at an acceptable level. In some cases, lower level positions may not be available, and termination may be required. Demotions to lower level positions may also be requested by the employee.

## **Workforce Reorganization**

The University must determine the priority for retaining academic and non-academic programs and services. The number of positions, the number of personnel, the extent of funding commitment, and other considerations for the continuance of such programs and services are the responsibility and authority of the University.

In the event that a reorganization takes place within a division, the Department of Human Resources will make an earnest effort to assist regular classified employees who are displaced.

## **Minimum Work Age**

The University of Alabama may not employ persons below the age of 16. However, most positions require applicants to be at least age 18.

## **Working with Relatives (Nepotism)**

The employment of qualified relatives or immediate family is permitted as long as such employment does not, in the opinion of the University, create actual conflicts of interest. For purposes of this policy, immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, step relation or any member of the employee's household. The University will use sound judgment in the placement of related employees in accordance with the following guidelines:

Individuals who are related by blood, marriage, adoption, or who reside in the same household are permitted to work in the same department provided no direct reporting of supervisor to subordinate relationship exists. That is, no employee is permitted to work within the chain of command when work responsibilities, salary, hours, career progress, benefits or other terms and conditions of one relative could be influenced by the other relative.

Employees who marry or become part of the same household while employed are treated in accordance with these guidelines. That is, if in the opinion of the University, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practical time.

Any exceptions to this policy require administrative approval.

## **Smoking**

Because of the associated health hazards smoking is prohibited in all buildings.

## **Professional Appearance**

The University recognizes that different applications regarding professional appearance may be necessary depending on the degree of customer contact, nature of work and safety issues. The final decision regarding appropriate professional appearance is the responsibility of management.

Employees are expected to maintain high standards of personal cleanliness and to present a neat, professional appearance at all times. Employees should follow departmental guidelines regarding professional dress standards. Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their coworkers.

If an employee is requested by management to return home to change into acceptable attire, accrued annual leave should be used. If accrued annual leave is not available, the employee will not be paid for the time taken to change clothing and return. Repeated violations of this policy could be cause for disciplinary action.

## **State Vehicle Use**

Any employee of the University, with proper departmental authorization, may be assigned to operate a University owned vehicle on official University business. Personal use of University owned vehicles is strictly prohibited. All persons who operate a University owned vehicle must be 21 years of age and have a valid U.S. driver's license. All persons who operate University owned vehicles or their personal vehicle while on University business must carry proof of insurance in the vehicle, wear seat belts and observe all safety and traffic laws.

If an accident occurs on campus while operating a University owned vehicle, employees should immediately notify their supervisor and the University Police at 348-5454 to report the accident. The University Police will prepare an accident report and forward a copy to the Office of Risk Management. If the accident occurs off campus, employees should immediately notify their supervisor and local law enforcement authorities. Employees involved in accidents while conducting University business will be subject to the guidelines set forth in the University's On-the-Job Injury (OJI) Policy.

University employees, students, and volunteers use their personal vehicles on University business at their own risk. The mileage reimbursement paid to an employee for the use of his/her vehicle is intended to cover expenses such as insurance premiums and deductibles, gasoline, normal wear and tear, etc. If involved in an accident while using your personal vehicle on University business, notify your supervisor as soon as possible after the accident. If third parties have suffered either bodily injury or property damage, your supervisor should notify UA Office of Risk Management for further instructions.

## **University Property**

Property of The University of Alabama, including equipment, supplies, tools, and building materials, may be used for conducting official business of the University. Private or personal use of University property without proper authorization is prohibited.

Departments should contact the Property Control Office for disposition of property which is no longer needed.

## **Safety and Security**

Safety is a continuous activity and an integral part of any job assignment. The University attempts to provide for the safety of staff members by continuous efforts to maintain buildings, grounds and equipment, and by encouraging safe operating practices.

Each employee should also contribute to safety by performing his/her job in the safest manner possible and by reporting to the supervisor any unsafe or dangerous conditions observed. Typical examples of unsafe conditions include slippery floors, improper or defective electrical wiring, careless handling of equipment, defective or broken equipment, and equipment left in such a manner as to be a safety hazard.

## **Campus Violence**

The University of Alabama is committed to maintaining the University community as an orderly and attractive place for work and study, free from all forms of violence. The University is committed to maintaining a strict policy that prohibits acts of violence.

Refer to the Human Resource Policy Manual on the Human Resource website for a more comprehensive Campus Violence Policy.

