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Foreword

This handbook is provided for your convenience. It briefly covers University policies and procedures you need to know as an employee. In accordance with the Americans With Disabilities Act, this document will be made available in alternative format upon request.

Policies and procedures which apply to the entire University of Arkansas System are included along with those which have been adopted only for the UALR campus. When you refer to the material covered here, please keep in mind that a large part of the information is summarized. Therefore, you should not consider this handbook to be a complete statement of policies and procedures. If you should have questions about something not answered here, please check with your supervisor or contact Human Resource Services.

The University reserves the right to revise, modify, or repeal any of its policies or procedures at any time, without prior notice.

Information contained in this handbook is not intended to establish any kind of employment contract.

University of Arkansas System

The University of Arkansas System includes the University of Arkansas, Fayetteville, the University of Arkansas at Little Rock, the University of Arkansas at Pine Bluff, the University of Arkansas at Monticello, the University of Arkansas for Medical Sciences, the Division of Agriculture, the Arkansas Archeological Survey, and the University of Arkansas System Office in Little Rock.

The University of Arkansas was established with the Federal Land Grant Act in March, 1871. Eight years later, the University of Arkansas Department of Medicine was founded. In 1956 the present facility, known as the University of Arkansas for Medical Sciences, was dedicated. The University of Arkansas System was created in 1969 with the merger of the University of Arkansas and Little Rock University, the latter being known as the University of Arkansas at Little Rock (UALR). Later mergers added Arkansas Agricultural and Mechanical College in 1971, as the University of Arkansas at Monticello and Arkansas Agricultural, Mechanical, and Normal College in 1972, as the University of Arkansas at Pine Bluff.

University of Arkansas at Little Rock

The University of Arkansas at Little Rock was founded in 1927 as Little Rock Junior College under the supervision of the city Board of Education. There were only eight instructors and one-hundred students during the first semester. By 1929 the college was accredited by the North Central Association of Colleges and Schools.

Housed at first in public school buildings, the college moved in 1949 to its present location in what was then southwestern Little Rock, on a beautifully wooded site donated by Raymond Rebsamen. The college was also by that time the sole beneficiary of a continuing trust established by former Governor George W. Donaghey.

In 1957 the institution began a four-year program, became independently and privately supported under a separate board of trustees, and took the name Little Rock University.

After several years of discussion and study, Little Rock University in September of 1969 merged with the University of Arkansas to create the University of Arkansas at Little Rock.
Non-Discrimination Policy

UALR adheres to a policy that enables all individuals, regardless of race, color, gender, national origin, age, religion, sexual orientation, veteran’s status, or disability to work and study in an environment unfettered by discriminatory behavior or acts. Harassment of an individual or group will not be condoned and any person (student, faculty, or staff member) who violates this policy will be subject to disciplinary action.

Harassment which is considered discriminatory includes actions or conduct (verbal, graphic, gestural, or written) directed against any person or group with the intent to demean or create a hostile or threatening environment.

It is not the intent of this policy to infringe upon or limit educational, scholarly, or artistic expression.

Any person who believes they have been discriminated against should contact the Human Relations Officer to obtain assistance and information concerning the filing of complaints.

At the same time the University prohibits discriminatory practices, it promotes equal opportunity through affirmative action. Non-discriminatory affirmative action equal opportunity policies apply to: recruitment, hiring, job classification and placement, work conditions, promotional opportunities, demotions/transfers, terminations, training, compensation, choice of contractors and suppliers of goods and services, educational opportunities, disciplinary action, recreational and social activities, use of facilities, housing, and University sponsored programs.

Refer to page 79 for procedures for filing complaints of discrimination.

Policy Prohibiting Sexual Harassment

I. Policy

A. Statement of Policy

The University of Arkansas at Little Rock explicitly condemns sexual harassment as a violation of an individual’s human rights and dignity and as a form of discrimination based upon sex.

Therefore, the policy of the University of Arkansas at Little Rock is that members of the University community neither commit nor condone sexual harassment in any form. This prohibition applies equally to male and female staff, faculty and students, to all other persons on premises subject to University control and to those engaged to further the interests of the University.

Employees and students who engage in sexual harassment will be subject to applicable disciplinary processes. Sexual harassment is unlawful and may also subject those who engage in it to civil and criminal penalties.

The University is committed to providing an environment free from sexual harassment. Therefore, the University administration strongly encourages all University of Arkansas at Little Rock community members to report incidents of sexual harassment. To that end, reporting and investigating procedures are supportive of and sensitive to the alleged victim. At the same time, they adequately safeguard the rights of the alleged offender.
B. Policy Rationale

Sexual harassment is reprehensible. It subverts the mission of the University by threatening the careers, educational experience and general well-being of every member of the University community. In both obvious and subtle ways, sexual harassment destroys an individual’s ability to function at his or her highest level and has a harmful effect on one’s ability to study, work, or engage in leisure activities within the University community. Although sexual harassment often takes place when the people involved have unequal power (as between a supervisor and employee or between a teacher and student), sexual harassment also occurs between people who have equal power and status in the University community (as between students or between co-workers). The purpose of the University of Arkansas at Little Rock’s sexual harassment policy is to educate members of the University community about the harms caused by sexual harassment and about behaviors which constitute harassment based on an individual’s sex or gender. Finally, and most importantly, the purpose of this policy is to eradicate sexual harassment within the University community.

II. Sexual Harassment Defined

Sexual harassment is defined as unwanted, unwelcome, inappropriate or irrelevant sexual or gender-based activities or comments when:

A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual’s employment with the University or a factor in the educational program or University-related activities of a student; or

B. Submission to or rejection of such conduct by an individual is used as a basis for an employment or educational decision affecting such individual; or

C. Such conduct has the purpose or effect of interfering with an individual’s work or educational performance; or

D. Such conduct creates an intimidating, hostile, offensive or demeaning environment.

III. Examples of Sexual Harassment

The University takes the broadest possible view consistent with law and reason regarding conduct encompassed by the phrase “sexual harassment.” The inclusion of examples and descriptions in this policy statement is not intended to exclude other conduct from being deemed sexual harassment. They are provided to inform the University community of expected standards of professional and responsible conduct. A determination of the occurrence of sexual harassment is based upon the nature and context of the conduct.

All members of the University community have a responsibility to behave in such a manner that their words or actions cannot reasonably be perceived by the recipient of those words or actions as coercive, abusive, or exploitative. Regardless of the specific intent of the alleged harasser, conduct having the characteristics or effect of sexual harassment will be treated as sexual harassment. Where there is a rational connection with University functions, processes, and operations, off campus conduct is subject to this policy.

A. Sexual harassment creates a hostile, abusive, demeaning, offensive, or
intimidating environment. It is manifested by verbal and/or physical actions, including gestures and other symbolic conduct which may be, but are not necessarily, aimed at a particular individual. Examples include verbal harassment and abuse of a sexual or gender-specific nature, such as sexually explicit statements, questions, jokes, or anecdotes; display of sexually demeaning objects or pictures; and remarks about sexual activity or speculations about previous or future sexual experience. Sexual harassment includes unnecessary or unwelcome touching, patting, hugging, or brushing against a person's body; staring at or ogling of a person's body; and inappropriate comments about one's body or clothing. It includes unwanted sexual activities, sexual advances or requests for sexual favors, and physical assault.

B. Sexual harassment also includes slurs about one's gender, contrived work or study assignments, and assigning more onerous or unpleasant tasks predominately to employees or students of one gender.

IV. Consensual Relationships

Incidents of sexual harassment may involve persons having unequal power, authority, or influence. Threats of adverse consequences or promises of reward may be implied solely by circumstances of unequal power. Therefore, the University recognizes an inherent conflict of interest when an individual exercises supervisory, educational, or other institutional authority over an individual and makes sexual overtures toward that individual.

For this reason, no faculty member shall begin an amorous relationship with a student who is enrolled in a course taught by the faculty member or whose academic work (including work as a teaching assistant) is supervised by the faculty member. Furthermore, a faculty member who has had or is currently involved in an amorous relationship with a student shall, to the extent possible, withdraw from participation in instructional activities, or decisions which may reward or penalize that student. Finally, the University strongly recommends that no faculty or staff member participate in an amorous relationship with a student or an employee of the University who is being supervised by that faculty or staff member.

Decisions affecting employees and students should be made solely on the basis of merit. This includes, but is not limited to, decisions affecting an employee's job responsibilities, promotion, pay, benefits, or other term or condition of employment; a student's grades, academic progress, benefits, or other term or condition of academic evaluation or student status; and recommendations, references, referrals, and opportunities for further study, employment or career advancement.

University grievance procedures are available to individuals who wish to pursue complaints of sexual harassment. In addition to or in lieu of reporting incidents of sexual harassment as outlined above, faculty, staff and students may report such acts directly to the UALR Human Relations Officer. Refer to page 82 for procedures for filing complaints of sexual harassment.

**Drug-Free Workplace Policy**

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

The specifics of this policy are as follows:

A. State agencies will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers controlled substances to another person or sells or manufactures a controlled substance while on the job or on agency premises will be subject to discipline up to and including termination.

B. 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.

C. Each employee is required by law to inform the University within five (5) days after he or she is convicted of violation of any federal or state criminal drug statute where such violation occurred on the agency’s premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court or other court of competent jurisdiction.

D. The University of Arkansas at Little Rock is required to notify the Federal Funding Agency of the conviction of any employee for drug use or abuse who is employed in a position utilizing federal funds or a federal grant within ten (10) days of receiving notice of the conviction from the employee or otherwise receiving actual notice.

E. 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 University may require the employee to successfully finish a drug program sponsored by an approved private or governmental institution.

F. Abiding by the Drug-Free Workplace Policy is considered a condition of employment for all state employees.


Smoking Policy

Smoking on UALR campuses is regulated under the authority of Act 462 of the 76th General Assembly of the State of Arkansas, 1987. In accordance with this statute and recognizing the ill effects of tobacco on both its smoking and nonsmoking faculty, staff, students and visitors, the University and its assembly declare that UALR buildings on all campuses shall be "smoke free." Smoke free means no use of smoking materials of any kind inside UALR buildings. Employees and students who choose to smoke must do so during their authorized breaks.
outside of UALR buildings.

Smoking outside of buildings shall be at designated areas equipped with receptacles for the appropriate disposal of the smoking materials.

All individuals are responsible for enforcement of this policy. If an individual cannot resolve a problem encountered while attempting to maintain the smoke free environment, the next in the chain of authority will be asked to help resolve the problem.

Standard disciplinary procedures shall be followed for students, staff, and faculty who fail to abide by this policy. (University Assembly, 4/9/91)
CLASSIFICATION AND COMPENSATION
HUMAN RESOURCE SERVICES
HUMAN RELATIONS

**Welcome to UALR**

As an employer, the University of Arkansas at Little Rock is sincerely committed to the principles and practices of equal employment opportunity and affirmative action. It is our hope that you will see first hand this commitment in your respective units of employment.

For a number of years, UALR has had a written Affirmative Action Plan outlining various procedures to insure that all employment decisions are free from discrimination based upon race, color, sex, age, religion, veteran's status, handicap condition or national origin status. The University has adopted a policy statement regarding sexual harassment at the workplace and is committed to swift disciplinary action if harassment of any employee or student occurs.

As Human Relations Officer, I encourage you to read UALR's Affirmative Action Plan (a copy is available in your unit) and join us in making the campus working and learning environment a model for others to emulate. Please feel free to visit our office located in Administration South Bldg., Room 204, telephone 569-8675. Thank you and again welcome to UALR.
UNIVERSITY OF ARKANSAS AT LITTLE ROCK
NEW EMPLOYEE ORIENTATION CHECK LIST

__________________________ attended orientation conducted by the UALR Office
(name of employee)
of Human Resource Services on __________________. This employee will be paid
(date)
semi-monthly, on the 15th and last day of the month. He/She should receive his/her
first check on __________________. Be sure to inform this employee where
he/she can pick up his/her check.

We have check-listed below some information which most new employees would like to know.
Some of the information has been covered in orientation and literature has been handed
out, but it is worth repeating. Stating the ground rules now will save you time later.
After reviewing the following with employee, keep this check list for your records; you
may have occasion to refer to this conversation at a later date.

☐ Introduce the new employee to fellow employees, show them where the rest rooms
are located, where the cafeteria facilities are located, and when their lunch
and breaks are scheduled.

☐ Discuss the Department and its purpose. Also, supply names of Department
supervisory personnel.

☐ Explain his/her position and what will be expected of him/her on the job
with regard to quality and quantity.

☐ Explain the 90-day probationary period and that you will be working closely
with him/her during that period of time. Remember, one month prior to the
completion of the 90-day probationary period, you will be asked to evaluate
this employee in writing, and decide one of the following:

1. Satisfactory completion of probation.
2. Extension of probationary period.
3. Termination.

IMPORTANT

Once an employee completes the probationary period, he/she becomes a permanent full
or part-time employee; in order to effect a termination, you must comply with UALR's
Disciplinary Policy.

☐ Tell the employee how and to whom he/she is to report absences, illness,
emergencies or injuries.

☐ Explain Sick Leave Policy: Permanent full-time employees accrue twelve days
per year; days may be taken as accrued.

(over)
Sick leave is accrued at a rate of one day per month; days may be accrued up to 120-days. Permanent part-time employees working 20 hours or more per week will accrue sick leave on a proportionate basis. This policy is covered in the Employee Handbook.

Explain Vacation and Holiday Policy: Permanent full-time employees accrue twelve days during the first year of employment, and are entitled to eleven paid holidays. Vacation may be taken as accrued, but may not be advanced beyond actual accrual. This policy is covered in the Employee Handbook. Permanent part-time employees working 20 hours or more per week will accrue vacation leave on a proportionate basis. All employees scheduled to work on a holiday will be granted another day off at a mutually agreeable time.

Inform the employee that he/she should notify you and complete a new Personnel Data Sheet in the Office of Human Resource Services, should he/she change address, name, telephone number, or other pertinent data maintained on file. If an employee's tax status should change, those forms are also available in the Office of Human Resource Services.
UALR SMOKING POLICY

Smoking on UALR campuses is regulated under the authority of Act 462 of the 76th General Assembly of the State of Arkansas, 1987. In accordance with this statute and recognizing the ill effects of tobacco on both its smoking and non-smoking faculty, staff, students, and visitors: the University and its assembly declare that UALR buildings on all campuses shall be smokefree. Smoke free means no use of smoking materials of any kind in UALR buildings (including outside hallways and stairwells). Smoking is also prohibited in State vehicles unless the vehicle is assigned to one person for their own use.

Employees and students who choose to smoke must do so during their authorized breaks outside of UALR buildings. Smoking outside of buildings shall be at least twenty (20) feet from the main and handicapped entrances in designated areas equipped with receptacles for the appropriate disposal of the smoking materials.

All individuals are responsible for enforcement of this policy. If an individual cannot resolve a problem encountered while attempting to maintain a smoke free environment, the next in the chain of authority will be asked to help resolve the problem.

Standard disciplinary procedures shall be followed for students, staff, and faculty who fail to abide by this policy.
TO: The Campus Community
FROM: Joel E. Anderson
RE: Inclement Weather Policy
DATE: December 11, 2004

General:
UALR will cancel day classes whenever the Little Rock School District closes for inclement weather-- except during final examinations (see below).

The decision on the cancellation of classes meeting at 4:00 p.m. or later will be based on the recommendation of the Arkansas State Police and the Little Rock Police Department. When feasible the decision will be made by 2:00 p.m.

When the University is closed, all classes on and off campus will be cancelled and all offices in all units will be closed.

The Policy Advisory Council of the University Assembly will recommend to the Chancellor if and when missed class days should be made up.

Final Examination Period:
During final examinations, the University will make the decision on whether to close independent of the decision of the Little Rock School District. In other words, it is possible that the University will proceed with all or part of the final examination schedule even if the Little Rock School District closes for inclement weather.

If the campus is closed during a final examination day for all or part of the day, the Provost, in consultation with the President of the Faculty Senate, will re-schedule any missed final examinations.

Essential Personnel: Excused Absences
When the University is closed, certain personnel in some units such as public safety, maintenance, and housekeeping may be required to perform essential functions. Their supervisors will identify those employees.

Employees who must report to work when the University is officially closed will be allowed compensation time of one and one half hours for one hour worked.
Persons who are not required to work when the University is officially closed will be granted excused absence. The Payroll Department will prescribe payroll reporting and timekeeping.

**Notification of Media:**
All radio and television stations in central Arkansas, including the University’s public radio station KUAR FM 89 and the University Channel (62 on Comcast Cable), will be notified when the University is closed. An announcement will also be placed on the UALR Web page (www.ualr.edu) and on the voice-mail message of the University’s main telephone number (569-3000).

Please note that commercial radio and television stations (for example, KATV Channel 7, KARK Channel 4, and KTHV Channel 11) will only announce a change to the regular University schedule. If the University is open, it is not a change. Therefore, if there is no announcement concerning UALR on a commercial station during inclement weather, students, faculty, and staff should assume the University is open.

**When Some Employees Cannot Reach Campus:**
Each academic department should develop and submit to the Dean, to be filed with the Provost, appropriate internal policies and procedures for providing instruction when the University is open but some members of the teaching personnel are unable to reach campus.

Other University department/unit heads should file a plan with the appropriate Vice Chancellor to maintain essential services when the University is open but some members of the staff are unable to reach campus.

