

# University of Arkansas at Little Rock

# Staff Handbook



**Department of Human Resources**  
2801 South University Avenue  
Little Rock, Arkansas 72204-1099  
**Updated September 2022**

# Department of Human Resources

## Staff Handbook



The Department of Human Resources of the University of Arkansas at Little Rock has updated this staff handbook in accordance with UA Board of Trustees and University policies. It is intended to provide Classified and Non-Classified staff with information to govern work and conduct that will support the University's mission and goals.

The Staff Handbook shall be made available to all UA Little Rock staff. The current version of the Staff Handbook was updated in September 2022.

# Table of Contents

<b>1.0 INTRODUCTION</b>	<b>6</b>
UNIVERSITY OF ARKANSAS SYSTEM	6
UNIVERSITY OF ARKANSAS AT LITTLE ROCK	8
UNIVERSITY OF ARKANSAS AT LITTLE ROCK VISION, MISSION AND GOALS	8
UNIVERSITY OF ARKANSAS AT LITTLE ROCK STAFF SENATE	10
<b>2.0 EMPLOYEE CLASSIFICATIONS</b>	<b>11</b>
FACULTY, ADMINISTRATORS AND STAFF	11
CLASSIFIED AND NON-CLASSIFIED STAFF	11
EXEMPT AND NON-EXEMPT EMPLOYEES	12
PROVISIONAL POSITIONS	12
HOURLY (EXTRA HELP) EMPLOYEES	12
PERIODS OF EMPLOYMENT	13
<b>3.0 COMPENSATION AND PAYROLL DEDUCTION POLICIES</b>	<b>14</b>
STATE COMPENSATION PLAN	14
COMPENSATION AT INITIAL APPOINTMENT	14
COMPENSATION UPON REHIRE	14
PROMOTIONS	15
DEMOTIONS	15
LATERAL TRANSFERS	16
RECLASSIFICATIONS	16
COST OF LIVING ADJUSTMENTS (COLA)	17
MERIT PAY	17
CAREER SERVICE RECOGNITION PAYMENTS	17
PROOF OF PRIOR SERVICE	19
PAYCHECKS	19
PAYROLL DEDUCTIONS	20
GARNISHMENTS AND SALARY LIENS	21
CHILD SUPPORT DEDUCTIONS	21
SALARY OVERPAYMENTS	22
RECOVERING AMOUNTS OWED TO THE UNIVERSITY	22
<b>4.0 HOURS, DAYS OF WORK, TIME KEEPING, AND LEAVE REPORTING</b>	<b>23</b>
WORK HOURS AND DAYS OF WORK	24
OVERTIME/COMPENSATORY LEAVE ACCRUAL	24
FLEXIBLE WORK AND HYBRID REMOTE WORK ARRANGEMENT	25
ABSENCE FROM WORK	25
ATTENDANCE AT MEETINGS AND CONFERENCES FOR NONEXEMPT EMPLOYEES	26
<b>5.0 PAID AND UNPAID LEAVE</b>	<b>27</b>
UNIVERSITY HOLIDAYS	27
ANNUAL LEAVE	27
SICK LEAVE	29
FAMILY MEDICAL LEAVE ACT (FMLA) OF 1993	32
CATASTROPHIC LEAVE	35

DISABILITIES AND ACCOMMODATIONS: AMERICANS WITH DISABILITIES ACT (ADA) .....	40
WORKER’S COMPENSATION.....	41
COURT/JURY DUTY LEAVE.....	43
LEAVE FOR CHILDREN’S EDUCATIONAL ACTIVITIES (CEA) .....	44
MILITARY LEAVE.....	44
LEAVE OF ABSENCE WITHOUT PAY .....	45
EDUCATION LEAVE .....	46
VOTING .....	46
<b>6.0 EMPLOYEE BENEFITS .....</b>	<b>48</b>
HEALTH INSURANCE .....	48
DENTAL INSURANCE .....	49
VISION INSURANCE.....	50
FLEXIBLE SPENDING ACCOUNTS .....	50
HEALTH SAVING ACCOUNTS (HSA).....	51
LIFE INSURANCE .....	52
BASIC LONG TERM DISABILITY .....	53
OPTIONAL LONG TERM DISABILITY .....	53
SHORT TERM DISABILITY .....	54
COBRA .....	54
RETIREMENT BENEFITS .....	55
RETIREE BENEFITS.....	55
ENROLLMENT IN UNIVERSITY COURSES.....	56
UNEMPLOYMENT COMPENSATION .....	57
EMPLOYEE ASSISTANCE PROGRAM (EAP) .....	57
<b>7.0 GENERAL EMPLOYMENT LAWS AND POLICIES.....</b>	<b>59</b>
ELIGIBILITY OF EMPLOYMENT .....	59
ARKANSAS – AT WILL EMPLOYMENT .....	59
AFFIRMATIVE ACTION POLICY .....	59
NON-DISCRIMINATION POLICY .....	60
TITLE IX – SEX AND GENDER BASED DISCRIMINATION, HARASSMENT AND MISCONDUCT .....	61
WHISTLEBLOWER POLICY .....	63
THE ARKANSAS FREEDOM OF INFORMATION ACT .....	64
EMPLOYMENT AGE REQUIREMENTS .....	64
DRUG FREE WORKPLACE .....	65
ALCOHOL USE .....	66
SMOKE-FREE WORKPLACE.....	66
INCLEMENT WEATHER .....	66
CAMPUS SAFETY.....	68
WEAPONS.....	68
EMPLOYMENT OF RELATIVES (NEPOTISM) .....	68
POLITICAL ACTIVITIES.....	69
RELATIONS WITH LEGISLATORS AND ELECTED OFFICIALS.....	69

EMPLOYMENT OF CONSTITUTIONAL OFFICERS AND SPOUSES.....	69
DISCLOSURE OF EMPLOYMENT OF FAMILY MEMBERS.....	70
CONFLICTS OF INTEREST .....	71
OUTSIDE EMPLOYMENT .....	71
CONCURRENT EMPLOYMENT .....	72
UNIVERSITY OF ARKANSAS SYSTEM VEHICLE SAFETY PROGRAM.....	72
USE OF THE UNIVERSITY'S NAME AND LOGOS.....	73
INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY .....	73
SOLICITATION POLICY.....	74
HANDLING CONFIDENTIAL INFORMATION.....	74
PERSONNEL RECORDS.....	74
CHANGE IN PERSONAL INFORMATION .....	75
PERFORMANCE REVIEW .....	75
<b>8.0 EMPLOYEE CONDUCT .....</b>	<b>77</b>
UNIVERSITY CODE OF ETHICAL CONDUCT .....	77
MISCONDUCT .....	77
<b>9.0 TERMINATION OF EMPLOYMENT.....</b>	<b>85</b>
EMPLOYEE RESIGNATION .....	85
TERMINATION OF EMPLOYMENT BY THE UNIVERSITY .....	85
RETRENCHMENT .....	86
SEPARATING EMPLOYEES.....	86
TERMINATION/SEPARATION PAY .....	86
CONTINUATION OF BENEFITS .....	86
LEAVE BALANCES.....	87
W-2 .....	87
NOT ELIGIBLE FOR REHIRE .....	87
SPECIAL NOTES .....	87
<b>10.0 GRIEVANCE PROCEDURE.....</b>	<b>88</b>
GRIEVANCE PROCEDURE – COMPLAINTS OF DISCRIMINATION (POLICY 401.6) .....	88
GRIEVANCE PROCEDURES - EMPLOYMENT PRACTICES (POLICY 402.7) .....	88
<b>11.0 CAMPUS SERVICES AND FACILITIES.....</b>	<b>89</b>
CAMPUS INFORMATION.....	89
DONAGHEY STUDENT CENTER (DSC).....	89
DEPARTMENT OF PUBLIC SAFETY .....	89
PARKING ON CAMPUS.....	90
HEALTH SERVICES .....	90
ENVIRONMENTAL HEALTH AND SAFETY .....	90
PRINTING AND COPYING SERVICES .....	91
MAILING AND POSTAL SERVICES .....	91
LIBRARY PRIVILEGES.....	91
KEYS.....	91

# 1.0 INTRODUCTION

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## Foreword

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This handbook briefly covers University policies and procedures that employees should know. In accordance with the Americans with Disabilities Act, this document will be made available in alternative format upon request.

Policies and procedures that apply to the entire University of Arkansas System are included along with those that have been adopted only for the University of Arkansas at Little Rock (hereinafter referred to as “UA Little Rock”) campus. A large part of the information contained in this handbook has been summarized, so it is not a complete statement of all policies and procedures. Employees should not consider this handbook to be a complete statement of policies and procedures. Employees who have questions about something not answered here should check with their supervisors or contact the Department of Human Resources. Policies are also available online at <https://ualr.edu/policy/home/facstaff/>.

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

UA Little Rock is an “at will” employer and information contained in this handbook is not intended to establish any kind of employment contract.

## University of Arkansas System

The University of Arkansas System has developed a tradition of excellence that includes the state’s 1871 flagship, land-grant research University; Arkansas’s premier institution for medical education, treatment and research; a major metropolitan University; an 1890 land-grant University; two regional universities serving southern and western Arkansas; five community colleges; two schools of law; a presidential school; a residential math and science high school; a 100 percent-online University and divisions of agriculture, archeology and criminal justice. The individual entities of the UA System maintain cooperative strength as well as diverse offerings that exhibit unmatched economic and social impact to the state.

The UA System provides communities in Arkansas with access to academic and professional opportunities, develops intellectual growth and cultural awareness in its students and provides knowledge and research skills to an ever-changing society. The system enrolls more than 60,000 students, employs over 17,000 employees, and has a

total budget of over \$2 billion. An intrinsic part of the texture and fabric of Arkansas, the UA System is a driving force in the state's economic, educational and cultural advancement.

The University of Arkansas System includes six universities and seven community colleges.

**Universities -**

- University of Arkansas, Fayetteville
- University of Arkansas at Little Rock
- University of Arkansas for Medical Sciences
- University of Arkansas at Pine Bluff
- University of Arkansas at Monticello
- University of Arkansas at Fort Smith
- University of Arkansas Grantham

**Community Colleges –**

- Phillips Community College of the University of Arkansas,
- University of Arkansas Community College at Hope-Texarkana
- University of Arkansas Community at Batesville
- Cossatot Community College of the University of Arkansas
- University of Arkansas Community college at Morrilton
- University of Arkansas Community College at Rich Mountain
- University of Arkansas Pulaski Technical College

**Other Units of the UA System**

- The Division of Agriculture
- Arkansas Archeological Survey
- Criminal Justice Institute
- Arkansas School for Mathematics, Sciences and the Arts
- University of Arkansas Clinton School of Public Service
- The Winthrop Rockefeller Institute
- University of Arkansas System eVersity

Visit [uasys.edu](http://uasys.edu) for more information regarding the UA System.

## **University of Arkansas at Little Rock**

In 1927, Little Rock Junior College opened to provide college-level courses to central Arkansas citizens who wanted and needed access to higher education. In its first year, “Jaycee” – as students would soon refer to the new college – met at Little Rock Senior High School and enrolled approximately 100 students paying five dollars per semester hour for the college’s two-year liberal arts program.

The early years of the new junior college were guided by the dreams and diligence of LRJC founder, John A. Larson (President, 1930-1950). Despite limited funding, Larson was determined to see LRJC flourish. In 1929, his aspirations for expanding the junior college were fulfilled when former Arkansas Gov. George W. Donaghey named LRJC as the sole beneficiary of a trust valued in excess of \$2 million.

In 1957, the institution began a four-year degree program, became independent and privately supported under a separate board of trustees, and took the name Little Rock University. Jaycee moved to its current location in 1949 after Little Rock businessman Raymond Rebsamen generously donated an 80-acre tract of land on Hayes Street. With a campus of its own and financial support from the Little Rock business community, LRJC thrived over the next decade – adding new buildings, increasing enrollment, and eventually outgrowing its junior college status.

### **Merger and expansion**

After several years of discussion and study, Little Rock University, in September 1969, merged with the University of Arkansas to create the University of Arkansas at Little Rock. That was a major step in the creation of the multi-campus organization of the University of Arkansas system.

Today, UA Little Rock maintains its original campus and has added a law school campus. The University offers undergraduate, online, graduate, and law school programs of study. There is an extensive schedule of day, night, weekend, off-campus, online, and study abroad classes. Additionally, UA Little Rock offers certificate programs and internship opportunities in several in-demand career fields.

## **University of Arkansas at Little Rock - Vision, Mission and Goals**

### **Vision Statement**

UA Little Rock is dedicated to improving students’ lives and enhancing our communities. We will be a leading urban and metropolitan University that engages the city, the region and beyond through excellent teaching, research and partnerships.



## **Mission Statement**

The mission of the University of Arkansas at Little Rock is to develop the intellect of students; to discover and disseminate knowledge; to serve and strengthen society by enhancing awareness in scientific, technical, and cultural arenas; and to promote humane sensitivities and understanding of interdependence. Within this broad mission are the responsibilities to use quality instruction to instill in students a lifelong desire to learn; to use knowledge in ways that will contribute to society; and to apply the resources and research skills of the University community to the service of the city, the state, the nation, and the world in ways that will benefit humanity. (Adopted by the University of Arkansas at Little Rock Faculty Senate, 1988)

## **Strategic Plan Goals**

The University, through its various programs, works toward five goals within the [strategic plan](#):

### **Goal 1**

Student Success: UA Little Rock will prepare its students for success.

### **Goal 2**

Resources: UA Little Rock will strengthen and support the human resources and infrastructure necessary to fulfill its mission and vision.

### **Goal 3**

Research & Creative Endeavors: UA Little Rock will encourage and support research and creative endeavors.

### **Goal 4**

Community Engagement: UA Little Rock will serve as an active partner in the community.

### **Goal 5**

Diversity & Global Citizenship: UA Little Rock will improve diversity, inclusion, equality and global understanding in the campus community.

## **Organization Chart**

The University of Arkansas at Little Rock's Organization Chart is viewable at [ualr.edu](http://ualr.edu).

# University of Arkansas at Little Rock - Staff Senate

## History

The University of Arkansas at Little Rock Staff Senate was created in 1969 when the University Assembly was restructured. The University Assembly makes recommendations on all matters that concern the educational mission and effectiveness of the University.

## Function

The Staff Senate is an advocate for the UALR staff, offering scholarships and professional development opportunities. Staff members are encouraged to participate in the community service activities of the Staff Senate. All Staff Senate meetings are open and staff members are invited to attend.

## Eligibility

All benefits-eligible staff employees are eligible to become Staff Senators. Annual elections are held each Spring with senators from each Vice Chancellor's area being elected to serve a two-year term. Employees who are interested in serving as Staff Senators, should inform their colleagues who are participating as active members of the Staff Senate within their Vice Chancellor's area. For more information, visit <https://ualr.edu/staffsenate/>.

## 2.0 EMPLOYEE CLASSIFICATIONS

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### Faculty, Administrators and Staff

There are three main categories of benefits-eligible employees of the University: faculty, administrators, and staff.

**Faculty** are employees who hold academic rank of lecturer, master lecturer, instructor, advanced instructor, senior instructor, assistant professor, associate professor, professor, University professor, distinguished professor or one of the above titles modified by clinical, research, teaching, adjunct, visiting, executive in residence, professor of practice, (e.g., clinical professor or adjunct assistant professor). (*Board Policy 405.1 Appointments, Promotion, Tenure, Non-Reappointment, and Dismissal of Faculty*).

**Administrators** are employees who hold the titles assistant director, associate director, director, assistant dean, associate dean, dean, vice provost, provost, assistant vice chancellor, associate vice chancellor, vice chancellor, associate chancellor, or chancellor. Some administrators also hold faculty rank.

**Staff** are all employees of the University who are not faculty or administrators. Staff may be Classified or Non-Classified.

### Classified and Non-Classified Staff

All staff titles are authorized by the Arkansas General Assembly in the biennial Appropriation Act and are designated as Classified or Non-Classified.

**Classified** staff positions are grouped or classed under the Arkansas Uniform Classification and Compensation Act, with positions that have similar duties and responsibilities and that require similar knowledge, abilities, skills, education and experience. Each classification is assigned to one of 25 pay grades, which has a minimum and a maximum pay level.

**Non-Classified** staff positions are not assigned to a pay grade, but each Non-Classified title has a maximum salary for each year of the biennium, called a line-item maximum, which is specified in the Appropriation Act. The actual pay for each Non-Classified position is determined by the University and department budget and by the employee's qualifications. Faculty titles and most administrative titles are generally Non-Classified.

