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6. Elevate the status, stature and influence of the University of Alabama System so that we can call on all people devoted to the University of Alabama, UAB, UAH, and the UAB Health System to unite for common purposes.

## **INTRODUCTION TO THE UNIVERSITY OF ALABAMA SYSTEM**

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The University of Alabama was created by statute in 1820 and opened its doors on April 18, 1831, as The University of the State of Alabama. The University was elevated to constitutional status in the Constitution of Alabama in 1868. Its statutory corporate existence, under the name “The Board of Trustees of The University of Alabama” appears in the 1975 Ala. Code §§ 16-47-1 to 16-47-204, and its constitutional status is recognized in the Alabama Constitution, article XIV, §264 as amended and Amendment 399. Until 1969, the University, with branch campuses and extension centers around the State, was headed by a single president on the Tuscaloosa campus. In 1969, The Board of Trustees established separate campuses in Birmingham and Huntsville whose presidents, along with the president of the Tuscaloosa campus, reported directly to the Board. In 1974, The







# CODE OF CONDUCT

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In adopting Board Rule 106.2, the Board of Trustees sought to promote ethical conduct through the UA System Office, including staff, student workers, volunteers, contractors, agents, affiliates, and others providing services to or on behalf of the UA System Office (hereinafter collectively referred to as “community members”). This Code of Conduct shall at all times be interpreted to be consistent with Board Rule 106.2.

The UA System Office Code of Conduct is general and aspirational in nature, and is not intended to serve as a set of detailed rule(s). (l)-2r3.2 (c)11.2 (a)9 (u)-10.8 (l)-2.4 (e)-16 (y(.3 (l)-2r3.d (al9e2l2 (e (r)-26 (d)-11.v-13.3 ( (u)-)1niv)-5.5 (ed)16

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# 1. GENERAL EMPLOYMENT POLICIES

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## 1.1 EMPLOYMENT AT WILL

Employment with the UA System Office is employment at will. This means the employment relationship may be terminated for any or no reason, with or without cause or notice, at any time by an employee or

Pre-employment investigations are required for former UA System Office employees with a break in service of more than one year.

As applicable, all pre-employment investigations and the disclosure of any reports obtained by such checks shall comply with the guidelines set forth in the Fair Credit Reporting Act (FCRA). The cost for pre-employment investigations will be borne by the UA System Office.

Exceptions to this policy may be approved only by the Chancellor or the Chancellor's designee.

### **1.3 EQUAL OPPORTUNITY, NON-DISCRIMINATION, AND AFFIRMATIVE ACTION**

The UA System Office is committed to compliance with all applicable laws regarding the concept and practice of equal opportunity, affirmative action, and non-discrimination (including anti-retaliation and reasonable accommodation) in all aspects of employment practice. All supervisors are required to take an active part in ensuring tha(JJ-0g .

The UA System Office complies with Section 1557 of the Affordable Care Act, which prohibits discrimination on the basis of race, color, national origin, sex, age, or disability in certain University health care programs and activities, and the UA System Office's group health plans and wellness programs.

**1.3.3 A**

- **Protected Veteran Status** - The UA System Office invites employees who believe they are protected veterans to identify themselves during Open Enrollment or at any time by completing the Veterans Self-Identification Form that is available on our [website](#). This information is submitted annually to the United States Department of Labor.
- **Protected Disability Status** - The UA System Office invites employees who believe they are individuals with disabilities to identify themselves during Open Enrollment ornl e.9.7 (l)-3. ( )10.pmarThd











- Abusing, damaging, wasting, stealing or inappropriately removing or possessing UA System Office property, records, or the property of other employees.
- Falsifying your employment application or making misrepresentations on any other personnel records.
- Falsifying records or forms with reasons for absences or leave.
- Dishonesty or falsifying UA System Office reports or committing fraud with regard to any records (including time sheets, expense accounts, etc.).
- Failure to prepare and submit required reports and/or records in a timely manner.
- Fighting, threatening violence, or otherwise starting a disturbance on UA System Office premises or

- Using profanity.
- Failing to fully cooperate in any UA System Office investigation.
- Failing to notify the UA System Office of an accident as soon as possible.
- Abuse of phone or other communication systems for personal use.
- Violation of any other UA System Office policies.

### 2.3 HARASSMENT



- Visual (for example, displaying derogatory posters, cartoons, drawings or making derogatory gestures); and
- Online (for example, derogatory statements or suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated.

### **2.3.3 REPORTING OF HARASSMENT OR RELATED RETALIATION ALLEGATIONS**

Persons who believe they have been targets of harassment or related retaliation should report

System Office may terminate the employment relationship at any time. The UA System Office reserves the right to immediately terminate any UA System Office employee if it deems such action is warranted or necessary.

