



UNIVERSITY OF NORTH ALABAMA

Employee Policy Manual and Handbook

TABLE OF CONTENTS

POLICIES

Background Checks
Benefits Programs and Information
Centers and Institutes: Policies and Guidelines
Computer Usage Policies
Consensual Relationships Policy
Copyright Policy
Drug and Alcohol Abuse Policy
Equal Employment Opportunity and Harassment Policy
Emergency Closing Policy
Employment of Foreign Nationals Policy
University Entertainment Policy
Family and Medical Leave Act (FMLA)
Free Speech and Assembly Policy
Grievance Policy
Local Administrative Privileges and Network Computer Monitoring Policy
Military Leave
Nepotism (Employment of Relatives)
Patent Policy
Protocol for External Faculty/Staff Searches
Public Complaints
Purchasing Policy (General)
Solicitation Policy
No Smoking Policy
University Travel Policy
Video Monitoring and Surveillance Activities Policy
Weapons on Campus Policy
Policy Regarding Workplace Threats and Violence

PROCEDURES, PROCESSES, AND PROGRAMS

Administrative Leave
Emergency Procedures
The Isbell Scholar Program: A Service Opportunity for Retired UNA Employees
Jury Duty
Ombudsman
Presentation of Diplomas at Commencement
Recruiting and Selection Procedures
Service Awards
Sick Leave
Tuition Remission (Remission of Tuition and Fees)
Verification of Employment
University Volunteers
Workplace Incident/Injury (Workers Compensation Equivalency Program)

GENERAL INFORMATION AND STATEMENTS

ADA Compliance Statement
Accidents Involving Visitors and Students
Admission to Athletic Events
Board of Trustees
Cafeteria Benefits Plan (Tax-Exempt Premium Deductions)
Confidential Information
Conservation
Housekeeping
Identification Cards
Indebtedness and Collections
Safeguarding of Keys
Licensure and Registration
Lost and Found
Maintenance and Environmental Services
Nondiscrimination Statement
Notification of Change of Status
Off-Duty Conduct
Payroll Information
Personal Attire and Appearance
Personal Behavior
Personal Mail
Pets in the Workplace
Public Relations
Religious/Personal Convictions
Safeguarding University Equipment
Service Date
Shared Governance Standing Committees
State Ethics Law
Statement on Personal Visitors/Children in the Workplace
Suggestions
Telephone Use
University Mission and Vision, Goals, and Values
University Organizational Structure
Whistleblowing/Airing of Grievances