

# UCA™



## Staff Handbook

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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. UCA 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 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, see the [Office of Human Resources](#) website.

## 1.2 University History

Founded in 1907, UCA has an enrollment of over 10,000, of which almost 20% are graduate students. The university offers more than 140 undergraduate and graduate

certificate and degree programs, including doctoral programs in six disciplines. The undergraduate student body consistently scores above the national average on the ACT exam. UCA is proud of its tradition of teaching excellence and its contributions to research, scholarship, and creative activities. UCA seeks to attract students and employees that are dedicated to building a culture of diversity, belonging, inclusion, and equity.

### **1.3 University Timeline**

For more information on its history and major events in the university's past, visit the [Official History section](#) of the university website.

### **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 Division of Higher Education](#), and the [Arkansas 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 of Central Arkansas's vision, mission and core values are provided below.

#### **1.5.1 Vision**

The University of Central Arkansas aspires to be a premier learner-focused public comprehensive university and a nationally recognized leader 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 leader in 21<sup>st</sup> century higher education, is committed to excellence through education that remains current. UCA's faculty and staff promote the development of its students through academic and extracurricular endeavors. Students, faculty, and staff partner to create strong engagement with the local, national and global communities. UCA 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

UCA believes in life-long intellectual development of students, faculty and staff. The institution is committed to the free pursuit of knowledge and continuous growth in learning and teaching.

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

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

### 1.5.4 Community

UCA values and respects, as the institution's 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, the nation, and the world. That is, UCA believes people are the focus of the institution.

***Collegiality:*** UCA believes 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:*** UCA is dedicated to promoting outreach activities, community education and partnerships with surrounding entities. UCA believes in collaborating with the citizens of the region, the state, the nation, and the world, as well as those organizations and constituents with whom we work.

**Safe and Healthy Environment:** UCA promotes a safe, healthy, and sustainable environment where community members can flourish personally and socially as whole beings with obligations to improve their environment.

**Service:** UCA believes in sharing our academic and cultural resources and expertise with the public, educational institutions, businesses, cultural centers, and public and nonprofit agencies, when appropriate. UCA works 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

UCA is dedicated to attracting and supporting a diverse student, faculty and staff population, and enhanced multi-cultural learning opportunities. UCA values 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:** UCA actively pursues and seeks to retain a diversified student body, faculty and staff.

**Support:** UCA maintains the highest academic quality and ensures that programs remain innovative and responsive to the ever-changing and diverse needs of those the university serves.

**Knowledge:** UCA seeks to enhance interaction and understanding among diverse groups and cultivate enriched learning opportunities in a global community.

### 1.5.6 Integrity

UCA is committed to ethical and responsible behavior in our own actions and to developing the same commitment in 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:** UCA believes in acting with honesty, courage, and trustworthiness.

**Respect:** UCA supports a community and climate of respect and thoughtfulness among students, faculty, staff and the people of the community, state, nation, and the world.

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

**Trust:** UCA values and continually seeks to earn the public's trust in all of our actions and words. The vision, mission and core values were adopted by the UCA Board of Trustees on May 6, 2011.

## 2.0 Hiring Practices

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 Concurrent Employment
- 2.7 Private-Sector Employment
- 2.8 Nepotism

### 2.1 Hiring Policy

UCA 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 as well as moving from temporary or extra help to regular employment. Furthermore, UCA is an at-will employer consistent with Arkansas Law.

For more information, see [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 equal employment statement for UCA is found at the following link: [UCA EEO Statement](#).

Questions regarding the university's Equal Employment Policy should be directed to the university's Associate General Counsel and Compliance Officer.

### 2.3 Employment Classifications

There are four employment classifications within UCA. Specific information about each employment classification is listed below.

1. Academic Administrators and Faculty Employees
2. Full-Time, Staff Employees
3. Part-Time, Extra Help and Temporary Staff
4. Student Workers and Graduate Assistants

### **2.3.1 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. Additionally, Faculty are covered by the policies and benefits described in the Faculty Handbook.

### **2.3.2 Full-Time, Staff 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
- Administrative Support Staff
  - Administrative Specialist
  - Institutional Services Assistant
- Professional Support Staff
  - Systems Analyst
  - Program Coordinator
  - Fiscal Support Analyst

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

### **2.3.3 Part-Time, Extra Help and Temporary Staff**

As a general rule, positions working less than an average of 30 hours per week on an on-going basis are covered by some of the policies and procedures of this Staff Handbook. These positions are not eligible for health, dental, life or disability insurance coverage. Employees in these positions do not have access to the employee grievance process, and they are limited to a maximum of 1,500 work hours per fiscal year pursuant to Ark. Code Ann. § 6-63-314.

### **2.3.4 Student Workers and Graduate Assistants**

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

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

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

### **2.3.5 New Hire Employees**

UCA is an at-will employer consistent with Arkansas law.

During the first 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 or 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.

## **2.4 Hiring Procedures**

Information about hiring procedures is listed at the following link:

<https://uca.edu/hr/people-admin-applicant-tracking/>

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

**NOTE:** Offers of employment must be made contingent upon approval through the UCA Affirmative Action/Equal Employment Office, the President's Office and upon completion of a background check, security clearance, physical fitness exam or other conditions of employment. For more information, see [Board Policy 418](#).

**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 the Office of Human Resources immediately along with the completed full-time electronic orientation packet. The completion of the I-9 is done through the onboarding process.

### **2.4.1 Direct Hires and Department Reorganizations**

The direct hire process refers to hiring a benefits-eligible employee without initiating the position posting process through applicant tracking. When a department presents a justification to fill a position by direct hire, approval must be provided in order to forgo the position posting and review process.

To request a direct hire, follow the steps below.