**Guidelines**

- ~~Work~~ Work performance is to be judged by the supervisor's evaluation of the quality and quantity of work performed by each employee. Failure of an employee to maintain



signed copy of all written warnings should be given to UA System Office HR and placed in the employee's personnel file. If the employee refuses to sign the written warning, that should be noted, and the unsigned copy forwarded to the employee's file. An employee who receives three



The letter of complaint shall state the nature of the problem, the pertinent facts, and the remedial action desired. Within seven working days after receipt of the letter of complaint, the next level supervisor shall investigate the matter; meet with the employee and any other personnel involved, if deemed necessary or appropriate; and respond in writing. The next level supervisor's response shall summarize what was done in investigating the complaint, what findings and/or conclusions were reached, and what action is being taken, if any.

4. If a satisfactory resolution is not achieved at this level, the employee may elect to take the problem to the person at the next higher supervisory level, following the same procedure outlined in step 3 above. If the problem is not resolved at that level, the employee may continue this procedure upward through successive levels of authority.
5. The last level of appeal shall be to the Chancellor of The



one relative's work responsibilities, salary, hours, career progress, benefits or other terms and

most current issue of the Diagnostic and Statistical Manual of Mental Disorders presented by the

Department of the UA System Office. A completed Incident Report Form, which can be obtained from the HR Department,

### **Payment for OJI Expenses**

Employees who are covered by the System Office's medical insurance are eligible to have all reasonable OJI-related medical expenses paid by the Blue Cross medical insurance plan. This includes any applicable co-pays or deductibles.

Employees who are not covered by the System Office medical insurance, but are covered by other medical insurance plans must inform the healthcare provider that the UA System Office is not covered by the Alabama Workers' Compensation Law. The healthcare provider must submit the charges to the employee's insurance carrier and any applicable deductibles or co-pays must be paid by the employee. Employees should submit their requests for reimbursements for out-of-pocket deductibles, co-pays, prescriptions, etc. to the HR Department of the System Office.

### **Lost Time/Wages**

The OJI Program generally will compensate an employee for time lost because of an approved on-the-job injury or illness in excess of four calendar days. Time lost on day one (i.e., day of the on-the-job injury or the day the on-the-job illness is discovered) will be paid through the employee's department and should be charged to administrative leave with pay. The next three calendar days are considered a waiting period during which no OJI wage benefits will be paid.

During the three-calendar day waiting period, the employee may elect to use his or her accrued sick leave, annual leave, or compensatory time (hereafter "accrued benefit time") or to take leave without pay. However, if the employee remains out of work (or on reduced ti4.9 ( t)-64.9 ( t).7 ( r)-6 (.4 (44.3 ( i25.5 (o)10 Tc 0



(e) Employee is eligible for OJI Program wage benefits beginning on Monday (the fourth calendar day after the day of the OJI).

Sick leave and annual leave will continue to accrue while OJI Program wage benefits are being paid. Employees off on OJI's will be given the same holidays and holiday periods as other employees are given.

Employees may use accrued benefit time in addition to the OJI Program wage benefit of 66 2/3% of regular pay (subject to the weekly maximum) to result in the employee receiving his or her full regular rate of pay. The accrued benefit time used to supplement the OJI Program wage benefit may exceed 33 1/3% of the employee's regular rate of pay only if the employee's 66 2/3% OJI Program wage benefit is capped by the weekly maximum described above. No combination of the OJI Program wage benefit plus accrued benefit time may exceed 100% of the employee's regular rate of pay.

The employee must notify his or her department of the request for OJI Program wage benefits and the request to use eligible accrued benefit time as a supplement. The employee is responsible for keeping the immediate supervisor or department/unit head and the HR Department of the System Office apprised of his or her status and projected date for return to work. The department/unit is responsible for submitting time records to Payroll for processing.

If there is lost time resulting from an OJI, the employee may also have the lost time from work counted as time off under the Family and Medical Leave Act (FMLA), see the Family Medical Leave section of this handbook and the application of FML may be retroactive to the date the OJI occurred. If the reason for the employee's OJI absence is due to a qualifying serious illness or injury, the UA System may notify the employee in writing that the leave will be counted as FML leave. In such a case, FML will run concurrently with the employee's receipt of OJI Program benefits. Employees injured on the job who are eligible for FML should also complete an FML Medical Leave Request Form. Forms are available on the UA System Office's [website](#).

The 180 day benefit period runs from the date of the OJI, regardless of the date medical treatment is sought.

An employee who terminates employment with the System Office (voluntarily or otherwise) is not eligible for OJI Program lost wage benefits following his or her employment termination date.

Employees with serious OJI's are also expected to apply for benefits under the System Office's Long-term Disability (LTD) Insurance Program. It is the sole responsibility of the employee to determine the estimated length of disability and to make application for LTD benefits in a timely manner.

