



Faculty Handbook

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ABOUT THIS HANDBOOK

This Faculty Handbook provides faculty with an overview of current personnel policies and procedures at the University of Arkansas Community College at Morrilton. The handbook is designed to assist you, as an employee of UACCM, in the performance of your daily duties

This handbook has been created to consolidate administrative policies, procedures, and benefits at UACCM applicable to all personnel. Noted within the policies will be different applications pertinent to specific employee groups. While this handbook contains overviews of college policies, rules, procedures, and guidelines, its contents are not intended to constitute an expressed or implied contract for employment or benefits with UACCM. All policies contained are applicable to all benefit-eligible employees unless otherwise specified.

Please be advised that some of these policies, rules, regulations, and procedures may be changed from time to time, pending the approval of the Chancellor and Board of Visitors.

THE PURPOSE OF OUR WORK

Students are not outsiders to our College; they are the most vital part of it.

Students are people of varying ages and backgrounds who come to us with their wants and needs. It is our job to do the best we can to help them achieve their goals.

Students need us, but no more than we need them. **Students** are not an interruption of our work; they are the **purpose** of it.

WELCOME

Welcome to the University of Arkansas Community College at Morrilton. You have joined an exceptional group of people who are committed to the values and objectives of UACCM in order that the **MISSION** of the College may be accomplished for the present and future.

The information in this handbook plus a thorough review of the current College Catalog will assist you in becoming familiar with the policies and procedures of UACCM. Should something arise which is not covered in either of these publications, you should feel free to visit with your immediate supervisor for clarification.

1. ABOUT UACCM

History

In 1961 the Arkansas General Assembly established Petit Jean Vo-Tech as the state's second adult vocational-technical school. The first building was completed in July 1963 and classes began in September. The school initially awarded diplomas in occupational-specific areas.

In 1991, the General Assembly converted Petit Jean Vo-Tech to a degree-granting, two-year college, Petit Jean Technical College. The conversion permitted expansion of the curriculum to include technical, academic and workforce education; community education; and adult education. This created a comprehensive curriculum to serve the varied needs of students. In 1997, the College again made a name change to Petit Jean College. In 2001, Petit Jean College merged with the University of Arkansas System and became the University of Arkansas Community College at Morrilton. Through all of its growth and change, the University of Arkansas Community College at Morrilton has worked to maintain its focus on student learning.

UACCM's conversion to a college and its affiliation with the University of Arkansas System has stimulated a continuous expansion of UACCM's programs and the growth of its campus. The College annually serves approximately 4,100 students in technical, occupational, academic, adult education, and non-credit community education courses.

From its inception, the University of Arkansas Community College at Morrilton has served west central Arkansas by providing quality educational programs at an affordable cost. UACCM's academic program makes it possible for students to complete an Associate of Arts degree while meeting the general education requirements for transfer into a baccalaureate program at state universities. The Arkansas Course Transfer System (ACTS) allows easy transferability of credits from

UACCM to state universities. Additionally, UACCM continues to offer technical and occupational programs that allow students to prepare for direct entry into the job market after graduation. This diverse curriculum makes the University of Arkansas Community College at Morrilton a truly comprehensive two-year college offering vital educational opportunities to the people of central Arkansas.

The University of Arkansas Community College at Morrilton is accredited by The Higher Learning Commission of the North Central Association (www.ncahlc.org). This accreditation is emblematic of UACCM's commitment to providing a quality education for its students.

2. COLLEGE MISSION, VISION, PURPOSES, AND VALUES

Mission

University of Arkansas Community College Morrilton (UACCM) is committed to excellence in learning and personal enrichment.

Vision

As a comprehensive community college, UACCM seeks to provide opportunities that enable its students to make significant societal contributions.

Purposes

1. To offer courses, certificate programs, and associate degree programs that provide students with the academic and technical skills needed to be successful in the workplace, for transfer to four-year institutions, or for lifelong learning.
2. To provide a general education foundation across the curriculum that will enhance the students' personal development, skills, and knowledge.
3. To provide developmental education courses for students who need to improve academic skills in reading, grammar, writing, and mathematics.
4. To provide comprehensive student support services that enhance student success.
5. To provide adult basic educational programs that allow enhancement of skills for self-improvement, completion of a General Education Development (GED) diploma, or preparation for higher education endeavors.
6. To offer personal interest courses to the community.
7. To offer workforce development courses designed to meet a variety of occupational needs for business and industry.
8. To provide a comprehensive assessment program for the purpose of improving instruction and student learning.
9. To offer the facilities of the College and the talents of its faculty, staff, and

students in order to promote educational, civic, and cultural endeavors within the community.

Values Pertaining to the Faculty

CENTRAL VALUE: The faculty of UACCM has the responsibility to contribute to and be supportive of the College Mission.

VALUE STATEMENT #1—Quality instruction must be maintained.

1. Provide students with course objectives, policies, procedures, and grading policies in writing.
2. Establish realistic competencies.
3. Prepare for classes thoroughly and completely.
4. Monitor attrition and retention rates for each course.
5. Keep students informed of their progress.
6. Review course offerings and course content annually and revise if needed.
7. Keep current in your field; demonstrate professional competence.
8. Stay in contact with advisees.

VALUE STATEMENT #2—The faculty must cultivate and preserve an environment in which students are able to attain their full potential.

1. Be serious and enthusiastic about all courses.
2. Offer students opportunities to analyze, evaluate, verbalize, synthesize, and apply their knowledge.
3. Challenge students with thought-provoking material.
4. Make course work relevant to the real world.
5. Establish high and realistic expectations.

