

The Board of Trustees of the University of Central Arkansas convened in regular meeting on Wednesday afternoon, August 17, 1977, at three o'clock on the campus in Conway, Arkansas, with the following officers and members of the Board present, to-wit:

Chairman:	Mr. James W. Ahlf
Chairman Elect:	Mr. Bill Johnson
Secretary:	Mrs. Charles E. Hammans
	Dr. J. Albert Johnson
	Mr. Charles R. Dixon
	Mr. Henry L. Jones, Jr.

and with the following absent, to-wit:

Dr. John W. Sneed, Jr.

constituting a quorum of said Board, at which meeting the following business was transacted, to-wit:

Upon motion made by Mrs. Hammans and seconded by Mr. Jones, the minutes of the June 15, 1977 meeting of the Board of Trustees were approved by unanimous vote.

In accordance with action taken by the Board of Trustees meeting on September 15, 1976, Mr. Bill Johnson, Chairman Elect, assumed the Chairmanship of the Board of Trustees.

Mr. Dixon made a motion that a Resolution commending Mr. Ahlf for the service he has rendered and is presently rendering to the students of the University of Central Arkansas be drafted, signed by each Trustee, made a part of the minutes, and presented to Mr. Ahlf at the next regular meeting of the Board of Trustees. A second to this motion was made by Mrs. Hammans and passed by unanimous vote.

Upon motion made by Mr. Jones, Mrs. Hammans was nominated Chairman Elect. Mr. Ahlf moved that nominations cease and Mrs. Hammans be elected by acclamation. Motion carried by unanimous vote.

Upon motion made by Mr. Ahlf, Mr. Dixon was nominated Secretary. Mrs. Hammans moved that nominations cease and Mr. Dixon be elected by acclamation. Motion carried by unanimous vote.

Mr. Ahlf made a motion that the 1977-78 operating budget be adjusted to include the expenditure of additional monies received in the university's state appropriations. Motion further stipulated that these funds be expended as follows:

1. The university will pay all hospital insurance for each employee at an additional cost of approximately \$25,000. This action is to be retroactive to July 1, 1977.

2. The Insurance Committee is authorized to solicit bids for life insurance in the amount of \$3,000 per employee. The estimated cost of this insurance is approximately \$6,000.

3. The university will establish an account for sabbaticals for the spring semester, 1978, in the amount of approximately \$30,000.

4. The university will increase departmental operating budgets by approximately \$53,000.

5. The university will establish a \$50,000 account for renovating Ida Waldran Auditorium.

6. The university will hold approximately \$66,000 in a contingency fund awaiting the recommendation of the Budget Advisory Committee.

A second to this motion was made by Mr. Jones and passed by unanimous vote.

Mrs. Hammans made a motion that the Master of Science in Education Degree in Nursing be changed to Master of Science in Nursing Degree, and, further, that this change be retroactive to the inception of the Master of Science in Education Degree in Nursing. A second to this motion was made by Dr. Johnson and passed by unanimous vote.

President Farris made the following report relative to married student housing:

1. Application for a loan in the amount of \$400,000 to completely renovate Wingo Hall has been submitted to HUD.

2. The university has received an offer of \$500 for each of the thirty trailers owned by the university.

3. Fifty-nine of the sixty trailers are presently rented.

4. Owners of the University Apartments have indicated they would sell these apartments to the university for \$435,000.

Mrs. Hammans made a motion that the low base bid for rewiring Wingo Hall be accepted. A second to this motion was made by Dr. Johnson and passed by unanimous vote.

Mr. Cliff Horton, Athletic Director, made an athletic report.

Dr. Johnson made a motion that the following Employees Handbook be adopted effective July 1, 1977 with the stipulation that further study and review be given to the Grievance Procedures section with the idea of developing areas of procedure in more detail. A second to this motion was made by Mrs. Hammans and passed by unanimous vote.

INTRODUCTION

This handbook was designed to provide a ready source of information on University policy and the benefits available to a staff member of the University of Central Arkansas. It should be read carefully, for it will provide answers to many basic questions. However, if questions still exist concerning policy, feel free to consult the appropriate supervisor, department head or the Personnel Office.

Each individual employed at UCA is an important team member, helping to make the school a leader in providing quality education. The image that the public holds of the University of Central Arkansas is formed not only by the graduates it produces, but also from each member on its staff, faculty and administration. It takes the cooperation of all involved personnel to insure our continued growth and leadership.

The information contained in this handbook applies to all classified employees, except as exempted by Presidential designation.

EMPLOYMENT

It is the policy of the University of Central Arkansas to hire only the best qualified personnel for each staff position. To insure compliance with that policy the University of Central Arkansas is an Equal Opportunity-Affirmative Action employer. All personnel actions; hiring, promotion, transfer, lay-off, return from lay-off, termination and all employee benefits will be administered without regard to sex, age, race, religion or national origin.