The HR Department will monitor the status of employees who are unable to work because of an OJI. Employees who are unable to return to full duty or to modified duty, if it can be accommodated by his or her department, within 180 days from the OJI may be discharged from employment.

Any job status protection afforded by the Family Medical Leave Act or other System Office policy will be recognized in the administration of the OJI program.

In coordination with the HR Department of the System Office, the employee's supervisor, department manager or other designated manager/director will determine if the department will be able to reasonably accommodate any modifications imposed by the authorized treating physician.



System Office



1. An individual who has a regular part-time appointment will retain their service date when changing to a regular full-time appointment.
2. An individual who has a regular full-time appointment will retain their service date when changing to a regular part-time appointment.
- 3.

of retiring individuals to determine whether or not the revolving door provision of the Alabama Ethics law applies to them.

Individuals who retire from positions which may be subject to the revolving door provision as defined by the Alabama Ethics Commission should discuss their retirement/re-employment plans with the HR Department.

In general, the revolving door provision applies to individuals who retire from positions of authority. These are positions in which the incumbents have authority to hire, fire, make purchases, approve or grant contracts, etc. The HR Department will provide information and general guidance to individuals who need to determine whether their position is/was a position of authority. However, the ultimate responsibility for that determination is between the individual employee and the Alabama Ethics Commission.

If, after communicating with the HR Department and after going through a determination process with the Ethics Commission, it is determined that the former employee is/was in a position of authority, that individual will be barred from re-employment at the UA System Office for a period of two (2) years unless they choose to suspend retirement benefits from the Retirement Systems of Alabama.

If individuals are offered re-employment at the UA System Office and they choose to suspend their retirement benefits, they are advised to seek guidance from Human Resources in advance of being re-employed. Re-employment (after suspending retirement benefits) is subject to several other important restrictions.

Former employees who retire from positions which are NOT subject to the revolving door provision (i.e. retire from positions which are not positions of authority) are still subject to certain restrictions and limits, especially from the Retirement Systems of Alabama. Those individuals should also seek guidance from Human Resources well in advance of their proposed retirement date, or prior to being re-employed in the UA System Office.

## **2.14 STUDENT EMPLOYMENT**

The UA System Office employs student workers enrolled at all levels of study to assist in meeting the business needs of the UA System Office, to provide University students with financial support in pursuit of their academic goals, and to provide opportunities for academic or administrative and business-related job experience. For the purposes of student employment with the UA System Office, student workers are either undergraduate or graduate student assistants.

### **Undergraduate Student Assistant**

Undergraduate Student Assistant employees must be actively pursuing a degree program from a UA System institution and enrolled in at least six (6) semester hours of credit or equivalent work during a semester after the drop-add period.

Student assistants in summer and interim terms and seniors in their final semester may be allowed to work as Student Assistant employees without meeting the above enrollment criteria. Students who have completed their degree programs generally should not continue working as student employees beyond the end of the academic year.

During summer and interim terms, graduate students may be allowed to work as Graduate Student Assistants without meeting the above enrollment criteria. Students who have completed their degree programs generally should not continue working as student employees beyond the end of the academic term in which they graduate.

Employing departments are responsible for adherence to the above guidelines.

### **Limits of Employment**

Student employment positions are temporary and/or part-time appointments and are not eligible for UA System Office benefits or privileges of employment. Student Assistant employees may work a maximum of 20 hours per week during Fall and Spring terms. However, Student Assistant employees may work up to 40 hours per week during academic year break periods. Note: These limits apply to the total hours worked for all combined on-campus jobs.

Due to tax considerations, students cannot be employed simultaneously as both a staff and student

be paid time and a half their regular rate of pay if the hours worked in any workweek are greater than 40. The workweek at the UA System Office begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

Graduate Student Assistants employed by the UA System Office are paid a monthly stipend and are not eligible for overtime pay. Depending on departmental approval and funding availability, some Graduate Student Assistants may receive tuition assistance.

Exceptions may be made only by the UA System Office Department of Human Resources.



## 3. EXPECTATIONS OF EMPLOYEES

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### 3.1 ATTENDANCE

There will be times when it will be necessary for employees of the UA System Office to be absent from work due to illness or personal reasons. The UA System Office supports employee needs in this regard, but, must also keep business needs in mind. Employees should follow departmental guidelines in regard to reporting work absences. In general, employees who need to be absent or tardy to work for any reason are responsible for notifying their supervisor or department head as soon as possible once they determine they will be absent. Employees should request the appropriate leave in isolved and supervisors should approve or deny the request before the respective pay period ends. Supervisors reserve the right to require additional information from employees as deemed necessary.

Any employee who is absent for three (3) consecutive, scheduled work days without notification to the appropriate supervisor may be subject to disciplinary action up to and including discharge.