**Weather Alert Sirens:**
If, when the University is open, the weather alert sirens indicate dangerous weather, persons wishing to seek protective shelter may do so.
University of Arkansas at Little Rock
The Student Senate

A document created and endorsed by

Professionals
of Peace
Pledge of Professionalism

Commitment ♦

We choose to work at the University out of a personal commitment to higher education and to the University's mission. We embrace the opportunity to become learners and teachers through our work.

Community ♦

We take pride in being a part of the dynamic, creative community that is UALR. We see our work as interrelated with the work of others to contribute through education, research, and service to our city, state, nation, and world.

Dignity ♦

We celebrate the diversity of human beings within and served by the University. We recognize that we serve persons who, like ourselves, represent a wide range of abilities, ages, and backgrounds. We seek to acknowledge each person's dignity.

We respect those we serve. We respond graciously, demonstrating courtesy, patience, honesty, and discretion. We honor and protect each person's privacy. ♦ We respect ourselves. We affirm that the best service we can offer to others comes from our own well-being. We nurture our own strengths and growth and thus become more and more positive in our attitudes and actions.

We seek to be knowledgeable and responsive. We remember that what is routine for us may be unfamiliar and even frightening for those we serve. We help them discover the options and alternatives available within the University. We look for effective solutions to the challenges with which we are faced.

We work to preserve and enhance the University's natural and physical environment. We give our support and our energies to make the University safe, clean, attractive, and accessible.

We set forth these ideals as a guide toward excellence. Instead of expecting perfection in ourselves and others, we expect enthusiasm, resourcefulness, and initiative in being our best each day. We find such a commitment rewarding.
TO: Department Heads

FROM: Bob Coates

SUBJECT: Inter-Agency Training Program Calendar
       July - September

DATE: June 27, 2002

Human Resource Services will no longer distribute IATP calendars and enrollment forms. Employees may view and print copies of the IATP calendar and enrollment form from their web site at www.state.ar.us/dfa/ops/iatp.html. Completed enrollment forms must still be forwarded to Human Resource Services. Employees interested in workshops should pay particular attention to the opening and closing dates listed for each workshop. Enrollment forms should be submitted to HRS as early as possible (but not before the open enrollment period) so that they can be processed and forwarded to IATP before the closing date.

Departments will now be responsible for registration fees for their employees. Our office will continue to process all IATP invoices. However, the department will reimburse our office by budget transfers. If employee(s) enrolled in a workshop fail to attend without canceling their enrollment five (5) days prior to the program date, your department will be required to pay the fee.

Please contact Ophelia Breedlove at 569-3180 if you have questions or need additional information.
UNIVERSITY OF ARKANSAS AT LITTLE ROCK
NEW EMPLOYEE ORIENTATION PROGRAM

EMPLOYEE ____________________________

DEPARTMENT __________________________

I have attended the New Employee Orientation Program and have received a copy of the UALR Classified Staff Handbook. Various policies and procedures were explained, and I was given the opportunity to ask questions. As policies and information are revised or changed, I understand that these revisions or changes will be sent to me so that I can keep my handbook up-to-date. Because changes sometimes occur rapidly and with little notice, I understand that it may not have been possible to print and distribute changes to me; nevertheless, in those cases, I will be subject to the most recent revisions.

I understand that this handbook was issued to me as quick reference for questions. Should I not find the answer, or should I have questions on the wording or interpretation, I know that I can get answers to my questions from the UALR Office of Human Resource Services.

I was unable to attend the New Employee Orientation Program, but I have received a copy of the UALR Classified Employee Handbook. If I have questions, I know that I can contact the UALR Office of Human Resource Services.

______________________________ (Employee's Signature)

______________________________ (Date)
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Job Titles and Compensation

As a UALR classified employee, you are working in a position that is assigned to a class of positions which has similar duties and responsibilities. Your position has been assigned a grade level with a pay range which has an entry salary rate, a mid-level salary rate and a maximum salary rate. There are 26 grades in the pay plan, and each grade has 4 pay levels. Positions are assigned to classifications and grade levels by the Office of Personnel Management, Department of Finance and Administration.

Salaries of new employees are not less than Level 1 of the assigned grade. They are also no more than Level 1 of the grade unless: 1) a special entry rate is asked for and approved by the Office of Personnel Management; 2) in certain cases where an employee is transferring to UALR from a state agency or another state-supported college/university; 3) a former state employee is hired who is eligible for his/her exiting salary if it is more than Pay Level I; or 4) a special entry rate based on labor market has been approved by the chief fiscal officer of the state.

Merit Increase

As a classified employee, your job performance is evaluated annually after successfully completing an initial ninety-day probationary employment period. Based on the results of your annual evaluation, your supervisor may recommend a salary increase based on your job performance. This increase is effective on your anniversary date which is established on your date of hire. Your supervisor can answer questions about the performance evaluation system used by the University.

Promotion

If you are promoted to a classification which is one grade higher than your former classification, your maximum rate of pay shall increase six percent (6%). If you are promoted to a classification which is two or more grades higher than your former classification, your rate of pay shall increase eight percent (8%).

You must meet or exceed the minimum qualifications for the new position to be promoted to that position.

Demotion

When an employee is involuntarily demoted or voluntarily solicits a demotion, his or her rate of pay shall be fixed in the lower-graded position at a rate equal to six percent (6%) less than the employee’s rate of pay at the time of demotion for demotion of one (1) grade and a maximum of eight percent (8%) less than the employee’s rate of pay at the time of demotion for demotions of two (2) or more grades.

Transfer

Employees transferring from one classified position to another at the same grade are eligible to remain at the same salary. 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.

Paychecks

Your paycheck is issued semi-monthly. Checks are available on the 15th and the last day of each month. If either of these days falls on Saturday, Sunday, or a holiday, your check will be available on Friday or the last working day before the weekend or holiday. Your check is distributed by the payroll office to the department in which you work, or for your convenience, you may have your check deposited directly into your bank account.

Hourly employees are paid one pay period behind, all others are paid up-to-date. Adjustments to any type of leave taken are made in the next pay period; therefore, the leave reported to you on your paycheck stub does not include any leave used during the preceding pay period.

Every effort is made to process all personnel action forms during a pay period. However, actions processed after the first four (4) days of a pay period may result in a delayed paycheck.

Time Sheets

Regular staff time sheets are due in the Payroll Office no later than noon of the first working day following the end of the pay period. Monthly non-classified/faculty time sheets are due no later than noon of the first working day following the last payday of the month.

Payroll Deductions

The University is required by law to withhold part of your pay for federal (FED W/H) and state (AR W/H) income tax and social security (FICA & MQFE).

Forms for Federal (W-4) and State (AR4EC) income tax withholdings must be filed with the Human Resource Services at the beginning of your employment. If an employee claims an exemption from withholding, a new W-4 must be filed each year in the payroll office. New forms to reflect changes in your status may be filed at any time in the payroll office. The payroll office personnel can assist you in filling out these forms but the ultimate responsibility for your filing status is yours.

On or about January 31, you will receive a W-2 form which is a statement of your earnings for the previous calendar year. This form includes amounts withheld for income taxes and social security.

For your convenience and at your request there are other items which can be withheld from your check. A Payroll Deduction Authorization form must be completed to initiate any withholding item. These items and where to inquire are:

<table>
<thead>
<tr>
<th>Retirement contributions, Credit Union</th>
<th>Human Resource Services</th>
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<tbody>
<tr>
<td>Group Life, Dental, Medical, AD&amp;D and Long-Term Disability premiums</td>
<td>Cashier's Office</td>
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<tr>
<td>UALR tuition</td>
<td>Payroll Office</td>
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<td>Savings Bonds</td>
<td>Public Safety</td>
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<td>Parking fees</td>
<td>Fitness Center</td>
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<td>Fitness Center membership fees</td>
<td>Athletics Office</td>
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<td>Basketball ticket purchases</td>
<td>Union Offices</td>
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<td>ASEA dues</td>
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UALR - 10
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<th>UALR Foundation donations</th>
<th>Development Office</th>
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<td>United Way contributions</td>
<td>Payroll Office</td>
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**Garnishments and Salary Liens**

If you should ever have your wages and/or other amounts due from the University seized by a court order of garnishment, the University is required under Act 463 of 1989 to comply with such an order within 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 you wish to make must be made to the court or the governmental agency.

Because a substantial amount of time and expense is used in processing wage garnishments and liens, the University is somewhat concerned whenever this occurs. Therefore, it will be considered grounds for dismissal whenever two orders of garnishment, two salary liens or a combination of one of each type of seizure is processed against a University employee during a twelve-month period.

However, multiple garnishment orders resulting from the same debt or same judgments 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 some governmental unit will also be treated as a single lien.

**Recovering Moneys Owed to the University**

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

1. If the amount owed by the employee to the University is the result of moneys advanced to the employee or misappropriation by the employee of moneys or personal property belonging to the University, the University may offset amounts owed to the University against all wages or other moneys owed to the employee.

2. In all other cases of offsets against an employee's wages, the University may only offset amounts owed the University against those wages which are above the statutory minimum hourly wage.

3. If the amounts owed to student-employees constitute payment for work-study or are student loans under a program guaranteed or established by the U. S. Government, any offset shall be subject to laws and regulations governing those programs.

4. The University may offset amounts owed to the University against all sums owed to an employee other than wages, or student work-study or loan payments.

Subject to the above limitations, the Chancellor, through the Vice Chancellor for Finance and Administration, may develop with an affected employee a repayment plan for successive offsets.
so that the entire amount owed to the University is not offset on a single occasion; provided, however, that no such plan shall be developed in the instance of any final settlement of accounts, such as where a final check for wages for a terminating employee may be involved. (Board Policy 405.2, 1/20/95)

**Career Service Recognition Payments**

All service in a classified or non-classified position or positions (except faculty positions) may be counted toward the eligibility requirements for Career Service Recognition Payments. It is not required that state service be continuous to establish eligibility.

Classified and non-classified employees (except faculty) will become eligible for Annual Career Service Recognition Payments upon completion of ten (10) or more years of service in a classified or non-classified full-time position or positions with an agency or institution of higher education of the state of Arkansas. Payments will be made according to the following schedule:

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<tr>
<td>10 through 14 years of state service</td>
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<tr>
<td>15 through 19 years of state service</td>
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<tr>
<td>20 through 24 years of state service</td>
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<tr>
<td>25 or more years of state service</td>
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Payments are made within the first week of the month following the month in which the increase eligibility date or career service credit date falls. Checks are produced from a supplemental payroll run and are subject to federal income tax at a 28% IRS required withholding rate and the regular social security and state income tax withholdings. Withholdings such as retirement contributions or any miscellaneous deductions do not apply to these checks. Payments are separate from regular payroll checks and do not affect the base salary. Direct deposit is not available on supplemental payroll runs. The payroll office notifies the employee’s department when checks are ready to be picked up.

If you have state service other than your UALR employment you must request that the agency or institution where you were previously employed complete a Proof of Prior Service Form and return it to Human Resource Services. Only full-time non-faculty service may be used to determine eligibility for the Career Service Recognition Awards.
FRINGE BENEFITS
Medical/Dental Insurance

All UALR employees who work half-time or more on a regular appointed basis (not hourly) are eligible to participate in the Group Medical and Dental insurance programs. UALR pays 60% of the premium for medical and 50% for dental insurance for full-time employees and lower percentages for less than full-time. Eligible dependents of employees may also be covered.

The Medical and Dental Plan pays benefits for you and your covered dependents. The types of services and supplies covered by the plan include: doctor's charges, hospital room and board, prescriptions, x-rays and laboratory tests, and other medical services and supplies.

Like most medical/dental plans, there are deductibles, co-payment, co-insurance, maximum out-of-pocket amounts, and limitations on benefits for pre-existing conditions.

If you do not enroll in the medical/dental plan within 31 days after becoming eligible for coverage, you must provide evidence of good health.

After leaving employment with the University, you may keep your University medical/dental coverage for a maximum period of 18 months through the Consolidated Omnibus Budget Reconciliation Act (COBRA). Information concerning continuation coverage will be mailed to you when Human Resource Services is notified by your department of your ending employment.

This is a summary of the insurance plan and not an actual contract. For more information, contact Human Resource Services.

IRS Section 125 Cafeteria Plan

This plan allows you to pay your Group Medical and Dental Insurance premiums with pre-tax dollars. It will result in a tax savings for you and an increase in take home pay. Additionally, you have the option of contributing pre-tax dollars to a health care and dependent care flexible spending account (see Flexible Spending Account(s)). These are voluntary programs.

Life Insurance

I. Basic Life

If you are appointed half-time or more, you are eligible to participate in the group term life insurance. Basic life insurance is equivalent to your base annual salary (not to exceed $50,000) and is provided at no cost to the employee. As your salary increases, your basic coverage is automatically increased. Benefits for the basic coverage are reduced for employees age 60 and older. If you choose, you may carry additional life insurance for yourself (see optional life) and/or dependent life insurance (see dependent life) with the premiums paid by you.

If you do not enroll in the insurance plan within 31 days after becoming eligible for coverage, you and any dependents you wish to cover must provide evidence of good health.

You may keep $10,000 of life insurance coverage at retirement if the following conditions are met:
A. Your age plus years of service at retirement equal 70 years;
B. You have 10 or more years of continuous coverage under the group life insurance plan; and
C. You pay the full premium for coverage after retirement.

For more information, contact Human Resource Services.

II. Optional Life Insurance

You have the option to buy additional life insurance through the Optional Life Insurance plan. You may choose additional coverage of one times, two times, three times, or four times your annual salary. There is a maximum benefit of $300,000. The employee pays the full cost of optional life insurance.

III. Dependent Life Insurance

You may buy life insurance for your spouse and eligible dependent children under this plan. If you enroll for this coverage, you have the option of choosing $10,000, $15,000, or $20,000 coverage on your spouse. Each eligible dependent is covered for 50% of the amount selected for your spouse. Children older than 14 days but less than 6 months are covered for $100. The employee pays the full cost of dependent life insurance.

Optional Accidental Death & Dismemberment Insurance

This coverage is available for you and your eligible dependents.

If you or a covered dependent dies as the result of an accident (on or off the job), the beneficiary will receive a benefit based on the amount of coverage you select. You may choose employee coverage of $25,000, $50,000, $75,000, $100,000, $125,000 or $150,000.

If you choose family coverage, your spouse’s coverage is 50% of your coverage, and each eligible dependent is covered for 10% of your coverage.

The plan may also pay partial benefits if a covered person is seriously injured in an accident and suffers the loss of a limb or eyesight.

The employee pays the full cost of Accidental Death and Dismemberment.

Basic Long Term Disability

The University pays the entire cost of this coverage, for all eligible employees whose annual salary is $20,000 or less.

If you are disabled, you may receive a Long Term Disability benefit of up to 60% of your base salary (up to a $1,000 maximum monthly benefit) beginning with the seventh month of your disability. Benefits continue to be paid to you for as long as you are disabled, until you retire, or until you reach age 65. In some cases, benefits may continue beyond age 65, depending on the employee’s age at the time of disability.

Long Term Disability is designed to coordinate with other forms of disability payments, such
as Social Security and Workers’ Compensation, so that you will receive a total income of 60% of salary (up to a maximum $1,000 per month).

Optional Long Term Disability

The Basic Long Term Disability plan pays a benefit of 60% of salary, up to a maximum benefit of $1,000 a month. If your annual salary is more than $20,000, you may elect to purchase Optional Long Term Disability to provide additional coverage for your salary in excess of $20,000 per year.

This coverage is designed to provide total disability income up to a maximum benefit of $5,000 per month (based on an annual salary of $100,000). As with the Basic Long Term Disability plan, your benefits are designed to coordinate with other forms of disability payments, such as Social Security and Workers’ Compensation, so that you will receive a total income of 60% of your base salary.

If you choose the optional coverage, you pay the additional premium. Disability benefits paid from the basic insurance are taxable, but benefits paid from the optional insurance are not taxable.

Flexible Spending Account(s)

Flexible spending accounts allow you to annually contribute a portion of your salary to an individualized account before federal, state, and social security taxes are calculated. You may then be reimbursed from that account for eligible health, dental or dependent care expenses. The advantage of establishing a flexible spending account is that it allows you to reduce your taxes while increasing your spendable income. The types of flexible spending accounts are:

A. Medical Care Reimbursement Account can be used to pay certain out-of-pocket medical/dental expenses not covered by the insurance plans.

B. Dependent Care Reimbursement Account can be used to pay those costs of dependent care that enable the employee (and spouse, if married) to work. Day care or after-school care expenses for a child under age 13 or care for a spouse or adult dependent incapable of self-care are eligible for reimbursement.

Retirement Program

All UALR employees on one-half time (50%) or greater appointment are eligible to participate in the University’s retirement program. You have 31 days from your date of hire to choose one of the available retirement plans. If you do not make a choice within that time period, you will be automatically enrolled in the TIAA/CREF program on a non-contributory basis. The plans are described below:

I. Teachers Insurance and Annuity Association and College Retirement Equities Fund (TIAA/CREF) – Under this plan, you may choose to contribute a part of your salary.

A. Non-contributory

If you choose not to contribute, UALR contributes an amount equal to 5% of your base salary.
B. Contributory

If you choose to contribute in excess of 5% of your salary, UALR will match your contribution up to 10%. Your contribution may be made on a "salary reduction" (before tax) or "salary deduction" (after tax) basis.

II. Fidelity Investments – Under this plan, you may choose to contribute a part of your salary.

A. Non-contributory

If you choose not to contribute, UALR contributes an amount equal to 5% of your base salary.

B. Contributory

If you choose to contribute in excess of 5% of your salary, UALR will match your contribution up to 10%. Your contribution may be made on a "salary reduction" (before tax) or "salary deduction" (after tax) basis.