All non-academic vacancies shall be listed with the Personnel Office. Whenever possible, the Personnel Office should have at least two (2) weeks notice of vacancies. This will not prohibit departments from directly recruiting qualified applicants; however, it is in the best interest of the department to review applications on file with the Personnel Office. Each person seeking employment with the University of Central Arkansas must have an application on file with the Personnel Office. This requirement includes those individuals that are directly recruited by a department.

Applicants must be at least sixteen (16) years of age and eighteen (18) years old in those positions classified as hazardous. Public Safety Officers must be at least twenty-one (21) years of age.

No department or division shall employ any person in any capacity if such a person is related by marriage or blood to any other employee IF either one of the two related employees in the same or different departments will have direction or supervision of the other. To avoid such conflicts of interest, persons so related must not participate either formally or informally in decisions to hire, retain, promote, or determine the salary of the other.

There are basically two types of non-academic employment at the University of Central Arkansas: (1) those receiving individual letters of appointment, and (2) those individuals whose employment is confirmed yearly by a list of continued employment to the payroll section.

The second group or non-appointed employees are divided into two types: (1) monthly salaried employees, and (2) hourly paid employees. Both types may either be full-time or regular part-time employees, or temporary (full-time or part-time) employees. Temporary employees are not eligible for employee benefits.

Temporary employees are defined as those whose period of employment is less than one year, where there is a definite termination date or where there is no intention of employment on a continuing basis.

Permanent part-time employees are those individuals that are employed for twenty hours or more per week on a continuing, year after year basis. These individuals may participate on a proportionate basis in the University's benefit program. Full-time nine month employees are also eligible for benefits on a proportionate basis.

SALARY INFORMATION

Salary reviews, usually early in the Spring Semester, are made once a year by supervisors. Each employee is evaluated by the supervisor with references to job performance and pre-established standards. The purpose of this evaluation is two-fold: (1) Salary review and (2) to allow the supervisor and the employee to evaluate and provide for more efficient performance. Salary increases are based upon job performance and available funds. In addition to the yearly review, each individual received a performance evaluation at the termination of his/her employment. This review becomes a part of the individual's record and is retained for possible future consideration. Increases earned are a reflection of good or superior job performance, they are not automatic. Increases are usually effective on July 1. Your supervisor will answer your questions regarding salary.

Payroll checks are issued as follows:

- (1) Employees that are paid on a monthly basis may pick up their salary check from their supervisor on the last weekday (Monday-Friday) of the month.
- (2) Those employees that are paid bi-weekly receive their checks from their supervisor on the last weekday (Monday-Friday) of the pay period. Their checks are for the preceding pay period.
- (3) Adjustment due to excessive time off without pay will be made in the next pay period.
- (4) Any change in deductions received after the tenth of the month (or the first half of a bi-weekly pay period) will be processed and will go into effect the following pay period.

PROMOTIONS AND TRANSFERS

Individuals currently employed with the University of Central Arkansas will receive consideration in filling staff vacancies which represent promotion.

The administration will be the judge of what is in the best interest of the University. It may be decided that the interest in best served by hiring an individual from outside the University's staff.

Promotion will go to the individual best qualified to perform the job. The following factors will be considered.

- (1) Present job performance
- (2) Past record
- (3) Qualifications to do the new job.
- (4) The individual's potential for growth within the new position.

Before a TRANSFER may take place, it must have the approval of both departments heads and the proper administrative officer. In the event of promotion or transfer, two weeks notice must be given.

The department accepting the TRANSFER or PROMOTION will also accept the responsibility for any vacation, sick leave or compensatory time due to the employee.

HOURS OF WORK

The normal work day is from 8:00 A.M. to 12 noon, and from 12:45 P.M. to 4:45 P.M., Monday through Friday, except where departmental requirements necessitate that this schedule be varied. Certain departments may require 24-hour operation or schedules that differ from the normal work period. Your supervisor will inform you of your particular assignment if it differs from that of the normal work week.

A regular work week consists of forty hours. It is the policy of the University to arrange for all work to be completed within that period. If time in excess of forty hours is necessary, your supervisor must request prior authorization for that overtime. In the event of authorized overtime only, compensation will be granted.

REST PERIODS

The University does not set aside a formal rest period. If the work of the department is such that allowing a few minutes off will not disrupt its work, then it may be allowed. Where a rest period is allowed it must be limited to two periods, one in the morning and one in the afternoon, not to exceed more than fifteen minutes each. The department should bear in mind that an adequate staff should be on duty at all times.

HOLIDAYS

The University of Central Arkansas will grant employees time off with pay to observe the following holidays:

- (1) Memorial Day
- (2) July 4th
- (3) Labor Day
- (4) A total of two days for Thanksgiving
- (5) A total of five days for Christmas and New Year's
- (6) One personal holiday per year for personal business or other reason. An employee will be eligible after ninety (90) days of continuous employment to take this day.