## **Fire Prevention**

The importance of fire prevention in all areas cannot be overemphasized. Carelessness and thoughtlessness are the two main reasons for fire disasters. Fire hazards or suspected fire conditions observed by an employee should be reported immediately to the Environmental Health and Safety Department (348-5905). Examples of hazards that should be reported are:

- Flammable liquids or materials left uncovered after use or improperly stored
- Accumulations of paper, oily rags, etc. in storage or other enclosed areas
- Defective wiring or electrical devices
- Use of wastepaper baskets for cigarette, cigar or pipe ashes (in designated smoking or other areas)
- Fire doors left open

The University has established fire prevention and evacuation plans to protect employees and other personnel and property on the University campus. Employees should become familiar with the plan for their particular area.

## **Electronic Media Statement (E-mail, Telephones, University-issued Cellular Phones, and the Internet)**

All electronic media systems including voice mail, text messages, e-mail, the Internet, fax machines, hardware, software, local area networks, files, and all information composed, transmitted, accessed, received or stored in these systems are the property of The University of Alabama. The systems are to be used for conducting University business and the use of this equipment for personal commercial purposes or for personal financial or other gain is strictly prohibited.

These systems are not to be used for soliciting outside business ventures or for soliciting non-University related purposes. However, employees may be permitted to use electronic media systems to participate in generally acceptable solicitations such as United Way or for limited incidental personal use, provided such limited use does not consume a significant amount of computing resources, does not interfere with the performance of the user's job or other university responsibilities, does not interfere with the work of other employees, does not interfere with the computing activity of other users, and does not violate applicable laws, rules, policies, contracts or licenses.

The University may exercise its right to review, audit, intercept, access and disclose all matters on its systems at any time, with or without employee notice, during or after working hours. Employees should have no expectation of privacy in connection with the use of these systems. Further limits (including an absolute prohibition of all personal uses of University-provided computing resources) may be imposed upon personal use in accordance with normal supervisory procedures.

Employees should never use another employee's password to access a file or retrieve any stored communication unless authorized to do so.

Refer to [http://hr.ua.edu/empl\\_rel/policy-manual/electronic-media.htm](http://hr.ua.edu/empl_rel/policy-manual/electronic-media.htm) for the comprehensive Electronic Media Policy.

## **Personnel Files**

It is the policy of The University of Alabama to maintain a personnel file containing pertinent employee information about each employee. Employee files are confidential and are to be treated as such. Access to employee files is limited to the following:

- Each employee may review his or her own personnel file in the presence of a person designated by Human Resources provided an appointment is made with the Department of Human Resources.
- No material is to be removed except as specifically authorized by the Department of Human Resources.
- Certain other employees of The University of Alabama may have access to personnel files only on a need to know basis.

Refer to the Human Resource Policy Manual on the Human Resource website for a more comprehensive personnel file policy.

## **Patents and Copyrights**

All copyrightable work authored or created in the course of their employment by employees who are not acting in the capacity of faculty and who are not governed by the provisions of the Faculty Handbook shall constitute a "work made for hire" for purposes of any federal and state copyright laws and the University shall own the entire copyright in and to each copyrightable work. If a copyrightable work is funded, in whole or in part, by a contract, grant, or other sponsored agreement from an agency outside the University, copyright ownership shall be governed by the terms of such contract, grant, or other sponsored agreement.

Ownership and disposition of rights in discoveries and inventions of employees is governed by The University of Alabama Patent Policy as found in Appendix G of the Faculty Handbook and any other related policies that may be adopted by the University.

As a condition of employment, each employee of the University is bound by these policies and agrees to cooperate with the University and its designated representatives in protecting and administering copyrights and patent rights owned by the University.

## **Employee Visitors**

In order to avoid possible security problems and disruptions to employee work routines, visits should be limited. There may be occasions when friends and family of University employees visit the employee in the workplace. It is important that these visits not become disruptive to work routines. Under no circumstances should visitors stay and visit for long periods of time.

## **Telephone Use**

The University recognizes that there may occasionally be times when personal calls must be made or received during business hours. Such calls must be held to a minimum, and must not interfere with the employee's work. Employees are encouraged to make such calls during their breaks or at lunchtime.

When a long-distance call results in a charge, the call must be billed to the caller's home phone number or charges must be reimbursed to the University.

Use of personal cell phones must be held to a minimum and must not interfere with the employee's work.

Employees who are issued a cellular phone by the University for use in performing assigned job duties must adhere to the Cellular Telephone Policy available at <http://telecom.ua.edu/cellpolicy.html>.

