

# UNIVERSITY EMPLOYEE POLICY MANUAL & HANDBOOK

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## **POLICIES**

### **BACKGROUND CHECKS**

In order to verify the pertinent backgrounds of individuals before being hired into positions at The University of North Alabama, the University conducts a pre-employment background check as part of its employment procedures. The University contracts with an outside agency to perform the background checks. The cost for the checks is borne by the University. At minimum, a criminal records search and verification of social security number is required for all recommended candidates for faculty and staff positions.\* As such, the background checks are conducted by the Office of Human Resources (HR) only upon receipt of a recommendation to hire a candidate for a position. A pre-employment credit history check will be conducted for selected candidates for, but not limited to, the following positions:

- Senior and executive level management positions;
- Positions with access to university financial and/or sensitive information, records/databases;
- Positions handling cash and checks on a regular basis.

Job postings for positions subject to background investigations will contain notification to applicants that, prior to hiring, the final candidate must successfully pass a pre-employment background investigation. As a general rule, the results of the investigation must be received before an offer of employment can be made. However, under extreme circumstances, an offer of employment may be made prior to the completion of the background check provided the employment letter states that employment is contingent upon a satisfactory report. For this particular situation, the employment letter must contain the following statement: "This offer is contingent upon the completion of a background investigation which reveals satisfactory results."

### **Background Investigation Procedure**

During completion of a staff/service employment application or a faculty profile application, candidates will be notified of the proper disclosures and asked to authorize the release of information for a background check.

*\*Background investigations for Teachers at Kilby School and for Public Safety Officers will continue to be conducted by their respective departments according to state requirements.*

Although a background check will include, at minimum, a criminal history and social security number trace, and, for some positions, a credit history, it is the responsibility of the recommending official to check employment and/personal references and to verify required professional licenses and certifications prior to a formal background investigation request being submitted. Academic degrees will continue to be verified through official transcripts for faculty positions, which will be maintained in each selected candidate's personnel file. Academic degrees required for staff positions will be verified through our background check provider as part of the initial background check. If required for a particular position, a Motor Vehicle Report (MVR) may be requested by the recommending official. If a background check shows possible disqualifying information, the Office of HR, in consultation with the recommending official and his/her respective Vice President, will determine whether to exclude the candidate. In making this determination, the following factors should be taken into consideration: the nature and details of the conviction, the length of time that has passed since the offense occurred, how the crime relates to the responsibilities of the position, and any evidence of rehabilitation. However, the President reserves the right to make the ultimate decision concerning the disposition of each candidate.

If the possibility of adverse action exists, the Office of HR will provide a Pre-Adverse Action Notice along with a copy of the consumer report and a notice of rights to the candidate. The candidate has a minimum of five business days to refute information with the provider. If the candidate fails to respond in a timely manner to remove or to clarify the disqualifying information, the recommending manager will be notified by the Office of HR, and he/she may proceed with the selection process and recommend another candidate. If the decision is made not to hire the candidate, a Final Adverse Action Notice is mailed or emailed to the candidate by the Office of HR explaining the reason for not hiring. Background checks revealing misrepresentations may be grounds for immediate rejection of the application. All information received in the background investigation process will be maintained in the employee's personnel file or in a confidential file (for those individuals who are not hired).

*Approved by Board of Trustees June 11, 2007*

## **BENEFITS PROGRAMS AND INFORMATION**

### **Overview**

The University of North Alabama offers a comprehensive benefits program that provides protection and services to meet the needs of its employees throughout various stage of life. To get detailed information about each benefit offered, please refer to the [Benefits](#) section of the Office of Human Resources's website or to contact the Office of Human Resources at extension 4291.

### **Benefits Eligibility**

The eligibility of staff and service employees for University of North Alabama benefits/privileges is determined by the employee's employment status classification. Each eligible employee must have health insurance under the University's group plan or show proof of being insured under another plan. In addition to the narrative below, a [chart](#) also details benefit eligibility by classification.

Full Time, Regular Faculty (9 or 12 months) members are eligible for the following benefits:

- Medical/vision and dental insurance (individual and family)
- Basic life and AD&D insurance (after 90 days of employment)
- Long-term disability insurance (after 90 days of employment)
- Sick leave (including personal leave)
- Paid holidays
- Tuition remission (employee, spouse, and a dependent child)
- Teachers' Retirement System participation
- TIAA CREF (403b plan)
- RSA 1 (457 plan)
- Optional life insurance
- Cafeteria plan participation
- Discount athletic tickets
- Supplemental benefits

Full Time, Regular Staff employees and 12 month non-teaching Faculty members are eligible for the following benefits:

- Medical/vision and dental insurance (individual and family)
- Basic life and AD&D insurance (after 90 days of employment)
- Long-term disability insurance (after 90 days of employment)
- Annual and sick leave (including personal leave)\*
- Paid holidays
- Tuition remission (employee, spouse, and a dependent child)
- Teachers' Retirement System participation
- TIAA CREF (403b plan)
- RSA 1 (457 plan)
- Optional life insurance
- Cafeteria plan participation
- Discount athletic tickets
- Supplemental benefits

*\*for non-exempt employees, eligibility begins after 90-day new hire probationary period has been completed*

Three Quarters' Time Faculty (9 or 12 month) members are eligible for the following benefits:

- Medical/vision and dental insurance (individual and family)
- Basic life and AD&D insurance (after 90 days of employment)
- Long-term disability insurance (after 90 days of employment)
- Sick leave (including personal leave)
- Paid holidays
- Tuition remission (employee, spouse, and a dependent child)
- Teachers' Retirement System participation
- TIAA CREF (403b plan)
- RSA 1 (457 plan)
- Optional life insurance
- Cafeteria plan participation
- Supplemental benefits

Three Quarters' Time Staff employees are eligible for the following benefits:

- Medical/vision and dental insurance (individual and family)
- Basic life and AD&D insurance (after 90 days of employment)
- Long-term disability insurance (after 90 days of employment)
- Annual and sick leave\* (including personal leave): Accrues at an hourly rate based on hours worked.
- Paid holidays
- Tuition remission (employee, spouse, and a dependent child)
- Teachers' Retirement System participation
- TIAA CREF (403b plan)
- RSA 1 (457 plan)
- Optional life insurance
- Cafeteria plan participation
- Supplemental benefits

*\*for non-exempt employees, eligibility begins after 90-day new hire probationary period has been completed*

Half Time Faculty members are eligible for the following benefits:

- Medical/vision and dental insurance: If elected, the University pays half of the individual premium.
- Sick leave (including personal leave): Accrues at half the regular rate.
- Paid holidays
- Tuition remission (employee only)
- Teachers' Retirement System participation
- Cafeteria plan participation (for medical and dental only)

Half Time, Regular Staff employees are eligible for the following benefits:

- Medical/vision and dental insurance: If elected, the University pays half of the individual premium.
- Annual and sick leave\* (including personal leave): Accrues at an hourly rate based on hours worked.
- Paid holidays (if scheduled to work)
- Tuition remission (employee only)

- Teachers' Retirement System participation
- Cafeteria plan participation (for medical and dental only)  
\*for non-exempt employees, eligibility begins after 90-day new hire probationary period has been completed

Part Time, Regular Staff employees are eligible for the following benefits:

- Tuition remission (employee only)

Full Time, Temporary Staff employees are eligible for the following benefits:

- Medical/vision insurance (individual only): Available to those employees with a contract over 60 days in duration.
- Dental insurance (individual only): Available to those employees with a contract over 9 months in duration.
- Paid holidays (those that fall during employee's regular work period)
- Tuition remission (employee only)
- Teachers' Retirement System (mandatory participation after one year of employment)

Part Time, Temporary Staff employees are eligible for the following benefits:

- Tuition remission (employee only)

Adjunct Faculty members are eligible for the following benefits:

- Tuition remission (employee only)

### **Continuation of Benefits Upon Leave or Separation**

An employee is entitled to the continuation of certain benefits during absences due to vacation, sickness, on-the-job injuries, long-term disability, leave without pay or leave of absence, termination, and retirement.

**Leave Without Pay, Leave of Absence, and Long-Term Disability:** An employee's benefits will remain in effect as long as he/she remains active (defined as being on the payroll). When an employee exhausts his/her leave, is placed in a "leave-without-pay" (LWOP) or "leave-of-absence" (LOA) status, or is placed on long-term disability (LTD), his/her benefit entitlements change. When an employee moves into the LWOP, LOA (without pay for reason of illness), or LTD status, the following outlines how his/her various benefits are handled:

- Accrual of annual and/or sick leave ceases.
- The University continues to pay the employee's individual health/vision and dental benefit premiums for six months from the employee's last day worked or from the last day of paid leave. The employee may continue the family coverage by paying the family premium. After the employee has exhausted his/her six-month entitlement during which the University paid the individual premiums, he/she is no longer eligible for coverage under the University's group plan. However, he or she may continue coverage under the provisions of the Consolidated Omnibus Reconciliation Act (COBRA).
- Employees enrolled in any supplemental insurance coverage(s) must pay the monthly premium for any of the coverage(s) he/she wishes to continue during his/her absence. It should be noted that the University does not contribute the \$6.00 monthly premium credit during period of LWOP, LOA, or LTD.

- The University continues to pay the premiums for Basic life and LTD benefits for six months from the employee's last day worked or from the last day of paid leave.
- When/if an employee returns to full duty from LWOP, LOA, or LTD, his/her health/vision, dental, life, LTD, and any elected supplemental policies will be reinstated effective the date of his/her return provided all employee-paid premiums are current.

**Termination:** Upon termination, an employee may continue his/her individual health/vision and dental benefits and the coverage for his or her dependents under the provisions of COBRA by paying 102% of the current premium. Basic life and supplemental benefits may be continued by the employee on a direct-pay basis with each benefit provider.

**Retirement:** If retirement under the TRS occurs:

- Individual or family health/vision and dental insurance coverage under the University's group plan will be discontinued. An employee under the age of 65 who retires under the TRS is eligible for health insurance coverage under the Public Education Employees' Health Insurance Program (PEEHIP). TRS offers other optional benefits such as dental and vision to retirees during its open enrollment period. An employee over the age of 65 who retires under the TRS or reaches the age of 65 after retirement is eligible for health insurance coverage under Medicare and supplemental coverage under [PEEHIP](#).
- University retirees are eligible to elect to continue the basic life coverage at the group rate.
- Selected supplemental benefits may be continued by the employee on a direct-pay basis with each benefit provider.
- Retirees may elect to continue existing dental and/or supplemental vision coverage under the COBRA provisions.
- Miscellaneous benefits available to University retirees:
  - ◆ Full use and check-out privileges at Collier Library.
  - ◆ Upon request, may continue to obtain current decals/tags from the University Police Department which will permit campus parking in spaces reserved for faculty and staff. Without current decals/tags, only the spaces reserved for visitors may be used.
  - ◆ Upon request, may use the Wellness Center in Flowers Hall. Inquires should be directed to the Administrative Assistant in the department of Health, Physical Education, and Recreation.

**Continuation of Benefits During Leave of Absence Without Pay (not related to sickness):** Once an employee exhausts his/her accrued leave, he or she may be placed in a leave-without-pay status for short periods of time or leave of absence for periods up to six months. The employee may be eligible to continue his/her health/vision, dental, basic life, LTD, and other supplemental benefits at his/her own expense.

### **Death Benefits**

In the event of the death of an active, full-time or part-time regular employee, the beneficiary selected by the employees entitled to certain death benefits. The Office of Human Resources maintains the forms necessary to establish a beneficiary. There are separate beneficiary forms for each of the benefits listed below. It is suggested that an employee ensures his/her beneficiary information is up to date at all times. Any changes to this information must be made in person in the Office of Human Resources.



If an employee dies before he/she retires from the University, his/her beneficiary is eligible to receive the following:

- Basic Life insurance: In the event of the death of an employee under the age of 65, his/her beneficiary receives one and one-half times the employee's current annual base salary. For active employees, the benefit amount is reduced by 25% each five years starting at age 65.
- Teachers' Retirement System (TRS) death benefits: Members of the Teachers' Retirement System of Alabama have death benefits available through the TRS. The benefits are detailed in the [TRS Member Handbook](#).
- Sick leave benefits: Upon the death of an eligible active employee, a death benefit equal to the unused accrued sick leave balance of the employee or 60 workdays, whichever is smaller, is paid to the beneficiary of the employee or will be included in the amount reported to the Teachers' Retirement System, but not both. For an employee who is not vested, payment of 60 days is the only option. For a vested employee, it is at the discretion of the beneficiary as to how the sick leave will be distributed.
- Annual leave benefits: Upon the death of an employee, the beneficiary receives payment for all accrued annual leave.
- Unpaid earned biweekly or monthly salary (including accrued compensatory time, if any): Upon the death of an employee, that portion of the biweekly or monthly salary earned by the employee is paid to the beneficiary.
- Continuation of health insurance: In the event of the death of an employee who has family health insurance coverage under the University's group plan, the covered spouse and/or dependents are entitled to continuation of health insurance coverage for 36 months under the provisions of COBRA. That law allows the spouse and dependents to remain on the University's group plan by paying 102% of the premiums.

Upon the death of a retiree of the University, the designated beneficiary is eligible to receive the following:

- Basic Life insurance: If the retiree is under the age of 65, his/her beneficiary receives one and one-half times the employee's annual base salary effective the date of retirement. This benefit amount is reduced to \$10,000 upon the end of the month in which the retiree attains age 65 and to \$0 upon the end of the month in which the retiree attains age 70.
- Teachers' Retirement System (TRS) death benefits: Retirees of the Teachers' Retirement System of Alabama have death benefits available through the TRS. The benefits are detailed in the [TRS Member Handbook](#).

## **CENTERS AND INSTITUTES: POLICIES AND GUIDELINES**

The University recognizes the contribution that centers and institutes can make in (a) enriching teaching, research, and service within the academic community and/or (b) advancing institutional goals within the service mission of the institution beyond academics. They also often assist the University in leveraging external funding. Proposals for the establishment of such units require a careful review of their need, role within the institution, and relationship to the mission of the university. The guidelines herein are to be followed for the proposal of a center or institute and an ongoing review of its viability to the university.

### **Proposals**

Any administrative unit of the university may submit a proposal for the creation of a center or institute. The terms centers and institutes are used interchangeably but institutes typically reflect a broader institutional scope. Proposals that are academic in nature are submitted to the Council of Academic Deans (COAD) for review and initial approval. Prior to submission to COAD, proposals must have the endorsement of the appropriate department(s) and college(s). Proposals for centers or institutes that are non-academic in nature are submitted by the appropriate vice president to the university executive council for review and initial approval. Subsequent approvals must be obtained by the appropriate constituency bodies as outlined in shared governance and/or university policy. The university president has final authority for the approval of center and institutes. A proposal must include the following items: purpose of the center or institute, relation to mission of the university, organization chart, budget, objectives, external funding and partners (if any), and evaluation procedures. All fundraising, including the establishment of current use and endowment funds, must follow the gift acceptance, spending, and investment policies of the UNA Foundation.

This policy statement recognizes that units of the institution that provide ongoing administrative and academic support are often referred to as centers. The guidelines described herein are not applicable to those units.

### **Reporting Procedures**

Centers and institutes are considered a part of the organization structure of the university. As such they must compile and submit annual and periodic reports compliant with the guidelines outlined by the university institutional effectiveness committee.

### **Periodic Review**

Centers and institutes will conduct an audit of their activities and contribution to university mission every five years. The report of that audit will be reviewed by the COAD and/or Executive Council to determine continued viability. Should a center or institute be deemed to be non-viable, it will be afforded the opportunity to provide an improvement plan. A subsequent review after one year will be conducted and a final recommendation will be made to the president by the COAD or Executive Council to either continue the center or institute for an additional four years or discontinue it. The decision of the president in consultation with the Board of Trustees as needed is final.

## **COMPUTER USAGE POLICIES**

The University's Computer Usage Policies are located on the Information Technology Services website. Please click on the link above to visit their website.

## **CONSENSUAL RELATIONSHIPS POLICY**

The University of North Alabama (the "University") is committed to providing an environment for work and learning as free as possible from conflicts of interest, favoritism and exploitation. Where an individual exercises direct supervision to coerce another person to enter into a non-consensual relationship, the harm to that person and to the institution is evident. Even where the relationship is consensual, there is significant potential for harm when there is a power difference between the parties involved - - for example, between a supervisor and an employee or between a faculty or staff member and a student. Any evaluation or supervision provided may be suspect in view of such relationship.

A consensual relationship with a subordinate is likely to interfere with the ability of a superior to act and make decisions fairly and without bias. Even if the superior is able to avoid showing favoritism, the other individuals in the learning or workplace environment are likely to see themselves as being less favored and disadvantaged by the personal relationship. Additionally, the damage can continue long beyond the consensual relationship and can make people suspicious of any future professional interactions between the individuals.

The following policy is directed to faculty-student relationships, to staff-student relationships, to employee-employee relationships, and to student paraprofessional staff-student relationships. While the University normally has no interest in private romantic or sexual relationships between individuals, the University has adopted a consensual relationship policy for the following reasons: to avoid the types of problems outlined above, to protect individuals from the type of injury that either a subordinate or superior individual to such relationship can incur, to protect the integrity of the learning and work environment and evaluation process, and to provide information and guidance to members of the University community. This Policy addresses consensual relations only. Non-consensual or coerced relationships are addressed in the University Policy on Sexual Harassment.

### **Definitions**

For purposes of this policy, the following terms are defined as follows:

**Consensual Relationship** - Any dating, romantic, sexual, or marriage relationship willingly undertaken by the parties.

**Direct Supervision** - Includes but is not limited to the following activities: academic instruction, course teaching, formal mentoring, overseeing, directing, examining, grading, advising, supervising, evaluating, recommending, promoting, paraprofessional student staff member duty coverage areas, employing and other employment actions including directly setting of salary or wages, any disciplinary action, including suspension, expulsion and termination, and exercising responsibility for grades, honors or degrees.

**Student Paraprofessional** - "A paraprofessional is defined as a student who is selected, trained, and supervised in assuming responsibilities and performing tasks that are intended to (1) directly promote the individual personal development of his or her peers, (2) foster the creation and maintenance of environments that stimulate and support residents' personal and educational development, and/or (3) perform tasks that ensure the maintenance of secure, clean, healthy, psychologically safe, and esthetically pleasing living accommodations." (*Winston & Fitch, p. 317, 1993*). Students with educational responsibilities; i.e. undergraduate teaching assistants, graduate teaching assistants, and graduate assistants also fall into this category.