Full-time employees are eligible for the above holidays at full pay. Nine month employees are eligible for those holidays which fall during their nine month period of employment. Part-time employees will receive pay in proportion to their normally scheduled work hours. Example: One-half time employees would receive four hours of pay per day. The above holidays represent the minimum number of days that will be observed. At the convenience of the University, additional days may be granted.

If it is necessary for an employee, scheduled by his or her supervisor, to work in an area that requires continuous operation, such as security or maintenance, on any of the above holidays, that employee will be granted compensatory time.

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 which occur while school is in session; however, time

in lieu of those days worked will be granted. University employees enjoy the same number of holidays as other state employees.

The University of Central Arkansas will make reasonable accommodation to special religious observance not mentioned above. Time off may be granted by the employee's department head. Requests in writing should be completed at least two weeks in advance with the original being filed with the Personnel Office. Time off may be granted either as time off without pay or charged against annual leave accrued.

VACATIONS

The following amount of vacation time is allowed for full-time non-academic employees.

- (1) For the first five (5) years of continuous employment, ten working days per year
- (2) Beginning with the sixth year through the eighth year of continuous employment, twelve working days per year
- (3) Beginning with the ninth year of continuous employment and thereafter, fifteen working days per year.

At the convenience of the University, employees may be granted vacations at the end of the first six months of service. No vacation will be allowed in advance. Vacation time does not accrue while on leave without pay, but accrues only when an employee is in a paid status.

Permanent part-time employees will receive vacation proportionate to that given full-time employees.

The workload of your department will normally govern vacation periods; however, whenever possible consideration will be given to the employee's preference.

When a holiday occurs during a vacation period, the holiday will not be considered a day of vacation time.

Vacation periods of less than one day may be granted with the supervisor's approval. Supervisors should approve such requests only on a limited basis, and in no case should the time granted be less than one-half day.

Vacation must be taken within twelve (12) months following the anniversary date of employment. Otherwise, it will be forfeited; however, no vacation will be lost when it is postponed at the request of the University.

The University feels that it is in the best interest of the employee and the institution for the employee to take periodic breaks from the demands of his/her position.

SICK LEAVE

All full-time permanent employees earn sick leave at the rate of one (1) day per month, and they may accrue up to a maximum of eighty (80) working days.

Permanent part-time employees (half-time or more) earn sick leave credits proportionate to that earned by full-time employees.

Temporary employees are not eligible to earn sick leave credits.

Sick leave with pay may be taken:

- (1) If you become ill or disabled and cannot work
- (2) If your condition requires an appointment with a physician, dentist, or optometrist.
- (3) If there is an emergency illness in your immediate family which requires you to remain at home; immediate family includes spouse, legal dependents or parents of employee or employee's spouse only.
- (4) Maternity leave shall be treated as any other leave for sickness or temporarily disabling condition. You may use accumulated sick leave and annual leave for maternity use. After all accumulated leave without pay is used, leave without pay may be used. The date that an employee must begin maternity leave and the date upon which she may return to work is a matter for medical decision.

The employee should notify his/her supervisor and the Personnel Office as soon as he/she knows his/her condition. The Personnel Office will explain the procedures in obtaining a medical/maternity leave.

Sick leave may not be taken when the employee is receiving Workmen's Compensation benefits. Workmen's Compensation leave is separate from regular sick leave.

Where prior knowledge permits, the employee is expected to give his/her supervisor and the Personnel Office at least two weeks written notice before beginning medical/maternity leave and two weeks written notice prior to returning to work.

The employee returning from medical/maternity leave will be returned to his/her former position or a comparable position without loss of time in service.

Sick leave credit is accrued from the first day of employment; sick leave is not granted until credit has been earned. If before sufficient sick leave credit is accrued, it is necessary for the employee to be absent due to illness or injury during the first year of employment, emergency credit up to ten days may be granted by the administration.

An employee may be required to furnish acceptable medical evidence of illness or disability when claiming sick leave.

Annual vacation may be used to extend sick leave with pay. Leave without pay may be granted when sick leave and vacation credit are depleted. Leave without pay is granted by the President or his designee. Length of the leave is determined after consultation with the appropriate supervisory personnel.

Sick leave does not accrue while on leave without pay. Sick leave credit is earned when the employee is on a paid status.

Holidays falling during sick leave are considered as holidays, not as sick leave.

Sick leave should not be viewed as additional vacation. Sick leave is a form of insurance given to you by the University to provide for uninterrupted pay in the event of illness or accident. It is not to be taken except as outlined above.

Unused sick leave will be paid to the employee at termination on the basis of one day's pay for every four days of accrued sick leave.

FUNERAL LEAVE

A maximum of three days with pay is allowable in the event of a death in the employee's immediate family which is defined as: husband, wife, child, mother, father, grandparents, son-in-law, daughter-in-law, brother, sister of employee or employee's spouse.