1. Prior approval must be received from the appropriate vice president before the direct hire process can begin. It is recommended that HR be consulted in advance of initiating the direct hire process.
2. Upon approval from the vice president, the Direct Hire Justification Form should be submitted to HR. The direct hire can then be originated and approved through the applicant tracking system.

Offers of employment are contingent upon approval through this review process.

The direct hire process and approval form should also be used when a department chooses to reorganize its structure, resulting in the moving or changing of multiple positions. A copy of the approved reorganization, along with a signed Direct Hire Justification Form, should be submitted to HR before the reorganization is initiated. Department Chairs and Vice Presidents are encouraged to consult with HR in advance of a reorganization.

### **2.4.2 Internal Hires**

In cases where a department chooses to 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 applicant tracking system for a minimum of five working days. Employees are encouraged to apply for open campus positions for which they are qualified, regardless if the position is for 'internal hire only' or is posted for external applications.

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

### **2.4.3 Classification and Compensation**

Salary maximums for categories of employment are established through the UCA Personal Services Appropriations Act, and actions of the UCA Board of Trustees. For all appropriated positions, maximum salaries are defined in the UCA Personal Services Appropriations Act.

## **2.5 Concurrent Employment**

The Arkansas Division of Higher Education (ADHE) 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 Arkansas Division of Higher Education (ADHE) as requested by the secondary employer. (The employee should not make direct contact with ADHE).

**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 ADHE, 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 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 per annum.

## **2.6 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, or the employee takes leave time for any time they are off during their normal hours.
- University supplies and/or equipment are not used.

## 2.7 Nepotism

UCA 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 of Trustees 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. The state requires the university to report the hiring of relatives. This is reported to the Human Resources department, by the relative during their hire paperwork.

For more information, see [Board Policy 514](#).

<b>Nepotism Definition of a Relative</b>	
Aunt	Nephew
Brother	Sister
Brother-in-Law	Sister-in-Law
Daughter	Son
Daughter-in-Law	Son-in-Law
Father	Father-in-Law
First Cousin	Stepdaughter
Half-Brother	Stepfather
Half-Sister	Stepmother
Husband	Stepson
Mother	Uncle
Mother-in-Law	Wife
Niece	

## 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 Performance Evaluations
- 3.4 Alcohol Use (405)
- 3.5 Drug-Free Workplace Policy (505)
- 3.6 Smoking and Tobacco Use Policy (519)
- 3.7 Firearms Policy (507)
- 3.8 On-the-Job Injuries
- 3.9 Children in the Workplace (518)
- 3.10 Title IX
- 3.11 Americans with Disabilities Act (ADA)
- 3.12 Affordable Care Act (ACA)
- 3.13 Mobile Device Policy
- 3.14 Medical Marijuana
- 3.15 Office of Employee Engagement and Enrichment

### **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. This can be done through Banner Self-Service under the personal information tab. Instructions on how to update your information can be found on the Office of Human Resources [General Forms](#) webpage. Information on how to update dependents, beneficiary, and retirement information can be found on the Office of Human Resources [Employee Benefits webpage](#).

Failure to provide changes in information may result in incorrect deductions and misdirected correspondence (e.g. W-2 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**

Employees have the right to examine and copy the information contained in their own personnel file. Official personnel records for all employees are maintained in the 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 the employee's supervisor, the employee's 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, marital and parental status; home and mobile telephone numbers and addresses; and personal email addresses.

Within 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, requester 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, see [Board Policy 509](#).

For information about employee rights, see [Freedom of Information Act](#).

### **3.3 Performance Evaluations**

For new employees, departmental supervisors are encouraged to use the Employee Probationary Period Review for all employees before their completion of the 90-day probationary period.

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 staff is required.

Performance Evaluation and Employee Probationary Period Review forms are located on the Office of Human Resources [Employee Evaluation page](#).

### **3.4 Alcohol Use**

Possession and use of alcoholic beverages in public areas of university facilities (including organized houses) and at official university student functions held on campus must follow

state and federal laws and university policies at all times. Use of alcoholic beverages during office hours is prohibited and may 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 the Office of 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 **10.4 Counseling Center** and **10.5 Employee Alcohol and Drug Abuse Assistance Programs**.

For more information, see [Board Policy 405](#).

### **3.5 Drug-Free Workplace Policy**

Drug abuse and use in the workplace are subjects of immediate concern in our society. The problems created by drug abuse are extremely complex 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:

This policy is intended to comply with the rules published by the Federal Office of Management and Budget on Jan. 31, 1989, in the Federal Register, implementing the Drug-Free Workplace Act of 1988 and the Governor's Executive Order 89-2 dated March 30, 1989. Federal regulation of controlled substance: 21 U.S.C. § 812.

For more information, see [Board Policy 505](#).

### **3.6 Smoking and Tobacco Use Policy**

In accordance with Arkansas state law, smoking on campus is prohibited. University Board of Trustees policy prohibits the use of any tobacco products and electronic cigarettes on campus and in any vehicle owned or leased by the university.

For more information, go to [Board Policy 519](#).

### **3.7 Firearms Policy**

UCA is committed to a safe working environment. Unless authorized by law or 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. The employee involved will be subject to immediate termination of employment.

For more information, see [Board Policy 507](#).

### **3.8 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.

All job injuries must be reported by employee and/or supervisor by calling The Company Nurse Injury Hotline at 1-855-339-1893 as soon as possible. A registered nurse will document the injury and direct the injured employee to receive care in an appropriate medical facility. The injured employee must sign claim forms in the UCA Office of Human Resources within 48 hours of reporting the injury. The insurance carrier, Public Employee Claims Division located in Little Rock, will process, approve or deny, and pay claims for work-related injuries.

For more information, please visit our Workers Compensation [website](#).

### **3.9 Children in the Workplace**

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, see [Board Policy 518](#).