**Educational Responsibility** – The power or authority to evaluate, influence, provide, or control aspects related to a student’s education or professional development. Covered activities include, but are not limited to, teaching, grading, mentoring, advising, evaluating research or other academic activity, serving on a student’s dissertation committee, participating in decisions or recommendations regarding funding or other resources, clinical supervision, and recommending for admissions, employment fellowships, or awards.

**Policy Regarding Faculty-Student, Staff-Student, and Paraprofessional Student Staff-Student Consensual Relationships**

Interactions between the faculty members, staff members, or paraprofessional student staff members and students at the University are guided by mutual trust, confidence and/or professional ethics. Professional faculty-student, staff-student, or paraprofessional student staff-student relationships have a power differential between faculty members, staff members, or paraprofessional student staff and students; personal faculty-student, staff-student, or paraprofessional student staff-student relationships carry risks of conflict of interest, breach of trust, abuse of power, and/or breach of professional ethics.

**Prohibited Relationships**

Faculty members and staff members shall not engage in, and are prohibited from, consensual relationships with students whenever a faculty member or staff member has direct supervision with respect to the student. Should a consensual relationship exist prior to the beginning of the professional relationship, or develop, or appear likely to develop, while the faculty member or staff member is, or would be, in a position of direct supervision over the student, the faculty member or staff member shall immediately report such relationship with his or her immediate supervisor and initiate steps to avoid and/or terminate the position of direct supervision. Avoidance or termination includes but is not limited to the student not enrolling in a course; a qualified alternative faculty member or teaching assistant taking the position of direct supervision; transfer of the student to another course, section, seminar, etc. taught by a different faculty member or teaching assistant; assigning or transferring the student to, or the student selecting, another academic advisor; or the student dropping or withdrawing from a course.

Paraprofessional student staff members shall not have a romantic and/or sexual relationship with anyone currently in their duty coverage area. A consensual friendship based relationship may exist even if one or both partners consider it casual, temporary, or episodic. The policy applies to even a single intimate, sexual, or romantic encounter. If the potential for such a relationship should develop, the paraprofessional student staff member must immediately notify his/her supervisor in writing. A paraprofessional student staff member must understand if he/she wishes to pursue such a relationship, appropriate action will be taken. This would include, but not be limited to, offering the resident the option to voluntarily move to another complex, or having the paraprofessional student staff member moved to an appropriate location if the ability to do so is present. A paraprofessional student staff member should not be assigned to rounds within an area where a resident with whom he/she is in a relationship currently lives, and should not become involved in a disciplinary incident involving said party absent an emergency situation.

**Discouraged Relationships**

The following faculty-student, staff-student, and paraprofessional student staff-student relationships are strongly discouraged at the University in light of the potential for apparent and

actual conflicts of interest. Should such relationships arise, however, they are required to be disclosed and managed as indicated below:

Even when no position of direct supervision exists, a faculty member or staff member who engages in a romantic or sexual relationship with a student must promptly disclose the existence of the relationship to his or her immediate supervisor if there exists a reasonable possibility that a conflict of interest may arise. Relationships, in which a conflict of interest exists or is likely to arise, appear to third parties to create an unfair advantage for the student or to be exploitative of the student and may later develop into conflicts of interest that are prohibited in A above.

When the student is a graduate student in the same department or academic program as the faculty member, or is an undergraduate student and is majoring or minoring in the same department as the faculty member or department of a staff and/or paraprofessional student staff member, a potential conflict of interest exists. A conflict of interest also may arise if the student is studying in a department separate from the faculty member. The faculty, staff, or paraprofessional student staff member must promptly disclose the relationship to his or her immediate supervisor when a potential conflict of interest exists or is reasonably likely to arise.

Once the relationship is disclosed, the immediate supervisor will evaluate the situation to determine whether an actual conflict of interest exists or is likely to arise and will develop a management plan to address the potential conflict of interest. The faculty, staff, or paraprofessional student staff member has the professional and ethical responsibility to remove himself or herself from any decisions that may reward or penalize the student involved and otherwise comply with the management plan.

A paraprofessional student staff member shall report immediately to his/her supervisor the potential for, or existence of, any romantic and/or sexual relationship with anyone living within any on-campus housing unit. This will permit the UNA administration to take any appropriate measures. Each matter will be analyzed on a case-by-case basis depending upon the specific facts and context of the relationship. If paraprofessional staff are required to address an incident with said party, they should recuse themselves and contact a back-up paraprofessional student staff member. If another paraprofessional student staff member is not available, the supervisor on duty should be contacted.

### **Policy Regarding Employee/Employee Consensual Relationships**

An employee should be aware that entering into a consensual relationship with another employee that exercises direct supervision over the employee creates the potential for risk to both parties. In particular, such a relationship will limit that supervisor/employee's ability to direct work or promote that employee's career and creates conflicts of interest and perceptions of undue advantage.

### **Prohibited Relationships**

A University employee shall not engage in, and is prohibited from, consensual relationships with another employee whenever one employee has direct supervision with respect to the other employee. Should a consensual relationship exist prior to the beginning of the period of direct

supervision, or develop, or appear likely to develop, while an employee is, or would be, in a position of direct supervision over another employee, the employee exercising direct supervision shall immediately report such relationship to his or her immediate supervisor and steps to avoid and/or terminate the position of direct supervision shall be taken. Avoidance or termination includes but is not limited to the subordinate employee not accepting such position; another appropriate employee assuming the position of direct supervision; or transfer of the subordinate employee to another position not directly supervised by the other employee.

### **Discouraged Relationships**

The following relationships between employees are strongly discouraged at the University in light of the potential for apparent and actual conflicts of interest. Should such relationships arise, however, they are required to be disclosed and managed as indicated below:

Even when no position of direct supervision exists, an employee who engages in a romantic or sexual relationship with another employee must promptly disclose the existence of the relationship to his or her immediate supervisor if there exists a reasonable possibility that a conflict of interest may arise. Relationships, in which a conflict of interest exists or is likely to arise, may later develop into conflicts of interest that are prohibited above.

Once the relationship is disclosed, the immediate supervisor will evaluate the situation to determine whether an actual conflict of interest exists or is likely to arise and will develop a management plan to address the potential conflict of interest. An employee has the professional and ethical responsibility to remove himself or herself from any decisions that may reward or penalize the other employee involved and otherwise comply with the management plan.

### **Sanctions/Intent**

University responses to violations of this Policy will vary as appropriate to the facts and circumstances of each case and persons in violation of this Policy shall be subject to sanctions ranging from verbal warnings to dismissal or termination. The University reserves the right to take disciplinary action against members of the University community who make false allegations of unreported consensual relationships. This Policy is not intended to intrude on the privacy of members of the University community but is intended primarily to be instructive and corrective.

A paraprofessional staff member who engages in a prohibited relationship and/or fails to report will be subject to discipline up to and including termination from job duties and referral for possible violation of the Student Code of Conduct or Title IX. Other, lesser sanctions may be imposed depending upon the circumstances.

*Winston, R.B., & Fitch, R. (1993). Paraprofessional staffing. In R.B. Winston, S. Anchors, and Associates (Eds.), Student housing and residential life (pp. 315-344). San Francisco: Jossey-Bass.*

*Approved by UNA Board of Trustees on March 14, 2008.*

*Revisions approved by UNA Board of Trustees on March 14, 2017.*

*Editorial revisions approved by Shared Governance and the President, December 2022.*

## **COPYRIGHT POLICY**

### **Preamble**

In the course of their activities at the University of North Alabama (“University”), employees and students are continually creating copyrightable works. As a matter of law, copyright will adhere upon creation of any original work of authorship that is reduced to tangible form, including literary works, computer software, data sets, musical works, dramatic works, pantomimes and choreographic works, artistic works (pictorial, graphic, and sculptural), audiovisual works including motion pictures, sound recordings, and architectural works. Ownership of copyright to material gives the owner the exclusive rights to reproduce the material, make derivative works based on it, distribute copies to the public, and perform or display the material publicly. Copyright law is primarily a matter of federal law, codified in Title 17 of the United States Code, 17 U.S.C. §§ 101 et. seq. (2006).

Under the copyright law, copyrightable works created by employees in the course of employment will be owned by their employers. However, traditionally, universities (including the University) have declined to assert ownership on behalf of the university in works of scholarship created by faculty in the course of traditional academic activities. Exceptions to this practice have always existed in order to locate within the university ownership of certain copyrightable materials in which the university, and/or its sponsors, public or private, also has a demonstrated interest.

As new technologies and media have emerged over the past decade, the processes for creation and distribution of copyrightable materials and the role of such materials in education and research have changed. One example is the area of instructional media where the University and its various constituents have been involved, together and separately, in the creation and distribution of online courses and other forms of instructional content. During this period, the copyright law has also developed. The University’s copyright policy, as set out herein, is intended to take these developments into account.

The copyright policy addresses, primarily, the distribution of rights in and to copyrightable materials between the University and its various constituents. It does not address the use by the University or such constituents of copyrightable materials owned by third parties. In the course of educational and research activities at the University, employees and students are likely to make use of materials owned by third parties. To a large extent, those uses may constitute “fair use” under the law, which provides that “use . . . for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright”, 17 U.S.C. § 107. Uses that are not “fair uses” may require permission to be granted by the copyright owner. The University is committed to the support of fair use principles.

In certain cases, copyrightable materials may be created in conjunction with inventions subject to the University patent policy. Unless otherwise determined by the University Provost in consultation with the Faculty/Staff Welfare Committee, in such situations, the University patent policy shall apply to the whole of such intellectual property.

### **Scope and Applicability**

This copyright policy applies to the following categories of persons:

- Employees (full-time and part-time, including visiting faculty who have a University faculty appointment);
- Students (including visiting students);



- Non-employees who participate in research at the University or research carried out under the auspices of the University, such as visiting faculty and scholars who do not have a faculty appointment, fellows, and consultants.

This copyright policy will apply to employees and others who are on a paid leave from the University and create copyrightable materials during such leave, but shall not ordinarily apply to persons on an unpaid leave of absence or copyrightable materials created during such leave. The provisions of Section III (D) relating to the creation of copyrightable materials in the course of consulting activities shall apply to activities conducted by employees while on an unpaid leave.

It is not unusual for visitors from other institutions (home institutions) to participate in research and other activities at the University or under the University auspices. Such participation might involve joint creation of copyrightable materials. Such visitors are often subject to intellectual property policies of their home institutions. Consideration should be given to the intellectual property policies of the visitor's home institution in order to avoid potential conflicts between this Policy and the policies of the home institution. Obligations of each visitor under this Policy will be assessed and potential conflicts will be resolved through good faith negotiations between the University and the home institution, preferably prior to the start of the visitor's participation in such research or other activities. It is particularly important that such conflicts be resolved prior to the start of a visit when the research at the University is sponsored by a third party.

## **Copyright Ownership Principles**

### **General Principle**

The University will not claim copyright ownership of Traditional Works of Scholarship except as otherwise provided in this Article III, and persons covered by this Policy may claim copyright to such works under their name.

"Traditional Works of Scholarship" shall be defined to include: syllabi and other original materials created for use in a University course, books (including textbooks), other forms of textual material (whether in printed form or electronic media), software, works of art and other creative works including music, lyrics, photographs, poetry, choreography, architectural works, sculpture, pictorial and graphic works, motion pictures, and sound recordings, which in each case are created as part of the regular academic and scholarly activities of a person covered by this Policy.

Under applicable law, multiple creators who intend to create a joint work will be viewed as joint holders of copyright. Under this Policy, works created by more than one person involved in a common project shall be considered to be created by all such persons unless otherwise agreed in writing by each person.

Copyrightable materials which appear on Web pages will be considered to fall within the various categories described in this Policy, including Web pages which may be hosted by or on behalf of the University.

### **Standing Exceptions**

The University will retain ownership of copyrightable materials, or reserve a license to such materials, in the situations listed below. In each case, the situations listed below will apply whether such materials are in print or electronic form or other media, now in existence or hereafter arising. In each situation where the University retains ownership (i) the creator(s) of such materials shall retain a non-exclusive, world-wide, royalty-free, non-assignable license to use such materials for their personal non-profit educational and research purposes and (ii)

the University may determine to make such materials available on an open-source or open-access basis or otherwise take action to make such materials widely-available as contemplated by Section VII.

- The University retains a non-exclusive, world-wide, royalty-free license to any material, regardless of type or creator, to the extent such material is used in the title or description of a University course, in the syllabus of a University course or created for distribution or actually distributed to students in a University course, for all educational and research purposes.
- The University retains a non-exclusive, world-wide, royalty-free license to any material created for a University publication; to the extent such material is not otherwise owned by the University under this Section III.
- The University retains ownership of any material which was created making Substantial Use of University Resources, as defined below in Section D.
- The University retains ownership of any material created by a non-faculty employee in the course of employment, but the University will not own Traditional Works of Scholarship reporting on the work which led to the creation of such materials unless required under Section III(B)(7).
- The University retains ownership of any material created in the course of research or other collaborative projects conducted under the University institutional auspices (including school or department auspices) where the identity of the project resides with the University (e.g. resulting in a publication of a school or department, curricular efforts).
- The University retains ownership of any material created in the course of a research or other collaborative project where development has been by a team such that the identity of the project resides with the University rather than with particular individuals.
- The University retains ownership of any material created as the result of a research project, except Traditional Works of Scholarship reporting on such results, sponsored by a governmental, corporate, non-profit or other sponsor where the contract or agreement with such sponsor imposes obligations on the University with respect to such copyrightable materials. With respect to Traditional Works of Scholarship reporting on the results of such a research project, the University shall retain only those rights, if any, which are necessary for the University to meet its express obligations under the contract or agreement with the relevant sponsor.
- The University retains ownership of any material created at the direction of, or commissioned by, the University.
- The University retains ownership of any material which is closely associated with a patent owned by the University under the University's patent policy. This exception will typically apply to any copyrightable material created to effectuate an invention (e.g. software) or supplement an invention (e.g. documentation), but will not apply to Traditional Works of Scholarship reporting on the research which led to the creation of such materials unless required under Section III(B)(7).

- The University retains ownership of any material, in any form or media (including without limitation video or audio) which is a reproduction of a University course or program. The University will not claim ownership of the intellectual content within such reproduction. Any commercialization by the University of any such material shall be in accordance with Sections III(C) (2) and V.

### **Instructional Media**

This Section highlights the applicability of this copyright policy to instructional media. Instructional media are produced in a variety of forms including electronic and print publications. Instructional media includes teaching activities or interactive components that involve creators with the users of the instructional media. The presence of teaching and similar activities distinguishes this form of media from certain traditional works such as printed textbooks.

Restrictions on certain outside uses of instructional media are intended to involve the University Provost in consultation with the Faculty/Staff Welfare Committee in determining appropriate uses of Instructional Media and to further effectuate the University's policies regarding conflict of interest, conflict of commitment and appropriate use of the University name.

Instructional media, within this Policy, are intended to encompass (i) the content of courses and programs delivered using any form of media including print, in-person delivery, over the World Wide Web or using other forms of electronic media, videotaping, audio taping, television broadcast, or radio broadcast, as well as forms of media which may arise in the future, and (ii) if applicable, the technology used to structure and deliver such course and program content. Instructional media, within this Policy, would not extend to cover a traditional textbook, whether in printed or electronic form, without the presence of further instructional involvement of the creator.

#### **Instructional Media Owned by the Creator**

Instructional media created by an employee as part of activities which do not otherwise fall within any exception contained in Section III(B) or (C), will be owned by the employee creator, subject, in certain cases to a retained interest of the University. Employees may use or license instructional media owned by them under this Section 1 for all purposes including commercial purposes. Any use must be approved under the University's conflict of interest and conflict of commitment policies and shall not make use of the University name other than for purposes of identification.

The license to instructional media reserved by the University under Section B(1) may be used by the University, without restriction, for educational and research purposes including licensing third parties for such purposes.

#### **Instructional Media Owned by the University**

Certain instructional media will, pursuant to Section III (B) and (C) be owned by the University. As a general matter, instructional media owned by the University and created with employee involvement may be used by the University outside of the University for educational and research purposes and for commercial purposes. In all uses outside of the University, the University will consult with the primary employee creators as to the planned use of such materials prior to granting rights to third parties.

## **Substantial Use of University Resources**

The Substantial Use of University Resources in the creation of copyrightable material will give the University an interest in such material and support ownership by the University as contemplated by Section III(B)(3). The precise determination of what usage of the University resources or assistance of non-employee or student personnel shall be considered substantial, or of when the identity of a project resides with the University rather than with particular individuals, involves the exercise of judgment based on the circumstances and on practices within higher education. As basic principles, use of the University resources or assistance from non-employee or student personnel that is incidental and not essential to the creation of the materials does not constitute substantial use of resources, while use of the University name or consultants engaged by the University for purposes of creating the materials would constitute substantial use of resources. For example, none of the following shall be considered substantial use of the University resources:

- Use of resources or non-employee or student personnel commonly available to an employee in the same school, institute or department, such as libraries, offices, desktop computers, secretarial staff or specialized course management programs that are widely available to employees;
- Occasional use of a specialized piece of equipment or facility for routine tasks;
- Receipt of salary; and
- The use of resources or facilities generally available to students as part of their educational activities.

## **Student Works**

### **General Principle**

Subject to the terms of this Section IV, students own the copyright to original works created in the course of their academic activities at the University, including class work, research materials, works of art or music and theses (“Student Work”). Student Work created jointly by more than one student will be owned jointly by such students.

### **Standing Exceptions**

Each of the provisions of Section III (B) shall apply to Student Work (as though set forth in full in this Section) to allocate certain rights or copyright ownership of Student Work to the University.

### **Limited License**

In addition to the provisions of Section III(B), the University retains a non-exclusive world-wide royalty-free license to Student Work for so long as the student creator is matriculated at the University to use such Student Work for the University’s educational and research purposes including publicizing the University or any program or department of the University. This limited license shall terminate when the student graduates from the University or ceases to be matriculated.