### Exempt and Non-exempt Employees

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The Arkansas Department of Higher Education (ADHE) designates state job titles as exempt or non-exempt under the federal Fair Labor Standards Act (FLSA). The Department of Human Resources can review specific positions for exempt or non-exempt status using the FLSA guidelines.

**Exempt** employees are those whose job duties meet certain criteria for executive, administrative, professional and outside sales positions, as well as certain computer-related positions and highly compensated employees. The Fair Labor Standards Act does not require employees in exempt positions to receive additional compensation for working more than 40 hours in a workweek. Faculty and Non-Classified positions are exempt. Additionally, some select classified positions are exempt based on the job functions and the responsibilities.

**Non-exempt** positions refer to jobs that are covered by the Fair Labor Standards Act and are eligible for overtime compensation. Most classified positions are non-exempt. Rather than payment of overtime hours, non-exempt employees that work for the State of Arkansas accrue compensatory leave time at the rate of one and one-half hours after 40 hours of work in a workweek. The person authorized for the department must approve in advance, any overtime hours.

## Provisional Positions

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**Provisional** positions are full-time benefits-eligible positions that are fully or partially supported by grant funds. These positions are not permanent and only exist for the duration of the grant. Additionally, these positions must be approved by the Arkansas Department of Higher Education and renewed each fiscal year.

## Hourly (Extra Help) Employees

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**Extra-help hourly** employees are hired on a temporary, as-needed basis. They are paid semi-monthly for the hours they actually work and they are not eligible to participate in the University's fringe benefits program. However, extra-help hourly employees may participate in the University's retirement plan, although their contributions will not be matched. Undergraduate students taking 12 hours or more are not eligible to participate in the retirement plan. Extra-help hourly employees are limited to a maximum number of hours in a fiscal year, which begins July 1. The Office of Payroll can provide the maximum number of hours extra-help hourly employees can work.

## **Periods of Employment**

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Most University staff employees have 12-month appointments. An appointment is not an employment contract. Administrative and staff employees may be terminated at any time with or without cause under University procedures.

# 3.0 COMPENSATION AND PAYROLL DEDUCTION POLICIES

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## State Compensation Plan

Classified positions in all state agencies and institutions, including the University, are subject to the Uniform Classification and Compensation Act (Act 199 of 1969). The Act groups positions with similar duties, which require similar abilities, education and experience into classes and assigns a pay grade to each class. The minimum and maximum salaries for each pay grade are set by the Arkansas General Assembly. There are currently twenty (25) grades and five levels within each grade. Non-Classified positions do not have pay grades, but are assigned a maximum salary by the General Assembly for each fiscal year. Salaries for Non-Classified positions are subject to the constraints of department and University budgets.

## Compensation at Initial Appointment

Employees who are employed by the University in a classified position for the first time and have not transferred from another state agency or institution will be paid at Level I (entry level) of the pay grade assigned to the position title. Exceptions to this policy may be made when:

- A special entry rate, based on the labor market, has been approved by the Arkansas Department of Higher Education for the job title.
- A special entry rate, based on exceptional qualifications, has been requested by the University and approved by the Arkansas Department of Higher Education prior to the candidate's appointment.
- The employee is transferring from a Non-Classified position to a classified position.

## Compensation upon Rehire

An employee who has separated from state service for more than thirty (30) working days in a classified position and returns to state service in a classified position at the same grade will be eligible, but not entitled, to the previous exit salary. If that salary falls below the entry level of the grade or classification, the salary will be adjusted to the entry level. Additionally, the salary cannot exceed the maximum pay level of the grade, unless the employee is qualified for the career pay level on the career service pay plan.

If a former employee returns to state service within thirty (30) consecutive working days, the employee will be processed as a transfer whether the re-employment is with the former Arkansas agency or institution of higher education or in a different Arkansas agency or institution of higher education.

## Promotions

A promotion is a change from one position to another position with a higher pay level and/or grade. A classified employee who is promoted will have the maximum annual salary for which he or she is eligible established as follows:

- For a promotion to a position of a higher grade on the same pay plan, the employee's maximum rate of pay shall be increased by ten percent (10%), unless that results in a pay rate below the entry level position. In that case, the rate of pay will be adjusted up to the entry level of the new position.
- An employee's rate of pay upon promotion shall not exceed the maximum pay level of the grade assigned to the classification, unless the employee is eligible for the career pay level on the career service pay plan.
- Non-exempt employees promoting to an exempt classification must have all accumulated compensatory time and overtime paid at the time of transfer.

When an employee promotes to a different agency or institution, the originating agency or institution must pay all accumulated compensatory time to the employee at the time of transfer.

## Demotions

When a classified employee is demoted for cause or voluntarily solicits a demotion, the rate of pay will be:

- Fixed in the lower-graded position at a rate equal to ten percent (10%) less than the employee's rate of pay at the time of demotion for demotions of one (1) or more grade. If the employee's salary falls below the entry pay level of the new grade upon demotion, the employee's salary may be adjusted to the entry level for that grade.
- An employee's rate of pay upon a demotion will not exceed the amount provided by the maximum pay level of the grade assigned to the classification, unless the employee is eligible for career pay level on the career service pay plan.
- An employee returning to the University within twelve months to a position or classification previously occupied is eligible for a rate of pay no greater than that

for which the employee would have been eligible had the employee remained in the lower-graded classification.

- An employee who is placed in a lower-graded position on either compensation plan because the original position has expired due to lack of funding, program changes, or withdrawal of federal grant funds, may continue to be paid at the same rate as the employee was being paid in the higher-graded position upon approval of ADHE.

When an employee demotes to a different agency or institution, the originating agency or institution must pay all accumulated compensatory time to the employee at the time of transfer. All accumulated compensatory leave time must also be paid at the time of transfer to a non-exempt employee demoting to an exempt position within the same agency or institution.

## **Lateral Transfers**

Classified employees who transfer to a classification of the same grade within an agency or institution or to another agency or institution are eligible, but not entitled, to maintain their salary at the time of transfer.

Non-Classified employees who transfer to a classified position are eligible, but not entitled, to maintain their salary at time of transfer. However, the salary cannot exceed the maximum pay level of the grade, unless the employee is qualified for the career pay level on the career service pay plan.

When an employee transfers to a different agency or institution, the originating agency or institution must pay all accumulated compensatory time to the employee at the time of transfer. All accumulated compensatory leave time must also be paid at the time of transfer to a non-exempt employee transferring to an exempt position within the same agency or institution.

## **Reclassifications**

Positions that have acquired significant additional duties and responsibilities since the position's origination may be eligible for a reclassification. Department heads may submit required documentation (reclassification form, current job description, new job description, and updated resume of incumbent) to the Department of Human Resources for review of eligibility. The department head must have at least a verbal approval of the Vice Chancellor over the department prior to submission of the documentation. The Vice Chancellor's signature will be obtained after the Department of Human Resources has approved the reclassification.



Classified positions are subject to the guidelines of the established state policy for promotions.

## **Cost of Living Adjustments (COLA)**

The cost of living adjustments are not performance-based and approved by General Assembly of the State of Arkansas based on the University's available funding.

## **Merit Pay**

Merit increases are based on employee performance and are unrelated to COLA increases.

Employees who receive an overall rating of satisfactory or higher on their performance evaluations, are eligible for merit increases.

In some cases, merit increases may be paid as a lump-sum payment rather than being added to the employees' base salary. All merit payments will be considered salary for the purposes of retirement contributions.

Eligibility for Merit Pay:

- Employees who have been appointed for at least 12 months (continuously at UALR)
- Employees who have not received a written performance-based or disciplinary reprimand during the previous 12-month rating period.

\*Note: Due to budget constraints, merit pay may not be funded every fiscal year and merit increase amounts may vary.

## **Career Service Recognition Payments**

Classified and non-faculty employees of institutions of higher education shall become eligible for annual career service recognition payments upon completion of ten (10) years of cumulative state service in a classified or non-faculty position with a state agency or an institution of higher education within the State of Arkansas.

All service in a classified or non-faculty position may be counted toward the eligibility requirements for career service recognition payments. It is not required that state service be continuous to establish eligibility. Employees are eligible for annual career service recognition payments on the anniversary date of the completion of state service according to the following schedule:

Years of Service	Annual Payment
10 through 14 years of state service	\$800
15 through 19 years of state service	\$1,000
20 through 24 years of state service	\$1,200
25 or more years of state service	\$1,500

Part-time employees in regular classified or non-faculty positions are no longer eligible may receive annual career service payments on a pro-rata basis. Employment in a student, graduate assistant, post-doctoral fellow, temporary position, or faculty position is excluded from the years-of-service calculation. Periods of authorized leave without pay and leave of absence for military service when veteran’s re-employment rights are exercised shall not negate eligibility for the payment.

Career service payments will be paid with the last payroll during the month of the employee’s career service anniversary date. Career service payments shall be subject to withholding at a higher rate as determined by IRS regulations for applicable state and federal taxes and shall be included by retirement systems to determine benefits.

Newly hired employees within the first three months of employment are responsible for contacting all past state employers to request a Proof of Service Form to be completed and forwarded to UALR’s Department of Human Resources. Only full-time, non-faculty service may be used to determine eligibility for career service payments. Career service payments for new hires will be paid on the employee’s future career service anniversary date after all Proof of Service Forms are received in UALR’s Department of Human Resources. Career service payments may not be paid retroactively.

The General Assembly of the State of Arkansas Office of Personnel Management under the Department of Finance and Administration shall establish and publish policies and procedures for the administration of career service recognition payments to state employees upon a determination by the Chief Fiscal Officer of the state that sufficient funds are available for such purpose. (Source: [UA Little Rock Policy 402.3](#))

## **Proof of Prior Service**

Employees returning to state service at either the same or a different state agency or institution, will be given credit for previous state employment. Previous state employment credit is provided to state employees who transfer to new jobs in different state agencies or institutions or are rehired by the same state agencies or institutions. Proof of prior service is necessary to account for all past state service tenure.

The Proof of Prior Service form is the tool used to establish prior state service. It provides state agencies and institutions of higher education the ability to prove an employee's current and/or previous state employment for salary eligibility, service credit, leave balances, and retirement system information. An official Proof of Prior Service Form must be sent to the new employer directly from the previous employer.

In a case where no documentation can be found from any previous state employer, a document trail may be established by contacting the Arkansas Public Employees' Retirement System, another applicable retirement system, or by obtaining the employee's W2 forms from the previous years of state employment.

## **Paychecks**

Paychecks are issued and directly deposited into employees' bank accounts semi-monthly on the 15th and the last day of each month. If either of these days falls on Saturday, Sunday, or a holiday, pay will be available on Friday or the last working day before the weekend or holiday. As a condition of employment with an Arkansas state agency or institution of higher education, the state mandates that payroll checks be issued by direct deposit.

A missed payroll deadline may require a paper check to be issued to an employee. An employee must present a valid picture ID when picking up a paper check from the Bursar's Office.

The Payroll Office may, at its discretion, remove an employee from the direct deposit program. Supervisors may also remove employees from direct deposit if it is determined that removal is in the best interest of the department.

Hourly employees (student or extra labor and work-study) are paid one pay period behind; all other employees are paid up-to-date. Adjustments to any type of leave taken are made in the next pay period; therefore, the leave reported on an employee's paycheck stub does not include any leave used during the pay period for which the employee is being paid.

Employees who plan to terminate, should notify their supervisors as soon as possible. If an employee has a negative leave balance on the last date of employment, repayment to the University for the leave hours taken will either be withheld from the employee's final paycheck or must be paid directly by the employee to the University.

## Payroll Deductions

The University is required by law to withhold federal (FED W/H) and state (AR W/H) income taxes and social security taxes (FICA & MQFE) from employee earnings.

Forms for Federal (W-4) and State (AR4EC) income tax withholdings must be filed with the Office of Payroll by every employee at the time of hire. If an employee claims an exemption from withholding, a new W-4 must be filed each year in the Payroll Office. Forms to reflect changes in filing status or withholdings may be filed at any time in the Payroll Office. The employee has the ultimate responsibility for filling the form.

On or about January 31, employees will receive a W-2 form. A W-2 form is a statement of earnings for the previous calendar year. This statement includes amounts withheld for income taxes and social security. Employees may elect to receive the W-2 electronically by using the employee online self-service system (Workday) or by mail. The W-2 will be mailed to the last mailing address active in the system. Employees should verify their mailing addresses in the Workday system before the W-2s are mailed.

Employees may request other items be withheld from their earnings. A Payroll Deduction Authorization form must be submitted to the Payroll Office to initiate any withholding item. The items and where to inquire about the items are as follows:

Deduction	Where to Inquire
Retirement contributions, Medical, AD&D, Group Life, Dental, Vision, Flex Spending, Long-Term Disability premiums, Voluntary Deductions	Department of Human Resources
UA Little Rock tuition	Bursar's Office
Bankruptcy, Garnishments, Child/Spousal Support, 9/12 Deductions	Payroll Office
Parking Fees	Public Safety
Sports Ticket Purchases	Athletic Office
UALR Foundation Donations	Development Office

Employees may access earning statements in Workday system to view detailed information on earnings and deductions. Employees should always review the information to confirm the deductions are consistent with intended elections.

## **Garnishments and Salary Liens**

The University is required by ACT 463 of 1989 to comply within 20 days of receipt of garnishment orders issued by court order. 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. The employee must make any defenses to the garnishment to the court or the governmental agency.

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 a governmental unit will also be treated as a single item.

## **Child Support Deductions**

Most jurisdictions require child support be withheld directly from employee earnings. The deduction of child support is established by court order and any release of child support deductions must also come by court order.

Generally, child support deductions take priority over any other deductions except for mandatory deductions such as income taxes, social security and Medicare taxes.

## **Salary Overpayments**

It is the responsibility of each employee to immediately notify the Department of Human Resources and their department head of any salary payment errors, including overpayments. Department heads are expected to assist and cooperate fully with the Department of Human Resources and the Payroll Office in efforts to recover salary overpayments.

The University will vigorously pursue collection of all salary overpayments from former employees in the same manner it pursues other debts to the University. If salary overpayments are not repaid immediately, the Payroll Office will submit a claim for overpaid wages against the employee's state income tax refunds.

To reduce the likelihood of salary overpayments to terminating employees, payments for accumulated annual leave will not be made until the exit clearance process is complete. Employees and their supervisors are responsible for ensuring the employee's leave records are accurate.

Any funds owed to the University will be deducted from the employee's final pay or from other payments due to the employee, such as payment for accrued, unused annual or compensatory leave at the time of termination. Current employees who owe money to the University and have not responded to attempts to collect the debt, will be subject to an involuntary payroll deduction for the full amount owed. A repayment plan may be available through the Payroll Office to prevent an involuntary payroll deduction. If the employee is no longer employed, the final settlement with the University will be for the entire amount owed.

## **Recovering Amounts Owed to the University**

The University shall have the right to offset against any 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.

- If the amounts owed by the employee to the University were the result of money advanced to the employee or misappropriation by the employee of money or personal property belonging to the University, the University may offset amounts owed to the University against all wages or other money owed to the employee.
- 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.
- 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.
- The University may offset amounts owed to the University against any other sum owed to an employee.

Subject to the above limitations, the Chancellor, through the business officers of that campus, may develop a repayment plan with the employee for successive offsets so that the entire amount owed to the University is not off set 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. (Source: [UA Board of Trustees Policy 405.2](#))

# 4.0 HOURS WORKED, TIME KEEPING, AND LEAVE REPORTING

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## Work Hours and Days of Work

The normal business hours for UA Little Rock are 8:00 a.m. to 5:00 p.m., Monday through Friday, with an hour for lunch. Other departments have alternate hours established by the head of the department based on business needs. If business demands allow, two fifteen-minute breaks may be given.

Exceptions to normal business hours may include holidays and campus closures due to inclement weather or emergencies.

## Overtime/Compensatory Leave Accrual

Classified, non-exempt employees are eligible for compensatory time, as outlined by the State of Arkansas, in accordance with the Fair Labor Standards Act.

Compensatory time is defined as time earned for work performed in excess of forty (40) hours in the workweek and requires a supervisor's prior authorization. Compensatory time is the most desirable method of compensation for overtime work. However, overtime payments may be provided if it is necessary for the continued effective operations of the University and is managed in the most efficient and economic manner possible.