### **3.10 Title IX**

Title IX of the Education Amendments of 1972 ("Title IX") provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance. 20 U.S.C. §1681.

Title IX provides that discrimination on the basis of sex includes sexual harassment of students, as well as sexual violence. For more information, visit the Title IX website at <http://uca.edu/titleix/>, <https://uca.edu/ubulletin2018/general-policies-information/sexual-misconduct-policy/>, or the U.S. Department of Education's Office for Civil Rights [website](#).

### **3.11 Americans with Disabilities Act (ADA)**

It is the policy of UCA to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA). This act requires that employers with 15 or more

employees provide reasonable accommodations for individuals with disabilities, unless it would cause an undue hardship to the business. A reasonable accommodation is any change in the work environment or in the way a job is performed that enables a person with a disability to enjoy equal employment opportunities. If you need an accommodation, please contact the Human Resources office to start the interactive process.

For more information, visit <https://www.ada.gov/>.

### **3.12 Affordable Care Act**

UCA offers group health insurance to full-time employees and their eligible dependents, and to part-time employees and dependents who work an average of 30 or more hours per week over the measurement period. The health plans offered by the university fully meet the affordability and coverage requirements of the Affordable Care Act. If you do not have health insurance and want to explore other insurance coverage options, please visit [www.healthcare.gov](http://www.healthcare.gov).

### **3.13 Mobile Device Policy**

UCA seeks to protect its mobile devices and the data stored on either university-owned or privately owned devices holding institutional data from unauthorized access, use, alteration, modification, disclosure, deletion, destruction and/or removal.

For more information, please visit the [Mobile Device Policy](#) on UCA's website.

### **3.14 Medical Marijuana**

Arkansas passed the Arkansas Medical Marijuana Amendment in 2016. The amendment does not, however, change policies prohibiting the use of or possession of marijuana on any property owned or managed by UCA because of the federal Drug-Free Workplace Act of 1988.

See section 3.5 for the Drug-Free Workplace Policy. Additional policies are available through the Office Human Resources and [General Counsel](#).

### **3.15 Office of Employee Engagement and Enrichment**

The Office of [Employee Engagement and Enrichment](#) supports the university by providing educational seminars for faculty, staff, students and the community. The educational seminars are offered throughout the academic year and cover topics such as Diversity, Workplace Harassment Prevention, Service Excellence, and Professional Development.

## 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 and/or Flex Schedule
- 4.4 Inclement Weather and Delayed Start
- 4.5 Office Hours/Work Hours
- 4.6 Overtime/Compensatory Time

### 4.1 Absences from Work

Employees absent for three 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 15 minutes each.

### 4.3 Flex Time and/or Flex Schedule

Flex time or a flex schedule 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 40. For more information please see the [Flexible-Time and/or Flexible Schedule](#) policy.

### 4.4 Inclement Weather and Delayed Start

It is the policy of UCA not to close due to inclement 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.

UCA may close due to severe weather in some instances when students are not in residence and food services are closed. An announcement will be made 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, UCA may implement a delayed start time. Announcement of the delayed start will be made as early as possible on the morning of the delay.

Generally, weather announcements will be announced in four ways:

- University Website
- University Social Media Accounts
- Email
- UCA Emergency Alert System

On a delayed-start day, employees arriving at work by 10 a.m. will not be charged for two hours of leave time. Employees arriving at work after 10 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 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 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. Work schedules for nonexempt employees are five eight-hour days totaling a 40-hour work week.

Within that framework, department heads, with the approval of the appropriate division vice president, may establish flexible work hours and lunch breaks.

## **4.6 Overtime/Compensatory Time**

Overtime/compensatory time is earned when a nonexempt employee works in excess of 40 hours per week.

**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.

## **5.0 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 Recognition
- 5.4 Employee Debt to the University
- 5.5 Garnishments and Child Support
- 5.6 Payroll Deductions
- 5.7 Professional Services Contract Employment
- 5.8 Salary Information
- 5.9 Workers' Compensation
- 5.10 Fair Labor Standards Act

## 5.1 Additional Income Statements

Within 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, 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 other than documentation. UCA 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 higher education institutions are eligible for annual career service recognition payments upon completion of 10 years of service in a regular full-time position or positions with an agency or institution of the state of Arkansas. The annual career service payment is included in the employee's regular month-end paycheck on the date-of-hire anniversary month every year beginning with the completion of 10 years.

For more information visit the [Career Service Recognition Payments FAQ](#) on the Human Resources website.



Career Service Recognition	
Years of State Service	Annual Payment
10 – 14	\$800
15 – 19	\$1000
20 – 24	\$1200
25 or more	\$1500

### 5.3 Salary Changes

Employees are eligible for general salary adjustments as approved by the Arkansas Division of Higher Education and the UCA Board of Trustees. Salary adjustments typically occur in the form of annual cost-of-living adjustments.

### 5.4 Employee Debt to the University

UCA 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 employment-related charges may be repaid through deductions from final pay. In other cases, the university may work with employees or former employees to establish repayment plans.

### 5.5 Garnishments and Child Support

UCA 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.

UCA charges an administrative fee for each child support payment processed through payroll. For more information visit [Garnishment/Wage Withholding Orders](#) on the Human Resources website.

### 5.6 Payroll Deductions

UCA 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. For more information about Social Security and Medicare benefits, please visit the [Social Security Administration](#) website or call 1 (800) 772-1213.

**Retirement:** See section **7.10 Retiree Benefits** or contact the Office of Human Resources for information regarding retirement plans.

**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 pretax basis through the Cafeteria Plan at the employee's discretion. For more information see **7.1**.

**Income Tax:** Both federal and state taxes are automatically deducted from the paycheck 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.

## **5.7 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. (For 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 Office of the 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.

## **5.8 Salary Information**

Payroll checks are issued as follows:

1. Employees are paid on a semimonthly 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 paychecks 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.