### **Participation in Employee Research**

Where a student(s) participates in the work or research of an employee, and such student participation does not constitute Substantial Use of the University Resources on the part of the employee, the student and employee may agree prior to the commencement of such work or research to allocate the copyright arising with respect to such work or research between the student and employee, as they may agree. No such agreement shall operate to transfer copyright to all or any portion of a student’s thesis or dissertation to an employee, or otherwise transfer ownership to an employee of work produced by a student in the course of the employee’s teaching or academic advising activities involving employees.

### **Participation by Students in the Creation of Software**

In situations where an employee has initiated and is leading his or her own personal research project involving the creation of software code, and one or more students are involved in such research project to the limited extent of making discrete contributions to the research (and the involvement of students does not rise to the level of a joint research project between such employee and the student), then, absent written agreement between the employee and the student or the applicability of any of the Standing Exceptions in Section III(B), the following terms shall apply: (1) there shall be no presumption of joint copyright ownership by employee and student, (2) employees and students shall own the copyright to the portions of the research which constitute their original work and shall be free to license or otherwise use such work, (3) the employee(s) shall hold a non-exclusive royalty-free license to use the work of the student in such research for all purposes determined by the employee, consistent with this Policy and other policies of the University, (4) the student shall not hold any license or other right to use any portion of the research other than the original work created by the student and (5) the employee shall determine, consistent with higher education principles, whether and how to credit student contributions to the research project.

### **Commercialization of Copyrights**

When the University asserts copyright ownership in material (i) the creator or (ii) in the case of instructional media, the employee (s) represented within such media, has the right to share in any net proceeds derived from commercializing that material.

Unless otherwise agreed to in writing by the University and the creator(s), specifically, net proceeds (see below) shall ordinarily be distributed as follows:

- 50 percent to the University; and
- 50 percent to the creator.

Net proceeds are gross proceeds minus all out-of-pocket expenses incurred by the University that are associated with the particular material. Out-of-pocket expenses may include legal expenses associated with securing the copyright, negotiating an agreement, travel expenses, payments due to other parties with rights in the work, or any reasonable expenses incurred in pursuing the commercialization of the material.

Equity – Equity received from a company or other entity in lieu of license fees or royalties shall be allocated by calculating and distributing the appropriate number of shares or ownership interests, using the same percentages outlined above, irrespective of their value. In the event that there is a single share or a partial share or interest, which cannot be distributed to the creator(s), that share or interest or partial share or interest shall belong to the University. Unless otherwise required by contractual arrangements or applicable law, the University shall distribute shares, interests or equity at the time they are received by the University or will require that the creator receive such equity directly from the company or other entity. In the event that the University is required to hold the shares or interests for any length of time or is otherwise restricted from distributing shares or interests to creators, the University shall hold such shares or other interests but shall not be responsible for any fluctuation in the value of the shares or interests or any matters relating to the administration of such shares or interests.

If more than one creator is to share in the creator share, the creators shall decide among themselves their respective shares and shall provide the Provost with a written agreement signed by all creators. Such written agreement shall be provided within three months of a written request from the Provost for such an agreement

and shall be irrevocable unless it is modified in writing by all creators. In the absence of such a written agreement, the University shall determine the distribution of shares to creators.

Whenever the University licenses rights to copyrightable material, it will reserve the right for the University to use the material for internal research and educational purposes and will generally seek to reserve such rights for other non-profit research institutions.

### **Transfer of Copyrightable Materials Owned by the University to the Creator**

If the University determines that it will not pursue commercialization of copyrightable material subject to University ownership under this copyright policy, the University may, in its discretion, consider a written request by the creator to transfer ownership in the material to the creator, subject to the terms of any applicable agreements with third parties under which the material was created. Transfer of ownership to the creator will be subject to an irrevocable royalty-free license to the University to use the material for education, research and other non-commercial purposes and reservation to the University of the right to grant similar licenses to other nonprofit institutions. In those instances in which there are multiple creators, all creators must be in agreement and be party to such a request.

### **Open Source Code and Other Open Access Licensing of Copyrightable Materials**

In accordance with the University's mission of conducting education and research, an owner of copyrightable material may desire to make copyrightable materials widely available to the public via open source licensing of software or publication of materials via open-access licenses. In each case, the decision to make materials widely available should include a number of considerations including, without limitation: who owns the material under this copyright policy, whether the same interests would be better served by commercialization of such materials and whether open access should be limited to nonprofit and educational purposes.

Open access licensing may also be covered by separate policies and procedures of the University in effect from time to time. Such policies and practices may cover issues such as permitted use of the University resources (including computer resources and bandwidth) and require consultation with the University Provost and Faculty/Staff Welfare Committee and University Legal Counsel to determine the implications of open-access licensing using the University resources.

As a general matter, an individual who owns copyrightable material (and the University does not retain an interest in such material) under Section III, may freely engage in open access licensing which does not use the University resources.

In the event that the University either owns copyrightable material under Section III or retains an interest in such material, open access licensing may be conducted only following disclosure to the University under Section VIII (B). Following disclosure and a request that such material be made available on an open-access basis, the University shall make a determination as to such request weighing the factors outlined in Section (A) and taking into consideration the views of the relevant employee, appropriate supervisor, and the University Provost in consultation with the Faculty/Staff Welfare Committee.

### **Administration of Policy University Administration**

This copyright policy will be administered by the University Provost in consultation with the Faculty/Staff Welfare Committee, subject to the oversight of the Executive Council, and in consultation with the appropriate supervisor of the University. The Provost may delegate his/her duties under this Policy to such

other officers or employees of the University as he/she may find appropriate.

### **Disclosure of Copyrightable Materials**

It is the responsibility of the creator or group of creators of copyrightable material to promptly notify and fully disclose to the University any work in which the University may claim ownership rights or an interest under this Policy, including any work which made Substantial Use of the University Resources. If a creator or group is uncertain whether the University has ownership rights or other interests in certain material, that information shall be disclosed to the University.

### **Agreement to Policy**

This Policy constitutes an understanding that it is binding on the University and on all individuals who accept University employment, who use the University resources or facilities, or who participate in University research. All individuals employed by or affiliated with the University shall be advised of the University's policies and procedures relating to intellectual property through publication in the employee handbook on the University's website. The University may require formal copyright agreements to implement this Policy as appropriate, but the absence of such executed agreements shall not invalidate the applicability of the Policy. Nothing in this Policy shall constitute a waiver by the University of any rights that the University may have under any other University policy, including without limitation, the patent policy, or any applicable law.

### **Disputes**

Disputes involving intellectual property rights or this Policy shall be reviewed and resolved by the University Provost or such other officers or employees as he/she designates. Decisions made by designees may be appealed to the University Provost, who will review the matter and reach a decision in consultation with the Faculty/Staff Welfare Committee, the relevant supervisor, and others determined by the University Provost. University parties involved in a dispute are also entitled to seek redress under the Grievance Procedures available to all employees as outlined in the employee handbook. Dispute resolutions by the University Provost may be appealed to the President, who will review the matter and make the final decision.

### **Administration by Colleges**

The appropriate supervisor of the University shall work closely with the University Provost and the Faculty/Staff Welfare Committee to ensure that the perspectives, practices and values of each unit are taken into consideration in the decision-making process under this copyright policy. In addition, the relevant administrator shall be involved with any decision to (a) grant open access to copyrightable material in which the University retains ownership or an interest under Section VII (D) and (b) commercialize instructional media which is a reproduction of a University course or program. Each unit of the University retains the right to supplement this Policy as necessary or desired by that unit, including requiring formal copyright agreements of their employees. Any supplement shall be consistent with the terms of this Policy, in writing, approved by the appropriate supervisor and submitted to the University Provost for review and approval.

*Approved by the Board of Trustees, 12/13/2010*

## **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 Assistant Vice President for Human Resources 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*



## **EQUAL EMPLOYMENT OPPORTUNITY AND HARASSMENT POLICY**

The University of North Alabama is expressly committed to maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals at all levels throughout the University. UNA policies prohibit, and will not tolerate, discrimination in any personnel actions, programs, and facilities on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability unrelated to job performance, age, veteran status, or genetic or family medical history in compliance with federal law, including the provisions of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended by the Jobs for Veterans Act, and the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008. Requests for information, inquiries or complaints should be directed to these offices: Vice President for Diversity, Equity, & Inclusion, or Associate Vice President for Human Resources or their designees.

This statement on nondiscrimination must appear in all university publications that relate to employment.

### **Individuals with Disabilities**

UNA is committed to equal opportunity and access for people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, UNA does not exclude qualified persons with disabilities from participating in employment opportunities and university programs and activities.

The [ADA Compliance Statement](#) provides information about accommodations for faculty and staff.

### **Harassment**

It is important that university faculty and staff enjoy an environment free from implicit and explicit behavior used to control, influence, or affect the well-being of any member of our community. Harassment of any individual based on race, sex, sexual orientation, gender identity, color, religion, national origin, age, disability unrelated to job performance, veteran status, or genetic information is unacceptable and grounds for disciplinary action, and also constitutes a violation of federal or state law.

### **Sexual Harassment**

Sexual harassment is a form of sex discrimination. Sexual Harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when the conditions outlined in (a) and/or (b), below, are present.

Gender-based harassment includes harassment based on gender, sexual orientation, or gender identity, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined in (a) and/or (b), below, are present.

- a) Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or is used as the basis for university decisions affecting the individual (often referred to as "quid pro quo" harassment); or
- b) Such conduct creates a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the University's employment programs and/or

activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. In evaluating whether a hostile environment exists, the University will consider the totality of known circumstances, including, but not limited to:

- The frequency, nature and severity of the conduct;
- Whether the conduct was physically threatening;
- The effect of the conduct on the reporting party's mental or emotional state;
- Whether the conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;
- Whether the conduct unreasonably interfered with the reporting party's work performance;
- and
- Whether the conduct implicates concerns related to academic freedom or protected speech.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of sexual assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

#### **Discriminatory Harassment of a Non-Sexual Nature**

The same principles related to sexual harassment also apply to harassment on the basis of any characteristic that is protected by law. Thus, UNA's policy prohibits discriminatory harassment of a non-sexual nature, which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, sex, national origin, disability unrelated to job performance, veteran status, genetic information, or other status protected by applicable law and that has the effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or has the effect of unreasonably interfering with an individual's work performance. UNA also adopts these principles with regard to discrimination or discriminatory harassment on the basis of sexual orientation and gender identity.

Prohibited behavior includes non-academic remarks or actions of a non-sexual nature that are severe or persistent or pervasive and objectively offensive sufficient to limit or deny an individual of their rights to employment.

#### **Complaint Procedure**

Complaints of alleged harassment or discrimination may be reported in several ways. Such behavior should be reported to the department chair, dean, director, or their direct supervisor or the appropriate Executive Council member; however, if not appropriate, then to the Assistant Vice President of Human Resources (or his/her designee) or to the Ombudsman. The complaints will be promptly and thoroughly investigated, and the results will be communicated to the reporting party, as appropriate.

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 harassment or discrimination gained through direct, indirect, or informal means should report such to the next appropriate supervisor or administrative level.

### **Applicability of Policy**

In determining whether the conduct at issue is sufficient to constitute harassment or discrimination in violation of this policy, the conduct will be analyzed from the objective standpoint of a "reasonable person" under similar circumstances. No violation of the policy should be found if the challenged conduct would not create a hostile environment (i.e., substantially affect the work environment of a "reasonable person.")

All harassing conduct prohibited by this policy, whether committed by faculty, staff, or administrators is strictly prohibited and will bring prompt and appropriate disciplinary action, including possible termination of employment. This policy shall apply to any university-sponsored event or program, whether on or off campus, or other situations in which an individual is acting as a member of the UNA community.

The level of discipline imposed will depend upon the severity and pervasiveness of the conduct, which may be determined by the existence of prior incidents of harassment or discrimination. Depending upon the severity of the offense, however, a single violation of this policy may be sufficient for termination of employment.

### **Prohibition Against Retaliation**

Retaliation against an individual who, in good faith, complains about or participates in an investigation of an allegation of discrimination or harassment is prohibited. Any individual who feels he or she has been retaliated against, or has been threatened with retaliation, should report that allegation immediately to the Assistant Vice President for Human Resources or his/her designee.

This policy is not applicable to student employees. A policy for student employees is provided in the [Student Handbook](#).

## **EMERGENCY CLOSING POLICY**

There are situations (e.g., inclement weather conditions, other acts of God, power failures, etc.) that will prevent University of North Alabama employees from performing their normal duties. These situations may necessitate the cancelling or delaying of classes (including Kilby School), and work activities, or the curtailing of scheduled activities. Conditions may exist which limit employees' abilities to report to work. Certain jobs are considered essential during an emergency and require designated personnel to be present for work.

### **Closing Guidelines**

The following apply in situations requiring the opening/closing of the University during inclement weather and/or other emergency situations:

#### **University Remains Open**

If the University remains open, those employees who do not report to work must report their hours of absence as sick leave, annual leave, or leave without pay. The University does not wish personnel to take undue personal or property risks; therefore, employees are expected to use reasonable judgment, in keeping with their location and circumstances, as to whether or not they can or should report to work. If an employee feels it is in his/her best interest to leave work early due to inclement weather or other emergency conditions, he/she must report his/her absence as sick leave, annual leave, or leave without pay.

#### **University Is Closed**

If the President notifies employees in advance of the start of the work day that the University will be closed or will have a delayed opening, employees (to include those on annual and sick leave) are not charged leave for the time off. Part-time and temporary employees are paid for any hours scheduled to work during the period of closure. An employee not scheduled to work is not given credit for the additional time off. If the President announces during the day that the University will be closing early, an employee on annual leave or sick leave is charged leave as scheduled and does not receive additional credit for the hours the University was closed. Non-exempt employees (including part-time and temporary employees) who worked all scheduled hours (if any) should report their full shift, as if worked, on the bi-weekly timesheet.

If a natural catastrophe occurs that requires prolonged, complete or partial closing of the University, the policy of granting off-time without charging it against leave or providing leave with pay may be negated.

#### **Essential Personnel**

Designated essential personnel are required to work during periods when the University is closed. Each department head that has areas of responsibility that are deemed essential during inclement weather/emergency conditions creates a list of essential personnel. Employees so designated are informed well in advance of anticipated inclement weather condition requirements and informed of the requirements of this policy and other pertinent information as deemed necessary by the department head and supervisor.

Essential personnel are credited with compensatory time at the rate of an hour for each hour worked under the given circumstances. All hours over 40 hours per week are overtime and are credited as one and one-half times each hour worked.

Essential personnel must be available for emergency work as required. Essential personnel who fail to report for work as scheduled are subject to disciplinary action if they do not have a valid excuse.

### **Cancellation of Classes**

Cancelling of classes is an academic matter. The Vice President for Academic Affairs recommends to the President calling off or dismissing classes. Cancellation of classes is predicated upon the faculty and their students catching up with the work (subject matter) missed prior to the end of the term, or in the case of Kilby School, on a revised schedule conforming to state requirements.

*Approved by the Executive Council, 01/11/2000*

## **EMPLOYMENT OF FOREIGN NATIONALS POLICY**

UNA is an equal opportunity employer committed to achieving excellence and strength through diversity. The employment of foreign nationals in faculty and staff positions is an accepted practice for achieving diversity. UNA and foreign nationals, however, are subject to federal laws and regulations of the Departments of State, Labor, and Homeland Security (specifically, USCIS). Specifically, UNA is responsible for ensuring that all employees, regardless of citizenship or national origin, are lawfully employed. Specific to foreign national employees, UNA is, at a minimum, responsible for keeping them in-status (i.e., lawfully employed). This involves UNA's sponsorship of the employee as he/she applies for legal status and employment visa filing fees. The fees cannot be passed on to the foreign national employee. Failure to adhere to such laws subjects the University to potentially serious sanctions; therefore, UNA has established the following procedures that shall apply to all cost centers:

- The cost center desiring to hire a foreign national must obtain approval from the appropriate vice president for any expenditure associated with the employment of the foreign national *prior* to an offer of employment. Vice presidents will advise the Executive Council of pending employments.
- Vice presidents will then inform the Office of Human Resources of the cost center's desires and that office will, in writing, apprise that Vice president and cost center head of current law related to employment of foreign nationals.
- During the job search phase, the Office of Human Resources will ensure that international applicants are advised of the eligibility requirements for employment in the U.S. The cost center seeking to employ the foreign national will work through its vice president and with the Office of Human Resources during the post-offer/pre-employment phase to ensure the foreign national's eligibility for the position and for the appropriate status. The cost center will continue to work with these offices throughout the visa application process.
- The University will apply for the H-1B, TN or O-1 visa. After the foreign national has been employed with the University for at least three years, the University will, at the employee's request, apply for employment-based permanent residency on behalf of the employee. If the employee has family, the employee must, if necessary, retain legal counsel to make the necessary petition on behalf on those family members.

## **IMPORTANT INFORMATION**

The classifications which have been used most frequently to appoint immigrant faculty and staff at UNA are the:

- H-1B Temporary Worker – used to employ foreign nationals who qualify as individuals engaged in “specialty occupations,” defined by immigration regulations as the “professions” (i.e., university professors and other teachers, engineers, systems analysts and other computer professionals, financial analysts and others in advanced business specialties, accountants, lawyers, architects, and other service professionals, health care professionals, etc.). The position may be of a permanent nature; however, the employment of the foreign national must be considered temporary. An individual may be employed for up to six years in H-1B status. Individuals employed as H-1Bs may remain in that status for a period of up to three years and may be renewed for up to three additional years.
- TN (Trade NAFTA) - restricted to nationals of Canada and Mexico, and limited to specific professions as defined by the North American Free Trade Agreement. Admission to the U.S. in TN status is granted in one year increments. The number of years an individual is allowed to remain in TN status is unlimited,

provided an application for extension is made each year; however, TN status is not to be used for permanent employment.

- O-1 Visa – available to foreign nationals who have extraordinary ability in science, art, education, business, or athletics which has been demonstrated by sustained national or international acclaim and whose achievements have been recognized through extensive documentation. The foreign national must seek to enter the United States and continue to work in the area in which he/she is extraordinary. The O-1 petition has an initial period of stay of up to 3 years. Subsequent extensions are unlimited but may be granted for no more than one year at a time. Work visas such as the H-1B, O-1 and TN are filed by the employer on behalf of the employee and are issued to the employee.

