STUDENT EMPLOYMENT HANDBOOK

for

SUPERVISORS

Human Resources
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INTRODUCTION

This guide has been prepared for supervisors of work study students under the Federal Work Study (FWS) and University Work Study (UWS) Programs.

The work study program is a need-based, financial aid program which provides eligible students with supplemental income to offset tuition and personal expenses while attending The University of North Alabama. Traditionally, work study positions include any type of clerical duties such as data entry, formatting documents or correspondence, delivering campus mail, reception, cataloguing and shelving materials, ordering supplies, non-clerical etc.

Work study employment at the University of North Alabama has several purposes:

-- to give students an opportunity to improve their skills
-- to give students an opportunity to gain practical work experience
-- to help carry out the daily operations of the University.

The office of Human Resources & Payroll are available to assist you in clarifying information contained in this guide.

**Stephanie Smith, Student & Temporary Employment Manager* *(ext. 4590)*

Samantha Bullock, Executive Assistant for Human Resources *(ext. 4291)*

Margaret Brown, Payroll Specialist *(ext. 4465)*

Regular office hours are Monday through Friday 8:00 a.m. — 4:30 p.m.

*Please note that *Student & Temporary Employment Manager* in Human Resources is the main point-of-contact for the student employment process. The Student Employment Office is located in Cramer Way in Room 226.

WHAT DETERMINES WORK STUDY ELIGIBILITY

Students must demonstrate financial need to be eligible to participate in the FWS Program. This process involves completing the *Free Application for Federal Student Aid* (FAFSA).

Funding for the Federal Work Study Program at The University of North Alabama is limited; therefore, we cannot emphasize enough the importance of completing the FAFSA application early.

Priority consideration is given to undergraduate students exhibiting the greatest need who apply before June of each year.

Students who have been awarded FWS will receive an award notification indicating the maximum amount of gross pay to be earned per term. Because of limited funding for FWS, not all eligible students will be offered this assistance. However, UNA funds other jobs each year through University Work Study (UWS).

Type of Positions Available

- **Federal Work Study (FWS)** is a need-based program. Only students who have filed the FAFSA and have unmet need are eligible for Federal Work Study. Students must maintain a 2.0 G.P.A. and be enrolled in at least 6 hours both Fall and Spring semesters to maintain eligibility. Students must be enrolled in at least 3 hours for summer eligibility.

- **University Work Study (UWS)**, also known as institutional work study, is available to all students who are currently enrolled at least half-time each semester. There is not an application to receive UWS funds; students apply for jobs through career.una.edu. Students must maintain a 2.0 G.P.A. and be enrolled in at least 6 hours both Fall and Spring semesters to maintain eligibility. Students are not required to enroll during the summer semester to maintain eligibility.

Traditionally, positions and responsibilities in the FWS and UWS Program include:

Clerical or duties such as data entry, formatting documents or correspondence, delivering campus mail, reception, cataloguing and shelving materials, ordering supplies. Non-clerical positions are also available such as tutoring and working with children in university run programs, etc.

Multiple Work-Study Positions

Students may hold two work study positions at a time. Students are not allowed to work more than 29 hours per week between both positions.

Changing Work Study Positions

After accepting a work study position, students are expected to assume the responsibilities associated with the position for the appointed time. In some cases, it may be necessary to change positions. Students are encouraged to provide two weeks notice if they intend to leave.

The current supervisor must end the assignment before students can begin a new position. A new Electronic Personnel Action Form must be submitted by the new supervisor and approved by the Student & Temporary Employment Manager before working in a new position.

FEDERAL AND INSTITUTIONAL REQUIREMENTS

Due to the specific nature of the Federal Work Study program, there are many federal and institutional requirements that must be followed. If these guidelines are not followed, the Department of Education could choose to terminate the work study program.

In order to hire a work study student, the University and/or the Department must comply with the following requirements:

1. A supervisor must comply with the University's policy on *Equal Opportunity and Sexual Harassment*. Supervisors must also comply with Title I of the *Americans With Disabilities Act*, which prohibits employers from discriminating against a "qualified individual with a disability," in all aspects of employment, including application, hiring, compensation and training.