The following policy will be used in granting compensatory time:

1. Compensatory time will be earned at the rate of one and one-half hours for each full hour worked in excess of forty (40) hours per workweek. However, classified employees may earn straight time (1.0) for any hours resulting in excess of forty (40) hours when a holiday or any leave taken is included in the workweek.
2. Compensatory time may not be earned in less than fifteen (15) minute increments and must be earned before it can be used.
3. When an employee uses or is paid for earned compensatory time, he or she shall be paid at his or her current rate of pay.
4. Compensatory time may be used in lieu of sick leave.
5. Compensatory time must be depleted before using annual leave.

6. Classified employees whose job duties do not involve public safety, emergency response, or seasonal activity may accrue no more than 240 hours of compensatory time per calendar year.
7. Classified employees whose job duties involve public safety, emergency response, or seasonal activity may accrue no more than 480 hours of compensatory time per calendar year.
8. If an employee exceeds the maximum established, the employee must be compensated in cash payment for any hours in excess of the 240/480 limit on the January 31 payroll.

### **Payout at Termination or Transfer**

Upon termination from employment, the employee is to receive a cash payment at a rate not less than the final regular rate of pay received by an employee for any compensatory time accrued that has not been used.

When an employee transfers from one state agency or institution of higher education to another, the original state agency or institution of higher education where the employee accrued the compensatory time will pay the employee the balance of the employee's compensatory time in a lump sum payment before transferring to the new agency or institution of higher education.

### **Flexible Work and Hybrid Remote Work Arrangement-**

Through mutual agreement between the supervisor and an employee, the employee may establish a workweek schedule that differs from the regular daily schedule if the needs of both the employee and the University are served. An alternate workweek schedule for classified employees must not exceed forty (40) hours. An employee requesting a flexible work or hybrid remote work arrangement should submit a request to their department head for review. . All request for hybrid remote work arrangements must be approved at the Vice-Chancellor level. (Source: [UA Little Rock Policy 402.70](#))

### **Absence from Work**

An employee is responsible for immediately notifying the supervisor if the employee will be absent for any reason. At a minimum, the notification should be given prior to the start of the workday and, at least, one hour prior to the employee's shift. A department is free to establish its own notification procedures, which may include a sooner notification.



Failure to follow departmental notification procedures represents an unauthorized absence and may result in disciplinary action. A department is free to establish its own notification procedures, which may include a sooner notification.

## **Attendance at Meetings and Conferences for Nonexempt Employees**

### **Travel Time**

Time spent by an employee in travel as part of his principal activity, such as travel from jobsite to jobsite during the workday, must be considered as hours worked. An employee who travels from home before the regular workday and returns home at the end of the workday is engaged in ordinary home-to-work travel. This is not considered hours worked.

### **Example:**

A licensed practical nurse (LPN) works at an assisted living facility which has a “sister facility” 20 miles away. There have been times that the LPN has been asked to fill in for someone at the other facility after she completes her shift at her normal work site. It takes her 30 minutes to drive to the other facility. The time traveled from her primary work site to the other work site is to be considered hours worked.

### **Training and Seminars**

Attendance at lectures, meetings, training programs, and similar activities are viewed as working time, ***unless all of the following criteria are met:***

- Attendance is outside of the employee’s regular working hours;
- Attendance is, in fact, voluntary;
- The course, lecture, or meeting is not directly related to the employee’s job; and
- The employee does not perform any productive work during such attendance.

# 5.0 PAID AND UNPAID LEAVE

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## University Holidays

The Board of Trustees delegates the authority to schedule official holidays for each fiscal year. The schedule includes twelve official, paid holidays:

- Independence Day
- Labor Day
- Veterans' Day\*
- Thanksgiving Day
- Friday following Thanksgiving  
(*subject to Governor's Proclamation*)
- Christmas Eve\*
- Christmas Day\*
- New Year's Day\*
- Martin Luther King Day
- Friday of Spring Break (in lieu of Presidents' Day/Daisy Gatson Bates Day)
- Memorial Day
- Employee's birthday\*

*\*These holidays are used during the University's winter break.*

The University ordinarily closes between Christmas Eve and New Year's Day. Employees must use compensatory time or annual leave for any days during that period not covered by regular holidays or additional holidays declared by the Governor.

If an employee decides to use the birthday holiday on the date it occurs, the employee will be charged annual leave. Otherwise, the employee will receive the paid birthday holiday between Christmas Eve and New Year's Day.

An employee assigned a work schedule that requires the employee to work on a regularly-scheduled holiday may be granted time off on another date that is convenient for the employee and the department. If the workload in the department makes it difficult to arrange an alternate day to observe the holiday, the employee may be paid for the holiday at the employee's regular pay rate in accordance with provisions of the Fair Labor Standards Act.

Full-time, benefits-eligible employees are eligible to observe these holidays at full pay. Employees who work less than full-time, but half-time or more will be paid proportionate to the time worked. For example, an employee who works half-time will be paid at a rate equivalent to four hours. Employees must be in a paid status (not on leave without pay) the scheduled work day before and after the holiday in order to receive holiday pay.

## Annual Leave

Annual leave accrued at the end of each month and is cumulative and is added to the annual leave balance as it is earned. Employees may not carry over more than 30 days (240 hours) on January 1 of each year. Accrued leave may exceed 30 days during the year, but the employee will lose any amount over 30 days if not used by December 31 of each year.

Annual leave must be earned before it can be used. Employees may not share annual leave with other employees. Employees continue to earn annual leave when they are on leave with pay, but they do not earn annual leave if on leave without pay for 10 or more days.

### Classified Employee Annual Leave Accrual

Full-time, classified employees earn annual leave as follows:

From the beginning of	Through the end of	Monthly	Annually
1st year	3rd year	8 hours	12 days
4th year	5th year	10 hours	15 days
6th year	12th year	12 hours	18 days
13th year	20th year	14 hours	21 days
21st year		15 hours	22.5 days

Part-time, classified employees whose appointments are 50% or greater earn annual leave in proportion to the time worked.

### Non-Classified Employee Annual Leave Accrual

Employees working in non-classified, 12-month positions earn annual leave at the rate of 15 hours per month or 22.5 days per year. Non-classified employees whose appointments are 50% or greater earn annual leave in proportion to the time worked.

### Annual Leave Usage

Employees may request annual leave at any time; however, the employee must make the request in advance and the supervisor must approve the leave before it can be taken. Supervisors may require employees to take annual leave at times when it will be the least disruptive to the department or work unit.

As previously outlined, employees are required to use compensatory leave prior to using annual leave. An exception to that policy may be made when an employee is at risk of losing annual leave at the end of the year because the employee has accrued more than the 240 hours of annual leave eligible for roll over on January 1. Supervisors

are encouraged to perform a mid-year review of annual leave balances of the classified employees in their departments. If any employee will be at risk of losing annual leave, the supervisor may approve the use of annual leave instead of compensatory leave until the annual leave balance is reduced to a number that will result in a balance of 240 hours on December 31.

### **Annual Leave Transfer**

Employees who transfer to the University from another state agency or institution of higher education without a break in service (within thirty (30) days) retain and transfer all of their accumulated annual leave. Prior service will also be calculated into the rate at which annual leave will be earned. Transferring employees will receive credit for each full year worked, but the transferring employees will not receive credit for partial years.

### **Annual Leave Payouts**

Employees who end their employment with the University will receive a lump-sum payment for any unused annual leave up to 240. Employees who receive a lump-sum payment for annual leave may not return to state employment until the number of days for which they received annual leave payment have elapsed.

Twelve-month employees who are scheduled to change to 9-month appointments must take all of their accrued, unused annual leave before the end of the 12-month appointment. The employment period cannot be extended to compensate for unused annual leave. Additionally, employees may not receive a lump-sum payment for unused annual leave unless they are terminating employment with the University. (Source: [UA Board of Trustee Policies 420.1 and 420.2](#)).

## **Sick Leave**

### **Accrual**

All full-time (100% appointment) benefits-eligible positions earn sick leave at the rate of eight hours for each full month of employment. Employees who work less than full-time but at least 20 hours per week (50% appointment) earn sick leave at a rate proportional to the time worked. Sick leave only accrues when employees are in a paid status, including leave with pay. Employees do not earn sick leave for any time during which they are on leave without pay for 10 or more days.

Accrued sick leave cannot exceed 120 days (960 hours) on January 1 of each year. Accrued sick leave may be more than 120 days during the year, but the employee will lose any amounts over 120 days if not used by December 31.

Employees who transfer without a break in service to another state agency or institution of higher education (within thirty (30) consecutive working days) will retain their accumulated sick leave.

Employees who are laid off because of budgetary reasons or curtailment of University activities but then return to University employment within six months will have their accrued sick leave restored.

### **Sick Leave Usage**

Employees may use sick leave when absent from work due to illness or injury or to attend an appointment with a licensed healthcare provider. Employees may also use sick leave due to the illness of an immediate family member. Immediate family includes: father, mother, sister, brother, husband, wife, child (including an adoptive child), grandchild, grandparents, in-laws or anyone who acted as the employee's parent or guardian

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

Absences due to sick leave, except in the case of maternity leave, shall be charged in the following order: (1) earned sick leave; (2) earned annual leave; (3) catastrophic leave (if approved); and (4) leave without pay. If an employee does not qualify for catastrophic leave, the employee may request leave without pay. (Source: [UA Board of Trustees Policy 420.3](#))

### **Notification Requirements**

When sick leave is used for healthcare appointments with a licensed healthcare provider or for scheduled hospital stays, employees should submit requests for sick leave as early as possible. Employees who are ill must notify their supervisor immediately. At a minimum, notification should be given prior to the start of the work day. Notification should be made on the first day of illness and on each subsequent day of illness, unless the employee provides documentation from a licensed healthcare provider specifying a period of time the employee will be absent. In that case, daily notification may not be required.

Employees who are absent for five or more consecutive days due to illness or injury may be asked to furnish a work excuse from a licensed healthcare provider. When there are patterns of sick leave abuse, employees may be required to provide work excuses from a licensed healthcare provider more frequently. Fraudulent claims of illness or injury and abuse of sick leave will result in disciplinary action.

### **Returning to Work**

Employees returning to work after an extended medical absence, should notify their supervisor in advance. Also, return after an extended medical absence requires a release to return to work from a licensed healthcare provider.

The University will make every effort to accommodate employees who are returning to work with medical restrictions imposed by their licensed healthcare provider. The Department of Human Resources will review documentation from licensed healthcare providers and work with supervisors to determine whether employees can successfully carry out their job responsibilities within their restrictions.

### **Sick Leave Usage for Bereavement**

The State of Arkansas does not offer bereavement leave for state employees. However, employees may use sick leave when absent from work because of the death of a member of the employee's immediate family. Immediate family includes: father, mother, sister, brother, husband, wife, child, grandchild, grandparents, in-laws or anyone who acted as the employee's parent or guardian during childhood.

If an employee wishes to attend the funeral of anyone outside the employee's immediate family, the employee must submit a request as far in advance as possible to the employee's supervisor. Absences will first be charged to compensatory time and then annual leave.

### **Sick Leave Transfer**

Employees who transfer to the University from another state agency or institution of higher education without a break in service (within thirty (30) days) retain and transfer all of their accumulated sick leave.

### **Sick Leave Payouts for Classified Employees**

Classified employees may be eligible to be paid for a lump-sum payment for accumulated sick leave upon retirement. The maximum payment is \$7,500. Payment will be calculated according to the following formula:

- If the employee has accumulated 50-59 days of sick leave, the employee shall receive an amount equal to 50% of the number of accrued sick leave days rounded to the nearest day multiplied by 50% of the employee's daily salary.

- If the employee has accumulated 60-69 days of sick leave, the employee shall receive an amount equal to 60% of the number of accrued sick leave days rounded to the nearest day multiplied by 60% of the employee's daily salary.
- If the employee has accumulated 70-79 days of sick leave, the employee shall receive an amount equal to 70% of the number of accrued sick days rounded to the nearest day multiplied by 70% of the employee's daily salary.
- If the employee has accumulated 80 or more days of sick leave, the employee shall receive an amount equal to 80% of the number of accrued sick leave days rounded to the nearest day multiplied by 80% of the employee's daily salary.

If a current employee dies, the same formula will be used to calculate payment for accrued sick days.

Employees who receive pay for unused sick leave at retirement are not required to wait the number of days for the sick leave paid out before returning to state employment.

## **Family Medical Leave Act (FMLA) of 1993**

In accordance with the Family and Medical Leave Act (FMLA) of 1993, the University of Arkansas at Little Rock (UA Little Rock) provides eligible employees up to 12 work weeks or 480 hours of unpaid job protected leave, continuation of group health benefits (but the employee must continue to pay the employee's share of health benefit premium), and reinstatement to the same or equivalent job upon return from leave, unless identified as a highly compensated key employee.

### **Leave Entitlement**

An eligible employee may take up to 12 work weeks of FMLA within a 12-month period measured forward from the first date an employee takes FMLA leave. The next 12-month period begins the first time the employee takes FMLA leave after the completion of the prior 12-month period. Leave granted under the FMLA will be counted against the annual 12 work weeks or 480-hour entitlement.

Eligible employees may take up to 26 work weeks of leave during a single 12-month period to care for a covered service member with a serious service-related injury or illness when the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must

make a reasonable effort to schedule treatment so as not to unduly disrupt the University's operations.

If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the supervisor's approval.

### **Eligibility Requirements**

An eligible employee is one who has at least 12 months of employment with a campus of the University within the last 7 years. The 12 months of employment do not have to be consecutive. In addition, the employee must have worked at least 1,250 hours during the 12-month period immediately preceding the beginning of the leave, and experienced an FMLA-qualifying event.

### **FMLA Qualifying Events**

Eligible employees may take FMLA for one or more of the following qualifying events:

- The birth of a child and to bond with or care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care, and to bond with or care for the newly-placed child within one year of placement;
- To care for the employee's spouse, child, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care;
- For a serious health condition in which the employee is unable to perform the essential functions of his or her job, including incapacity due to pregnancy and for prenatal medical care; or
- For any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or call to covered active duty status.

An employee's spouse, child, or biological parent are immediate family members for the purposes of FMLA.

The FMLA defines a "son or daughter" as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*. The *in loco parentis* relationship exists when an individual intends to take on the role of a parent to a child who is under 18, or 18 years of age or older and incapable of self-care because of a mental or physical disability. Supporting documentation may be required as proof of the parent/child relationship. For questions regarding qualifying relationships, contact the Department of Human Resources.

### **Notification Requirements**

An employee must provide at least 30 days advance notice to the immediate supervisor or the Department of Human Resources before FMLA leave is to begin if the need for leave is foreseeable. If a 30-day notice is not practicable, notice must be given as soon



as possible. Additionally, when scheduling medical treatments or related activities, the employee should work with the immediate supervisor to attempt to schedule times that will fit the employee's needs and least interrupt operations of the department.

### **Departmental Expectations**

When an employee has been away from work more than three consecutive working days, a supervisor or departmental leave administrator should contact the Department of Human Resources on the employee's behalf to start the FMLA process.

### **Requesting FMLA Leave**

An employee should request FMLA by completing the Family and Medical Leave Request Form and submitting the signed form to the Department of Human Resources.

### **Medical Certification**

Eligible employees must provide a completed Certification of Health Care Provider Form and submit it to the Department of Human Resources within 15 calendar days. Failure to provide the certification may result in denial of FMLA until the completed certification is received. The University may request re-certification for continual FMLA usage.

In cases in which the University designates leave as FMLA, the employee will receive written notification of that decision.

### **Concurrent Leave**

The FMLA does not mandate payment for leave. However, UA Little Rock requires employees to use any available accrued leave, which will run concurrently with FMLA. The accrued leave is used for as much of the twelve (12) week period as it will cover before an employee moves into an unpaid leave status. In cases of maternity leave, the employee may elect to use unpaid leave without exhausting accrued paid leave. All applicable accumulated paid leave must be exhausted before Leave without Pay (LWOP) will be granted except for maternity leave requests.

Leave is used in the following order:

- earned sick leave
- earned vacation leave
- earned compensatory leave
- leave without pay

### **Employee Benefits**

The University will continue health benefits for an employee on FMLA designated leave, but the employee must continue to pay the employee's share of the health benefit premium. An employee on unpaid FMLA leave must make arrangements to pay the employee's share of the premium.

If the employee does not continue to pay the employee portion of the premium, the insurance may be canceled. If an employee goes into an unpaid status, the employee will be expected to pay the employee's portion of benefits to keep the benefits active.