3. FACULTY EMPLOYMENT WITH UACCM

3.1 Statement of Assurance

The University of Arkansas Community College at Morrilton, in making decisions regarding employment, student admissions, and other functions and operations, adheres to a policy of non-discrimination and complies with federal regulations and requirements as set forth in Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and PL 101-336 (Americans with Disabilities Act).

Persons having questions or seeking information regarding the College's compliance with and implementation of the aforementioned regulations should contact the Director of Human Resources.

3.2 Adherence to Fair Employment Practices

The University of Arkansas Community College at Morrilton does not discriminate against any employee on the basis of race, sex, color, religion, ethnic origin, or handicap. The Civil Rights Coordinator for Employment is the Director of Human Resources.

3.3 Definition of Terms

- a. "Chancellor's Council" shall include the Chancellor and other administrators directly supervised by the Chancellor.
- b. "Administration" shall include the Chancellor, Vice Chancellors, Directors, and Coordinators.
- c. "Twelve-Month Educational and General Academic" staff shall include Division Chairs, Librarian, and Lab Supervisors.
- d. "Classified" personnel shall include all staff who are employed in a position which is a part of the Arkansas Uniform Classification Act.
- e. "Faculty" shall include personnel who are appointed to teach one or more courses.

3.4 Chart of Organization

The organizational chart shall be considered as a diagrammatic outline of administrative responsibility. The Organizational Charts can be viewed on our web site at <https://portal.uaccm.edu/ics>

3.5 American with Disabilities Act (ADA)

If an employee is concerned about a disability and its impact on his or her job, they should consult the Director of Human Resources. Reasonable accommodations may be used to assist the employees if needed. The accommodations will be considered on an individual basis.

Employee Request for Accommodation Under the Americans with Disabilities Act (ADA)

Application Procedure:

1. The employee requesting accommodation must submit the Employee Request for Accommodation form to the Director of Human Resources (Dir. HR).
2. The employee must provide a statement from their specialist/attending physician describing the requesting employee's functional limitations and a recommendation specifying what, in their opinion, would be a reasonable accommodation. This statement should be addressed to the Dir. HR.
3. The Dir. HR will evaluate the information to determine eligibility within the guidelines of ADA.
4. The Dir. HR will then coordinate with the employee to identify the essential functions of the job and determine whether there is an effective, reasonable accommodation that will enable the employee to perform those essential functions.

Confidentiality:

All medical-related information shall be kept confidential and maintained separately from other personnel records. However, supervisors may be advised of information when accommodations are being made in their department. Supervisors, first aid, and safety personnel may be informed, when appropriate, if the disability might require emergency treatment or if any specific procedures are needed in the case of fire or other evacuations. Government officials investigating compliance with the ADA may also be provided relevant information as requested.

Retention:

The Employee Request for Accommodation and attached documentation submitted to the Dir. HR will be maintained in a confidential manner in accordance with applicable federal and state mandated retention schedules.

Judy Sanders
Director of Human Resources
1537 University Blvd.
Morrilton, AR 72110
Telephone: (501) 977-2016

3.6 Applying for a Different Position

All UACCM vacancy announcements will be posted on the bulletin board in the University Center mailroom, and those open to all will be posted on the college website.

Current employees may apply for a vacated position; however, written notification must be made for each position sought. Employment decisions will be made based on merit, education, experience, and acceptable background checks.

Prior to a current employee's being extended an offer for an advertised position, the background checks included in the advertisement will apply to that employee, even if the same background checks were done for that employee previously for their current position.

Current employees who have their titles changed, or are promoted without those titles or new positions being advertised, will only need to have any additional background checks required for their new positions that were not applicable to their current position.

3.7 Background Checks

University Administrative Memorandum 470.1 authorizes each campus to obtain and consider criminal history, financial history, and substance abuse testing information in making employment decisions when job-related and a business necessity. This information is not to be used in a manner that constitutes a violation of an individual's civil rights. UACCM requires criminal background checks on all full-time positions. The check will be conducted prior to extending an offer of employment. Selected positions will be subject to financial checks, sex offender registry, and substance abuse screening. The position announcement will include language that outlines the checks that will be necessary.

Incumbent employees may be subject to random checks appropriate for their current positions. University employees must report to their supervisor, within 24 hours or at the earliest possible opportunity thereafter, any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine. Failure to make such a report shall constitute grounds for disciplinary action up to and including termination.

Policy #0118 contains full information concerning background checks, criteria for disqualification, required notices, and information concerning incumbent employee's disqualifications. Please refer to this policy for full details.

3.8 Appointment to the Faculty

Faculty positions will be filled after a search for potential candidates. The Vice Chancellor for Academic Services may appoint a search committee to help review and interview candidates. The committee may recommend one or more finalists to the Vice Chancellor for Academic Services. The Vice Chancellor for Academic Services will make a final recommendation to the Chancellor. The Chancellor will inform the Board of Visitors of appointments to the faculty.

3.9 Faculty Notification of Appointment

Every effort will be made to provide returning faculty with notification of appointment for the next year prior to the end of the current academic year. The notification of appointment will specify the salary for the coming year contingent upon the availability of funds.

Contracts may be issued for special assignments, overload teaching assignments, and summer sessions.

Acceptance of a faculty appointment commits the faculty member to abide by all policies, rules, and regulations established by the Board. The Chancellor is authorized to issue Notification of Appointments.

<p style="text-align: center;">NOTICE IN REGARDS TO RESIGNATION BETWEEN APPOINTMENTS:</p> <p style="text-align: center;">In the event a 9 month instructor terminates employment between appointments their termination date will be the last day of their current appointment. