Policy 520

The administration, after consultation with the Staff Senate, is directed to update the Staff Handbook as needed, consistent with current policies of the Board of Trustees, as well as all provisions of State and Federal laws and regulations. The Staff Handbook shall be made available to all UCA staff.

The current version of the Staff Handbook was updated in January, 2013.

Committee Members responsible for the 2013 version of the Staff Handbook are listed below.

Kimberly McKee, Senator and Chair
Alaina Alexander, Staff
Robyn Clark, Staff (Cover Design)
Lori Hudspeth, Senator
Leslie Knox, Senator
Deborah Melendez, Senator
Tyra Phillips, Senator
Michelle Reinold, Senator
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1.0 Introduction
This section contains information to introduce employees to the University Of Central Arkansas (UCA). Specific topics in this section are listed below.

- 1.1 Welcome to Our Campus
- 1.2 University History
- 1.3 University Timeline
- 1.4 University Administration
- 1.5 Vision, Mission and Core Values
1.1 Welcome to Our Campus
We are proud of our University and employees, and we hope that each employee’s association with UCA will be a rewarding experience. The University is committed to a spirit of cooperation and will work to balance the needs and interests of an employee with those of the University.

Employment with the University offers many benefits, but it also carries expectations and obligations. The Staff Handbook is designed to provide information about the benefits and opportunities of employment with UCA and to serve as a guide and reference source for employees and departments.

Because the policies and procedures of the University are derived from state employment policy and procedures, University board policy and federal and state law, and because of the many unique situations that may arise, the Staff Handbook should not be considered an all-inclusive document. Policies, procedures and benefits are subject to change. When major revisions are made, updates to the Staff Handbook will be provided. If, at any time, the policies and procedures listed in the Staff Handbook conflict with board policy and/or federal and state law, those laws or board policies will be considered controlling.

Departments or divisions may have specific operation manuals, procedure guides or policy statements that apply to attendance, call-in, shift assignments or other unique situations within the work area. Please contact your Supervisor for additional information.

Please carefully review the Staff Handbook. For clarification and/or assistance with unusual situations or issues, employees and departments are encouraged to contact the Office of Human Resources. You can reach the office by phone at 501.450.3181.

For more information, go to the Office of Human Resources at the University Web site.

1.2 University History
Established in 1907 as a state-wide, teacher-training institution, UCA first offered instruction in 1908 with 107 students and a faculty of ten in one partially-completed building. Today, over 11,000 students attend classes taught by an instructional staff of over 500. Forty-five major buildings occupy the 298-acre campus, which is beautifully landscaped and maintained year-around.
1.3 University Timeline

Major changes to the University’s history and structure are provided in the timeline below.

1907
- Established as the Arkansas Normal School to train teachers

1925
- The institution became the Arkansas State Teachers College
- Profound changes continued as the University assumed responsibility for liberal arts education and increased specialized programs

1967
- The institution became the State College of Arkansas
- The name change reflected the multiple purposes of the University

1969
- An extensive reorganization established four colleges within the institution to provide administration for the academic programs

1975
- The institution became the University of Central Arkansas

2012
- The University offers 130 undergraduate, masters and doctoral degree programs

AVID – UCA dedicates itself to Academic Vitality, Integrity and Diversity
1.4 University Administration

The University functions as a state institution. As a state institution, items such as operations, budgeting, staffing and salary levels may be dictated by the Arkansas Higher Education Coordinating Board, the State Office of Personnel Management and the State Department of Finance and Administration. Within the University, activities are directed by the UCA Board of Trustees, the university president and vice presidents.

Click the link to view the University organizational chart.

1.5 Vision, Mission and Core Values

The University’s Vision, Mission and Core Values are provided below.

1.5.1 Vision

The University of Central Arkansas aspires to be a premiere learner-focused public comprehensive University, a nationally-recognized department head for its continuous record of excellence in undergraduate and graduate education, scholarly and creative endeavors, and engagement with local, national and global communities.

1.5.2 Mission and Core Values

The University of Central Arkansas, a department head in 21st-century higher education, is committed to excellence through the delivery of outstanding undergraduate and graduate education that remains current and responsive in the diverse needs of those it serves. The University’s faculty and staff promote the intellectual, professional, social and personal development of its students through innovations in learning, scholarship and creative endeavors. Students, faculty and staff partner to create strong engagement with the local, national and global communities. The University of Central Arkansas dedicates itself to academic vitality, integrity and diversity.

In carrying out this mission, the University is guided by the following core values:

- Intellectual Excellence
- Community
- Diversity
- Integrity
1.5.3 Intellectual Excellence
We believe in life-long intellectual development of students, faculty and staff. We are committed to the free pursuit of knowledge and continuous growth in learning and teaching.

Educated Citizens: We believe in student success and in preparing students to engage complex issues and express informed opinion through critical thinking, writing and speech. Given our institution’s historical roots in teacher education, this foundation inspires all of our colleges to work together to ensure our faculty and students promote instructional excellence and life-long learning.

Scholarship: We believe that students and faculty should engage in professional development and scholarly endeavors that promote the creation and application of knowledge in all disciplines.

Cultural Competence: We believe that students should experience cultural activities as they grow in their appreciation for the diversity of ideas and people, both inside and outside the classroom.

Learning Environment: We believe that an outstanding physical infrastructure, along with a culture of excellence in all of our endeavors, provides an environment in which our students and faculty can thrive personally and intellectually. We further believe in providing state-of-the-art learning spaces.

1.5.4 Community
We value and respect, as our greatest asset, the people who make up our community – students, faculty and staff as well as people connected to us through ties to our local community and region, the State of Arkansas, our nation and the world. That is, we believe people are the focus of our institution.

Collegiality: We believe in processes of shared decision-making based on productive synergistic interactions among our students, faculty and staff, and disciplines in the pursuit of institutional goals.

Partnerships: We are dedicated to promoting outreach activities, community education and partnerships with surrounding entities. We believe in collaborating with the citizens of our region, the state, the nation and the world as well as those organizations and constituents with whom we work.

Safe and Healthy Environment: We promote a safe, healthy and sustainable environment where our community members can flourish personally and socially as whole beings with obligations to improve their environment.
Service: We believe in sharing our academic and cultural resources and expertise with the public, educational institutions, businesses, cultural centers and public and non-profit agencies, when appropriate. We work to enable students to integrate into the larger world to promote a commitment to public service through experiential education. Faculty and staff serve our State and local constituents by sharing their energy, talents and experience.

1.5.5 Diversity
We are dedicated to attracting and supporting a diverse student, faculty and staff population and enhanced multi-cultural learning opportunities. We value the opportunity to work, learn and develop in a community that embraces the diversity of individuals and ideas, including race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, physical ability, political affiliation and intellectual perspective.

Recruitment and Retention: We actively pursue and seek to retain a diversified student body, faculty and staff.

Support: We maintain the highest academic quality and ensure that our programs remain innovative and responsive to the ever-changing and diverse needs of those we serve.

Knowledge: We seek to enhance interaction and understanding among diverse groups and cultivate enriched learning opportunities in a global community.

1.5.6 Integrity
We are committed to ethical and responsible behavior in our own actions and to developing the same commitment in our students, thus fostering individuals who will have the skills, knowledge and ability to engage positively with a diverse and changing world. Our commitment extends to all levels of our campus to foster a climate of ethical conduct, respect, responsibility and trust.

Ethics: We believe in acting with honesty, courage and trustworthiness.

Respect: We support a community and climate of respect and thoughtfulness among students, faculty, staff and the people of our community, State, nation and the world.

Responsibility: We commit to being responsible and accountable in our operations at all levels of the institution, including continuous assessment of our academic programs and transparency in our fiscal and operational proceedings.

Trust: We value and continually seek to earn the public’s trust in all of our actions and words.

Vision, mission and core values were adopted by the UCA Board of Trustees on May 6, 2011.
2.0 Employment Policies and Procedures
This section contains information regarding employment policies and procedures. Specific topics are listed below.

- 2.1 Hiring Policy (503)
- 2.2 Equal Employment Opportunity Notice of Compliance
- 2.3 Employment Classifications
- 2.4 Hiring Procedures
- 2.5 Applying for Other Campus Positions
- 2.6 Performance Evaluations
- 2.7 Concurrent Employment
- 2.8 Private-Sector Employment
- 2.9 Nepotism (514)
2.1 Hiring Policy (503)
The University of Central Arkansas is an Equal Opportunity Employer. In compliance with federal and state laws and guidelines, UCA Board of Trustees Policy and to assist in selecting the best applicants for all positions, the following steps should be followed in filling all new or vacant positions and for positions moving from temporary or extra help to regular employment. Further, UCA is an at-will employer consistent with Arkansas Law.

For more information, go to Board Policy 503.

CAUTION: Prior to recruiting foreign nationals, departments must contact the University General Counsel to discuss Visa status and taxation.

2.2 Equal Employment Opportunity Notice of Compliance
The University of Central Arkansas is an Equal Employment Opportunity Employer. The University does not discriminate on the basis of race, color, religion, national origin, gender, age or disability.

All Human Resources actions including hire, promotion, transfer, lay-off and termination as well as all benefits are administered without regard to race, color, religion, national origin, gender, age or disability. The University is an at-will employer consistent with Arkansas Law.

Questions regarding the University’s Equal Employment Policy should be directed to:

Office of Human Resources
University of Central Arkansas
Conway, AR 72035
501.450.3181

2.3 Employment Classifications
There are five (5) employment classifications within the University. Specific information about each employment classification is listed below.

1. Non-Classified, Academic Administrators and Faculty Employees
2. Full-Time, Non-Classified Employees
3. Full-Time, Classified Employees
4. Part-Time, Extra Help and Temporary Staff
5. Student Employees and Graduate Assistants
2.3.1 Non-Classified, Academic Administrators and Faculty Employees
Examples of employees within this classification are listed below.

- Dean
- Department Chair
- Professor
- Associate Professor
- Instructor
- Lecturer

**NOTE:** These employees are covered by the policies and benefits that may apply to this classification.

2.3.2 Full-Time, Non-Classified Employees
Examples of employees within this classification are listed below.

- Administrative Staff
  - Vice president
  - Associate Vice president
- Research and Professional Staff
  - Project/Program Administrator
  - Business Department head

**NOTE:** These employees are covered by the policies and benefits described in this Staff Handbook.

2.3.3 Full-Time, Classified Employees
Examples of employees within this classification are listed below.

- Administrative Support Staff
  - Administrative Specialist
  - Institutional Services Assistant
• Professional Support Staff
  o Systems Analyst
  o Program Coordinator
  o Fiscal Support Analyst

**NOTE:** These employees are covered by the policies and benefits described in this Staff Handbook.

### 2.3.4 Part-Time, Extra Help and Temporary Staff

As a general rule, positions working less than forty (40) hours per week on an on-going basis are covered by some of the policies and procedures of this Staff Handbook. These positions participate in the Social Security Alternative Retirement Plan; however, they are not eligible for health, dental, life or disability insurance coverage. Personnel in these positions do not have access to the employee grievance process, and they are limited to a maximum of 1500 work hours per fiscal year pursuant to Ark. Code Ann. § 6-63-314.

### 2.3.5 Student Employees and Graduate Assistants

Student employees and graduate assistants should refer to their respective handbooks for information about policies and procedures that may apply to them.

Student employees should refer to the [Student Handbook](#).

Graduate assistants should refer to the [Policies and Procedures Manual for Graduate Assistants](#).

### 2.3.6 New Hire Employees

The University of Central Arkansas is an at-will employer consistent with Arkansas Law.

During the first ninety (90) days of employment, a new employee is considered to be in trial status. The trial or *new hire* time allows for adjustment to the job. The supervisor can assess the employee’s skills and aptitude for the job, and the employee can assess his/her desire to continue the employment. It is an opportunity for UCA and the employee to determine whether it will be in the best interest of both to continue the employment relationship. In that period, employment may be immediately terminated for any nondiscriminatory reason. However, satisfactory completion of the *new hire period* does not constitute an agreement of continuing employment for an unlimited time.
2.4 Hiring Procedures

Information about hiring procedures for faculty and other non-classified positions, classified positions, classified employee position changes, emergency hires and classification and compensation are listed below.

NOTE: If the position being advertised is not a new position, a Personnel Action Form (PAF) for the employee leaving the position must be completed prior to the hiring process.

2.4.1 Faculty and Other Non-Classified Positions

To submit a faculty and other non-classified position request, follow the process below.

1. Complete a Request for Position (AA1) along with any advertisement information.
2. Submit the AA1 and advertisement information to the department head.
3. Upon approval at the department level, route the request to the responsible vice president, the Office of Human Resources and the Budget Office for review.
4. The president completes the final review and approves the position and the advertisement.
5. If the position is to be advertised in the state and/or local newspaper, a purchase request should be processed once the AA1 has been approved.
6. The position should remain open for a minimum of seven (7) calendar days after the last published advertisement. Faculty and non-classified positions may require review of applications by a search committee.
7. Applications and resumes should be sent directly to the hiring department for consideration. The Equal Employment Data Form from applicants should be sent to the Affirmative Action/Equal Employment Office.
8. Applicants selected for interviews must complete the Employee Disclosure Form.
9. Once a selection has been made, the hiring department should submit the completed Equal Employment Review Form (EERF) to the Affirmative Action/Equal Employment Office for approval.
10. Once the EERF is approved, the hiring department completes the Personnel Action Form (PAF) and attaches the resume or vita, the completed UCA Employment Application and the Employee Disclosure Form.
11. The hiring department should submit the hiring packet to the appropriate vice president, the Office of Human Resources and the Budget Office.
12. The president completes the final review and approves or denies the position.
NOTE: Offers of employment must be made contingent upon approval through the UCA Affirmative Action/Equal Employment Office, the President’s Office, and when applicable, upon completion of a background check, security clearance, physical fitness exam or other conditions of employment. The EERF must be approved by the UCA Affirmative Action/Equal Employment Office. Completion of the Equal Employment data form by applicants is voluntary. For more information, see Board Policy 416.

CAUTION: No applicant may begin work prior to approval through the review process and final approval by the President.

Federal law requires the new employee to complete the I-9 by the first day of employment. This should be submitted to Human Resources immediately along with the completed full-time orientation packet.