The Department of Human Resources will remit a billing invoice for benefit payments. These payments will be made to the UA Little Rock's Bursar's Office. The University's obligation to maintain health benefits under the FMLA ceases when an employee informs the employer of the employee's intent not to return from leave, the employee fails to return from leave, or the employee exhausts FMLA entitlement.

The University will recover any premium payment missed by the employee and may recover the University's share of premiums if the employee fails to return to work or if leave expires, except in certain stipulated circumstances.

An employee may choose not to retain insurance coverage during FMLA. However, upon returning to work, the employee is entitled to reinstatement on the same terms as prior to taking the leave.

Employees who have questions regarding their benefits while on leave, should contact an HR Benefits representative at HR-Benefits@ualr.edu or 501.916.3180.

### **Job Restoration**

When an employee returns from leave, the FMLA requires an employer to restore the employee to the same or equivalent job. The job must have the same pay, benefits, and working conditions, unless the employee is identified as a key employee.

### **Returning to Work**

If FMLA is granted for the employee's own serious health condition, the employee must provide a statement from the healthcare provider stating that the employee is able to return to work. The medical release must be submitted to the Department of Human Resources on or before the return to work date. Any work restrictions must be identified on the statement and approved prior to returning to work. The work restrictions or modified duty may not be available in all departments.

An employee may be dismissed if the employee fails to report to work promptly at the expiration of the approved FMLA period. If the employee is unable to return to work, the employee must contact the Department of Human Resources and the department supervisor prior to the end of the approved leave or the scheduled return to work day to discuss leave options. If an accommodation is needed, the employee is encouraged to follow the University's Americans with Disabilities Act (ADA) procedures.

## **Retaliation**

FMLA protects employees from interference and retaliation for exercising or attempting to exercise their FMLA rights.

## **Leave Abuse**

Any employee who knowingly and/or purposefully provides false information in an attempt to gain approval of FMLA may be subject to disciplinary action, up to and including termination.

Any employee who knowingly abuses the use of approved FMLA leave for the purpose of monetary gain, recreational pleasures, or any such actions that are deemed contrary to the basic intent of the Family and Medical Leave Act (FMLA) may be subject to disciplinary action, up to and including termination.

## **Working While on FMLA**

Employees approved for FMLA are expected to be unable to perform their job duties while on leave. If an employee performs work during continuous FMLA or outside of the agreed upon intermittent period, the employee may be subject to disciplinary action, up to and including termination. If an employee works for another employer during the approved leave period, the employee may be subject to disciplinary action, up to and including termination.

Employees forfeit the benefits of FMLA by resignation or termination of employment with the University.

In the event an employee is not eligible for FMLA leave, UA Little Rock has additional leave programs for which they may qualify. For more information on FMLA and other leave options, employees should contact the Department of Human Resources.

(Source: [UA Little Rock Policy 401.4](#))

## **Catastrophic Leave**

The purpose of this policy is to administer a Catastrophic Leave Bank Program for the exclusive use of current, regular, benefits-eligible, full-time employees of the University of Arkansas at Little Rock. The purpose of the program is to provide paid leave for an employee with a catastrophic illness or injuries, or for an employee to care for a family member with a catastrophic illness or injury, when the employee has exhausted all other paid leave. This program does not create any expectation, promise, or contractual right of continued employment with the University.

## **Definitions**

**Catastrophic Illness or Injury:** A medical condition of an employee, spouse, parent of the employee, or a child of the employee who may be claimed as a dependent under the Arkansas Income Tax Act of 1929, as certified by a physician or other appropriate healthcare provider, that requires an employee's absence from duty for a prolonged period of time (30 working days) and which would result in a substantial loss of income to the employee because of the exhaustion of all earned sick, annual, holiday, and compensatory leave.

**Catastrophic Leave Bank:** A pool of accrued annual and sick leave voluntarily donated by eligible employees, which may be approved for use by employees who meet the eligibility requirements for medical emergency due to illness/injury.

**Catastrophic Leave Bank Program:** A program administered by the University of Arkansas at Little Rock to provide for the orderly authorization and administration of a catastrophic leave bank.

**Dependent Child Certification:** A certification for a dependent child, as recognized by the State of Arkansas Individual Income Tax Division, that is required if the request for leave is to care for a child with a catastrophic illness or injury. If the child was born to or placed with the employee after the most current income tax filing, the applicant must provide other proof, i.e., birth certificate, adoption order, etc.

**Leave Donor:** 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 Bank Committee and approved by the Chancellor.

**Leave Recipient:** An eligible employee whose catastrophic leave request has been recommended by the Catastrophic Leave Bank Committee and approved by the Chancellor.

**Medical Condition:** Emergencies limited to catastrophic and debilitating medical situations, severely complicated disabilities and/or severe accidents of the employee or a qualifying family member that could not have been anticipated and that caused the employee to be unable to perform the employee's job, require a prolonged period of recuperation and/or require the employee's absence from duty as documented by a physician or other appropriate healthcare provider. Routine disabilities or elective surgery do not qualify as medical conditions for catastrophic leave purposes.

**Prolonged Period:** An extended period of time of at least thirty (30) working days or six (6) weeks whereby a medical condition prevents the employee from performing the employee's job duties. The period of time may be continuous or intermittent. When considering a prolonged period, an employee's absences due to the catastrophic illness

or injury that occurred within thirty (30) working days or six (6) weeks prior to the receipt of the catastrophic leave application are reviewed.

**Substantial Loss of Income:** A continuous period of time during which an eligible employee will not be compensated by the University after the exhaustion of all earned sick, annual, holiday and compensatory leave. Catastrophic leave may be used to supplement Workers' Compensation benefits after the exhaustion of all earned leave.

### **Eligibility Requirements for Catastrophic Leave**

Employees must meet certain eligibility requirements to be considered for catastrophic leave. The Department of Human Resources is responsible for verifying eligibility.

Employees are eligible to participate if they meet the following criteria:

1. The applicant must be a regular, benefits-eligible, full-time UA Little Rock employee to be eligible to participate. The applicant must have been employed by UA Little Rock or by the State of Arkansas for at least one year in a regular, benefits-eligible, full-time position. An employee who works less than full-time (forty [40] hours per week) or who is in an extra-help position is ineligible to participate as a recipient in the Catastrophic Leave Bank Program. An employee in a regular, part-time position may elect to donate annual or sick leave.
2. The applicant with a medical emergency must have exhausted all accumulated sick, annual, holiday and compensatory leave.
3. The applicant has not received a documented disciplinary action for leave abuse during the past one (1) year period from the date of application.
4. The applicant shall not be approved for catastrophic leave unless the employee is, or is reasonably expected to be, on leave-without-pay (LWOP) status as a result of the catastrophic illness/injury.
5. The applicant shall not be approved for catastrophic leave for a medical emergency unless the applicant has provided an acceptable medical certificate from a physician or other appropriate healthcare provider supporting the continued absence and setting forth that the employee is and will continue to be unable to perform the employee's duties due to a catastrophic illness/injury of the employee or a qualifying family member. The employee is responsible for providing information regarding his/her assigned job duties to the physician in order to have a more accurate medical certification.
6. If the applicant is requesting catastrophic leave for a family member, the applicant has submitted a letter from the physician or other appropriate healthcare provider stating why consistent care is needed from the employee. This letter is required in addition to the completed physician certification form.

## **Donations of Leave to the Catastrophic Leave Bank**

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

1. Accrued leave may only be donated to the Catastrophic Leave Bank in one (1) hour increments up to a combined total of forty (40) hours per year per donor. Once the leave is donated, donated leave time cannot be restored to the donating employee. Donations of leave shall be granted hour-for-hour and not dollar-for-dollar.
2. No employee shall be allowed to donate leave to the Catastrophic Leave Bank if such donation reduces that employee's combined accrued sick and annual leave balance to less than eighty (80) hours. This restriction does not apply to employees who are terminating employment. The Chancellor reserves the right to make exceptions on a case-by-case basis.
3. Annual and sick leave that has been donated to the catastrophic leave bank may not be restored to the employee who donated the leave time.
4. Annual and sick leave donated to the catastrophic leave bank cannot be designated to a specific individual.
5. Approved donations of leave shall be transmitted to the Catastrophic Leave Bank by submitting the Donor Application Form to the Department of Human Resources.
6. The annual donation period will be in November and December unless the Committee declares an emergency donation period due to a low catastrophic leave bank balance.

## **Prohibition of Coercion**

An employee may not directly or indirectly intimidate, threaten or coerce or attempt to intimidate, threaten or coerce another employee for the purpose of interfering with that employee's donation, receipt, or use of annual or sick leave. Any report of such described instances shall be reported in writing to the Department of Human Resources. All written reports of such described instances shall be investigated thoroughly and appropriate disciplinary action may be taken for any substantiated violation.

## **Employee Violations of Catastrophic Leave Program**

Any employee who knowingly or purposefully provides false information to the Catastrophic Leave Bank Committee in an attempt to gain approval of catastrophic leave or knowingly abuses the use of approved catastrophic leave may be subject to disciplinary action, up to and including termination.

The Department of Human Resources shall investigate any alleged or suspected abuse, misrepresentation, or fraud by an employee related to the Catastrophic Leave Bank

Program. For any substantiated violation, the employee will forfeit catastrophic leave benefits, will be required to repay all leave hours drawn from the bank, will be prevented from future participation in the program, and will be subject to disciplinary action as recommended by the Chief Human Resources Officer.

### **Working While on Catastrophic Leave**

Employees are approved for catastrophic leave when they are unable to perform their job duties. Employees shall not work while on catastrophic leave, unless approved for intermittent catastrophic leave. Employees on intermittent catastrophic leave shall not work during the hours they are receiving catastrophic leave.

If an employee works for another employer during the approved leave period, the employee forfeits approved catastrophic leave not yet taken and will be required to repay any payment already received from the catastrophic leave bank. Employees violating this provision may be subject to disciplinary action, up to and including termination.

For any questions regarding the Catastrophic Leave Bank Program, please contact the Department of Human Resources.

(Source: [UA System Policy 425.1](#))

## **Disabilities and Accommodations: Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination and ensures equal opportunity for persons with disabilities in employment.

It is the policy of the University of Arkansas at Little Rock (UA Little Rock) to provide equal access and opportunity to qualified persons with disabilities in compliance with Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act (ADA) of 1990; and the ADA Amendments Act (ADAAA) of 2008.

UA Little Rock prohibits discrimination based on disability in all aspects of the application process and employment relationship. This policy applies to all employees and applicants for University employment.

It is the policy of UA Little Rock to provide reasonable accommodations when necessary. The Department of Human Resources provides information relating to reasonable accommodations under the ADA and monitors ADA accommodations for employees and applicants. These accommodations and adjustments must be made in a timely manner and on an individualized and flexible basis.

It is the employee or applicant's responsibility to identify themselves as an individual with a disability when seeking an accommodation or adjustment.

It is also the responsibility of the employee or applicant to document (by an appropriately licensed professional) the employee or applicant's disability when requested by the Department of Human Resources and to demonstrate how the disability limits the employee's ability to perform the essential functions of the job or to complete the application process.

An employee or applicant can initiate the process by requesting a reasonable accommodation from the supervisor, hiring manager, or the Department of Human Resources in verbal or written form. The employee or applicant should inform the supervisor, hiring manager, or the Department of Human Resources that the employee or applicant has a disability and a need for some adjustment or change to perform the essential job functions or to proceed in the application process. The employee or applicant must be a qualified individual with a disability as defined under the ADA. If the employee or applicant does not meet the definition of a qualified individual with a disability under the ADA, then the accommodations are not necessary and alternate referrals are provided.

A department representative who receives a request for an accommodation from an employee or applicant should immediately notify the Department of Human Resources for assistance in processing and responding to the request.

UA Little Rock students with disabilities should contact the Disability Resource Center at 501-916-3143 to request accommodations needed for equal access to the University's educational programs.

## **Worker's Compensation**

UA Little Rock is committed to the health and well-being of our employees. The University provides Workers' Compensation insurance coverage for all employees in compliance with the Arkansas Workers' Compensation Law. All UA Little Rock employees on payroll are entitled to Workers' Compensation benefits and are eligible to apply. Coverage begins the first day of employment and is at no cost to the employee.

Workers' Compensation may provide medical treatment and wage loss benefits for employees who have a work-related accident resulting in an illness or injury. The Public Employee Claims Division (PECD) of the Arkansas Insurance Department administers UA Little Rock's Workers' Compensation program.

UA Little Rock encourages employees to report workplace hazards and for every employee to know what to do if an injury or illness occurs while on the job. In the event of a work-related injury or illness, employees must notify their supervisor immediately.



Employees seeking medical treatment must call the Company Nurse Injury Hotline at 1-855-339-1893. The hotline is accessible 24 hours a day, 7 days a week. If an injured employee cannot make the call, the supervisor should call the Company Nurse Injury Hotline on the employee's behalf. The company Nurse Injury Hotline takes details regarding the accident, provides care recommendations, advises on next steps, and sends the injury report to the designated treatment facility, PECD, and the Department of Human Resources.

### **Medical Care**

If the injury is life threatening, employees should seek emergency care immediately by calling 911. For non-life-threatening injuries or illnesses, employees should seek treatment in Health Services located in the Donaghey Student Center. When employees are examined by the nursing staff in Health Services, employees may be referred elsewhere for further examination or treatment. All referrals or follow-up appointments must be approved in advance by PECD.

If the injury occurs afterhours, during the weekend, or away from campus, employees should contact Company Nurse Injury Hotline for a referral.

If no medical treatment is needed, employees must complete the Injury Incident Report form. The procedures for completing and submitting forms are described below. Failure to report an injury before seeking treatment may result in a denial of workers' compensation benefits until employees notify their supervisor or employer representative.

### **Family and Medical Leave Act (FMLA)**

Workers' Compensation and FMLA run concurrently if the employee is eligible for FMLA. The employee or supervisor must contact the Department of Human Resources if the employee is absent from work due to an injury or illness.

### **Returning to Work**

Employees must provide a medical release to the Department of Human Resources prior to their return to work. Employees must contact the Department of Human Resources if they are released with work restrictions.

If an individual has an accident on campus and is not a UA Little Rock employee, the individual should contact the UA Little Rock Department of Finance and Administration.

## **Court/Jury Duty Leave**

Any employee serving as a juror shall be entitled to full University compensation in addition to any fees paid by the court for such services. Such absences shall not be

counted as annual leave. Where service on a jury would substantially interfere with the execution of the University work schedule, the chief administrative officer of the campus may, after consulting with the University's Office of General Counsel, petition the judge in writing to exempt an employee from such service. However, if an exemption is denied or if no response is received prior to the date jury duty is to begin, the individual must report for jury duty. 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 or her absence from employment due to such jury duty, upon giving reasonable notice to his or her supervisor of the summons. Employees serving as jurors should return to work as soon as their services are no longer needed by the court. When an employee is subpoenaed as a witness it will be determined through the employee's administrative chain, in consultation with the Office of the General Counsel, if the employees' testimony is within the scope of their employment. Due to the nature of their employment, law enforcement employees may be treated differently. Employees who are called as witnesses for cases in which their testimony is in the scope of their employment are entitled to their salary with no charge to leave for their absence. Depositions or statements which involve the University may be taken during duty hours. Employees who are called as witnesses on matters outside of the scope of their employment shall take annual leave. Nine-month employees, if subpoenaed to testify on matters not related to the University or their scope of employment, will coordinate the scheduling of testimony with their administrative chain to ensure that the absence does not interfere with their University employment duties and is in keeping with applicable leave policies. Use of depositions is preferred for non-scope of employment testimony and should be handled during off-duty time or while the employee is in leave status.

An employee who intends to serve as an expert witness in a legal matter must comply with University conflict of interest policies, which require disclosure and review of all possible conflicts of interest and commitments. This includes the requirement to comply with all applicable outside employment rules, including Board of Trustees Policy 450.1 Outside Employment, which requires prior approval of all outside employment by all fulltime faculty and non-classified staff members. Employees who are retained by a party or by a court as expert witnesses and paid a fee in excess of the normal witness fee set by statute or court rule shall take annual leave for the time required for such testimony. Employees who do not accrue leave should coordinate their absence with their administrative chain to ensure no disruption of their University employment duties (Source: [UA Board of Trustee Policy 420.5](#)).

## **Leave for Children's Educational Activities (CEA)**

Full-time benefits-eligible employees will receive eight hours of leave each calendar year to participate in, assist with, or attend their children's educational activities. Unused CEA leave may not be carried over to the next calendar year. Employees will not receive compensation for unused CEA leave at retirement or termination of employment.