2. The Supervisor must have a vacancy and job description posted with The Career Center before he/she can employ work study students.
   Job posting instructions can be found at www.career.una.edu

3. Students cannot be required to work during scheduled class hours.

4. Students cannot work more than 8 hours a day, 20 hours per week or 85 hours per month, with the exception of a five-week month.

STEPS FOR HIRING A STUDENT WORKER

1) Review your departmental budget and verify funds are available to employ a student.

2) Post your position with The Career Center via LionJobs. You may complete the job posting process at www.career.una.edu.

3) Accept and review applications from students; decide which student best fits your departmental needs.

4) Once a candidate has been selected, it is the supervisor's responsibility to contact both successful and unsuccessful interview candidates.

5) Once the job is accepted, notify interviewed candidates that the position has been filled: **If your student has not worked on campus before.** Please use the Hire A New Student Employee link found on the Student Employment page https://www.una.edu/humanresources/student-employment.html to begin the hiring process.

- Please click the link, complete the fields and submit the form.
- The student will receive an email with the electronic new hire forms.
- Once the student completes the form, he/she will need to provide IDs for New Hire Paperwork.
- The student must also provide two original or certified copies of federal or state issued documents, such as Passport OR one photo ID and a second form of ID such as Driver License or Social Security Card are the most common IDs submitted. Pictures or paper copies of documents will not be accepted.
- HR will receive the electronic new hire forms that is secure and password protected and the supervisor/EPAF originator will be notified by Student Employment to submit an EPAF which will include the query and hire date to be used.

All work study students are paid by direct deposit. Student's are paid on the 7th of each month unless the 7th is on a weekend. The students will be paid the Friday prior to the 7th.

6) Once an EPAF is submitted and routed to the Student & Temporary Employment Manager, the EPAF will be approve it within three days. The supervisor may check the status of their student's EPAF for approvals.

7) Once a student is approved for a work study position, the student may begin working and the timesheet will be available in his/her UNA Portal within one week of the approval. **A STUDENT MAY NOT BEGIN WORKING UNTIL his/her EPAF has been approved by the Student & Temporary Employment Manager**

HIRING GUIDELINES
SUMMER TERM

FWS	UWS
• Student must be enrolled and complete at least one summer class.	• A student may work in a UWS position during the summer even if they are not enrolled in summer classes, provided they intend to return to enroll in the Fall semester.
• Supervisors must complete a Request To Change End Date form, indicating the new end date on or before July 31st.	• Supervisors must complete a Request To Change End Date form, indicating the new end date on or before July 31st.
• The spring semester ends the day before graduation. If a student is not pre-registered for the Fall, the student cannot work beyond that date.	• If the student is not attending the summer semester, he/she must complete an Intent To Register Form for the Fall semester
• FWS students may not extend a current assignment if they are not attending the summer semester.	• UWS students are not allowed to work as UWS following graduation.
• Dropping all classes will result in immediate termination of a summer position.	
• If the student has exhausted all FWS eligibility, he/she may be hired as a UWS student.	

STUDENT WORKER PERSONNEL FILE

A supervisor must maintain a personnel file for each student employee. The file should consist of the following records:

- Job Description
- Handbook Receipt and Acknowledgement Form
- Copy of approved EPAF
- Confidentiality Agreement (can be obtained on the HR department website)
- Student's class and agreed work schedule
- Change of Pay Rate or Change of End Date forms (*if applicable*)

RESPONSIBILITIES OF THE SUPERVISOR

Supervisors are responsible for clearly explaining position responsibilities, performance expectations, pay rates, and work schedules to prospective work study students. Additionally, if there are special requirements, students should receive enough training and supervision to

ensure adequate performance. Important office policies and procedures must be clearly communicated to work study students. Student Employees students should be treated in the same manner as other employees. They are to be held fully accountable for their actions and are subject to disciplinary action. Students are primarily at the University of North Alabama to learn; therefore, students are responsible for maintaining their class work and not letting their positions interfere with academics. Employers should be conscious of this fact and not place unusual demands on students' time, which might cause them to neglect their class work.