## 5.9 Workers' Compensation

The University is committed to a safe and secure work environment and participates in the State Employers Workers' Compensation program. See section **3.8 On-the-Job Injuries** for more information.

## 5.10 Fair Labor Standards Act

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

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

**Nonexempt:** Employees covered by the act

If an employee's position is classified as nonexempt, the normal work week is 40 hours.

An employee is considered to have earned overtime when he or she has worked in excess of 40 hours in any work week. A regular work week consists of 40 hours (from 12 a.m. Saturday through 11:59 p.m. Friday). It is the policy of UCA 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 department head be given before an employee works in excess of 40 hours per week. Before overtime 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 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 40, that time is to be compensated at time-and-a-half.

Overtime will be compensated in one of the following ways:

1. Employees will be paid time-and-a-half for work in excess of 40 hours per week, providing the immediate supervisor, department head and appropriate vice president approve payment in advance. Overtime 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 240 hours of accrued compensatory time. All compensatory hours in excess of 240 hours 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.

## **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
- 6.3 Court/Jury Duty
- 6.4 Employee Educational Leave
- 6.5 Employee Leave Reports
- 6.6 Family Medical Leave Act (FMLA)
- 6.7 Leave Without Pay
- 6.8 Bereavement Leave
- 6.9 Leave for Children's Educational Activities
- 6.10 Maternity/Paternity Leave
- 6.11 Military Leave
- 6.12 Sick Leave
- 6.13 University Holidays
- 6.14 Holiday Pay and/or Equivalent Time Off

### **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 30 days, or 240 hours, on Dec. 31st of each year. Accrued leave may exceed 30 days during the calendar year, but all in excess of 240 hours will be forfeited if not used by Dec. 31st of each year. Excess leave may be donated to the UCA 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 employees and 12-month faculty accrue annual leave as follows:

Annual Leave Accruals		
Year of Service Beginning		Staff/12-Month Faculty Monthly Hours Accrued
New Hire – 3 Years		12
Year 4 – 5		14
Year 6 and over		15

### 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 borrow from anticipated future accruals.
- Before annual leave may be taken, approval should be obtained from the supervisor or department head.
- Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of UCA, the amount due to the employee or the employee's estate from accrued annual leave will be paid on the next available payday once all leave reports have been approved.
- Employees receiving vacation or sick leave pay out when exiting the university cannot return to state employment until the number of days for which he or she received the payout 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, and may result in disciplinary action up to and including termination.
- Employees are responsible for keeping track of leave balances as continuous violation of these guidelines may result in disciplinary action up to and including termination.

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 or 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 30 days or 240 hours at the employee's current rate of pay.

**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**

UCA's Catastrophic Leave Bank provides paid leave for qualifying full-time employees in catastrophic situations.

For more information, see [Board Policy 504](#) and on the Office of Human Resources website under [Catastrophic Leave](#).

## **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, are entitled to receive normal and full compensation in addition to any fees paid for such services. This also applies if an employee's minor child is subpoenaed. 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 purpose of Employee Educational Leave is to pursue educational opportunities separate from the tuition remission policy outlined in this handbook. (Example - A Journeyman attending classes or training outside of UCA in order to obtain his electrical license.)

The conditions for granting educational leave will be at the discretion of the appropriate vice president and president. Non-faculty employees interested in pursuing Employee Educational Leave should prepare a written request outlining the dates and general purpose of the leave. An approval form for this request can be found on the Human Resources website.

## **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 the employee's supervisor no later than three 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 [Leave Reporting Forms](#) on the Human Resources website.

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

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

The Family Medical Leave Act does not mandate payment for leave. UCA requires the employee to use any available accrued paid leave, which will run concurrently with FMLA, for as much of the 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 and paternity leave, the employee may elect to use unpaid leave without exhausting accrued paid leave.

For more information see section **6.10**.

For further information concerning benefits that may be available under the Family and Medical Leave Act, please visit the U.S. Department of Labor's [FMLA](#) website. You may also contact the Office of Human Resources at (501) 450-3181 or see the [Family and Medical Leave](#) information on the UCA website.

## **6.7 University Leave Without Pay**

An employee may request a continuous leave of absence without pay. The leave and the conditions of the leave are granted at the discretion of the university President.

Please see [Office of Personnel Management Policy 50.11](#) for more information.

## **6.8 Bereavement Leave**

Requests for leave to attend funeral services for an immediate/stepfamily member are made under Sick Leave. Requests for leave to attend funeral services for someone who is not an immediate/stepfamily member will be made under Annual Leave or Leave-Without-Pay.

Immediate/stepfamily members are defined in the chart below.

<b>Bereavement Leave</b>	
<b>Definition of Immediate and/or Stepfamily Members</b>	
Brother	Husband
Child	In-Laws
Father	Mother
Grandchildren	Sister
Grandparents	Wife
Any individual acting as a parent or guardian of an employee	

**NOTE:** An employee may take up to five 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.

## **6.9 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 calendar year for the purpose of attending or assisting with the educational activities of a child.

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 Educational 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 semimonthly 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.

Please see [Office of Personnel Management Policy 50.13](#) for more information.

## 6.10 Maternity/Paternity Leave

UCA offers up to 12 weeks of paid maternity leave for all full time faculty and staff. This paid leave time will be available through UCA’s Catastrophic Leave Bank.

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 and Medical Leave, section 6.6.

## 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 Corps, United States Army, United States Navy, United States Air Force, Arkansas National Guard and all reserve branches of the Armed Forces.

Please see [Office of Personnel Management Policy 50.10](#) and [Office of Personnel Management Policy 50.15](#) for more information.