For the purposes of CEA leave, "child" is defined as any person enrolled in an educational program for pre-kindergarten through grade 12 (preK-12) who is the employee's:

- natural child
- adopted child
- stepchild
- foster child
- grandchild
- legal ward
- other legal capacity in which the employee is acting as the parent for the child

Pre-kindergarten means an educational and child development program that is designed to prepare children who are at least three (3) years of age for an academic kindergarten program.

Educational activities are defined as:

- parent-teacher conferences
- school-sponsored tutoring
- school-sponsored volunteer programs
- field trips
- classroom programs
- academic competitions
- music or theater programs

Children's educational activities leave may not be used to attend sports activities.

## **Military Leave**

Twelve-month employees who are members of the National Guard or the Reserve Component of any of the branches of the Armed Forces of the United States, shall be granted a maximum of 15 days leave each calendar year for annual training requirements or other duties performed in an official duty status. Such leave shall be granted without loss of pay and in addition to regular leave time. Unused portions of military leave will be carried over into the succeeding calendar year with a maximum of 30 military leave days available in any one calendar year. Nine-month academic and administrative employees are encouraged to take any needed military leave during the three months they are not under appointment to the University.

Each employee who requests military leave shall furnish a copy of his or her orders to the employee's vice president or vice chancellor or other University official responsible for the employee's department or academic unit. An employee who is recalled to active duty in the Armed Forces of the United States or who volunteers for military service that would exceed the employee's accumulated leave shall be placed on extended military leave without pay. For an employee whose tour of military duty is more than 30 days but less than 181 days, the employee must submit an application for reemployment within 14 days of the effective date of his or her release from active duty. For an employee whose tour of duty exceeds 181 days, the employee must submit an application for reemployment within 90 days of the effective date of his or her release from active duty. Employees who comply with the terms of this policy and the Uniformed Servicemembers Employment and Reemployment Rights Act (USERRA) shall be reinstated to the position vacated or to an equivalent position at no loss of seniority or any of the other benefits and privileges associated with their employment. An employee who accumulates five years of military absence as defined by USERRA forfeits his/her reemployment rights. Military personnel called to duty by the Governor or by the President of the United States in emergencies, as defined by A.C.A. § 21-4-212(c), shall be granted leave with pay not to exceed 30 working days after which leave without pay will be granted. This leave shall be granted in addition to regular time but not in addition to regular military leave. Additionally, employees whose tour of duty exceeds 30 days may be eligible for proportionate salary payments in accordance with A.C.A. § 21-5-1202 (Source: [UA Board of Trustee Policy 420.4](#)).

## **Leave of Absence Without Pay**

The President's approval is required for any employee's written request for a leave of absence without pay unless such leave is requested in accordance with the provision for military leave, the Family and Medical Leave Act (FMLA) or the Americans with Disability Act (ADA). For classified employees, such leave may not exceed six months. For all other employees, such leave may not exceed 12 months.

Leave without pay is not to be granted, except in the case of a maternity-related health condition (See Section IV. B. of Board Policy 420.3), until all of the employee's accumulated annual leave has been exhausted, and any employee on a leave of absence without pay does not accumulate annual leave, participate in the group insurance programs to which the University makes a contribution, or receive pay for any legal holidays. An employee may continue participating with the insurance programs provided arrangements are made in advance with the campus human resource office to assume full payment of the premium costs.

The chief executive office of a campus, division or unit may place an employee in a leave without-pay status for disciplinary reasons consistent with other Board and UA System Policies and Procedures and in accordance with the written employment 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 (Source: [UA Board of Trustee Policy 420.6](#)).

## Education Leave

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

1. The employee will continue in the service of the University for a period of time as statutorily required or in the absence of a specific law, at least twice the length of his or her course of training. Any employee who does not fulfill these obligations shall be required to pay to the University the total cost or a proportionate share of the cost of the out-service training and compensation paid during the training period.
2. A written contract setting forth all terms of the agreement shall be signed by the employee and the President or Chancellor. The employee shall retain all rights in the position held at the time when the leave was granted or in one of comparable security and pay. The amount of salary paid during the training period will be agreed upon by the employee and the President or Chancellor but may not in any case exceed the regular salary paid the employee. Payments for tuition, fees, books, and transportation may be made only if such sums have been specifically appropriated by the General Assembly for such purposes.

(Source: [UA Board of Trustee Policy 420.7](#)).

## Voting

In most communities, polls remain open long enough to allow time to vote before or after working hours. In cases of extreme hardship, such as having to travel a great distance to a polling place, an employee may be permitted to report to work late or to leave early in order to vote. The time permitted for this purpose is given with pay and without reduction of accumulated sick, annual, or compensatory leave. If use of this privilege is necessary, the employee must notify the immediate supervisor before election day.

# 6.0 EMPLOYEE BENEFITS

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UA Little Rock employees who are appointed to work half-time or more on a regular appointment benefits-eligible basis (non-hourly/student employment) are eligible to participate in the University Group Benefit Plans. Participation in certain benefits is mandatory. Mandatory insurance benefits are 100% paid by the University. Mandatory benefits are:

- Basic Life Insurance
- Basic Long-Term Disability Insurance
- Employer contribution to Retirement
- Required Employee Contributions to Retirement

Other University of Arkansas benefits, like health and dental coverage, vision insurance, accidental death and dismemberment insurance, optional and dependent life insurance, are optional and can be waived. Employees pay for all or a portion of the premiums for optional benefits. Employees must complete the enrollment process, even if only electing mandatory benefits. More information regarding the employee benefits offered by the University is available on the [University Benefits Site](#).

## Health Insurance

The University provides a self-insured medical plan that is administered by a third-party administrator. If you are a full-time employee, the University will pay a larger cost-share percentage towards your premiums than if you are less than 100%. Eligible dependents of employees may also be covered.

### Enrollment & Effective Dates

An employee must enroll in the medical plan within 31 days of the employee's benefits-eligible appointment date. All optional benefits are effective the first of the month following the enrollment date as long as the enrollment forms are completed and received in the Department of Human Resources within the 31-day enrollment eligibility window. Late enrollment into the health insurance plan after 31 days of becoming eligible for coverage will require a change in family status coverage.

### Dependent Eligibility

Documentation will be required for:

- New health, dental, and vision plan enrollments with dependents and
- Dependent additions to current health, dental, and vision enrollments.

Forms needed for each eligible dependent are as follows:

- **Spouse** – A government-issued marriage license. The license must be signed by the county clerk, state registrar, or other assigned government official and must carry the seal of that office documenting the license has been recorded.
- **Biological child** - A government-issued birth certificate identifying the employee as a parent (A hospital-issued birth certificate is acceptable ONLY when enrolling a newborn child age 31 days or younger).
- **Adopted child** - The petition for adoption document that has been filed with the court or the court order of adoption issued upon final approval.
- **Legal guardian child (under age 18)** - The court or agency documentation of current guardian status AND a government-issued birth certificate.
- **Adult disabled biological child** - A government-issued birth certificate identifying the employee as a parent AND medical certification of disability prior to age 26.

In addition to required forms above, a government-issued marriage license is required for employees who are enrolling the biological, adopted, legal guardian, or adult-disabled dependent child of the employee's spouse. Required documentation must be provided within the open enrollment period or within 31 days following the eligible event.

Fully legible copies of documents are acceptable. Commemorative certificates and unrecorded documents are not acceptable.

Benefits are not effective until all enrollment is completed in Workday and approved by the Department of Human Resources and must be received within 31 days of hire date or qualifying event date (marriage, divorce, birth, and etc.).

## **NOTICE**

This handbook provides a summary of the medical insurance plan and not an actual contract. For more information, visit or call the Department of Human Resources for specific details of the University's health insurance plan including eligibility, criteria, enrollment forms, plan benefits, exclusions, and lists of participating physicians, hospitals, and other health care providers or visit the [University's Benefits Site](#).

## **Dental Insurance**

### **Dental Insurance Eligibility**

The University provides a self-insured dental plan that is administered by a third-party administrator

If you are a full-time employee, the University will pay a cost sharing of your monthly premium costs and your cost sharing premium will be deducted from your paycheck. If

you are less than 100% appointed, you will pay a larger share of the dental insurance premiums. Eligible dependents of employees may also be covered.

### **Enrollment & Effective Dates**

Employees must enroll in the dental plan within 31 days of their benefit's eligible appointment date. All Optional Benefits are effective the first of the month following the enrollment date as long as the enrollment is completed in Workday and approved by Department of Human Resources within the 31 days enrollment eligibility window. Late enrollment into the dental insurance plan after 31 days of becoming eligible for coverage will require a change in family status coverage. More information is available on the [University's Benefits Site](#).

## **Vision Insurance**

### **Vision Insurance Eligibility**

This benefit is paid 100% by the employee. Eligible dependents of employees may also be covered.

### **Enrollment & Effective Dates**

Employee must enroll in the medical plan within 31 days of their benefits-eligible appointment date. All optional benefits are effective the first of the month following the enrollment date as long as the enrollment is completed in Workday and approved by Department of Human Resources within the 31 days enrollment eligibility window. More information regarding the Vision Plan is located on the [University's Benefits Site](#).

## **Flexible Spending Accounts**

### **Premium Conversion**

The employee portion of the UA Medical and Dental insurance premiums may be paid with pre-tax dollars. In most situations, this will increase the employee's take home pay due to the reduction in payroll taxes. The gross income reported on the employee's W-2 will show this reduced, taxable amount.

### **Health Care Reimbursement Account**

Certain out-of-pocket, health care expenses can be reimbursed with pre-tax dollars when the employee elects to contribute to the Health Care Reimbursement account. For employee contribution limits, please refer to the [University's Benefits Site](#). The amount that the employee elects to set-aside in this account will be held until the employee submits receipts for reimbursement, but is subject to general limitations.



Eligible expenses include any eligible out-of-pocket, health care expenses (incurred during the eligible period of coverage) of the employee, spouse, and dependents that are not reimbursed by an insurance plan such as co-payments, deductibles, and coinsurance for all medical and dental plans.

### **Dependent Care Reimbursement Account**

An employee may be reimbursed with pre-tax dollars for day care or after-school care expenses for a child under age 13 or an elderly person, or a person with disabilities as long as they are claimed as a dependent for federal tax purposes. The amount that the employee elects to set-aside in this account will be held until the employee submits receipts for reimbursement, but is subject to general limitations. Expenses must be work-related. Both spouses must be employed. For employee contribution limits, please refer to the [University's Benefits Site](#). It is important to estimate your needs for each purpose as accurately as possible and to anticipate any changes that may occur during the year such as your pre-school child starting kindergarten in the fall.

Important general limitations about reimbursement accounts:

- There can be no transfer of funds between the accounts. For example, the dependent care fund cannot be used for reimbursement of health care expenses.
- Expenses must be incurred from the first day of the plan year or participant's eligibility date through the end of the plan year or the participant's termination date, whichever comes first regardless of when the expense is billed or paid.
- The employee must re-enroll in the reimbursement accounts during the designated enrollment period prior to each plan year anniversary (usually in November & December).
- The University participants in a roll-over plan for health care reimbursement.
- When the employee's employment with the University ceases, the former employee will have 60 days from the termination date to submit a request for reimbursement. The former employee will only be able to submit eligible expenses incurred from the first day of the plan year (January 1st) or the effective date in the reimbursement Account(s) through the termination date.

## **Health Savings Accounts (HSA)**

Employees must be enrolled in the Health Savings Plan (health insurance plan) in order to open a Health Savings Account (HSA). Employees will receive a debit card to pay for eligible health care expenses, along with detailed information about the account.

## **Life Insurance**

The University provides basic term life insurance at no cost to the employee in an active, regular appointed position (not in a student title) who works at least twenty hours a week. The employee must complete an enrollment form and designate beneficiaries. The plan pays the beneficiaries a benefit equals to the annual salary up to a maximum of \$50,000. As the employee's pay increases, the coverage is automatically adjusted.

**If an employee does not enroll in the insurance plan within 31 days after becoming eligible for coverage, the employee and any dependents must provide evidence of good health.**

Employees may buy additional life insurance through the University for themselves and dependents. The employee will pay the full cost of this coverage and must enroll within thirty-one days after the first day of work unless provide proof of insurability is approved by the third-party vendor. Optional life insurance increases coverage and pays the beneficiaries amounts equal to one, two, three, or four times the annual salary up to a maximum of \$500,000.

### **Optional Insurance**

Employees have the option to buy additional life insurance through the Optional Life Insurance plan. Additional coverage may be chosen of one time, two times, three times, or four times employee's annual salary. There is a maximum benefit of \$500,000. The employee pays the full cost of the optional life insurance premium.

### **Dependent Life Insurance**

An employee may buy life insurance for the employee's spouse and eligible dependent children. The employee pays the full cost of the coverage and must enroll within thirty-one days after the first day of work. An employee enrolling in this coverage has the option of choosing \$10,000, \$15,000, or \$20,000 coverage on the employee's spouse. Each eligible dependent that is six months to 19 years of age is covered for 50% of the amount elected for the spouse. A dependent age 19 up through their 25th birthday and a full-time student is also covered. 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**

Optional Accidental Death & Dismemberment Insurance (AD&D) is available for the employee and eligible dependents. If the employee or a covered dependent die as the result of an accident (on or off the job), the beneficiary will receive a benefit based on the amount of coverage selected. The employee may choose employee coverage up to \$300,000. An employee requesting coverage in excess of \$150,000 will be limited to coverage of 15 times the employee's annual salary.

If family coverage is chosen, the spouse's coverage is 60% of the employee's coverage. Each eligible dependent is covered for 20% of the coverage amount.

The plan may also pay partial benefits if a covered person is seriously injured in an accident or loses a limb or eyesight. The employee pays the full cost of AD&D.

During the first 31 days following termination of employment, a former employee may be eligible to convert the former employee's AD&D insurance without having to furnish evidence of good health. The former employee must submit an application and premium payment within the first 31 days following termination of employment.

## **Basic Long-Term Disability**

The University pays the entire cost of the basic long-term disability insurance policy if the employee works half time or more on a regular appointment basis (not hourly) whose annual salary is \$20,000 or less. Coverage is automatic starting with the first day of work.

If approved for disability through the University Long Term Disability plan, the employee may receive a disability benefit of up to 60% of the employee's base salary (up to \$1,000 maximum monthly benefit) beginning with the seventh month of disability. Disability benefits will cease on the earliest date the employee is no longer disabled, the date the employee dies, or the end of the maximum benefit period. 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 the employee will receive a total income of 60% of salary (up to a maximum \$1,000 per month).

During the first 31 days following termination of employment, a former employee may be eligible to convert the employee's Basic and Optional Long-Term Disability insurance without having to furnish evidence of good health. The former employee must submit an application and premium payment within the first 31 days following termination of employment. An application to convert coverage is available by contacting the Department of Human Resources.

## **Optional Long -Term Disability**

If an employee's annual salary is greater than \$20,000, the employee may purchase Optional Long-Term Disability to provide additional coverage of the employee's salary in

excess of \$20,000 per year. The employee pays the total cost of the optional coverage that will be deducted from the employee's paycheck.

Disability benefits from basic and optional coverage will cease on the earliest date the employee is no longer disabled, the date the employee dies, or the end of the maximum benefit period. In some cases, benefits may continue beyond age 65 depending on the employee's age at the time of disability.

## **Short-Term Disability**

An employee can enroll in the University's voluntary Short-Term Disability Insurance Plan, which provides 60% of your pre-disability salary, up to \$216,000.

## **COBRA**

According to the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) as amended, if an employee's medical and dental coverage terminates due to termination of employment for any reason other than the employee's gross misconduct, the former employee must be allowed to continue medical and dental coverage under the Group Health Plan that is currently available to active employees for a period not to exceed 18 months or 36 months.

The former employee is responsible for paying the full premium plus a 2% administration fee. Coverage may be terminated on the date that:

1. The former employee fails to make the required premium.
2. The former employee and dependents become covered under another group health plan.
3. The former employee becomes entitled to Medicare benefits.
4. The employer ceases to provide group health benefits to any participants.

The third-party vendor notifies the former employee by first-class mail of the employee's continuation rights within 14 days of becoming aware of the employee's termination. The former employee has 60 days to elect continuation of coverage. If continuation of coverage is elected and payment is received, the coverage will be retroactive to the last day of coverage as an active employee.

Former employees whose insurance is continued in effect under the provisions of COBRA must be provided with conversion privilege otherwise available in the plan during the 180-day period immediately preceding the date coverage would terminate at the end of the continuation period.