Work Schedules

Work study students should develop a regular, predictable schedule from the signing of the first day of hire to the end of the semester, taking into consideration mid-term and finals week, scheduled holidays, and university closings. Students may be dismissed by the supervisor for failure to maintain the set schedule.

Expectations

Supervisors are strongly encouraged to provide the student worker with specific information about performance expectations prior to hiring. Providing this information will guide students in their work development.

Discipline

Work study students should be held responsible for duties, responsibilities, and expectations outlined by the supervisor. If a student fails to meet these criteria, the following procedures should be followed:

1. A verbal warning for first-time or minor offenses.

2. A written warning for repeated or more serious offenses. This should be given in a face-to-face meeting, with time for the student to respond.

3. A written notice of termination for on-going problems. This should be given in a face-to-face meeting, with time for the student to respond.

Each warning or notice should be given in private; a copy should be sent to the *Student & Temporary Employment Manager.* These warnings should be specific, clearly stated, and given in a timely manner.

TERMINATION

- Students are automatically terminated from the work study program at the end of each spring term.

- Students may voluntarily terminate a work study position at any time. They should provide their supervisor with a two-week written notice of their resignation.

- A supervisor has a right to dismiss a student for unsatisfactory performance with progressive discipline documented. This includes, but is not limited to:

    - Repeated failure to comply with the agreed work schedule and tasks
    - Poor performance
    - Insubordination or lack of cooperation which results in disturbing other workers or work progress

- If a student or supervisor chooses to terminate a position early, the supervisor must complete a Request to Change End Date form. This form should indicate the actual last day worked as the New End Date.

The Student & Temporary Employment Manager may terminate a student's work study position, should the following occur:

- Enrollment status drops below half-time
- Student fails to meet Satisfactory Academic Progress (See Financial Aid for details)
- Student worked in excess of allowed Federal Work study Award
- Additional resources, which were not known at time of financial aid award i.e. scholarships, grants, etc. create an over-award

- If Student Employment must terminate a student's position, the supervisor will be notified in writing.

TRANSFERRING FROM FWS TO UWS

If a student exhausts his/her FWS eligibility, the student must be transferred from FWS to UWS.

If a student has FWS eligibility and is currently hired as a UWS, the supervisor may transfer the student to FWS, if the hiring supervisor has a FWS funds available in his/her budget.

In order to change a student from FWS to UWS or vice versa, the current position must be terminated by submitting a "Request To Change End Date" form to the Student & Temporary Employment Manager. A new EPAF must also be submitted for the new position.

Please note that a "Request to Change Account Number" form IS NOT adequate to change a student from FWS to UWS, or vice versa. This form allows for account number changes within a FWS or UWS position ONLY.

TIMESHEETS
AND
PAYROLL

- Work Study students are paid once a month for worked hours

  - Supervisors are prohibited from accepting voluntary services from student employees. Supervisors are required to pay all students under the work study program for all hours worked.

  - Work Study students are paid at least minimum wage; $7.25. Departments will not be allotted additional funds to supplement any minimum wage increase.

  - Students may work 29 hours per week during interim sessions, if the departmental budget allows.

  - The student worker is responsible for submitting his/her timesheet before the last day of each month. It is the supervisor's responsibility to approve hours before the payroll deadline. Timesheets are due at the end of each month by the "Return Date and Time". Please refer to Payroll schedule for students on the Payroll webpage www.una.edu/payroll

If a student's timesheet is submitted late, the paycheck can and will be issued in the next pay period.

MONITORING WORK STUDY STUDENT EARNINGS

Monitoring work study student earnings is a shared responsibility between the student worker and the supervisor. Proper planning of hours within the student's allotment at the beginning of the semester will help alleviate the problem of running out of funds before the end of the term.

As a supervisor, you are required to monitor the student's earnings to ensure that your worker does not:

- Earn monies in excess of your departmental budget
- Earn more per semester than the student is eligible for in Federal Work Study
- Work more than 20 hours per week
- Falsify hours worked
-

Federal work study regulations and Student Financial Services policies do not permit an "overaward" situation. Students may not be allowed to work additional hours over those determined by the work study award on their financial aid package.