*Approved by the Executive Council, 07/25/2007*

**UNIVERSITY ENTERTAINMENT POLICY**

The University Entertainment Policy is located on the Controller's website. To view this policy, please click the link above.



## **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

### **Eligibility**

An employee will be eligible to seek unpaid leave under the Family and Medical Leave Act (FMLA) if (1) the employee has worked for the University for at least 12 months, (2) the employee has worked for the University for at least 1,250 hours during the 12 months before the leave and (3) at least 50 employees work at the same worksite or otherwise work within a 75-mile traveling distance from the employer's worksite. In certain circumstances, separate periods of employment are aggregated for purposes of the 12 month requirement. Additionally, any time that the employee would have worked for the University but for his/her National Guard or Reserve obligations is counted toward the 1,250 hour requirement for FLMA Leave.

### **Types of Family and Medical Leaves**

For purposes of this policy, the term "FMLA leave" refers to the leaves of absence under the Family and Medical Leave Act. Employees may qualify for various types of FLMA leave. Throughout this policy, the term "FMLA leave" refers to any of the following types of leaves:

**Pregnancy Leave** - An employee may take a Pregnancy Leave due to incapacity due to pregnancy, prenatal medical care or childbirth.

**Birth, Adoption, and Bonding Leave** - An employee may take leave for the birth, adoption and bonding for his/her child after birth, or for placement with the employee of a child for adoption or foster care. The leave must be completed within 12 months of the child's birth, adoption or foster care placement.

**Family Illness Leave** - An employee may take leave for a family illness to care for a seriously ill or injured spouse, parent or child. The illness or injury must be a "serious health condition" within the definition of the FMLA, a term which is defined below. If the leave is for care of a child, the child must either be under age 18 or unable to care for himself/herself due to a mental or physical disability.

**Employee Illness Leave** - An employee may take leave because of his/her own serious health condition that makes the employee unable to perform his/her job.

**Qualifying Exigency Leave** - An employee may take a qualifying exigency leave for certain "qualifying exigencies" arising out of the fact that the employee's spouse, child of any age, or parent is on active duty (or has been notified of an impending call to active duty) in support of certain types of military operations, known as "contingency operations." The family member must be a member of the National Guard or one of the military's reserve units or a retired member of the regular armed forces or the Reserves. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, attending post-deployment reintegration briefings and any other circumstance that the University and the employee agree should be a qualifying exigency and as to which they agree about the timing of the leave for that event.

**Military Caregiver Leave** - An employee may take a military caregiver leave to care for a spouse, child of any age, parent or next of kin who is a current member of the Armed Forces (including a member of the National Guard or the Reserves) and incurs a serious illness or injury in the line of duty or active duty that may render the service member medically unable to perform his or her duties, if the illness or injury is one for which the service member (1) is undergoing medical treatment, recuperation or

therapy, (2) is in outpatient status, or (3) is on the temporary disability retired list. If a military caregiver leave also qualifies as a leave for family illness, the leave will be designated as a military caregiver leave.

### **Serious Health Condition**

A “serious health condition” is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **Notice and Scheduling of Leave and Related Employee Responsibilities**

**Required Information** - Employees who seek FMLA leave must provide sufficient information for the University to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider or circumstances supporting the need for a leave for a qualifying exigency or to serve as a military caregiver. Employees must also inform the University if the requested leave is for a reason for which a FMLA leave was previously taken or certified. Employees may also be required to provide a certification and periodic recertification supporting the need for leave. Unless a longer period is specified, a medical certification or recertification must be completed and returned to the University within 15 days of the University’s request. Moreover, employees on leave may be contacted periodically for updates concerning their status and intent to return. Employees are expected to be fully responsive to such requests for updates.

**Advance Notice of Foreseeable Leave** - Except as otherwise provided below, employees must provide 30 days’ advance notice of the need to take FLMA leave when the need for the leave is foreseeable. When 30 days’ notice is not possible, the employee must provide notice as soon as practicable.

**Scheduling of Foreseeable Leaves** - If an employee plans to take FMLA leave for his/her own illness, a family illness, or to serve as a military caregiver because of planned medical treatment, the employee must make an effort to schedule the treatment to reduce the disruption to the University, subject to the health care provider’s approval. An employee should generally consult with his/her supervisor to explore alternatives to reduce the disruption to the University.

**Notice of Unforeseeable Leave** - When a Family and Medical Leave for employee illness, a family illness, as a military caregiver, or for a qualifying exigency is needed due to a reason that was not foreseeable, an employee should give his/her supervisor and the Office of Human Resources verbal or written notice as soon as he/she reasonably can do so.

**Effect of Insufficient Notice** - An employee’s failure to give adequate notice may delay, or may result in the denial of, the employee’s right to receive the protection of FMLA leave.

**Confirmation of Leave** - The University shall inform employees who request FMLA leave whether they are eligible for a leave that is covered by the FMLA. If the employee is eligible, the notice shall specify any additional information that the University requires as well as the employee's rights and responsibilities. If the employee is not eligible, the University shall provide at least one reason of the ineligibility determination. The University shall determine if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the University determines that the leave is not FMLA-protected, the University shall inform the employee.

## **Length of Leave and Restoration Rights**

**General** - In general, except for those employees taking leave to serve as a military caregiver, an employee will be entitled to a maximum of 12 weeks of FMLA leave (for any type of FMLA leave or a combination thereof) during any 12-month period. The 12-month period is a rolling period measured backward from the date an employee uses any leave under this policy. Each time an employee takes any FMLA leave, the remaining leave entitlement will be any balance of the 12 weeks that has not been used during the immediately preceding 12 months.

In the case of a military caregiver leave, an employee is entitled to a maximum of 26 weeks of leave in the 12-month period beginning on the first day that the employee takes this form of leave and ending 12 months later.

**Nature of the Leave** - FMLA leave for the birth, adoption and bonding must be taken at one time and before the end of the 12-month period beginning on the date of the child's birth or placement.

Other types of FMLA leave may be taken through either a reduced working schedule or intermittently if such an arrangement is medically necessary (or if the University approves such an arrangement in its discretion). If an employee is entitled to FMLA leave for his/her own illness, a family illness, or to serve as a military caregiver leave, or if the employee is permitted to work on a reduced work schedule or intermittent basis, the University may transfer the employee temporarily to a position for which he/she is qualified and which has equivalent pay and benefits if the alternative position would better accommodate the recurring leaves than the employee's regular position. Use of intermittent or reduced schedule leave is measured in increments of one hour. Leave for a qualifying exigency may also be taken on an intermittent basis.

**Special Rule Applicable to Spouses who are Both Employed by the University** - If the University employs both spouses, the combined total Family and Medical Leave to which they will be entitled together will be 12 weeks in any 12-month period if the leave is taken for birth, adoption and bonding.

## **Restoration Rights**

**General** - At the end of FMLA leave, an employee will generally have the right to return to his/her last position before the leave or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. In returning from any of these leaves, the employee will not lose any benefit rights, such as sick or annual leave, to the extent that those benefit rights accrued before the leave period.

**Certification Before Return** - Before an employee may return from FLMA leave for his/her own illness that has continued for at least 5 calendar days, the employee's health care provider may be required to certify that the employee is able to resume his/her job. The employee will be required to bear the out-of-pocket costs of such a certification, if any.

## **Pay and Benefits**

**Pay** - FMLA leaves are not paid leaves. However, an employee may substitute a paid leave for which the employee is eligible for otherwise unpaid leave. In this case, the FMLA leave and the paid leave would run concurrently and would remain subject to all protections that would apply if the leave were taken on an unpaid basis. Employees who seek paid leave will need to meet the notice and qualification requirements under the respective leave policies.

**Other Benefits** - During FMLA leave, the University will continue the employee's health/vision and dental insurance coverage. Likewise, the employee is entitled to continue said coverage for his/her family provided that he/she pays the regular premium on a timely basis. In addition, employees may elect to continue any supplemental insurance policies by timely payment of premiums. During any paid leave, the employee's share of the premiums will be deducted from the employee's pay.

Group life insurance and long-term disability insurance will also be maintained during FMLA leave as if the employee was actively employed.

## **Medical Records**

Documents relating to medical certifications, recertifications or medical histories of employees or employees' family members will be maintained separately and treated as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel, or government officials.

## **FMLA Violations and Enforcement**

**Unlawful Actions by Employers** - The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA; or
- Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or related to the FMLA.

**Enforcement** - An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

*Approved by the Executive Council, 08/22/2011*

## **GRIEVANCE POLICY**

### **GRIEVANCES**

A grievance is a complaint directed against another member or organization of the university community or against the University--including the departments, divisions, and colleges thereof--alleging improper, arbitrary, or discriminatory application of university rules, regulations, standards, practices, and/or procedures relating to the conditions of employment, or to other circumstances giving proper grounds for complaint. Grievance procedures do not apply to actions involving disciplinary suspension, dismissal, or other termination of employment for cause. For such actions, reference is made to the procedures under the [Due Process Policy](#) (contained in the Faculty Handbook).

#### **Informal procedures**

A grievance must be filed within fourteen (14) days\* of the event(s) that lead to the grievance. A grievant first must seek resolution or redress of the grievance informally through the established administrative channels beginning, according to the grievant's classification and to the nature of the grievance, with the official at the first or immediate level of authority, and, if required, continuing in the chain of authority to the next higher level. The complaint of a faculty member normally will be directed to the department head/director with continuation in line to the Vice President for Academic Affairs and Provost (VPAA); for staff, to the immediate supervisor/director and appropriate Executive Council member with continuation in line to the Assistant Vice President for Human Resources (AVPHR). Following a thorough review of all information presented including discussions with all parties involved, the VPAA or AVPHR should provide a written response to the grievant at the completion of the process.

At any point during the informal process, the grievant may seek resolution with the [University Ombudsman](#).

#### **Formal hearing**

If, after exhausting recourse through informal procedures, the grievant still feels that a satisfactory remedy or relief has not been provided, the grievant may request a formal hearing within fourteen (14) days\* of receipt of the response from the VPAA or AVPHR. The request shall be directed to the President of the University in writing and shall bear the grievant's name, current address, and telephone number; a clear statement of the nature of the grievance and the facts supporting it; the remedy or relief sought; the date; and the grievant's signature.

On receipt of the grievant's request, the President shall proceed to the establishment of a proper Grievance Committee to hear the case, as provided for under Grievance Committees below and shall give the grievant not less than seven (7) days'\* advance notice as to the date, time, and place set for the hearing.

## **GRIEVANCE COMMITTEE**

On proper request for a hearing, as hereinafter provided, the President of the University shall establish for grievance hearings an ad hoc committee of three persons. The committee shall be composed of university personnel appointed by the President, according to the classification of the person initiating the request, as follows:

**Committee Composition:** Committees shall be composed as follows:

University Faculty: from the list of nine (9) nominees established for such purposes by the Faculty Senate at the beginning of each academic year.

Staff: from among members of the university staff including recommendations from Staff Senate.

**Committee Selection:** Toward assuring a full and impartial hearing strictly on the merits of the case, due regard shall be given to appointment to committees of persons with appropriate expertise and without bias or direct interest in the outcome, to provision for peer representation where relevant, and to adherence to hearing procedures. Persons appointed to grievance committees who deem themselves disqualified by reasons of bias or interest may be excused. The grievant or accused shall have the right of challenge of committee appointments for cause and if in the judgment of the President a challenge is supported by adequate grounds, the member so challenged shall be excused. The President shall appoint replacements for members excused until a proper committee is established. The President shall designate one member of the committee to act as chair or may appoint an additional ex officio nonvoting member to act as chair. The committees may adopt supplemental rules and regulations for their governance and operation which are not in conflict with this resolution.

**Functions of the Grievance Committee:** The Committee or Committee Chair may confer with the grievant prior to the hearing to schedule witnesses, provide for the exchange of documents, and achieve other appropriate objectives to make the procedures fair, effective, and expeditious. In the hearing, the Committee may question the grievant and the witnesses presented by the grievant, may call such witnesses and examine such documents as it considers necessary, and shall keep a record of the hearing such as a recording or transcript from a court reporter.

The Committee's role is to investigate the complaint as presented to the Committee by the grievant, to obtain all the facts in the dispute, and to come to a conclusion as to whether or not the grievant has just cause for complaint. In grievances which are contractual in nature, the Committee's role is to determine whether or not the grievant has had all the benefits of the procedures afforded by the grievant's contract and the rules and regulations of the University, school, and department, and whether or not the decision which forms the basis for the complaint was the result of adequate consideration in terms of the relevant standards of the University, school, and department. It is not within the scope of the Committee to make judgments on the professional qualifications of the grievant, such being the responsibility of the administrators within the concerned department, school, and the University. The Committee shall be guided in its decisions only by the evidence presented at the hearing.

**Grievance hearing procedures:** A grievance hearing is not an administrative due process hearing and therefore does not include all of those procedures provided for in due process hearings; neither do formal rules of evidence apply. The hearing shall be confidential and only those persons concerned should be included in the hearing.

**Rights and responsibilities of the grievant:** It is the responsibility of the grievant to present all the facts and to prove the merits of the grievance. To this end the grievant shall state the grievance with specificity, shall be allowed to present witnesses and documents on the grievant's behalf, and to examine any other witnesses and documents presented. The grievant shall not be represented by counsel but may have the assistance of an adviser of his/her choice from among personnel of the university community.

**The Committee's report and final action:** Upon conclusion of the hearing, the Grievance Committee shall prepare a report summarizing the evidence and rendering its conclusions. Copies of the report shall be sent to the President. Within fourteen (14) days\* of the receipt of the report, the President, giving due weight to the report of the Committee, shall render a decision and so notify the grievant. The

President's action shall be final, except that a grievant may appeal adverse findings to a subcommittee of the Board of Trustees.

It is at the discretion of the President whether or not a formal hearing is granted; the President reserves the right to remand the grievance to alternative forms of resolution.

*\*Excludes weekends, University recognized holidays, and periods during which the University is closed.*

*Approved by the Board of Trustees, 12/04/1992*

*Proposed Changes Approved by Shared Governance and University President, 02/10/2017*

## **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 Assistant Vice President of Human Resources and Affirmative Action, to the University Attorney, 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.



## **LOCAL ADMINISTRATIVE PRIVILEGES AND NETWORK COMPUTER MONITORING POLICY**

The following document applies to all university employees and computers, including Information Technology Services (ITS) employees and computers.

Running a computer system with administrative privileges represents a significant risk to the confidentiality, integrity, security, and availability of the University's information assets. However, without administrative privileges, a user cannot immediately install or update some software and/or hardware and must wait for ITS support, which causes an inconvenience for the user and increases the expense of maintaining the University's computer assets. Therefore, under the direction of the university administration, ITS enables local administrative privileges for each employee on their assigned computer.

All university-owned computers must:

- Be joined to the university's active directory domain;
- Have management software installed that facilitates hardware or software inventory for asset tracking, license compliance, software installation/upgrading, remote assistance, or troubleshooting;
- Have active, properly configured security (anti-virus, malware, etc.) software;
- Have service packs and/or patches deemed necessary by ITS.

*NOTE: Exceptions to the above can be made by the Chief Information Officer.*

### **Local Administrative Privileges Agreement**

Every university employee initially has local administrative privileges on their university-assigned computer and is required to abide by the following:

- User will not alter the computer's firewall, antivirus, or any other security software;
- User will not create any new user accounts or modify any existing accounts;
- The ITS department will continue to provide operating system patches, application software patches, antivirus/malware updates through the system wide client management platform to all University owned computers. User will not block or in any manner disable or revise any services on the computer that may prevent these or other routine maintenance procedures including scheduled antivirus/malware scans;
- User will maintain software licensing information for any software personally installed on their assigned computer;
- User will not share their username or password with others (Information Technology Services can provide assistance in establishing options for securely sharing items between users);
- User will not install or use software that is considered insecure. If there are questions concerning the validity of any software, the user should contact ITS prior to installing;
- User agrees that ITS has the right to temporarily block the computer from the university network at any time if the computer is suspected to be a security or support risk;
- User will be responsible for backing up their data. ITS will not be able to restore a configuration customized by the user. In the event of a computer failure, ITS will restore the original base image on the computer. The base image includes an operating system and any software maintained by the ITS department;

- User agrees that, in the event their local administrative privileges result in a security compromise, they may be held responsible for any damages that may result to the full extent allowed by university policy, Local, State, and/or Federal law.

### **Network and Computer Monitoring**

Electronic information on university computing resources is subject to examination if it is necessary to maintain or improve the functioning of university computing resources. Therefore, it is understood that there is a need to periodically inspect computers and network usage in order to ensure the continued correct operation of the university network and computing resources.

The University does not condone censorship, nor does it endorse the routine inspection of electronic files or monitoring of network activities related to individual use. At times, however, legitimate reasons exist for persons other than the account holder to access computers, electronic files, or data related to use of the university network. Such monitoring is limited to the backup, caching of data, logging of general activity, and usage patterns as are necessary for maintaining network availability or performance.

The University may monitor individual usage in the following instances:

- The user has voluntarily made access available to the public;
- To protect the security, functionality, and liability of the University's Information Technology Resources;
- Where probable cause exists to believe that the user has violated this policy.

Any such monitoring of individual activity, with the exception of when a user voluntarily grants access, must be approved in advance by the Vice President of Academic Affairs / Provost (VPAA) in consultation with the President. The University may also monitor individual usage upon receipt of a legally served directive of appropriate law enforcement agencies. In these instances, the user will not be notified, so as to not impede on investigations by proper authorities. The VPAA must be notified prior to initiation of monitoring.

Any violation of these procedures or unauthorized monitoring by the University will be considered "misuse" and personnel involved will be subject to disciplinary action.

### **Privileges Revocation**

A user's local administrative privileges may be revoked for any of the following reasons:

- User is involved in a data breach that is related directly to their having administrative privileges;
- User is downloading or installing software that is illegal or malicious to the University's Information Technology Resources;
- User is downloading or distributing copyrighted material without permission and can't demonstrate "fair use" (<http://www.copyright.gov/fls/fl102.html>);
- User requires excessive support from ITS staff. Excessive support is defined as frequent incidents requiring ITS staff to spend time returning a computer's operating system or software to a properly functioning state.