III. Arkansas Public Employees Retirement Systems (PERS)

This system is automatically non-contributory unless you were enrolled on a contributory basis with some other state agency/institution before coming to work at UALR. UALR contributes an amount equal to 10% of your base salary whether you are enrolled on a contributory or a non-contributory basis.

IV. Arkansas Teacher’s Retirement System (ATRS)

Employees transferring to UALR from an agency where they were enrolled in ATRS may continue in the contributory or non-contributory option. This option only applies to employees transferring to UALR who are enrolled in ATRS. Employees who elect this option must continue to participate in the same ATRS (contributory or non-contributory) option. UALR will contribute 12% percent of your base salary.

For more information contact Human Resource Services.

Retirement Age

There is no mandatory retirement age for employees at UALR.

Social Security

As a UALR employee, you are covered by the Federal Old Age, Survivors and Disability Insurance System. Social Security tax is paid by you through withholding a percentage of your gross salary. UALR also pays an equal amount to your credit. The percentage of salary withholding for Social Security is subject to change due to Congressional action.

If you have any questions about benefits under the Social Security System, contact the Social Security Administration.

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Unemployment Compensation

In certain circumstances, you are eligible for unemployment compensation benefits when no longer employed by the University. You may file a claim at any local Employment Security Division Office.

Workers’ Compensation

You should notify your supervisor immediately if you are the victim of any job-related injury or occupational disease. You may be entitled to benefits under the Public Employee Claim Act.

All UALR Workers’ Compensation claims are processed and submitted to the Public Employee Claims Division of the Arkansas Insurance Department through Human Resource Services. The procedure outlined below establishes uniform guidelines to be followed by UALR employees. Supervisors are responsible for seeing that the procedure is followed.

A. If you are injured, immediately report the accident to your supervisor. If medical attention is needed, report promptly to the Health Services Office in the Donaghey Student Center.

B. In case of a serious accident, follow these steps:

1. Give yourself first aid if you know how and send someone to call for help.

2. Call Health Services at 569-3188. Nurses are on duty from 8:00 a.m. - 6:00 p.m. Monday through Thursday and from 8:00 a.m. - 5:00 p.m. on Friday.

3. If you cannot reach the nurse or if the accident occurs at night or on weekends, call the Department of Public Safety at 569-3400. Officers are trained in first aid and they can call an ambulance for you.

4. If you cannot reach the Department of Public Safety, dial 8-911. This puts you in direct contact with the emergency services dispatcher.

C. If you are examined by the nursing staff at the Health Services office, you may be referred elsewhere for further examination and/or treatment. Human Resource Services must be notified whenever such a referral is made.

D. To be eligible for medical payments, claims must be filed with the Public Employee Claims Division within ten days after an accident. The following forms must be completed:

1. Employer’s First Report of Injury or Illness

2. Employee’s Notice of Injury

3. Employee’s Report of Accident

E. You must complete the Employee’s Report of Accident at the time of the injury or as soon as possible after the accident. This form must be signed by you. If
you are unable to sign the form, an explanation must be given as to why you cannot.

F. Your supervisor is responsible for completing the Employer's First Report of Injury or Illness form as soon as possible after notification of your on-the-job injury. It must not be completed by you. The form must be signed by the immediate supervisor or his/her designee.

G. When you report an injury, your supervisor will give you a copy of form AR-N (Employee's Notice of Injury). Acknowledge receipt of the form on the line indicated. At your request, a copy of the form will be given to you. (The original will be sent to Public Employee Claims Division.)

H. When you report an injury, you should sign an authorization for Release of Information which is forwarded to Public Employee Claims Division. You may get copies of all forms mentioned above in Human Resource Services. Send completed forms to Human Resource Services as soon as possible after an accident occurs. These forms must be completed before any payment of medical expenses or compensation can be made by the Public Employee Claims Division. The Public Employee Claims Division will make a determination of benefits eligibility after it has received all forms, medical reports and itemized statements of charges. Whenever you receive a statement about an on-the-job injury, it is your responsibility to see that Human Resource Services receives the itemized statement or a copy.

According to the Public Employee Claims Act, compensation to injured employees is not allowed for the first seven calendar days of disability due to an injury, excluding the day of injury. If a disability lasts longer than that period, compensation starts with the eighth calendar day of disability. If the disability lasts for a period of two weeks, compensation begins the first day of disability, excluding the day of injury.

Eligibility for payments to the dependent of a deceased employee or to an injured employee with temporary partial disability, permanent partial disability or permanent disability is determined by the Workers' Compensation Commission.

If you should require time off for an injury suffered on the job, your supervisor is to immediately notify Human Resource Services of the date you return to work. After receiving notification, Human Resource Services will complete an Employer's Supplemental Report of Injury Form (Form E) and submit it to the Public Employee Claims Division. This form is also used if the original report did not show time lost and you are later unable to work.

**Accident Leave**

This clarifies the procedure to be followed for accident leave under **Board Policy 420.5**.

Board policy grants 30 working days of accident leave when an employee is injured as a result of an accident arising out of and in the course of his/her University employment. The policy will be implemented as a supplement to Workers’ Compensation payments.

Workers’ Compensation pays two-thirds of an employee’s salary up to a maximum amount (currently $270 per week). Workers’ Compensation does not pay compensation for lost time due to an accident if the lost time is less than eight calendar days. Workers’ Compensation covers all days missed, except the day of the accident, for lost time lasting fourteen calendar days or more.

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UALR’s procedure for implementing Board policy will be as follows:

1. Immediately following a work related accident the employee’s department head shall file a detailed report with Human Resource Services.

2. As soon as the employee is physically able and can conveniently do so, the employee will contact Human Resource Services and complete the required Workers’ Compensation forms. That report will be filed with Human Resources.

3. A physician’s statement will be requested by the employee’s department head and forwarded to Human Resource Services. The employee is responsible for giving the physician a release so medical information can be utilized to evaluate the request for accident leave.

4. Human Resource Services is responsible for forwarding the file of completed forms and physician’s statements as quickly as possible to the Public Employee Claims Division as well as to the Provost if the injured employee is an academic employee and to the Vice Chancellor for Finance and Administration (VCFA) for all other employees. Since Human Resource Services is charged with forwarding the file, that office will also follow up to obtain all necessary information.

5. The Provost or VCFA shall make a determination within 8 days from receipt of the report(s) whether to grant accident leave.

The accident leave shall cover the first day(s) of the absence not covered at all by Workers’ Compensation, and supplement Workers’ Compensation payments up to a maximum of the employee’s salary. The combined payments to the employee of Workers’ Compensation and accident leave shall not exceed the employee’s salary. The supplement shall end after the employee is cleared to return to work his/her regular number of hours (including light or modified duties) or has received pay from UALR for thirty days accident leave per accident. Any accident leave time remaining when the employee returns to work may be utilized for physician and physical therapy or health provider appointments associated with the accident.
PRIVILEGES
TUITION WAIVER FOR EMPLOYEES

I. Eligibility

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 are also eligible. All enrollees must meet normal admissions requirements, and audits should be on a space available basis only.

II. Transferability

The tuition waiver benefit is available to any employee, employee's spouse, or employee's dependent children at any on-campus unit of the University of Arkansas regardless of the site of employment. Individual units may also allow tuition waivers 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. Waiver benefits are applicable to tuition only. All applicable fees are to be paid in full for any enrollment. The waiver benefit is applicable to credit classes only.

III. Extent of Waiver

A. Employees may take any combination of undergraduate or graduate semester credit hours during the fall and spring semesters and up to three semester credit hours during each summer term, when dates of enrollment are non-concurrent, at a tuition cost of 10% of the cost of tuition for courses offered by the employee's campus or at 30% of the cost of full tuition for courses offered by any other campus within the University. This waiver does not apply to professional degrees as determined by the Chancellor of each campus. Employees enrolled in electronically delivered courses such as CIV, Internet, web based, or distance education are eligible for waiver benefits on regular tuition (10% of the cost of tuition for courses offered by the employee's campus, or 30% of the cost of tuition for courses offered by any other University of Arkansas campus). In addition to this tuition cost, the employee will pay the difference between the cost of regular tuition and the tuition charge for distance education courses.

B. Employees of the University of Arkansas System office, the Cooperative Extension Service, the Agricultural Experiment Stations, the UAMS Area Health Education Centers, and other widely dispersed units of the University of Arkansas shall designate one campus as the "employee's campus" for purposes of this policy. The designated
campus shall remain the same for the term of employment unless the site of employment changes.

C. Spouses and dependent children may take up to 132 undergraduate semester credit hours at 50% of tuition at the employee's campus or at 60% of full tuition at any other campus within the University of Arkansas. Spouses and dependent children enrolled in electronically delivered courses such as CIV, Internet, web based, or distance education will pay 50% of the cost of regular tuition for courses offered by the employee's campus, or 60% of the cost of regular tuition for courses offered by any other University of Arkansas campus. In addition to this regular tuition cost, the spouse/dependent children will pay the difference between the cost of regular tuition and the tuition charge for distance education courses. A student may not receive discounts as both an employee and as a spouse or dependent child of an employee.

IV. Effective Date

This policy shall be effective July 1, 2005.

June 3, 2005 (Revised)
June 6, 2003 (Revised)
June 7, 2002 (Revised)
November 8, 1996 (Revised)
November 12, 1993 (Revised)
June 25, 1987 (Revised)
January 16, 1986
Faculty and Staff Identification Card

All faculty and staff members, other than those hired as extra labor, are issued a UALR identification card called the UALR ID Campus Card. The UALR ID Campus Card may be obtained at the Donaghey Student Center.

You are to present the card on request for use of such privileges as the University Library, Donaghey Student Center Fitness and Aquatic Center (membership required) and other facilities/services. The card is only valid for the length of time you are employed by the University. It is not transferable and it does not authorize you to obligate the University in any manner.

At the conclusion of your employment, you are to return your UALR ID Campus Card to Human Resource Services.

Enrollment in University Courses

Tuition-remission benefits are available to you. University of Arkansas Board Policy extends to full-time employees, their spouses, and dependent children educational benefits at reduced rates as follows:

I. Eligibility

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. All enrollees must meet normal admissions requirements, and audits should be on a space available basis only.

II. Transferability

The tuition-remission benefit is available to any employee, spouse, or dependent at any unit of the University of Arkansas regardless of the site of employment.

III. Extent of Remission

A. Employees may take any combination of undergraduate or graduate (but not professional) semester credit hours during the semester and up to three undergraduate or graduate (but not professional) semester credit hours per session during the summer at a cost of $5 per credit hour at the employee's campus or at 30% of the cost of full tuition at any other campus within the University System, subject to limitations hereinafter described.

B. Employees of the University System office, the Cooperative Extension Service, the Agricultural Experiment Stations, the UAMS Area Health Education Centers, and other widely dispersed units of the University shall designate one campus as the "employee's campus" for purposes of this policy.

C. Spouses and dependent children may take up to 132 undergraduate semester credit hours at 50% of full tuition or registration fee at the employee’s campus or 60% of full tuition or registration fee at any other campus within the University System.
IV. Employee Enrollment and Work Assignment Responsibility

A. Enrollment at reduced rates during regular working hours will be limited to one course each semester with a maximum of five semester credit hours and a total maximum of eight semester credit hours for the regular academic year of two semesters.

B. Enrollment at reduced rates outside of regular working hours for employees shall not exceed nine semester credit hours per semester, or in aggregate with enrollment during working hours eleven semester credit hours or twenty-two semester credit hours per regular academic year of two semesters.

C. Enrollment at reduced rates shall be approved by the employee’s immediate supervisor and the chief academic officer of the site of employment.

D. This policy does not assume that release time from regular working hours will be automatically permitted.

E. Exceptions to IV A, B, C, & D may be granted by the chief operating officer of the site of employment upon recommendation of the employee’s immediate supervisor and the chief academic officer; if such exceptions are for enrollment at a unit other than the site of employment, the chief operating officer of the receiving unit, or designee, must also approve the exception.

(Universitywide Administrative Memorandum 445.1, 11/12/93)

For copies of the forms to make a request for this benefit, ask your supervisor or contact the Cashier’s Office.

Employee Assistance Program

The purpose of this policy is to establish and define an Employee Assistance Program (EAP) for the University of Arkansas at Little Rock (UALR), and to notify departments and employees within UALR of the procedures to be followed in accessing the services of the program. The EAP is a worksite-based program designed to assist in the identification and resolution of personal problems of employees including, but not limited to health, marital, family, financial, legal, emotional, stress, alcohol, drug, or other human concerns which may affect employee job performance.

All UALR employees currently eligible for employee benefits are eligible to participate in the Employee Assistance Program (EAP). On occasion, members of employee’s family may participate in the program when activities are related to employee problems. Participation in the EAP is voluntary. Choosing to participate, or not to participate, will neither adversely affect an employee’s job status and promotional opportunities, nor excuse an employee from adherence to UALR policies and procedures concerning job performance and basic code of conduct. Contact with the EAP shall be confidential, except through written authorization by the employee, or in cases of an abused person, an unexplained, unusual or suspicious death, or a threat to one’s own life or that of another, as prescribed by state and federal law. EAP records will be retained within the offices of the EAP, and will not become part of, or referenced to any employee’s personnel file, medical file, or other file which may be accessed by any other department or organization. Visits to the EAP by an employee may be made during work hours while the employee is on UALR time, but must be coordinated through the employee’s supervisor.
I. The specific core activities of the Employee Assistance Program (EAP) include:

A. Expert consultation and training of appropriate persons in the identification and resolution of job performance issues related to the personal concerns identified above.

B. Confidential, appropriate, and timely problem assessment and resolution services including referrals for appropriate diagnosis, treatment, and assistance; establishment of linkages between the workplace and community resources that provide such services, and follow-up assistance to employees who use those services.

II. Referrals to the Employee Assistance Program may be made by the employees themselves on a voluntary basis, or by the employee’s supervisor. However, decisions to accept supervisor referrals to the EAP program and subsequent referrals for treatment are voluntary, and are the personal responsibility of the employee.

III. UALR employees or members of their families requesting an appointment with the Employee Assistance Program should contact the EAP Office at 686-2588. Normal appointments will be scheduled within 72 hours. Response to emergency situations will be scheduled within 24 hours, if possible. Employees seeking assistance from the EAP are encouraged to do so before job performance is impaired. Problems treated early are usually simpler to resolve.

IV. Usual working hours of the EAP are Monday through Friday, 8:00 a.m. to 4:30 p.m. During evening and night shift hours, a recorded message will provide information on how EAP Staff can be reached.

V. The services of the UALR Employee Assistance Program are free. Employees referred to an outside provider however, will be responsible for all costs associated with those outside services; although the employee’s medical insurance may cover part of the cost of those services.

VI. All UALR departmental supervisors will complete EAP Supervisor’s Training, provide orientation on EAP to their employees, and make all information concerning EAP available to those employees.

If you have questions concerning the Employee Assistance Program, please contact Human Resource Services.

1 United States Statute 42 CFR, Part 2
Arkansas Act 1208 of 1991, Section 3
Arkansas Rules of Evidence 503D1

Bookstore Discount

Faculty and staff may receive a 10% discount on items sold in the bookstore except textbooks, software, special orders, and snacks. You must show your UALR ID Campus Card prior to purchase.

Check Cashing

You may cash checks at the University if proper identification is submitted. Checks may be

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cashed in the Cashier’s Office.

Credit Union

You may participate in the University of Arkansas for Medical Sciences (UAMS) Credit Union. The office of the credit union is located at UAMS, 4301 West Markham, Little Rock, Arkansas. Applications for membership are available through Human Resource Services.

Entertainment

You have access to plays, concerts, lectures, athletic and other events on campus as a UALR employee. Watch for notices of these events in campus publications.

Health Services

Health Services is staffed by a nurse practitioner and nurse. Free services include: assessment, treatment and referral when needed for common acute illnesses; first aid and campus emergency care; information on medications, diseases or health related topics; screenings such as blood pressure, HIV, nutrition or weight; information about support groups and mental health referrals. Parking permits for those with a disability or temporary medical condition are approved by Health Services. TB skin tests, flu shots, administration of allergy shots and tetanus immunization are available for a small charge.

The office is located in the Donaghey Student Center, 102.

DSC Fitness & Aquatic Center

The Donaghey Student Center combines a typical student center with a recreation and fitness complex. The Fitness & Aquatic Center provides state-of-the art fitness & weight training equipment, running track, a variety of sports courts and Central Arkansas’ only Olympic-sized pool. University employees and their families may join the Fitness & Aquatic Center for a nominal fee.

Included with your membership is full access to a variety of sports equipment, aerobics classes, and a myriad of fitness, aquatics, and intramural services. For more information, contact the Donaghey Student Center at 569-8284 or 569-3232.

Library Privileges

Ottenheimer Library serves UALR faculty and staff as well as students. Services include dial-up access to the catalog, circulation privileges, reduced rate photocopy cards, interlibrary loan privileges, access to multiple electronic databases, and individual instruction on the use of information resources. Most library services require that you show your UALR ID Campus Card.
Voting

UALR is neutral on all matters regarding political association or support. Although this is the University’s official position, you are encouraged to support and vote for the candidates of your choice in national, state and local elections.