When the student has earned the maximum federal work study award, the student must be

transferred to UWS or end his/her employment. The Student & Temporary Employment Manager may notify supervisors when a student is close to exhausting his/her funding. However, it is primarily the supervisor's responsibility to monitor earnings. Additional FWS funding may be available to continue FWS student's employment beyond the contracted amount, depending upon funding availability. Please contact the Student & Temporary Employment Manager for more information.

INTERNATIONAL STUDENT HIRING

International students are NOT eligible for Federal Work Study, only University Work Study. All International students are eligible for UWS.

Supervisors must verify an international student's eligibility to work before hiring. To verify a student's eligibility

1. To verify a student's eligibility, the supervisor must e-mail a request to Stephanie Smith, Student & Temporary Employment Manager @ srsmith3@una.edu, which includes:
2. Employee Name:
3. Employee Student ID:
4. Student's Hire Date:
5. Student's Title:
6. Department Name:
7. Immediate Supervisor Name:
8. Supervisor's Title:
9. Supervisor's phone number:

The Student & Temporary Employment Manager will confirm that a student:

   a. Has successfully completed at least one semester of regular classes
   b. Is currently enrolled in 12 hours of courses
   c. Currently holds a GPA of 2.0
   d. Meets Satisfactory Academic Progress

10. The Student & Temporary Employment Manager will notify the SEVIS Coordinator in International Affairs by email of the student's eligibility.

11. The SEVIS in Powers Hall will notify the student when to pick up his/her hiring letter to obtain his/her supervisor's signature and verification letter to take to the Social Security Administration to apply for a Social Security card.

12. Once the "Departmental Hiring Letter" is signed by the hiring supervisor, the student will take both letters to the Social Security Administration Office located at 203 S. Walnut to apply for a Social Security Card.

13. If there are no homeland security issues, a Social Security Card is issued and received within two weeks. The student should report to the Student Employment Office to

complete all required new hire paperwork and provide a copy of the Social Security Card, Passport, Visa and current I-94 Form or we will accept any of the documents requested on the I-9 form Driver License, Social Security Card or Birth Certificate.

14. A copy of the student's new Social Security Card is sent to the Registrar's Office.

15. The social security number must be entered into Banner by the Registrar's Office before an EPAF can be created.

16. The supervisor will receive an e-mail from the Student & Temporary Employment Manager indicating when an EPAF can be submitted.

HIRING A GRADUATE ASSISTANT

Graduate assistantships provide academically related employment for eligible graduate students. **Graduate Assistants (GAs)** work in a variety of programs and offices throughout the university. Most departments with graduate programs have assistantships available. Graduate Assistantships provides eligible graduate students with supplemental income to offset tuition and personal expenses while attending The University of North Alabama.

There are limited GA positions available. Departmental need and available funding determine the number of GA positions. Graduate Assistantships pay a monthly stipend or an hourly rate for the academic year. A full assistantship also carries a tuition scholarship of up to nine graduate credits per semester. Graduate Assistants must enroll in a minimum of six credits per semester. It is recommended for Graduate Assistants with a summer appointment to enroll in at least one graduate credit.

GRADUATE ASSISTANT REQUIREMENTS

- Enrolled in a Graduate Program
- Enrolled in 6 hours or more
- International students must be enrolled full-time with 12 hours
- Maintain a 2.5 GPA
- Receive a Tuition Scholarship & Stipend or Hourly Rate
- Cannot be an employee of UNA and also work as a Graduate Assistant
  **Any Graduate Student that does not receive a tuition scholarship is classified as a University Work Study Student

GRADUATE ASSISTANT HIRING PROCEDURES

Graduate Assistantships forms are obsolete. GAs are hired by submitting an EPAF. However, GAs should have a formal offer letter or agreement that includes the rate of pay and tuition scholarship amount and work schedule.

GRADUATE ASSISTANT
TIMESHEET AND PAYROLL

- Supervisor must indicate the Tuition Scholarship Amount and monthly stipend amount in the comment field of the EPAF.

- GAs receiving a stipend must use the first day of the month as the query and hire date.

- GAs are allowed to work up to 29 hours per week.

- Each student earning a stipend must submit one (1) hour per month via a timesheet through Self-Service Banner. The timesheet approver must approve the one (1) hour in order for the student to receive his/her monthly stipend.

