

STAFF EMPLOYEE HANDBOOK

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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. The Office of the

Assistant Vice Chancellor for Student Services 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.

Policy For Adjudicating a Complaint of Harassment or Unlawful Discrimination

(Adopted by Administrative Cabinet 8/13/97)

Introduction

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.

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 harassment and unlawful discrimination by encouraging employees and students to promptly report problems or complaints. Any student or employee may contact the Human Relations Officer, Administration Building, 460-1033, 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 Assistant Vice Chancellor for Student Services. 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 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 Officer all evidence gathered in the course of the investigation. The Human Relations Officer may also interview the panel to discuss its findings.

**The Human Relations Committee shall contain 12 employees, who 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.

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.

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.

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 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 (Board Policy 860.1; Governor's Policy Directive -5)

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 Assembly Minutes 05/04/93)

Smoking and tobacco use is prohibited in all UAM facilities and buildings except private residences.

Parking Permits (Board Policy 240.1)

Any employee at the University of Arkansas at Monticello who operates a vehicle on the UAM Campus must register that vehicle with the Department of Public Safety. 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 Department of Public Safety.

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 cannot be charged to the University. The only exceptions to this are employees who reside in University-owned housing where telephone service is provided through the University-owned telephone system. These employees are assigned long distance access codes for personal use and are billed monthly for personal long distance calls.

Employee Recruitment (UAM Operating Procedure 220.1)

Classified Positions

All classified positions approved for hiring are listed in the UAM Personnel Office, located in Sorrells Hall, Room 114-A. All classified vacancies except pool positions are advertised on campus and/or in area newspapers. Pool positions (secretarial and custodial) 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 Department of Public Safety.

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 Personnel Office. An 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.

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 parameter of the employee's job duty performance. 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 involving others)
4. Information-related offenses
5. Gross negligence
6. Misuse of University time and/or equipment
7. Harassment of any kind of co-workers and subordinates

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.

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

<http://uam-web2.uamont.edu/pdfs/it/computer%20usage%20policy.pdf>

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

Personnel authorized to have access to the computer room are: Information Technology department personnel. Others are allowed only on official business. The computer room exterior doors should be kept locked at all times.

Political Activities

(Board Policy 465.1; University-wide Administrative Memorandum 455.1; AHRMS Policy Manual 200-3)

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.

An 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, the plans must be reviewed through regular administrative channels to the President's Office for a determination of work load and salary adjustment.

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

An employee of the University who becomes a candidate for any national or statewide office will be placed on Leave of Absence Without Pay at the time of filing. An employee who becomes a candidate for the Arkansas General Assembly or a county office will have his/her employment status and salary reduced to half-time at such time after filing that he/she has an opponent who has filed. (In primary elections this means an opponent with the same political party designation.) Such leaves will extend to the end of the semester or summer session in which the election is held. An employee who has an opponent in the general election must take similar leave for the fall semester.

An employee who is elected to a full-time county, statewide or national office will be granted a Leave of Absence Without Pay for one year, and at the discretion of the Board of Trustees for a second year. In no instance will the leave be extended beyond the end of the second year. Employees elected to the Arkansas General Assembly must take Leave of Absence Without Pay when the General Assembly is in regular session and for the duration of the extraordinary sessions.

State employees are prohibited from engaging in partisan political activity during the hours they are

performing work for, and being paid, by an agency of State government.

Political banners, posters or literature should never be allowed to be displayed on or in any State office. Political bumper stickers or decals should never be displayed on or in State cars. State vehicles must not be used during or after working hours to promote or assist the candidacy of any person in any way. State employees may not display political advertising on personal vehicles when using these vehicles in the performance of official duties for which they shall be reimbursed by the State.

No State official (whether elected or appointed) shall assess employees for any political purpose or use threats or coercion to require or persuade an employee to contribute to a particular candidate or cause.