In most communities, polls remain open long enough to allow you time to vote without interruption of working hours. In cases of extreme hardship, such as great distance to the polls, you may be permitted to report to work late or leave early in order to vote. This time is given to you with pay and without reduction to your sick leave or annual leave, or any other leave benefit. If it is necessary for you to use this privilege, please notify your immediate supervisor before election day.
HOLIDAY AND LEAVE POLICIES
TO: Department Heads
FROM: Joel E. Anderson, Chancellor
SUBJECT: 2004-2005 HOLIDAY SCHEDULE
DATE: July 1, 2004

The holiday schedule for 2004-2005 is listed below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 5</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 6</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 25</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>November 26</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 20</td>
<td>Charged to Annual Leave</td>
</tr>
<tr>
<td>December 21</td>
<td>Charged to Annual Leave</td>
</tr>
<tr>
<td>December 22</td>
<td>Charged to Annual Leave</td>
</tr>
<tr>
<td>December 23</td>
<td>Charged to Annual Leave</td>
</tr>
<tr>
<td>December 24</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>December 27</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>December 28</td>
<td>In lieu of Veteran’s Day</td>
</tr>
<tr>
<td>December 29</td>
<td>In lieu of Employee’s Birthday</td>
</tr>
<tr>
<td>December 30</td>
<td>Charged to Annual Leave</td>
</tr>
<tr>
<td>December 31</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>January 17</td>
<td>Martin Luther King’s Birthday</td>
</tr>
<tr>
<td>April 1 (Friday of Spring Break)</td>
<td>In lieu of George Washington’s Birthday/Daisy Gatson Bates’ Day</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day</td>
</tr>
</tbody>
</table>

The Staff Senate has recommended a two-week closure over the Christmas Holiday period. Since all academic organizations must be open on December 17, UALR’s two full weeks of closure will begin on Monday, December 20 and conclude on Friday, December 31.

Please post this memorandum in an area that will be accessible to members of your staff.
**Holidays**

You are given time off to observe the following holidays:

- New Year’s Day: January 1
- * Martin Luther King’s Birthday
- * Robert E. Lee’s Birthday
- George Washington’s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Eve
- Christmas
  
  * Employee’s Birthday

* You are given two additional days off during Christmas vacation: one is to observe Martin Luther King’s and/or Robert E. Lee’s Birthday and the other is to observe your birthday. Both of these days are given during this time in lieu of the actual birthday of Martin Luther King and Robert E. Lee, and your birthday.

In addition, if the Governor proclaims any other holiday for state employees, the University will grant that day or another day off.

Holidays which occur on a Saturday (except December 25) will be observed the preceding Friday. When December 25 occurs on Saturday, the following Monday is observed.

Holidays which occur on a Sunday (except December 24) are observed the following Monday. When December 24 occurs on a Sunday, the preceding Friday is observed.

If you are assigned an unusual work schedule which requires you to work on regularly scheduled holidays, you will be granted time off on another day following the holiday. Your choice for taking this day off is to be made as soon as possible after the holiday. Also, the choice is subject to your supervisor’s approval. Working on a holiday is not considered overtime unless working that day results in a work week of more than 40 hours.

If you are a one-half time or greater employee, your holiday pay will be proportionate to the time worked.

In order to receive holiday pay, you must be in paid status (not on leave without pay) the workday before the holiday and the workday after the holiday.

Specific annual dates of the holidays observed by the University are published and distributed to each department by Human Resource Services after July 1 of each year.

**Sick Leave**

Sick leave is a benefit which is available to University employees who work 1,000 hours or more per year in a regular salary classified 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 the father, mother, sister, brother, husband, wife, child, grandparents, in-laws, or any individual acting as a parent or guardian of the employee. An employee shall be required to furnish to his/her supervisor a certificate from an attending physician for five or more consecutive days of sick leave. Application to use sick leave must be filed within two days after employee returns to work. Employees who leave University employment are not entitled to be paid for accrued sick leave.

An eligible, full-time employee accrues sick leave at the rate of eight hours for each complete month of service up to a maximum of 960 hours. Employees working less than full time but more than 1,000 hours per year in a regular salary classified position accrue sick leave in the same proportion to time worked.

Sick leave may not be accumulated during a leave without pay when such leave totals ten or more days within a calendar month.

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, not calendar days, and is deducted from the employee’s accrued sick leave. Non-workdays such as weekends and holidays falling within a period of sick leave are not charged as sick leave.

Absence due to illness or disability, except in case of maternity leave, is charged in the following order:

1. Earned Sick Leave
2. Earned Annual Leave
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.

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 annual and sick 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 the supervisor as much notice as possible prior to beginning maternity leave and at least two weeks notice prior to returning to work. Both notices must be in writing. (Board Policy 420.2, 6/9/95)
Catastrophic Leave

The purpose of this policy and the accompanying procedure is to establish a Catastrophic Leave Bank Program for the exclusive use of the regular, full-time employees of the University of Arkansas at Little Rock as authorized by Act 169 of 1991 and according to the rules and regulations approved by the Department of Finance and Administration.

A. Policy

It shall be the policy of the University of Arkansas at Little Rock to permit eligible, regular, full-time employees to voluntarily donate accrued annual and/or sick leave to the Catastrophic Leave Bank Program. It shall also be the policy of the University of Arkansas at Little Rock to permit eligible, regular, full-time employees to voluntarily receive leave from the Catastrophic Leave Bank Program. The Catastrophic Leave Bank Program does not create any expectations or promises of continued employment with the University of Arkansas at Little Rock and is merely a means of assisting eligible University employees through medical emergencies, injuries and illness should they exhaust all earned sick, annual, holiday and compensatory leave time. The Catastrophic Leave Committee shall be composed of five members who represent a relative demographic cross-section of the University’s work force. Participation shall be voluntary and the administration of the Catastrophic Leave Bank Program shall be in accordance with Act 169 of 1991, Department of Finance and Administration Rules and Regulations and in compliance with the listed procedures.

B. Definitions

Catastrophic Illness means a medical condition of an employee as certified by a physician (or other individual as provided in A.C.A. 21-4-207 [a][2]) which requires an employee’s absence from duty for a prolonged period of time and which results in a substantial loss of income to the employee because of the exhaustion of all earned sick, annual, holiday and compensatory leave time.

Catastrophic Leave means paid leave which is transferred to a leave recipient from the University’s Catastrophic Leave Bank. Catastrophic Leave may be granted only in one (1) hour increments. While a leave recipient is on catastrophic leave, he or she shall receive normal benefits such as the University’s contributions to insurance and retirement.

Catastrophic Leave Bank means a pool of accrued annual and/or sick leave voluntarily donated by employees of the University in accordance with rules and regulations established in Act 169 of 1991 for use by other employees.

Catastrophic Leave Bank Program means a program approved by the Director of the Department of Finance and Administration and established, maintained, and administered by the University of Arkansas at Little Rock to provide for the orderly authorization and administration of catastrophic leave.

Catastrophic Leave Committee means a committee comprised of five members who represent a relative demographic cross-section of the University’s work force and who review applications from employees for catastrophic leave, and in turn, make recommendations to the Chancellor relating to such leave.

Employee means a person who is regularly appointed or employed in a position
of service by the University of Arkansas at Little Rock who is compensated on
a full-time basis. A person who works less than full time (forty hours per week)
is excluded from this definition, and as such, is not eligible to participate as a
donor or recipient in a Catastrophic Leave Bank Program.

Leaves Donor means an employee whose voluntary written request to donate
accrued annual or sick leave to the Catastrophic Leave Bank has been reviewed
by the Catastrophic Leave Committee and approved by the Chancellor. No
employee shall be allowed to be a leave donor if such a donation will reduce
that employee’s combined accrued sick and annual leave to less than 80 hours.
(Exception: an employee who is terminating employment may donate all
accrued leave time and is not required to maintain the 80 hour leave balance.)
Accrued leave may be donated in no less than one (1) hour increments.

Leaves Recipient means a current employee whose Catastrophic Leave Request
has been recommended by the Catastrophic Leave Committee and approved by
the Chancellor.

Medical Condition means a personal emergency limited to catastrophic and
debilitating medical situations, severely complicated disabilities and severe
accident cases which cause the employee to be incapacitated, require a
prolonged period of recuperation and require the employee’s absence from duty
as documented by a physician (or other individual as provided in A.C.A. 21-4-
207[a][2]). Routine disabilities or disabilities resulting from elective surgery do
not qualify for catastrophic leave.

Prolonged Period of Time means a continuous period of time whereby a
medical condition prevents the employee from performing the employee’s
duties. A prolonged period of time is interpreted to be a minimum of thirty
(30) working days.

Substantial Loss of Income means a continuous period of time where the
employee would not have otherwise been compensated by the University of
Arkansas at Little Rock due to a medical condition and the exhaustion of all
earned sick, annual, holiday, and compensatory leave, and such medical
condition is not covered and compensated by Workers’ Compensation.

C. Catastrophic Leave Committee

The Catastrophic Leave Committee shall be comprised of five members. Three
members shall be selected by the Staff Senate and two members selected by the
Faculty Senate. These committee members must represent a cross-section of the
employee population. Ex-officio, non-voting members will include a
representative from Human Resource Services and a representative from Payroll.

The committee shall annually select their chairperson from the committee
membership. Committee meetings will be scheduled on a regular basis.

The charge of the committee shall be:

1. Review Catastrophic Leave Requests;
2. Determine eligibility;
3. Determine continuing eligibility; and,
4. Recommend action to the Chancellor.

D. Donation to the Catastrophic Leave Bank

The Catastrophic Leave Committee shall screen leave donated by employees to ensure that the following criteria are met:

1. Donation period will be during November and December unless the Catastrophic Leave Committee declares an emergency sign-up period due to a low level of hours in the Catastrophic Leave Bank. Sick and/or annual leave may be donated to the Catastrophic Leave Bank in no less than one (1) hour increments up to a combined total of 40 hours per year. The Chancellor reserves the right to make exceptions on a case-by-case basis.

2. No employee shall be allowed to donate leave to the Catastrophic Leave Bank if such donation will reduce that employee’s accrued sick and annual leave balance to less than eighty (80) hours. This does not apply to employees who are terminating their employment. When an employee terminates employment, any unused leave may be donated to the Catastrophic Leave Bank at that time.

3. Annual and/or sick leave which has been donated to the Catastrophic Leave Bank may not be restored to the employee who donated the leave time.

4. Annual and/or sick leave donated to the Catastrophic Leave Bank by an employee cannot be designated to any one individual.

E. General Guidelines

1. Only employees of the University of Arkansas at Little Rock shall be eligible to participate in the Catastrophic Leave Bank Program.

2. The employee must be a regular/full-time employee.

3. The employee must have been employed by the State of Arkansas for at least two (2) years in a regular full-time position (even though this two (2) years may not be continuous).

4. The employee must have exhausted all sick, annual, holiday and compensatory leave.

5. No employee shall be approved for catastrophic leave unless that employee is, or is reasonably expected to be, on leave without pay status.

6. The illness or injury is not covered by Workers’ Compensation or all such benefits have been exhausted.

7. The employee has not been disciplined for leave abuse during the past two (2) years.

8. No employee shall be eligible for approved catastrophic leave in excess of six (6) continuous months unless it can be ascertained that the
employee has been denied disability retirement or Social Security benefits. However, the employee has the option of reapplying for additional leave at the conclusion of the catastrophic leave period.

9. Catastrophic leave shall not be awarded retroactively.

10. No employee shall be approved for catastrophic leave unless that employee has provided an acceptable medical certificate from a physician (or other individual as provided by A.C.A. 21-4-207 [a] [2]) supporting the continued absence and setting forth that the employee is and will continue to be incapacitated from performing the employee's duties due to a catastrophic illness. Information relative to the employee's assigned duties shall be made available to the physician and to the Catastrophic Leave Committee.

11. In no case shall catastrophic leave be granted beyond the date certified by the physician as the date when the employee is able to return to work.

12. Catastrophic leave may not be used to assist in caring for an immediate family member.

13. In the event that an employee on catastrophic leave is terminated, retires, expires or returns to work prior to expiration of previously approved catastrophic leave time, all unused catastrophic leave shall be returned to the Catastrophic Leave Bank.

14. An employee shall be dismissed if such employee fails to report to work promptly at the expiration of the period of approved/granted catastrophic leave. Nothing, however, shall prevent the University of Arkansas at Little Rock from accepting satisfactory reasons for employee's not returning at the specified time if such reasons are provided by the employee in advance of the date which the employee is scheduled to return to work and/or from granting leave without pay status to an employee prior to or after the expiration of such catastrophic leave if, in the view of the Chancellor, such action is warranted.

15. Employees on catastrophic leave will continue to accrue leave in accordance with existing state leave policies and will receive the normal institution benefits including contributions to insurance, retirement, etc.

16. Leave earned while an employee is on catastrophic leave must, as a condition of voluntary participation in the program, be assigned to the Catastrophic Leave Bank, and any restrictions concerning the maintenance of minimum leave balances shall not apply, to such assignment.

17. Employees on catastrophic leave will continue to draw their normal rate of pay. Catastrophic leave will not change an employee's eligibility date; however, the award of the next anniversary increase will be delayed beyond the eligibility date for the same number of work days as the employee was on leave without pay and catastrophic leave.

18. Recommendation from the Catastrophic Leave Committee to the Chancellor regarding catastrophic leave approval shall be made within
two (2) weeks from receipt of application and other required documents.

19. The decision of the Chancellor shall be final and binding. Nothing, however, shall prevent the Chancellor from taking into account the impact of a decision on the institution’s operation in granting or denying catastrophic leave or in modifying previously approved catastrophic leave, if, in the judgment of the Chancellor, such approved leave would seriously impact the institution’s operations.

20. Applications for catastrophic leave shall be reviewed on a first filed, first reviewed basis. Catastrophic leave which would result in a negative balance in the Catastrophic Leave Bank shall not be approved.

F. Prohibition of Concern

No employee shall directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce any other employee for the purpose of interfering with any such employee with respect to donating, receiving or using annual or sick leave. Any report of such described instances shall be reported in writing to the Chancellor. All written reports of such described instances shall be investigated thoroughly and appropriate disciplinary action shall be taken for any substantiated violation.

G. Supplying False Information and/or Abuse of Catastrophic Leave

1. Any employee who should knowingly and/or purposefully provide false information to the Catastrophic Leave Committee in an attempt to gain approval of catastrophic leave time may be dismissed or receive some other type of disciplinary action.

2. Any employee who knowingly abuses the use of approved catastrophic leave time for the purpose of monetary gain, recreational pleasures, or any such actions that are deemed contrary to the basic intent of the Catastrophic Leave Bank Program may be dismissed or receive some other type of disciplinary action.

H. Recordkeeping Requirements

In order to comply with rules and regulations established by the State of Arkansas, the University of Arkansas at Little Rock Catastrophic Leave Program must include a record keeping procedure which tracks:

1. The hours donated by each employee, the rate of pay and dollar value of such donated leave;

2. The hours of catastrophic leave awarded, including the name of the recipient, position, and rate of pay; and,

3. Any other such data as required by the Director of the Department of Finance and Administration.

These records should be retained by the University of Arkansas at Little Rock subject to audit by the Department of Finance and Administration and the Division of Legislative Audit.
I. Funding Resources

Salary payments to the leave recipient will be paid from the recipient’s departmental budget, the same as current sick and annual leave payments. Those departments needing assistance for funding a temporary employee to handle the workload of the employee on catastrophic leave will be handled on a case-by-case basis.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) requires employers with 50 or more workers to provide qualified employees up to 12 weeks unpaid leave per year for the birth or adoption of a child, to care for a spouse or an immediate family member with a serious health condition, or when unable to work because of a serious health condition. Employers covered by the law are required to maintain any pre-existing health coverage during the leave period with the employee paying the appropriate premium. Once the leave is concluded, the employee may be reinstated to the same or an equivalent job. Contact Human Resource Services for additional information.

Annual Leave

All employees who work 1,000 hours or more per year in a regular salary classified position accrue annual leave. Full-time eligible employees accrue annual leave in accordance with the following schedule while employees who work less than full-time but more than 1,000 hours per year accrue annual leave in the same proportion to time worked:

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Monthly</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through 3 years</td>
<td>8 hours</td>
<td>12 days</td>
</tr>
<tr>
<td>4th through 5 years</td>
<td>10 hours</td>
<td>15 days</td>
</tr>
<tr>
<td>6th through 12 years</td>
<td>12 hours</td>
<td>18 days</td>
</tr>
<tr>
<td>10th through 20 years</td>
<td>14 hours</td>
<td>21 days</td>
</tr>
<tr>
<td>Over 20 years</td>
<td>15 hours</td>
<td>22.5 days</td>
</tr>
</tbody>
</table>

Annual leave is cumulative; however, no employee may have in excess of 30 days on December 31 of each year. During the calendar year accrued annual leave may exceed 30 days, but those days in excess of 30 will be lost if they are not used before 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.

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. Annual leave is granted on a basis of workdays, not calendar days. Non-workdays such as weekends and holidays falling within a period of annual leave are not charged as annual leave. Annual leave must be earned before it can be authorized and is deducted from the employee’s accrued leave.

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, shall be included in the final pay to the employee. No employee receiving such additional compensation shall return to University employment until the number of days for which he/she
The Family Medical Leave (FMLA)  
Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employee’s for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Reason for Taking Leave: Unpaid leave must be granted for any of the following reasons:

♦ To care for the employee’s child after birth, or placement for adoption or foster care;
♦ To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
♦ For a serious health condition that makes the employee unable to perform the employee’s job.