If additional time off is required due to family responsibilities, an employee may use annual vacation credit or apply for a personal leave without pay. This leave is not to exceed two weeks. Every consideration will be given to the employee in reviewing this request.

Time off for the funeral of close, not immediate family, may be granted upon written request to your supervisor. This may be charged as vacation time or leave without pay.

Documentation may be required in the event an employee requests funeral leave with pay.

LEAVE OF ABSENCE WITHOUT PAY

An employee may be granted leave without pay under the following circumstances:

- (1) Extended absences that are in the best of interest of the University and would increase or improve an employee's ability on the job.
- (2) Absences of a personal nature which extend beyond available sick leave or vacation credits, such as illness or personal responsibilities of an urgent or pressing nature.

A leave of absence without pay must be approved by the President of the University and will not be granted in excess of one year.

Employees on leave without pay status do not participate in any of the University benefit programs where the University bears any of the burden of expense. This will not exclude an employee on leave without pay status who has expressed an intention to return to paid status, from maintaining coverage under the group insurance plan when he/she pays the total cost of that plan and has been participating in the plan at the time the leave becomes effective.

All hours of accrued vacation time must be expended before an employee will be granted a request for leave without pay. In no instance are leaves granted automatically, but must be requested by the employee. In granting a leave without pay, the employee's record and circumstances requiring the leave should be carefully examined.

JURY DUTY AND COURT WITNESS DUTY

In order that the University staff members may fulfill their civic responsibilities as jurors or witnesses, employees are granted leave of absence without reduction of pay when subpoenaed for jury duty or as a witness. The University will pay the difference between regular pay and the amount paid for jury duty.

Jury duty or duty as a court witness is that service and time spent away from the job as a result of a subpoena issued by the court. If the employee volunteers as a witness or for other court duty, such as serving as an expert witness, leave of absence with pay will not be granted.

MILITARY LEAVE

All full-time employees of the University of Central Arkansas who are members of the National Guard or of reserve branches of the armed forces or the reserve corps of the Public Health Service shall be entitled to leave of absence from respective duties without loss of regular salary for such time, for the purpose of participating in required military training programs. Such leave shall extend for a maximum period of two weeks, plus necessary travel time, in any one calendar year and shall not reduce vacation credits.

Approval in advance must be secured from the President or his designee. A copy of the military orders shall be filed with the Personnel Office.

INCLEMENT WEATHER

The University will not close due to bad weather when students are on campus. It is the primary duty of the University to provide educational services to its students. Due to the large number of students on campus, and in the surrounding community, instruction and support operations will continue.

All University personnel are expected to be at work when the University is open. Each employee must exercise his/her own judgment as to when it is safe and possible to travel and when it is not. To receive pay for day(s) missed due to inclement weather, classified personnel must either take accrued annual leave or earned compensatory time only.

The University may close due to bad weather in some instances when the students are not in residence and the dormitories and food services are closed. An announcement will be given in these circumstances and the time off treated as an unofficial paid holiday.

INSURANCE

The University of Central Arkansas offers to all full-time employees group term life and medical insurance. The University pays a portion of the premiums of the medical coverage, Blue Cross-Blue Shield of Arkansas. Details of coverage offered and cost to the individual is available at the Personnel Office and makes up a part of the new employee packet.

RETIREMENT SYSTEM

A full-time permanent employee of the University is required by state law to participate in an approved retirement program.

The University maintains three retirement programs: Arkansas Public Employee Retirement System, Arkansas Teacher Retirement System and TIAA-CREF, an annuity and common stock investment plan. However, each employee is eligible to participate in only one. At the time of employment, each employee will be informed of the system for which qualified. The University contributes to all of these. In addition, the option to participate in several tax sheltered annuity plans is available to all employees.

Any questions concerning retirement or annuities should be referred to the Personnel Office.

RETIREMENT AGE

The mandatory retirement age for staff personnel at the University of Central Arkansas is sixty-five. Retirement becomes effective at the end of the fiscal year during which the employee reaches the age of sixty-five.

The retiree may be re-employed on a year to year basis by request of the President to the Board of Trustees.

SAFETY AT WORK

Everything possible is done to provide safe working conditions, but the prevention of accidents is largely a matter of individual carefulness. Accidents are often the result of someone's carelessness. Horseplay and practical jokes are strictly prohibited and may be grounds for dismissal. When conditions that seem unsafe are observed and not readily correctable, report them immediately to your supervisor.

ON-THE-JOB INJURIES

When a University employee is injured through an accident arising out of and in the course of employment, he/she is to report the accident immediately to his/her supervisor and go without delay to the Student Health Center in Bernard Hall.

Injuries sustained at night or on weekends when the Student Health Center is closed will be treated at the Conway Memorial Hospital emergency room. Supervisors will instruct those workers on procedures for securing treatment.