2.4.2 Classified Positions
To submit a classified position, follow the process below.

NOTE: For more information on classified positions, refer to the Office of Personnel Management (OPM) Web site.

1. Complete a Request for Position (AA1) along with any advertisement information.
2. Submit the AA1 and advertisement information to the department head.
3. Upon approval at the department level, route the request to the responsible Vice president, the Office of Human Resources and the Budget Office for review. The President completes the final review and approves the position and the advertisement.
4. If the position is to be advertised in the state and/or local newspaper, a purchase order should be processed once the AA1 has been approved.
5. All exempt positions must remain open for a minimum of ten (10) working days and non-exempt positions must remain open for a minimum of five (5) working days. Classified positions are advertised on the UCA Web site, posted in the Office of Human Resources, listed with Workforce Services and may be advertised in the Log Cabin Democrat and/or the Arkansas Democrat-Gazette or other venues.
6. After the closing date, applications are routed to the hiring department for review and hire. Applicants selected for interviews should complete the Employee Disclosure Form.
7. Once a selection has been made, the hiring department should submit the completed Equal Employment Review Form (EERF) to the Affirmative Action/Equal Employment Office for approval.

8. Once approved, the hiring department completes the Personnel Action Form (PAF), attaches the resume, the completed UCA Employment Application, the EERF and the Employee Disclosure Form.

9. The hiring department submits the hiring packet to the appropriate dean/director, vice president, the Office of Human Resources and the Budget Office.

10. The president completes the final review and approves or denies the position.

**NOTE:** Offers of employment must be made contingent upon approval through the UCA Affirmative Action/Equal Employment Office and the President’s Office, and when applicable, upon completion of a background check, security clearance, physical fitness exam or other conditions of employment. The EERF must be approved by the UCA Affirmative Action/Equal Employment Office. Completion of the Equal Employment form by applicants is voluntary. For more information, see Board Policy 416.

**CAUTION:** No applicant may begin work prior to approval through the review process and final approval by the President.

Federal law requires the new employee to complete the I-9 by the first day of employment. This should be submitted to Human Resources immediately along with the completed full-time orientation packet.

### 2.4.3 Emergency Hires (Interim)

When there is an immediate and unanticipated need to fill a position, the emergency hire process may be approved as a temporary exception to the required steps.

To request an emergency hire, follow the steps below.

1. Submit justification for choosing not to use the internal hiring process, a completed PAF, UCA Employment Application, a vita/resume (if available) and the Employee Disclosure Form to the appropriate dean/director for approval.

2. Upon approval, the information is forwarded to the appropriate vice president, the Office of Human Resources, Budget Office and to the president for final approval.

3. Include written justification signed by the responsible dean/director for the emergency hire. The justification must include the date by which formal job advertisement and recruiting will begin.
4. The applicant selected must receive written notification from the hiring department that the position will be advertised in the future.

Formal recruiting must begin within six (6) months of the emergency hire. Offers of employment must be made contingent upon approval through the review process.

NOTE: To be considered for the permanent position, the applicant accepting the emergency hire position must submit a formal application once the position has been advertised.

2.4.4 Internal Hires and Reorganization

In cases where a department chooses to reorganize or advertise only within the UCA community, prior approval must be granted by the department head, dean, vice president and president.

Normal hiring procedures should be followed with the exception that the advertisement must be listed on the UCA Web site for a minimum of five (5) working days except for reorganizations.

NOTE: To be considered for the permanent position, the internal applicant must submit a formal application once the position has been advertised.

2.5 Applying for Other Campus Positions

Current employees are encouraged to apply for other positions for which they are qualified. However, based upon the decision of the hiring official, positions will be awarded to the applicant best suited to the role.

Movement to another position may be defined as a promotion, demotion or lateral transfer. Within classified titles, salary increases for promotions and demotions are determined by state salary guidelines.

2.5.1 Classified Employee Position Change

When a current employee is selected for another position, a minimum notice of two (2) weeks should be given to the current supervisor. In general, movement to a new position will be allowed only at the beginning of a pay period. However, the current supervisor and new supervisor may contact the Payroll Office and arrange a different transfer date to meet the needs of the departments.
Guidelines for classified positions and the handling of pay are listed below.

- A promotion of one or more grade levels results in a salary increase of 10% or movement to the entry-level salary of the new grade, whichever is greater
- The new salary may not exceed the maximum rate of the new grade
- A demotion of one or more grade levels results in a salary decrease of the lesser of 10% or movement to the entry-level salary of the new grade
- A transfer from one classified position to another that is within the same grade level results in no change in salary
- Movement to another position in a non-classified title or movement to/from classified to/from non-classified may also be determined by the state

Contact the Office of Human Resources to discuss specific situations.

2.5.2 Classification and Compensation

Salary maximums and salary increases for categories of employment are established through the UCA Personal Services Appropriations Act, actions of the UCA Board of Trustees and through the State Uniform Classification and Compensation Act. For non-classified positions, maximum salaries are defined in the UCA Personal Services Appropriations Act. For classified positions, entry rates, annual salary increase amounts, promotion increases and demotion decreases are specified by the Arkansas Department of Finance and Administration and by the Governor.

2.6 Performance Evaluations

All employees are expected to perform their duties in an effective and efficient manner and to be mindful of the expectations of customers and the general public concerning their duties and their representation of the University.

A formal annual performance evaluation of all classified staff is required. The Governor determines if funds are available each fiscal year to award salary increase or one-time payments based upon performance.

Departmental supervisors should complete the Employee Probationary Record for all classified employees before their completion of the ninety (90) day probationary period.

Performance Evaluation and Employee Probationary Record documents are located on the Human Resources Web site.
The categories of performance are defined below:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Rating Explanation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Exceeds Expectations</td>
<td>A rating reflecting the performance of the duties and responsibilities of the job and productivity at a level that substantially exceeds the Above Average level of performance.</td>
</tr>
<tr>
<td>A</td>
<td>Above Average</td>
<td>A rating reflecting the performance of the duties and responsibilities of the job at a level which is above the Satisfactory level of performance.</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>A rating reflecting the performance of the duties and responsibilities which demonstrates competency in the performance of the duties and responsibilities of the job.</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>A rating reflecting the performance of the duties and responsibilities at a level that is consistently unacceptable in accuracy, quality or timeliness.</td>
</tr>
</tbody>
</table>

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

1. If the employee is promoted, demoted or transferred within the first ninety (90) days of the evaluation period, the new supervisor will establish and rate the employee on performance in the new position.
2. If the employee is promoted, demoted or transferred after the first ninety (90) days of the evaluation period, the first supervisor will complete a formal evaluation for the period of employment. The new supervisor will establish and rate the employee on performance in the new position and will consider the first supervisor’s evaluation in determining the overall performance for the annual evaluation period.

**NOTE:** Once established, a promotion, demotion or transfer within classified titles does not change the performance evaluation date.
2.7 Concurrent Employment

The Arkansas Department of Finance and Administration – Office of Personnel Management (OPM) – regulates employment in more than one role or position within UCA and/or any other state agency or institution.

University employees may work concurrently in two state positions if the conditions listed below are met.

- Both institution and/or agency directors approve the employment
- Employment in another state position does not interfere with the required performance of an employee’s primary duties
- The combined salaries of both positions do not exceed the larger maximum annual salary of either position
- Authorization is granted by the Director of the Department of Finance and Administration (DF&A) as requested by the secondary employer. (The employee should not make direct contact with DF&A.)

**NOTE:** Before seeking or agreeing to additional employment in another state agency or institution, employees should contact the Office of Human Resources for information and assistance. Additional employment, without prior approval through the Office of Human Resources and OPM, may result in disciplinary action. The Office of Human Resources coordinates all concurrent employment requests on the UCA campus.

**CAUTION:** Pursuant to State law, Ark. Code Ann. § 6-63-307, any employee knowingly violating the provisions of this section will be subject to immediate termination and will be barred from employment by any agency or institution of the State of Arkansas for a period of not less than three (3) years or until such employee will repay to the State of Arkansas any sums received by such employee in violation of this section, together with interest at a rate of ten percent (10%) per annum.
2.8 Private-Sector Employment
A University employee may work for a private-sector business if the conditions listed below are met.

- The University does not provide the services offered by the private-sector business
- Employment does not conflict with University employment
- The employment is not on University premises
- Work hours are not the same as University employment
- University supplies and/or equipment are not used

2.9 Nepotism (514)
The University accepts that employment of relatives within the institution may occur, and it is not prohibited. Based upon state guidelines, the Governor’s directive and UCA Board Policy, the employment of immediate relatives in any situation in which one may supervise or hold other influence such as hire, promote, discipline or other work-related actions of an immediate relative is prohibited.

For more information, go to Board Policy 514.

<table>
<thead>
<tr>
<th>Nepotism</th>
<th>Definition of Relative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aunt</td>
<td>Nephew</td>
</tr>
<tr>
<td>Brother</td>
<td>Sister</td>
</tr>
<tr>
<td>Brother-in-Law</td>
<td>Sister-in-Law</td>
</tr>
<tr>
<td>Daughter</td>
<td>Son</td>
</tr>
<tr>
<td>Daughter-in-Law</td>
<td>Father-in-Law</td>
</tr>
<tr>
<td>Father</td>
<td>Son-in-Law</td>
</tr>
<tr>
<td>First Cousin</td>
<td>Step-Daughter</td>
</tr>
<tr>
<td>Half-Brother</td>
<td>Step-Father</td>
</tr>
<tr>
<td>Half-Sister</td>
<td>Step-Mother</td>
</tr>
<tr>
<td>Husband</td>
<td>Step-Son</td>
</tr>
<tr>
<td>Mother</td>
<td>Uncle</td>
</tr>
<tr>
<td>Mother-in-Law</td>
<td>Wife</td>
</tr>
<tr>
<td>Niece</td>
<td></td>
</tr>
</tbody>
</table>
3.0 General Policies and Procedures

This section contains information regarding general policies and procedures. Specific topics are listed below.

- 3.1 Changes in Personal and/or Campus Information
- 3.2 Freedom of Information Act and Personnel Records (509)
- 3.3 Alcohol Use (405)
- 3.4 Drug-Free Workplace Policy (505)
- 3.5 Smoking and Tobacco Use (519)
- 3.6 Firearms Policy (507)
- 3.7 On-the-Job Injuries
- 3.8 Children in the Workplace (518)
3.1 Changes in Personal and/or Campus Information

The Office of Human Resources maintains regular employment records and uses this information for official purposes. Therefore, it is necessary that the Office of Human Resources be informed of any change in campus or personal information (i.e., name, home or campus address, home or campus telephone number, number of dependents, beneficiary for retirement and insurance, etc.). These changes should be reported to the Office of Human Resources as soon as possible by completing a Personnel Data Sheet and/or the necessary insurance or retirement change forms. These forms are available in the Office of Human Resources on the University Web site.

Failure to provide changes in information may result in incorrect deductions and misdirected correspondence (e.g. W2 forms). It is very important that a current mailing address be kept on file with the Office of Human Resources.

3.2 Freedom of Information Act and Personnel Records (509)

Employees have the right to examine and copy the information contained in their own personnel file. Official personnel records for all classified employees are maintained in the Office of Human Resources, where files may be viewed at any time during regular business hours. Departments may also maintain personnel records. If so, employees have the right to view their own file at any time during regular business hours. A designated representative may also view an employee’s personnel files.

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

Under the Arkansas Freedom of Information Act, any citizen of the State of Arkansas may inspect and copy personnel records, except to the extent that disclosure would constitute a clearly unwarranted invasion of personal privacy. Before others are allowed to inspect or copy an employee’s file, the following types of information will be removed: Social Security and income tax information, medical and insurance information, information about retirement annuities, information about family and marital and parental status, unlisted telephone numbers and addresses not intended for publication, and scholastic or academic records.

Within twenty-four (24) hours of receiving a request for inspection of personnel records, the University must determine whether the records are subject to disclosure, and notify the employee of the request and the determination. The custodian, requestor, or the subject of the records may seek an opinion immediately from the Attorney General about whether the records are subject to disclosure.
In the event of a law enforcement or agency investigation in which personnel records are relevant, they may be made available to the University Legal Counsel and others involved in the investigation or litigation. An employee’s records may also be made available in response to a lawfully issued subpoena or court order.

For more information about Personnel Records, go to Board Policy 509.

For information about employee rights, go to Freedom of Information Act.

3.3 Alcohol Use (405)

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. Under the Governor’s policy directive, use of alcoholic beverages during office hours is strictly prohibited and will be grounds for immediate dismissal. This includes, but is not limited to, the consumption of alcohol and intoxication while on duty. Information about laws relating to alcohol possession and use is available from Human Resources. Information about the health consequences of alcohol use and locally-available sources of alcohol-abuse counseling is available from the University Health Center. For more information see section 11.5 Counseling Center and 11.6 Employee Alcohol and Drug Abuse Assistance Programs.

For more information, go to Board Policy 405.

3.4 Drug-Free Workplace Policy (505)

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


For more information, go to Board Policy 505.
3.5 Smoking and Tobacco Use Policy (519)
In accordance with the Arkansas State Law, smoking on campus is prohibited. University board policy prohibits the use of any tobacco products on campus and in any vehicle owned or leased by the University

For more information, go to Board Policy 519.

3.6 Firearms Policy (507)
UCA is committed to a safe working environment. Unless specific permission has been granted in advance by the division vice president and the president, the use, storage or possession of a firearm on University-controlled property or at a University-sponsored or supervised event is expressly prohibited, and the employee involved will be subject to immediate termination of employment.

For more information, go to Board Policy 507.

3.7 On-the-Job Injuries
If you become injured or ill while you are at work, and it is due to a work-related incident, you may be eligible to receive Workers’ Compensation. Workers’ Compensation is available to you by law to ensure that you obtain appropriate and reasonable medical care for injuries or illnesses sustained while you are on the job. Workers’ Compensation claims are submitted to the Office of Human Resources. The insurance carrier, Public Employee Claims Division located in Little Rock, will process, approve or deny and pay claims for work-related injuries.