As a citizen, an employee has the right to exercise freedom of expression on legislative matters. However, an employee should not, unless authorized, attempt to speak on behalf of the University in discussions with members of the Arkansas General Assembly, Arkansas Constitutional Officers, members of Congress, and other public officials. If an employee would like the University to consider certain issues in its legislative program, he/she should contact the office of the Chancellor or his/her designee.

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 Personnel Office and the Non-Academic Staff Advisory Committee 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.

Fraud(UA Board Policy 350.1)

The University shall promote organizational policies and procedures that prevent fraud and support investigations relating to suspected fraud. The University defines fraud 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*.

The University places responsibility on management for the detection or prevention of fraud, misappropriations and other inappropriate conduct. However, because fraud can occur at all levels of the institution, all UAM employees must assist in this responsibility and be aware of the policy and the guidance for reporting the discovery or suspicion of fraudulent activity.

Listed below are examples of defalcation, misappropriation and other fiscal wrongdoings: ·An entry into the records of the University data systems that is intentionally made to misrepresent or deceive.

·Forgery of a check or bank draft, wire transfer, or any other University financial document.

·Unauthorized alteration of any financial document or account.

·Misappropriation or the taking of funds, securities, supplies, or other University 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 by law.

·Accepting or seeking anything of material value from contractors, vendors, or persons providing services or materials to the University.

·Unauthorized removal or use of University property including equipment, furniture, fixtures, records, or other state items.

The Internal Audit Department of the University of Arkansas System has the primary responsibility for the investigation of all suspected fraudulent financial acts as defined in the policy. The policy calls for employees who discover or suspect fraudulent activity to contact the Internal Audit Department directly or through the UA System's Fraud Hotline (**866-252-9838**). The Internal Audit Department treats all information received confidentiality as allowed by law.

Employees committing fraud may be subject to University disciplinary action including termination and subject to prosecution in accordance with Arkansas and Federal laws.

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct should be resolved by departmental management rather than the University's Internal Audit Department.

Clery Act Disclosure

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

IMPORTANT NOTIFICATION FOR FACULTY/STAFF, STUDENTS and the University Community

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 UAM Department of Public Safety has prepared an *Annual Security Report/Fire Safety Report* located on the UAM web site at:

<http://uam-web2.uamont.edu/pdfs/Student%20Affairs/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 Department of Public Safety at 870 460-1083 or the Office of Student Affairs at 870-460-1053.

Job Classification and Assignment (AHRMS Policy Manual 220-2)

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 at Pay Level I of the grade assigned to the classification entered unless a special entry rate has been approved prior to the hire date. The UAM Administrative Cabinet has implemented a freeze on all employment of classified staff above entry rate level.

Change-in-Status for Classified Employees (AHRMS Policy Manual 220.0)

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:

Promotion

Upon promotion, change to a higher grade with significantly higher job duties, an employee's salary shall be calculated as follows:

Minor - promotion to a classification which is one grade higher than the former classification. The employee's maximum rate of pay shall be increased by six (6) percent.

Major - promotion to a classification which is two (2) or more grades higher than the former classification. The employee's maximum rate of pay shall be increased by eight (8) percent.

If the new rate of pay falls below Pay Level I for the new grade, the employee's rate of pay shall be adjusted to Pay Level I. However, the rate of pay may not exceed Pay Level IV of the new pay grade. The employee does not establish a new anniversary date.

Demotion

An employee who is demoted for cause or voluntarily solicits a demotion of one grade will receive a six percent (6%) salary reduction. An employee who is demoted for cause or voluntarily solicits a demotion of two or more grades will receive an eight percent (8%) salary reduction.

If the new rate is above Pay Level IV for the new grade, the employee's rate of pay shall be adjusted to Pay Level IV.

If the new rate of pay is below Pay Level I for the new grade, the employee's rate of pay shall be

adjusted to Pay Level I.

A new anniversary date is not established upon demotion.

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 are 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 and employees returning to State service within two pay periods after leaving.