Supervisors and workers should not hesitate to call an ambulance when there is evidence of serious injury to a fellow employee. The driver should be directed to take the employee to the nearest hospital emergency room.

IN ALL CASES INVOLVING ON-THE-JOB INJURY, EMPLOYEES AND SUPERVISORS ARE REMINDED THAT GOOD JUDGEMENT MUST BE THE GUIDING FACTOR IN DETERMINING WHERE THE INJURED IS TO REPORT FOR EMERGENCY TREATMENT.

Additional treatment related to on-the-job injuries shall also be furnished at the facilities listed above. However, if authorized University personnel deem it advisable, the injured may be referred elsewhere for further treatment at the University's expense. Any referral for outside treatment must be based on medical need only, not on the injured party's personal preference. The Personnel Office should be notified that a referral has been made. THE UNIVERSITY MAY OR MAY NOT ASSUME RESPONSIBILITY FOR INJURY-RELATED EXPENSES INCURRED AS A RESULT OF TREATMENT FURNISHED AT UNAUTHORIZED MEDICAL FACILITIES.

As soon as the employee's physical condition permits, he/she should file a notarized statement with the Vice President for Public Affairs describing the circumstances of the accident.

The statement should answer the questions of WHO, WHAT, WHEN, WHERE, WHY AND HOW, and should include the names of all witnesses of the accident.

The department head or division head should make a thorough investigation of the accident, and should file with the Personnel Office the form "Employee Injury Report". It is emphasized that these investigations and reports should be thorough and timely, so that authorized personnel will have adequate information on which to base decisions regarding the classification of injuries and payment of related expenses and if necessary, determination of third party responsibility.

In some cases, depending upon the nature and extent of the

injury, the University will file a report of the accident with the Arkansas State Workmen's Compensation Commission. In such cases, the University will work closely with the employee and supervisor in filing the claim.

The Personnel Office will be glad to furnish detailed information on procedures to be followed in cases of on-the-job injury.

SOCIAL SECURITY

All University employees are covered by the Federal Old Age, Survivors, and Disability Insurance System. Three basic types of benefits are available under this Social Security program: Old age, survivors and disability insurance benefits. Under the law, the employee and the employer each contribute to the Federal Social Security system a tax based on a percentage of the employee's salary up to an amount specified by law.

Any question pertaining to Social Security and its benefits should be referred to the local office of the Social Security Administration.

GRIEVANCE PROCEDURES

It is the policy of the University of Central Arkansas to give prompt and impartial consideration to the complaints of its employees. An employee having a grievance, complaint or question concerning suspected discrimination or a condition of his/her employment should take the following steps without fear of penalty or reprisal.

Step 1.

Talk with your immediate supervisor. It is his/her job to make a thorough investigation, and if possible, to arrive at a mutually agreeable solution.

Step 2. OR IF THE SITUATION WARRANTS

If within seven (7) working days a mutually agreeable solution has not been reached, then the employee should do one of the following:

- (1) If it is a question of discrimination, then the employee should contact the Director of Affirmative Action within five (5) working days of the date of the response in Step 1 for assistance in placing his/her complaint in written form and determination of merit. The written grievance of merit will be submitted to the next appropriate level of authority by the Director of Affirmative Action.
- (2) If it is a question concerning a condition of employment, then the employee should contact the Director of Personnel. The Director of Personnel will assist the employee in placing his/her complaint in written form and determination of merit. The written grievance of merit will be submitted to the next appropriate level of authority by the Director of Personnel.

Grievances found to be without merit, thus complaints, will be administratively resolved.

The appropriate official will then make a thorough investigation of all facts and present his/her decision in writing to either the Director of Affirmative Action or the Director of Personnel as appropriate and the grievant within ten (10) working days from the date of the written grievance. If a mutually satisfactory solution has not been reached, then the employee may continue to the next step.

Within five (5) working days from the date of the written decision, the employee must notify the Director of Affirmative Action or Director of Personnel of his/her intent to continue to Step 3.

Step 3.

If the grievance is a question concerning possible discrimination, the Director of Affirmative Action will notify the appropriate individuals and the Grievance Council will convene, within ten (10) working days of Notice of Intent. The council will be made up of one person of administrative rank chosen by the President's Administrative Council; two classified employees, and, two faculty employees elected at large by their appropriate groups. One individual chosen by the grievant and one individual chosen by the President. The Director of Affirmative Action will serve as the ex-officio member and resource person for grievances dealing with possible discrimination. If it is a question of condition of employment, the Director of Personnel will serve as ex-officio member and resource person.

The Grievance Council will conduct a hearing at which the grievant and other involved parties will be heard.

The Grievance Council will, within thirty (30) working days of the receipt of the grievance, make its recommendation to the President.

Step 4.

The President will review the recommendations of the Grievance Council.

The above procedure does not preclude any individual from pursuing his/her claim through legal channels.