3.7.1 Procedures for Reporting and Treatment of an On-the Job Injury or Illness
To report and obtain treatment for an on-the-job injury, follow the steps listed for emergency situations, urgent situations and non-emergency situations.

3.7.1.1 Emergency Situations
If the injury or illness might threaten a life, follow the steps below.

1. Call 911 immediately.
2. Notify Supervisor of the injured or ill employee(s) immediately.

The University Police Department (UCAPD) will be dispatched along with emergency medical transportation. The injured employee(s) will be transferred by ambulance to the emergency room at Conway Regional Medical Center.
3.7.1.2 Urgent Situations
If the injury or illness is not life-threatening, but requires immediate treatment, follow the steps below.

1. Call the University Police Department (UCAPD) at 501.450.3111.
   OR
   Call (501.450.3136) or go to Student Health Services located at the corner of Students Lane and Beatrice Powell Street.
2. Notify the Supervisor of the injured employee(s) immediately.

UCAPD officers are trained in first aid and serve as first responders. Student Health Services is open from 8:00 a.m. to 4:30 p.m., Monday through Friday.

3.7.1.3 Non-Emergency Situations
If the injury or illness is not life threatening, but requires medical attention, follow the steps below.

1. Notify your Supervisor as soon as possible.
2. Make an appointment with Student Health Services (501.450.3136) or Conway Occluded (501.327.4709).

3.7.2 On-the-Job Injury or Illness Claim Forms
For medical treatments and prescriptions to be paid, the injured employee(s) and Supervisor(s) will need to complete the necessary forms. Forms should be turned into the Office of Human Resources so the claim can be filed with the Public Employee Claims Division located in Little Rock. If possible, forms should be completed within ten (10) days of the injury, accident or illness. The forms to be completed are listed in the chart below:

<table>
<thead>
<tr>
<th>On-the-Job Injury or Illness Claim Forms</th>
<th>Completed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer’s First Report of Injury or Illness</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Employee’s Notice of Injury (Form N)</td>
<td>Employee</td>
</tr>
<tr>
<td>Employee’s Report of Accident (PECD 1)</td>
<td>Employee</td>
</tr>
<tr>
<td>Employer’s Report of Accident (PECD 2)</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Employer’s Supplemental Report of Injury (Form S)</td>
<td>Supervisor</td>
</tr>
</tbody>
</table>

These forms can be obtained in the Office of Human Resources (501.450.3181), Student Health Services (501.450.3136), or Physical Plant Office (501.450.3196). These forms along with frequently asked questions can also be found on the Office of Human Resources Web site.
The Public Employee Claims Division will make a determination of benefits eligibility after receiving all forms, medical reports and itemized statement of charges. Whenever you receive a statement concerning the on-the-job-injury, it is your responsibility to take it to Human Resources.

According to the Public Employee Claims Act, compensation to injured employees is not allowed for the first seven (7) calendar days of disability due to an injury, excluding the day of injury. If a disability lasts longer than that period, compensation begins with the eighth (8) calendar day of disability. If the disability lasts for a period of two (2) weeks, compensation begins the first day of disability, excluding the day of injury.

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

3.8 Children in the Workplace (518)

UCA makes every effort to provide a family-friendly environment for its students, faculty and staff and encourages children to participate in family- and youth-oriented programs on campus. The University understands that brief and infrequent visits by children of faculty, staff and students to campus and facilities occur for a variety of reasons (such as on-campus events, entertainment, meals and other activities). While it is not the policy to restrict visits by children for such activities, the frequent, regular or extended presence of children during work hours is not permitted due to (i) the potential for interruption of work; (ii) health and safety concerns; and (iii) liability to the University.

For more information, go to Board Policy 518.
4.0 Scheduling Policies

This section contains information regarding scheduling policies. Specific topics are listed below.

- 4.1 Absences from Work
- 4.2 Breaks
- 4.3 Flex Time
- 4.4 Inclement Weather and Delayed Start
- 4.5 Office Hours/Work Hours
- 4.6 Over time/Compensatory Time
4.1 Absences from Work

Employees absent for three (3) or more days without notification and approval of the appropriate Supervisor(s) will be considered to have abandoned their job and employment may be terminated.

4.2 Breaks

Breaks may be authorized each day at the discretion of the department supervisor. Breaks should not interfere with work schedules and deadlines. Breaks must be limited to two periods: one in the morning and one in the afternoon, not to exceed fifteen (15) minutes each.

4.3 Flex Time

Flex Time may be allowed at the discretion of the department head with approval from the appropriate vice president. The total number of work hours per week must equal forty (40).

4.4 Inclement Weather and Delayed Start

It is the policy of the University not to close due to bad weather when students are on campus. Instruction and support operations will continue.

University personnel are expected to be at work when the University is open. Each employee must exercise judgment as to when it is safe to travel. Accrued Annual Leave must be used for absences during inclement weather unless the employee is on approved Sick Leave at the time of inclement weather.

The University may close due to severe weather in some instances when students are not in residence and food services are closed. An announcement will be given by the administration and the time off will be treated as an unofficial paid day off.

When weather conditions are unfavorable in the early morning, but expected to improve during the day, the University may implement a delayed start time. Announcement of the delayed start will be given as early as possible on the morning of the delay.

Generally, weather announcements will be announced in four ways:

- University Web site
- Local and regional radio stations (FM 107.7, 102.9, 102.1, 98.5, 100.7, 96, 91.3, AM 920 KARN, 1230 KCON)
- UCA channel 6 and local television stations (Channels 4, 7, 11 and 16)
- Recorded message at the University’s telephone number (501.450.5000)
On a delayed-start day, employees arriving at work by 10:00 a.m. will not be charged for two (2) hours leave. Employees arriving at work after 10:00 a.m. or not at all, except in cases of previously approved Sick Leave, may be charged with Annual Leave for all hours missed.

Some critical support positions, as designated by the University and/or departments (such as police officers and physical plant maintenance staff), are expected to report to work during inclement weather. Using personal judgment to determine when it is safe to travel, employees in these roles may be required to report to work early and/or remain after normal working hours in support of critical functions of the campus.

### 4.5 Office Hours/Work Hours
Normal office hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Normal office services (phone, walk-in assistance, customer support, etc.), are expected to be available during all normal office hours. Normal work schedules for non-exempt employees are five (5), 8-hour days totaling a forty (40) hour work week.

Within that framework, department heads, with the approval of the appropriate division vice president, may establish variable work hours and lunch breaks. However, as an ongoing practice, employees may not skip lunch to shorten the workday.

### 4.6 Over time/Compensatory Time
Over time/Compensatory Time is earned when an employee works in excess of forty (40) hours per week.

To learn more about over time/Compensatory Time, see section 5.5 Fair Labor Standards Act.
5.0 Compensation and Payroll Policies
This section contains information regarding compensation and payroll policies. Specific topics are listed below.

- 5.1 Additional Income Statements
- 5.2 Career Service Awards
- 5.3 Classified Salary Changes
- 5.4 Employee Debt to the University
- 5.5 Fair Labor Standards Act
- 5.6 Garnishments and Child Support
- 5.7 Payroll Deductions
- 5.8 Professional Services Contract Employment
- 5.9 Reclassification of Positions
- 5.10 Salary Information
- 5.11 Workers’ Compensation
5.1 Additional Income Statements
With concurrent employment guidelines and line-item-maximum restrictions, additional or extra income is allowed. However, full-time employees of the University are primarily obligated to their employment with UCA and should not consider other employment that could interfere with that obligation. Senior, non-classified administrative staff members are generally prohibited from participating in other for-pay activities.

Before engaging in any additional employment, or consulting agreements or contracts, employees must inform their appropriate supervisor(s). Depending upon the work to be performed, a written plan describing the activity, time involved, schedule, requested release time and related issues may be required.

When additional employment is requested and/or approved, employees must remember that the names University of Central Arkansas and UCA are the exclusive property of the University and will not be used in support of claims or advertisements or in the content of any private report for other than documentation. University letterhead and stationery may be used only for official University business.

5.2 Career Service Recognition
Employees of state agencies and non-faculty employees of institutions of higher education are eligible for annual career service recognition payments upon completion of ten (10) years of service in a classified or non-classified, regular full-time position or positions with an agency or institution of the State of Arkansas. The annual Career Service payment is included in your regular month-end pay check on the date-of-hire anniversary month.

<table>
<thead>
<tr>
<th>Years of State Service</th>
<th>Annual Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 – 14</td>
<td>$600</td>
</tr>
<tr>
<td>15 – 19</td>
<td>$700</td>
</tr>
<tr>
<td>20 – 24</td>
<td>$800</td>
</tr>
<tr>
<td>25 or more</td>
<td>$900</td>
</tr>
</tbody>
</table>

5.3 Classified Salary Changes
Classified employees are eligible for general salary adjustments as approved by the Governor, the State Department of Finance and Administration and the UCA Board of Trustees. Salary adjustments typically occur in the form of annual cost-of-living adjustment (COLA) increases on July 1 of each year. Additional general increases may be made through upgrade of classifications or through directives of the Governor.
5.4 Employee Debt to the University

The University will aggressively pursue repayment of debts owed to the University by current or former employees. Debts owed upon termination of employment for items such as equipment, keys, uniforms or other charges may be repaid through deductions from final pay. In other cases, the University may work with employees or former employees to establish re-payment plans.

5.5 Fair Labor Standards Act

The Fair Labor Standards Act recognizes two basic categories of employees:

- **Exempt**: Employees not covered by the act
- **Non-Exempt**: Employees covered by the act

If an employee’s position is classified as *non-exempt*, the normal work week is forty (40) hours.

An employee is considered to have earned over time when he/she has worked in excess of forty (40) hours in any work week. A regular work week consists of forty (40) hours (from 12:00 a.m., Saturday through 11:59 p.m., Friday). It is the policy of the University to arrange for all work to be completed within that period. It is recommended that prior authorization from the employee’s immediate supervisor and the Departmental Department head be given before an employee works in excess of forty (40) hours per week. Before over time can be paid and/or compensatory time awarded, approval must be obtained through the appropriate Vice president.

In determining the number of hours worked by an employee within a given work week, time spent on Annual Leave, Sick Leave and holidays will not be counted as time worked. Any leave or holiday time included in a work week that results in an excess of forty (40) hours is to be compensated at straight time rates only. After excluding holiday and leave time from the total hours worked, if there are still excess hours over forty (40), that time is to be compensated at time-and-a-half.

Over time will be compensated in one of the following ways:

1. Employees will be paid time-and-a-half for work in excess of forty (40) hours per week providing the immediate supervisor, department head and appropriate vice president approve payment in advance. Over time will be approved only under conditions in which the safety and/or welfare of the University are involved and/or those in which work assignments and staff availability make the use of Compensatory Time inadvisable.
2. Rather than payment for overtime hours, employees may receive time-and-a-half for overtime through the assignment of Compensatory Time. With the approval of the appropriate Vice president, departments may determine when to assign Compensatory Time or when to pay overtime up to a maximum of ninety (90) hours of accrued Compensatory Time. All compensatory hours in excess of ninety (90) will be paid as accrued.

NOTE: Requests by employees for use of Compensatory Time are handled in the same manner as requests for Annual Leave. Departments will work with employees to schedule Compensatory Time that meets the employee’s needs and least interrupts the duties of the department. Unused Compensatory Time will be paid upon termination of employment.

5.6 Garnishments and Child Support
The University follows state and federal laws concerning garnishment of wages. The University will comply with all appropriate court-ordered collection of wages and with all related reporting requirements.

The University charges an administrative fee for each child support payment processed through payroll.

5.7 Payroll Deductions
The University makes certain payroll deductions automatically and others are made at the request of the employee. Deductions are as follows:

**Social Security (FICA):** All full-time, benefits-eligible employees are subject to Social Security deductions, not to exceed the annual maximum set by the Social Security Administration. These deductions are shown in two parts on the check stub: Social Security (FICA OLD AGE) and Medicare (FICA MEDICAL). The University makes equal contributions on behalf of the employee. Non-benefits eligible employees participate in the Social Security Alternate Plan (SSA). UCA makes no contributions to the SSA.

**Retirement:** UCA offers participation in the Arkansas State Teacher Retirement System (ATRS), the Arkansas Public Employees Retirement System (APERS) or an Alternate Retirement Plan (TIAA-CREF). Contribution rates vary depending upon the plan chosen. Go to section 7.8 Retiree Benefits or contact the Office of Human Resources for additional information.

**Group Insurance:** The University pays certain premiums for the employee’s group insurance. Payroll deductions are made for employees who insure themselves or dependents for health
and dental coverage and those who elect to carry additional employee life insurance. Insurance premiums may be paid on a pre-tax basis through the Cafeteria Plan (section 125) elections at the employee’s discretion.

**Tax-Sheltered Annuities:** Employees may select pre-tax deductions (within IRS annual pre-tax limits) for approved tax-sheltered annuity plans. Current vendors within the plans are TIAA-CREF and VALIC.

**Income Tax:** Both Federal and State taxes are automatically deducted from the pay check according to information on the W-4 form furnished by the employee to the Office of Human Resources.

**Other Deductions:** Other UCA board-approved deductions are made as authorized by the employee.

![NOTE: Employees are encouraged to request assistance from the Office of Human Resources prior to making changes in payroll deductions.]

### 5.8 Professional Services Contract Employment

Only within guidelines and with expressed prior approval may current State employees contract to provide services to their employer and/or any other State agency or institution. (Example: Contracts awarded through the competitive sealed bid process may, in general, be awarded to state employees.)

Before entering into any contract to provide services, employees should contact the University General Counsel, the Office of Human Resources or the Office of Purchasing for assistance and information. Employees who knowingly violate the State regulations regarding professional services contracts may be subject to fines and/or disciplinary actions.

### 5.9 Reclassification of Positions

Through time or with changes in the roles of departments or work units, the duties and responsibilities of a position may change. To more appropriately classify or title a position based upon those changes, a request for position reclassification may be prepared. The incumbent, through the department head, or by the department head, may initiate the request. In some cases, the Office of Human Resources will review a series of positions and recommend reclassification.

Reclassification within classified titles may be to another position in a higher-grade level, a lower-grade level or within the same grade level. Salary adjustments for reclassifications for classified titles are determined by State salary guidelines.
5.9.1 Classified Positions
Reclassification guidelines for classified positions are defined below.