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

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 Personnel Office. A written resignation should be submitted in time to permit an employee to utilize all accrued vacation prior to the resignation date. 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; University-wide Administrative Memorandum 440.4; 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 pay check is released. No electronic direct deposit of final payroll earnings will be made. For an employee to receive a final pay check after termination, the individual must obtain and complete a Termination Clearance Form. This form can be obtained from the immediate supervisor, and it is the responsibility of the employee to complete the form. The completed form must be received by the UAM Personnel Office before the employee's final pay check will be released.

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, (not to exceed 60 working days), 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 employee will have 60 days from that notification to complete and return the appropriate forms. The former employee will be responsible for payment of the entire insurance premium plus a 2% administrative fee once employment with the University is terminated. Failure to pay the required premium and administrative fee 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/CREF or Fidelity, the employee should contact the UAM Personnel Office.

Termination of Employment by the University (Board Policy 405.4; Approved by Administrative Cabinet 07/01/96)

In the event the University no longer needs or desires the services of a regular appointed employee, the employee may be terminated upon receipt of a thirty-day notice. 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 pay check.

When an employee is dismissed for cause, a written statement of the reason(s) must be given to the employee, Personnel 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 Relations 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.

Classified employees retrenched because of financial exigency will be terminated in accord with Board Policy 405.4 and in no case will termination be effected without 30 days notice. Non-classified employees retrenched because of financial exigency cannot be assured that notice of the duration specified on Board Policy 405.1 will precede termination. Non-classified employees retrenched because of financial exigency shall be given notice at least 60 days in advance of termination.

Retirement (Board Policy 425.4; University-wide Administrative Memoranda 430.1, 430.2)

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 Personnel Office on a number of benefits available to retirees.

Procedures for Issuance of Payroll Checks (UAM Operating Procedure 410.3)

The following procedures apply regarding the issuance of payroll checks by the Personnel Office:

Payroll checks for all personnel are delivered in accordance with written instructions given by the employee to the Personnel Office. Checks will be available on the 15th and the last day of each month. If either of these days falls on Saturday, Sunday, or a holiday, payroll checks will be released on the preceding work day.

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

Electronic Direct Deposit of Payroll Earnings

Employees may elect to have their payroll earnings deposited in any financial institution that participates in the direct deposit program. Employees may also choose to have their payroll earnings deposited in two separate accounts at one financial institution or in one account each at two separate

financial institutions--two accounts maximum.

Electronic direct deposit requires a trial run (a zero pretest amount) on the payroll pay date immediately preceding the pay date on which the deposit will be made. Therefore, employees should be aware of the delay between the time of employee authorization and the first electronic direct deposit. During this trial-run period, the distribution of the employee's earnings will be by payroll check.

Non-12-month employees receiving their salary over twelve months cannot have their summer pay checks electronically direct deposited. This includes the pay dates May 31 through August 15. The UAM Personnel Office will mail the summer pay checks to the address currently on file.

No electronic direct deposit of final payroll earnings will be made. (See Final Pay and Benefits)

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; UAM Foundation Fund; Potlatch Federal Credit Union; and United Way deductions.

An earnings statement is provided each pay period itemizing both mandatory and optional deductions from gross salary for each employee. In addition, a data information sheet is provided each January, whereby employees can verify their deductions and other information.

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.

Garnishments and Salary Liens (University-wide Administrative Memorandum 440.9)

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.

It will be considered grounds for dismissal whenever two orders of garnishment, two salary liens or a combination of one of each type seizure is processed against a University employee during a twelve-month period.

However, multiple garnishment orders resulting from the same debt or same judgment will be treated as a single garnishment. Furthermore, multiple assertions of salary liens resulting from the same bankruptcy order or same debt for taxes due to the same governmental unit will also be treated as a single lien.

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

Career Service Recognition Payments (Act 566 of 1991)

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	\$600.00
15-19 Years of Service	\$700.00
20-24 Years of Service	\$800.00
25 Years and Over	\$900.00

These lump sum payments are made on the mid-month supplemental 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 Personnel Office.

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 the QualChoice network. Employees may be required to pay for medical treatment received outside this network. Emergency treatment is exempt from this requirement. A list of participating providers is available in the Personnel Office, Student Health Office, and Maintenance/Public Safety Office.