## 6.12 Sick Leave

Sick leave is available to benefits-eligible, full-time staff employees for themselves or an immediate family member (defined below). Unlike annual leave, however, sick leave may only be used when the employee is unable to work because of sickness, injury, bereavement or for medical, dental, or optical treatment.

<b>Sick Leave</b>	
<b>Definition of Immediate and/or Stepfamily Members</b>	
Brother	Husband
Child	In-Laws
Father	Mother
Grandchildren	Sister
Grandparents	Wife
Any individual acting as a parent or guardian of an employee	

For more information, see section **6.8 Bereavement 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 official university 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 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 UCA Catastrophic Leave Bank.

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 months, accrued sick leave may be restored to his or her credit.

Sick leave may be transferred between state agencies and institutions if there is no break in service or does not exceed two pay periods.

### **6.12.1 Sick Leave Guidelines**

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 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 maybe 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 official retirement or death, any employee, beneficiary, or the estate of any deceased employee, shall receive compensation for a portion of accumulated unused sick

leave or sick leave incentive. UCA mirrors the payout policy found in Arkansas Code [21-4-501](#).

## 6.13 University Holidays

UCA grants full-time, benefits-eligible employees time off with pay to observe the following holidays:

University Holidays	
Official State Holidays	UCA Scheduled Holidays
New Year's Day	New Year's Day
Dr. Martin Luther King Jr. Day	Third Monday in January
George Washington/Daisy Gatson Bates Day	Transferred to Holiday Break
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veterans Day	Transferred to Holiday Break
Thanksgiving	Fourth Thursday in November (Friday by governor's declaration only)
Christmas	Christmas Eve and Christmas Day
Employee's Birthday	Transferred to Holiday Break

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. Please refer to the Holiday Calendar on the UCA website for the 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. UCA 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.

UCA will accommodate reasonable leave requests to observe special religious holidays not mentioned above. Requests in writing should be completed at least two 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.

## 7.0 Employee Benefits and Wellness

This section contains information regarding benefits for eligible employees. Specific employee benefit topics are listed below. For more information, see the [Benefits](#) page on the Office of Human Resources website or call (501) 450-3181 for additional information and eligibility criteria.

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

### 7.1 Cafeteria Plan/Flexible Spending Account(s)

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 eligible expenses with pretax dollars. Eligible premiums for pretax 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, increasing spendable income. 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 31 days. Qualifying events are generally related to family status changes and/or employment status changes such as marriage, divorce, birth, spouse begins a 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 two types of Flexible Spending Accounts (FSA), the Medical Care Reimbursement Account and Dependent Care Reimbursement Account under a Section 125 Cafeteria Plan, allowing employees to use pretax dollars to pay for eligible out of

pocket medical, dental and/or dependent care expenses. Each year during open enrollment, employees have the opportunity to elect a portion of their annual salary to be pre-taxed the following calendar year.

Expenses must be incurred within the calendar year. Paper claims can be made at any time throughout the calendar year prior to the deadline of March 31. Claims can be submitted by email, fax or mail to the FSA carrier. Any money remaining up to \$500 not claimed by Dec. 31 will roll over to the next calendar year.

#### **7.1.1.1 Medical Care Reimbursement Account**

The Medical Care Reimbursement Account can be used to pay eligible out-of-pocket medical expenses not covered by insurance plans, such as unreimbursed dental expenses and medical insurance deductibles and copayments. The 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 spouse to work. Expenses that are eligible for reimbursement include daycare or after-school care expenses for employee's children under age 13 and/or care for an employee's spouse or other adult dependent who is 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 percent of the total monthly premium if eligibility for the employer-sponsored group insurance plans is lost.

More information can be found on the Department of Labor's [COBRA](#) website.

## **7.3 Health and Dental Insurance**

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

## **7.4 Health Savings Account**

UCA offers a Health Savings Account, which is designed to help cover the costs of certain eligible medical expenses on a penalty-free and tax-free basis. To be eligible for the Health Savings Account, the employee must be enrolled in the Consumer Driven Health Plan, not currently enrolled in Medicare and not a dependent of anyone else. The university contributes to the account. The employee has the option to contribute. The total annual contribution is set by the IRS. Any money remaining in the account at year end carries over to the next year.

## **7.5 Gap Plan**

If elected, the Gap Plan is designed to help cover a portion of the annual deductible on the university group health plans. The employee must complete a claim form and present the appropriate documentation to the Office of Human Resources before the claim can be processed.

## **7.6 Vision Care and Other Supplemental Insurance**

UCA 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 90 days of continuous employment. The employee is responsible for 100 percent of the monthly premium.

## **7.7 Life Insurance and Accidental Death and Dismemberment Insurance**

UCA provides group term life insurance and accidental death and dismemberment insurance that becomes effective on the first day of the month after 90 days of continuous employment. An enrollment application for the employee must be completed within 30 days of hire date. Coverage equals 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 during open enrollment. At age 65, the amount of life insurance coverage for active employees will decrease by 35 percent. 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, see the [Office of Human Resources](#) website or call (501) 450-3181.

## **7.8 Long-Term Disability Insurance**

UCA provides a group long-term disability insurance that becomes effective on the first day of the month after 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 elimination period 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 Office of Human Resources. The insurance carrier will make approval or denial decisions. Income replacement will terminate if disability ends, or the employee has received maximum benefit based upon age when disability began.

During the New Employee Benefits Orientation, employees may choose to pay taxes on the university-provided long-term disability premiums to avoid paying taxes on any future disability income.

For more information, go to the [Office of Human Resources](#) or call (501) 450-3181.

## **7.9 Retirement Plans**

Benefits-eligible employees of UCA are required to participate in a retirement plan. New employees are enrolled in the 403b plan. Only if the new employee is previously vested with the Arkansas Teacher Retirement System can the new employee choose to participate in a plan other than the 403b plan. Participation begins with the first payroll period after employment.

Once an election into a retirement system is made, the decision is irrevocable.