1. A reclassification upward in grade level results in a salary increase, up to a maximum of 10%, or movement to the entry level of the new grade, whichever is greater. However, the new salary may not exceed the maximum level of the new grade.

2. A reclassification downward in grade level results in a salary decrease of the lesser of 10% or movement to the entry level of the new grade. However, the new salary may not exceed the maximum level of the new grade.

3. A transfer from one classified position to another that is within the same grade level results in no change in salary.

**NOTE:** Movement to another position in a non-classified title or movement to/from classified to/from non-classified may also be determined by the State. Contact the Office of Human Resources to discuss specific situations.

5.10 Salary Information
Payroll checks are issued as follows:

1. Employees are paid on a semi-monthly basis on the 15th and the last day of the month. If payday is on a weekend or holiday, the pay is received the previous working day.

2. All employees are required to have pay checks direct deposited into their bank accounts or into an account on a debit pay card.

**NOTE:** Adjustments for time off without pay will be made in the earliest possible pay period.
5.11 Workers’ Compensation

The University is committed to a safe and secure work environment and participates in the State Employers Workers’ Compensation program. Employees are covered for on-the-job injury through Workers’ Compensation. In general, Workers’ Compensation provides for medical care and payment for extended lost-time away from work for approved Workers’ Compensation injuries.

In the event of an on-the-job injury, the injured employee and Supervisor should contact the Office of Human Resources to report the incident and to receive guidance on the appropriate next steps. For more information and instructions for emergency situations, see section 3.7 On-the-Job Injuries.

In the event of a medical emergency, the injured employee and supervisor should first seek appropriate medical attention and then, as soon as is practical, report the situation to the Office of Human Resources.
6.0 Paid and Unpaid Leave
This section contains information regarding paid and unpaid leave. Specific topics are listed below.

- 6.1 Annual Leave
- 6.2 Catastrophic Leave Bank (504)
- 6.3 Court/Jury Duty
- 6.4 Employee Educational Leave
- 6.5 Employee Leave Reports
- 6.6 Family Medical Leave Act (FMLA)
- 6.7 Funeral Leave
- 6.8 Leave for Childrens’ Educational Activities
- 6.9 Leave-Without-Pay
- 6.10 Maternity/Paternity Leave
- 6.11 Military Leave
- 6.12 Sick Leave
- 6.13 University Holidays
6.1 Annual Leave
Regular, full-time employees who work a partial month accrue leave based on actual days worked. All Annual Leave is cumulative to a maximum of thirty (30) days (240 hours) on December 31st of each year. Accrued leave may exceed thirty (30) days during the calendar year, but all in excess of 240 hours will be forfeited if not used by December 31st of each year. Excess leave may be donated to the University Catastrophic Leave Bank.

Years of employment may be continuous state employment or an accumulation of service. Seniority for reinstated employees is in completed years of service only.

Full-time classified/non-classified employees and 12-month faculty accrue Annual Leave as follows:

<table>
<thead>
<tr>
<th>Year of Service Beginning</th>
<th>Monthly Hours Accrued</th>
<th>Annual Days Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire – 3</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Year 4 – 5</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Year 6 – 12</td>
<td>12</td>
<td>18</td>
</tr>
<tr>
<td>Year 13 – 20</td>
<td>14</td>
<td>21</td>
</tr>
<tr>
<td>Year 21 and over</td>
<td>15</td>
<td>22.5</td>
</tr>
</tbody>
</table>

6.1.1 Annual Leave Guidelines
Use the guidelines below when using Annual Leave:

- Annual Leave must be earned before it can be used
- Employees may not take Annual Leave in excess of the amount accrued during prior months (current month may not be used)
- Employees may not borrow from anticipated future accruals
- Before Annual Leave may be taken, approval should be obtained from the supervisor/department head
- Upon termination, resignation, retirement, death or other action by which a person ceases to be an active employee of the University, the amount due the employee or his estate from accrued Annual Leave will be paid the month after the separation from service
- Employees receiving additional compensation cannot return to state employment until the number of days for which he/she received additional compensation has expired
- Annual Leave may be transferred between state agencies or institutions if there is no break in service beyond one month, and no lump-sum payment for accrued Annual Leave has been received by the employee
- Leave in excess of accrued vacation will result in a Leave-Without-Pay notice, which is strongly discouraged
- Employees are responsible for keeping track of leave balances as continuous violation of these guidelines may result in disciplinary action
Employees transferring without a break in service, between state agencies and/or state supported institutions of higher education, which are covered by these policies, shall retain all accumulated Annual Leave.

When an employee separates from UCA, he/she will be eligible to receive a payout of their annual as well as birthday and holiday leave accruals (unless transferring to another state agency). The total hours of this payout may not exceed thirty (30) days or 240 hours.

NOTE: Since the University has a planned work schedule, it is important that an employee works with his/her supervisor/department head in requesting leave so that time off does not interfere with the operation of the department. The employee may be subject to disciplinary action for failure to follow Leave Request Policy and use the guidelines. Annual Leave of less than fifteen (15) minutes may not be taken.

6.2 Catastrophic Leave Bank (504)
The University’s Catastrophic Leave Bank provides paid leave for qualifying full-time employees in the event of a serious medical condition or in the event of a serious medical condition of an employee’s immediate family member. Under the program, participants receive their normal pay and benefits. All Annual and Sick Leave accrued while on Catastrophic Leave is returned to the Leave Bank.

The Leave Bank is established and maintained through voluntary donations by UCA employees from their accrued Annual or Sick Leave. Donations of leave time are made to the general bank and may not be made to or specified for any individual or situation.

For more information, go to Board Policy 504.

6.2.1 Eligibility of Catastrophic Leave Requests
The Catastrophic Leave Committee will review each request and ascertain that the following rules are adhered to before recommending approval of any request for Catastrophic Leave time and donation of accrued leave to the Catastrophic Leave Bank.

Catastrophic illness means the medical condition (of an employee OR the spouse, parent or dependent child which may be claimed as a dependent under the Arkansas Income Tax Act of 1929) as certified by a physician, which requests the employee’s absence from work for thirty (30) or more working days and which, except for the Catastrophic Leave program, would result in a substantial loss of income to that employee due to the depletion of all earned leave.

To be eligible to receive Catastrophic Leave time, employees will be in compliance with the following rules:
1. The employee must be a regular, full-time, classified or non-faculty non-classified employee who is receiving compensation on a full-time basis.

2. The employee must have been employed by the state for more than two (2) years.

3. If the illness or injury is that of an employee and is covered by Workers’ Compensation, the compensation based on Catastrophic Leave when combined with the weekly workers’ compensation benefit received by the employee will not exceed the compensation being received by the employee at the onset of the illness or injury.

4. The employee must not have been disciplined for any leave abuse during the past two (2) years.

5. An acceptable medical certificate from a physician supporting the continued absence must be on file.

### 6.2.2 Catastrophic Leave Request Guidelines

The Catastrophic Leave Committee will use the following guidelines to review Catastrophic Leave Requests.

1. No classified or non-faculty, non-classified employee will be eligible for approved Catastrophic Leave in excess of six (6) continuous months unless it can be demonstrated that the employee has been denied disability retirement, Social Security benefits, or long-term disability benefits if provided by the University.

2. If the illness or injury is that of an employee and is covered by Workers’ Compensation, the compensation based on Catastrophic Leave, when combined with the weekly Workers’ Compensation benefit received by the employee, will not exceed the compensation being received by the employee at the onset of the illness or injury.

3. No classified or non-faculty, non-classified employee will be approved for Catastrophic Leave unless the employee has provided an acceptable medical certificate from a physician supporting the continued absence, and setting forth that the employee is and will continue to be unable to work due to a catastrophic illness. Information relative to the employee’s assigned duties, such as functional job descriptions, will be made available to the physician and the Catastrophic Leave Committee.

4. In no case will Catastrophic Leave be granted beyond the date the physician certifies that the employee is able to return to work (or qualifying family member has sufficiently recovered).

5. Catastrophic Leave, which would result in a negative balance in the University’s Catastrophic Leave Bank, will not be approved.

6. In the event an employee on Catastrophic Leave is terminated, retires, returns to work or otherwise becomes ineligible of Catastrophic Leave, prior to the expiration of previously approved Catastrophic Leave, all unused Catastrophic Leave will be returned to the Catastrophic Leave Bank.

7. No classified or non-faculty, non-classified employee will be granted leave retroactively.

8. Recommendations by the Catastrophic Leave Committee will be reviewed by the Council of Vice presidents and recommended to the President of the University.
9. The decision of the president of the University shall be final and binding. Nothing, however, shall prevent the Council of Vice Presidents in its recommendation to the President of the University, from taking into account the impact on the University’s operation in granting or denying Catastrophic Leave or in modifying previously approved Catastrophic Leave, if in the judgment of the Council of Vice Presidents of the University, such approved leave would seriously impact the University’s operation.

10. Applications for Catastrophic Leave will be reviewed on a first-filed, first-considered basis.

6.3 Court/Jury Duty
Employees who serve as jurors or are subpoenaed as witnesses to give a deposition in a court or hearing, not involving personal litigation or service as paid witnesses outside the scope of State employment, is entitled to receive normal and full compensation in addition to any fees paid for such services. If the employee provides reasonable notice to the agency/institution of the required proceedings, the employee will not be subject to discharge from employment, loss of Annual or Sick Leave days or accrual rates or any other form of penalty.

Employees who work night shifts and are required to serve in court during the day or are subpoenaed as witnesses to give a deposition in a court or hearing, not involving personal litigation or service as paid witnesses outside the scope of State employment, will be allowed to take court and jury leave on the night shift of the day on which they serve.

6.4 Employee Educational Leave
The conditions for granting Educational Leave will be at the discretion of the appropriate Vice president and University President. Non-faculty employees interested in pursuing Employee Educational Leave should prepare a written request outlining the dates and general purpose of the leave and forward the request to the Office of Human Resources.

6.5 Employee Leave Reports
Full-time employees are required to complete an online Leave Report on a semi-monthly basis. The Leave Report must be submitted and approved by your Supervisor no later than three (3) working days after the pay period ends. If assistance is needed, please contact your supervisor or the Office of Human Resources. Click the link to go to the Tutorials and Leave Report Calendar.
6.6 Family Medical Leave Act (FMLA)

The Federal Family and Medical Leave Act (FMLA) entitles eligible employees up to a total of twelve (12) work weeks of leave during any twelve (12) month period.

Employees can take FMLA for one of the reasons listed below.

- Birth and care of a newborn child of the employee
- Placement of a child with the employee for adoption or foster care
- Care of a spouse, child or parent of the employee who has a serious health condition
- Serious health condition of the employee that renders the employee unable to perform the functions of their jobs
- Leave for a qualifying exigency situation for a spouse, child or parent of an employee on covered active duty during deployment to a foreign country

The FMLA entitles eligible employees up to a total of twenty-six (26) work weeks of leave during any twelve (12) month period for the following reason:

- To care for a spouse, child or parent of the employee who is injured while serving on active military duty, including veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five (5) years preceding the date of treatment.

The twelve (12) month period during which the employee may take up to twelve (12) weeks of FMLA Leave is a rolling twelve (12) month period. The rolling twelve (12) month period is measured backward from the date an employee uses any FMLA Leave.

The Family Medical Leave Act does not mandate payment for leave. However, UCA requires the employee to use any available accrued paid leave, which will run concurrently with FMLA, for as much of the twelve (12) week period as it will cover before moving into an unpaid leave status.

Leave is used in the following order:

1. Earned Sick Leave
2. Earned Compensatory Leave
3. Earned Annual Leave
4. Leave-Without-Pay

In cases of Maternity/Paternity Leave, the employee may elect to use unpaid leave without exhausting accrued paid leave.

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. Leave taken intermittently will not reduce the total amount of FMLA leave the employee is entitled. Only the actual time taken is counted toward the allowed twelve (12) work weeks. Additionally, when scheduling medical treatments or related activities, the employee
should work with his/her supervisor in an attempt to schedule times that will fit the employee’s needs and least interrupt operations of the department.

To be eligible for FMLA leave, the employee must have been employed by the State of Arkansas for not less than twelve (12) months immediately preceding the request and must have worked at least 1250 hours during that time.

FMLA leave request forms and copies of the certificate to be completed by the employee’s or family member’s health care provider are available from the Office of Human Resources or on the [Office of Human Resource](#) Web site. The FMLA leave request forms require information from a physician or other qualified health care provider regarding the necessity for leave. Any and all medical information submitted on the FMLA leave request forms will be considered confidential.

When the need for FMLA leave is foreseeable, the employee must provide the University with completed FMLA leave request forms thirty (30) days in advance of the anticipated FMLA. In cases in which the event cannot be foreseen, the employee should notify the University as soon as practical, typically within twenty four (24) hours of the event. In cases of illness, the employee may be required to report periodically on their leave status and their intention to return to work. The employee may be required to provide recertification on a reasonable basis.

While on FMLA, employees retain their right to return to the same position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment as the one held prior to taking leave.

If the employee participates in UCA’s group health insurance, the health insurance coverage will be maintained, and UCA will continue to pay the University’s portion of the premium while the employee is on FMLA. The employee is responsible for paying the employee’s portion of the premium. The employee may choose not to retain the health insurance coverage during FMLA. If health insurance coverage is not retained, the employee is entitled to have the coverage reinstated upon returning to work, without any qualifying period, physical examination, exclusion of pre-existing conditions or other qualification that did not exist before the employee went on leave.

For further information concerning the Family and Medical Leave Act of 1993, contact the Office of Human Resources or call 501.450.3181.
6.7 Funeral Leave
Requests for leave to attend funeral services for an immediate/step family member are made under Sick Leave. Requests for leave to attend funeral services for someone who is not an immediate/step family member will be made under Annual Leave or Leave-Without-Pay.

Immediate/step family members are defined in the chart below.