## Retirement Benefits

The University offers the option for employees to participate in a retirement savings plan. More information regarding available retirement options is available on the [University's Benefits Site](#).

## Retiree Benefits

### 1. Health/Dental Insurance

Retiring employees are eligible to continue medical insurance as a retiree if their age at retirement plus years of service with the U of A equals 70 or more and they have had the U of A medical insurance for the past ten consecutive years. There are no eligibility criteria for dental insurance except that at the time of retirement, the employee must have the dental insurance.

At retirement, the employee will be given the opportunity to continue medical and/or dental coverage. The employee must make an election within 31 days after receipt of notification.

If an employee is ineligible for coverage as a retiree, the retiring employee may continue the health and/or dental insurance that is offered to active employees for 18 months through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

### 2. Retirement Income

To initiate the retirement paperwork, please contact the Department of Human at least 3 months prior to receipt of the first expected payment.

### 3. Medicare and Social Security Retirement Benefits

For more information on what Medicare covers see Medicare's website located at [www.medicare.gov](http://www.medicare.gov). The Social Security Administration's website is located at [www.ssa.gov](http://www.ssa.gov).

# Enrollment in University Courses

## Policy: Tuition Waiver for Employees

### I. Eligibility

All full-time, active employees of UA Little Rock not on leave without pay other than workers compensation, military leave, or family medical leave 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. Surviving spouses who have not remarried and dependent children of deceased employees who died while in the full-time employment of UA Little Rock are also eligible. All enrollees must meet normal admissions requirements and audits should be on a space available basis only. For employees hired on or after May 1, 2017, eligibility as described above shall begin with the final day of regular registration following continuous employment in a full-time position with the University for one complete fall or spring semester.

### 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 web-based or distance education courses offered through any campus unit of the University of Arkansas or through eVersity. Waiver benefits are applicable to tuition only. All applicable fees are to be paid in full for any enrollment. The waiver benefit is applicable to credit classes only

### III. Extent of Waiver

1. Employees at UA Little Rock may take up to 132 undergraduate or 60 graduate semester credit hours at UA Little Rock at 10% of the cost of full tuition or at 50% of the cost of full tuition for courses offered by any other campus within the University of Arkansas System unless otherwise defined by that University
2. Employee's enrollment at reduced rates shall not exceed eleven semester credit hours in the fall and spring semesters and six semester credit hours in the summer session.
3. Employee tuition discounts apply to any undergraduate or graduate (master's level) course of study except for the following programs:  
The Weekend Master of Business Administration (WMBA)  
Law (JD)

4. All enrollments at reduced rates must be approved by an authorized supervisor. This policy does not assume that release time from regular working hours will be automatically permitted. Release time is not a right but a privilege that is granted at the authorized supervisor's discretion. For full release procedures and factors considered, refer to [UA Systemwide Policy and Procedures USAP 445.1](#).
5. Spouses and dependents may take up to 132 undergraduate semester credit hours and receive a 50% tuition discount at the employee's campus or 40% tuition discount at any other campus within the University of Arkansas. A student may not receive discounts as both an employee and a dependent of an employee. 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 courses only. Graduate courses are not discounted for spouses or dependents.

### **Employees Enrolled in Degree Programs Prior to May 1, 2017**

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

## **Unemployment Compensation**

UA Little Rock contributes to the state unemployment insurance fund on the employee's behalf; therefore, no deduction is withheld from the employee's payroll check. Employees are usually covered by Unemployment Tax Law, unless the services performed are excluded. Under certain circumstances, the employee may be eligible for unemployment compensation benefits when the former employee is no longer employed by the University. The former employee may file a claim for unemployment benefits at any local Arkansas Department of Workforce Services.

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

Everyone has problems at one time or another. Problems like people come in all sizes, types, intensities, and can come at any time. Problems sometimes start small, but can grow and spread to other areas of a person's life threatening a marriage, a career, or both.

The Arkansas Employee Assistance Program (AEAP) was developed to provide confidential counseling, information, and management consultation for employees who experience some form of personal distress. The program was implemented as a result

of the commitment to the well-being of the valued employees. The University has paid the cost of the program. The University recognizes the need to include family members in the helping process; therefore, an employee's immediate family members are eligible to participate in the EAP.

For further information about the EAP, please visit the site: <http://www.uams.edu/eap/>.



# 7.0 GENERAL EMPLOYMENT LAWS AND POLICIES

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## Eligibility of Employment

Employers are required by federal law to verify that employees hired after November 6, 1986, are authorized to work in the United States using the Employment Eligibility Verification Form (Form I-9). New employees will be required to complete an I-9 Form on or before their first day of work. New employees must also present identification documents that verify eligibility to work in this country.

## Arkansas – At Will Employment

Arkansas is an employment-at-will state. All staff employees of the University, whether full-time or part-time, who are appointed or hold regular positions may have their employment terminated by the University at any time, with thirty days written notice, or be dismissed immediately for cause in accordance with University procedures." In the case of grant termination or loss of appropriated funds, termination may be immediate. All other employees (for example, temporary and hourly employees who do not hold an appointed or regular position) and student workers (excluding Graduate Assistants, who are addressed in [Board of Trustees Policy 500.1](#)) may be terminated at any time without advance written notice. While advance written notice is not required, termination should be communicated to the employees and documented.

## Affirmative Action Policy

It is the policy of the University of Arkansas at Little Rock to provide equal employment opportunity to all qualified persons; to prohibit discrimination against any employee or applicant for employment because of race, color, religion, sex, age, national origin, sexual orientation, marital or parental status, veteran's status, or disability, and to promote the full realization of equal employment opportunity through a positive, continuing program of affirmative action.

This policy will be followed in recruiting, hiring, determination of pay, promotions, University-sponsored training programs, transfers, layoffs, returns from layoff, demotions, terminations, social and recreational programs, use of University facilities, fringe benefits, and treatment as individuals. It is to be implemented throughout the campus and is the responsibility of all departments and all personnel, supervisory and non-supervisory.

Compliance with this policy shall be promoted and monitored by the Department of Human Resources.

In the vocabulary of equal employment opportunity, affirmative action signifies a positive, continuing, result-oriented program developed by an employer to assure meaningful employment opportunities to all segments of the community and more specifically to minority group members, women and others who have been discriminated against in the past. It contrasts with simple nondiscrimination, which implies a more passive observance of equal opportunity. The concept of affirmative action assumes that discrimination in employment is likely to be a structural problem built into policies and practices which on the surface do not appear to be discriminatory, but which in fact have created barriers to employment and promotion for women and minority groups.

The University's Affirmative Action Plan sets forth specific result-oriented procedures to which the University commits itself in order to overcome such institutional barriers to equal employment opportunity. It also establishes an organizational structure for developing future goals and procedures and for assuring that all efforts are made to meet these goals on an on-going basis.

The University commits itself to a policy of equal employment opportunity and to a program of affirmative action not solely because of legal requirements but also because it believes that such practices are basic to human dignity. (Source: [UA Little Rock Policy Number 401.2](#))

## **Non-Discrimination Policy**

UA Little Rock adheres to a policy that enables all individuals, regardless of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender, gender identity and expression, pregnancy, military or veteran status, marital or parental status, or genetic information 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 that 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 he or she has been discriminated against should contact the Department of Human Resources to obtain assistance and information concerning filing a complaint.

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.

The following offices have been designated to handle inquiries regarding this non-discrimination policy:

**Employee Relations Manager/ADA Coordinator**

Department of Human Resources  
501-916-3180 (office)

**Title IX Coordinator**

Department of Human Resources  
501-916-3180 (office)

In addition, individuals may also file complaints directly with the Office of Civil Rights within the United States Department of Education: <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or, the Equal Employment Opportunity Commission may be contacted by phone at 1.800.669.4000, or you may visit their website at <https://www.eeoc.gov/>.

(Source: [UA Little Rock Policy 201.1](#))

## **Title IX Policy for Complaints of Sexual Assault and Other Forms of Sexual Harassment**

The University of Arkansas at Little Rock does not discriminate on the basis of sex in the education programs and activities that it operates and is prohibited from doing so by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and the U.S. Department of Education's implementing regulations, 34 CFR Part 106. The University's nondiscrimination policy extends to admission, employment, and other programs and activities. Inquiries regarding the application of Title IX and 34 C.F.R. Part 106 may be sent to the University's Title IX Coordinator, the U.S. Department of Education Assistant Secretary for Civil Rights, or both.

Sexual harassment as defined in this policy (including sexual assault) is a form of sex discrimination and is prohibited. Title IX requires the University to promptly and reasonably respond to sexual harassment in the University's education programs and activities, provided that the harassment was perpetrated against a person in the United States. At the time that a formal complaint is filed, the complainant must be participating in (or attempting to participate in) an education program or activity of the University. An education program or activity includes locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

This policy applies to allegations and complaints of sexual harassment as defined herein. All other complaints of discrimination or misconduct that do not fall within the jurisdiction of Title IX may be made through other campus procedures.

This policy shall not be construed or applied to restrict academic freedom at the University. Further, it shall not be construed to restrict any rights protected under the First Amendment, the Due Process Clause, or any other constitutional provisions. This policy also does not limit an employee's rights under Title VII of the Civil Rights Act. All complaints or any concerns about conduct that may violate this policy should be submitted to the Title IX Coordinator, Senior Title IX Deputy Coordinator, or Title IX Deputy Coordinators. All references to the Title IX Coordinator in this policy implicitly include the Senior Deputy Title IX Coordinator or designee.

All complaints or reports about sex discrimination (including sexual harassment) should be submitted to the Title IX Coordinator. In addition, the U.S. Department of Education, Office of Civil Rights, may be contacted by phone at 800-421-3481 or by email at [ocr@ed.gov](mailto:ocr@ed.gov).

Any person may report sex discrimination, including sexual harassment (whether or not the person is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. (Source: [UA Little Rock Policy 401.7](#))

# Whistleblower Policy

## I. Introduction

The University of Arkansas System has a responsibility for the stewardship of University resources and the public and private support that enables it to pursue its mission. The University is committed to compliance with the laws and regulations to which it is subject and to promulgating University policies and procedures to interpret and apply these laws and regulations in the University setting.

The University's internal control system is intended to detect, prevent and deter noncompliance with applicable laws, regulations and University policies. However, even the best internal control systems cannot provide absolute safeguards against wrongful conduct. The University has a responsibility within its established control system to investigate and report to appropriate parties' disclosures of suspected wrongful conduct and the actions taken by the University to address those disclosures.

This policy is intended to encourage all University employees to report suspected or actual occurrences of alleged wrongful conduct without fear of retribution and to bring forward serious concerns to the University's management for review, prior to seeking resolution outside the University. The University will provide fraud and compliance hotlines for the purpose of soliciting information from whistleblowers about alleged wrongful conduct.

## II. Definitions

### A. Whistleblower

A person or entity making in good faith a protected disclosure on a matter of public concern is commonly referred to as a whistleblower. Whistleblowers may be University employees (academic or staff), applicants for employment, students, patients, vendors, contractors, or the general public.

### B. Wrongful Conduct

Wrongful conduct is an activity undertaken by a University employee in the performance of the employee's official duties or by an individual, corporation or other entity doing business with the University that are in violation of law as defined in Arkansas and federal whistleblower laws.

## III. Whistleblower Rights, Role and Responsibilities

In accordance with the Arkansas Whistleblower Act, whistleblowers have the right to be protected from retaliation. A University employee who retaliates against a whistleblower who reports alleged wrongful conduct in good faith is subject to discipline up to and including termination of employment from the University. A whistleblower's right to

protection from retaliation however does not extend to immunity for any complicity in the matters that are the subject of the disclosure or an ensuing investigation. The University also has the right to act upon the intentional filing of a false report, whether orally or in writing.

Whistleblowers frequently make their reports in confidence and often wish to remain anonymous. Protection of a whistleblower's identity will be maintained to the extent possible under applicable state and federal laws. Whistleblowers should be cautioned that their identity may become known for reasons outside of the control of University administrators and investigators. Should the whistleblower choose to self-disclose their identity to the University, the University may not be able to maintain confidence over the identity.

The whistleblower's role is as a reporting party. Whistleblowers provide information related to a reasonable belief that alleged wrongful conduct has occurred within the University's operations. Whistleblowers have a responsibility to be candid with the University's Board, management or investigators to whom they make a report of alleged wrongful conduct and shall set forth all known information regarding any reported allegations. Persons making a report of alleged wrongful conduct should be prepared to be interviewed by University employees who have the authority to conduct investigations. A whistleblower has the right to be informed of the subsequent disposition of their disclosure unless the information is legally protected from release. ([UA System Board Policy 355.1](#))

## **The Arkansas Freedom of Information Act**

UA Little Rock is committed to compliance with the letter and the spirit of the Arkansas Freedom of Information Act (FOIA).

UA Little Rock work units receiving such a FOIA request shall notify the Custodian of FOIA Records, the Associate Vice Chancellor of Communications and Marketing, immediately. The Custodian of FOIA Records will work with the receiving unit, and as needed, with University Legal Counsel to develop a response. The unit possessing the requested documentation is responsible for researching and copying the requested records.

## **Employment Age Requirements**

The minimum age for employment in most University positions is 16 years. Employees who hold hazardous jobs must be 18 years of age or older. No one under the age of 18

may work more than six days in any week, more than 54 hours in any week, more than 10 hours in a 24-hour period, or before 6:00 a.m. or after 11:00 p.m. Public safety officers must be age 21 or older. There is no maximum age for employment and no mandatory retirement age.

## **Drug Free Workplace**

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. Employees violating this policy will be subject to discipline up to and including termination. State agencies will not differentiate between drug users, drug pushers, or sellers. Any employee who gives or in any way transfer 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.

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.

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.

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.

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.

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

## **Alcohol Use**

Possession and use of alcoholic beverages in public areas of University facilities (including organized houses) and at official University student functions held on campus must follow state and federal laws and University policies at all times.

For employees, the possession or consumption of alcoholic beverages on University property or during working hours, reporting to work under the influence of alcohol, and intoxication while on duty are prohibited and will result in disciplinary action up to and including termination. Under the governor's policy directive, use of alcoholic beverages during office hours is strictly prohibited and shall be grounds for immediate dismissal.

Information about laws relating to alcohol possession and use is available from the Department of Human Resources. Information about the health consequences of alcohol use and about locally-available sources of alcohol-abuse counseling is available from the University Health Center and also through the Employee Assistance Program.

## **Smoke-Free Workplace**

Effective August 1, 2010, smoking on any state-supported institution of higher education in Arkansas including UA Little Rock will be in violation of Arkansas law, the [Clean Air on Campus Act of 2009](#).

This policy applies to all locations of the University, including the main campus and the William H. Bowen School of Law. All employees are expected to comply with this policy. Failure to comply with this policy may result in disciplinary action.

For more information, call 916-3188.

## **Inclement Weather**

In general, inclement weather may affect the operating status of the University in three possible ways: delayed opening, early dismissal and closure. Online or web-enhanced classes will continue as scheduled at the discretion of the faculty member.



Employees whose departments have designated their responsibilities as "weather or event essential" are expected to report to work as regularly scheduled, regardless of University operating status, unless advised otherwise by their supervisor.

The UA Little Rock website ([www.ualr.edu](http://www.ualr.edu)), UA Little Rock email, the University's main telephone number (501/916-3000), and the campus emergency alert system are the official means of communicating all information concerning weather-related closing. Local television and radio stations will also be notified. When necessary, the University will announce a separate decision about canceling night classes (those classes starting at 4:20 p.m. or later) by 2:00 p.m. if possible.

Ordinarily, sites remote from campus such as the William H. Bowen School of Law will close or cancel classes and activities whenever the main campus is closed. In some circumstances, however, a separate decision may be made whether a site remote from the main campus will be open or closed. This decision will also be announced through the University's official means of communicating weather-related closings.

Vice chancellors are responsible for seeing that necessary services are provided in their respective areas when the University is closed. Employees required to provide such services will be identified by their supervisors. Classified employees who must report to work when the University is closed due to inclement weather will be allowed compensation time of 1.5 hours for one hour worked. Employees who are not required to work when the University is closed will be granted authorized absence. Employees who do not report to work when the campus is open will be charged annual/compensatory leave or leave without pay. The Payroll Department will prescribe payroll reporting and timekeeping.

The Policy Advisory Council of the University Assembly will recommend to the Chancellor if and when missed undergraduate and graduate class days should be made up. In the event that the University is closed during a final examination day, the Provost in consultation with the Faculty Senate President will reschedule any missed graduate or undergraduate final examinations with the exception of online exams which will continue as scheduled.