Below are the plans currently offered or previously offered to benefits-eligible employees at UCA.

### **7.9.1 Arkansas Public Employees Retirement System (APERS)**

APERS is a grandfathered plan and no longer offered to new UCA employees.

For more information, visit the APERS website: [www.apers.org](http://www.apers.org).

### **7.9.2 Arkansas Teacher Retirement System (ATRS)**

ATRS is offered to new employees only if the new employee previously vested with ATRS.

For more information, visit the ATRS website: [www.artrs.gov](http://www.artrs.gov).

### **7.9.3 Teachers Insurance Annuity Association (TIAA)**

New benefits-eligible employees are required to participate in TIAA unless the new employee qualifies for ATRS.

For more information, visit the TIAA website: [www.tiaa.org](http://www.tiaa.org).

### **7.9.4 Supplemental Retirement Accounts (SRA)**

All employees can participate in a supplemental retirement plan with TIAA on a voluntary basis.

For more information, go to the Office of Human Resources or call 501-450-3181.

## **7.10 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:

- Lifetime passes to athletic events
- Lifetime passes for use of the library
- Special events
- HPER Center
- Other UCA-sponsored events

**Note:** Employees are expected to provide at least 90 days written notice of intention to retire.

### **7.10.1 Retiree Benefits Policy**

Full-time, benefits-eligible employees who have completed 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 years of employment must be completed at UCA.

For more information, go to [Board Policy 516](#).

### **7.10.2 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, along with access to campus facilities and activities.

Depending upon the date of hire, employees may have continuation of some life insurance coverage. The eligibility conditions are listed below:



- (1) Qualified employees may continue under the university's group health insurance plan until age 65. UCA 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 percent of the monthly premium. The group health insurance terminates at age 65.
- (2) Qualified employees 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 the monthly premium. The group dental insurance terminates at age 65.
- (3) Qualified employees who were hired before Jan. 1, 1999, may continue under the university's life insurance plan until age 80, at which time all coverage ends. Coverage will equal \$15,000. The retiree is responsible for 100 percent of the monthly premium. Employees hired after December 31, 1998, receive no group retiree life insurance.

## **7.11 Tuition Remission**

UCA has established a tuition remission policy for eligible employees and their spouses and dependents. 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.

For more information, go to [Board Policy 623](#).

## **7.12 Employee Wellness**

UCA BeWell seeks to promote excellence in intellectual, professional, social and personal health by promoting active engagement and awareness of health behaviors through risk assessment, education and health promotion programming. BeWell programming may include, but is not limited to, wellness related classes or lectures, health screenings and education from local hospitals and health coaches, and physical activity campaigns. All BeWell programming is open to faculty, staff, and family members. Currently, BeWell is a voluntary program for UCA employees enrolled in the UCA medical plan. Incentives are offered for participation, but participation is not required. For current information and more details, see [uca.edu/bewell](http://uca.edu/bewell).

The university seeks to promote a culture of wellness at UCA that enables student learning and success. BeWell is UCA's employee wellness program. It is a voluntary program available to all benefits-eligible employees and retirees enrolled in UCA's health insurance. Employees who meet eligibility requirements can qualify for a discount on health insurance premiums and earn BearBucks. The annual BeWell cycle is November 1 to October 31. All participation requirements must be completed and submitted by the

October 31 deadline. For current program information and details, visit: <https://uca.edu/bewell/>.

### Employee Assistance Program (EAP)

The Arkansas Employee Assistance Program (EAP) provides assessment, short-term counseling, information, and referral (if indicated) for benefits-eligible employees, as well as their spouses and dependents, who experience some form of personal distress. Examples of services include (but are not limited to): counseling for grief/bereavement, emotional concerns, relationship and family crisis, stress management, and substance abuse. Services are confidential and there is no cost for utilizing EAP. To schedule a consultation: Call 501-686-2588 or email [eapcounseling@uams.edu](mailto:eapcounseling@uams.edu). Website: [www.uams.edu/eap](http://www.uams.edu/eap)

## **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 Use of University Name and Logos
- 8.7 Computer and Equipment Use Policy (412)
- 8.8 Arkansas Whistle-Blower Act, UCA Policy (523)
- 8.9 Student Information under the Family Educational Rights and Privacy Act (FERPA)

### **8.1 Consensual Relationships**

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, see [Board Policy 515](#).

## **8.2 Dress and Appearance**

An employee's appearance is a very personal matter. However, UCA expects that all employees will dress appropriately and professionally for their particular positions. The department head will address any legitimate concerns, medical conditions or affiliations that 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. Employees must obtain their supervisor's permission before releasing requested information. As with any business, agency or institution, 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 [HIPAA](#) (Health Insurance Portability and Accountability Act), disciplinary actions, new program or project development and specialized research, counseling services, or other patient services. Breach of confidentiality may lead to disciplinary actions.

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

## **8.4 Political Activities**

Government employees are prohibited from devoting any work time, UCA 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 university 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 UCA Office of the General Counsel.

For information about the Arkansas Political Practices Act, see Ark. Code Ann. [§7-1-101 through §7-1-104](#).

## **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 Office of the General Counsel.

## **8.6 Use of University Logos**

Please refer to the [Communications Toolkit](#) webpage for the guidelines and usage of UCA logos.

## **8.7 Computer and Equipment Use Policies**

UCA 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 equipment, computer facilities and other resources.

For more information, go to [Board Policy 412](#) and [Board Policy 413](#).

## **8.8 Arkansas Whistle-Blower Act, UCA Policy**

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 labor, or a violation or suspected violation of Arkansas law, rule, or regulation. This policy includes federal funds, property, or labor administered or controlled by a public employer.

For more information, see [Board Policy 523](#).

## **8.9 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 to 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 UCA Office of the General Counsel.