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

Emergency Situations: -Seek medical help immediately.

- Notify supervisor as soon as possible.
- Contact Personnel Office for workers' compensation forms as soon as possible.
- Complete necessary forms.
- Submit completed forms to the Personnel Office as soon as possible.
- Directly inform and keep supervisor abreast of medical condition at least weekly, if absent.

Non-Emergency Situations:

- Notify supervisor immediately (within one hour).
- Seek necessary medical assistance from:
 - Student Health Services (except in June and July)
 - Network medical provider in June and July
- Contact Personnel Office for workers' compensation forms.
- Complete necessary forms.
- Submit completed forms to the Personnel Office within one week from date of injury.
- Directly inform and keep supervisor abreast of medical condition at least weekly, if absent.

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.

Refer to UAM Operating Procedure 330.1 for supervisor's responsibilities in case of job-related injuries.

Any questions should be addressed to the UAM Personnel 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 (UA Board Policy 425.5)

- A. University employees on one-half time (50%) or greater appointment are eligible to participate in the University's Optional Retirement Plan (ORP) which includes TIAA-CREF and/or Fidelity Investments. The University is authorized to make Contributions to ORP or the Arkansas Public Employee Retirement System (APERS). The University shall also contribute to Social Security unless the employee is exempt. All newly eligible employees of such campuses shall be participants in ORP unless the employee elects not to participate in this plan. Such election shall be made within 31 days from the date the employee begins employment, and the election shall be irrevocable. If an employee elects not to participate in ORP, that employee shall be a member of APERS, effective on date of hire, in accordance with Ark. Code Ann. §24-7-1003. By accepting employment with the University, the employee consents and agrees to complete all necessary documents for enrollment in the Optional Retirement Plan or APERS. Once made, the election as to which plan shall be irrevocable.
- B. Notwithstanding paragraph A above, for those employees of such campuses enrolled in the Arkansas Teachers Retirement System (ATRS) before July 1, 2011, participation shall continue. No new employees shall be enrolled in ATRS on or after July 1, 2011.
- C. Employees who were employees of Great Rivers Vocational and Technical Institute and Forest Echoes Technical Institute as of June 30, 2003, were given the option within 31 days of becoming employees of UAM of continuing participation in the State Board of Workforce Education and Career Opportunities (formerly State Board of Vocational Education) Alternate Retirement Plan pursuant to ACA section 24-7-901 et.seq., based on the contribution percentages in effect at such time, or participating in the University of Arkansas Optional Retirement Plan. Employees who pursuant to such election continued to participate in State Board of Workforce Education and Career Opportunities Alternate Retirement Plan may continue to participate in such plan.

-Teachers Insurance and Annuity Association and College Retirement

-Equities Fund (TIAA-CREF) and/or Fidelity Investments:

Under this Retirement Plan, an employee may choose to contribute part of his/her salary. If the employee chooses to contribute, the University will match the contributions up to 10%.

Contributions may be made on a "tax sheltered" basis. If an employee chooses not to contribute to the plan, or elects to contribute less than 5%, the University will contribute an amount equal to 5% of the employee's salary.

-Arkansas Public Employee Retirement System (PERS)

This plan is automatically non-contributory by the employee. The University contributes an amount equal to 10% of the employee's salary.

-Arkansas Teacher Retirement System (subject to participation restrictions in Paragraph B)

An eligible employee may choose to contribute an amount equal to 6% of his/her salary. Employee contributions are automatically tax-sheltered. The University will contribute an amount equal to

12% of the employee's salary, regardless of whether the employee contributes.

For more information on any of these plans, please contact the Personnel Office.

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). Generally, open enrollment periods are not available for the health plan.

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 and eligible disabled employees.

Please call the Personnel 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). Generally, open enrollment periods are not available for the dental plan.

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:

Employee Work Time	University Portion	Employee Portion
Full-Time	50%	50%
3/4 Time to Full-Time	38%	62%
2/3 Time to 3/4 Time	33%	67%

Continuation of coverage is also available for eligible retirees and eligible disabled employees.