Handbook Receipt and Acknowledgment Form

for

Student Employment Supervisors

The Student Employment Supervisor Handbook describes important information about Student Employment. I understand that I should consult the Student & Temporary Employment Manager in Human Resources regarding any questions about the content or any questions not answered in the Handbook.

I understand that the policies, rules, and procedures described in the Handbook are subject to change or may be revised based on the University's particular circumstances of a given situation. I acknowledge receipt of a copy of the Handbook and understand it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it. I understand that failure to comply with the policies, rules, and procedures in the Handbook may result in the loss of work study positions in my department and that the availability of positions is not guaranteed.

Please keep a copy of this form for your records and return a copy to the Student & Temporary Employment Manager in the Bibb Graves, Room 226.

_____ _____

Supervisor's Signature Department

_____

Supervisor's Printed Name

_____

Date

APPENDIX

Equal Employment Opportunity Policy
Harassment of Employees Policy
Nepotism Policy
Performance Evaluation Form
Progressive Discipline Form
Student Employment Card
Tobacco Use Policy
Title IX Policy
University Drug and Alcohol Abuse Policy

Equal Employment Opportunity Policy

The University of North Alabama recognizes the importance of equal employment opportunities for all. It is, therefore, the policy of the University to afford equal opportunities in education and in employment to qualified persons regardless of age, color, disability, genetic information, national origin, race, religion, gender, sexual orientation, or veteran status in accordance with all applicable federal and state constitutions, laws, and valid regulations. The coordinators for nondiscrimination policies are: for students, Irons Law Firm, 219 North Court Street, Florence, AL 35630; for employees, the Director of Human Resources and Affirmative Action, Bibb Graves Hall or telephone 205-760-4291. Any alleged violations of this policy should be reported immediately to the appropriate coordinator. No student, faculty member, or other university employee will be treated adversely or retaliated against for the use of this policy.

To comply with the declaration set forth above, the University will, in all solicitations and advertisements for employees placed by or on behalf of the University, state its position as an equal opportunity employer. The University will broadly publish and circulate its policy of equal opportunity by inclusion in all correspondence, media communication, and printed matter for employment purposes.

The University will engage the services of only those professional organizations, employment agencies, contractors, or agents whose policies are in accordance with the equal employment opportunity policy of the University.

The University is expressly committed to a program of maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals based on qualifications, merit, and professional ability, and in conformance with all current legal requirements. All personnel actions and programs will be administered in accordance with the equal employment opportunity policy, including: recruitment, transfer, termination, layoff and recall; determination of wages; terms, conditions, and benefits of employment; and selection for training or retraining.

The University will consider, through appropriate and designated grievance procedures, the complaint of any member of the university community who has reason to believe that he/she has been affected by discrimination because of age, color, disability, genetic information, national origin, race, religion, gender, sexual orientation, veteran status or for any other unlawful reasons.

Harassment of Employees

The University is committed to offering employment opportunity based on ability and performance, in a productive climate free of discrimination. Accordingly, harassment of any kind, by supervisors, co-workers, or non-employees in the workplace, will not be tolerated.

General Harassment: Ethnic or racial slurs and other verbal or physical conduct relating to a person's race, color, religion, or national origin constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work environment.

Sexual Harassment: Sexual harassment, like other forms of harassment and discrimination, is illegal and will not be tolerated by the University or at any event or function associated with the University. It is the responsibility of all university students, faculty, staff, and administrators to assure that the university community is free from sexual harassment.

Accordingly, all university employees must avoid any conduct that is or has the appearance of sexual harassment. Included are sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or an individual's status as a student;
Submission to or rejections of such conduct by an individual is used as the basis for employment decisions affecting such individual or for decisions adversely affecting the academic or other status of such individuals as a student; and
Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or with an individual's performance or achievement as a student or has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment.
Complaints of alleged sexual harassment may be reported in several ways. Such behavior should be reported to the department chair, dean, director, or their direct supervisor; however, if not appropriate, then to the Director of Human Resources and Affirmative Action, to the University Legal Counsel, to the Ombudsman, or to the President. The complaints will be promptly and thoroughly investigated, and the results will be communicated to the complaining employee or student. Every effort will be made to keep all complaints (and their details) as confidential as possible, but with any investigation, often some disclosure is inevitable. Any supervisor having knowledge or information of sexual harassment gained through direct, indirect, or informal means should report such harassment to the next appropriate supervisor or administrative level.