PARKING

Any member of the staff at the University who operates a vehicle on campus shall register a description of that vehicle and the state license number with the traffic office. Application for parking permits and payment of parking/traffic fines shall be made at the University Traffic Office, Old Main Building, Room 11.

Faculty-staff parking permits are available to staff employees each academic year or a portion thereof.

Spouse and children of employees of the University are not eligible for faculty-staff parking permits.

In the event one must operate an unregistered vehicle on campus, a temporary permit may be obtained from the Traffic Office. These permits are valid for one week. The first permit per semester is free of charge.

LIBRARY PRIVILEGES

The University of Central Arkansas Library consists of more than 250,000 volumes, 2,100 periodical subscriptions and a microfilm collection with reader/printer equipment. The library serves all personnel of the University, faculty, staff and students.

Upon proper identification the library staff at the circulation desk will register immediate family members of employees as library patrons. The card will be kept in a file at the circulation desk and family members wishing to check out books should identify themselves

to the circulation staff members by name and indicate their status as a registered patron.

Employees of the University will use their I. D. cards to identify themselves when checking out books.

Children of employees under seven years of age should be escorted by an adult when using library facilities.

Employees and/or other family members not returning books within the allotted time will be subject to the usual library fines and will be expected to reimburse the University for any lost or damaged books.

ATHLETIC EVENTS AND RECREATIONAL ACTIVITIES

Employees are eligible to apply for a swim pass by contacting the Jeff Farris Health and Physical Education Center.

A swim pass may be obtained for the employee, spouse and dependent children. Children must be accompanied by a parent, or a responsible adult faculty/staff member and are limited to the use of the swimming pool. Adult pass holders have access to all physical facilities of the center including handball courts, swimming pool, and physical training equipment.

Employees may gain free admission to all UCA athletic events held on the University of Central Arkansas campus by presenting their faculty-staff I. D. card. Athletic passes may be obtained to extend this same benefit to employee, spouse, and dependent children. Contact the Athletic Department for details.

TUITION REMISSION POLICY

1. Non-appointed personnel must have been employed a minimum of twelve consecutive months and presently employed before becoming eligible for this benefit which will become effective the semester or summer term immediately following establishment of eligibility. Non-appointment personnel on leave of absence are not eligible for this benefit.
2. Appointed personnel are eligible for this benefit the first semester or summer term following the beginning date of contract.
3. Eligible employees are obligated to pay the pro-rata portion of the fees represented by the remaining part of the semester following the employee's resignation.
4. Employees, spouses, and dependents of all employees are eligible for fee remission benefits for undergraduate resident fees only. Employees, spouses or children who have earned the bachelor's degree are not eligible for additional undergraduate course fee remission.

Children by birth or legal adoption who are unmarried will be eligible for fee remission providing they enter the University within thirty months of their date of high school graduation. The fee remission plan will remain in effect for five consecutive years following their initial enrollment.

5. A fee of \$2.00 per hour registered will be charged.

There are some circumstances under which a university employee may enroll for a course scheduled during the working hours.

There are no restrictions to enrolling for courses scheduled after working hours.

1. The employee's supervisor must request of the president that the employee be allowed to enroll for a course scheduled during the employee's working hours.
2. No employee may take such a course until one calendar year following employment.
3. No employee may enroll for more than one three-hour course during working hours in any one semester or one summer term.
5. Permission may be granted for one course on either of the following two bases: The employee shall forfeit one week of accumulated vacation to compensate for time lost from the job or the employee's salary will be reduced by 7% during the semester in which the course is taken (10% during summer term).

TERMINATION

An employee wishing to terminate his/her employment with UCA should give at least two weeks (preferable four weeks) advance notice to his/her supervisor. The employee should secure and complete a Notice of Intent to Terminate Employment form at the Personnel Office. If an employee voluntarily terminates employment with proper advance notice and his/her work record has been good, he/she may be considered for re-employment at a later date, either in the same or another department on campus.

If an employee voluntarily terminates employment, after at least six months of service (in good standing and with proper notice) he/she will be paid for any unused vacation time. (If an employee voluntarily terminates employment without proper notice or he/she is immediately discharged for cause, the employee will not be paid any time beyond the last day of work.)

In the event of the death of an employee, his or her accrued time remaining will be paid to his/her estate.

The employee must return to the Personnel Office any University property, including keys, I.D. cards, library cards and dependent and spouse passes, which the employee has in his/her possession before any refunds are made or before the employee's final salary check is released. A clearance checklist should be picked up and returned to the Personnel Office.

CHANGES IN PERSONAL INFORMATION

Since the Personnel Office keeps permanent records on your employment and uses this information for official purposes, it is necessary that they know when you have a change in name, address, telephone number, number of dependents, beneficiary for insurance, etc. These changes should be reported to the Personnel Office and your supervisor as soon as possible.