Please call the Personnel Office for additional information concerning the dental 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 \$300,000.

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 Personnel 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 Personnel Office.

Enrollment in University Courses (Board Policy 440.1; University-wide Administrative Memorandum 445.1)

All full-time employees employed as of the final day of regular registration in any particular session or semester, their spouses, and their dependent children (as defined by the Internal Revenue Service) are eligible. Spouses who have not remarried, and dependent children of deceased employees who died while in the full-time employment of the University of Arkansas also are eligible. All enrollees must meet normal admissions requirements, and audits should be on a space available basis only.

A tuition-remission benefit is available to any employee, employee's spouse, or employee's dependent at any on-campus unit of the University of Arkansas, regardless of the site of employment. Individual units may also allow tuition-remission in specified off-campus classes when enrollment in the class in which enrollment is sought already has sufficient student enrollment by full-fee paying students to meet the minimum enrollment (as established by the offering unit) to recover the costs of offering the class.

All enrollment at reduced rates shall be approved by the employee's immediate supervisor and the Vice Chancellor for Finance and Administration. Released time during working hours for enrollment in classes is a privilege, not a right, and is not automatically permitted. The employee's supervisor must approve the request for released time, and when considering the request, may take into account factors such as the employee's job performance, the applicability of the course work to the position, the benefit to the employee and the University, and the department's ability to maintain its necessary office hours and functions.

Both the employee and the supervisor must certify the employee's compliance with this policy when the request is made for tuition discount. The employee must complete the request form ("Employee Request for Registration Fee Discount" or "Request for Registration Fee Discount for Spouse/Dependent of Employee" and submit it at the time of registration.

Please contact the office of the Vice Chancellor for Finance and Administration for additional information.

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 Office of Student Services. Call extension 1045 for information on dates and times for having an I.D. card made.

Library (developed date 4-14-10)

UAM employees, their spouse and dependents must present a current validated UAM 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. A detailed copy of all library circulation policies may be obtained from the Library.

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.

Reporting Leave (Board Policy 420.2; AHRMS Policy Manual 105-13)

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

- Request for Leave Form
- Employee Time Record
- Employee Family Medical Leave Time Record
- Prior Approval of Overtime
- Leave Report (Computer Print-Out)
- Proof of Prior Service Form

All leave must be accurately reported by each employee on an Employee Time Record and verified by his/her supervisor. This form must be signed by both the employee and the supervisor. Employee Time Records shall be submitted to the UAM Personnel Office by noon on the first work day of the month for the previous month's work. A copy of the monthly leave report which summarizes leave accrued, used and balances, is sent to the appropriate supervisor in each department.

Annual Leave (Board Policies 420.1, 420.2; AHRMS Policy Manual 105-2; University-wide Administrative Memoranda 435.2, 435.3)

All employees who work 1,000 hours or more per year in a regular salary 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 1,000 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 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 work days, not calendar days. Non-work days 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.

An employee whose period of employment is scheduled to be changed from a twelve-month basis to a nine-month faculty position must take all accrued, unused vacation before the end of the twelve-month period. An employment period shall not be extended for the purpose of paying an employee for unused vacation, and neither shall lump-sum terminal payment be made unless an employee terminates employment with the University. (UAM Faculty Handbook)

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 or holiday leave (not to exceed 30 working days, inclusive of holidays, or 60 days if by death), 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 Policies 420.1, 420.2; AHRMS Manual 105-3; University-wide Administrative Memoranda 435.2, 435.3)

Sick leave is a benefit which is available to University employees who work 1,000 hours or more per year in a regular salary position. Paid sick leave is not granted as vacation leave and can only be used when the employee is unable to work because of sickness or injury or for medical, dental, or optical treatment. 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 spouse, father, mother, step-father, step-mother, sister, step-sister, brother, step-brother, child, step-child, grandparents, grandchild, in-laws (mother, father, son, daughter, brother, sister), or any individual acting as a parent or guardian of an employee. An employee shall be required to furnish to his/her supervisor a certificate from an attending physician for five or more consecutive work days of sick leave. Application to use sick leave must be filed within two days after the employee returns to work.