<table>
<thead>
<tr>
<th>Immediate/Step Family Members</th>
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<tbody>
<tr>
<td>Brother</td>
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<tr>
<td>Husband</td>
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<tr>
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<td>Father</td>
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<tr>
<td>Mother</td>
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<tr>
<td>Grandchildren</td>
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<tr>
<td>Sister</td>
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<tr>
<td>Grandparents</td>
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<tr>
<td>Wife</td>
</tr>
</tbody>
</table>

Any individual acting as a parent or guardian of an employee

**NOTE:** An employee may take up to five (5) days of Sick Leave to attend funeral services. If additional time off is required due to family responsibilities, an employee may use Annual Leave or apply for Leave-Without-Pay.

6.8 Leave for Children’s Educational Activities
All State employees will be entitled to eight (8) total hours of leave, regardless of the number of children, during any one (1) calendar year for the purpose of attending or assisting with the educational activities of a child.

A child is defined as a person enrolled in pre-kindergarten through grade 12 who is of the following relation to the State employee:

- Natural child
- Adopted child
- Step child
- Foster child
- Grandchild
- Ward of the State employee by virtue of the State employee having been appointed the person’s legal guardian or custodian
- Any other legal capacity where the State employee is acting as a parent for the child

A child also includes a person who meets the criteria above and is over eighteen (18) years of age and has been declared legally incompetent.
Educational Activity is defined as any *school-sponsored activity* including without limitations:

- Parent-teacher conference
- Participation in school-sponsored tutoring
- Participation in school-sponsored volunteer program
- Field trip
- Classroom program
- School committee meeting
- Academic competition, assisting with athletic, music or theatre programs
- Pre-kindergarten program

Children’s’ Education Activities Leave that is not used may *not* be carried over to the next year. Children’s Educational Leave must be approved by the Supervisor and indicated on the semi-monthly Leave Report.

An employee (parent or grandparent) may request Children’s’ Educational Leave under A.C.A. 21-4-216. This leave is not compensable to the State employee at the time of retirement.

### 6.9 Leave-Without-Pay

An employee may request a continuous leave of absence without pay not to exceed six (6) months unless granted in accordance with the provision for Military Leave. The leave and the conditions of the leave are granted at the discretion of the University President. However, Leave-Without-Pay is not to be granted until the employee’s accumulated Annual Leave has been exhausted, except in cases of Maternity/Paternity Leave. An employee on Leave-Without-Pay status does not accumulate leave time or receive pay for any legal holidays.

At the expiration of Leave-Without-Pay, the employee will be reinstated to the same or reasonably same position without loss of any rights, unless the position is no longer available due to a budgetary reduction in staff or other unforeseen organizational changes. Leave-Without-Pay will not change an employee’s eligibility date for salary increases. However, the award of any anniversary salary increase and performance evaluation review will be delayed beyond the anniversary date for the same number of workdays as the employee was on leave without pay.

Failure to report to work promptly at the expiration of the leave, except for satisfactory reasons submitted in advance, is cause for dismissal.
6.10 Maternity/Paternity Leave
Maternity/Paternity Leave is to be treated as any other leave for sickness or disability. Sick Leave may be used only for the length of time the physician states is necessary for recuperation.

The employee may elect to take leave of absence without pay and not exhaust accumulated Annual and Sick Leave. Paid and/or unpaid Maternity/Paternity Leave will be treated under Family Medical Leave.

6.11 Military Leave
Military Leave is a type of leave that may only be used by active members of the U.S. Armed Forces, which include: United States Marine Corp, United States Army, United States Navy, United States Air Force, Arkansas National Guard and all reserve branches of the Armed Forces.

6.11.1 Active Duty for Military Service
A regular, full-time employee who is drafted or called to active duty in the Armed Forces of the United States or who volunteers for military service, will be placed on extended Military Leave without pay; all unused Sick Leave at the time of Military Leave will be reinstated at the time the employee returns to State employment unless the employee requested and received a lump-sum payment for the accrued, unused Annual Leave when placed on the extended Military Leave.

When the employee is released from active duty, he/she will be reinstated to the position vacated or an equivalent position for which he/she is qualified in the same agency or its successor in interest.

Employees performing active military service for fewer than thirty-one (31) days must report for reemployment on the first regularly-scheduled workday within eight (8) hours after discharge from military service. Those serving more than thirty (30) days but less than one hundred and eighty-one (181) days must report within fourteen (14) days after discharge. Those serving more than one hundred and eighty (180) days must report for reemployment within ninety (90) days after discharge from military service.

The reinstated employee will not lose any seniority rights with respect to leave accrual rates, salary increases, Reduction in Force policies, or other benefits and privileges of employment. The period of military service, for purposes of computations to determine whether such persons may be entitled to retirement benefits, should be deemed continuous service and the employee will not be required to make any contributions to any state-supported retirement fund. To receive service credit for retirement purposes, a copy of the employee’s DD214 must be submitted to
the appropriate retirement system. The retirement system will notify the appropriate agency to remit the employer’s contributions to update the employee’s account.

Former employees turning to State service after military service, but who extended their enlistment or reenlisted for additional military service beyond the initial period for more than a period of four (4) years (or five (5), when reenlisted was at the request of the military) will lose all reinstatement rights and will be considered a rehire. Military service time may be extended beyond the five (5) year period for reasons stated in 38 U.S.C. § 4312(c).

6.11.2 Called to Active Duty in Emergency Situation

Regular, full-time State agency and institution employees who are called to active duty in emergency situations (and in situations covered by 10 U.S.C. § 12304) as declared by the Governor or President will be granted Leave-With-Pay. The period of Leave-With-Pay for emergency active duty will not exceed thirty (30) working days per calendar year. Periods beyond the thirty (30) day limit may be charged to Annual Leave at the employee’s option and, if necessary, to Leave-Without-Pay.

If an employee’s active duty in emergency situations begins in one (1) calendar year and ends in the next calendar year, and the employee is subsequently redeployed due to an emergency situation, the employee is eligible for thirty (30) days paid leave in the new calendar year. To be eligible for emergency active military duty paid leave, the employee must be actively employed by the State and submit a copy of military orders for each emergency deployment.

Military Leave for emergency active duty situations is granted in addition to annual Military Leave for training purposes and Annual Leave.

6.11.3 Active Duty for the Purpose of Specialized Training

In cases where an employee volunteers or is ordered to active duty for the purpose of special training, the employee will be placed on Leave-Without-Pay for the period of training unless the employee elects to use his accrued Annual Leave. This Leave-Without-Pay is given in addition to the paid leave for annual military training.

The employee retains eligibility rights including accumulated Annual Leave (unless the above option has been exercised) and any Sick Leave not used at the time the employee begins the training.

The employee does not accumulate Annual or Sick Leave during a Leave-Without-Pay period, and the Annual Leave accrual rate will be calculated as though there had been no period of absence.
6.12 Sick Leave

Sick Leave is available to benefits-eligible, full-time employees. Unlike Annual Leave, however, Sick Leave may only be used when the employee is unable to work because of sickness, injury or for medical, dental or optical treatment.

Sick Leave may also be granted to employees due to illness or death of a member of the employee’s immediate/step family as defined below.

<table>
<thead>
<tr>
<th>Sick Leave</th>
<th>Definition of Immediate and/or Step Family Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brother</td>
<td>Husband</td>
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<tr>
<td>Child</td>
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<td>Grandparents</td>
<td>Wife</td>
</tr>
<tr>
<td>Any individual acting as a parent or guardian of an employee</td>
<td></td>
</tr>
</tbody>
</table>

For more information, see section 6.7 Funeral Leave.

Employees who leave University employment are not entitled to be paid for accrued Sick Leave; however, eligible employees may be paid a portion of their accrued Sick Leave upon retirement. For more information, contact the Office of Human Resources at 501.450.3181.

Full-time employees covered by this Staff Handbook accrue Sick Leave at the rate of one (1) day per month, up to a maximum of 120 days (960 hours), which may be carried over at the end of the calendar year.

Employees are encouraged to donate excess leave time to the University Catastrophic Leave Bank for use by employees experiencing lost time due to serious illness or injury.

Regular full-time employees who work a partial month accrue leave based on actual days worked.

When an employee is laid off due to budgetary reasons or curtailment of activities and is reinstated within six (6) months, accrued Sick Leave may be restored to his/her credit.

Sick Leave may be transferred between state agencies and institutions if there is no break in service.
6.12.1 Sick Leave Guidelines

The following rules and regulations govern the use of Sick Leave:

- An employee may not take Sick Leave in excess of the amount accrued during prior months (current month may not be used)
- Sick Leave cannot be taken in increments less than fifteen (15) minutes

**NOTE:** An employee may be required to furnish a certificate from an attending physician if he/she has been sick more than five (5) consecutive days. A certificate from a Christian Science practitioner listed in The Christian Science Journal may be submitted in lieu of a physician’s certificate.

Absences due to Sick Leave, except in cases of Maternity/Paternity Leave, are charged in the following order:

1. Earned Sick Leave
2. Accrued Compensatory Time Off
3. Earned Annual Leave
4. Leave-Without-Pay
5. Where appropriate, the University will apply Family Medical Leave, which will run concurrently with the approved paid and/or unpaid leave.

For more information, see section 6.6 Family Medical Leave Act (FMLA).

Employees must be approved for one of the four (4) types of leave mentioned above. Excessive absences without approval are grounds for dismissal.

Requests to use Sick Leave should be made in advance whenever possible.

The employee should notify the department head at the beginning of the workday or as soon as possible on the first day of absence due to illness.

If approval cannot be secured in advance, a Sick Leave request should be filed within two (2) days of the employee’s return to work.

If an employee fails to make proper notification for use of Sick Leave, as explained in these guidelines, such absences will be charged to Annual Leave and then to Leave-Without-Pay. Such determination will be made at the discretion of the department head and appropriate vice president.
6.12.2 Sick Leave Incentive Payout

Upon retirement or death, any employee, or beneficiary of any employee, shall receive compensation for accumulated unused Sick Leave or Sick Leave Incentive Payout as follows:

1. If the employee has accumulated at least fifty (50) days, but less than sixty (60) days of Sick Leave, the employee shall receive an amount equal to fifty percent (50%) of the number of accrued Sick Leave days times fifty percent (50%) of the employee's daily salary.

2. If the employee has accumulated at least sixty (60) days, but less than seventy (70) days of Sick Leave, the employee shall receive an amount equal to sixty percent (60%) of the number of accrued Sick Leave days times sixty percent (60%) of the employee's daily salary.

3. If the employee has accumulated at least seventy (70) days, but less than eighty (80) days of Sick Leave, the employee shall receive an amount equal to seventy percent (70%) of the number of accrued sick days times seventy percent (70%) of the employee's daily salary.

4. If the employee has accumulated at least eighty (80) or more days of Sick Leave, the employee shall receive an amount equal to eighty percent (80%) of the number of accrued Sick Leave days times eighty percent (80%) of the employee's daily salary.

Upon retirement or death, if the balance of the employee’s Sick Leave does not reach the criteria for a Sick Leave Incentive Payout, the employee or their beneficiary may donate their Sick Leave to the Catastrophic Leave Program. In no event shall an employee, or beneficiary, receive an amount that exceeds seven thousand five hundred dollars ($7,500).

6.13 University Holidays

The University grants full-time, benefits-eligible employees time off with pay to observe the following holidays.

<table>
<thead>
<tr>
<th>University Holidays</th>
<th>Official State Holidays</th>
<th>UCA Scheduled Holidays</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>New Year’s Day</td>
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<tr>
<td>Dr. Martin Luther King Jr./Robert E. Lee Birthdays</td>
<td>Third Monday in January</td>
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<tr>
<td>George Washington/Daisy Gaston Bates Birthdays</td>
<td>Transferred to Holiday Break</td>
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<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
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<tr>
<td>Independence Day</td>
<td>July 4th</td>
<td></td>
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<tr>
<td>Labor Day</td>
<td>First Monday in September</td>
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</tr>
<tr>
<td>Veteran’s Day</td>
<td>Transferred to Holiday Break</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Fourth Thursday in November (Friday by Governor’s declaration only)</td>
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</tr>
<tr>
<td>Christmas</td>
<td>Christmas Eve and Christmas Day</td>
<td></td>
</tr>
<tr>
<td>Employee’s Birthday</td>
<td>Transferred to Holiday Break</td>
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</tbody>
</table>
According to state procedures, holidays falling on Sunday are normally observed on the following Monday and holidays falling on Saturday are normally observed on the preceding Friday. Full-time employees are eligible for holiday leave at full pay. The above holidays represent the minimum number of days that will be observed. Extra days may be needed during the Holiday Break. Employees can use Annual Leave and Compensatory Time to cover any extra days. Please refer to the UCA Web site, Holiday Calendar, for current schedule.

Due to the requirements of the University in providing educational services, certain holidays are observed at a time different from that observed by other state agencies. University employees may be required to work on certain legal holidays that occur while school is in session; however, University employees do receive the same number of holidays as other state employees. The holiday schedule may be adjusted based upon the needs of the University and/or designation by the State.

The University will accommodate reasonable leave requests to observe special religious holidays not mentioned above. Requests in writing should be completed at least two (2) weeks in advance and filed with the department head. Time off may be granted as Annual Leave or Leave-Without-Pay if no leave is accrued.

6.14 Holiday Pay and/or Equivalent Time Off
To be eligible for holiday pay, the employee must be in pay status on the last scheduled workday before the holiday and at least one (1) hour on the first scheduled workday after the holiday.

If a holiday occurs while an employee is on Annual Leave or Sick Leave, that day will be charged as a holiday and will not be charged against the employee’s Annual Leave or Sick Leave.

Employees must work on holidays when the needs of the University require it. For those employees scheduled to work on normally observed University holidays, supervisors are responsible for scheduling alternative days off. Time off should be taken within thirty (30) days of the observed holiday wherever possible.
7.0 Employee Benefits
This section contains information regarding benefits for eligible employees. Specific employee benefit topics are listed below. For more information, contact the Office of Human Resources for additional information and eligibility criteria. You can also go to Benefits on the Office of Human Resources Web site.