THINGS TO REMEMBER

My hours are _____ to _____.

My supervisor is _____.

My telephone number at work is _____.

I should notify my supervisor and the Personnel Office when there are changes in my personal information.

I should call my supervisor when I am ill and cannot come to work.

I should report all accidents or injuries to my supervisor at once.

A revised Academic Freedom, Tenure and Promotion Policy was distributed to Trustees. Adoption of this policy will be considered at a later meeting of the Board.

Mr. Dixon made a motion that an approximately fifteen foot easement on university property located on College Avenue be granted to the City of Conway. A second to this motion was made by Mr. Ahlf and passed by unanimous vote.

At a meeting of the Board on April 6, 1977, an expenditure of \$46,000 was approved for replacing the roof of the Administration Building. Mr. Ahlf made a motion that an additional \$16,700 be approved for this project and furthermore that the low bid in the amount of \$62,770 for replacing the roof on the Administration Building and submitted by Mike Barrow, North Little Rock, be accepted. A second to this motion was made by Mrs. Hammans and approved by unanimous vote.

Upon motion made by Dr. Johnson, seconded by Mrs. Hammans and passed by unanimous vote, executive session was declared for the purpose of considering personnel.

Upon the recommendation of President Farris, Mrs. Hammans made a motion that the following appointments, resignations, and adjustments be approved. A second to this motion was made by Mr. Ahlf and passed by unanimous vote.

1. Cindy Gladney, Women's Basketball Coach & Coordinator of Women's Athletics, effective July 1, 1977 @ \$1166.66 per month.
2. Barbara Neal, Assistant Professor of Early Childhood Education and Director of Teacher Corps Project, effective June 6, 1977 @ \$1708.33 per month. This is not a tenure earning position nor does it provide for academic rank promotion.
3. Arland Lyons, Assistant Professor of Educational Media, effective August 15, 1977 @ \$1444.44 per month.
4. Paul F. Krause, Assistant Professor of Chemistry, effective August 15, 1977 @ \$1527.77 per month.
5. Peter A. Schwartz, Instructor of Accounting, effective August 15, 1977 @ \$1444.44 per month.
6. Roosevelt Fortson, Public Safety Officer I, effective June 20, 1977 @ \$565.60 per month.
7. L. P. Stephens, Public Safety Officer I, effective June 24, 1977 @ \$565.50 per month.
8. Isa Ludy, Part-time Assistant Professor of Special Education, effective August 15, 1977 @ \$615.55 per month.
9. E. R. Hopkins, Part-time Professor of Education, effective July 15, 1977 @ \$250.00 per month.

10. Michael Gipson, Part-time Instructor of Sociology, effective August 15, 1977 @ \$700.00 per month.
11. Teresa Smith, Visiting Assistant Professor, will teach two courses the fall semester for a total salary of \$2500.00.
12. Keith Wilson, Systems Analyst II, effective July 18, 1977 @ \$968.50 per month.
13. Richard Ward, Applications Programmer II, effective July 11, 1977 @ \$825.50 per month.
14. Deborah Howell, Instructor of Physical Education, effective August 15, 1977 @ \$1333.33 per month.
15. Wm. C. Buchanan, Assistant Professor of Education, effective August 15, 1977 @ \$1277.77 per month. This position is non-tenure earning.
16. Joyce Meixner, Instructor of Special Education, effective August 15, 1977 @ \$1289.00 per month.
17. Carolyn Riviere, Part-time Instructor of Nursing, effective August 15, 1977 @ \$687.00 per month.
18. Rebecca Lancaster, Part-time Assistant Instructor of Nursing, effective August 15, 1977 @ \$503.00 per month plus waiver of graduate fees.
19. Mary Harlan, Instructor of Home Economics, effective August 15, 1977 @ \$1333.33 per month.
20. Loretta Price, Instructor of Continuing Education, effective August 22, 1977 @ \$1166.66 per month. This is not a tenure earning position.
21. Kathleen Kraeft, Assistant Professor of Music, effective August 15, 1977 @ \$1422.22 per month.
22. Robert Levey, Instructor of Accounting, effective August 15, 1977 @ \$1444.44 per month.
23. Joe Darling, Admissions & Student Recruitment Officer, effective August 15, 1977 @ \$951.16 per month.
24. Judith E. Seidenschur, Clinical Faculty, Department of Nursing, effective August 15, 1977, no salary.
25. John Outlaw, Assistant Football Coach, effective August 15, 1977 @ \$1100.00 per month.
26. Richard Martin, Assistant Football Coach, effective August 15, 1977 @ \$1100.00 per month.
27. Jimmy D. Taylor, Part-time Instructor in Business, fall semester @ a total salary of \$1000.00.
28. Bob Kelly, Part-time Instructor in Accounting, fall semester, 1977 @ a total salary of \$825.00.
29. John Touhey, Part-time Instructor in Business, fall semester, 1977 @ a total salary of \$1000.00

30. Andre McNeil, Part-time Instructor in Business, fall semester, 1977 @ a total salary of \$825.00.
31. Bob Mitchum, Part-time Instructor in Business, fall semester, 1977 @ a total salary of \$1000.00.
32. Ruth Ann Williams, Part-time Instructor in Business Education, fall semester, 1977 @ a total salary of \$1650.00.
33. David Easley, Assistant Instructor and Assistant Football Coach, effective August 15, 1977 through December 31, 1977 for a total salary of \$3,000.00 plus room and board.
34. Rebecca Anderson, Part-time Instructor in Health Education, effective August 15, 1977 @ \$444.44 per month.