Decisions to revoke a user's local administrative privileges will be made collaboratively by the Chief Information Officer and the immediate supervisor of the assigned user based on documentation of any of the above conditions. Revocation of privileges will be communicated in writing to the user upon execution. If the Chief Information Officer and the user's immediate supervisor are unable reach a mutually acceptable

agreement, either may appeal to the Technologies Advisory Committee (TAC) for a decision. The committee may be reached by sending a written request to the TAC Chair. The Chair will respond to appeal requests in writing to the requester within 15 business days. In the meantime, prior to the TAC's official decision, revocation of local administrative privileges is at the discretion of the Chief Information Officer.

A user's previously revoked administrative privileges will not be restored without a written request from the user. After a period of 90 days, a user may request the reinstatement of their previously granted local administrative privileges by sending a written request to the Chief Information Officer and their immediate supervisor. The decision process will consider the documentation and/or decision that led to the revocation and the user's computer use record during the prior 90 days. If the decision is made to continue without local administrative privileges, the user may continue to request reinstatement every 90 days. Any reinstatement request that is less than 90 days from the initial revocation or from a previous reinstatement request will not be accepted.

A user whose administrative privileges are revoked and not restored may appeal the decision with the TAC. The committee may be reached by sending a written request to the Chief Information Officer and the TAC Chair. The committee will respond to appeal requests in writing to the requester within 15 business days.

*Approved by the Shared Governance Executive Committee and the President 02/06/2014*

## **MILITARY LEAVE**

The University will comply with the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable Alabama laws pertaining to military leave. As laws or as interpretations thereof change, military leave benefits for university employees may change accordingly. No attempt is made in this policy to cover all possible situations and circumstances that may arise when an employee is ordered to active duty. Therefore, as military leave situations arise, employees should consult with their supervisor and/or the Office of Human Resources for current and complete details regarding their military leave rights as a university employee and any continuation of benefits issues.

In accordance with USERRA and Ala. Code § 31-12-2 (2002), university employees who perform service in the uniformed services (as defined by USERRA) are entitled to a military leave of absence from their university positions, subject to the limitations and restrictions set forth in federal and state laws and in university policy. Upon receiving an assignment for military service, employees should promptly provide notice to their supervisors and the Office of Human Resources prior to going on military duty, unless precluded by military necessity.

Except as provided below, eligible university employees on duty with the uniformed services (as those terms are defined by USERRA) will be placed on unpaid military leave status for all days engaged in such service. Affected employees are not required to use annual leave in lieu of paid or unpaid military leave; however, they may elect to use accrued annual leave or earned comp time at their discretion.

- University employees eligible for Military Leave who are active members of the Alabama National Guard or of any other reserve component of the Armed Forces of the United States will receive, pursuant to Ala. Code § 31-2-13 (1995), up to 21 days (168 hours) of paid military leave per calendar year for performance of federal military duty. This military service includes drills, annual training, or military schools. It is not necessary for employees who are on military leave to return to work for the University in order to receive 168 hours of paid military leave for the calendar year subsequent to being placed on military leave. Once the 168 hours of paid military leave is exhausted, an employee may use other leave available, such as annual leave or earned compensatory time.
- In addition to the 168 hours per calendar year mentioned above, if these particular employees are called into active service of the State of Alabama by the Governor (typically in times of natural disaster), they will receive, pursuant to Ala. Code § 31-2-13 (1995), an additional 168 hours of paid military leave at any one time while called by the Governor to duty in the active service of the state.

If the military base pay of an employee called into active service for the war on terrorism is less than the salary he/she would have continued to receive if not called to active service, he/she may receive a salary differential (pursuant to Ala. Code § 31-12-5 (2002)) that is equal to the difference between the lower active duty military base pay and the higher public salary.

*Approved by the Executive Council, 08/22/2011*

## **NEPOTISM (EMPLOYMENT OF RELATIVES)**

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 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.

*Approved by the Board of Trustees, 03/05/1993*

*Revised, 01/20/1998*

## **PATENT POLICY**

In view of the far-reaching research in the various divisions of the University, it is inevitable that new discoveries and inventions will be made. The University of North Alabama recognizes that the protection and control provided under the patent laws may have to be invoked to obtain the greatest public benefit and usefulness from the products of scientific research. It is recognized that employees of the University might need assistance in determining and evaluating patentability and in prosecuting patent applications of inventions made by them. Many such inventions involve equities beyond those of the inventor himself or herself since the use of university facilities, the assignment of duties as a condition of employment, and the use of research funds with contractual obligations regarding patent rights give rise to complicated questions concerning rights and equities of all concerned. Therefore, in order to appraise relative rights and equities of all parties concerned, to facilitate patent applications, licensing, equitable distribution of royalties or other financial returns, to provide a uniform procedure in patent matters, and to serve the public benefit and interest, the Board of Trustees for the University of North Alabama (herein called the University), on recommendation of the President of the University, authorizes the establishment of a Patent Committee and the adoption of the patent policy as set forth herein.

1. The President of the University is hereby authorized to appoint a University Patent Committee composed of members representative of the entire university to administer the patent policy and to designate a Patent Administrator to administer the policies of the committee. This committee and the Patent Administrator shall serve at the pleasure of, and their actions shall be subject to the approval and right of review of, the President of the University.
2. Subject to the approval of the President, the Patent Committee shall have the power to adopt such rules and procedures as are deemed appropriate; to determine the interest of the University in all reported inventions; to cause all reported inventions to be investigated in order to evaluate the interest of the University in said invention (with due consideration given to the achievement of the inventor and the financial returns to the inventor and the University); to authorize the Patent Administrator to execute a release when the Patent Committee decides that the University has no interest in the invention or decides that the University does not desire to pursue the patenting or development of the patent; to authorize applications for patents on reported inventions and to retain patent counsel, in association with the University Attorney, for matters pertaining to patent applications; and to make recommendations to the President with regard to the prosecution and protection thereof and any litigation that may arise therefrom. The Patent Committee shall have power also to do all things appropriate for the investigation of patent rights and for the exploitation of patent rights by direct exercise, exclusive or non-exclusive licensing, and make recommendations to the President with regard to partial or total assignment or sale thereof. All questions concerning the methods by which the patent shall be commercially exploited shall be decided by the Patent Committee.
3. All faculty members and university employees, both while employed by the University and thereafter, shall report to the Patent Committee any invention or discovery related to the scope of their employment which they have conceived or developed or which has been conceived or developed under their direction during their university employment.
4. Any such invention or discovery (a) which is the result of research carried on by or under the direction of any employee of the University and/or having the costs thereof paid by university funds or from funds under the control of or administered by the University and (b) which has

been developed in whole or in part by the utilization of university resources or facilities belonging to the University shall be assigned to the University or a university designated non-profit organization established for its benefit. In other situations the Patent Committee should determine if the University has an interest in the invention or discovery. Releases shall be executed by the Patent Administrator when the Patent Committee rules that the University has no interest in the patent or does not desire to pursue the patenting of the invention.

5. The Patent Committee shall cause each invention or discovery to be investigated in order to determine the interest of the University and, if the Patent Committee determines that the University has an interest in the invention which it desires to pursue, it shall undertake to obtain a patent on the invention. In determining whether or not the University has an interest in the invention, the Committee shall consider the benefits that might accrue to both the University and the inventor. The Patent Administrator and the Patent Committee are responsible to act within six (6) months of official notification by the inventor/discoverer for the purpose of protecting the property rights of the inventor and the University. Failure to act within the six (6) months time will serve as a release of the University's interest in the invention.
6. As further consideration for the assignment rights set forth herein, the University agrees to pay annually to the inventor, his heirs and assigns, fifty percent (50%) of the royalties, fees, or other financial returns received by the University from such invention after a deduction of fifteen percent (15%) thereof for overhead costs, plus a deduction for all costs of patenting and protection of patent rights (incurred by the University). Recoupment of any unusual expenses paid by the University or the inventor may be allowed by the Patent Committee on patents assigned to the University or to a university-designated non-profit organization established for its benefit. After these specified disbursements are made, all remaining financial returns from patents realized by the University are to be placed in the general fund of the University for distribution by the Budget Committee giving primary consideration to the University Research Fund administered by the Vice President for Academic Affairs and Provost.
7. The above policies shall not preclude the properly designated university officials from approving and executing research proposals, contracts, grants, and consulting agreements from or with the United States Government or its agencies, from or with corporations, or from or with individuals wherein the University's patent interest and the patent interest of the researcher, with his/her approval, are at variance with the above paragraphs; and the terms of said contracts, grants, and agreements shall prevail. Any of the above university officials may refer said proposals, grants, contracts, or agreements to the Patent Committee for recommendations prior to approval. To the extent the provisions of these proposals, contracts, grants, and agreements permit, the University shall administer such patents so as to make them broadly available in the public interest. This may be accomplished through non-exclusive licensing on a royalty-free, or on a reasonable royalty basis. Exclusive licensing may be utilized for limited periods when further development is needed or investment or risk capital is not readily available, or there is no other incentive for the development of the invention.
8. This statement of policy shall not apply to copyrights except as they may pertain to inventions covered by this policy. This policy shall not apply to commercial ventures, joint ventures, or agreements to which the University is a party or shall become a party in the future. An example

of such excluded ventures is the agreement existing for the creation, operation, and management of the University of North Alabama Laboratory of Applied Technology.

*Approved by Board of Trustees, 03/07/1997*



## **PROTOCOL FOR EXTERNAL FACULTY/STAFF SEARCHES**

The University defines diversity broadly as differences related to age, culture, ethnicity, gender, , national origin, political beliefs, physicalabilities, physical attributes, race, religious beliefs, sexual orientation, other ideologies, and/or socioeconomic status. UNA administrators, staff, and faculty wish to create an environment that promotes and celebrates this diversity. Respect of diversity is promoted by encouraging a discipline of mutual open discourse and expression of cultural viewpoints, values, and belief systems that create a global community on campus. To aid in accomplishing this goal, the University wishes to recruit and retain a diverse and highly-qualified faculty who demonstrate excellence in teaching, scholarly activities, and public service. Similarly, UNA wants to recruit and retain equally diverse and highly-qualified staff.

This protocol is intended to ensure that diversity and equity are achieved in all external faculty and staff searches. The Director of Diversity and Institutional Equity (DDIE) will provide assistance and guidance in achieving this goal for the university. Search committee chairs and members of the search committees are expected to maintain communication with the DDIE throughout the search and screening processes. In the event that a search committee chair and the DDIE do not concur on any step in this protocol requiring their agreement, this matter should be resolved by the Chief Diversity Officer or the President.

1. As a part of the request to post a position, the Hiring Manager<sup>1</sup> will include a listing of proposed search committee members and advertising sources. Search committees should be made up of no more than nine and no less than five members, at least one of whom reflects diversity. Departments may select additional committee members from the campus and/or community-at-large.
2. Once a search is authorized, the search committee chair will schedule a brief meeting of the committee with the DDIE and Assistant Vice President of Human Resources (AVPHR) to explore ways of attracting a diverse pool of qualified candidates.
3. All applications and supporting materials will be received and initially processed by the Online Employment System and will be immediately available to the DDIE and the search committee via the OES.
4. The committee members will review applications and supporting materials and develop an initial ranking of candidates. The rankings should then be emailed to the HR Coordinator and the DDIE for initiation of interview approval via the OES. Once applicants have been approved through the OES for interview, they may be interviewed as many times/ways as is necessary to make a final selection. Interview approval is only required once.
5. To make a recommendation for hire, the search committee chair should complete the OES Search Summary form and forward to the HR Coordinator and DDIE. Once received, a hiring proposal will be initiated via the OES. Once all levels have approved the hiring proposal, HR (for staff positions) or Academic Affairs (for faculty positions) will initiate the employment offer paperwork and offer the candidate employment on the approval of the President.

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<sup>1</sup> The Hiring Manager is the employee to whom the new employee will report when hired. For example, a new faculty member will report to his/her department chair (hiring manager).

Deviation from this policy may be necessary if unique circumstances exist. Exceptions to the policy must be approved by the DDIE and the AVPHR.

*Approved by Executive Council, 08/09/2011*

## **PUBLIC COMPLAINTS**

The University of North Alabama is committed to making a positive impact on its community locally, regionally, and globally. However, it is expected that there may be occasions upon which members of the public feel it is necessary to make the University aware of a complaint about a matter related to the University. Members of the public who make a complaint should be assured that the University will earnestly and promptly seek resolution of complaints.

Informal complaints should first be made with the University office or department that is most relevant to the complaint. Any office or department receiving a complaint should seek resolution of the complaint in a timely manner. If, after seeking remedy on an informal basis, the complaining party feels the complaint has not been satisfactorily addressed, he/she may make a formal complaint through the [Office of the Vice President for Academic Affairs and Provost](#) using the following guidelines:

A written or electronic complaint should be prepared providing 1) the nature of the complaint, 2) all relevant background information, 3) the informal attempts the complaining party has made and to whom they were made, 4) why the outcome of the informal complaint process was considered unsatisfactory, and 5) the desired outcome of the formal complaint, if any.

Upon receipt of a formal complaint, the Vice President for Academic Affairs and Provost will 1) respond directly when possible, 2) forward the matter to the proper university office for a response, or 3) initiate an investigation as outlined in the following paragraph.

If the complaint can be resolved with a direct response from the Vice President of Academic Affairs and Provost or by another administrative office, the complaining party will receive a written response within 10 days of the University's receipt of the written complaint. If the University feels an investigation is warranted, the complaining party will be informed of the initiation of an investigation and of the date he/she should receive a report of its outcome. The investigation should be carried out by the senior administrator of the office/department from which the complaint arose and should conclude within 30 days of the formal complaint. It is the responsibility of the office/department investigating the complaint to report the final resolution to the Office of the Vice President for Academic Affairs and Provost once the review process has been completed.

Following the investigation process outlined above, the Vice President for Academic Affairs and Provost will provide a written response to the complaining party that will address the appropriate action(s) taken by the University. Once this response has been sent to the complaining party, the matter will be considered closed.

A complaining party may withdraw his/her complaint at any time during the above-outlined process by contacting the Office of the Vice President for Academic Affairs and Provost in writing or electronically.

*Approved by the Executive Council via  
electronic business – August 18, 2011  
Approved by the SGEC August 29, 2011*

## **PURCHASING POLICY (GENERAL)**

No university employee may enter into a purchase agreement, make commitments to purchase, or otherwise obligate expenditure of university funds except on proper authorization and through the established procedures involving requisitions, purchase orders, delivery, invoice, and payment, and including strict compliance with the state bid law and sound business practices, and University of North Alabama purchasing policies and procedures.

### **Budget**

For each fiscal year (October 1 - September 30), the university budget includes funds approved for each university cost center to purchase and requisition equipment, supplies, and services. The University's budget procedures are available in the Business and Financial Affairs Office.

### **Purchasing Office**

The purchasing office coordinates with cost centers in taking advantage of special discounts, services, and shipping arrangements, and of the economies of large-scale purchases. All such purchases and services are charged back to the cost center originating the request, and cost center heads are responsible for keeping requests within their budgetary allocations. For requests of an unusual type and those that exceed budgetary allocations, cost center heads should consult the appropriate dean and/or director.

The University is not responsible for purchases made by persons other than the University's purchasing agent by official purchase order. Purchase orders are not issued after the fact. When these procedures are violated, the transaction is the personal obligation of the person making the arrangement.

### **Off-Campus Purchases**

Any expenditure from university funds for \$200 or more requires a university purchase order. To receive a university purchase order, one must be requested from the purchasing office. Purchase order requests are created in Self-Service Banner under the finance section. A requisition must be properly completed to identify the cost center, budget account number, and details of the item(s) required. The form must be printed for appropriate signature by the cost center head and submitted to the purchasing office. If all details are in order, a purchase order will be created. A minimum turn-around time of two workdays must be allowed for issuance of a purchase order, but normally a longer time period is required. Those employees with requests requiring bid submission must allow a minimum of four weeks for processing. No purchase order numbers are assigned by telephone except in emergency circumstances. Orders delivered or picked up must be inspected for conformity to the order before acceptance and invoice approval. All invoices for orders received must be promptly approved by the cost center head and sent to the Business and Financial Affairs Office for payment. Order cancellations or modifications, invoice errors, and other matters related to purchases should be cleared through the purchasing office.

### **On-Campus Purchases**

Purchases to be made from the University supply room or the University Bookstore are requisitioned on the intra-campus request form, properly completed as to the identification of the cost center, the budget account number, and the signature of the cost center head. Cost centers should maintain a record of purchases by requisition from the supply room and the bookstore.

## **SOLICITATION POLICY**

The University of North Alabama may authorize, by action of the President or the Board of Trustees, the solicitation of funds for recognized and established charities which benefit the general community. Additionally, the University sanctions an annual United Way fund campaign. Other solicitation of employees by other employees for membership, contributions, funds, or other purposes during employees' work hours (to include breaks and lunch period) is expressly prohibited.

Persons not employed by the University are not permitted to come or remain on university premises for the purpose of solicitation or distribution of cards, literature, notices, or papers of any kind in any work area. The posting of any such materials on walls, windows, machines or other equipment, or bulletin boards without the expressed permission of the appropriate member of the Executive Committee is prohibited.

Employees who discover persons making unauthorized solicitations should report such activities to their supervisors immediately.

## **NO SMOKING POLICY**

*Effective August 1, 2017*

The University of North Alabama is dedicated to providing a healthy, comfortable and educationally productive learning environment for faculty, staff, students and visitors. The University of North Alabama recognizes that smoking any substance presents a public health hazard. As such, it shall be the policy of the University of North Alabama that smoking shall be prohibited on all university-owned and operated property both indoors and outdoors.

*"Smoking,"* as used in this policy, refers to inhaling, exhaling, burning, or carrying any lighted or heated smoking product and to the use of any such other electronic or other device that is used as an alternative to traditional tobacco products and that produces a smoke or vapor when in use. *"Smoking products"* include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, vaporizers, etc.). *"University-owned and operated property"* includes, but is not limited to: all outdoor common and educational areas; all university buildings; university-owned/operated housing facilities; campus sidewalks; recreational areas; outdoor stadiums; and university-owned and leased vehicles (regardless of location). Littering campus with the remains of smoking products is also prohibited.

This policy applies to all employees, students, visitors, contractors, and externally affiliated individuals or companies renting university-owned space on university-owned and operated property campus grounds.