At the employee or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification: The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

♦ Employees should provide advance notice of the requested leave, whenever possible, at least 30 days in advance when the leave is “foreseeable.”
♦ A medical certification may be required to support a request for leave or a fitness for duty report may be required before an employee may return to work. Employees on FMLA leave may be required to furnish periodic reports of their status and intent to return to work.
♦ Absences that qualify as FMLA leave will be indicated on the employee’s timesheet.
♦ An employee may be required to exhaust all accumulated sick leave prior to being placed in a leave without pay status. Accumulated annual leave or compensatory time may also be used. If an employee uses accumulated sick leave, annual leave, and/or compensatory time for qualifying absences, such time may also be counted toward the employee’s FMLA leave entitlement.

Job Benefits and Protection:

♦ Employees who are on an approved FMLA leave of absence without pay shall continue to receive the employer’s share of health insurance contributions. The employee must pay any out-of-pocket premium cost. (See the attached commitment, prior arrangements must be made)
♦ Upon return from FMLA leave, an employee will be restored to his/her original or an equivalent position.

Unlawful Acts by Employers: FMLA makes it unlawful for any employer to:

♦ Interfere with, restrain, or deny the exercise of any right provided under FMLA;
♦ Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

♦ The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
♦ An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement, which provides greater family, or medical leave rights.

For Additional Information: Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.
received additional compensation has expired. (Board Policy 420.2, 6/9/95)

Military Leave

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 two weeks leave annually plus necessary travel time for annual training requirements. Such leave shall be granted without loss of pay and in addition to regular vacation time. Each employee who requests military leave shall furnish a copy of his/her orders to Human Resource Services. An employee who is drafted or called to active duty in the Armed Forces of the United States or who volunteers for military service, shall be placed on extended military leave without pay and upon application within 90 days after the effective date of his/her release from active duty, shall be reinstated to the position vacated or an equivalent position at no loss of seniority or any of the other benefits and privileges of employment. An employee who enlists or reenlists for a second consecutive tour of military duty shall forfeit his/her reemployment rights.

Military personnel called to duty in emergencies by the Governor or by the President of the United States shall be granted leave with pay not to exceed 30 work days after which leave without pay will be granted in addition to regular vacation time. (Board Policy 420.2, 6/9/95)

Leave Without Pay

The President may grant an employee’s written request for a leave-of-absence without pay not to exceed six months unless granted in accordance with the provision for military leave. Leave without pay is not to be granted, except in the case of maternity leave (see Sick Leave), until all of the employee’s accumulated annual leave has been exhausted. Any employee on leave-of-absence without pay does not accumulate annual leave nor participate in the group insurance programs to which the University makes a contribution nor receive pay for any legal holidays. An employee may continue with the insurance programs by paying the entirety of those costs provided that arrangements have been made in advance with Human Resource Services to assume full payment of the premium costs.

The President, upon the recommendation of a Chancellor, the Vice President for Agriculture, or the Directors of the Graduate Institute of Technology and Arkansas Archeological Survey, may place an employee in a leave-without-pay status for disciplinary reasons in accordance with the written personnel policies of the unit involved. In this instance the individual is not required to exhaust annual leave and sick leave before being placed in leave-without-pay status. (Board Policy 420.2, 6/9/95)

Court and Jury Leave

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

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

Employees who are accepted by the court as expert witnesses and paid a fee in excess of the normal witness fee shall be required to take annual leave for the time required for such
testimony. (Board Policy 420.2, 6/9/95)

Educational Leave

A permanent (full-time) 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-of-service training and compensation paid during the training period.

2. A written contract setting forth all terms of the agreement shall be signed by the employee and the President or Chancellor. The employee shall retain all rights in the position held at the time when the leave was granted or in one of comparable security and pay.

The amount of salary paid during the training period will be agreed upon by the employee and the President or Chancellor but may not in any case exceed the regular salary paid the employee. Payments for tuition, fees, books, and transportation may be made only if such sums have been specifically appropriated by the General Assembly for such purposes. (Board Policy 420.2, 6/9/95)
EMPLOYMENT POLICIES AND PROCEDURES
Recruitment

All vacancies in classified positions are listed with Human Resource Services. They are routinely advertised with a statewide newspaper, on a standard UALR Human Resource Services Job Vacancy Announcement, and on a telephone recording job line. Testing requirements, if applicable, and minimum qualifications are listed on all advertisements for vacant positions.

As a service to University employees, Human Resource Services accepts promotion/transfer interest requests for classified positions on an on-going basis. If you have interests in promotion/transfer opportunities, you are encouraged to visit Human Resource Services.

Vacancies for faculty and administrative positions are also posted in Human Resource Services.

Applications for Vacant Positions

A. Classified Positions

You may apply for position vacancies whenever they are advertised.

If you are interested in applying for a position vacancy you must apply to Human Resource Services. If it has been more than three months since your resume/application has been updated, or if your job duties have changed, new information must be submitted. An accurate review of your qualifications cannot be conducted without up-to-date and accurate information.

If your application for a position vacancy meets minimum qualifications, it will be forwarded to the department where the vacancy exists. That department will be responsible for contacting you about the status of your application after your application is forwarded to them from Human Resource Services.

B. Faculty and Administrative Positions

Applications for faculty and administrative positions are accepted by the department in which the vacancy exists. Human Resource Services does not accept applications for these positions.

Employment of Relatives

Employment of relatives in the same department or division is allowed only in cases where one will not supervise or have control over personnel matters related to the other. Personnel matters include, but are not limited to: hiring, firing, promoting or determining salary levels. Relative is defined as father, mother, sister, brother, husband, wife, child, grandparents, cousins, aunts, uncles and in-laws.

This policy does not apply to custodial workers.
Orientation

Soon after being employed at UALR, you will be required to attend an orientation session conducted by Human Resource Services. Orientation sessions are usually conducted the first and third Wednesday of each month. You will be notified of the time and location.

You are encouraged to attend the first session after you begin work. The University views this as an important event set aside to familiarize you with relevant policies and procedures, parking and traffic regulations, and other information you need to know as an employee.

Changes in Personal Information

Human Resource Services keeps complete and permanent records on each employee and uses this information for official reasons. Therefore, you are encouraged to notify Human Resource Services of changes in your name, address, telephone number, etc.

Employment in Two State Positions

State law and UALR policy allow employees to work concurrently in two positions. One position would be with this University and the other position would be with another state agency or institution. Before requesting authorization for concurrent employment, the following conditions must exist:

A. The combined salary of both positions cannot exceed the maximum allowable salary for the higher salaried position.

B. The work does not interfere with the employee's primary University duties.

C. The work must be performed outside the hours of his/her normal University work day. A classified employee is not allowed to take vacation or compensatory time to perform the work.

For more information on the approval process for concurrent employment, contact Human Resource Services.

Outside Employment

You may have outside employment if the following conditions are met:

A. The outside employment does not constitute a conflict of interest and does not interfere with the performance of your University job.

If you have doubts about whether an outside job would constitute a conflict of interest, check with your supervisor.

B. The work is done off the premises of the University.

C. The work is done during your time and not the University’s.

D. The work does not involve the use of materials, supplies, equipment, etc. belonging to the University except with permission of the appropriate department head and arrangements to pay appropriate fees.
**Viewing Personnel Files**

Official records are maintained in Human Resource Services on each University employee. Files are only opened for viewing under the following conditions:

A. Employees are allowed to view information contained in their file anytime during regular business hours.

If you should make a request to view your file, you will be allowed to do so in the presence of a member of Human Resource Services staff. Your file may not be removed from the office, or altered in any way. (Exception: You may remove documents that you requested to be placed in your file.)

B. Files of employees who have applied for promotion/transfer may be viewed by the prospective supervisor and persons involved in the interview or selection process for filling that position.

C. Supervisors may view the files of employees they supervise at any time.

D. Any member of the public (under provisions of and subject to exemptions under the State Freedom of Information Act) can request and have access to employee files. Before a request is honored, the employee on whom the file is maintained is contacted and the file is purged of the following pieces of information:

1. Social Security Number
2. Unlisted telephone numbers
3. Addresses not intended for publication
4. Income tax information
5. Medical records
6. Scholastic records
7. Adoption records
8. Information which is deemed to constitute a clearly unwarranted invasion of personal privacy

E. Free copies of documents contained in personnel files are provided to the employee on whom the file is maintained, to any individual(s) who is empowered by University policy to participate in the settlement/investigation of a formal grievance/complaint which has been filed by an employee and to a party or parties authorized by court order or subpoena. All other requests for copies will be honored for a charge.

F. Documents submitted for inclusion in personnel files are made a part of a permanent record. Subsequent withdrawals of information require a written request from the individual who originally requested the documents be included.

G. Arrangements to view personnel files are to be made with the Manager, Records. This individual is located in Human Resource Services.
H. To the extent departments maintain personnel files, the same rules apply.

Probationary Policies

A. Probationary Employment

As a new employee (new hire, rehire or transfer from another state agency/institution), you are placed on probationary employment status for three months. At the end of three months, your supervisor must either place you on regular status, extend your probationary employment period (not to exceed an additional three months), or terminate your employment.

A decision on your status at the end of your probationary employment period will be based on your supervisor’s evaluation. A probationary employee should be counseled by his/her supervisor regarding any job related deficiencies during the probationary period. This evaluation will be conducted using a one page evaluation form designed for probationary employment periods. This is not to be confused with your annual evaluation which is conducted using the Arkansas Performance Evaluation System.

NOTE: Employees on probationary employment do not have access to the University Grievance Procedure.

B. Probationary Period After Regular Status is Granted

After employees have satisfactorily completed an initial probationary period, additional probationary periods are established for reasons of unacceptable job performance only. If at any time after your initial probationary period, your supervisor determines your job performance to be below established acceptable standards, the following procedure will be applied:

1. Counseling: If there is some concern on the part of your supervisor with your job performance, you will be counseled for the first time he/she brings the problem to your attention. This counseling session may be documented by your supervisor, but the documentation will not become a part of your official (HRS) personnel file, unless further action for the same or similar problem becomes necessary.

2. Written Warning/Probation: If, after your supervisor has followed step one above, you continue to exhibit the same or a similar performance problem you will be issued a written warning and placed on probation for unacceptable performance. This written warning will contain:

   a. A description of the performance problem
   b. Suggestions for corrective action
   c. A statement that this is a written probationary warning and that another occurrence could result in termination
   d. A period of evaluation (not to exceed three months)

A copy of this written warning will be sent to Human Resource Services where it will become a part of your official personnel file.
NOTE: If your supervisor needs an additional period of observation after the three month period mentioned in "d" above, an extension of up to three additional months may be granted. This will be the only extension granted.

3. Termination: If, after your supervisor has granted you a period of probation (including extension) to improve job performance and your performance is still below acceptable levels, you will be terminated.

Termination for the same or similar performance problems may occur at any time within twelve months after a probationary period has been granted. If, after satisfactorily completing a probationary period to improve job performance, the same or similar problem occurs again, your supervisor is not required to begin this process again from step one which is counseling.

NOTE: Nothing contained in the above stated policy is deemed to create an expectation of continued employment or affect an employee’s status as an employee at will.

Disciplinary Policy

This policy is designed to govern the personal conduct of employees in areas outside the performance of job duties. There are specific steps established to address each type of infraction described in this policy.

Since no policy of this kind can be designed to account for every possible situation, it should be understood that some instances where disciplinary measures are necessary will not be described here. In addition, employees who are found to have multiple infractions at the time disciplinary steps are necessary may face accelerated actions.

I. Absences

A. Unauthorized absences on work day

Employees are required to obtain advance approval for leave from their supervisor. Violations of established policy and procedure concerning leave approval (except in emergency situations which are reviewed on a case-by-case basis) are considered unauthorized absence.

Supervisors have authority to:

1. Plan leave in order to prevent work scheduling problems.

2. Make every effort to grant time off to employees who would lose leave unless it is taken before the end of December.

3. Deny leave without pay unless all annual leave and sick leave are exhausted. (Exceptions are made, however, for maternity leave and military leave.)

4. Require prior approval for planned sick leave, such as doctor’s appointments, dental appointments, elective medical procedures, etc.
B. Abandonment of Job (1-8 Hours)

Employees are expected to be at their designated work station during regular work hours (except for lunch and breaks as defined by supervisor).

Employees are required to notify their department or work unit if they are going to be late.

1. Notification must be made within one hour, or sooner if departmental policy requires.

2. Extenuating circumstances are taken into account.

Repeated disregard for proper notification is addressed as job abandonment.

C. Abandonment of Job (in excess of 8 hours and no more than 16 hours)

If employees are going to be away from their job for more than 8 hours, they must notify their supervisor and give reasons why (e.g., illness or any change of return date from annual leave). If the supervisor is unavailable, an explanation for the absence is left with the department.

1. Failure to follow this policy is considered job abandonment.

2. The University considers employees to have voluntarily resigned if they abandon their job for more than 16 hours. If an employee abandons his/her job for more than 16 consecutive working hours, the supervisor must contact Human Resource Services. A PAF for termination of employment is prepared but held until the circumstances surrounding the situation are verified.

D. Misuse of sick leave

Sick leave cannot be used in addition to, or in place of annual leave. If an employee is suspected of misusing sick leave and a pattern can be established, the supervisor can require verification of illness from a physician. If a fraudulent claim of illness is proven, it is not necessary to establish a pattern of misuse.

To investigate a suspected pattern of misuse of sick leave, the supervisor is to:

1. Review leave records to determine whether there is a pattern of abuse before taking action. Patterns can be, but are not limited to, taking sick leave once or twice a month, leaving a marginal balance; taking sick leave (on a consistent basis) on the day of scheduled heavy work assignments; consistently taking sick leave on days immediately preceding or following scheduled days off; using sick leave before and/or after holidays; using sick leave routinely, regardless of previously established balances, etc.

2. Verify the pattern of illness and send the documentation to Human Resource Services for review.

3. Inform the employee that a physician’s statement will be required in the
future for non-obvious illnesses (obvious may include hospitalization, broken bones, severe burn, etc.).

4. Follow the infraction steps for "misuse of sick leave" if the pattern continues and physician's statement is not presented.

E. Failure to report for overtime duty

If an employee has agreed to work overtime, it is his/her obligation to work as per arrangements made. If an employee cannot work because of justifiable reasons (e.g., illness), he/she must notify the supervisor prior to the designated work time.

F. Chronic failure to adhere to established work hours

Regularly scheduled working hours are from 8 a.m. - 5:00 p.m. for the majority of employees. Other arrangements requiring different hours are determined by specific departments. Failure to adhere to scheduled working hours applies not only to arriving and leaving, but also to lunch time.

1. Chronic is defined as being tardy three or more times in 20 working days or four work weeks.

II. Illegal Conduct

A. Reporting for duty while under the influence of illegal drugs

This is grounds for immediate termination. Illegal drugs include non-prescription narcotics, stimulants, etc. If an employee has a prescription for any of the drugs mentioned, the drug is not considered illegal.

Before an employee can be removed, evidence must prove that he/she is under the influence of illegal drugs.

1. If a supervisor feels an employee is under the influence of drugs, he/she should confront the employee with observations of unusual behavior or inability to perform.

2. If the employee does not admit to being under the influence of drugs, there must be a witness who saw the employee taking or smoking the illegal drug.

B. Selling, possessing or using illegal drugs during working hours

There must be proof of this offense. If proof is available, the employee is terminated.

C. Selling or using intoxicating beverages during working hours

There must be proof of this offense. If proof is available, the employee is terminated.

D. Being arrested by civil authority for a capital offense or felony charge, found guilty as charged, being sentenced, and then being incarcerated or placed on suspended sentence.

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The Chancellor or his designee must be consulted as to the possible removal of an employee under these circumstances.

Procedure:

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Immediately contacts Human Resource Services.</td>
</tr>
<tr>
<td>Human Resource Services</td>
<td>Evaluates all available facts to determine if there are extenuating circumstances.</td>
</tr>
<tr>
<td>Human Resource Services</td>
<td>Notifies the Chancellor (or Chancellor’s designee).</td>
</tr>
<tr>
<td>Chancellor</td>
<td>Determines if employee is removed from the job.</td>
</tr>
</tbody>
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NOTE: When a person is jailed for a long period of time before being taken to trial, the supervisor contacts Human Resource Services.

Human Resource Services obtains advice from the General Counsel and notifies the supervisor of available options.

D. Attempted or actual theft of University property or personal property

Charges of theft must be proven. If an investigation of facts is necessary before deciding whether an employee should be removed, the employee should be suspended with pay until a conclusion is reached.

E. Misappropriation, stealing, and/or embezzlement of funds

This is not tolerated by the University.

1. Proper permission must be given for the removal of funds or the moving of moneys from one source to another. Acting without this permission is grounds for immediate removal.

2. Cash funds are closely monitored according to accounting procedures. Attempted or actual theft or embezzlement of cash funds is grounds for removal.

F. Unauthorized possession or carrying of firearms or other weapons during work hours

State law prohibits the unauthorized carrying of firearms on state property. The University extends this to cover all employees while on duty, whether or not they are in a state facility.

G. Gambling during working hours

The University does not allow gambling in any form.
III. Personal Conduct - Individual

A. Reporting for duty while under the influence of alcohol

If an employee is suspected of drinking, the supervisor must follow proper procedure in dealing with the employee.

Procedure:

The supervisor:

1. Confronts the employee with available information. This might include the inability to perform job duties or being seen while drinking.

NOTE: If the employee does not admit to being under the influence of alcohol, there must be a witness who saw the employee drinking alcoholic beverages or observes obvious strong indications of inebriation.

2. Follows the Guidelines for University Disciplinary Practices to determine applicable length of suspension (without pay).