## 9.0 Complaint Resolution

This section contains information regarding complaint resolution. Specific topics are listed below.

- 9.1 Confidential Reporting Hotline
- 9.2 Staff Grievance Procedure (521)
- 9.3 Disabilities Grievance Policy (522)
- 9.4 Sexual Harassment (511)
- 9.5 Diversity, Equity, or Civility Concern

### 9.1 Confidential Reporting Hotline

UCA is committed to conducting business in an ethical manner and in compliance with applicable laws, regulations and UCA policies. The UCA Confidential Reporting 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.

**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 24/7 resource to report compliance concerns.

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

For more information, see the [hotline](#) website.

### 9.2 Staff Grievance Procedure

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, see [Board Policy 521](#).

### **9.3 Disabilities Grievance Policy**

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. If 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, see [Board Policy 522](#).

### **9.4 Sexual Harassment**

Sexual misconduct, including, but not limited to, sexual harassment, sexual assault, dating violence, domestic violence and stalking by any faculty member, staff member, student or a third party who is a participant in a UCA-sponsored program, event, or activity, is a violation of both state and federal law, as well as university policy, and will not be tolerated at UCA.

For more information, see [Board Policy 426](#).

### **9.5 Institutional Diversity**

In keeping with the University of Central Arkansas (UCA) non-discrimination policy in employment, admissions, and other functions and programs, UCA does not discriminate against a person on the basis of gender, race or color, ethnicity, religion, spiritual beliefs, national origin, age, familial status, socioeconomic background, sexual orientation, disability, political beliefs, intellectual perspective, genetic information, military status, or other factors irrelevant to participation in its programs.

## **10.0 Campus Services and Facilities**

This section contains information regarding campus services and facilities. Specific topics are listed below.

- 10.1 ATMs and Check Cashing
- 10.2 BearCard and BearBucks
- 10.3 Campus Bookstore
- 10.4 Counseling Center
- 10.5 Employee Alcohol and Drug Abuse Assistance Programs

- 10.6 Health Services
- 10.7 Intramurals
- 10.8 Keys
- 10.9 Library
- 10.10 Mailing and Postal Services
- 10.11 Parking
- 10.12 Recreational Facilities
- 10.13 Speech-Language Hearing Center
- 10.14 Special Events and Reynolds Performance Hall
- 10.15 University Athletic Tickets
- 10.16 University Police
- 10.17 University Website, Internet, and Email
- 10.18 Use of University Property and Facilities
- 10.19 Job-Related Legal Services

## **10.1 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.

## **10.2 BearCard and BearBucks**

The BearCard is UCA's official photo identification card for employees and students. You must be in possession of a current BearCard at all times while on the UCA campus. The BearCard is the property of UCA and must be returned upon request. The only identifying number on the BearCard is your UCA ID number. The BearCard is a digital ID with Apple, Android and Samsung smartphones and Apple and Samsung Watches. BearCard Mobile will work anywhere the physical/plastic BearCard works. There is no replacement fee for the BearCard Mobile.

To receive a BearCard, new employees can visit the BearCard Office on the first floor of the Student Center. Replacement cards are available for an additional fee. A photo ID (i.e. driver's license or passport) is required for your first BearCard. It is helpful if you have your UCA ID number with you (it is 9 digits and begins with a B or zero).

BearCards provide employees with access to locked areas on campus (i.e. buildings and classrooms). Therefore, the BearCard must be kept secure at all times. Lost BearCards should be reported immediately to the employee's supervisor and the BearCard office. You can deactivate/reactivate your BearCard through eAccounts website. Employees may gain free admission to many campus events with their BearCard. The BearCard is used to check-in at the HPER and to check-out items at the Torreyson Library. Show your BearCard to receive discounts from participating local merchants. For more information and our disclosure statement, go to [uca.edu/bearcard](http://uca.edu/bearcard).

## BearBucks

BearBucks is a declining balance program. The user deposits funds at any amount at any time to their BearCard before use. It is available to employees and students. BearBucks will not expire as long as the employee/student is affiliated with UCA. There are no fees for using BearBucks. UCA food service locations (Christian Cafeteria, Student Center Food Court, Starbucks, etc.) are tax free with BearBucks. BearBucks can also be used at the campus bookstore, Student Health Center, several snack and drink vending machines on campus, campus copy/print locations and off campus locations. For more information on BearBucks, including information on how to check your balance, review your history, and deposit money, visit [uca.edu/bearcard](http://uca.edu/bearcard).

## 10.3 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.

## 10.4 Employee Alcohol and Drug Abuse Assistance Programs

There are several 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.

Employee Alcohol and Drug Abuse Assistance Programs		
Department	Phone Number	Service(s) Provided
Employee Assistance Program	(501) 686-2588	Counseling for grief/bereavement, emotional concerns, relationship and family crisis, stress management, and substance abuse
Counseling Center	(501) 450-3138	Referrals for alcohol and drug problems
Human Resources	(501) 450-3181	Services available through UCA's group health insurance program



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

The Arkansas Employee Assistance Program (EAP) provides assessment, short-term counseling, information, and referral (if indicated) for benefits-eligible employees, as well as their spouses and dependents, who experience some form of personal distress.

Examples of services include (but are not limited to): counseling for grief/bereavement, emotional concerns, relationship and family crisis, stress management, and substance abuse. Services are confidential and there is no cost for utilizing EAP. To schedule a consultation: Call 501-686-2588 or email [eapcounseling@uams.edu](mailto:eapcounseling@uams.edu).

Website: [www.uams.edu/eap](http://www.uams.edu/eap)

## **10.6 Health Services**

The Student Health Center 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. For more information, visit the [Health Services](#) website.

## **10.7 Intramurals**

Employees may participate in a variety of team sports through the intramural programs. For more information, contact [Campus Recreation and Wellness](#) located in the HPER Center.