Education will be the preferred enforcement method to ensure individuals adhere to the new policy. Individuals that violate this policy will be provided educational information on the new policy and offered a referral for smoking cessation. However, disciplinary action may also be used for repeat violations as indicated below.

- Students will be referred to the student conduct office. Violation of this policy is a violation of the Student Code of Conduct.
- Employees will be referred to their supervisor and/or appointing authority for appropriate action.
- Contractors will be referred to their respective employers for appropriate action.
- Visitors may be required to leave the campus if they fail to conform to the policy when advised.

## **ADDITIONAL RESOURCES AND SUPPORT**

The University recognizes that quitting smoking can be a significant personal challenge. As such, the University will provide ongoing information, education, and support to faculty, staff, and students on a variety of wellness initiatives including cessation aids and programs.

*Approved by the Board of Trustees, 06/12/1995*

*Revisions approved by the Executive Council, 05/10/2010*

*Revisions approved by Executive Council, 06/29/2015*

*Approved by the Board of Trustees, 06/07/2017*

**UNIVERSITY TRAVEL POLICY**

The University Travel Policy is located on the Controller's website. To view this policy, please click on the link above.

## **VIDEO MONITORING AND SURVEILLANCE ACTIVITIES POLICY**

### **PURPOSE**

The University of North Alabama is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the proper utilization of a security and safety camera system. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the UNA community. This policy addresses the University's desire to meet its safety and security needs while respecting and preserving individual privacy.

To ensure the protection of individual privacy rights in accordance with the University's core values and state and federal laws, this policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records. The purpose of this policy is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security. The existence of this policy does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week.

### **SCOPE**

This policy applies to all personnel, departments, and colleges of the University of North Alabama in the use of security cameras and video monitoring and recording systems. Security cameras may be installed in situations and places where the security and safety of either property or persons would be enhanced. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. Where appropriate, the cameras may be placed campus-wide, inside and outside buildings. Although the physical cameras may be identical, the functions of these cameras fall into three main categories:

1. *Property Protection*: Where the main intent is to capture video and store it on a remote device so that if property is reported stolen or damaged, the video may show the perpetrator. Examples: an unstaffed computer lab, an unstaffed science lab, or a parking lot.
2. *Personal Safety*: Where the main intent is to capture video and store it on a remote device so that if a person is assaulted, the video may show the perpetrator. Examples: a public walkway, or a parking lot.
3. *Extended Responsibility*: Where the main intent is to have the live video stream in one area monitored by a staff member in close proximity. In this case video may or may not be recorded. Example: a computer lab with multiple rooms and only one staff.

Information obtained from the cameras shall be used for safety and security purposes and for law and policy enforcement, including, where appropriate, student conduct functions. However, prudence should be exercised by parties requesting such information to ensure that requests are limited to matters of substantial consequence. The availability of surveillance recordings does not remove the responsibility of supervisors to work to prevent, detect, and address issues as they should normally do. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.

All appropriate measures must be taken to protect an individual's right to privacy and hold University information securely through its creation, storage, transmission, use, and deletion.

All camera installations are subject to federal and state laws.



Departments requesting security cameras will be required to follow the procedures outlined in this policy.

## **RESPONSIBILITIES**

The University of North Alabama Police Department will manage all campus security surveillance systems pursuant to this policy.

To enhance security and aid law enforcement it may be appropriate to permanently install video devices on the campus. In such cases the following rules will apply:

- Individual departments, programs, or organizations wishing to permanently install video cameras shall submit a written request to the appropriate dean, director, or department head with a statement justifying the benefit of installing such equipment. The statement must include the proposed number and location of the device(s), as well as the purpose of the installation, whether the location of the cameras involve recording of activity by students, employees or the general public, and the name and title of the individual who will be responsible for reviewing the locations. The source of funding for the installation must be specifically identified as part of the request.
- The requesting department, program, or organization must work with the Information Technology Services, Facilities Administration and Planning, and the Chief of Police to determine the number and location of cameras prior to submitting their request.
- The appropriate dean, director or department head will forward the request along with his/her recommendation to their appropriate Vice President or if unavailable the Chief of Police.
- The Vice President or designee will review the request and will approve or disapprove. If approved the Vice President will forward the request to the University Executive Council with that recommendation.
- The University Executive Council in consultation with the Chief of Police, the Chief Information Officer, University's Legal Counsel, and the Assistant Vice President Facilities Administration and Planning shall be responsible for reviewing and approving or denying all proposals for security camera equipment recommended by a Vice President or the Chief of Police, and for approval of any requested exceptions to this policy.
- Unless otherwise directed by the University Executive Council, the Chief of Police for the University of North Alabama Police Department shall contact the Department of Facilities Administration and Planning and Department of Information Technology Services to oversee the installation of the video monitoring equipment. The Department of Facilities Administration and Planning will coordinate installation with a designated contractor or the Department of Information Technology Services. The contractor or Department of Information Technology Services will coordinate integration of the system.
- A member of the campus community may file a written request to change the location or limit the visual range of a specific installation of video monitoring equipment based on a belief that it infringes on a reasonable expectation of privacy or other protected rights. The request shall be submitted to the appropriate Vice President to the University Executive Council and shall (a) identify the location, (b) identify the right believed to be infringed, and (c) provide an explanation of how the video device installation infringes that right. The University Executive Committee will consult with the University's Legal Counsel and respond to the request within twenty (20) business days after receipt. The response

will be based on a reconsideration of the initial request to install the devices in light of the campus community member's concerns. The decision of the University Executive Council is final.

- Within three months of the effective date of this Policy, all existing uses of video monitoring and recording equipment on campus shall be brought into compliance with all aspects of this policy, including the approval process outlined in the preceding paragraph. Those that do not conform shall be removed.
- No researcher or organization, whether faculty, staff, student, or the general public, is authorized to use these cameras or recordings from the cameras for research purposes.
- Monitors for video equipment shall be installed in controlled-access areas and shall not be viewable by unauthorized persons.

The University Police Department will manage all campus security surveillance systems pursuant to this policy.

The University Police Department and Information Technology Services (ITS) are responsible for implementation of this policy, specifically for the following.

- Advising departments on appropriate applications of surveillance technologies and providing technical assistance to departments regarding security camera systems.
- Monitoring developments in the law and in security industry practices and technology to ensure that camera surveillance is consistent with the best practices and complies with all federal and state laws.
- Reviewing proposals and recommendations for camera installations and specific camera locations to determine that the perimeter of view of fixed location cameras conforms to this policy and forwarding recommendations to the University Executive Council.
- Annually evaluating camera locations.
- Testing and maintaining the camera systems.

The University Police Department will review any complaints regarding the use of surveillance camera systems and determine whether this policy is being followed. The University Executive Committee will review appeals of decisions made by the Chief of Police.

The President or the University Executive Council, in consultation with University Legal Counsel, will review all external requests to release records obtained through security camera surveillance prior to the release of any records.

#### **PLACEMENT OF CAMERAS**

The locations where cameras are installed may be restricted access sites such as a departmental computer lab; however, these locations are not places where a person has a reasonable expectation of privacy. Cameras will be located so that personal privacy is maximized.

Camera positions and views of residential housing shall be limited to public areas, elevators, and exterior locations. The view of a residential housing facility must not violate the standard of a reasonable expectation of privacy.

Unless the camera is being used for criminal investigations, monitoring by security cameras in the following locations is prohibited:

- Student dormitory rooms in the residence halls
- Bathrooms
- Locker rooms
- Offices – only at the entrance
- Classrooms not used as a lab

*(These areas are protected by a "reasonable expectation of privacy." Use of cameras in these areas requires search warrants.)*

The installation of "dummy" cameras that do not operate is prohibited. Unless being used for criminal investigations, all video camera installations should be visible.

### **ACCESS AND MONITORING**

All recording or monitoring of activities of individuals or groups by University security cameras will be conducted in a manner consistent with University policies and state and federal laws and will not be based on the subjects' personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All personnel with access to University security cameras shall be trained in the effective, legal, and ethical use of monitoring equipment and shall receive a copy of this policy and provide written acknowledgement that they have read and understand its contents.

Access to live video or recorded video from cameras shall be limited to the University Police Department, designated ITS personnel and other personnel as authorized by the Chief of Police and Executive Director of ITS. The copying, duplicating and/or retransmission of live or recorded video shall be limited to persons authorized by the Chief of Police.

University security cameras are not monitored continuously under normal operating conditions but may be monitored for legitimate safety and security purposes that include, but are not limited to, the following: high risk areas, restricted access areas/locations, in response to an alarm, special events, and specific investigations authorized by the Chief of Police.

Personnel are prohibited from using or disseminating information acquired from University security cameras except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official University and law enforcement purposes.

Any use of security cameras for reasons other than those cited in this policy is strictly prohibited. Violations of this policy or the procedures outlined therein will result in disciplinary actions consistent with the rules and regulations governing employees and students of the University as found in the Student Handbook and Employee Handbook.

## **USE OF CAMERAS FOR CRIMINAL INVESTIGATIONS**

Mobile or hidden video equipment may be used in criminal investigations by the University Police Department. Covert video equipment may also be used for non-criminal investigations of specific instances that may be a significant risk to public safety, security and property as authorized by the Chief of Police.

## **USE OF CAMERAS FOR NON-CRIMINAL INVESTIGATIONS**

Covert video equipment may be used for non-criminal investigations of specific instances that may be a significant risk to public safety, security, and property as authorized by the Chief of Police. An example of a non-criminal investigation would be an internal investigation conducted for HR where the goal is not to prosecute, but to determine continued employment after inappropriate use of university equipment or resources has been discovered. Another example would be video obtained to enforce a University policy and procedure such as students propping open doors in a residence hall (not illegal, but a definite violation of policy).

## **EXCEPTIONS**

This policy does not apply to cameras used for academic purposes. Cameras that are used for research are governed by other policies involving human subjects and are, therefore, excluded from this policy.

This policy does not address the use of webcams for general use by the University. This policy also does not apply to the use of video equipment for the recording of public performances or events, interviews, or other use for broadcast or educational purposes. Examples of such excluded activities include videotaping of athletic events for post-game review, videotaping of concerts, plays, and lectures, or videotaped interviews of persons. Automated teller machines (ATMs) that use cameras are exempt from this policy.

## **REQUEST FOR ACCESS TO LIVE AND/OR RECORDED VIDEO**

Individual colleges, departments, programs, or campus organizations wishing to have access to live and/or recorded video shall submit a written request to the appropriate Vice President describing the requested access, with justification.

- The Vice President will review the request in consultation with the Chief of Police, if appropriate, and will forward it to the University Executive Council with a recommendation.
- The University Executive Council shall be responsible for reviewing and approving or denying all access requests recommended by the Chief of Police, via the Vice President.

## **TRAINING OF CAMERA OPERATORS**

The University Police Department and the Information Technology Services department shall train camera operators in the technical, legal, and ethical parameters of appropriate camera use. Camera control operators shall receive a copy of this policy and provide written acknowledgement that they have read and understand its contents.

## **STORAGE AND RETENTION OF RECORDINGS**

No attempt shall be made to alter any part of any surveillance recording and the surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.

All surveillance recordings shall be stored in a secure location for a period of 30 days and will then be erased or written over, unless retained as part of a criminal investigation, a civil or criminal court proceeding, or pursuant to a Preservation Notice issued by the University's legal counsel.

- Recordings will be stored in a manner consistent with available technology and transported in a manner that preserves security. Both current and archived recordings will be secured. All storage and access to recordings will be controlled by the University Police Department. Surveillance records shall not be stored by individual departments.
- Recordings used in law enforcement investigations or criminal prosecutions shall be retained until the end of the court or judicial proceedings and appeal period unless directed otherwise by a court.
- Recordings may also be retained for other bona fide reasons as determined by University Police Department, in consultation with the University's legal counsel.
- Recordings shall be retained for 30 days and then will be erased or recorded over unless retained as part of a criminal investigation, a civil or criminal court proceeding, pursuant to a Preservation Notice issued by the University's Legal Counsel. No attempt shall ever be made to alter any recording. Editing or otherwise altering recordings or still images, except to enhance quality for investigative purposes or blur features as described above, is strictly prohibited.
- Transmission of recordings using the Internet or campus network will use encryption technology to ensure that recordings are not improperly accessed.
- For FERPA purposes, recordings with information about a specific student are considered law enforcement records unless the University uses the recording for discipline purposes or makes the recording part of the educational record.
- The deletion of video, pursuant to this policy, and any exemption to the policy on deletion and records storage must be approved by the University Executive Council.
- Only the Chief of Police and the Chief Information Officer of the University are to be permitted and have the ability to delete video recordings pursuant to this policy.
- Individual departments shall not store video surveillance recordings.
- Editing or otherwise altering recordings or still images, except to enhance quality for investigative purposes or blur features as described above, is strictly prohibited.

A log shall be maintained by the Chief of Police of all instances of access to or use of surveillance records. The log shall include the date and identification of the person or persons to whom access was granted. The Chief of Police will also maintain a list of personnel approved to monitor live and/or recorded video feeds, with validation of each person having completed the required training. The right to view anything but live video will be very limited to ensure the integrity of this policy.

#### **DESTRUCTION OR TAMPERING WITH CAMERAS**

Any person who tampers with or destroys a camera or any part of the electronic surveillance system may be prosecuted in the criminal justice system as well as the campus Student Conduct system.

*Approved by the Shared Governance Executive Committee and the President, 03/07/2016.*

*Revised and Approved by the Shared Governance Executive Committee and the President, 02/19/2020.*

*Revised and Approved by Shared Governance the President, December 2022.*

## **DANGEROUS WEAPONS AND FIREARMS POLICY**

### **PURPOSE**

The University of North Alabama seeks to maintain a welcoming and safe environment for students, employees, and visitors, and adopts this policy for possession of dangerous weapons and firearms on campus and at events.

### **DEFINITIONS**

Campus – all property owned, leased, or controlled by the University and any affiliated buildings and outdoor premises, such as parking lots and other outdoor property.

Firearm – a pistol, handgun, rifle, or shotgun and any associated ammunition.

Dangerous Weapon – Includes the following:

- Any device that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, or other projectile, whether loaded or unloaded, including those devices powered by CO2.
- Any explosive device, including fireworks.
- Any instruments/devices that are designed or may be used as a weapon to injure or threaten another individual, including, but not limited to, non-culinary knives with a blade greater than four (4) inches.
- A firearm, as defined herein, is not included in this definition of dangerous weapon.

### **POLICY**

Except as otherwise stated in this policy or as otherwise allowed by law, the University of North Alabama (UNA) prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus. This policy applies to all persons on campus, including faculty, staff, students, contractors, and visitors. The University Police Department provides temporary storage (no more than 48 hours) for lawfully possessed firearms at its campus police department.

Consistent with Alabama law, all persons are strictly prohibited from possessing firearms at locations where security guards and other security features are employed, such as athletic events.

This policy will be published in the Employee Policy Manual & Handbook, University Police Department Policy and Procedures, and Student Handbook, and supersedes any contrary provisions.

### **ENFORCEMENT**

Persons not on campus and in violation of UNA policy are trespassers and may be dealt with accordingly, including, but not limited to, being removed from campus and receiving a written directive to remain off campus. Contractors and vendors are expected to comply with policy and contract terms. Violations of Alabama law may be dealt with by appropriate law enforcement. Student violations may be addressed in accordance with the Code of Student Conduct as well as other applicable policies and may include sanctions, up to and including expulsion. Employee violations may be resolved in accordance with employer policies, up to and including termination.

## **EXCEPTIONS**

This policy does not prohibit use or possession of dangerous weapons or firearms:

1. By certified law enforcement officers acting within the scope of their employment;
2. By private security, who with express prior permission of the University Police Department, possess firearms or dangerous weapons while in the employ of UNA or for a permitted event;
3. By members, coaches, and authorized staff of a recognized team or course who are acting within the scope of activities that the University Police Department has pre-approved (i.e. ROTC members);
4. At the President's home;
5. By law enforcement officers who are attending classes as students. If, however, law enforcement officers are not in uniform during class, they must keep their weapon(s) concealed.

No other individual may possess a firearm on campus, except for a lawfully-possessed firearm, properly maintained in the individuals privately-owned motor vehicle in a manner that satisfies all requirements and prerequisites of Alabama law. Any other use or possession of dangerous weapons or firearms on campus must be authorized by the University Police Department.

## **SCOPE**

This policy applies to all faculty, staff, students, contractors, vendors, or visitors to the UNA campus.

*\*Policy adopted from the University of Alabama with permission.*

*Approved by the Shared Governance Executive Committee and President Kitts, March 14, 2023  
Interim Policy, pending approval by the Board of Trustees*

## **POLICY REGARDING WORKPLACE THREATS AND VIOLENCE**

The safety and security of its employees, students and visitors is of utmost importance to the University of North Alabama. Threats, acts of violence or threatening behavior against students, employees, visitors, third party vendors or other individuals by anyone on University property or on property controlled by the University will not be tolerated. Threats, acts of violence or threatening behavior includes but is not limited to: Physical acts, the intentional or willful damaging or destruction of property, verbal or written harassing and/or threatening statements, telephone calls or other electronic messages, or threatening gestures, expressions or other behavior such as stalking or intimidation. Verbal and/or written behavior also includes use of any method of communication such as email, comments posted on websites, or other social media, regardless of the ownership of the equipment used.

University employees who witness, receive, or are informed of any type of threat, act of violence or threatening behavior on campus or related to the campus should notify their supervisor or the University Police Department at 256.765.4357 as quickly as is possible. Additionally, employees should report any behavior or communication they have witnessed which they regard as threatening or violent, when that behavior may be acted upon on a University-controlled site or at a University-related function. Employees bear the responsibility for making these reports regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

Reports of threats, threatening behavior, or acts of violence made or committed by an employee will be investigated appropriately. If an investigation reveals cause for concern, the University may take action which could include the removal of the employee from campus until such time as a determination could be made regarding the employee's status. Disciplinary action will be commensurate with the level of severity of the threat, behavior or act, and may include, but will not be limited to, a written reprimand, suspension or termination of employment, and/or the filing of criminal charges, criminal arrest and/or prosecution of the employee involved.