3. Schedule the suspension to cause minimum disruption in work unit, but as soon as possible.

NOTE: If the full length of suspension cannot be scheduled, due to work loads, etc., at the time the offense is proven, the employee is suspended for the remainder of the day.

B. Sleeping on the job

If an employee sleeps on the job, the supervisor counsels him/her on the severity of the offense and takes action as indicated in Guidelines for University Disciplinary Practices.

IV. Personal Conduct - Involving Other Individuals

A. Assaulting or physically attacking a supervisor, fellow employee, student, or member of the public

If an employee physically assaults another individual without provocation, he/she is immediately terminated. If an employee is provoked by another employee through some means other than an assault and retaliates, both employees are suspended.

NOTE: An act of self-defense is not considered a physical assault or attack.

If provocation (physical assault or attack) is involved, the supervisor:

1. Makes a judgment based on the facts as they can be determined.

2. Contacts Human Resource Services if clarification is needed on how to handle the situation.
B. Fighting or creating a disturbance on the premises

Creating a disturbance is defined as taking physical action such as throwing objects, kicking, slamming furniture, or physically threatening an individual.

1. If an employee(s) is involved in this type of infraction, the supervisor suspends, with pay, the individual(s) implicated. This removes him/her from the situation until a decision is reached concerning the cause of the disturbance.

2. When a determination of fault is made, the supervisor schedules suspension without pay for employee(s) at fault.

C. Immediate and intentional disobedience or refusal to carry out reasonable instructions

This offense is related to the employee’s refusal to work.

1. Do not confuse immediate assignments, tasks, and orders with general goals and standards set for employees. An employee’s inability to meet a deadline or goal is a performance problem.

EXAMPLES:

a. Performance problem - An employee is asked to type a letter by 3 p.m. but does not finish the job.

b. Disciplinary problem - An employee is asked to type a letter by 3 p.m. and refuses the assignment without giving a valid reason.

D. Use of language intended to ridicule or demean an employee, student or member of the public (whether in person or on the telephone)

Verbal abuse of a supervisor, fellow employees, students, or other members of the public is not allowed.

EXAMPLES:

1. Referring to individuals mentioned above in terms which inflict emotional harm.

2. Communicating untruths about other individuals in an attempt to discredit them.

E. Racial, sexual, religious, etc., discrimination and harassment

Discrimination and harassment with regard to race, color, sex, age, national origin, disability, religion or veterans’ status violate state and federal laws concerning equal opportunity and individual civil rights.

1. Both supervisors and employees should contact the Human Relations Officer for assistance in discrimination or harassment cases. If grounds for a case are established, an investigation is conducted. Guidelines and methods used in the investigation are determined by existing procedures.
F. Discourteous treatment of the public

All employees of the University are to conduct themselves as public servants.

1. Employees do not argue with, yell at, or ignore students or members of the public. An abusive employee is counseled as soon as possible and warned against further infractions.

2. Individuals are sometimes abusive in their approach to those who are there to help. Supervisors should instruct employees on procedures to follow when dealing with these kinds of individuals.

V. Information-Related Offenses

A. Unauthorized release or divulgence of confidential information from University records

Confidential records relating to employees and University affairs are protected by the Freedom of Information Act. These records must not be released to the public except under prescribed conditions.

1. Supervisors are responsible for knowing what information is confidential and what is not.

2. Supervisors must advise employees of proper precautions to take to ensure confidentiality, especially where employee files are concerned.

3. Any employee who releases confidential information without authorization is terminated.

B. Falsification of facts on employment application

Information on an application is used to determine if the applicant meets the minimum requirements for a position. The application is a primary tool in the selection process.

1. Falsification for the purpose of acquiring a position is viewed as a serious offense and is grounds for immediate termination.

C. Falsification of facts or altering any University records in connection with work (in any record, report, investigation, or other proceeding)

1. This offense refers to any type of falsification which is damaging to the University or to the public.

2. In keeping records or making reports, occasional errors occur. However, intentionally falsifying any report is an infraction.

D. Altering or falsification of student records either for one's self or other students.

E. The Student Information System (SIS) contains confidential student academic, biographic, demographic, and financial information. There are specific laws and regulations that prevent disclosure of this information to individuals and agencies without the written consent of the student. It is the responsibility of the user to be knowledgeable concerning these laws and regulations and to
protect the security of the information.

VI. Gross Negligence

A. Neglect of any University policies, rules, or procedures pertaining to facilities, property, equipment, fund maintenance, or to the general safety of other individuals

Established policies and procedures must be followed to minimize equipment loss and to protect personnel.

<table>
<thead>
<tr>
<th>Area covered</th>
<th>Example of neglect</th>
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<tbody>
<tr>
<td>Protection of facilities, property and equipment</td>
<td>Leaving a facility unlocked after hours</td>
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<tr>
<td>Proper handling of cash and budgetary items</td>
<td>Leaving a cash box vulnerable to theft</td>
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<tr>
<td>Following safety rules for the protection of personnel and clients</td>
<td>Leaving fire exits locked or blocked by materials</td>
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</table>

B. Endangering the safety or welfare of other individuals due to neglect of standard operating procedures in job functions

Employees who endanger the safety of others are terminated.

1. This occurs when an employee knows the proper procedure but neglects to follow it.

VII. Violation of State and/or Federal Laws Governing Political Activities of Public Employees

For policies, see Political Activity, Classified Employee Handbook.

VIII. Operation of University-Owned Motor Vehicles

A. Use of vehicles for unauthorized or unofficial purposes

Those individuals assigned vehicles temporarily or permanently cannot use the vehicles while conducting personal business.

When an employee makes overnight trips, it may be necessary for him/her to use a University vehicle after hours.

B. Failure to report an accident to police and to the University

Failure to report an accident involving a University-owned vehicle is grounds for termination.

C. Citations for speeding in University-owned vehicles

Speeding in University-owned vehicles is prohibited.
All reports and citations of such are dealt with according to guidelines established for this offense.

IX. Unauthorized Use of University Business Telephones

A. Excessive personal use - Employees are not to use University business phones for excessive personal calls.

B. Making personal long distance calls charged to the University - Employees cannot make personal long distance calls on University telephones.

X. Use of University Time and/or Equipment for Personal Monetary Gain

A. Time - Employees are not to use time scheduled for completion of work assignments or performance of duties (theirs or any other employee's) to conduct any personal business for monetary gain.

B. Equipment - University-owned equipment such as typewriters, telephones, copy machines, etc., are not to be used to conduct personal business for monetary gain.
Guidelines for Classified Employee Disciplinary Practices

Code: OW - Oral Warning
      WW - Written Warning
   * T - Termination
       LWOP - Leave Without Pay

* Termination must be communicated to Human Resource Services prior to notifying employee.

** All suspensions are for five days (unless exception noted) and are arranged according to department scheduling needs. Suspension should occur as soon as possible after infraction.

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<td>I. Absences</td>
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<td>A. Unauthorized absences</td>
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<td>B. Abandonment of job</td>
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<td>LWOP for</td>
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<td>C. Abandonment of job</td>
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<td>D. Misuse of sick leave</td>
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<td>using sick leave instead of</td>
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<td>annual leave.</td>
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<td>E. Failure to report for</td>
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<td>employee has agreed to work).</td>
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<td>F. Chronic failure to adhere</td>
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<td>to established work hours.</td>
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<td>II. Illegal conduct</td>
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<td>A. Reporting for duty while under the influence of illegal drugs.(^1)</td>
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<td>B. Selling, possessing or using illegal drugs during working hours.</td>
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<td>C. Selling or using intoxicating beverages during working hours.</td>
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<td>D. Being arrested by a civil authority for a capital offense or a felony charge, found guilty as charged, and jailed or placed on suspended sentence.</td>
<td>Subject to removal (Chancellor's decision)</td>
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<td>E. Attempted or actual theft of University property or personal property.</td>
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<td>F. Misappropriation, stealing, and/or embezzlement of funds.</td>
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<tr>
<td>G. Unauthorized(^2) possession or carrying of firearms or other weapons(^3) during work hours.</td>
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<tr>
<td>H. Gambling during working hours (Unlawful betting or gambling or promotion thereof.)</td>
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</table>

\(^1\) Includes pharmaceutical narcotics, stimulants, depressants, etc., which have been obtained illegally or without prescription.

\(^2\) All firearms and weapons are prohibited unless specifically authorized by the Arkansas Legislature for security purposes.

\(^3\) Includes any bladed hand instrument or a club capable of inflicting serious physical injury or death by cutting, stabbing, or striking such as a knife with a blade 3 1/2 inches or longer, dirk, sword, spear, razor, blackjack, billy club, sap, or similar instruments.
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<tr>
<td>III. Personal conduct - individual</td>
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<tr>
<td>A. Reporting for duty while under the influence of alcohol.</td>
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<td>B. Sleeping on the job.</td>
<td>WW</td>
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<td>IV. Personal conduct - involving other individuals</td>
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<tr>
<td>A. Assaulting or physically attacking supervisor, fellow employee, student or member of public without provocation.</td>
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<tr>
<td>B. Fighting or creating a disturbance on premises.</td>
<td>WW &amp; S</td>
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<td>D. Use of language intended to ridicule or demean an employee, supervisor, student or member of public in the presence of others or while in conversation on the telephone.</td>
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<td>E. Racial, sexual, religious, etc., discrimination and harassment.</td>
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<td>F. Discourteous treatment of the public.</td>
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¹ Immediate suspension to remove intoxicated employee from premises.

² Departure from normal demeanor.

³ Self-defense is not included.
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<tr>
<td>V. Information - related offenses</td>
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<tr>
<td>A. Unauthorized release or divulgence of confidential information from University records.¹</td>
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<tr>
<td>B. Falsification of facts on employment application (intentional misstatement of facts).</td>
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<tr>
<td>C. Falsification of facts or altering any University records in connection with work.</td>
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<tr>
<td>D. Altering or falsification of student records either for one's self or other students.</td>
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<td>VI. Gross negligence</td>
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<tr>
<td>A. Neglect of University policies, rules or procedures pertaining to facilities, property, equipment, fund maintenance, or the general safety of employees or clients.</td>
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<tr>
<td>B. Endangering the safety or welfare of other individuals due to neglect of standard operating procedures in carrying out normal job functions.</td>
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<td>VII. Violation of state and/or federal laws governing political activities of public employees.</td>
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¹ If violation of state or federal law, penalties imposed by the appropriate law would also apply.
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<tr>
<td>VIII. Operation of University-owned vehicles:</td>
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<tr>
<td>A. Use of vehicles for unauthorized or unofficial purposes.</td>
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<td>B. Failure to report an accident to police and University.</td>
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<td>C. Speeding in University-owned vehicles.</td>
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<td>IX. Unauthorized use of University business telephones:</td>
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<tr>
<td>A. Excessive personal use of department business phones.</td>
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<tr>
<td>B. Making personal long distance calls charged to University.</td>
<td>WW &amp; reim-bursement</td>
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<tr>
<td>X. Use of University time and/or equipment for personal monetary gain.</td>
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Resignation

If you are planning to resign, you are urged to give at least two weeks notice. This notice allows time to prepare for filling the vacancy created by your resignation and to execute all necessary clearances. An employee who has voluntarily ended employment with adequate notice and whose work performance has been satisfactory will be considered for re-employment upon application.

Employees who have accumulated amounts of compensatory time and have given a notice of resignation are either paid for accumulated time, or are scheduled to take time off before last day of employment. Therefore, if you are leaving and you have accumulated compensatory time, you should arrange with your supervisor to use it before leaving. Twelve-month employees who work half-time or more are paid a lump sum for unused holiday and vacation leave - 30 days maximum.

Before a final paycheck is issued to a leaving employee, the following steps are taken:

1. A final time sheet or Monthly Personnel Report should be submitted to the Payroll Office on the employee’s last day of work.

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2. On the last workday or a day or two prior to the last day, the employee must go to Human Resource Services to complete an Exit Information Form and receive a Separation Clearance Card. The card must be cleared through all listed checkpoints. In an effort to expedite this process, Human Resource Services will call the Library and will initial the card for that department. After securing all required signatures, the card must be forwarded or taken to the Payroll Office.

Following the steps outlined above will allow the Payroll Office to initiate a final paycheck for all time worked since the last payday. Once the final time sheet and the Separation Clearance Card are received in the Payroll Office, the final paycheck will be released on payday. The paycheck will be sent to his/her department for either pick up or mailing. If the employee is not entitled to the paycheck as processed, for whatever reason, it will be voided and re-issued in the proper amount on the next scheduled payroll run. A separate paycheck will be issued for any unused vacation time for twelve-month employees. This paycheck will not accompany the final paycheck, but will be processed on the earliest possible payroll run after termination. The vacation paycheck may be picked up in the Payroll Office or it may be sent to the employee’s department for either pick up or mailing.

Termination of Employment by the University

All classified employees of the University may be terminated from employment at any time on thirty (30) days notice, or be dismissed for cause under University procedures.

Certain steps should be taken before an employee is terminated because of unsatisfactory work performance. For a description of this process, see the Probationary Policies section.

Performance Evaluation

A formal performance evaluation is required on each classified employee at least once per year. This annual evaluation will be done just prior to your anniversary or salary-increase eligibility date.

Your supervisor is trained in the use of the Arkansas Performance Evaluation System which is used to conduct your annual evaluation. You may also gain more information about the Arkansas Performance Evaluation System by referring to your copy of the Employee Performance Evaluation Handbook, or contacting Human Resource Services.
HOURS AND DAYS OF WORK
Work Hours

All UALR offices are required to be open for business or service to students from 8:00 a.m. to 5:00 p.m., including the noon hour, Monday through Friday. Official University holidays as set by the Board of Trustees are exceptions.

Usual work hours for most full-time employees are from 8:00 a.m. to 5:00 p.m. with one hour for lunch and two fifteen minute break periods at some point during the day Monday through Friday. Due to special requirements, some departments require work periods different from 8:00 a.m. to 5:00 p.m. Your department head or supervisor will inform you of the usual work hours for the department in which you work.

A regular work week of 40 hours has been set for all classified employees. It is the preference of the University that departments schedule work to prevent the necessity for employees to work overtime. However, in some cases overtime is necessary and when it is, it must be authorized by the appropriate budget head. Compensatory time at a rate of one and one-half hours for each hour worked will be the normal method of compensation for overtime worked in excess of forty hours during any given week. Budget heads are authorized to approve monetary compensation for overtime worked when managing compensatory time would create an undue hardship on a department.

Flex-Time

Through mutual agreement between the supervisor and an individual classified employee, an employee may establish a 40-hour work week or a time schedule which differs from the regular daily schedule if the needs of both the individual and the University are served. Such an agreement must be in writing, signed by the supervisor and the employee. A copy is sent to Human Resource Services and is included in the employee’s permanent file. A copy should also be kept in the department’s file.

Job Sharing

Job sharing for all regular full-time salary positions in state agencies and institutions of higher education is available pursuant to Act 994 of 1991. Since job sharing is a form of part-time employment, any employee considering this should be aware of the impact of such employment on their benefits. For additional information contact Human Resource Services.

Absence from Work

If you must be absent from work for any reason, you are responsible for seeing that your supervisor is notified immediately. Immediately is generally defined as within the first hour of your regularly scheduled time for reporting to your work station, department, etc. However, your department may require sooner notification. Failure to notify your supervisor represents an unauthorized absence and may result in disciplinary action. For more information about the kinds of disciplinary actions which are designed to address unauthorized absences, refer to the guidelines for classified employee disciplinary practices contained in this handbook.
Inclement Weather

Closings and changes in University work hours due to weather conditions are handled according to the following policy:

The Chancellor will determine if the University will be closed due to inclement weather or other conditions which have made roads impassable. When the University is closed, all classes on and off campus will be canceled and all offices in all units will be closed. Designated employees in Public Safety, DSC Information Center, maintenance, and housekeeping may perform necessary duties.

All radio and television stations in central Arkansas will be notified through the Office of Communications when the University is closed. If there is no announcement on radio or television, students, faculty, and staff should assume that the University is open.

If a decision to close the University is made after 8 a.m., all University personnel will be notified through normal administrative channels. For example, for instructional units, the decision will proceed from the Chancellor through the Vice Chancellor and Provost, deans and chairpersons, to faculty and staff. Until a person receives notice from his or her immediate supervisor, he or she should assume the University is open.

When the University is open, employees who are unable to report to work because of hazardous conditions may choose to take annual leave or loss of pay. Please remember that this is a time that calls for mutual understanding and cooperation among all concerned.

When the University is closed, certain key personnel will work. Those employees will be identified by their supervisors. Employees who must report to work will be allowed compensation time of one hour for one hour worked. All hours in excess of 40 per week will be compensated at one and one-half hours for each hour worked. All questions regarding time worked will be arbitrated in compliance with the Fair Labor Standards Act Amendments of 1985. Persons who are not required to work when the University is officially closed will be granted excused absence. Payroll reporting and timekeeping will be prescribed by the Payroll department.

Each academic department should develop and submit to the Dean, appropriate internal policies and procedures for providing instruction when the University is open but some members of the teaching personnel are unable to reach campus. The dean will file this information with the Vice Chancellor and Provost. Other University department heads should file a plan with the appropriate Vice Chancellor to maintain essential services.

The Policy Advisory Council will recommend to the Chancellor if and when missed class days should be made up.

In the event dangerous weather is indicated by the weather alert sirens, persons wishing to seek protective shelter will have freedom to do so.
GRIEVANCES AND COMPLAINTS
Grievance Policy and Procedure

The University's classified employee grievance procedure is designed to assist you in resolving certain job-related matters which might cause you dissatisfaction. The procedure, in its entirety, is listed below along with definitions of key terms and policies.