- 7.1 Cafeteria Plan/Flexible Spending Account
- 7.2 Consolidated Omnibus Budget Reconciliation Act (COBRA)
- 7.3 Dental Insurance
- 7.4 Health Insurance
- 7.5 Life Insurance and Accidental Death and Dismemberment Insurance
- 7.6 Long-Term Disability Insurance
- 7.7 Retirement Plans
- 7.8 Retiree Benefits
- 7.9 Social Security/Medicare System
- 7.10 Vision Care and Other Supplemental Insurance
- 7.11 Tuition Remission (623)
- 7.12 Unemployment Compensation
7.1 Cafeteria Plan/Flexible Spending Account

The Cafeteria Plan is a voluntary employee benefit plan established by UCA under Section 125 of the IRS Code, which permits employees to pay for certain eligible expense with pre-tax dollars. Eligible premiums for premium conversion are medical, dental, vision and some supplemental insurance. The premiums are deducted from the employee’s gross pay before Federal, State and Social Security taxes are calculated. Once the employee elects to pre-tax their premiums, the election cannot be changed or canceled during the calendar year unless a qualifying event has occurred within the last thirty-one (31) days. Qualifying events are generally related to family status changes and/or employment status changes such as marriage, divorce, birth, spouse begins new job with benefits, spouse job ends, etc.

The election to participate in the Cafeteria Plan is made during the New Employee Benefits Orientation and then each year during the annual Open Enrollment period.

7.1.1 Flexible Spending Accounts

UCA offers Flexible Spending Accounts (FSA), under a Section 125 Cafeteria Plan, which allows the employees to use pre-tax dollars to pay for out-of-pocket medical/dental expenses and dependent care expenses. Each year, during Open Enrollment, employees are allowed to elect a portion of their annual salary to be withheld before Federal, State and Social Security taxes are deducted. As the employee incurs out-of-pocket medical/dental expenses or dependent care expenses, a claim may be filed with the FSA carrier for reimbursement. The FSA provides employees the opportunity to reduce their taxes while increasing their spendable income. There are two types of flexible spending accounts: Medical Care Reimbursement Account and Dependent Care Reimbursement Account.

The two accounts are not interchangeable. Employees may set up both types of accounts, but medical care expenses will not be reimbursed from the dependent care account or vice versa. The University highly recommends that employees estimate their needs for each purpose as accurately as possible at the beginning of every year and to anticipate any changes that may occur during the calendar year. Changes to the annual election are not allowed within the year unless the employee has a qualifying event, such as marriage, divorce, birth, spouse begins new job with benefits, spouse ends job, etc.

Expenses must be incurred within the plan year. The plan year is considered to be January 1 through March 15 of the following year. (EXAMPLE: A plan year begins January 1, 2012 and ends March 15, 2013.) Claims can be made at any time throughout the plan year prior to the deadline of March 31. (EXAMPLE: March 31, 2013 is the deadline to file claims for plan year January 1, 2012 – March 15, 2013). Claims can be submitted by email, fax or mail to the FSA carrier. Any money not claimed by the deadline is forfeited.

For further information concerning the Cafeteria Plan/Flexible Spending Accounts, go to the Office of Human Resources Web site or call 501.450.3181.
7.1.1.1 Medical Care Reimbursement Account
The Medical Care Reimbursement Account can be used to pay certain out-of-pocket medical expenses not covered by insurance plans, such as unreimbursed dental expenses and medical insurance deductibles and co-payments. The UCA Office of Human Resources can provide information regarding eligible expenses and non-eligible expenses.

7.1.1.2 Dependent Care Reimbursement Account
The Dependent Care Reimbursement Account can be used to pay the costs for care of dependents allowing the employee and their spouse, if married, to work. Expenses that are eligible for reimbursement include day care or after-school care expenses for employee’s children under age 13 and/or care for employee’s spouse or other adult dependent that are incapable of self-care.

7.2 Consolidated Omnibus Budget Reconciliation Act (COBRA)
All insurance coverage ceases when employment is terminated. The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a Federal law that gives employees and covered dependents the right to elect continuation of group health coverage at a cost of 102% of total monthly premium if eligibility for the employer-sponsored group insurance plans is lost.

The employee and covered dependents are eligible for a maximum of eighteen (18) months of COBRA if:

- UCA employment is terminated
- Hours of employment at UCA are reduced and you are no longer eligible for the group insurance plans

Employee’s covered dependents are eligible for a maximum of thirty six (36) months of COBRA if:

- UCA employee dies while actively employed
- Divorce occurs between UCA employee and spouse
- A child of a UCA employee loses eligibility for dependent coverage due to age or loss of dependent status

COBRA coverage may be continued for health, gap, dental, vision and/or flexible spending account (if applicable) together or separately. The employee and each enrolled family member is entitled to make a separate decision to continue coverage.

The enrollment deadline is sixty (60) days following the date of a qualifying event, or the date on which the employee receives notice from the COBRA Administrator, whichever is later.
The notification received from the COBRA Administrator will contain an election form. To enroll in COBRA, the election form must be completed and returned to the COBRA Administrator before the deadline. Premiums must be paid retroactive to the first day of the month following the qualifying event.

For more information, go to the Office of Human Resources Web site or call 501.450.3181.

7.3 Dental Insurance
If elected, the group dental insurance becomes effective on the first day of the month after ninety (90) days of continuous employment. An enrollment application for the employee and/or qualifying family members must be completed within thirty (30) days of hire date or other qualifying event. Qualifying events include moving from part-time to full-time, marriage, divorce, etc.

For more information, go to the Office of Human Resources Web site or call 501.450.3181.

7.4 Health Insurance
If elected, the group health insurance becomes effective on the first day of employment. An enrollment application for the employee and/or qualifying family members must be completed within thirty (30) days of hire date or other qualifying event. Qualifying events include moving from part-time to full-time, marriage, divorce, etc.

For more information, go to the Office of Human Resources Web site or call 501.450.3181.
7.5 Life Insurance and Accidental Death and Dismemberment Insurance

If elected, the group life insurance and accidental death and dismemberment insurance will be effective on the first day of the month after ninety (90) days of continuous employment. An enrollment application for the employee must be completed within thirty (30) days of hire date. The University provides coverage equal to one times salary to a maximum of $250,000. The employee may purchase additional coverage at one, two or three times salary coverage to a maximum of $350,000. Requests for coverage after the initial enrollment period are subject to evidence of insurability review by the insurance carrier. At age 65, the amount of life insurance coverage for active employees will decrease by 35%. Information regarding the current monthly premiums is available in the Office of Human Resources.

The University strongly recommends employees to periodically review their beneficiary information. Beneficiary information is maintained in the Office of Human Resources and may be updated at any time by completing a Beneficiary Change Form.

For more information, go to the Office of Human Resources Web site or call 501.450.3181.

7.6 Long-Term Disability Insurance

The University provides a group long-term disability insurance that becomes effective on the first day of the month after ninety (90) days of continuous employment and provides partial income replacement (2/3 of current salary) in the event of a long-term condition that prevents the employee from returning to work. The waiting period for disability coverage is 180 days. Claim forms for long-term disability, if possible, should be completed prior to the expiration of the 180 days. Claims are submitted to the UCA Office of Human Resources. The insurance carrier will make approval or denial decisions. Income replacement will terminate if disability ends or employee has received maximum benefit based upon age when disability began.

For more information, go to the Office of Human Resources or call 501.450.3181.
## 7.7 Retirement Plans

All benefit-eligible employees must participate in a retirement plan. As of July 1, 2011, there are two categories of retirement plans available: 403B/457B Defined Contribution Plan and a Defined Benefit Plan. Employees make an irrevocable decision upon hire regarding which retirement plan to participate. The 403B Defined Contribution Plan offers retirement investment options with TIAA-CREF. The Defined Benefit Plan is the Arkansas Public Employees Retirement System.

As of July 1, 2011, any new benefits-eligible employee hired on or after July 1, 2011 that previously became a vested member of the Defined Benefit Plan with the Arkansas Teacher Retirement System may elect to participate in the Arkansas Teacher Retirement System.

### 7.7.1 Arkansas Public Employees Retirement System (APERS)

The Arkansas Public Employees Retirement System (APERS) is a defined benefit retirement plan. Five (5) years of plan participation are required to be vested. UCA and the employee will contribute each pay period an amount equal to a percentage of the employee’s salary. The employee’s mandatory percentage is 5% and UCA’s employer percentage is determined by APERS.

For more information, go to the [APERS](#) Web site.

### 7.7.2 Arkansas Teacher Retirement System (ATRS)

The Arkansas Teacher Retirement System (ATRS) is a defined benefit retirement plan. Five (5) years of plan participation are required to be vested. UCA and the employee will contribute each pay period an amount equal to a percentage of the employee’s salary. The employee’s mandatory percentage is 6% and UCA’s employer percentage is determined by ATRS.

For more information, go to the [ATRS](#) Web site.

**NOTE:** As of July 1, 2011, ATRS is offered only to previously-vested members.
7.7.3 TIAA-CREF

Teachers Insurance and Annuity Associations – College Retirement Equities Fund (TIAA-CREF) – is a defined contribution retirement plan. UCA contributions vest on a pro-rated basis for plan participation of less than four (4) years. Specific vesting information is provided in the chart below.

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Vested Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1 – Year 2</td>
<td>25%</td>
</tr>
<tr>
<td>Completion of Year 2 – Year 3</td>
<td>50%</td>
</tr>
<tr>
<td>Completion of Year 3 – Year 4</td>
<td>75%</td>
</tr>
<tr>
<td>Year 4 and Beyond</td>
<td>100%</td>
</tr>
</tbody>
</table>

Employee contributions are immediately vested to the employee. UCA will contribute an amount equal to 10% of the employee’s salary each pay period. The employee must contribute a minimum of 6% each pay period.

7.7.4 Supplemental Retirement Accounts (SRA)

The University, through vendors, offers employees the opportunity to participate in supplemental retirement plans. The plans receive no contributions from the University. The employee may elect contributions to be made on a pre-tax or after-tax basis (ROTH) or both. Current SRA vendors are TIAA-CREF and VALIC.

For more information, go to the Office of Human Resources or call 501.450.3181.

7.8 Retiree Benefits

Full-time, benefits-eligible employees, if qualified, may be eligible for continuation of certain fringe benefits upon retirement from the University, including, but not limited to, the following:

- Life-time passes to athletic events
- Life-time passes for use of the library
- Special events
- Other University-sponsored events
7.8.1 Policy (516)
Full-time, benefits-eligible employees who have completed ten (10) or more years of continuous benefits-eligible employment at UCA, an Arkansas public higher education institution or State agency and who are age 59.5 or older or full-time employees who have completed 28 or more cumulative years of benefits-eligible employment at UCA or at an Arkansas public higher education institution or State agency at any age will be eligible for basic benefits-eligible retirement. For employees qualifying for retirement benefits, the last five (5) years of employment must be completed at UCA.

For more information, go to Board Policy 516.

7.8.2 Eligibility Conditions for Continued Health and Dental Insurance Coverage
In addition to retirement income options, employees qualifying for benefits-eligible retirement may elect to continue health and dental insurance and access campus facilities and activities. Depending upon date of hire, employees may have continuation of some life insurance coverage. The eligibility conditions are listed below:

(1) Qualified employees who retire on or after January 1, 2009, may continue under the University’s group health insurance plan until age 65. The University contributes a maximum of $150 monthly toward the total cost of the retiree’s monthly health premium. The retiree is responsible for the remaining monthly cost. Eligible dependents of retirees may continue under the plan until age 65 by paying 100% of monthly premium. The group health insurance terminates at age 65.

(2) Qualified employees who retire on or after January 1, 2010, may continue under the University’s group dental insurance plan until age 65. The retiree is responsible for 100% of the monthly premium. Eligible dependents of retirees may continue under the plan until age 65 by paying 100% of monthly premium. The group dental insurance terminates at age 65.

(3) Qualified employees who retire on or after January 1, 2009, and were hired before January 1, 1999, may continue under the University’s life insurance plan until age eighty (80) at which time all coverage ends. Coverage will equal $15,000. The retiree is responsible for 100% of the monthly premium. Employees hired after December 31, 1998, receive no group retiree life insurance.

NOTE: Benefits for qualified retirees who retired prior to January 1, 2009, pay premiums group health, dental and life insurance according to grandfathered schedules.

Employees are expected to provide at least ninety (90) days written notice of intention to retire.
For further information concerning Retiree Benefits, please visit the Office of Human Resources or call 501.450.3181.

7.9 Social Security/Medicare System
The Social Security/Medicare System covers regular, full-time University employees. The University contributes the Federally-mandated percentage of salary to the system on employees’ behalf and deductions are taken from each employee’s pay.

Part-time employees participate in the Social Security Alternate Plan at a rate of 7.5% and do not have contributions or deductions to Social Security, but do have contributions and deductions to Medicare.

For more information about Social Security/Medicare benefits, please visit the Social Security Administration Web site or call 1.800.772.1213.

7.10 Vision Care and Other Supplemental Insurance
The University offers several supplemental insurance plans, including vision care, to benefits-eligible employees. The supplemental insurance plans become effective on the first day of the month after ninety (90) days of continuous employment. The employee is responsible for 100% of the monthly premium.

For more information about plans and current monthly premiums, go to the Office of Human Resources Web site or call 501.450.3181.
7.11 Tuition Remission (623)
UCA has established a tuition remission policy for eligible employees and their spouses and dependents. The purpose of this policy is to provide guidelines for use of the fee discount program. Registration discounts are designed to support the professional educational development of UCA employees and to provide an additional opportunity for the spouses and dependents of UCA employees to attain their individual educational goals.

Costs and eligibility will be based upon the registration fee schedule in place or the semester in which the initial enrollment occurs, subject to any overall registration guides or changes adopted by the Board of Trustees. The discount will not apply to any future student-initiated fees. The discount may not be used in conjunction with other University fee reductions or discounts or with other University-sponsored tuition scholarships. The discount will not apply to study-abroad programs. However, the fee-waiver discount may be used in conjunction with state-funded scholarships (ADHE-administered scholarships) and/or with private scholarships and assistance. This tuition remission applies to UCA classes only.

For more information, go to Board Policy 623.

7.12 Unemployment Compensation
The University participates in the State Unemployment Compensation Revolving Fund. In the event of a Reduction in Force or termination, employees may apply for unemployment payments through the State Department of Workforce Services.
8.0 Employee Conduct
This section contains information regarding employee conduct. Specific topics are listed below.