No existing university policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

The University recognizes and respects the need for privacy and confidentiality of reporting parties and will, therefore, handle their reports with extreme discretion. Confidentiality will be maintained to the extent possible. Anonymous reports, which are not recommended, will be investigated to the extent possible, but the process may be restricted by the lack of full disclosure.

At no time does this policy prevent anyone from calling 911 should he/she feel there is an immediate threat to his/her own safety or the safety of others.

Any employee who applies for or obtains a protective or restraining order which lists university locations as protected areas must provide to the University Police Department a copy of the petition and declarations used to seek the order and a copy of the temporary or permanent protective or restraining order which is granted.

*Student policies regarding threats, threatening behavior, and acts of violence are detailed in the Code of Conduct portion of the Student Handbook.*

*Approved by the Executive Council, 02/08/2010.*

*Editorial revisions approved by Shared Governance and the President, December 2022.*



## **PROCEDURES, PROCESSES, AND PROGRAMS**

### **ADMINISTRATIVE LEAVE**

In a rare situation, a regular employee may be given administrative leave time which does not result in a charge to any kind of leave with pay or loss of base salary. An example of administrative leave would be representing the institution at the request of the University. Should the need for administrative leave arise, it should be requested by the supervisor through the Office of Human Resources.

## **EMERGENCY PROCEDURES**

In case of critical illness, accident, death, or fire on the university campus, emergency assistance should be summoned immediately by calling 911. The University Police Department also should be notified by calling Ext. 4357 or 256-765-4357 (HELP). The University also has a campus-wide emergency notification system designed to provide communications during a campus emergency. The system, Lion Alert, is available to all employees. To register for the system, follow this link: <http://www.una.edu/police/>.

## **THE ISBELL SCHOLAR PROGRAM: A SERVICE OPPORTUNITY FOR RETIRED UNA EMPLOYEES**

University employees who are near retirement may submit a request to their immediate supervisor to be designated as an Isbell Scholar. This program allows employees an opportunity to be employed one additional year after retirement for the purpose of establishing an endowment fund to support the mission of the University. Up to one year of additional volunteer service is permissible but it must be requested annually and approved on an annual basis by the department chair or unit head and dean or cost center head. The policies and procedures for accessing this opportunity are outlined below.

Dr. Raymond Isbell first initiated the idea of contributing volunteer service after retirement in lieu of salary in 1997. In 2008, the program of funding scholarships in retirement was formalized and guidelines were developed. In 2011, the program was renamed after Dr. Isbell.

### **Procedures**

Per current policy, the employee submits a letter to the President indicating his/her intent to retire. After employee planning to retire receives a letter from the President acknowledging retirement, employee writes a letter to his/her immediate supervisor expressing desire to volunteer services as an Isbell Scholar. Under this program an amount equal to his/her current salary and benefits (minus Social Security withholdings and, optionally, a minimal salary) is used to establish one or more endowment funds within the university. The letter requesting Isbell Scholar status must also provide plans for the endowment funds being created.

The immediate supervisor reviews the request and the plans for the endowment. Endowment plans are intended to enhance scholarship opportunities for UNA students and/or benefit the academic mission of the institution.

For unique endowment plan proposals, additional review may be merited. For faculty proposals, consultation should occur between the chair and the departmental faculty. The chair/supervisor forwards a recommendation to the appropriate dean or cost center head who reviews the proposal. He/she forwards a recommendation to the appropriate Executive Council member. The appropriate Executive Council member forwards a recommendation to the President. If approval is not granted, the Executive Council member must provide an explanation to the President prior to notification of the employee by the Executive Council member.

The President reviews all supporting materials and makes a final decision. If approval is granted, the President instructs the AVPHR to contact the employee to discuss total amount of potential contribution, TRS allowable earnings, desired salary, and amount(s) to be deposited into the endowment(s). Based on the discussion, the attached form is completed and distributed to the appropriate parties.

The VPAA and Provost (for faculty) or AVPHR (for staff) prepares a letter from President to the employee detailing the salary and conditions for his/her voluntary service.

The Business and Financial Affairs Office provides to the employee monthly statements showing deposits into the endowment fund(s) and the current balance(s).

The VPAA and HR Offices maintain a plaque of Isbell Scholars on display in Bibb Graves Hall.

### **Policies for Faculty Isbell Scholars**

Since faculty members serving as Isbell Scholars are officially retired and volunteering services, they do not have voting privileges within the department nor do they serve on university committees. They do not participate in activities such as tenure and promotion reviews, curriculum decisions, or other departmental matters that involve voting actions. Typically faculty members are expected to teach a full load of classes and assist where needed with advisement and other instructional duties. In all cases, teaching assignments and duties rest with the department chair in consultation, as needed with the departmental faculty and/or college dean. Teaching assignments are for the fall and spring semesters only. In rare and unusual cases, requests for exceptions to teach in the summer may be considered but must be approved by the department chair, college dean, and VPAA and Provost. It is strongly recommended that a faculty member desiring Isbell Scholar status meet with the department chair at the beginning of the process to clarify job responsibilities.

*Approved by Executive Council on 11/15/2010*

*Last Revision, Amended by Executive Council on 8/25/14*

## **JURY DUTY**

Employees receive their full pay, based on normal hours worked, while absent from the University to serve on jury duty. The hours spent serving on jury duty will be considered hours worked. Additionally, the employee is entitled to keep his/her remuneration for serving on jury duty in addition to his/her pay from the University.

A copy of the court summons should be given to the employee's immediate supervisor for submission to the Office of Human Resources. Jury duty should be reported on the bi-weekly timesheet for non-exempt employees and the monthly leave report for exempt employees.

The employee should report to his/her immediate supervisor whenever he/she is excused from jury duty during hours that he/she normally would have been working for the University.

## **OMBUDSMAN**

The Ombudsman provides an internal avenue for grievances and complaints. The responsibilities of the Ombudsman include resolving faculty, staff, and student complaints through involvement of all concerned parties; informing all parties of their rights that are established by law; seeking to resolve problems internally; keeping all information confidential; establishing a relationship of trust with and among all constituencies; providing mediation as an alternative to litigation whenever possible and as necessary and proper, serving as an advocate for resolving the grievances of individuals who have been treated unfairly or improperly. The Ombudsman's office is located in Room 208 of Bibb Graves Hall.

**PRESENTATION OF DIPLOMAS AT COMMENCEMENT**

The University provides that a full-time member of the UNA Faculty or member of the Board of Trustees may make a diploma presentation at Commencement to any spouse, child, or parent who is receiving a degree.

## **RECRUITING & SELECTION PROCEDURES**

### **Requests to Fill a New/Vacant Position**

All Requests to Fill/Advertise are created in the Online Employment System (OES) based on a position description. If a new staff position or faculty position is requested, the department requesting the position must send an updated position description to the Office of Human Resources who will create the Request to Fill/Advertise in the system. Once completed, the Request to Fill/Advertise will be sent to the department for approval. The attached [workflow document](#) details the approvals required for the Request to Fill. Once the Request to Fill has been approved at all levels, the Office of Human Resources (HR) will post the position as directed.

### **Posting and Advertising**

All vacancies are posted on the OES for a minimum of seven days. The requesting department may designate the opening as a (1) Promotional Opportunity if it believes there may be current UNA employees who possess the required skills for the position. If the position is identified as a Promotional Opportunity, it will be posted only on the UNA Online Employment System and will be open only to UNA employees, or as a (2) Job Vacancy which is a posting open to any applicant, and is, at minimum, posted on the UNA Online Employment System, advertised in the Times Daily newspaper if requested, posted on the UNA Employment Facebook page, posted on the UNA Employment Twitter Account, and emailed to the UNA Employment Posting List which includes all UNA faculty and staff. Faculty positions are typically designated as open until filled.

As part of the Request to Fill, the requesting party lists advertising sources and attaches any separate advertising copy items. Sources of advertising vary based on the level and scope of the vacant position. The University has unlimited contracts with the following advertising sources: Higheredjobs.com, Insidehigher.com, and Diverse Issues in Higher Education. All faculty positions will be advertised in the aforementioned sources, and staff positions that are open for longer than seven days may also be posted in these sources. Upon receipt of the approved Request to Fill, HR posts and advertises the position as requested. The requesting department may also wish to list the position on various professional websites. These websites should be listed in the field provided for "other advertising sources" with a note to indicate how to list the position on each site.

### **Search Committees**

The [Protocol for External Faculty/Staff Searches](#) states that all external searches must use a search committee. These committees should typically be made up of no more than nine and no less than five members, at least one of whom reflects diversity. The names of search committee members must be provided to the Office of Human Resources at the time that a Request to Fill/Advertise is requested. For Faculty positions, refer to the Faculty Handbook for specific instructions regarding the role and composition of search committees.

### **Screening Applications**

Applications for open positions are available immediately to the Hiring Manager and search committee through the Online Employment System. Applications are screened by the Online Employment System based on screening questions in each posting. These questions are added based on the minimum qualifications for each position. Desired qualifications may also be gauged using the screening questions but should not be used to disqualify applicants.

### **Reviewing/Recommending for Interview**

Once a search is authorized, the search committee chair will schedule a brief meeting of the committee with the DDIE and the Assistant Vice President for Human Resources (AVPHR) to explore additional ways of attracting a diverse pool of qualified candidates. All applications and supporting materials will be received and



initially processed by the Online Employment System and will be immediately available via the OES to the search committee and DDIE. The committee members will review applications and supporting materials and develop an initial ranking of candidates. The rankings should then be emailed to the HR Coordinator and the DDIE for initiation of interview approval via the OES. Once applicants have been approved through the OES for interview, they may be interviewed as many times/ways as is necessary to make a final selection. Interview approval is only required once.

### **Recommending a Candidate for Hire**

To make a recommendation for hire, the search committee chair should complete the OES Search Summary Form and forward to the HR Coordinator and the DDIE. Once received, a hiring proposal will be initiated through the system. Once all levels have approved the hiring proposal, HR will initiate the employment offer paperwork and offer the candidate employment on the approval of the President.

Once a Hiring Proposal has been approved by all levels and sent to HR, HR will initiate a background check and create an employment letter for staff positions only. For Faculty positions, the VPAA's office will prepare the employment letter upon receipt of the Hiring Proposal from the DDIE. Once a faculty contract has been signed, HR will receive a copy and initiate a background check at that time.

**SERVICE AWARDS**

The University recognizes full-time regular faculty and staff employees for attaining milestone service anniversaries, beginning at five years of service and every five years thereafter. Recognized service for awards must be continuous and uninterrupted. The service awards are presented at the annual faculty/staff picnic in the spring of each year to those who attained the milestone in the prior calendar year and who are still actively employed at the University.

## **SICK LEAVE** (also referenced in the [Staff Handbook](#))

The University of North Alabama provides eligible faculty and staff employees sick leave to prevent loss of income.

### **Accrual of Sick Leave**

Full-time regular faculty and staff employees are entitled to 96 work hours (12 workdays) of sick leave each year at the employee's regular rate of pay regardless of length of service. Eligible part-time and half-time employees are entitled to sick leave at a prorated share for hours worked. Provisional employees are not entitled to use sick leave until the end of the 90-day provisional period. Temporary employees are not entitled to sick leave.

Employees entitled to sick leave earn sick leave credit for all hours that they are considered to be in active pay status, which includes but is not limited to (a) normal work hours, (b) paid vacation, (c) paid sick leave, (d) paid jury duty leave, and (e) paid military leave.

### **Usage of Sick Leave**

#### **Categories of Sick Leave**

There are various categories of sick leave, the usage of which are subtracted from the employee's sick leave balance.

**Personal illness/accident leave and physician appointments:** An employee may take sick leave if he/she is unable to work due to illness or injury or for health-related professional services which cannot be obtained outside regular work hours.

**Maternity leave:** Sick leave can be used for up to 6 weeks' postpartum. Should an employee desire to take the balance of her 12-week Family and Medical Leave Act (FMLA) allotment for extended maternity leave (beyond the postpartum period), she must use annual or unpaid leave to do so. Disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions are treated the same as disabilities caused or contributed to by other medical conditions under the University's health or disability insurance and sick and annual leave plans.

**Family illness/accident leave:** Sick leave may be used for illness or injury of an immediate family member which requires the employee's presence. Immediate family is considered to be a spouse, child, stepchild, mother, father, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, or grandchild. Generally, the maximum amount that can be charged against sick leave for family illness/accident leave during a calendar year is 12 weeks for family members covered by the FMLA.

**Bereavement leave (death of a family member):** An employee may take time off due to a death in the immediate family and may charge the time off to sick leave. Immediate family is defined above. Proof of relationship to the family member may be required. Generally, the maximum amount that can be charged against sick leave for death of a family member is three days. Additional sick leave time may be granted under certain circumstances by the appropriate vice president.

**Funeral leave:** An employee may take sick leave to attend the funeral of family members (outside the immediate family) and friends. Time off normally is limited to one day or less for each occurrence.

**Personal leave:** An employee is allowed time away from work to take care of extraordinary legal or personal business matters. Personal leave should be approved in advance, and work requirements take priority over personal leave. Only two days per year of personal leave are authorized. (The year starts on January 1 and ends on December 31.) An additional three days of leave may be approved by the appropriate vice president when circumstances warrant such action. Personal leave is charged against the accrued sick leave balance and cannot be carried over from one year to the next.

**On-the-job injury leave:** An employee who is injured on the job may elect to charge the absence to his/her accrued sick leave in lieu of being paid under the University's Workers' Compensation Equivalent Program. After exhausting all sick leave, the employee may request that annual leave or compensatory time be used, but such requests must be made to the Office of Human Resources .

**Miscellaneous uses:** Sick leave may be taken to attend classes during the workday if approved by the supervisor or for absences resulting from inclement weather when the University is not closed may be charged against sick leave.

### **Planning and Taking Sick Leave**

For sick leave purposes, a day is considered 8 hours for full-time regular staff employees, and as the actual hours the employee was scheduled to work for regular staff employees who work less than 40 hours per week.

Use of sick leave for authorized non-emergencies, (e.g., medical, dental, and optical appointments) should be planned in advance, and coordinated with the employee's supervisor.

Sick leave may be taken in increments of one-quarter of an hour with seven minutes rounded down to the nearest quarter hour and eight minutes rounded up the nearest quarter hour. Sick leave may not be used for vacation time.

### **Requesting and Reporting Sick Leave**

All sick leave hours taken by monthly-paid employees are to be reported on the leave report in Self-Service Banner by the employee and submitted to the appropriate supervisor. Non-exempt employees are to report sick leave hours taken on the bi-weekly timesheet in Self-Service Banner.

All cost center heads are responsible for monitoring absences within their areas and for ensuring that leave is reported properly.

### **Advanced Sick Leave**

Upon the recommendation of the supervisor and department head, full-time regular employees may be authorized to take small amounts of sick leave in advance of earning said leave under emergency conditions, normally not to exceed 24 hours. An additional 16 hours of sick leave may be approved by the appropriate vice president when circumstances warrant such action. Advanced sick leave must be repaid from the next earned sick leave hours. Any sick leave time taken in advance, but not repaid with earned leave, must be repaid upon termination.

### **Donating Leave**

An employee in a position with "regular" status, who must be absent due to sickness or to care for a seriously ill member of his/her immediate family as defined by the [Family Medical Leave Act](#), and who has

exhausted his/her sick leave, annual leave, and compensatory time may be given annual leave or sick leave by another employee. The supervisor of an employee needing donated leave may solicit leave by contacting other employees directly or by an email to all faculty and staff employees. To donate leave, employees contact Human Resources, stating the desire to donate leave to another employee. Human Resources reviews and processes the requests according to policy and deducts only the needed hours per pay period on a proportional basis from each donor's appropriate leave balance and credits the recipient with the designated hours. An employee receiving donated leave will remain on the payroll with all benefit entitlements until all donated leave has been exhausted, he/she becomes eligible for long-term disability, or the sickness no longer exists, whichever comes first.

- No more than 80 hours per year may be donated by any individual employee.
- Leave cannot be donated if it results in a negative leave balance for the donor.
- An employee may not be absent on leave (a combination of annual leave, sick leave, personal leave, compensatory time, and donated leave) longer than 12 weeks during each calendar year, in cases other than his or her personal sickness. In cases of personal sickness, the employee may qualify for long-term disability.

### **General Sick Leave Policies**

Sick leave is not intended to be nor may it be used for additional annual leave time nor may it be converted to annual leave. However, an employee may choose to use annual leave or compensatory time instead of sick leave for any category of sick leave. If the qualifying sick leave extends beyond the employee's original authorized annual leave period, the additional leave time may be counted against accumulated sick leave.

The employee's supervisor has the responsibility to insure that the employee uses sick leave for its legitimate purposes. Until the supervisor is satisfied that the employee has used sick leave properly, he/she may recommend the withholding of sick leave pay. Upon request of the supervisor, the employee may be required to show evidence of his/her illness or of the necessity to be absent to attend to a family member during an illness in the form of a medical certificate from a physician.

If the President notifies employees in advance that a particular day or half day is designated as additional time off (holiday or inclement weather), an employee on sick leave is not charged sick leave for the time off. Additionally, if an employee is on annual leave and becomes ill, or if other circumstances occur which qualify the employee for sick leave, the leave time may be counted against sick leave, if certification is provided verifying the sickness or qualifying circumstances.

If the employee must be on an extended qualifying sick leave (e.g., sickness) and wishes to maintain his/her accumulated sick leave balance, the leave may be taken as annual leave. Furthermore, an employee may request leave without pay in order to preserve his/her accrued leave (to "freeze leave"). If the employee elects to freeze his/her leave, he/she has technically gone on leave without pay and is not entitled to accrue leave until he/she returns to work.

An employee on sick or temporary disability leave should return to work in his/her normal job as soon as medically feasible. An employee returning to work after such a leave may be requested to supply the University with a doctor's statement certifying that he/she is able to return to his/her normal duties. An employee is not permitted to work against the advice of his/her doctor. If an employee chooses not to return to work after being released by a physician to do so, the employee has resigned his/her position.

Accrued sick leave from another Alabama public educational institution who participates in the Retirement System of Alabama is transferrable to the University of North Alabama.

Any employee who violates or abuses sick leave is subject to disciplinary action, including termination.

### **Sick Leave Carry-Over**

Unused sick leave is carried forward on December 31 of each year. There is no limit on the number of days that can be carried forward. An employee's sick leave balance appears on his/her monthly or bi-weekly paycheck stub. Leave balances may also be viewed by the employee at any time in Self-Service Banner.