#### **Excessive Absenteeism**

Individual departments have the authority and responsibility to define excessive absenteeism for their employees. Management should keep records to ensure that consistent standards are applied to employees in the department. Employees who are determined to be excessively absent will be subject to progressive discipline. The UA System Office HR Department should be consulted prior to management taking disciplinary action with an employee regarding excessive absenteeism.

### 3.2 CONFIDENTIALITY

The UA System Office makes every effort to protect the private information of its employees, and that of the faculty, staff, and students of the System campuses.

While complying with governmental reporting and record keeping requirements, the UA System Office strives to ensure that all personal and job-related information regarding employees is handled in a secure, confidential, and appropriate fashion. Therefore, employees should not participate in or allow the unauthorized access, use, review, disclosure, dissemination, alteration, or destruction of confidential

- Any other System information that is not public information or subject to an open-records request (including but not limited to information contained in drafts and other non-final reports, privileged information, proprietary research or other trade information, etc.).

Employees must sign a confidentiality agreement at the time of hire.

### **3.3 PROFESSIONAL APPEARANCE**

As representatives of the UA System, employees are expected to maintain high standards of personal cleanliness and to present a neat, professional appearance. While some positions may require stricter standards than others, all employees are required, at a minimum, to wear appropriate business casual attire that is suitable for customer interaction. Conservative, properly fitted apparel and a clean, neat appearance are required at all times.

Employees who do not meet a professional standard may be sent home to change into acceptable attire, in which case accrued annual leave will be used to offset the employee's absence. If accrued annual leave is not available, the employee will not be paid for the time taken to change clothing and return. Repeated violations of this policy could be cause for disciplinary action. Reasonable accommodations will be made where required.

In addition, recognizing that some individuals may have sensitivity or allergic reactions, wearing or using fragrances and/or scents in the UA System Office is discouraged. Employees who are concerned about a co-worker's use of fragrances or scents are expected to discuss their concerns directly with that individual in a sensitive and discreet manner. If such a discussion is not feasible, employees should bring the concern to their supervisor or the Department of Human Resources.

### **3.4 DRUG-FREE WORKPLACE**

The unlawful or illegal manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee of the UA System Office while he or she is at work or at another site where the employee is carrying out assigned duties, is prohibited. No employee may report to work while under the influence of alcohol or any other illegal substance.

The possession, distribution or consumption of alcoholic beverages or controlled substances is not permitted on the worksite or other UA System Office property during working hours, unless such occurs in the course of authorized business or special UA System Office function that includes alcoholic beverages or where consumption was otherwise approved by an employee's supervisor, provided however only modest consumption shall be permitted. Notwithstanding the foregoing, any UA System Office employee required to drive a vehicle during or after such a function is prohibited to consume

times. It applies to buildings and all related grounds such as entrances, exits, patios, sidewalks, stairways, parking areas, and any vehicles on the grounds, regardless of ownership.

Smoking includes inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, e-cigarette, or pipe. Tobacco products include all forms of tobacco including cigarettes, cigars, pipes, water pipes (hookah), smokeless tobacco products, electronic cigarettes and other vapor-producing products.

Employees who fail to comply with this policy may be subject to correction action as defined by the UA System Office Department of Human Resources. Visitors/non-employees who refuse to comply may be asked to leave the premises.

### 3.6 **WORKPLACE VIOLENCE**

The UA System Office will not tolerate threats of violence, acts of violence, harassment, intimidation, retaliation or any other form of disruptive behavior from employees or from other individuals in the workplace. Violations of this policy will lead to disciplinary actions up to and including termination of employment and/or the involvement of appropriate law enforcement authorities as needed.

Employees who commit acts of violence outside the workplace, but which are directed at the UA System Office, may also be in violation of UA System Office policy and will be dealt with appropriately.

### 3.7 **PROHIBITED CONDUCT**

Workplace violence includes, but is not limited to the following:

- a) Physical assault, with or without weapons;
- b) Oral or written statements that imply or suggest violence;
- c) Verbal abuse or other disruptive behavior, depending upon the nature and severity of the conduct;
- d) Gestures, utterances, behavior or expressions that communicate a direct or indirect threat of violence;
- e) Intimidation or implied threats or acts that cause a fear of harm in another individual;
- f) Behavior that a reasonable person may interpret as being violent or so traumatic that it interferes with others' ability to effectively function in their work environment;
- g) Violent acts that result in property damage or sabotage of equipment, files, reports or other records;
- h) Relationship or partner violence (i.e. abusive behavior occurring between two individuals in an intimate relationship). This may include physical violence, sexual, emotional, and psychological intimidation, verbal abuse, stalking and other forms of control;
- i) Bullying or repeated and/or severe aggressive behavior likely to intentionally hurt, control or diminish another person, physically, mentally or emotionally;
- j) Enlisting, coercing, or asking others to do the above acts.