- 8.1 Consensual Relationships (515)
- 8.2 Dress and Appearance
- 8.3 Handling Confidential Information
- 8.4 Political Activities
- 8.5 Solicitation
- 8.6 Student Information Under the Family Educational Rights and Privacy Act (FERPA)
- 8.7 Use of University Name and Logos
- 8.8 Computer Use Policy (412)
- 8.9 Equipment Use Policy (413)
- 8.10 Arkansas Whistle-Blower Act, UCA Policy (523)
8.1 Consensual Relationships (515)
For productive learning and the work that it supports to occur, members of the campus community should pursue their responsibilities guided by a strong commitment to principles of mutual trust, respect and confidence, as well as professional codes of conduct. Relationships between faculty and students, Supervisors and employees or staff and students may involve power differentials that create conflict of interest, breach of trust, abuse of power and breach of professional ethics. Trust and respect are diminished when those in positions of authority are perceived as abusing their power. It should be understood by all members of the campus community that consensual relationships that occur in the context of educational or employment supervision and evaluation are generally deemed unwise because they present serious ethical concerns.

Employees, whether faculty or staff, should not engage in consensual relationships with students, when the employee has a position of authority with respect to the student. Supervisors, whether faculty or staff, should not engage in consensual relationships with employees, when the Supervisor has a position of authority with respect to the employee.

When a consensual relationship develops or exists between individuals as described above, the person with the greater position of authority should immediately terminate the position of authority and report the situation to an appropriate Supervisor. That Supervisor should make suitable arrangements for the objective evaluation of the other individual’s academic and/or employment performance and for protection of the individual’s and the University’s interests.

For more information, go to Board Policy 515.

8.2 Dress and Appearance
An employee’s appearance is a very personal matter. However, the University expects that all employees will dress appropriately and professionally for their particular positions. The University will work to address any legitimate concerns, medical conditions or affiliations, which may impact dress or appearance.

Some employees, by the nature of their jobs, will be issued uniforms. In some cases, long hair, facial hair or loose clothing may present a safety concern. Wearing the appropriate uniform and/or appropriate hair grooming is a part of the position and may be considered in the employee’s evaluation and disciplinary actions.
8.3 Handling Confidential Information
Some information regarding the University and University personnel is a matter of public record and/or subject to requests under the Arkansas Freedom of Information Act. As with any business, agency or institution, however, many confidential matters are entrusted to those working for the University. Employees must be aware of their obligation to maintain confidentiality regarding issues such as disciplinary actions in process or in appeal, new program or project development and specialized research, counseling services or other patient services. Breach of confidentiality may lead to disciplinary actions.

Employees must obtain their supervisor’s permission before releasing requested information.

CAUTION: Any questionable requests for information or any requests made under the Arkansas Freedom of Information Act must be immediately referred to the University General Counsel or the Office of Human Resources.

8.4 Political Activities
Government employees are prohibited from devoting any work time, equipment or materials toward political campaigns or related activities. Campaign literature may not be distributed at work and may not be displayed on State vehicles or equipment (e.g. bumper stickers). Further, employees paid through Federally-funded programs may be restricted in political activities while off-duty.

Specific questions or concerns regarding political activities should be directed to the University General Counsel.

For information about the Arkansas Political Practices Act, see Ark. Code Ann. §7-1-101-104.

8.5 Solicitation
Solicitation of employees, students or visitors of the University for donations, memberships and endorsements is generally prohibited. All requests for solicitations must be approved through the University General Counsel (in consultation with the director of the Student Center).
8.6 Student Information under the Family Educational Rights and Privacy Act (FERPA)
All information concerning students must be handled with extreme care. FERPA provides many restrictions and guidelines for access of student information. Requests for student listings, student addresses or contact information, grades, identification numbers, class standing or any related issues must be immediately directed to the University General Counsel.

8.7 Use of University Name and Logos
The names University of Central Arkansas and UCA are the exclusive property of the University and will not be used in support of claims, advertisements, content of any private report for other than documentation, or social media tools. University letterhead and stationery may be used only for official University business.

UCA-related logos, seals and word marks are protected by trademark or copyright.

8.8 Computer Use Policy (412)
The university provides an opportunity for students and other members of the university community to enhance educational experiences and expand academic knowledge by making available access to computer facilities and resources, including the Internet, e-mail, and the World Wide Web.

For more information, go to Board Policy 412.

8.9 Equipment Use Policy (413)
The university provides an opportunity for students and other members of the university community to enhance educational experiences and expand academic knowledge by making available access to university equipment and resources.

For more information, go to Board Policy 413.

8.10 Arkansas Whistle-Blower Act, UCA Policy (523)
An employee will be protected from discharge or retaliation when the employee reports in good faith the existence of any waste of public funds, property or manpower, or a violation or suspected violation of Arkansas law, rule, or regulation. This policy includes federal funds, property, or manpower administered or controlled by a public employer.

For more information, go to Board Policy 523.
9.0 Separation of Service
This section contains information regarding separation of service. Specific topics are listed below.

- 9.1 At-Will Termination
- 9.2 Employee Resignation
- 9.3 Employee Retirement
- 9.4 Involuntary Termination
- 9.5 Separation and Continued Benefits (COBRA)
- 9.6 Separation and the University Grievance Policy
- 9.7 Separation Checklist
9.1 At-Will Termination
The University is an at-will employer consistent with Arkansas Law.

9.2 Employee Resignation
An employee who resigns his/her employment with UCA should give at least a two (2) week advance notice to the Departmental Supervisor. The employee should also contact the Office of Human Resources before leaving campus to ensure that all necessary paperwork has been completed, options for continuation of benefits (under COBRA) have been reviewed and all University property has been returned.

Employees who do not report to work for three (3) consecutive days or do not call to report their absence and request time-off for three (3) consecutive days may be considered to have voluntarily abandoned their jobs.

9.3 Employee Retirement
For information about Employee Retirement, see section 7.8 Retiree Benefits.

9.4 Involuntary Termination
Beyond financial shortfalls, reorganization of programs or departments, phase-out of services or other administrative and/or financial changes that may impact employment, an employee may be dismissed from University employment for unsatisfactory performance or misconduct.

9.4.1 Unsatisfactory Performance
Where possible and practical, and except in cases of misconduct or related events, the University follows a process using progressive discipline, training and counseling prior to dismissal resulting from unsatisfactory work performance. With these steps, it is the University’s intent to remedy problems, improve overall job performance and encourage open and honest communication.

Steps to initiate progressive discipline are listed below.

1. The employee will meet with his/her supervisor or department head to discuss the employee’s unsatisfactory work performance. The conference may involve only corrective counseling and/or additional training. Depending upon the situation, an oral warning may be issued. An oral warning will specifically address improvements required, a time table for continued review and possible outcomes of continued unsatisfactory performance.
2. Immediately following the meeting, a written memorandum from the Supervisor is sent to the employee outlining the points covered in the conference. Copies of this memorandum must be placed on file in the department office.

3. Should performance not improve and/or other related performance issues develop, the employee may receive a formal written warning. The written warning will be reviewed with the employee by his/her Supervisor. The written warning will contain specific performance issues to be changed, the time tables for change and the consequences of continued unsatisfactory performance. Copies of the written warning must be placed on file in the departmental office and must be forwarded to the Office of Human Resources.

4. At the time the written warning is issued, the employee will be placed on a probationary period for up to ninety (90) days during which time the employee will be evaluated, in writing, no less than every two (2) weeks. At any time during this ninety (90) day probationary period, employment may be terminated for unsatisfactory performance.

**NOTE:** All correspondence must be filed in the department office and the Office of Human Resources. Employees on disciplinary probation are generally not eligible for promotional opportunities, and performance evaluations due during the probationary period will be delayed for the length of the probation.

### 9.4.2 Misconduct

The procedures for involuntary termination due to unsatisfactory performance referenced above do not apply to cases involving dismissal due to misconduct. Misconduct includes, but is not limited to, dishonesty, theft, assault and battery, communication of a threat to commit a battery, insubordination, excessive absences (as determined by the appropriate Vice president), violation of University policies or other conduct reflecting unfavorably upon the reputation of the University or disruption of University business. In these cases, employment may be terminated immediately. Departments will seek review and approval through the appropriate Vice president and the Office of Human Resources, and may elect to use disciplinary suspension-without-pay as an intermediate step. In either case, the employee will receive formal written notice of the suspension or termination.
CAUTION: To ensure University policies and procedures are followed, no employee holding a Supervisory position at the University, whether at the Vice president level or below, will suspend or terminate an employee without consultation with his/her supervisor, the Office of Human Resources and University General Counsel. During the investigation and review process, the employee may be placed on administrative leave-with-pay.

NOTE: The terminated employee must return any University property in his/her possession. The University will aggressively pursue reimbursement for items not returned. The employee should also contact the Office of Human Resources before leaving campus to ensure that all necessary paperwork has been completed. For more information, see section 9.7 Separation Checklist.

9.5 Separation and Continued Benefits (COBRA)
In compliance with the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), former employees may be eligible to continue to participate in the University’s health and/or dental plans for a period of time. Employees who anticipate ending their employment or former employees should contact the Office of Human Resources for information and assistance with these benefit options. For more information, see section 7.2 Consolidated Omnibus Budget Reconciliation Act (COBRA).

9.6 Separation and the University Grievance Policy
University employees may, at times, have grievances concerning hiring, firing, and promotion procedures, problems in the workplace, or dissatisfaction with the application of University policies. An attempt should be made by the employee and the University initially to resolve those problems through the administrative process.

The employee should first schedule a conference with the immediate supervisor. If the dispute remains unresolved, the employee should pursue a satisfactory resolution with each appropriate supervisor up to and including the division vice president. The employee may initiate a formal grievance action through the Staff Grievance Council only after all administrative remedies have been exhausted.

The formal grievance process is available to full-time employees only. For the purpose of the Grievance Policy, full-time employees are those employees who occupy a regular position and
work a minimum of 1500 hours per year. The process is not available to extra-help, temporary or new-hire employees.

Notice of intent to file a grievance or submission of a formal grievance petition will not delay suspension or termination of employment. For more information, see section 10.2515518 University Grievance Policy (521).

9.7 Separation Checklist
When separating employment with the University, the employee should return all University-owned property to the department head.

Examples of university property to return include, but are not limited to, the following:

✔ Equipment
✔ ID Card/Badge
✔ Keys
✔ Library Books
✔ Parking Decal
✔ Purchase/Travel Cards
✔ Uniforms
10.0 Complaint Resolution
This section contains information regarding complaint resolution. Specific topics are listed below.

- 10.1 Confidential Reporting Hotline (Hotline)
- 10.2 Staff Grievance Procedure (521)
- 10.3 Disabilities Grievance Policy (522)
- 10.4 Sexual Harassment (511)
10.1 Confidential Reporting Hotline (Hotline)

The University of Central Arkansas is committed to conducting business in an ethical manner and in compliance with applicable laws, regulations and university policies. The UCA Confidential Reporting Hotline (Hotline), with the support of the UCA community, is an effective way to help the University address potential noncompliance with laws, regulations and university policies.

Examples of compliance issues that may be reported using the Hotline include, but are not limited to, financial impropriety, misuse of UCA resources, conflicts of interest, discrimination, harassment, health and safety issues, and information security violations. Knowledge of the exact law, regulation or policy related to the potential violation is not necessary. In addition, certainty that a violation has occurred or will occur is not required. If uncertainty exists, the better course of action is to report the potential violation to the Hotline. The Hotline must be provided with enough information to allow the potential violation to be adequately investigated and addressed.

If information exists that may be helpful to the UCA Police Department in an investigation of a crime on campus or with regard to any safety or security concerns on campus, please use the confidential reporting Hotline.

**NOTE:** If an EMERGENCY exists, a situation requires IMMEDIATE ATTENTION, or a crime is occurring, please dial 9-1-1 or (501) 450-3111 right away.

The Hotline is an anonymous, toll-free, 24-hours-a-day, 7 days-a-week resource to report compliance concerns. A detailed report will be forwarded to the UCA Internal Audit office. The Hotline is staffed and managed by Lighthouse Services, Inc., and is not affiliated with UCA. This service is provided pursuant to a contract with the University. Call tracing or recording devices are NOT used.

Inquiries and reports can be made without fear of retribution. UCA policy prohibits any retaliation against individuals who report compliance issues in good faith. Violation of this policy may result in disciplinary action. In order to use the Hotline, please report suspected non-compliance by telephone, electronic mail, online or by fax:

- Toll Free Hotline: (855)440-0002
- E-mail: reports@lighthouse-services.com
- Fax: 215-689-3885

For more information, go to the [hotline](#) Web site.
10.2 Staff Grievance Procedure (521)

A grievance procedure is established to provide employees with a prompt review, impartial consideration and an equitable disposition of their grievances. Any employee who presents a grievance or complaint in good faith and in a reasonable manner shall be free from restraint, interference, discrimination or reprisal.

This procedure is intended to encourage employees to discuss problems with their Supervisors, thereby providing a basis to talk over matters of mutual interest, to explain, to reach agreement, to make adjustments if necessary, and to foster better understanding between employees and supervisors.

For more information, go to Board Policy 521.

10.3 Disabilities Grievance Policy (522)

Title II of the Americans with Disabilities Act (ADA) requires governmental entities to provide reasonable accommodations to qualified individuals with documented disabilities. The process of providing a reasonable accommodation should be an informal one, involving the student, faculty, or staff member affected. In the event that the informal process fails to establish an acceptable plan, the dissatisfied party, whether student, faculty or staff member, may file an appeal as described below. The purpose of this policy is to provide the process for addressing disability discrimination grievances.

For more information, go to Board Policy 522.

10.4 Sexual Harassment (511)

The University of Central Arkansas Sexual Harassment Policy is as follows: Sexual harassment by any faculty member, staff member, or student is a violation of both law and University policy and will not be tolerated at the University of Central Arkansas. Sexual harassment of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964 and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972.

For more information, go to Board Policy 511.
11.0 Campus Services and Facilities
This section contains information regarding campus services and facilities. Specific topics are listed below.