Requests to use sick leave for purposes of medical, dental or optical examinations, hospital stays, funerals, etc., should be made in advance.

An eligible, full-time employee accrues sick leave at the rate of eight (8) hours for each complete month of service up to a maximum of 960 hours. Eligible employees working less than full time but more than 1,000 hours per year in a regular salary position, 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. (See Catastrophic Leave). Sick leave may not be accumulated during a period of leave without pay when such leave totals ten or more days within a calendar month. Employees who leave University employment are not entitled to be paid for accrued sick leave.

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 work days and not calendar days. It is deducted from the employee's accrued sick leave in increments of not less than 15 minutes. Non-work days 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 Workers' Compensation benefits for a permanent disability is eligible for full pay from both sources.

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

The purpose of this leave is to allow employees an opportunity to participate in their children's educational activities by granting eight (8) hours of children's educational activity leave per calendar year.

Child means a person enrolled in kindergarten through grade twelve (pre K-12) who is of the following relation to the University:

1. Natural Child;
2. Adopted Child;
3. Step Child;
4. Foster Child;
5. Grand Child;
6. Any other legal capacity where the employee is acting as a parent for the child

“Educational Activity” means any school-sponsored activity. “Educational Activity” includes without limitation:

1. A parent-teacher conference;
2. Participation in school-sponsored tutoring;
3. Participation in a school-sponsored volunteer program;
4. A field trip;
5. A classroom program;
6. A school committee meeting;
7. An academic competition;
8. Assisting with athletic, music, or theater programs

“State Employee” means a full-time (benefits-eligible) employee of the University of Arkansas at Monticello.

All eligible employees shall be entitled to eight (8) hours of leave during any one (1) calendar year for the purpose of attending or assisting with the educational activities of a child.

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 retirement.

Military Leave (Act 673 of 1991; Board Policy 420.2)

Employees who are members of the National Guard or any of the reserve branches of the armed forces of the United States shall be granted leave of fifteen (15) work days per calendar year, plus necessary travel time, for annual training requirements or other duties performed in an official duty status. The 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 UAM Personnel Office. If no orders are issued, the employee shall furnish sufficient documentation so as to substantiate his/her leave to the satisfaction of the Vice Chancellor for Finance and Administration or his/her designee.

The employee shall be entitled to preserve all rights, privileges, and benefits to which he/she has become entitled. If the entire fifteen days are not used, the remaining military leave will accrue for use in succeeding calendar years up to a maximum of fifteen (15) days. No employee may use more than thirty (30) days military leave during any one calendar year, except under special circumstances as limited herein.

Military personnel called to duty in emergency situations by the Governor or the President of the

United States shall be granted leave with pay not to exceed thirty (30) working days after which leave without pay will be granted. This leave shall be granted in addition to regular vacation time.

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 ninety (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. The right of re-employment shall conform with all federal government rules and regulations. Any employee who enlists or re-enlists for a second consecutive tour of military duty shall be deemed to have forfeited his/her re-employment rights.

Maternity Leave (Board Policies 420.1; 420.2; AHRMS Manual 105-3;

University-wide Administrative Memoranda 435.2; 435.3)

Maternity leave will be treated as any other leave for sickness or disability, except that an employee who is unable to work because of pregnancy may elect to take leave of absence without pay without exhausting accumulated leave. Upon return from maternity leave, the employee will be given the same or comparable position to the one she occupied prior to the leave. The employee is expected to give her supervisor written notice as soon as possible prior to beginning maternity leave and at least two weeks notice prior to returning to work. An employee is expected to return to work after receiving a medical release from her physician, which is usually about six weeks, unless the employee has requested Family and Medical Leave, which is a maximum of twelve (12) weeks. (See Family and Medical 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 and non-classified staff employees, for use by eligible employees during a catastrophic illness. Subject to policies developed by the Arkansas Office of Personnel Management, the specifics of the University of Arkansas at Monticello Catastrophic Leave Bank Program are:

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 work days. 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 Personnel Office. When completed, these documents are forwarded to the Personnel Office for verification and submission to the Catastrophic Leave Bank Committee for review and recommendation to the Administrative Cabinet. 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 rests with the Administrative Cabinet. 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 a classified 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 Personnel Office for additional information concerning the Catastrophic Leave Bank Program.