## **10.8 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.

Additional information about key and lock guidelines is available at the [Physical Plant website](#) or by calling (501) 450-3196.

## **10.9 Library**

Torreyson Library serves employees, students, and alumni of the university, as well as Conway community members. Employees' children under 10 years of age should be escorted by an adult when using library facilities. All patrons are expected to reimburse UCA for lost or damaged books that are checked out with the patron's card. More information can be found at the [Torreyson Library](#) website.

## **10.10 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.

## **10.11 Parking**

Faculty and staff of UCA who park vehicles on campus are required to immediately purchase and display a parking permit.

More information regarding traffic and parking regulations can be found in [board policy 421](#).

## **10.12 Recreational Facilities**

Access to the Health and Physical Recreation (HPER) Center is available to all university employees and retirees. For more information, please visit the [Campus Recreation and Wellness](#) website.

## **10.13 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 is in the Integrated Health Sciences Building. For more information about services, daily hours, and scheduling an appointment, visit the [Speech Language Hearing Center](#) website.

## **10.14 Special Events and Public Appearances**

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.

Current and retired employees may receive free tickets to up to three shows during the course of a UCA Public Appearances season. To obtain free tickets, employees must visit the Reynold's Performance Hall box office in person with a current UCA ID before the day of the event. Free tickets are limited to two 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.

UCA distinguished lectures are not included as free benefits tickets. For more information visit the [Public Appearances](#) website.

## **10.15 University Athletic Tickets**

The [UCA Athletic Ticket Office](#) offers tickets to four NCAA Division I intercollegiate athletic events hosted by the Bears and Sugar Bears, including football, men's and women's basketball, and baseball.

The Athletic Ticket Office, located on the northwest side of Estes Stadium, is open Monday through Friday, 12:00 p.m. to 4:00 p.m. Day-of-game tickets may be purchased at all ticketed UCA athletic venues up to one hour before basketball and baseball games and three hours before each football game.

Employees may receive up to four complimentary general admission tickets to each UCA-sanctioned event. Faculty and staff tickets can be picked up ahead of time or on game day by showing UCA identification.

## **10.16 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.

## **10.17 University Website, Internet, and Email**

The university maintains an official website ([www.uca.edu](http://www.uca.edu)) that 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 [University Marketing and Communications](#).

The university provides employees with an email address and access to the campus email system. The university also 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 business other than official university business may lead to disciplinary actions.

More information is available through the [Division of Information Technology](#).

## **10.18 Use of the University Property and Facilities**

University properties are available to rent to host your special events. Available spaces include the Brewer-Hegeman Conference Center, McCastlain Fireplace Room, McCastlain Ballroom, Ferguson Chapel, the Harding Centennial Plaza and Fountain and various other locations around the campus.

For more information about facility rental or reserving a venue for an event, visit the [Brewer-Hegeman Conference Center](#) website or call (501) 450-3118.

For more information about facilities usage, see [Board Policy 400](#).

## **10.19 Job-Related Legal Services**

The Office of the General Counsel is available for consultation in regard to legal matters related to an employee's professional responsibilities or action. The staff of the Arkansas Attorney General may represent UCA in litigation.

UCA 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. UCA also carries a professional liability insurance for faculty, students and staff in specified professions.

## **11.0 Separation of Service**

UCA is an at-will employer consistent with Arkansas law. This section contains information regarding separation of service. Specific topics are listed below.

- 11.1 Employee Resignation
- 11.2 Employee Retirement
- 11.3 Unsatisfactory Performance and Misconduct
- 11.4 Separation and Continued Benefits (COBRA)
- 11.5 Separation and the University Grievance Policy
- 11.6 Separation Checklist

### **11.1 Employee Resignation**

An employee who resigns his or her employment with UCA should give at least a two-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 consecutive days or do not call to report their absence and request time off for three consecutive days may be considered to have voluntarily abandoned their jobs.

### **11.2 Employee Retirement**

For information about employee retirement, see section **7.10 Retiree Benefits**.

### **11.3 Unsatisfactory Performance and Misconduct**

UCA is an at-will employer. An employee may be dismissed for unsatisfactory performance or misconduct. 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 or 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, a verbal warning may be issued. A verbal warning will specifically address improvements required, a timetable 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 or the Office of Human Resources.
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 or her supervisor. The written warning will contain specific performance issues to be changed, the timetables 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 90 days during which time the employee will be evaluated, in writing, no less than every two weeks. At any time during this 90-day probationary period, employment may be terminated for unsatisfactory performance. The 90-day probation can be extended for an additional 90 days, but the total probationary period cannot exceed six months.

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 or flexible work schedules and performance evaluations due during the probationary period will be delayed for the length of the probation.

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 UCA 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 UCA 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 or her supervisor, the Office of Human Resources, and the Office of the General Counsel. During the investigation and review process, the employee may be placed on administrative leave-with-pay. All correspondence on disciplinary action and misconduct must be filed in the Office of Human Resources.

**NOTE:** The terminated employee must return any university property in his or her possession. UCA 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 **11.6 Separation Checklist**.

## **11.4 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 insurance plans for a limited 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)**.

## **11.5 Separation and the University Grievance Policy**

University employees are given the opportunity, through established steps and procedures, to resolve in a timely manner complaints or grievances they believe adversely affect their employment or working conditions. An attempt should be made by the employee and the university initially to resolve those problems. The formal grievance process is available to full-time employees only.

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 **9.2 Staff Grievance Procedure** or see [Board Policy 521](#).

## **11.6 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

## **Staff Senate**

The mission of UCA Staff Senate is to represent, serve, and recognize the UCA staff. 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 the 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; and
- To engage in activities that will enhance the university and further its cause and endeavors.

Click the link for more information about [Staff Senate](#).