Prompt disciplinary action will be taken, if necessary. Any student, faculty member, staff member, or administrator who violates this policy is subject to disciplinary action, including possible termination of employment or suspension from the University.

All students, faculty, staff, and administrators have an obligation to report harassment, whether as a victim or as an observer. Any retaliatory action against an employee or student complaining of harassment is illegal and will not be tolerated.

Approved by Board of Trustees 06/14/1999, Revised June 12, 2000

Student Employment Nepotism Policy

The University of North Alabama standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary and terminating employees are based on qualifications, level of responsibility and skills required to perform the job. The university attempts to avoid favoritism, the appearance of favoritism and conflicts of interest in employment decisions.

We reserve the right to take action when relationships or associations of employees impact the University's mission, its policies and procedures, and its short and long term operations. It is against the University's policy for an employee to supervise a family or household member.

The purpose of the policy is to avoid favoritism, the potential for favoritism, conflicts in loyalty, discrimination, the appearance of impropriety or conflict of interest, a hostile or uncomfortable work environment or the potential for hostile or uncomfortable work environment.

Policy: NEPOTISM (EMPLOYMENT OF RELATIVES)
Staff Online Handbook – page 41 of 207- 3.11

The Alabama Nepotism statute provides that: No officer or employee of the state or of any state institution shall appoint any person related to him within the fourth degree of affinity or consanguinity to any job, position or with any of its agencies, Alabama Code, Section 41-1-5 (1975). This statute is applicable to all university positions, including temporary, part-time, and student positions. Relatives may be employed as peers within an academic department or administrative unit; however, no supervisory relationship may be allowed between persons who are related within the fourth degree by blood or marriage. The President's Executive Council may, for compelling reasons, make limited exceptions to this policy, but its reasons for doing so must be reflected in its report to the Board of Trustees Executive Committee.

Definitions

1. "Employment" means any appointment to the faculty or staff as a temporary, incidental, adjunct, student or regular employee.
2. "Employee" means the University's faculty, staff and student employees.
3. "4th degree relative" means: (a) a spouse, parent, child, or sibling; (b) a sibling, as denoted by the prefix "half"; (c) a parent, child, or sibling, as denoted by the prefix "step"; (d)
a foster child; (e) a nephew, niece, uncle or aunt; (f) any parent or child of a preceding or subsequent generation, as denoted by the prefix of "grand" or "great"; or, (g) parent, child or sibling related by marriage as denoted by the suffix of "in-law."
4. "Household member" means a person having legal residence in or living in the employee's place of residence.
5."Terms and conditions of employment" includes, but is not limited to, appointments, retention, promotions, salaries/wages, fringe benefits, and supervision/discipline of an employee.

PERFORMANCE EVALUATION

FEDERAL AND UNIVERSITY WORK STUDY

Student Name _____ **L#**_____

Position Type: please circle one **FWS** **UWS** **GA**

Type of Evaluation: _____ Annual _____90-day Other _____

Please evaluate each student employee for each criterion shown below. The immediate supervisor should evaluate the student objectively, comparing him or her to students of the same academic level and/or to other personnel assigned to identical or similar jobs. If criterion does not apply or if you do not have sufficient information, please indicate N for "no evaluation".

E- Excellent **VG**- Very Good **G**- Good **F**- Fair **P**- Poor **N**- No Evaluation

( ) **Dependability/ Reliability** - Meets work schedule and fulfills job responsibilities. Consistently delivers what is required within deadline and following instructions

( ) **Initiative**- Starts assignments without prompting and independently contributes ideas/projects. Sees and acts upon new opportunities

( ) **Attitude**- Displays a positive attitude towards goals and objectives of department. Works well with others to accomplish goals

( ) **Interpersonal Skills**- Establishes and maintains good working relationships with others

( ) **Overall Performance**- Works with minimal supervision, manages own time effectively, maintains control of all projects and responsibilities.