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:

1. 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.

2. **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 Nelnet Payment Plan 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 the employer and make a reasonable effort to schedule the leave so as not to unduly disrupt the employer's operations. An employer, may, for justifiable cause, require an employee to attempt to reschedule treatment, subject to the approval of the health care provider.

3. **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.
4. **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.

5. **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.

Court and Jury Leave (University-wide Administrative Memorandum 435.3)

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. The court must be in session, or the individual requesting leave must have been ordered or required to appear by the court.

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 Policies 420.1, 420.2; University-wide Administrative Memoranda 435.2, 435.3; AHRMS Policy Manual 105-8)

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 personnel 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. 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.

The employee's salary increase eligibility date will not change. However, the award of the next merit salary increase will be delayed beyond the anniversary date for the same number of work days as the employee was on leave without pay, if applicable.

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; University-wide Administrative Memoranda 435.2, 435.3; AHRMS Policy Manual 105-10)

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 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.

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

1. Accrued vacation 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 vacation accrual.

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

Holidays (Board Policy 415.1)

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 (In lieu of Veteran's Day)	
Christmas Eve	December 24
Christmas Day	December 25
One day during Christmas week (In lieu of Employee's Birthday)	December *
Robert E. Lee/Martin Luther King's	January * or in December in Birthday lieu of required annual leave during Christmas week

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

Employees who elect to take the Robert E. Lee/Martin Luther King holiday on the regularly scheduled January date must take annual leave during the Christmas break.

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 work day 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.

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

1. Informal Consultation

1. 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 same. 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.

2. Formal Filing of Grievance

1. 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:

What specific right has been violated?

What is the University policy or state/federal law that guarantees it?

What are the pertinent Nelnet Payment Plan which may aid in arriving at a prompt and definitive resolution?

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 effect 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:

Consult with the supervisor involved.

Ascertain all the pertinent Nelnet Payment Plan.

Examine carefully the policies involved, if any, and make a determination of the appropriateness of the issue for grievance.

Discuss the matter with the employee; and if the complaint is not a grievable issue, the employee should be so notified.

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 Nelnet Payment Plan.

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 Nelnet Payment Plan 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.

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 twofold: (1) to serve as a guideline in determining salary

increases, and (2) to afford the employee and supervisor an opportunity to discuss strengths and performance for the purpose of improvement.

[Classified Employees \(AHRMS Policy Manual 230.2\)](#)

[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. All such awards shall be in the form of a bonus and shall be subject to all applicable state and federal taxes. Incentive pay awards shall not be added to the employee's base pay for retirement credit purposes nor for the calculation of other salary adjustments. 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. A State of Arkansas Office of Personnel Management (OPM) Form 7-86 is used to request transmittal of evaluation from other agencies/institutions.
4. 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 provide the employee with a Performance Probation Form obtained from the Personnel Office within ten (10) calendar days of the evaluation. In addition, the rater shall counsel the employee to insure that such employee understands he/she is being placed on probation and understands the probation procedures. The employee shall sign the Performance Probation Form acknowledging this. The rater shall forward copies of the Performance Probation Form to the next higher official and the Personnel Office. 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

1. Reconsideration by the Rater

1. 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.
2. 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.

2. Appeal to the Reviewing Official

1. 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.
2. 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.

3. Appeal to the Supervising Vice Chancellor
 1. 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.
 2. 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).

4. Appeal to the Chancellor or His/Her Delegated Representative(s)
 1. 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.
 2. 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).

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 work station, 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 Weather(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 for each campus/location indicated:

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

Each person responsible for the decision will make the campus announcement by email and he/she will notify the Public Safety Office in accord with policy and the Public Safety Office will notify regional media outlets.