The above list is illustrative only and not exhaustive. **No form of workplace violence will be tolerated.**



Office's position that, in addition to the mandated statutory reporting requirements for certain individuals and entities, all UA System Office personnel who have a reasonable cause to suspect that a child is being abused or neglected must immediately make a report, regardless of the setting or circumstances of the potential abuse or neglect. Neither Alabama law nor any UA System Office policy allows you to delegate the duty to report child abuse or neglect.

This policy should not be viewed as limiting any legal, ethical, and/or professional reporting obligations any UA System Office employee may have separate and apart from this policy. If UA System Office employees are subject to additional reporting obligations, the UA System Office employees should comply with those obligations as well as this policy.

### **Forms of Child Abuse and Neglect**

No form of child abuse, whether physical, emotional, or sexual, will be permitted or tolerated under any circumstances whatsoever. Child abuse is morally and legally wrong. It can come in many forms.

person or persons responsible for the same. However, you should not delay making a report to gather this information. Do not directly question or solicit information from the child or from the person suspected of improper behavior. That is not your role; the role of investigation lies with city, county, state or other appropriate officials.

2. In addition to making an oral report, you must also complete a Child Abuse or Neglect Report Form found on the UA System Office's [website](#) and deliver the same to the nearest UA System campus Police Department. It shall be the responsibility of UA System campus Police Department to notify the Office of Counsel of the suspected child abuse and to coordinate the investigation with local law enforcement and state officials. Further, it shall be the responsibility of the UA System campus Police Department to either report the incident to the State of Alabama Department of Human Resources or to ensure that the local law enforcement agency has made the report. The UA System campus Police Department shall advise the reporter that such report has been made. Finally, the UA System campus Police Department shall be responsible for maintaining all records and reports related to the incident and to brief university officials regarding progress or resolutions as needed.

#### **Prohibition on Retaliation and Immunity from Liability**

Any person who makes a good faith report of child abuse or neglect shall not be subjected to retaliation. Further, any person or entity that makes a good faith report of child abuse or neglect is immune under Alabama law from any liability – civil or criminal – that might otherwise be incurred or imposed.

#### **Failure to Report**

Employees should contact the Office of Risk Management or the Office of Counsel for additional guidance, and/or should refer to the [Alabama Ethics Commission](#) website for more information about state ethics laws.

### **3.10 POLITICAL ACTIVITIES OF UA SYSTEM OFFICE EMPLOYEES**

The pursuit of or engagement in political activities by a System Office employee must comply with Board Rule 304 and existing state and federal laws. Board Rule 304 gives authorization to employees of the UA System Office to engage in political activities provided that it does not result in a conflict of interest or interfere with their performance of assigned duties at the UA System Office.

Employees may give.3 (g)2.67 (r)11.1-31.054 -1.20.2 ( )10 (.2 ( )10 (.2 7 Td(/P /BDC 11.a0Td(/P /BDC8.f4.5 (e)7.9 (e)

- Sales of items to raise funds for non-UA System Office related organizations or entities
- E-mail solicitations
- Commercial or personal business sales

Solicitation, canvassing, vending, peddling, or distribution by non-employees on UA System Office property is strictly prohibited.

Normal business contacts with UA System Office officials and personnel by authorized vendor representatives is not prohibited. The UA System Office also reserves the right to allow a few limited charitable exceptions, such as access for the United Way campaign and blood drives.

## 4. BENEFITS

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### 4.1 INSURANCE BENEFITS

A number of insurance-related benefits are available for UA System Office employees. Some of those benefits are health, dental, vision, flexible spending accounts, life insurance, accidental death & dismemberment, and long-term disability. This list of benefits should not be considered all-inclusive.

Benefits as well as others are explained during new employee orientation when the new employee is given an opportunity to ask questions and enroll in selected



contribution for all regular full-time exempt staff on employee contributions up to 5% of gross monthly pay into the 403(b) plan. Any contributions above 5% are not matched.

Eligible employees may also contribute to the System's 457(b) plan. Contributions to 457(b) plan may be made instead of, or in addition to, an employee's 403(b) contributions. An employee's 457(b) contributions are not matched by the UA System Office.

For additional details, please contact the UA System HR Department or visit the [Employee Benefits](#) page on our website.

### **4.3 EDUCATIONAL BENEFIT POLICY**

The UA System Office offers educational assistance to eligible employees and their eligible dependents who are enrolled at any of the UA System campuses. In accordance with usual academic rules, admission must first be obtained in order to receive educational benefits. Residency requirements for in-state tuition are established by the respective university.

Fees and other charges of any kind will not be reimbursable under this policy effective with fall 2019 enrollment. This includes, and is not limited to, the cost of housing, meal charges, or fees, e.g., course fees, college fees or charges associated with the auditing of a course. The calculation of assistance is based on a certain percentage of the tuition costs only.