I. Policy:

A. Definitions

1. **Grievance** - An employee's expressed feeling of unfair treatment with some aspect of his/her work situation which is subject to the control of the University and has not been satisfactorily resolved through normal administrative channels.

   a. Grievable matters include but are not limited to:

      1) Unsatisfactory performance evaluation which is based on unsubstantiated information or performance standards which are unknown before rating is conducted

      2) Verbal abuse, physical abuse, or harassment

      3) Denial of promotion

      4) Demotion

      5) Termination

      6) Disciplinary action

      7) Acts of reprisal based on participation in a grievance

   b. Non-grievable matters include:

      1) Matters set out by law or matters which are outside the scope of the University's authority or control.

      2) Equal Employment Opportunity discrimination complaints -- These must be handled under the provisions of EEO Complaints.

      3) Supervisor's failure to nominate for extra-meritorious salary increase.

      4) Failure to be selected for extra-meritorious salary increase once nominated.

2. **Days** - Regularly scheduled work days, excluding holidays.

3. **Employee** - Any classified employee who has completed his/her initial probationary employment period.
4. **Grievance Officer** - An employee(s) recommended by the Cabinet and designated by the Chancellor to:
   
a. Assure the grievance procedure is followed  
b. Assist the individual involved in the grievance in reaching a solution  
c. Attend all meetings as set out in this procedure  
d. Write the summaries of such meetings  
e. Take no direct action to resolve the problem

5. **Grievance Review Board** - An autonomous board consisting of one member designated by the Chancellor, one member designated by the grievant, and a third member designated by the grievant’s supervisor. All Grievance Review Board members are selected with the advice and approval of the UALR Human Relations Officer and are notified of their selection by the Grievance Officer. The Board members mutually agree which of them will serve as chairperson.

6. **Peer** - An employee who is not the grieving employee’s supervisor, manager, or within his/her chain of command.

B. **Rights/options**

1. Classified employees are entitled to fair, reasonable, and non-discriminatory treatment in every aspect of employment. Classified employees (except classified Department Directors) have the right of access to the grievance procedure.

2. The use of this procedure does not prevent the employee from filing a complaint with any Federal Agency responsible for handling discrimination complaints.

3. The employee must make every effort to resolve job-related problems with his/her immediate supervisor or other supervisors within the chain of command before filing a grievance as described in this procedure.

4. When an employee feels he/she has a job-related problem and wishes to resolve the problem through the grievance procedure, he/she must give written notification to the Grievance Officer within 5 days after the problem occurs. If such contact is not made, the problem is considered resolved and cannot be grieved.

5. A grievance may not be filed against a peer of the employee.

6. The employee or supervisor may submit or request others to submit relevant documents to the Grievance Officer at any step during the grievance procedure.

7. With prior approval by the UALR Human Relations Officer, the Grievance Officer has the authority to modify the Grievance Procedure in order to fulfill the intent of the procedure. The Grievance Officer
must submit justification for any variation from the procedure to the UALR Human Relations Officer.

8. The Chancellor may intervene at any point prior to the selection of the Grievance Review Board if it is decided that administrative action is necessary to resolve the grievance.

9. The Chancellor has the option of hearing the grievance even if the employee does not appeal the decision of the Grievance Review Board.

10. The time limit at any step may be extended by mutual consent of the parties involved. However, every effort must be made to resolve a grievance within 40 calendar days of initial receipt of the grievance by the Grievance Officer.

11. Upon completion of the grievance procedure, the file containing all material related to the grievance must be sent to the UALR Human Relations Officer by the Grievance Officer. This record will be sealed and only the appropriate University officials shall have access to information contained in the file.

C. Grievance Review Board

1. The Grievance Review Board referred to in the following procedure must be made up of employees of the University.

2. Employees of the University who may not serve on the Grievance Review Board are:
   a. Chancellor
   b. Assistant to Chancellor
   c. Vice Chancellors
   d. Department Directors
   e. Human Relations Staff
   f. Human Resource Services Staff
   g. A supervisor or manager to whom the grievant reports
   h. An employee in the grievant’s or supervisor’s administrative area

3. Responsibilities of the Grievance Review Board are to:
   a. Hear and review the facts of the grievance — not to defend the supervisor or the employee;
   b. Determine whether University policies and procedures, including the grievance policy, have been followed — not to dictate policy; and
c. Make a recommendation to the Chancellor after re-viewing all evidence and hearing all parties.

4. The Grievance Review Board takes no more than 5 working days to hear all parties, to review all evidence, and to make a recommendation to the Chancellor.

5. The Grievance Review Board has the right to:

   a. Interview all individuals who might provide relevant information concerning any aspect of the problem or complaint upon which the grievance is based. This includes past as well as present employees. However, events occurring after the incident causing the grievance are not considered relevant and are not presented to the Grievance Review Board.

   b. Consult with parties not involved in the grievance situation (e.g., the Director of Human Resource Services, Human Relations Officer, etc.)

   c. Review the employee's personnel file and/or performance file in the employee's work unit and make copies of any documents or other evidence relating to grievance.
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<tr>
<th>When</th>
<th>Responsibility</th>
<th>Action</th>
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<tbody>
<tr>
<td>Within 5 days of when the problem occurred</td>
<td>Grievant</td>
<td>Contacts the Human Relations Office to determine whether the problem is a grievable matter and to receive a list of grievance officers.</td>
</tr>
<tr>
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<td></td>
<td>Selects a grievance officer; makes appointment; prepares a written statement outlining the allegations, facts and remedy being sought for submission to the grievance officer.</td>
</tr>
<tr>
<td>During initial contact</td>
<td>Grievance Officer</td>
<td>Describes the grievance procedure to the grievant.</td>
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<tr>
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<td></td>
<td>Informs the grievant of his/her rights as follows:</td>
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<td></td>
<td>a. To file a grievance according to procedure.</td>
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<td></td>
<td>b. To have an employee, who is not in the grievant's chain of supervision, selected by the grievant to be present in all steps, except at Grievance Review Board hearing.</td>
</tr>
<tr>
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<td></td>
<td>c. To take legal action, in certain cases, upon completion of the University grievance procedure.</td>
</tr>
<tr>
<td>During initial Contact</td>
<td>Grievance Officer</td>
<td>Informs the grievant of his/her options as follows:</td>
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<tr>
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<td></td>
<td>a. The employee will elect to meet with the supervisor and be accompanied by the Grievance Officer.</td>
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<td></td>
<td>b. The employee will elect to have the Grievance Officer meet with the supervisor.</td>
</tr>
<tr>
<td>During initial contact</td>
<td>Grievant</td>
<td>Notifies the Grievance Officer of the option to be used.</td>
</tr>
<tr>
<td>When</td>
<td>Responsibility</td>
<td>Action</td>
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</tr>
<tr>
<td>Upon receipt of grievant’s statement</td>
<td>Grievance Officer</td>
<td>Ensures that the statement includes all pertinent facts.</td>
</tr>
<tr>
<td>Upon receipt of grievant’s statement</td>
<td>Grievance Officer</td>
<td>Forwards a copy of the grievant’s statement to the immediate supervisor.</td>
</tr>
<tr>
<td>Within 1 working day of receiving statement</td>
<td>Grievance Officer</td>
<td>Schedules a formal meeting within 2 days with participants included in the option selected.</td>
</tr>
<tr>
<td>Within 2 working days of receiving statement</td>
<td>Grievance Officer</td>
<td>Submits in writing to the UALR Human Relations Officer (1) the name of the grievant, (2) the name of the Grievance Officer chosen, (3) a brief statement of the grievance, and (4) the date formal proceedings began.</td>
</tr>
<tr>
<td>Within 2 working days of Grievance Officer scheduling appointment</td>
<td>Supervisor, Grievance Officer and Employee or Grievance Officer, and Supervisor. (Depending on which option is chosen.)</td>
<td>Meet to discuss grievance.</td>
</tr>
<tr>
<td>Within 1 day of the meeting with Grievance Officer</td>
<td>Supervisor</td>
<td>Submits a written response to the employee through the Grievance Officer. This response outlines action, if any, to be taken as a result of the meeting.</td>
</tr>
<tr>
<td>Within 1 day of the meeting with Supervisor</td>
<td>Grievance Officer</td>
<td>Prepares a summary of the the meeting and outlines action, if any to be taken.</td>
</tr>
<tr>
<td>Within 1 day of receiving the response</td>
<td>Grievant</td>
<td>Signs and forwards copies of the summary to the grievant and the supervisor.</td>
</tr>
<tr>
<td>Upon receipt of the grievant’s statement</td>
<td>Grievance Officer</td>
<td>If not satisfied with the supervisor’s response, notifies the Grievance Officer in writing.</td>
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Upon receipt of the grievant’s statement | Grievance Officer | Forwards a copy of the grievant’s statement and the supervisor’s response to the
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<thead>
<tr>
<th>When</th>
<th>Responsibility</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>Upon receipt of the grievant’s statement and the supervisor’s response</td>
<td>Department Head</td>
<td>Contacts Grievance Officer and grievant to schedule a formal meeting to be held within 2 days.</td>
</tr>
<tr>
<td>Within 1 day of receiving department head’s response</td>
<td>Grievant</td>
<td>If not satisfied with the written response from the department head, notifies the Grievance Officer in writing.</td>
</tr>
<tr>
<td>Upon receipt of the written response</td>
<td>Grievance Officer</td>
<td>Notifies the appropriate Vice Chancellor in writing of the employee’s dissatisfaction with the responses received to this point.</td>
</tr>
<tr>
<td>Within 2 working days of receipt of notification of dissatisfaction</td>
<td>Vice Chancellor (or Associate Vice Chancellor)</td>
<td>Meets with the grievant and any other person(s) he/she considers necessary.</td>
</tr>
</tbody>
</table>

Note: In academic departments, the dean may choose to discuss issues presented in the grievant’s statement with the department head or be present during the meeting which takes place with the department head (see next step).

Note: This meeting will be subject to the same steps described in the procedure for the initial meeting between the Grievance Officer, the grievant, or his/her representative. This meeting will be subject to the same steps described in the procedure for previous meetings. The next level of appeal is the Grievance Review Board.

OR

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<tr>
<th>When</th>
<th>Responsibility</th>
<th>Action</th>
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<tbody>
<tr>
<td>Within 2 days of receipt of notification of dissatisfaction</td>
<td>Vice Chancellor (or Associate Vice Chancellor)</td>
<td>Proceeds directly to Grievance Review Board, and so notifies the Grievance Officer and the grievant in writing.</td>
</tr>
<tr>
<td>At the same time</td>
<td>Grievant and Vice Chancellor (or Associate Vice Chancellor)</td>
<td>If proceeding to Grievance Review Board, provides the Grievance Officer a list of names of parties to be called to substantiate the facts presented by the grievant, the supervisor, and/or the department head.</td>
</tr>
<tr>
<td>Within 1 day of receipt of the Vice Chancellor's response</td>
<td>Grievant</td>
<td>If dissatisfied with Vice Chancellor’s written response, provides the Grievance Officer with the name, department and telephone number of the person the grievant selects to serve on the Grievance Review Board.</td>
</tr>
<tr>
<td>Upon receipt of notification</td>
<td>Grievance Officer</td>
<td>Notifies the Chancellor and the grievant’s supervisor in writing that a meeting of the Grievance Review Board has been requested.</td>
</tr>
<tr>
<td>Within 1 day if possible (preferably within 2 days)</td>
<td>Grievant’s Supervisor and Chancellor</td>
<td>Each designate one member to serve on Grievance Review Board and notifies the Grievance Officer of their selections.</td>
</tr>
<tr>
<td>Within 1 day of designation</td>
<td>Grievance Officer</td>
<td>Notifies the UALR Human Relations Officer of the composition of the Grievance Review Board.</td>
</tr>
<tr>
<td>Within 2 days of designation</td>
<td>Grievance Review Board</td>
<td>Selects a chairperson and conduct meeting(s).</td>
</tr>
<tr>
<td>At the meeting(s)</td>
<td></td>
<td>Interviews individuals who have been identified as having information relevant to the situation.</td>
</tr>
<tr>
<td>Note:  Grievance Review Board activities are to be completed within 5 days.</td>
<td></td>
<td>Reviews all relevant material.</td>
</tr>
<tr>
<td>When</td>
<td>Responsibility</td>
<td>Action</td>
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<tr>
<td>Upon completion of review</td>
<td></td>
<td>Reaches a majority conclusion.</td>
</tr>
<tr>
<td>Within 3 days following the last meeting</td>
<td></td>
<td>Submits its conclusion and reasons for that conclusion to the Chancellor.</td>
</tr>
<tr>
<td>As soon as possible</td>
<td>Chancellor</td>
<td>Agrees with the Board’s conclusion and instructs the Grievance Officer to inform the supervisor and the grievant of the Board’s conclusion.</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>Disagrees with the Board’s findings, takes whatever action he/she deems necessary to reach a final decision, and informs the Grievance Officer of actions required.</td>
</tr>
<tr>
<td>As soon as possible</td>
<td>Chancellor</td>
<td></td>
</tr>
<tr>
<td>Upon receipt of Chancellor’s decision</td>
<td>Grievance Officer</td>
<td>Notifies supervisor and grievant Grievance Review Board’s conclusion and the Chancellor’s agreement or disagreement with the conclusion.</td>
</tr>
<tr>
<td>Within 10 days following disposition of grievance</td>
<td>Grievance Officer</td>
<td>Files with the UALR Human Officer (1) a report of the (2) the procedures followed, (3) the ultimate disposition, and (4) copies of all documentary evidence deemed appropriate.</td>
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**GRIEVANCE PROCEDURES FOR CHARGES OF DISCRIMINATION**

I. Grievance Procedures

A. Introduction

1. UALR Goal to Eliminate Discrimination

   It is the goal of UALR to eliminate discriminatory harassment and to promote equal opportunity regardless of race, gender, color, national origin, sexual orientation, age, religion, veteran’s status, or disability. Any individual who believes he/she has been discriminated against should not be deterred from reporting his/her allegations.
The procedure for filing a complaint described below is internal to the University and everyone is encouraged to follow it first. Any individual, however, also has the right to file a formal complaint with the appropriate state or federal agency.

B. Offices Hearing Complaints

The Human Relations Officer has the responsibility for UALR's compliance with non-discriminatory laws and regulations. The Officer receives informal or formal complaints lodged against faculty, staff, and administration.

The Office of the Dean of Students has responsibility to hear grievances brought by one student against another student. The Dean of Students may consult with the Human Relations Officer for assistance in negotiating or resolving complaints.

Additionally, complaints may be referred to one's supervisor.

C. Employee Responsibilities

All employees or inhabitants of the University have the responsibility to inform the Human Relations Officer of all allegations of discrimination which have been reported to them or of which they are aware.

D. Retaliation is Illegal

It is expressly forbidden, and illegal, for anyone to retaliate against an individual for bringing a complaint of discrimination or denial of equal opportunity.

E. Reporting Guidelines

Complaints of discrimination, either formal or informal, should be filed within 30 working days of the event. Filing a complaint with one's supervisor, the Dean of Students, or the Human Relations Officer satisfies the requirement for reporting. In extenuating circumstances, the time limit may be waived by the Human Relations Officer or the Dean of Students. The written request with a copy of notification of approval will be placed in the file.

II. Informal Complaint Procedures

A. The Informal Complaint

An informal complaint does not result in disciplinary action. Informal complaints, other than from students, may be discussed with the Human Relations Officer.

If the goal is merely to seek advice, the University official will attempt to assist with the resolution of the problem but will refrain from drawing a conclusion as to whether discrimination has occurred. The hearing official may talk to the "other" person in an effort to resolve the problem. A written record of the complaint will be made and will be filed with the Human Relations Officer. The supervisors of the individual filing the complaint and the person against whom the complaint is filed will be notified. The subject of the complaint will be given the opportunity to enter a response into the file. If the issue is
resolved, no further action will be taken and all parties previously informed will be notified of the outcome.

Unresolved informal complaints might require the greater involvement of supervisors or the Human Relations Officer. The fundamental goal of the informal complaint procedure is to involve the fewest number of people needed to resolve an issue at the lowest level.

III. Formal Complaint Procedures

A. Formal Complaint Procedures

Formal complaints of discrimination or denial of equal opportunity should be submitted to the Human Relations Officer within 30 days of the alleged act. Complaints involving students are submitted to the Dean of Students.

The Human Relations Officer may be requested by the Chancellor, Provost, Vice-Chancellors, and Deans to conduct an investigation without formal charges being brought.

B. Human Relations Investigatory Procedures

A copy of the complaint together with a copy of these procedures will be presented to the individual against whom the complaint is filed. The individual will have 7 calendar days from the time of receipt of the complaint to respond.

The Human Relations Officer will convene an initial hearing involving the complainant, the alleged offender, and the alleged offender’s supervisor/chair to discuss the charges and attempt to informally mediate a resolution. A record of the meeting will be kept. If the issue is resolved, the Human Relations Officer will present a report to the Chancellor.

If the issue is not resolved, the Human Relations Officer will conduct an investigation. If the formal review process exceeds 30 calendar days, the complainant will be informed of the need for additional time, the status of the investigation, and revised deadline for completion of the investigation.

If, during the course of its investigation, the hearing committee determines the charges are frivolous or without merit, it may dismiss the complaint, notify all parties in writing of its action, and notify the Chancellor.