Would you recommend this student for rehire? ( ) Yes ( ) No

Comments: _____

I allow my "Work Record" information to be released to on or off-campus employers, if requested. Student Signature _____ Date _____

My supervisor has discussed the above Work Record evaluation with me. I have been given an opportunity to express any concerns regarding my work-study position.

Student Signature _____ **Date** _____

Supervisor's Signature _____ **Date** _____

Student Employment/ HR _____ **Date** _____

PROGRESSIVE DISCIPLINE FORM

DATE: _____

NAME: _____ **SID**_____

DEPARTMENT: _____

_____ **Documentation** _____ **Verbal Warning** _____**Written Warning**

POLICY VIOLATION/OFFENSE: _____

_____

_____

CORRECTIVE ACTION:

_____

_____

_____

COMMENTS:

_____

_____

_____

_____ _____
Student Signature Date

_____ _____
Supervisor Signature Date

_____ _____
Student Employment / HR Date

Tobacco Policy

It is the policy of the University of North Alabama to provide a "tobacco-free" environment for students, faculty, staff and visitors. The use of "tobacco products" will be prohibited within all university facilities. The use of tobacco products within thirty feet of entrances, exits, open windows, and interconnected breezeways is prohibited.

The term "tobacco-free" shall be interpreted to mean all forms of smoking tobacco, such as cigarettes, cigars and pipes, as well as smokeless tobacco products, such as snuff and chewing tobacco.

The term "tobacco product" refers to any form of tobacco consumed by smoking or non-smoking means.

Exceptions to this policy may be made only be special authorization of the Executive Council and only where proper ventilation can be established.

Approved by the Board of Trustees, 06/12/1995
Revisions approved by the Executive Council, 05/10/2010

Title IX

UNA Statement on Discriminatory Harassment on the basis of sex or gender
Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment on the basis of sex and gender. University of North Alabama is committed to offering an environment free of discrimination and harassment in accordance with all laws, including but not limited to Title IX of the Education Amendments of 1972 and all related regulations. UNA's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom.

Sexual Harassment and other forms of Sexual Misconduct

On May 19, 2020 the United States Department of Education released new federal regulations requiring changes to UNA's policies and procedures related to sexual harassment. On July 27, 2020, in order to comply with these new laws, UNA's Executive Council approved the UNA Interim Policy against Sexual Harassment and other Sexual Misconduct. This policy was taken through the Shared Governance process and was fully approved by the Board of Trustees on March 5, 2021. (Title IX and Sexual Misconduct Policy).

To review the full policy, please visit https://www.una.edu/titleix/policies-and-procedures.html

Drug and Alcohol Abuse Policy

It is the policy of the University of North Alabama that the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property, or as a part of any of the University's activities, is prohibited.

Students, faculty, staff, and service employees who violate a local, state, or federal drug or alcohol statute may be referred to the appropriate law enforcement officials for prosecution. Additionally, an individual who violates the law or the provisions of this University's drug and alcohol policy will be referred to the appropriate supervisor or student judicial bodies for appropriate disciplinary action. University-imposed sanctions may include suspension or termination. As an alternative to disciplinary action, the University may require an individual to complete successfully a drug or alcohol recovery program in an approved treatment facility.

An individual who has drug, alcohol, or related problems may voluntarily seek counseling and follow prescribed treatment without fear of recrimination. Assistance may be given in referring persons to various community agencies which are trained and equipped to treat persons with drug or alcohol problems. These referral services are available at the University Health Center for students and through the faculty, staff, or service employee's supervisor, department head or Human Resources Director for faculty, staff and service employees.

The provisions of this policy shall apply to all students and to all University employees, full-time or part-time, including professional and nonprofessional employees, as well as persons on the University Campus for any purpose.

The University of North Alabama Board of Trustees empowers the University President, or his administration, to administer this policy. The University President is further empowered to take all actions necessary to comply with the United States Department of Education Drug Free Schools and Campuses Regulations, as currently written, or to be promulgated in the future.

Approved by the Board of Trustees, 11/28/1990