1. In the event of early morning severe inclement weather conditions, Executive Council personnel will determine whether this inclement weather policy will be placed into effect and will publicly announce its implementation, if warranted. **On days declared to be covered by the inclement weather policy, all employees (except those designated as critical personnel) should be at their work stations by 10:00 a.m. Employees arriving**

by 10:00 a.m. and working the remainder of the day will be given credit for a full day's attendance. Employees arriving after 10:00 a.m. 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.

2. 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. Decisions to allow employees to leave work early, however, should recognize the requirement to maintain designated critical personnel and assure essential services for the full work day. Employees who were on the job, and who were allowed to leave early, will not be charged leave for that time.
3. The University has designated certain "critical personnel" in the event of inclement weather and/or emergency situations. Critical personnel will be required to reach their work stations by their regular reporting time regardless of weather related conditions. This will assure that offices are open to the public and services are provided. Prior designation will allow critical personnel to prepare for weather conditions, and if need be, provide alternative methods of getting to work. Critical personnel are required to report to work to determine if their services are needed. These employees may be required to work outside normal work hours. The University may designate any additional "critical personnel" as needed for the particular situation.

Critical Personnel:

Executive Council	Director of public safety
Academic Council	All scheduled public safety officers and watchman
Assistant VC's - College of Technology	Residence hall staff
Director of physical plant	Director of media services
All building maintenance personnel	Dean of students
All grounds maintenance personnel	Chief of information officer
All custodial personnel	Director of library
Warehouse manager	Administrative assistant in Maintenance
	Administrative assistant in Public Safety

"Revised January 2013"

Overtime-Compensatory Time (AHRMS Policy Manual 110-1)

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. Compensatory time earned shall be included as a separate category on the Employee Time Record; 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.

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 (University-wide Administrative Memorandum 515. 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 Assistant Vice Chancellor for Student Services. All other questions concerning the confidentiality of information should be directed to the Freedom of Information Officer.

Freedom of Information

The Arkansas Freedom of Information Act makes selected public documents accessible to individuals upon request. All non-university persons requesting official information regarding the University or its operations are to be referred to the Freedom of Information Officer. University employees should continue to utilize normal administrative channels to secure needed 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 judgment 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.

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, swimming pool, and the recreation areas located in the University Center are available for employee use. Family members must possess a current UAM identification card and be at least 16 years old in order to use the University Center facilities. Family members under 16 must be accompanied by a parent or legal guardian at all times when using the facility. (Individuals must be 18 years old or older to use the Weight Room).

Check Cashing

Staff employees will be permitted to cash checks at the University, provided the proper identification is submitted and there is not an unsatisfactory history of returned checks. Checks may be cashed in the Cashier's Office located in the Babin Business Center. Cashier's Office business hours are 9:00 a.m. to 3:00 p.m., Monday through Friday.

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 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 460-1046 for information.

Credit Union

University employees may participate in the Potlatch Federal Credit Union located in Warren, Arkansas. The University provides payroll deduction services, if desired. For additional information, please call the Credit Union at 1-800-643-2160.

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.

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

Board 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.

University-wide Administrative Memoranda

The University of Arkansas System operates within administrative policies and procedures which are set forth in detail in a book of Administrative Memoranda. Copies of these memoranda are located in the offices of the Chancellor, Vice Chancellors, and the University Library.

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 Administrative Cabinet 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 Cabinet representative. All Operating Procedures will be reviewed by the Administrative Cabinet, 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 in the Campus Information Section of the UAM home page at: <http://www.uamont.edu>

Arkansas Human Resource Management System Policy Manual

The Arkansas State Office of Personnel Management issues a policy manual (AHRMS Policy Manual) for classified employees containing the policies pursuant to state and federal legislation, executive orders, and related state/federal mandates. Detailed questions concerning the AHRMS Policy Manual should be addressed to the UAM Personnel Office.

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 Administrative Cabinet Minutes have been incorporated into the Handbook.