### **Sick Leave and Employment Separation**

When the employee/employer relationship ceases to exist, sick leave is handled according to the following:

**Retirement** : Sick leave days are certified as additional service credit to the Alabama Teachers' Retirement System if employee is vested, and is a Tier 1 member. Tier 2 members are not eligible for sick leave service credit certification.

**Resignation or Dismissal:** If vested, Tier 1 employees' accrued sick leave is certified to the Alabama Teachers Retirement System upon separation. Tier 2 employees are not eligible for sick leave certification. If an employee is not vested, a record of his/her final sick leave balance is placed in her/her personnel file. If an employee is rehired at a later date, his/her sick leave is reinstated.

## **TUITION REMISSION**

As a part of its fringe benefit package, the University of North Alabama provides remission of tuition to eligible employees and to their spouses and qualified dependent children.

### **Dependent Children**

The University pays three-quarters of the basic tuition or part-time regular course tuition (excluding all fees and related charges, i.e., books, supplies, room, and board) for enrollment in the undergraduate program at the University of North Alabama for eligible children of full-time regular employees, and retirees having had such employment status prior to retirement.

Qualifying children are eligible for the remission of tuition if a parent is employed on a continuous full-time, regular basis at the University at the beginning of the semester in which the dependent child will be enrolled.

In order for the remission of tuition benefit to continue, the employee must be employed on a continuous full-time, regular basis by the University at the beginning of each enrollment period. A leave of absence, other than that for illness, disability, or active military service is not counted as uninterrupted service. Failure to teach in any summer term does not break the continuity of employment.

Eligible children are those who meet all the following conditions:

Be the natural children, stepchildren, or legally adopted children of the employee or retiree who:

- have not reached their 25th birthday prior to the term for which they will next enroll,
- are unmarried, and;
- are dependents of the employee as determined by eligibility for federal income tax purposes or by a qualified child support order;
- have not received or completed requirements for a baccalaureate or equal degree from a four-year degree granting institution; and
- are eligible for admission and matriculation under existing university policies.

Stepchildren and legally adopted children must have had this status for at least one full year at the time of enrollment to be eligible for this benefit;

Not more than six calendar years may expire between the first and last enrollment under this program.

This benefit is limited to a maximum of nine semesters. Enrollment for any credit during a spring or fall term constitutes a full term of entitlement. Summer and interim terms are counted as one-half of a semester for this purpose.

Dependent children may take up to nine semester hours of credit during the summer sessions and be charged with half a semester of eligibility for the remission of tuition. Ten semester hours or more during the summer will be charged as one semester of eligibility.

Full-time, regular faculty, staff, and qualified retirees who wish to take advantage of this benefit must apply for each person/child to be enrolled each semester by submitting the designated electronic form prior to the appropriate deadline. The Office of Human Resources establishes an application deadline each semester and notifies all employees of the same.

## Employees

There is a full remission of tuition for both graduate and undergraduate level courses taken at the University of North Alabama by eligible employees of the University.

- Employees must be employed at the University at the beginning of the semester in which the individual is enrolled.
- A leave of absence, other than that for illness, disability, or active military service, is not counted as uninterrupted service. Failure to teach in any summer term does not affect this benefit provided that the employee has a contract for employment for the subsequent fall term.
- Individuals wishing to apply for remission of tuition must be admitted to the University prior to the initial registration and must be eligible to register for each term in which a course is to be taken.
- Courses for employees under this benefit are available only on a space available basis. Courses must be registered for during late registration. The late registration fee is waived. If employees register prior to late registration, their registration will be voided, and they will have an opportunity to re-enroll during late registration on a space-available basis.
- Regular employees may take no more than six credit hours during any school term under this benefit, and six credit hours may be taken during the summer sessions.
- The maximum amount the University will pay on behalf of a qualifying employee for remission of tuition per semester shall not exceed the cost for six credit hours of undergraduate or graduate classes. The employee will be responsible for all costs incurred in excess of this allocation.
- Remission of tuition for special programs of study scheduled outside the regular fall semester, spring semester, and summer sessions will be limited to: (1) 1.5 course hours per four weeks; or, (2) six graduate course hours per each four months (16 weeks); or, (3) two graduate or two undergraduate courses (three hours each) during each of the fall, spring and summer term. No more than two courses (regardless of the number of hours) can be claimed for remission of tuition benefits during any four month period. Course hours taken shall not exceed 18 hours per calendar year. The maximum amount paid for a course hour for special programs or study (undergraduate or graduate) will be the standard amount for a regular graduate course hour.
- A class may be audited if approved by the supervisor and department head.
- Upon the recommendation of the supervisor and department head, an employee may be given special permission to take two continuing education courses each semester in lieu of two regular graduate or undergraduate courses, if the course is compatible with the employee's duties. The total number of courses cannot exceed two per term.
- With the approval of his or her supervisor, a staff employee may be permitted to take a course under this benefit during the normal workday or during the one-hour lunch break. When a course is taken during the normal workday, the time spent for class, laboratory, or other required attendance is charged against the employee's accrued absence leave and/or annual leave as directed by the employee.



Employees in this classification may not take a course that requires them to be away from their regular work station during the normal workday for more than one hour and thirty minutes on any day (other than for a final examination) or when it is the judgment of their immediate supervisor that their work cannot be left unattended.

- Faculty may not take a course that conflicts with their teaching schedule.
- Employees who wish to take advantage of this benefit must submit the designated electronic form by the appropriate deadline. The Office of Student Accounts establishes an application deadline each semester, and the Office of Human Resources notifies all employees of the same.
- The approval authority for employee remission of tuition is the employee's immediate supervisor.
- When the employee's Remission of Tuition Application is approved, the employee receives an email notifying him/her of the approval.

### **Spouses**

The spouse of an eligible employee or qualifying retiree is eligible for remission of tuition for one course per semester and summer sessions under the same provisions as stipulated for employees above, except for continuing education courses.

Remission of tuition for special programs of study for a qualifying spouse will be one half that of an employee.

### **Retirees**

Retirees of the University are eligible for remission of tuition under the same provisions as those stipulated for employees above, except for continuing education courses.

### **Adjunct Faculty**

An adjunct faculty member teaching one or more three-hour courses during a semester is eligible for remission of tuition during the employment period under the same provisions as stipulated for full-time, regular employees above.

### **Part-Time or Temporary Employees**

A part-time or temporary employee is eligible for employee-only remission of tuition under the same provisions as stipulated for employees above.

### **General Remission of Fees Information**

- The employee's failure to submit an electronic form for remission of tuition for dependent children, spouse, or self, prior to the deadline, may result in the employee's forfeiting his or her eligibility to receive the remission of tuition benefit for the covered academic semester.
- The remission of tuition benefit is in the form of a remission and is not paid in cash or refunded in the event of withdrawal.
- If an employee's employment is terminated, remission of tuition for the individual, his/her dependent children, and spouse will be discontinued as of the date of termination. If a child, spouse, or employee

is enrolled in a course at the time of termination, the University must be reimbursed for a prorated share of the fees covered by the remission of tuition benefit in order to continue in the course.

- An employee's benefits under this policy cannot be combined with the Early Scholars Program.
- An employee or retiree cannot combine his or her benefit under this policy with that of a spouse as listed above.
- A retiree employed by the University in an adjunct or temporary capacity cannot combine his/her benefits as an employee and a retiree.

*Approved by the Board of Trustees, May 11, 1979*

*Last Revision, March 16, 2007*

## **VERIFICATION OF EMPLOYMENT**

A third party asking for verification of employment and/or employment data about an employee is generally given only a confirmation of employment and dates of employment.

Information beyond confirmation of the employment and dates of employment are provided only upon the request of the employee and through the employee. Upon receiving such requests, the employee may be provided either a letter of recommendation or, at the discretion of the University, a letter certifying requested employment data. Once the letter is given to the current or former employee, he/she is free to distribute it in any way he/she desires.

If a third party (e.g., lending institutions) forwards forms to the Office of Human Resources requesting employment data, the forms are prepared by the Payroll Office and returned to the third party if a release, signed by the employee, is enclosed.

## **UNIVERSITY VOLUNTEER**

The term "employee" does not include an individual who volunteers to perform services for the University if:

- The individual receives no compensation or paid expenses reasonable benefits, or a nominal fee to perform the services for which he or she volunteered; and
- Such services are not the same type of services which the individual is employed to perform for the University.

All volunteers of the University are required to sign a [Volunteer Agreement](#) and are subject to a criminal background check.

## **GENERAL INFORMATION AND STATEMENTS**

### **ACCIDENTS INVOLVING VISITORS AND STUDENTS**

An injury sustained by a visitor or student and accidents involving a visitor or student should be reported to the Business and Financial Affairs Office.

## **ADMISSION TO ATHLETIC EVENTS**

The University offers season tickets to athletic events at reduced rates to full-time employees and retirees. Discounted tickets must be purchased during the regular university season ticket sale. No discounts will be given on individual game tickets. More information can be obtained from the [University Ticket Office](#).

## **BOARD OF TRUSTEES**

The governing control of the University is vested in a [Board of Trustees](#) established by action of the State Legislature (HB 650, Act No. 773, September 9, 1967, Alabama Code Section 16-51-1 through 16-51-15 [1975] [1987]). The Board is composed of the Governor as president *ex officio*, the State Superintendent of Education as a member *ex officio*, and nine members--six within the area comprising the seventh and eighth congressional districts and three from the State at large. The trustees are appointed by the Governor, by and with the advice and consent of the State Senate, and hold office for a term of six years or until their successors are appointed and qualified.

The President of the Student Government Association serves as a nonvoting, *ex officio* member at the pleasure of the Board.

**CAFETERIA BENEFITS PLAN (TAX-EXEMPT PREMIUM DEDUCTIONS)**

The University's Cafeteria Plan currently exempts from federal, state, and FICA tax any payroll-deducted premium paid by the employee for health/vision, dental, cancer, accident, hospital indemnity, or supplemental vision coverage. At the end of the tax year, all tax exemption amounts are deducted from gross wages subject to tax, and the net amount is reported in the appropriate block on Federal Form W-2.

In order to participate in the Cafeteria Plan, a completed [form](#) must be submitted to the Office of Human Resources during new-hire orientation or during annual open enrollment.



**CONFIDENTIAL INFORMATION**

An employee of the University may have the occasion to deal with information which is of a confidential nature. It is imperative that the employee respect the confidentiality of information by not discussing it with anyone except those in a position to have a need for the information. If there is doubt as to whether the information is confidential, the employee should ask his/her supervisor for guidance.

## **CONSERVATION**

The University has a responsibility for both economy and conservation in the use of energy. Lights should be turned off when offices, rooms, and buildings are not occupied. Equipment requiring electricity should be turned off when not in use. Conservation procedures include removing lights not essential to safety and security and using proper temperature settings.

## **HOUSEKEEPING**

All employees are expected to maintain good housekeeping standards in their work areas. Supervisors should allow the employee clean-up time as required in his/her work area and job.

## **IDENTIFICATION CARDS**

All employees of the University are issued a photo-I.D. card (Mane Card.) This card serves as the University's official identification card, library card, and personal debit card that can be used on campus and at various off campus locations. The card may also grant door access to the building/rooms that the employee is authorized to enter. To obtain the card, all employees should go to the [Mane Card Office](#) located in The Commons, ground floor, and provide a form of legal photo identification such as a driver's license, military I.D., passport, etc. Employees will be asked to read and sign a Mane Card Agreement. If the employee has been issued a Mane Card in the past, such as a student card, he/she will be asked to surrender the previously issued card prior to receiving a new card with the appropriate employee classification, such as faculty, staff or adjunct instructor. Upon termination of employment, employees must return their I.D. cards to the Mane Card Office.

## **INDEBTEDNESS AND COLLECTIONS**

The University is required by state law to honor garnishments against an employee's wages. The Payroll Office will notify an employee when a garnishment order is received and advise the employee of the total amount due, the amount of the deduction, and the starting date of the salary deduction.

### **SAFEGUARDING OF KEYS**

Offices, rooms, storage units, and buildings are to be secured and locked when not in use. Keys to university facilities are provided only to authorized personnel and are to be safeguarded from improper use. Upon termination of employment or change of location, all keys are to be returned to the immediate supervisor. Any evidence of intrusion or theft should be reported promptly to the supervisor and to the University Police Department.

## **LICENSURE AND REGISTRATION**

When a license or registration is required in order for an employee to perform certain duties, it is the responsibility of the employee to acquire and to renew such license or registration. The revocation of or failure to renew a required license or registration could result in the downgrading of the employee's classification or termination of employment.

## **LOST AND FOUND**

The lost and found is located at the University Police Department. To view information regarding lost and found, please click on the link above.



## **MAINTENANCE AND CUSTODIAL SERVICES**

All personnel are expected to exercise proper regard and responsibility for the security, use, and care of university-owned property. Maintenance and custodial needs are reported to the [Facilities Administration and Planning Department](#).

## **NOTIFICATION OF CHANGE OF STATUS**

Any change in an employee's status should be reported to the Office of Human Resources. If the information in the employee's file is not correct, problems may arise concerning taxes, employee benefits, and other important matters.

**Employment Status:** Changes in employment status (i.e., promotion, transfer, disciplinary action, resignation, retirement, training, awards, etc.) are reported by the employee's supervisor to the Office of Human Resources.

**Personal Data:** Change of name, marital status, dependents, beneficiary, telephone number, and address are of vital importance in the employee's interest. These changes should be reported promptly by the employee to the Office of Human Resources.

## **OFF-DUTY CONDUCT**

The University does not dictate how employees run their personal lives while away from the job. On the other hand, there are times when an employee's off-duty conduct reflects on the University. Therefore, university employees are asked to conduct themselves in such a way that they do not discredit or tarnish the image of the University or the positions that they occupy.

**PAYROLL INFORMATION** (also referenced in the [Staff Handbook](#))

**Payroll Frequency:** All nonexempt employees are paid on a bi-weekly schedule. Exempt employees are paid monthly.

**Payroll Deductions:** The University makes payroll deductions required by state and federal laws and court orders as well as voluntary deductions authorized by the employee and approved by the University.

**Statement of Earnings and Deductions:** Each payday, each university employee receives a copy of his or her statement of earnings and deductions as a part of his/her payroll check or direct deposit information. These figures reflect the employee's gross and net pay and deductions for the period as well as totals for the year. This information can also be viewed at any time via Self-Service Banner.

**Direct Deposit:** A university employee may request the Payroll Office to deposit his/her payroll check directly to his/her bank. Direct deposit can be made to more than one financial institution. An employee may sign up for direct deposit by completing a [direct deposit form](#) and returning it to the [Payroll Office](#).

### **PERSONAL ATTIRE AND APPEARANCE**

The University does not have a specific dress code. Therefore, judgment with regard to proper attire is left to the employee. All employees are advised to be mindful of their personal hygiene, neatness of attire, and cleanliness of apparel. It is expected that each employee choose clothing that is modest and in good taste. Radical departure from conventional dress or grooming is not advised. Dress that results in distraction of other employees or disruption of the department's work, as determined by the department head, will not be permitted.

**PERSONAL BEHAVIOR**

Employees should be courteous of others in both class and office areas by refraining from loud conversation and/or other noises.

**PERSONAL MAIL**

Personal mail or packages should not be regularly delivered to an employee through the University Post Office or receiving department.

## **PETS IN THE WORKPLACE**

In order to create a proper, safe, and healthy environment for the conduct of academic programs and support at the University, pets (with the exception of fish) are not allowed to accompany employees to work in any of the buildings owned and operated by the University. Exceptions to this policy are granted for service animals that have been approved as an ADA accommodation through [the interactive process in collaboration with](#) the Offices of Human Resources and Disability Support Services. Emotional support animals are not service animals and are not allowed in the workplace.



## **PUBLIC RELATIONS**

University employees help shape the University's image among students, visitors, friends, supporters, alumni, and members of the community. Therefore, each employee is, in effect, a public relations representative. Courtesy, helpfulness, respect, and friendliness make for good public relations. All university employees are expected to help make the campus "user friendly" so as to foster good public relations and the recruitment of new students.

### **RELIGIOUS/PERSONAL CONVICTIONS**

If an employee is asked or required to perform duties to which he/she objects because of religious or other personal convictions, he/she should discuss the matter with his/her supervisor. If at all possible, religious convictions of employees are honored when brought to the University's attention.

Unscheduled religious holidays of importance to the employee may be observed, but the employee is charged annual leave, personal leave, or leave without pay. Such leave is subject to the approval of the employee's supervisor.

### **SAFEGUARDING UNIVERSITY EQUIPMENT**

All employees who handle university equipment are responsible for the care, security, and proper maintenance of such equipment while it is under their control. Employees are not permitted to use university equipment or property for personal reasons. Unauthorized or improper use or removal of university equipment or property is prohibited under penalty of severe disciplinary action, including termination of employment by the University and prosecution under the criminal statutes of the State of Alabama. The desired removal of University property should be handled through the Facilities Administration and Planning Department. Misuse of University property should be reported to the Vice President for Business and Financial Affairs.

**SERVICE DATE**

An employee's service date is the date he or she was employed full-time by the University after which there has been no break in service by reason of termination of employment. This is the date upon which annual leave accruals are based.

SHARED GOVERNANCE STANDING COMMITTEES

## **SUGGESTIONS**

The University's work environment is continually changing, and employees' suggestions on improvement of university operations, policies, procedures, and practices are always welcome.

**TELEPHONE USE**

Personal telephone calls while on work time, whether on a university phone or a personal cell phone should be kept to a minimum. Employees are prohibited from using the University's long distance service for personal reasons. Supervisors are required to observe the frequency of personal calls and address any issues involving excessive personal calls.

UNIVERSITY MISSION AND VISION, GOALS, AND VALUES





### **WHISTLEBLOWING/AIRING OF GRIEVANCES**

Employees have an obligation to notify their supervisors, others in their chain of supervision, or appropriate university officials of a reasonable belief that a wrongdoing on the part of any member of the University community has occurred. An employee who notifies a member of his/her chain of supervision or a member of the administration of improprieties in the application of policies and procedures, administration of programs, execution of official duties, handling of funds, etc., is protected against retaliatory actions.