## **Solicitation**

Solicitation either by the public in general or among employees is not allowed on the premises of The University of Alabama during scheduled working hours. Prohibited solicitations during scheduled working hours include, the general public selling retail goods to employees or any employee trying to sell any item to another employee or any other solicitation determined to be

inappropriate by the University. Regular vendors of the University will conduct their business through authorized University personnel.

Employees may participate in generally acceptable solicitations during their scheduled breaks or lunchtime.

University approved functions, such as the United Way Campaign, are exempt from this policy.

## **EXPECTATIONS OF EMPLOYEES**

### **Attendance**

Regular attendance is expected of all employees. However, there may be times when it is necessary for employees to be absent due to illness or personal reasons. The University supports employee needs in this regard.

Employees should follow departmental guidelines when reporting work absences. In general, employees who need to be absent from or tardy to work for any reason should notify their manager or supervisor as soon as possible before the start of their work schedule. Supervisors reserve the right to require additional contact from employees when deemed necessary.

Individual departments have the authority to define excessive absenteeism for their employees. Departments should keep records to ensure consistency within the department. Employees who are excessively absent will be subject to progressive discipline. The Department of Human Resources should be consulted when serious disciplinary action regarding excessive absenteeism is necessary.

### **Requesting Leaves of Absence**

The University of Alabama recognizes the fact that from time to time, personal situations arise that require an employee to be absent from scheduled work. Employees who seek any type of leave of absence must acknowledge that they intend to return to work. An absence of longer duration than three (3) working days may require requesting a leave of absence. Medical, personal and military leaves of absence must be applied for separately. Combined leaves or leaves that end on one day and begin the next day, must be approved in advance of the leave expiration or continuation.

### **Performance Reviews**

Performance review and feedback from the employee's supervisor is an important part of the employment relationship. It is the responsibility of all department supervisors or managers to prepare and conduct regular performance reviews with each of their employees.

Performance reviews occur at the completion of an employee's introductory period and annually thereafter. Supervisors reserve the right to conduct performance reviews more frequently if deemed necessary.

Performance reviews are intended to stimulate the morale and effectiveness of employees through joint planning of objectives and through constructive feedback.

## Standards of Behavior

The University of Alabama expects reasonable and safe behavior and efficient performance from employees. Employees should perform their work and conduct themselves in such a manner that reflects professionalism, is respectful toward others and brings credit to the University. Poor performance or misconduct of any kind will result in the appropriate disciplinary or corrective action.

Normally, the employee's immediate supervisor will administer any appropriate corrective or disciplinary action. Appropriate action will be based on such factors as severity, frequency, and degree of deviation from expectations. Because of the great variety of situations that may arise, the University may need to make decisions related to employment in a manner other than as provided in this section.

Employees are expected to meet the standards of the University and, whenever possible, employees who fail to meet those standards will be given an opportunity to improve. The University has adopted a philosophy of progressive discipline for its employees. Progressive discipline is designed to clearly explain areas of concern to employees, to outline clear action steps for improvement and to set time for follow-up to review progress.

Progressive discipline should be viewed as a constructive means for improving employee performance. However, progressive disciplinary actions become more serious with each occurrence. Failure by the employee to improve areas of concern or behaviors as outlined in counseling session(s) may result in additional, more serious disciplinary actions such as suspension and/or termination.

Employees are prohibited from engaging in conduct listed below and may be disciplined up to and including dismissal. The following list has been established to serve as examples of behavior that could warrant a range of disciplinary sanctions. This list is not exhaustive.

- Displaying disrespectful and/or inappropriate behaviors toward students, employees, visitors, or supervisors
- Refusing to do assigned work or failing to carry out reasonable assignments of managers, supervisors or department heads
- Dishonest acts
- Unsatisfactory or poor job performance
- Being inattentive to duty, including sleeping on the job
- Falsifying a time card or other University record or giving false information to anyone whose duty it is to make such record
- Being repeatedly or continuously absent or late, being absent without notice or reason satisfactory to the University or leaving the work area without appropriate authorization
- Failing to report an on-the-job injury (OJI)
- Smoking within no-smoking areas or no-smoking operations or in any areas of the University that must be entered to conduct University business
- Conducting oneself in any manner which is offensive, abusive, contrary to common decency or morality or brings discredit to the University; carrying out any form of illegal harassment