#### **Benefit Cap**

Some UA System campuses may apply a dollar cap to educational assistance for employees and/or their dependents. If a UA System employee or their dependent(s) attends a university within the UA System that applies a dollar cap to their education benefit, the same dollar cap will be applied to the UA System benefit.

#### **Eligibility for Educational Benefits**

Upon employment, all regular (not temporary) part-time and full-time employees eligible to receive educational assistance if enrolled at any of the System campuses.

Spouses and dependents of eligible employees are eligible to receive educational assistance after the employee has been employed six (6) months.

All System Office retirees and their spouse and dependents maintain eligibility for assistance if they

enrollment programs, such as but not limited to law school, medical school, or executive programs. do not entitle employees to amounts above the standard on-campus, in-state graduate tuition rate.

Eligible part-time employees will receive a prorated amount of educational assistance based upon their full-time equivalency (FTE).

The employee must be in an eligible employment status through the first day of classes to receive educational assistance for the fall semester, spring semester, or summer terms. If it is later determined that the employee was not eligible, any applicable educational assistance may be recalled. Employees are responsible for notifying the HR Department of the UA System Office regarding any information that would affect eligibility for educational assistance.

If the employee terminates employment or becomes ineligible during the course of the term, any educational assistance in place at the time of termination will remain in effect for the remainder of that term only.

#### **Educational Benefit for Spouses and Dependents of Eligible Employees**

After eligible employees have been employed six (6) continuous months, spouses and dependents may be reimbursed an amount equal to 50% of the tuition costs at the standard on-campus, in-state undergraduate or graduate tuition rate for eligible courses. Higher tuition rates for special enrollment programs, such as but not limited to law school, medical school, or executive programs do not entitle the eligible dependent to amounts above the standard on-campus, in-state graduate tuition rate.

The employee must be in an eligible employment status through the first day of classes for the spouse or dependent to receive educational assistance for the fall semester, spring semester or summer terms. If it is later determined that the employee was not eligible, any applicable educational assistance may be recalled. Employees are responsible for notifying the HR Department of the UA System Office regarding any information that would affect eligibility for educational assistance.

If the employee terminates employment with the System Office or an eligible dependent becomes ineligible during the course of the term, any educational assistance in place at the time of termination will remain in effect for the remainder of that term only.

For the purposes of this policy, a dependent child must either meet the definition of an IRS dependent or must be unmarried and under age 26 on the first day of classes.

Only one educational assistance occurrence per student will be awarded even if more than one family member is employed by the System Office.

Dependents of eligible part-time employees will receive a prorated amount of educational assistance based upon the employee's full-time equivalency (FTE).

For student financial aid purposes, the educational benefit may be considered a financial resource that must be deducted from estimated financial need in accordance with Federal regulations. Contact the campus's Student Financial Aid Office if additional information is needed.

#### **Spousal/Dependent Child(ren) Verification**

Documentation to substantiate whether an individual is a spouse and/or dependent child of the employee is required. Such documentation includes tax returns, birth certific

prior to the implementation of this policy on July 1, 2019 will be considered grandfathered and should submit the request form as soon as possible.) For budget planning purposes, supervisors and department heads must then seek approval for the salary increase from the office of Finance and Administration. The approved form should be retained in the department. Once the degree/certification

<u>Degree</u>		<u>Certification/Licensure</u>	
Associate	\$1,000	Certification	\$1,000
Bachelor	\$2,000	Licensure	\$1,000
Masters/EDS/JDS	\$3,000		
Doctorate	\$4,000		

Regional accreditation ensures that an institution’s academic programs meet acceptable levels of quality. There are six regional accreditation bodies in the United States. Regional accreditation is considered the highest form of institutional accreditation and offers a broader level of approval. Regionally accredited colleges and universities are defined as postsecondary institutions that are fully accredited by the regional accrediting associations as identified by the Department of Education. The Database of Accredited Postsecondary Institutions and Programs can be found [here](#).

- Middle States Commission on Higher Education
- Higher Learning Commission
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools









#### 4.5.4 BEREAVEMENT LEAVE

Upon the death of close family members, regular part-time and regular full-time employees may be given up to three (3) workdays of paid bereavement leave per occurrence. Regular part-time employees may receive prorated pay based on their regularly scheduled work hours. Close family members are defined as spouse, children (including stepchildren, daughters-in-law and sons-in-law), parents (including stepparents, mothers-in-law, fathers-in-law and stepparents-in-law), brothers, sisters (including stepbrothers, stepsisters, brothers-in-law, and sisters-in-law), first cousins, aunts, uncles, grandparents, grandparents-in-law, grandchildren and any other individuals who permanently reside in the employee's home.