If corrective action is required, the Human Relations Officer will notify the offender and the offender’s supervisor/chair of the findings and enter into discussions about appropriate ways to resolve the conflict. If resolution satisfactory to all parties is reached before the findings are officially recorded, the formal proceedings can be terminated and, if requested by either party, be monitored on an informal basis by the Human Relations Officer.

If a formal complaint results in an investigation with findings, sanctions, or recommendations for other disciplinary actions, the Human Relations Officer will present the findings of the investigative committee to the complainant, offender, supervisor/chair, appropriate Dean, Vice-Chancellor, and Chancellor.

The complainant or alleged offender, dissatisfied with the findings, may file a
rebuttal statement for inclusion in the file and investigatory report.

Appeals shall follow normal University appeals procedures found in the appropriate sections of the Student Handbook, Staff Handbook, or Faculty Handbook.

IV. Confidentiality

A. Informal Complaints

All persons involved in informal hearings are obliged to make every reasonable effort to preserve the confidentiality of the information presented. The names of the complainant and alleged offender will remain anonymous. The complainant’s name will be disclosed to the alleged offender only if the complainant has given permission. If it is impossible to conduct an informal review without disclosure of the names, the Human Relations Officer will discuss this with the complainant.

B. Preserving Confidentiality

Every effort must be made to restrict the information pertaining to an informal complaint to those immediately charged with conducting the informal investigation and appropriate administrative officials.

C. Formal Hearings and the Final Disposition

All facts in a case are confidential. The employee’s supervisor together with the Human Relations Officer will inform both parties, in confidence, of the results of the investigation and sanctions or disciplinary actions recommended by the hearing panel. Students will be informed by the Dean of Students.

A permanent record of the case and the findings will be maintained by the Human Relations Officer.

The Human Relations Officer will prepare an annual report for the Chancellor on the number of cases heard and the types of cases presented in which discrimination or denial of equal opportunity is alleged. Further, the Human Relations Officer will assess the significance of the data and include recommendations for specific actions that can be taken to ameliorate future occurrences of a similar nature.

GRIEVANCE PROCEDURES FOR CHARGES OF SEXUAL HARASSMENT

I. Grievance Procedures

A. Introduction

The University of Arkansas at Little Rock seeks to eliminate sexual harassment on campus by encouraging students, faculty and all employees promptly to report problems or complaints about sexual harassment. No individual should be deterred from reporting allegations of sexual harassment because of fear of retaliation.

This complaint procedure is internal to the University, and individuals with
complaints are encouraged to follow it first. However, an aggrieved party also has the right to file a complaint of sexual harassment with the appropriate state or federal agency or a suit in a court with jurisdiction.

B. Offices with Responsibility of Discrimination Issues

The Human Relations Officer has overall responsibility for assuring University compliance with non-discrimination laws and regulations. The Human Relations Officer receives both formal and informal complaints lodged against faculty, staff, and administration.

The Office of the Dean of Students has responsibility for student-to-student allegations of sexual harassment incidents. The Dean of Students or his/her designee is responsible for investigating harassment claims and or initiating disciplinary proceedings against students which may arise from a formal complaint. The Dean of Students may consult with other appropriate University officials if deemed necessary. Disciplinary files are maintained in the Dean of Students Office.

In addition to the offices officially designated to deal with grievances, problems, and questions regarding sexual harassment, the complainant may discuss these issues with anyone in a supervisory position and/or the person against when the complaint is made. For example, faculty members, department chairs, supervisors, deans or vice-chancellors may be consulted.

C. Responsibility to Report

It is the responsibility of all University faculty, administrators, managers, and supervisors to inform the Human Relations Officer of all allegations of sexual harassment they receive and/or discriminatory situations of which they become aware.

D. Retaliation Prohibited

Retaliation against a student or employee for bringing a sexual harassment complaint is prohibited. In addition, retaliation against those persons who participate in such investigations and disciplinary procedures is also prohibited. Retaliation is, itself, a violation of University policy and the law, and is a serious separate offense. Complaints of retaliation for bringing a sexual harassment complaint may be brought through the informal or the formal sexual harassment complaint process.

E. Incident Reporting Requirements

For both the Formal and Informal Grievance Procedures outlined in this document, incidents should normally be reported within 30 days. (For example, student incidents occurring prior to the Christmas holidays could be reported after the assumption of class activities in the new year. It is the intent of this document that a reasonable degree of discretion be granted to appropriate University officials in order to achieve the goal of eliminating sexual harassment incidents.) The reporting requirement is presumed to have been met if the complainant has communicated with any of the person enumerated in the "Responsibility to Report" section of this document. Such a contact satisfies all reporting time limits. If extenuating circumstances exist, the time limit may be waived by the appropriate University official. Written justification for the
waiver will be placed in the file.

F. Informal Complaint Procedure

The goal of the informal complaint procedure is to resolve problems. No disciplinary action will be taken as a result of the informal complaint procedure.

Under the informal complaint procedure, complainants may consult with the Human Relations Officer EXCEPT THAT complaints by students against other students about conduct in University-related activities outside of an employment or teaching situation should be made to the Office of Dean of Students.

Informal complaints may have several outcomes. The person raising the issue may only want to discuss the matter with a neutral party in order to clarify whether discrimination may be occurring and to determine his or her options, including the pursuit of more formal action. In such a situation, the Human Relations Officer will give assistance and offer suggestions as to how the issue might be resolved, without drawing a conclusion as to whether discrimination has occurred. In other cases, the Officer 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. The supervisor or department chairperson of the other person(s) in the dispute may be notified that an informal complaint has been received, but that no investigation has taken place. A written record of this complaint will be made and maintained by the Human Relations Officer. If a written record is made and/or the supervisor is notified that an informal complaint has been made, the subject of the complaint must be notified and given the opportunity to provide a response for the written record. If resolution is reached by this process, no further action(s) will be taken and the matter will be considered closed. Issues not so resolved may require that further inquiries be made and/or that supervisors or department chairs take a more active role in finding a solution to the problem. Whenever possible complaints will be handled at the lowest level possible.

G. Formal Complaint Procedures

1. General Procedures

Formal complaints against faculty, staff, and administration should usually be submitted to the Human Relations Officer—within 30 calendar days of the most recent alleged discriminatory act. Formal complaints against students should usually be submitted to the Office of Dean of Students within 30 days of the most recent alleged discriminatory act.

Complaints by a student about the conduct of another student outside of an employment or teaching situation should be made to the Office of Dean of Students.

The Chancellor, Provost, Vice-Chancellors, or Deans, may request that the Human Relations Officer conduct an investigation without a formal complaint from any one individual.

Formal stages of procedure commences with the filing of a signed, written complaint to the appropriate authority.
2. Procedures of the Human Relations Office

The investigation will begin by providing a copy of the formal written complaint to the individual against whom the complaint is lodged, together with a copy of these procedures. A written response will be required within 7 calendar days.

Within 10 calendar days after receipt of a complaint, the Human Relations Officer will consult with the complainant, the alleged offender, and his/her supervisor/department chair, in an attempt to resolve the matter and/or determine whether further investigation is warranted. Should no resolution be reached and/or further investigation be warranted, the Human Relations Officer will report the investigative findings within 30 calendar days of receipt of the written complaint. If, for any reason, an extension is necessary, the complainant will be informed of the reasons for the extension, the status of the investigation, and the probable date of completion.

The Human Relations Officer may at any point dismiss a formal complaint if it is found to be clearly without merit.

If, in the course of the investigation, the Human Relations Officer determines that corrective action is needed, that office will initiate discussions with the appropriate administrator to attempt to resolve the complaint. A formal investigation can be terminated at any time, e.g., if a satisfactory resolution is agreed to before a written finding is made or if an appropriate resolution is implemented without an agreement.

Upon completion of the investigation, the Human Relations Officer will notify the complainant and respondent(s), if any, and the Chancellor, appropriate dean, vice chancellor or provost, department head or chair, or supervisor, in writing, of the findings and recommendations. Based on this information, the appropriate University official will determine the action he/she deems necessary to resolve the complaint and will communicate that decision to the involved individuals.

A complainant or respondent dissatisfied with the findings or recommendations may file a rebuttal statement with the Human Relations Office for inclusion in the investigation file. Such statements must be filed within 30 calendar days of the date the decision is received and will become part of the investigation file.

Should the resolution of a complaint result in a disciplinary action, the faculty member, staff member, administrator, or student can seek review of such action using the appropriate University procedures. Appeals Procedures for faculty, students, and staff will follow the procedures required in the appropriate sections of the Classified Handbook, Faculty Handbook, or Student Handbook.

3. Student Sexual Offenses

Student sexual offenses are to be processed through the procedures set forth in Section VII of the UALR Student Handbook. Appeals will be made through the normal procedures set forth in the Student Handbook.
H. Confidentiality Protection and its Limitations

Every possible effort shall be made to ensure the confidentiality of information received as part of the University’s informal complaint procedure. The names of the parties involved will not be a part of the Informal Report about the situation. The Human Relations Officer, and the Dean of Students Office will disclose the name of the individual in their review/mediation of the complaint only if the complainant has given permission to disclose his/her name. If, due to the circumstances of the alleged harassment, it is not possible to conduct a review or resolve the complaint and yet maintain confidentiality, the Human Relations Officer will discuss this with the complainant.

Although a complainant requests confidentiality, it may be possible to attempt some mediation or resolution of the complaint, to address the situation in some other manner, or to take corrective action as appropriate for the situation. The Human Relations Officer, therefore, should explore these alternatives rather than failing to take action because of the request for confidentiality. Action requiring disclosure of the complainant in some manner would not take place without consent of the complainant.

In the interests of fairness and problem resolution, disclosure of complaints and substance, except as compelled by laws, will be limited to the immediate parties and other appropriate administration officials.

I. Complaints of False Charges

Because of the nature of the problem, complaints of sexual harassment cannot always be substantiated. Lack of corroborating evidence should not discourage complainants from seeking relief through the formal procedures delineated in this document. However, charges found to have been intentionally dishonest or made maliciously without regard for truth will subject complainants to disciplinary action.

Individuals who believe they have been the target of willfully false or maliciously reckless formal charges should file a written complaint no later than 30 calendar days after they learn the nature of the allegations against them. If, for any reason, any extension is necessary, the time limits may be modified by the consent of both parties. They should submit their complaint to the Human Relations Office. The Human Relations Office will make this complaint part of their formal investigation process. If the officer finds sufficient grounds for the false-charge complaint, he/she must recommend to the Chancellor that disciplinary action be taken against the person who filed the false charges. If the evidence does not support the false-charge complaint, they will so inform both parties. Disciplinary action will be taken against the person(s) filing false charges.

J. Final Disposition and Follow-Up

The facts about individual complaints and their dispositions are confidential. An employee’s supervisor will, however, inform the complainant and respondent, in confidence of the result and/or sanctions associated with a formal case. Students will be similarly informed by the Office of Dean of Students.

A permanent written record of the formal complaint process and its outcome is ordinarily retained by the Human Relations Office.

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An annual report will be prepared for the Chancellor, the Faculty Senate, and the UALR Assembly on the number and the types of complaints. The Office of Dean of Students will prepare and submit a report to the Human Relations Officer who will compile the record of both formal and informal complaints for submission to the above parties.

K. Complaints Filed with Outside Agencies

When any member of the University community or persons denied admission, employment, or services files a complaint of discrimination with an outside federal or state agency, that agency will, as part of its investigation, request a response from the University to the charges in the complaint. The Human Relations Officer will prepare this response, usually after conducting an internal investigation of the complaint. Such investigations will not conform to the procedures for internal complaints, but instead to those of the outside agency.

Complaints from outside agencies sent directly to departments should be referred to the Human Relations Officer for response.
PUBLIC RELATIONS
Meeting the Public

The University is supported by the State of Arkansas and is here to serve people through education, research and public service. Its success depends to a large extent on how you treat the public.

Every 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 through personal contacts with you and other employees.

Discourteous treatment of any member of the public by contact through correspondence, telephone conversations or visits to the campus may result in disciplinary action. Refer to the guidelines for classified employee disciplinary practices contained in this handbook for more information.

Handling Confidential Information

While working at UALR, you may come in contact with information which is considered confidential. Certain personnel and budgetary information is considered confidential. If you are ever entrusted with such information, you will be expected to keep the confidence placed in you. Revealing confidential information to unauthorized individuals may result in disciplinary action. The guidelines for classified employee disciplinary practices gives specifics on what kinds of disciplinary actions are taken for revealing confidential information.

Relations with Legislators and Members of Congress

As a citizen, you have the right to exercise freedom of expression on legislative matters. However, you should not, unless authorized, attempt to speak on behalf of the University in discussions with members of the Arkansas General Assembly, Arkansas Constitutional Officers, and members of Congress.

If you would like the University to consider certain issues in its legislative program, you should contact the office of the President or his/her designee.

Political Activity

As an employee of the University, you have the right to participate in political activity. However, if you choose to do so, you must do so on your time (annual leave or leave of absence without pay). When this is done, official titles or roles with the University must not be used for political purposes.

Asking for or collecting contributions for elected officials, candidates for political office, or for any political activity must take place outside of regularly scheduled work hours.

Any plans you may have to seek a public office or assume a major role in a political campaign should be discussed with your supervisor. If your supervisor feels the plans will interfere with your assigned duties and responsibilities to the University, a request must be reviewed through regular administrative channels to the president of the University of Arkansas System. If the request is approved, adjustments in work hours and salary will be made.

University-owned property cannot be used for any kind of political activity.
Using the University Name

Employees of the University are not authorized to use the name "University of Arkansas at Little Rock," "UALR" or any version of the "University of Arkansas" to imply endorsements or personal preferences. The University is a non-political corporate 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 business.

Personal Appearance and Dress

Except for some positions where uniforms are required, the University has no dress or grooming code. Your supervisor will inform you of any uniform dress required for your position.

If there is no uniform dress required for your position, you are expected to use good judgment in your choice of clothing and personal grooming techniques. Please be mindful of the fact that you are a public employee and that your image reflects on the University.

Health and Safety

Everything possible is done to provide you with safe working conditions. Accident prevention is largely a part of your responsibility since accidents are often due to carelessness. Horseplay and practical jokes are strictly prohibited and may be grounds for dismissal. If you should see some unsafe condition existing on campus, please report the condition to an appropriate authority, such as your supervisor, the Department of Public Safety or Physical Plant.

The use of roofs and exterior sides of buildings is governed by the following regulations:

1. Roofs and exterior walls are only accessible to University employees who have a need for access associated with their assigned job duties and responsibilities. Faculty members and their students may also have access in connection with curriculum courses after receiving authorization for certain areas from the Director of Physical Plant.

2. Any University employee and/or student found in or on areas described in this section and do not fit the definition given above, will be removed and arrested for trespassing and/or charged with a University disciplinary infraction.

3. No rooftop machinery, equipment, antennae, greenhouse, repelling anchors (temporary or permanent), or other property is to be installed on roofs or roof edges without authorization from the Director of Physical Plant.

4. Repelling using University buildings is specifically prohibited.
CAMPUS SERVICES
Parking

If you wish to park a vehicle on campus, you must register your vehicle with the Department of Public Safety. One self-adhesive decal will be issued to each full-time employee free of charge. Any additional permits will be available for $20 annually, $10 for the spring semester, and $7 for one or both summer sessions for open parking.

You may apply for a reserved parking card for the gated lots in the Department of Public Safety. Reserved parking cards are $120 annually (September 1 - August 31) for Day parking (24 hours) and $60 annually (September 1 - August 31) for Night parking (after 4 p.m.). Reserved parking card holders are issued a reserved hangtag and do not need a self-adhesive decal. Reserved parking charges are prorated for cards purchased during the year.

Fees for two-wheeled vehicles are $10 annually, $5 for the spring semester, and $3.50 for one or both summer sessions.

For more information, contact the Department of Public Safety at 569-3409.

Department of Public Safety

The Department of Public Safety (DPS) officers are constituted peace officers and possess all the powers provided by law for city police and county sheriffs. The officers are authorized and empowered to arrest, with or without a warrant, any person on the campus who is in violation of federal, state, or local laws or who is in violation of any rule or regulation of the University.

The Department of Public Safety is located on Campus Drive and may be contacted at 569-3408 for non-emergencies and 569-3400 for emergency situations. Emergency blue-light telephones in exterior campus locations connect directly to the DPS.

Lost and Found

A central "Lost and Found" office is located in the Department of Public Safety on Campus Drive.

Information Center

The Information Center, located on the main floor of the Donaghey Student Center, is open Mondays to Thursdays from 8 a.m. to 6 p.m., and Fridays from 8 a.m. to 5 p.m. The Center maintains a select collection of University forms and information, particularly those from Admissions & Records. The University Master Calendar is also maintained at the Information Center. Events and non-class related meetings on campus are scheduled and recorded here. Call 569-3362 to reach the Information Center.

Office of Communications

The Office of Communications publishes a weekly newsletter, CAMPUS UPDATE, during the school year (and on an as-needed basis during the summer) which contains information on campus events, activities and issues important to faculty and staff. Copies of the newsletter are sent to each department on campus. For information on having items placed in CAMPUS UPDATE, contact the Office of Communications at 569-3260.
STAFF SENATE
Purpose and Membership

The Staff Senate represents classified and non-faculty, non-classified employees in the University Assembly and presents the concerns of this group to the Assembly and to the administration. Employees represented by the Staff Senate are encouraged to contact members of the Senate to express their ideas and concerns. The Senate is made up of two members for each 25 filled classified and non-faculty, non-classified positions as of July 1 each year. They represent the full-time membership of the various areas of the campus. Members are elected on a percentage basis from these areas by constituent employees and serve staggered two-year terms in office.