Resignations:

1. Ricky Burks, Instructor of Accounting, effective May 15, 1977.
2. Deborah Ann Roller, Instructor of Nursing, effective May 15, 1977.
3. Billy McNew, Public Safety Officer I, effective August 5, 1977.
4. Calvin Terry, Public Safety Officer I, effective August 20, 1977.

Adjustments:

1. James Ed Smith, Public Safety Officer II, change 1977-78 salary from \$8,450.00 to \$8,918.00.
2. Cleo Hensley, Public Safety Officer II, change 1977-78 salary from \$8,008.00 to \$8,450.00.
3. John Tyrrell, Public Safety Officer II, change 1977-78 salary from \$8,008.00 to \$8,450.00.
4. Bill Wood, Public Safety Officer I, change 1977-78 salary from \$6,786.00 to \$7,150.00.
5. Tommy G. Smith, change title from Director of Information to Acting Director of Admissions and change monthly salary from \$1,400.00 to \$1,458.16 effective August 1, 1977.
6. Mark Sandler, Instructor of Sociology, effective August 15, 1977, change monthly salary from \$1,388.88 to \$1,444.44.
7. Tamara Paulson, Instructor of Foreign Languages, effective August 15, 1977, change monthly salary from \$1,216.66 to \$1,327.77.
8. Michael T. Battista, effective August 15, 1977, change rank from Instructor of Mathematics to Assistant Professor of Mathematics & change monthly salary from \$1,388.88 to \$1,444.44. This is a one-year appointment.
9. Sidney T. Mitchell, change appointment date from August 15, 1977 through May 15, 1978 to August 15, 1977 through June 30, 1978; change title from Associate Professor of Education to Associate Professor of Education, Coordinator of Early Childhood Education and Director of the Early Childhood Training Project; and, change monthly salary from \$1,813.88 to \$1,833.33.

10. Margaret Hays, effective August 15, 1977 change rank from Assistant Instructor of Nursing to Instructor of Nursing, and change monthly salary from \$879.16 to \$1,000.00.

Upon motion made by Mrs. Hammans, seconded by Mr. Ahlf and passed by unanimous vote, open meeting was declared.

Appointments, resignations, and adjustments as approved in executive session were approved in open meeting upon motion made by Mrs. Hammans, seconded by Mr. Ahlf, and passed by unanimous vote.

Following discussion relative to the original Student Center bond issue (1959), Chairman Johnson requested a report on a research of actions relative to the original bond issue on the Student Center Building and the arrangements for meeting the bond obligations and Student Center operation expenses.

Mr. B. W. Horton, Vice President for Business Affairs, gave a financial report.

JAMES W. AHLF

The Board of Trustees, meeting in regular session, August 17, 1977, unanimously adopted the following Resolution on behalf of the students of the University of Central Arkansas.

RESOLVED: That a debt of gratitude is owed to Mr. James W. Ahlf for his dedication to considering the value of quality education in the lives of young people. From the time of his appointment as a Trustee in 1966, and especially for the period 1973 to 1977 when he served as Chairman, he has rendered faithful and increasingly important services to the students of the University of Central Arkansas. His ability, breadth of vision, constructive policies, and wholehearted devotion have been of incalculable significance in a period of unparalleled growth and development of the University.

RESOLVED: That the Board of Trustees claims the privilege, on its own behalf and on behalf of the students of the University of Central Arkansas, to make this permanent record of its grateful and heartfelt appreciation of the manifold services Mr. Ahlf has rendered to the University of Central Arkansas.

NOW, THEREFORE, BE IT FURTHER RESOLVED: That this Resolution be spread upon the minutes of the Board of Trustees and become a part thereof.

(signed:) Bill Johnson, Chairman
 (signed:) Mrs. Charles E. Hammans
 Chairman Elect
 (signed:) Charles R. Dixon, Secretary
 (signed:) John W. Sneed, Jr., M.D.
 (signed:) J. Albert Johnson, M.D.
 (signed:) Henry L. Jones, Jr.

(signed:) Jefferson D. Farris, President

There being no further business to come before the Board, the meeting was adjourned.


 Bill Johnson, Chairman


 Charles R. Dixon, Secretary