To request bereavement leave, employees should immediately notify their appropriate supervisor or department head and submit the request in isolved.

#### 4.5.5 JURY DUTY

The UA System Office will provide time off with pay from regularly scheduled work hours for the day or days an employee is required to serve on jury duty. This applies to regular full-time, regular part-time and temporary full-time employees. The juror is required to return to work the next work day after being dismissed from jury duty for all services or is released from service for a particular day by the court. In order to receive pay, proper documentation of time actually served must be provided and request "Jury Duty" leave in isolved. Employees should notify their supervisor or department head of impending jury duty as soon as they receive notice to





## **Reemployment Rights**

USERRA places a 5-year limit (with some exceptions) on the cumulative length of time a

2. Worked at least 1,250 hours during the previous 12 months.

military caregiver leave begins on the first day that an employee takes military caregiver leave and ends 12 months after that date, regardless of the rolling 12-month period that the UA System Office utilizes for determining available leave for other FML qualifying reasons.

**Spouse Coverage**

In cases of childbirth, adoption, foster care placement or care of a child, if the employee and the employee's spouse both work for the UA System Office, the total amount of annual family and medical leave available is 12 work weeks for each employee and does not have to be taken at the same time.

The same guidelines apply in cases of military caregiver leave; both employees may individually use FML to a maximum of 26 work weeks during a single 12-month period.

**Use of Accrued Benefit Time**

Employees will be required to use any accrued sick or annual leave at the onset of leave in accordance with established policy. Employees are not required to use personal leave concurrently with approved FML.

**Intermittent Leave**

An employee who takes FML for his/her own serious health condition or to care for a seriously ill spouse, child, or a parent may take leave on an intermittent basis or may use FML to reduce his/her scheduled work hours. The employee must provide certification from the healthcare

the employee must provide enough information for the employer to know that the leave may be eligible for FML. For foreseeable leave, the employee must indicate when and how much leave is needed. Subsequent to an initial period of FML, if additional leave is needed for the same reason, the employee may be required to reference that reason or the FML.

### **Scheduling**

If the leave is for the planned medical treatment of the employee or a family member, or requires intermittent or reduced schedule leave, employees may be required by their supervisor to arrange a particular schedule or to reschedule appointments or treatments, subject to the agreement and availability of the healthcare provider.

### **Certification by Healthcare Provider**

Medical certification will be required from a healthcare provider in all cases involving either FML to care for a seriously ill spouse, child, or parent, or leave due to an employee's serious health condition. The medical facts must be sufficient to support the need for the leave. At a minimum, the certification should include the underlying medical facts supporting the need for the leave, the plan of treatment and the prognosis of the illness or injury, any regimen of continuing treatment and an estimate of the frequency and/or duration of the leave. This certification must be provided within 15 calendar days of the request from the UA System Office. The UA System Office reserves the right to contact the healthcare provider for clarification.

Employees who take leave for a serious health condition will be required to obtain a medical release from their healthcare provider prior to returning to work.

### **Confidentiality**

The UA System Office will keep all information related to requests for FML confidential. This information will be disclosed only to those with a need to know and will be used only to make decisions in regard to the provisions of this policy.

### **Benefits**

While an employee is on FML, benefits will be maintained as if the employee were actively employed. As long as the employee is in a paid status, premiums for insurance will be deducted as usual from the employee's paycheck. If the employee ceases to be in a paid status, the employee will be responsible for paying the normal benefit premiums (i.e., employee cost).

Note: For service member leave, the UA System Office will maintain its contribution toward medical coverage for up to 26 weeks at the same level as if the employee were actively at work. If the employee fails to return to work after an approved Family Medical Leave, the UA System Office may recover premium payments for health insurance coverage paid during the FML period.

### **Procedure**

Eligible employees who are unable to come into work for three (3) or more consecutive work days due to illness or injury of themselves or a qualifying family member should apply for FML by completing an FML Request Form. Forms may be obtained from the UA System Office [website](#) or by contacting the HR Department.

It is the responsibility of an employee on FMLA to regularly communicate to his/her appropriate supervisor regarding their leave status and their intent to return to work. At a minimum, employees should report to their supervisor every 30 days while on leave. An employee who is released to return to work earlier than expected should provide at least three (3) working days advance notice to the supervisor prior to returning to work. Employees on approved intermittent FMLA will turn in an intermittent leave record to their supervisor each pay period whether FMLA hours are used or not and are expected to follow departmental call-in procedures for all unscheduled absences.