- 11.1 ATMs and Check Cashing
- 11.2 BearBucks
- 11.3 BearCard
- 11.4 Campus Bookstore
- 11.5 Counseling Center
- 11.6 Employee Alcohol and Drug Abuse Assistance Programs
- 11.7 Health Services
- 11.8 Intramurals
- 11.9 Keys
- 11.10 Library
- 11.11 Mailing and Postal Services
- 11.12 Parking
- 11.13 Recreational Facilities
- 11.14 Speech-Language Hearing Center
- 11.15 Special Events
- 11.16 University Athletic Tickets
- 11.17 University Police
- 11.18 University Web site, Internet and Email
- 11.19 Reynolds Performance Hall Tickets
- 11.20 Use of University Property and Facilities
- 11.21 Job-Related Legal Services
11.1 ATMs and Check Cashing
Employees may use ATMs located on the campus. Employees may also cash checks at the UCA Cashier’s Office at no charge. Checks may not exceed $100 per day. The Cashier’s Office does reserve the option of declining checks based upon experience with overdrawn accounts and/or other factors.

11.2 BearBucks
BearBucks is a declining balance program available to students, faculty and staff. BearBucks are sold directly through the BearCard Office. Information can be obtained by emailing bearcard@uca.edu or calling 501.450.5818 during normal business hours (8:00 a.m. to 4:30 p.m., Monday through Friday).

BearBucks will not expire as long as the employee is affiliated with UCA.

The BearBucks account is automatically activated upon receipt of an initial and minimum deposit of one U.S. dollar ($1).

For more information, go to the BearCard Web site.

11.3 BearCard
UCA identification cards, known as BearCards, are issued to employees at no charge for the first card. The BearCard is the University’s official photo identification card for students, faculty and staff. It is the most important piece of identification you possess on campus.

To receive a BearCard, new employees will need a verification slip provided by the Office of Human Resources. Replacement cards are available for $10. Debit card, credit card, cash and check are accepted.

The employee’s BearCard is required for admission to athletic events, lectures, concerts, theatre performances and use of the library. Employee’s immediate family members may also be admitted to these events. BearCards are not valid for events for which there is a general admission charge.

Employees can get a BearCard, at the BearCard Office, which is open from 8:00 a.m. to 4:30 p.m., Monday through Friday.

NOTE: For protection, Social Security numbers are not used on a BearCard.
11.4 Campus Bookstore
The campus bookstore is located on the ground floor of the Student Center. The bookstore provides a variety of products and services for students and employees. On occasion, the bookstore may offer discounts or other promotions that may be of particular interest to employees.

11.5 Counseling Center
The UCA Counseling Center offers individual and personal counseling at no charge for staff and faculty. To make an appointment, call 501.450.3138. Visits to the Center are held in the strictest confidence. The Center can also suggest referrals to other appropriate agencies or individuals.

11.6 Employee Alcohol and Drug Abuse Assistance Programs
There are a number of groups, offices, agencies and hospitals in central Arkansas that offer drug treatment and rehabilitation services and programs. See the chart below for a list of departments and services.

<table>
<thead>
<tr>
<th>Employee Alcohol and Drug Abuse Assistance Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
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<tr>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Counseling Center</td>
</tr>
<tr>
<td>Student Wellness and Development Office</td>
</tr>
<tr>
<td>Human Resources</td>
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</tbody>
</table>

11.7 Health Services
The Student Health Clinic is the campus medical clinic located at the corner of Students Lane and Beatrice Powell Street. The clinic has a physician and nurse practitioners to help diagnose, treat and monitor medical needs. The clinic offers a range of medical services to students, faculty and staff. General family practice services, lab, x-ray, immunizations, procedures and women's health services are just some of the offerings. The Physician is a Board certified physician in Family Practice and a member of the American Academy of Family Physicians. The Nurse Practitioners are licensed by the State of Arkansas to practice as Advanced Practice Nurses (APN). The APN's have National Certification as Family Nurse Practitioners. All providers have prescriptive authority.
11.8 Intramurals
Employees may participate in a variety of team sports through the intramural programs. For more information, contact the Department of Intramural Sports and Recreation located in the HPER Center.

11.9 Keys
Employees who are issued keys to University property assume direct responsibility for the safe-keeping and prompt return of keys to the Physical Plant Lock Shop when the keys are no longer needed.

The information listed below applies to all key holders.

- Employees entering a locked room are responsible for making certain the area is secure upon leaving and could potentially be held personally liable for any damage or loss resulting from his/her own negligence
- Employees are responsible for returning all issued keys to the Physical Plant Lock Shop when leaving a department due to transfer, retirement or termination whether voluntary or involuntary
- In the event that a key is lost, it is the employee’s responsibility to report the loss to the Physical Plant Lock Shop (501.450.3196)
- In the event that a key is presumed stolen, it is the employee’s responsibility to make a report with the University Police Department
- A person receiving a key on behalf of another individual must confirm that he/she is accepting responsibility for the key issued to him/her
- Loaning keys is discouraged and does not remove the original key holder from liability arising from the miss-use of his/her keys

Additional information about key and lock guidelines is available at the Physical Plant (501.450.3196).

11.10 Library
Torreyson Library serves employees, students and alumni of the University. Employees’ children under ten (10) years of age should be escorted by an adult when using library facilities. All patrons are expected to reimburse the University for lost or damaged books that are checked out with the patron’s card.
11.11 Mailing and Postal Services
The University Post Office is located on the first floor of the Student Center. Staff may purchase money orders or rent a box to receive their mail at the campus post office. The University Post Office can be reached at 501.450.3115.

11.12 Parking
Faculty and staff of the University who park vehicles on campus are required to immediately purchase and display a parking permit. Student employees, including graduate assistants, are not eligible for staff parking. The parking permit for all faculty and staff employees is a transferable, repositionable polymer decal registered in the name of the employee.

Only one (1) permit may be issued to each employee of the University. The permit should be transferred to any vehicle the employee parks on the campus. The decal must be affixed on the inside, lower corner of the windshield on the driver’s side with the front side of the decal facing out. Failure to properly display the decal will result in the issuance of a citation.

Employees who forget to bring their parking permit to campus must obtain a one-day temporary parking permit from the University Police Department prior to parking on University property. One-day permits are issued free of charge for employees who possess a regular parking permit.

Employees who have lost their parking permit may obtain a replacement permit at a cost of $5. Holders of permits are prohibited from selling or otherwise transferring their permit to another faculty/staff member or student.

The parking permit must be returned to the University Police Department upon termination of employment with the University.

A temporary staff permit is available to University temporary or extra-help employees whose appointments are for a limited period of time. The fee for a one-month temporary staff permit is $12. The fee paid for monthly temporary permits may be used to off-set the cost of a regular employee parking permit should the employee’s appointment be extended.

Relatives of faculty or staff members are not eligible for a faculty/staff permit and may not park in the faculty/staff parking areas unless they themselves are regular employees of UCA. Each parking permit is valid only for use by the person to whom it is used. Misuse of a faculty/staff parking permit may result in loss of parking privileges for both the faculty/staff member and the violator.

The University Police Department is located at the intersection of W.J. Sowder Street and Marian Ross Avenue. The Department’s Parking and Traffic Services Office is open for payment of traffic fines and purchase/distribution of parking permits between 8:00 a.m. and 4:00 p.m.,
Monday through Friday. All registered students and employees may obtain their parking permit at the University Police Department 24-hours a day, except for registration and fee payment days. Temporary parking permits and parking and traffic information can also be obtained at the University Police Communications Center 24-hours a day. As a service to the University community, the Department’s lobby and communications center is never closed.

You can reach the University Police Department at 501.450.3111.

**11.13 Recreational Facilities**

Access to the HPER Center and Farris Center pool is available to all University employees and retirees. However, there is a membership fee for family members. Locker rental is also available. Please check with the HPER Center for current membership fees.

HPER Center facilities include weights, cardio equipment, basketball courts and a walking track. Various aerobic classes are offered. Pool activities include aqua aerobics, recreation and lap swims.

Employees and immediate family may gain free admission to all UCA athletic events held on the UCA campus by presenting the employee’s ID card, also known as a Bear Card.

**11.14 Speech-Language Hearing Center**

The Speech-Language Hearing Center provides speech, language, and hearing services (therapy and/or evaluations) for the University and surrounding community. The Center serves UCA students, faculty, and staff who have communication or hearing disorders. Services are provided by graduate students under the direct supervision of faculty who hold State licensure and the Certificate of Clinical Competence from the American Speech Language Hearing Association.

The Center is located at the northeast corner of Bruce and Donaghey. The Center provides services between the hours of 8:00 a.m. and 6:00 p.m. during the Fall and Spring semesters, as well as 8:30 a.m. and 3:30 p.m. during the Summer. Appointments can be made by calling 501.450.3176, or visiting the Center, Monday through Thursday from 8:00 a.m. to 6:00 p.m., and Friday from 8:00 a.m. to 4:30 p.m. All services are confidential in nature.

**11.15 Special Events**

Art exhibits, musicals, plays and speaking engagements are presented during each year. Unless otherwise noted, UCA employees may attend these programs, many of which are offered at no charge. Announcements about these events are sent via the University email system and are posted on various bulletin boards around campus.
11.16 University Athletic Tickets
The UCA Athletic Ticket Office offers tickets to 4 NCAA Division 1 Intercollegiate athletic events hosted by the Bears and Sugar Bears, including: football, men’s and women’s basketball and baseball.

During football season, to make an order or speak to a representative in person, stop by the Athletic Ticket Office located on the northwest side of Estes Stadium.

Regular ticket office hours are Monday – Friday, 10:00 a.m. – 4:00 p.m. Day-of-game tickets may be purchased at all ticketed UCA athletic venues up to 1.5 hours before basketball and baseball games and at football games four (4) hours before each game tie.

The UCA ticket Office can take payment in cash, check or credit card/debit (Mastercard, Visa, American Express). We cannot, at this time, accept Discover. The University will not accept checks on game day unless that check is payment for a season package.

There is a limited amount of accessible seating, which is mostly done on a first-come, first-serve basis. Accessible seating is reserved for individuals who cannot traverse stairs or who are in wheelchairs and a guest. Please be courteous and remember fans who are in wheelchair or unable to walk have priority in the handicapped sections.

Members of UCA’s faculty/staff are allotted one (1) ticket to each UCA-sanctioned ticketed event for each member of their immediate family. Faculty/staff tickets can be picked up ahead of time or at the game before each game. The preferred method of delivery for faculty/staff tickets is through email. If there are printing have issues, the ticket office will walk through the process. To pick up tickets at the game, present your UCA identification to the ticket office. To order tickets, use active UCA email address.

11.17 University Police
The UCA Police Department (UCAPD) is the law enforcement agency with primary jurisdiction on all University-owned, controlled or leased properties. UCA Police Officers are trained law enforcement professionals and are certified law enforcement officers by the Arkansas Commission on Law Enforcement Standards and Training.

UCAPD practices the philosophy of community oriented policing. The Police Department’s relationships with members of the community are invaluable and are one of the most important tools used by the UCA Police Department to accomplish its primary mission, which is to promote and maintain a safe and secure environment and create a feeling of safety and security for students, faculty, staff and visitors.

AVID – UCA dedicates itself to Academic Vitality, Integrity and Diversity
UCAPD is located on campus at the intersection of W.J. Sowder Street and Marion Ross Avenue, north of Christian Cafeteria, between Hughes Hall and State Hall. Contact the UCAPD by phone at 501.450.3111.

11.18 University Web site, Internet and Email
The University maintains an official Web site (www.uca.edu) which may be accessed by students, employees and anyone outside the University. The site is maintained to provide information on official campus activities, course offerings, administrative contacts, job openings, campus policies and related University business. Individuals may not post attachments or make changes to any official documents within the site. Questions or concerns regarding the site should be directed to the University Web Director (501.450.5271) or the Office of Human Resources (501.450.3181).

The University provides access to the Internet for research and University business-related activities. Use of the Internet for personal purposes should be limited. Personal computers and Internet access are University property and, like telephone services and other University equipment, are provided for official University business. Use of any University equipment for other than University business may lead to disciplinary actions.

The University provides most employees with an email address and access to the campus email system. The system may also be used to contact other email users outside of the University. The system is provided for official University business and use for personal purposes should be limited. Use of the system for inappropriate purpose and/or excessive use for non-University business may lead to disciplinary actions.

11.19 Reynolds Performance Hall Tickets
Current and retired staff may receive two (2) free tickets to three events during each season’s line up. To obtain free tickets, staff must visit the box office in person with a current UCA ID BEFORE the day of the event. Free tickets are limited to two (2) per event. The staff member must pick up the tickets. A staff employee’s ID brought to the box office by someone other than the staff member will not be accepted.

Free tickets are subject to seating availability. Events may sell-out before the date arrives for free tickets.

UCA Distinguished Lectures are not included as free benefits tickets; however, tickets for staff cost $5 and are limited to two (2).
11.20 Use of the University Property and Facilities
University properties are available to rent to host your special events. Available properties include Brewer-Hegeman Conference Center, the Fireplace Room, East McCastlain, Chapel, the Fountain, and various other locations around the campus.

For more information about reserving a venue for an event, contact the Brewer-Hegeman Conference Center staff at 501.450.3118.

For more information about Facilities Usage, go to Board Policy 400.

11.21 Job-Related Legal Services
The General Counsel of the University is available for consultation in regard to legal matters related to a faculty member’s professional responsibilities or action. The staff of the Arkansas Attorney General may represent the University in litigation.

The University carries an educator’s liability insurance for all staff and faculty to cover the cost of any legal actions brought against employees while properly acting within the scope of their University employment. The University also carries a professional liability insurance for faculty, students and staff in specified professions.
Staff Senate

The UCA Staff Senate’s mission is to provide communication and representation so that a positive attitude can be achieved within the University.

In addition, the UCA Staff Senate strives:

- To be a means by which staff members can transmit their interests and needs to the Staff Senate, therefore to the campus;
- To maintain lines of communication with faculty and administration to allow staff to assist the University in setting and achieving goals and objectives;
- To maintain lines of communication with other campus organizations, i.e., the Faculty Senate and Student Government Association;
- To assist the administration in improving relations with students, alumni, constituents, and legislators by communicating with other groups interested in working with the University.
- To engage in activities that will enhance the University and further its cause and endeavors.

Click the link for more information about Staff Senate.