Weather and road conditions vary from place to place. Employees and students are expected to exercise good judgment regarding the safety of travel when road conditions are affected by the weather.

## **Campus Safety**

Safety is one of the most important priorities for the University of Arkansas at Little Rock. The University of Arkansas at Little Rock Public Safety serves the campus community and the surrounding area.

For more information about personal safety, crime statistics, emergency management, etc. visit <https://ualr.edu/safety>.

## **Weapons**

Except as permitted by law, including, but not limited to, Ark. Code Ann. §5-73-322(g), possession, discharge or other use of weapons including, but not limited to, firearms, firearm ammunition, air pistols, air rifles, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles, bows, arrows, nun chucks, tasers, or other electrical stun devices, visible body armor and similar equipment, shields, smoke canisters, or any other such weapons of any description on any grounds, buildings, or vehicles owned or operated by the University, including University residence halls or sorority or fraternity houses is prohibited. Further, storage of any weapon, including handguns, is prohibited at any such location, except that a concealed handgun may be stored in a licensee's locked and unattended motor vehicle. Possession of tear gas type products in personal use quantities for the purpose of self-defense is permissible. The use of tear gas type products for other than self-defense is prohibited.

The carrying of concealed weapons by licensed concealed carry holders with enhanced certification is addressed in detail by [UA Systemwide Policies and Procedures 290.1](#). Violation of this policy may be punishable by disciplinary action, which may include suspension or expulsion from the University.

## **Employment of Relatives (Nepotism)**

Consistent with Ark. Code Ann. § 25-16-1002, no employees who are related shall be placed within the same direct line of supervision whereby one relative is a supervisory employee and responsible for supervising the job performance or work activities of another relative.

A. Supervision shall include: (i.) Authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline; or (ii.) The responsibility to direct, to adjust grievances, or to effectively recommend an action if the exercise of authority is not of a merely routine or clerical nature but requires the use of independent judgment.

B. Relative shall be defined as a husband, wife, mother, father, stepmother, stepfather, mother-in-law, father-in-law, brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law, sister-in-law, daughter, son, stepdaughter, stepson, daughter in-law, son-in-law, uncle, aunt, first cousin, nephew, or niece.

Further, to avoid actual or apparent conflicts of interest which may result from such employment, immediate family members shall not supervise or participate in decisions to hire, retain, promote, evaluate, or determine the salary of the other.

(Source: [UA System Board Policy 410.1](#))

## **Political Activities**

University employees, as citizens, have the right to participate in political activity” consistent with [UA System Board Policy 465.1](#).

## **Relations with Legislators and Elected Officials**

Citizens have the right to exercise freedom of expression on legislative matters. However, employees should not speak on behalf of the University in discussions with members of the Arkansas General Assembly, Arkansas Constitutional Officers, and members of Congress.

Employees who would like the University to consider certain issues in its legislative program should contact the Office of the President of the University of Arkansas System.

## **Employment of Constitutional Officers and Spouses**

An employee who is elected to a constitutional office (including Governor, Lieutenant Governor, Secretary of State, Treasurer of State, Attorney General, Commissioner of State Lands, Auditor of State, member of the Arkansas House of Representatives or member of the Arkansas Senate) may not be hired by any state agency after elected and during the term of election, unless the employee resigns the constitutional office prior to being hired.

An employee who is employed by a state agency prior to being elected to a constitutional office may continue employment. However, the employee’s position cannot be reclassified, unless it is a general reclassification affecting all titles in the

same class and grade. Employees cannot receive any pay increases other than cost of living increases authorized by the General Assembly without the prior approval of the Joint Budget Committee (or the Legislative Council if the General Assembly is not in session) and the Governor.

The spouse of a constitutional officer, may not be hired by a state agency during the constitutional officer's term of office without the prior approval of the Joint Budget Committee (or the Legislative Council if the General Assembly is not in session) and the Governor.

If the spouse of a constitutional officer is employed by a state agency prior or during the spouse's term of office, the spouse is subject to the following restrictions: (a) The spouse's position cannot be reclassified, unless it is a general reclassification affecting all titles with the same class and grade (b) During the term of the constitutional officer and for two years after the term, the spouse cannot be promoted or transferred without the prior approval of the Joint Budget Committee or the Legislative Council and the Governor. (c) The spouse cannot receive any pay increases in excess of 15% without the prior approval of the Joint Budget Committee (or the Legislative Council if the general Assembly is not in session) and the Governor.

Former members of the General Assembly and their spouses cannot be employed by a state agency within 24 months after the legislator leaves office in any job that (a) was newly created by legislative action within 24 months prior to the legislator leaving or (b) had a maximum salary increase of more than 15% authorized by legislative action within 24 months prior to the legislator leaving office.

## **Disclosure of Employment of Family Members**

The University shall be prohibited from hiring spouses and immediate family members of members of the General Assembly, Constitutional Officers, and state employees without the prior written approval of the Chief Fiscal Officer of the State, notice of which approval is given to the Governor and the Legislative Council.

The University shall require, as a condition of obtaining or renewing a contract, lease, purchase agreement, employment, or grant with any state agency that any individual desiring to contract with, be employed by, or receive grant benefits from any state agency, shall disclose whether that person is a current or former:

- Member of the General Assembly
- Constitutional Officer
- Board or Commission Member

- State Employee
- Spouse or Immediate Family Member described above.

The University shall require that any non-individual entity desiring to contract with or receive grant benefits from any state agency shall disclose (i) any position of control or (ii) any ownership interest of 10% or greater that is held by a current or former member of the General Assembly, Constitutional Officer, Board or Commission member, state employee, or the spouse or immediate family member of any of the persons described above.

## Conflicts of Interest

This UA Little Rock Conflict of Interest Policy is established pursuant to Section IV of [University of Arkansas Board of Trustees Policy 330.1](#), which provides that “each campus of the University [shall] establish conflict of interest policies applicable to employees at the campus.” It is intended to assure adequate disclosure of conflicts of interest and to provide a method for resolving such conflicts.

All employees are required to disclose any relationships or activities that might give rise to conflicts or the appearance thereof with their duties, responsibilities, or obligations to the University of Arkansas at Little Rock. The processes, procedures and forms to disclose potential conflicts of interest can be found at <https://ualr.edu/policy/home/business/conflict-of-interest/>.

## Outside Employment

While emphasizing the fact that full-time faculty and non-classified administrative staff members of the University are obligated to devote their working time and efforts primarily to University activities, the University recognizes that a limited amount of outside work for private compensation may be advantageous to all concerned. Such persons may engage in outside employment that will affirmatively contribute to their professional advancement or correlate usefully with their University work. This employment must not interfere in any substantial way with the employee’s University duties or conflict with his or her University assignments.

Written approval from the employee’s department head and/or Dean shall be obtained in advance of such outside employment. The full policy regarding outside employment and the associated forms can be found at [www.ualr.edu/policy/home/facstaff/outside-employment-faculty-non-classified-staff](http://www.ualr.edu/policy/home/facstaff/outside-employment-faculty-non-classified-staff).

Deans, department heads, Directors, Vice Chancellors, Chancellors, Vice Presidents, and the President are included as administrative staff.

## Concurrent Employment

State employees who receive compensation from (1) two different state agencies/institutions or (2) from the same institution/agency for additional duties not defined as part of the employee's primary job must complete a Concurrent Employment Form. All state employees are covered by the concurrent employment regulations. City school districts are **NOT** considered state institutions.

Before requesting authorization for concurrent employment, the following conditions must exist:

1. The combined salary of both positions cannot exceed the maximum allowable salary for the higher salaried position.
2. The work does not interfere with the employee's primary University duties.
3. The work performed must be outside of the employee's primary duties and outside the hours of the employee's normal work day. A classified employee is not allowed to take vacation or compensatory time to perform the work. If the combined hours worked during one workweek exceed forty, the secondary employer must compensate the employee at an overtime rate of time and one half of the employee's hourly rate.

Concurrent employment requests (internal and external) are subject to the approval of the Arkansas Department of Higher Education (ADHE) prior to commencement of the services. The full policy regarding concurrent employment and the associated forms can be found at <https://ualr.edu/policy/home/facstaff/concurrent-employment/>.

## UA System Vehicle Safety Program

The University of Arkansas vehicle driver safety program is intended to ensure maximum safety for all drivers and passengers of University of Arkansas vehicles by minimizing accidents and injuries resulting from vehicle incidents; eliminating the operation of unsafe vehicles; providing adequate training to all University of Arkansas drivers; and defining clear lines of responsibility for vehicle safety.

Uniform procedures and guidelines should be followed for operation of University of Arkansas owned vehicles, vehicles rented or leased for use on official University of

Arkansas business, **or private motor vehicles used to conduct University of Arkansas business.** The full policy regarding the University of Arkansas System Vehicle Safety Program and the associated forms can be found at <https://ualr.edu/vcfa/travel/University-of-arkansas-system-vehicle-safety-program/>.

Drivers must complete the Authorization to Operate University of Arkansas and Private Vehicles on State Business form with a legible copy of a driver's license at least 10 calendar days prior to the travel date to ensure enough time for the driving record check.

## **Use of the University's Name, Logos and Branding**

Employees of the University are not authorized to use the name "University of Arkansas at Little Rock," "UA Little Rock," 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.

UA Little Rock brand guidelines are maintained by the Office of Communications and Marketing. All UA Little Rock employees are responsible for maintaining compliance with the standards.

For information on using the University's name, logos and branding for official business, visit the website of the Office of Communication and Marketing at <http://ualr.edu/communications/>.

## **Information Technology Acceptable Use Policy**

Anyone using or accessing UA Little Rock IT Systems is subject to the provisions of this policy. UA Little Rock faculty, staff, emeritus faculty, and staff, registered students, alumni, and approved guests, contractors, consultants are permitted to use UA Little Rock's computing and networking services, but are subject to the terms of this policy during that use. Individuals who use personally-owned equipment while connected to the university network are subject to the provisions of this policy while connected to the network.

This IT Acceptable Use Policy (AUP) addresses circumstances, which are new or at least unfamiliar in the IT arena and augments, rather than replaces, other applicable University policies.

To view the policy, visit: <https://ualr.edu/policy/home/admin/information-technology-it-acceptable-use-policy/>.

## **Solicitation Policy**

Because fundraising for UA Little Rock should be approached in a coordinated and professional manner, the following policy has been established.

All plans by individuals or groups associated with or employed by the University to solicit prospective donors for private financial support must be submitted to and approved by the UA Little Rock Director of Development.

The only campus-wide solicitations of funds endorsed by UA Little Rock are the general UA Little Rock campus campaign, United Way, and the staff senate Helping Hands food donation program.

For implementation procedures, please see <https://ualr.edu/policy/home/admin/solicitation/>.

## **Handling Confidential Information**

Employees may come in contact with information that is considered confidential. Some confidential information may be, but is not limited to, certain personnel and budgetary information. Employees entrusted with such information are expected to keep the information confidential. Revealing confidential information to unauthorized individuals may result in disciplinary action up to and including termination.

## **Personnel Records**

Employees have the right to examine and copy the information contained in their own personnel file. Official personnel records for all employees are maintained in the Department of Human Resources.

Personnel records may also be viewed by University officials who have a legitimate need to review them such as a supervisor, prospective supervisor if an employee has applied for a promotion or transfer, persons involved in the investigation or settlement of a formal grievance or complaint, and attorneys and others who are investigating state workers' compensation claims.



The University will handle all responses under the Arkansas Freedom of Information Act in accordance with state law.

In the event of a law enforcement or agency investigation in which personnel records are relevant, the records may be made available or produced to University attorneys and others involved in the investigation or litigation. Personnel records may also be made available or produced in response to a lawfully issued subpoena or court order.

## Change in Personal Information

The Department of Human Resources keeps complete and permanent records on each employee and uses this information for official reasons such as maintaining accurate information with benefit vendors and state and federal agencies. Therefore, employees are encouraged to notify the Department of Human Resources of any changes in name, address, telephone number, or other personal information.

## Performance Review

Performance reviews will be based on a January-December rating period, and the evaluations from the previous calendar year will be completed by March 31 of the following year.

### Performance Review Rating Scale for Classified and Non-Classified Staff

Rating	Begin Range	End Range
<b>Unsatisfactory</b> - Performance generally fails to meet job expectations or requires frequent, close supervision of employee.	0	1.49
<b>Needs Improvement</b> - Performance meets some job expectations, but does not fully meet remainder.	1.5	2.49
<b>Satisfactory</b> - Performance meets all essential job expectations. Occasionally exceeds management expectations. Employee demonstrates good knowledge of job duties, and assignments are accomplished effectively with normal supervisory guidance.	2.5	3.49
<b>Above Average</b> - On a regular basis, performance is characterized by high quality work that exceeds most position requirements, key objectives, and management expectations. Employee demonstrates outstanding skills and abilities, and assignments are accomplished in a highly effective manner with limited guidance and direction.	3.5	4.49
<b>Exceeds Standards</b> - Performance consistently exceeds position requirements, goals, and management expectations. Resourcefulness and depth of program and technical knowledge are of the highest quality. Assignments are accomplished in an exceptional manner with minimal direction and are characterized by outstanding achievement.	4.5	5

## **Performance Improvement Plan**

If at any time your supervisor determines your job performance to be below expectations the following procedure will be applied:

### **Counseling**

If your supervisor has concern about your job performance you will be counseled. This counseling session may be documented by your supervisor but the documentation will not become a part of your official HR personnel file unless further action for the same or similar problem becomes necessary.

### **Performance Improvement Plan**

If after your supervisor has followed step one above you continue to exhibit the same or a similar performance problem, the employee will be placed on a Performance Improvement Plan (PIP). Supervisors will work with the Department of Human Resources to develop an appropriate PIP. The PIP will contain a description of the performance that needs improvement expectations for each area that needs improvement a plan of action for improvement along with timeframes and consequences for any failure to bring performance to an acceptable level.

- *If your supervisor needs an additional period of observation after the time period listed in your PIP an extension may be granted. Only one extension will be granted.*

### **Termination**

If your job performance remains below expectations after you have completed the PIP you will be terminated. Or if your performance declines to a level below expectations during the twelve-month period immediately following the PIP you may be terminated without an additional PIP.

**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.

# 8.0 EMPLOYEE CONDUCT

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## University Code of Ethical Conduct

The University of Arkansas System recognizes that its reputation is one of its most valuable assets and is committed to maintaining the trust and confidence of both the University community and the citizens of the State of Arkansas. Therefore, the University of Arkansas System requires its employees to meet certain ethical standards.

Employees shall conduct themselves in a manner that strengthens the public's trust and confidence by adhering to the following principles:

- Conduct that is beyond reproach and integrity of the highest caliber;
- Honesty and fairness; and
- Accountability, transparency, and commitment to compliance.

This Code of Ethical Conduct serves (1) to emphasize the University's commitment to ethical conduct and compliance with the law; (2) to set forth basic standards of ethical behavior; (3) to provide reporting mechanisms for known or suspected ethical violations; and (4) to help prevent and detect wrongdoing.

Given the variety and complexity of ethical questions that may arise in the course of carrying out the University's business, this Code can serve only as a general guide. Confronted with ethically ambiguous situations, employees should keep in mind the University's commitment to the highest ethical standards and seek advice from appropriate levels of University administration so as to ensure that this commitment is honored at all times. (Source: [UA System Board Policy 335.1](#))

## Misconduct

If an employee engages in personal conduct of the following nature, the employee may be subject to disciplinary action up to and including termination. Disciplinary action may include counseling, written warning, suspension or termination.

The following list is designed to provide examples but is not all-inclusive. Some instances where disciplinary measures are necessary will not be described here.

Employees who are found to have multiple infractions at the time disciplinary steps are necessary may face accelerated actions.

Job-performance deficiencies differ from disciplinary issues and require varied actions.

**Note:** All terminations must be communicated to the Department of Human Resources prior to notifying the employee.

**Note:** 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.

## **I. Absences**

### **A. Chronic failure to adhere to established work hours**

Regularly scheduled working hours are from 8:00 a.m. to 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 work, but also to lunchtime and breaks. The supervisor or department head must pre-approve any variations in work schedules.

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

Notification must be made within one hour or sooner (if departmental policy requires).

Extenuating circumstances for absences are taken into account by the department head.

Repeated disregard for proper notification (3 or more times) is addressed as job abandonment.