- Releasing/giving information from employee personnel records, including salary or other information derived from personnel action forms, violating the University's Personnel File Privacy Policy or state and/or federal laws, or otherwise disseminating confidential information to individuals who have no legitimate business need to know
- Failure to notify the University of the loss of required certification, license, or registration
- Having an unauthorized weapon, firearm or explosive on University property
- Appropriating state or student equipment, time or resources for personal use or gain
- Computer abuse, including but not limited to, plagiarism of programs, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of unauthorized passwords, disruptive or annoying behavior on the computer and excessive non-work related utilization of computer software or hardware
- Operating state-owned vehicles, equipment or private vehicles on state business without proper license or operating any vehicle on University property or while on University business in an unsafe or improper manner
- Conviction of a felony
- Misusing or neglecting University property, funds, materials, equipment or supplies
- Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or drugs when on the job or subject to duty
- Fighting, engaging in horseplay or acting in any manner that endangers the safety of oneself or others
- Participating in acts of violence or making threats of violence
- Interfering with the work of others
- Stealing or possessing without authority any equipment, tools, materials or other property of the University or attempting to remove them from the premises without approval or permission from the appropriate authority
- Marking or defacing walls, fixtures, equipment, tools, materials or other University property, or willfully damaging or destroying property in any way
- Violation of safety rules or University policies

## **Confidentiality**

In collecting, maintaining, and disclosing personnel information, the University makes every effort to protect employee privacy rights and interests and prevent inappropriate or unnecessary disclosures of information from any worker's file or record.

While complying with governmental reporting and record keeping requirements, the University strives to ensure that it handles all personal and job-related information about employees in a secure, confidential, and appropriate fashion. Therefore, employees should prevent and not participate in the unauthorized access, use, review, disclosure, dissemination, alteration, or destruction of confidential information regarding students, employees or patients. Such confidential information includes, but is not limited to:

- Information from student records in violation of the University's Policy on Confidentiality of Student Records and/or the Family Educational Rights and Privacy Act (FERPA)
- Information from employee records in violation of the University's Personnel File Privacy Policy or state or federal laws

- Information from internal discrimination/harassment investigations when such information is required to be kept confidential and shared only on a need to know basis
- Any personally identifiable health information relating to the past, present, or future physical or mental health condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual, in violation of state or federal laws (including but not limited to: HIPAA, ADA, Section 504 of the Rehabilitation Act, or FMLA)

## **RESOLUTION OF DISPUTES**

The staff dispute process is an internal mechanism designed to ensure prompt and impartial consideration of concerns by UA staff employees who allege a misapplication of a policy, procedure or practice of the University.

For the complete Staff Dispute Resolution Policy, refer to the policy located on the Human Resource web pages.

The employee's use of the Staff Dispute Resolution procedure does not prevent management from following through with appropriate, necessary disciplinary action up to and including termination of employment.

## **LEAVING THE UNIVERSITY**

### **Retirement**

Employment with The University of Alabama will be terminated when an employee retires from service. Applications for retirement should be submitted to the Benefits Office no less than 30 days nor more than 90 days prior to the effective retirement date.

Post-retirement employment is governed by Retirement Systems of Alabama and has some restrictions. Employees who work at The University of Alabama after retirement through the Retirement Systems of Alabama must comply with the RSA restrictions and will be hired, after a break in service, as temporary employees only. Questions regarding this should be directed to Employee Retirement Systems or Teachers' Retirement System. Their website is [www.rsa.state.al.us](http://www.rsa.state.al.us). For more information on retirement, employees should contact the Benefits Office.

### **Resignation**

Should an employee resign from the University, it is expected that exempt employees give at least a 30 day written notice and non-exempt employees give at least a two (2) week written notice of actual working time prior to departure. The effective date of separation is the last day worked and should not be extended by the time period that a leave benefit would otherwise cover. Employees should not work out a notice with annual leave or comp time.

## **Continuation of Benefits**

Eligibility for certain University benefits ceases upon the effective separation date, except that employees who retire under University retirement programs are eligible to continue health and life insurance. All employees who leave the University should consult the Benefits Office for information about continuation of benefits.

## **Exit Interviews**

The University of Alabama constantly strives to improve its Human Resource practices and to make the University a better place to work. To that end, the Department of Human Resources would like to have the comments of outgoing employees. Employees separating employment with the University may make use of several exit interview methods. Outgoing staff members may complete an Exit Interview Form and mail it in to Human Resources or may participate in an exit interview with a Human Resource staff member.

The exit interview procedure and form is located on the Human Resource website at <http://bama.ua.edu/~hr/forms/exit-interview.htm>.

## **NOTES**

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