#### **4.5.8 PAID PARENTAL LEAVE**

The UA System Office will provide up to four work weeks (20 days/160 hours maximum) Paid Parental Leave to an Eligible Employee who is the birth, adoptive or foster parent of a newborn child, newly-adopted child or newly-fostered child. An Eligible Employee may use Paid Parental Leave only for recovery from childbirth and/or to bond with a newborn, newly-adopted or newly-fostered child under the age of 19. Paid Parental Leave does not reduce an Eligible Employee's balance of any accrued benefit time such as sick leave, annual leave, personal leave, or UA System Office approved holidays)

A multiple birth, adoption or foster placement (e.g., the birth, adoption or fostering of twins or siblings) does not increase the length of Paid Parental Leave available to an Eligible Employee.

If both Parents are employed by the UA System Office, each Parent may receive up to four work weeks (20 days/160 hours maximum) of Paid Parental Leave within the 12-month period immediately following the date of the child's birth, date of adoption, or date of placement of a child for adoption or foster care.

##### **Return to Work Commitment**

Employees utilizing the Paid Parental Leave benefit must return to active work after the leave of absence for a period of six months and must physically work a minimum of 600 hours, or a prorated amount for part-time employees based on full time equivalency (FTE), prior to separating from the UA System Office. Employees who separate from employment prior to the required six months or who have not met the 600 hours work requirement will be responsible for repaying the full number of paid parental leave hours used during the leave of absence period. The required repayment hours will be recouped from the employee in order of the following: 1) deducted from the employee's available annual leave, 2) from the employee's final paycheck after taxes and deductions, 3) the employee will pay the UA System Office by check or money order. The total monetary amount owed to the UA System Office will be calculated based on any remaining balance of hours owed, multiplied by the employee's hourly rate. Any agreement to the contrary must be reduced to writing and approved by Human Resources.

##### **Leave Usage**

Paid Parental Leave applies only when an Eligible Employee requires leave for recovery from childbirth and/or to bond with a newborn child, newly-adopted child or newly-fostered child under the age of 19.



Paid Parental Leave shall only be available to use during the 12-month period immediately following the child's date of birth, date of adoption, or date of placement of a child placed for adoption or foster care with an Eligible Employee. Paid Parental Lea

If the need for Paid Parental Leave is foreseeable, an Eligible Employee must give a 30-day advance written notice of the need for leave, unless such notice period is not practicable.

If the need for Paid Parental Leave is unforeseeable, an Eligible Employee or their representative

2. Documentation of Adoption or Foster Care. If Paid Parental Leave is due to the adoption of a child or the placement of a child for adoption or foster care, the Eligible Employee must submit documentation showing the date of adoption and/or placement of a child for adoption or foster care with the Eligible Employee and/or and pertinent information from the appropriate agency to the designated Benefits Representative.

#### 4.5.9 LEAVE WITHOUT PAY

Regular (non-temporary) employees who have at least six (6) months of continuous active service with the UA System Office may request a leave without pay provided such request is supported by a justifiable reason.

Leave without pay may be requested for a period of 12 months, but is subject to the approval of the appropriate administrator. Approval of such leaves is discretionary and depends largely upon the circumstances, specialization or critical nature of the employee's position, departmental needs, as well as the practicality of possibly replacing the employee for a temporary period.

Leave without pay may be considered for prolonged illness or injury after an employee has exhausted his/her Family Medical Leave, for education or professional development which will lead to increased job ability, for exceptional personal reasons, or for other reason in 2n in 2nther.4 ((d)-.6 (a3)





For the purpose of calculating overtime pay in a workweek, sick leave, annual leave, personal leave, and paid holiday hours do not count toward hours worked. Non-exempt employees who are called out to work during paid holidays should be paid a minimum of four (4) hours at their overtime rate, or the actual overtime hours worked, whichever is greater. Callout time/pay does not apply to Contingent/On-Call employees nor does it apply to employees coming in to work early. Call-Out pay is not applicable during times when normal operations apply.

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## 6. GENERAL P





with the concept of “least privilege” meaning that an individual shall be granted access to information required to perform their job and nothing more where technically possible.

Upon employment, most users are given access to a UA System Office email account and a single sign-on

- Use that may involve disclosure of passwords or identifying data that attempts to circumvent system security or in any way attempts to gain unauthorized access
- Use that misrepresents oneself or the UA System Om Ocf.5 (in)2 (rit)7. ( S)12 (r in)2.3 ( an)1(c)-1.9 (ain)2. (r i

Further, the UA System Office believes that frequent or extended presence of visitors in the workplace has the potential to result in the risk of harm to the visitor and possible liability to the UA System Office.

It is not appropriate for children to be in the workplace on a regular basis. No child with an infectious disease should be brought to the workplace under any circumstances. If UA System Office employees must attend to their children, they should, T7.8 (y)-hohv o t anneal lht4 (h)2.3 8.2 (as)-1.9 ( a2-6.6 (p)2. ( t)11 ro)-6.6 (p)

## 7. LEAVING THE SYSTEM

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### 7.1 RETIREMENT Employment with the