**Note:** Chronic is defined as being tardy five or more times within a month.

### **B. Unauthorized Absences**

An unauthorized absence is an unexcused absence on a scheduled 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

emergencies, which are reviewed on a case-by-case basis) are considered unauthorized absences.

Supervisors have the authority to:

- Plan leave in order to prevent work scheduling problems.
- Make every effort to grant time off to employees who would lose leave unless it is taken before December 31.
- Deny leave without pay unless all annual leave and sick leave are exhausted. (exceptions are made, however, for maternity leave and military leave.)
- Require prior approval for planned sick leave, such as, doctor's appointments, dental appointments, elective medical procedures, etc.

### **C. Misuse of sick leave**

Misuse of sick leave is subject to disciplinary action. 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, such as, a doctor's note. 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 may:

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.

Verify the pattern of illness and send the documentation to the Department of Human Resources for review.

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.).

Follow the progressive discipline steps if the pattern continues considering the severity of the conduct and if a physician's statement is not presented. Leave without pay may be applied as appropriate.

#### **D. Failure to report for overtime duty**

Failure to report to work for overtime duty is subject to disciplinary action. If an employee has agreed to work overtime, it is the employee's obligation to work as per arrangements made. If an employee cannot work because of justifiable reasons (e.g., illness), the employee must notify the employee's supervisor prior to the designated work time.

#### **E. Abandonment of Job**

Employees are expected to be at their designated workstation during regular work hours (except during lunchtime and breaks as defined by the supervisor). Job abandonment occurs when an employee fails to show up to work as expected on consecutive days without notifying the employee's supervisor (no call, no show) or requesting the time off.

The University considers employees to have voluntarily resigned if they abandon their job for more than three consecutive working days.

**Note:** There are no progressive discipline steps for job abandonment. Employees are immediately terminated and considered to have voluntarily resigned.

### **II. Reporting for Duty While under the Influence of Illegal Drugs and/or Alcohol**

Reporting to work while under the influence of illegal drugs and/or alcohol is grounds for immediate termination. Illegal drugs include non-prescription narcotics, stimulants, etc. If an employee has a prescription, the drug is not considered illegal.

### **III. Personal Conduct - Individual**

*(Listed below are examples and is not an exhaustive list of personal conduct addressed in this section.)*

#### **A. Sleeping on the job**

Sleeping on the job is subject to disciplinary action. If an employee sleeps on the job, the supervisor will counsel the employee on the severity of the offense and take action as indicated in progressive discipline steps.

#### **B. Assaulting or physically attacking a supervisor, fellow employee, student, or member of the public**

Assaulting or physically attacking another individual is subject to disciplinary action. If an employee physically assaults another individual without provocation, the employee is immediately terminated. If an employee is provoked by another employee through means other than an assault and retaliates, both employees are automatically suspended pending the investigation. Either and/or both employees may be subject to further disciplinary action including, but not limited to, termination.

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

A supervisor should contact the Department of Human Resources for guidance in cases involving an assault or physical attack.

### **C. Fighting or creating a disturbance on the premises**

Fighting or creating a disturbance on the premises is subject to disciplinary action. Creating a disturbance is defined as taking physical action such as throwing objects, kicking, slamming furniture, or physically threatening an individual. If an employee(s) is involved in this type of infraction, the supervisor may suspend the employee(s) implicated with pay. This removes the employee from the situation until a decision is reached concerning the cause of the disturbance. When a determination of fault is made, the supervisor schedules suspension without pay for employee(s) at fault.

### **D. Immediate and intentional disobedience or refusal to carry out reasonable instructions**

Immediate and intentional disobedience or refusal to carry out reasonable instructions is grounds for immediate termination. This offense is related to the employee's refusal to work. Insubordination should not be confused with 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. For example, a performance problem is when an employee is asked to type a letter by 3:00 p.m. but does not finish the job. A disciplinary problem is when an employee is asked to type a letter by 3:00 p.m. and refuses the assignment without giving a valid reason.

### **E. Use of language intended to ridicule or demean an employee, student, or member of the public (whether in person, by email, by phone or social media).**

All employees of the University are to conduct themselves as public servants. Verbal abuse of a supervisor, fellow employees, students, or other members of the public is prohibited. Verbal abuse may include terms that inflict emotional harm, communicating untruths about other individuals in an attempt to discredit them, bullying, or using

profanity, and other harmful statements. Verbal abuse could result in disciplinary action including, but not limited to, termination.

#### **F. Racial, sexual, religious, etc., discrimination and harassment**

Discrimination and harassment with regard to race, color, gender, national origin, age, religion, sexual orientation, gender identity, veteran's status, disability, pregnancy, genetics, or any other characteristic protected under applicable federal and state laws is prohibited and subject to disciplinary action up to and including termination.

Employees and/or supervisors should contact the Department of Human Resources for assistance in discrimination or harassment cases. To file a complaint of discrimination or harassment, employees may follow the Grievance Procedures for Complaints of Discrimination Policy 401.6 found at: <http://ualr.edu/policy/home/facstaff/grievance-procedures-discrimination/>.

#### **G. Unauthorized release or divulgence of confidential information from University records**

Confidential records must not be released to the public except under prescribed conditions. Any employee who releases confidential information without proper authorization will be subject to immediate termination.

**Note:** The University is subject to and will comply the Arkansas Freedom of Information Act (FOIA).

#### **H. Falsification of facts on employment application**

Falsification of facts on an employment application (intentional misstatement of facts) is grounds for immediate termination. Falsification for the purpose of acquiring a position is viewed as a serious offense. Information on an employment application is used to determine if the applicant meets the minimum requirements for a position.

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

This offense refers to any type of falsification, which is damaging to the University or to the public. In keeping records or making reports, occasional errors may occur. However, intentionally falsifying any report is an infraction subject to disciplinary action. Altering or falsification of student records is prohibited.

**Note:** University systems contains confidential student, employee, academic, biographic, demographic, and financial information. Federal and state laws prohibit



improper disclosure of this information to individuals and agencies without written consent. It is the responsibility of the user to be knowledgeable concerning these laws and regulations and to protect the security of the information.

#### **IV. 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. For example: Protection of facilities, property, and equipment (leaving a facility unlocked after hours); proper handling of cash and budgetary items (leaving a cash box vulnerable to theft); or following safety rules for the protection of personnel and students (leaving fire exits locked or blocked by materials).

##### **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 subject to immediate termination. This occurs when an informed employee neglects to follow proper procedures.

#### **V. Operation of University-Owned Motor Vehicles**

##### **A. Use of vehicles for unauthorized or unofficial purposes is prohibited.**

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

##### **B. Failure to report an accident or citations for speeding to police and to the University is subject to disciplinary action.** Failure to report an accident involving a University-owned vehicle is grounds for immediate termination. Speeding in University-owned vehicles is prohibited.

#### **VI. Unauthorized Use of University Business Telephones**

**Unauthorized use of University business telephones is prohibited.** Employees are not to use University business telephones for excessive personal calls or to make long distance calls charged to the University.

## **Use of University Time and/or Equipment**

Improper use of University time and/or equipment may be subject to disciplinary action.

- A. Time.** Employees are not to use time scheduled for completion of work assignments or performance of duties (theirs or any other employees) to conduct any personal business.
- B. Equipment.** University-owned equipment is not to be used to conduct personal business.

# 9.0 TERMINATION OF EMPLOYMENT

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## Employee Resignation

A staff member has a duty to give early notice of the staff member's resignation, including the effective date\* of the resignation. Notice shall be given in writing to the individual's supervisor or the administrative head of the department to which the individual is assigned. A copy of the letter of resignation, together with the recommendation of the administrative head of the department, shall be forwarded immediately to the dean/director for acceptance or rejection. The dean/director shall give written notice of acceptance or rejection to the employee within five working days of receipt of the letter of resignation. When the written acceptance of the resignation is forwarded by the dean/director to the individual submitting the resignation, the resignation becomes final and cannot thereafter be withdrawn.

\*The effective date of resignation shall not be later than the ending date of a current or extended offer of employment to the employee submitting the resignation.

Employees who are planning to resign are urged to give at least a two-week notice. This notice allows time to prepare for filling the vacancy created by the employee's 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. (Source: [UA System Board Policy 405.3](#))

## Termination of Employment by the University

Under Board Policy 405.6, an employee who has been dismissed for cause as defined by the policy or who has been designated by their University of Arkansas System campus, unit, or division as not eligible for re-hire shall not be eligible for re-employment within any of the University of Arkansas System's campuses, units, or divisions. The following procedure is established in furtherance of this policy:

<https://www.uasys.edu/wp-content/uploads/sites/16/2018/04/UASP-405.6-Termination-of-Employment.pdf>.

## **Retrenchment**

Retrenchment is a reduction in programs and/or services which results in the termination of employment only because of (1) a bona fide financial exigency or (2) formal academic planning including Board approved changes in institutional missions, substantial program changes (pursuant to Board Policy 620.1), or major reallocations of resources for academic or support services. In the implementation of retrenchment, fair and humane treatment of faculty, staff, and students is of great concern. Serious efforts shall be made to relocate affected faculty and staff in other parts of the program area or in a different program area of the same campus or division. (Source: [UA System Board Policy 405.5](#))

## **Separating Employees**

State policy dictates that separating employees must be made aware of certain rights when separating from an employer. For more information and for forms to be completed prior to separation from employment, please see: <https://ualr.edu/humanresources/files/2006/10/Exit-Clearance-Packet-Benefits-Eligible-July-2018.doc>.

## **Termination/Separation Pay**

Non-exempt employees who have accumulated compensatory time and have given a notice of resignation, may schedule time off before the last day of employment or may be paid for the accumulated time.

Twelve-month employees who work half-time or more are paid a lump sum for unused annual leave up to 240 hours.

## **Continuation of Benefits**

Employees separating employment from UA Little Rock should contact the Department of Human Resources for information on continuing or electing certain benefits

## Leave Balances

### Annual Time

When an employee separates from employment at UA Little Rock, the employee is paid for any accumulated vacation and comp time leave earned through the last day of work up to 240 hours, unless the employee is transferring to another state agency or institution of higher education. In that case, the employee will be paid for accumulated comp time and the annual leave balance will be transferred.

### Sick Time

Accumulated sick leave balances are not paid out to employees that are separating from the University. However, certain payments for sick leave can be made for classified employees who are retiring. The sick leave balance will be transferred for an employee who is transferring to another state agency or institution of higher education.

Sick leave may be donated to the Catastrophic Leave Program. Donation forms are available in the Department of Human Resources and Payroll.

## W-2

The separated employee's W-2 form will be mailed to the employee's current mailing address the following January. The separated employee should communicate address changes to the Department of Human Resources.

## Not Eligible for Rehire

An employee who has been dismissed for cause or who has been designated by their campus or division as not eligible for re-hire shall not be eligible for re-employment within any of the University of Arkansas System's campuses, units or divisions

(Source: [UA System Board Policy 405.6](#))

## Special Notes

Employees should contact the Department of Human Resources when:

- Terminating employment for medical reasons,
- Transferring to another Arkansas State Agency, or
- Transferring to another University of Arkansas campus.

# 10.0 GRIEVANCE PROCEDURE

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## Grievance Procedure – Complaints of Discrimination

### **Purpose**

It is the goal of the University to promote equal opportunity regardless of race, gender, color, national origin, sexual orientation, age, veteran's status, or disability.

### **Policy**

The Department of Human Resources (DHR) is responsible for UA Little Rock's compliance with non-discriminatory laws and regulations.

All employees or inhabitants of the University have the responsibility to inform DHR of all allegations of discrimination, harassment, and/or retaliation in which they have a complaint or of which they are aware. Individuals who believes he or she has been discriminated against should not be deterred from reporting the allegations and may file a grievance through DHR.

(Source: [UA Little Rock Policy 401.6](#))

## Grievance Procedures - Employment Practices

### **Purpose**

The purpose of this policy is to provide a grievance procedure to promote prompt and responsible resolutions to disagreements arising from employment practices.

### **Policy**

It is the policy of the University of Arkansas at Little Rock to encourage fair, efficient, and equitable solutions for problems arising out of the employment relationship. This policy provides a neutral platform for seeking resolution.

Employees may file a grievance or enter into the dispute resolution process on matters associated with the employee's employment relationship with the University. The grievance policy is designed to address complaints and disputes between the employee and the University over work relationships, working conditions, employment practices, or differences in interpretation of policies.

(Source: [UA Little Rock Policy 402.7](#))

# 11.0 CAMPUS SERVICES AND FACILITIES

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## Campus Information

### Information & Call Center

UA Little Rock maintains an Information and Call Center located on the first floor of the Donaghey Student Center, DSC101. Representatives can answer questions or assist in determining offices or departments that can help. We also maintain a master calendar of all campus activities.

### Donaghey Student Center (DSC)

The Donaghey Student Center (DSC) provides facilities and services unique to University life. Employees and students alike may take advantage of the following services:

- Aquatics
- Bookstore
- Campus Recreation
- Fitness Center
- UA Little Rock Dining
- Conference Services
- Catering Services

### Department of Public Safety

UA Little Rock puts top priority on the safety and well-being of our campus community. Our public safety officers are expertly-trained professionals who are highly visible and patrol campus full-time, 24/7, 365 days a year. In addition, our dispatch center is always staffed and ready to assist.

The UA Little Rock Police Department works in close partnership with local first responders to ensure the security of our students, faculty, staff, and surrounding neighborhood. We're committed to excellence and building trust through leadership in all we do.

**The contact information for the Department of Public Safety is as follows:**

## **Department of Public Safety**

### **501-916-3400 Emergency Text Messaging**

In the event of an emergency involving an imminent threat on campus, DPS will utilize the University's [campus alert notification system](#) to notify the campus community. Students and staff can register online to receive real-time notifications of these emergency events. These messages are transmitted only during emergencies and are an additional real-time avenue of communication. The text messaging system is tested campus wide at least once each year.

### **Emergency Preparedness**

DPS facilitates the University's [Emergency Management Plan](#). This plan is developed by DPS command staff and senior managers from various departments who meet regularly to develop and practice the implementation of emergency plans, including disaster response and evacuation and business continuity plans.

## **Parking on Campus**

UA Little Rock employees who wish to park a vehicle on campus must first register their vehicle with the Department of Public Safety. To register a vehicle the employee will need to know the T-number, make, model, basic color of the car, and the license plate number.

All full-time employees will receive one parking permit at no charge.

## **Health Services**

Health Services is offers services that include, but are not limited to treatment, and referral when needed for common acute illnesses; first aid and campus emergency care; screenings such as blood pressure, TB skin tests immunizations, and flu shots, The office is located in the Donaghey Student Center, Room 102.

For more information, visit [Health Services](#).

## **Environmental Health and Safety**

The Environmental Health & Safety (EHS) office oversees EHS requirements for the UA Little Rock campus in complying with federal, state, and local regulations including



NFPA fire codes, Arkansas Department of Labor (ADOL) safety codes, and the Arkansas Department of Environmental Quality (ADEQ).

Please contact EHS at 501.916.6351 or [ehs@ualr.edu](mailto:ehs@ualr.edu) for this information and more.

## **Printing and Copying Services**

To help ensure the integrity of the UA Little Rock graphic standards, all University personnel must access the services of the UA Little Rock Printing Services for printing and copying for projects that are outside the scope of University departmental or office printers and copiers. If Printing Services is unable to accommodate printing or duplicating requests because of equipment limitations or workload constraints, Printing Services will engage a qualified printing or duplicating vendor to fulfill the order. (UA Little Rock Policy 204.4)

## **Mailing and Postal Services**

Mail Services coordinates the USPS mail and postal regulations for the campus along with delivering inter-campus, USPS, FedEx, and UPS overnight deliveries to UA Little Rock employees. Mail services invites all UA Little Rock staff, and students to come by the office that is located in the Old Student Union.

The Office of Mail Services' mission is to serve as a representative of the United States Postal Service for the campus community. Contact Mail Services at 916.3699 or <https://ualr.edu/mailservices/services/> for a complete list of services.

## **Library Privileges**

Ottenheimer Library serves UA Little Rock faculty and staff as well as students. Services include dial-up access to the catalog, circulation privileges, 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 Trojan ID Card.

## **Keys**

For procedures in obtaining a key or swipe card to campus buildings, please contact the [Facilities Management Lock Shop](#)

Source: University of Arkansas Board of Trustees Policies  
University of Arkansas Systemwide Policies and Procedures  
University of Arkansas at Little Rock Policies

Approved by: Jerry Ganz, Vice-Chancellor for Finance and Administration

Approval Date: September 29, 2022

Custodian: Department of Human Resources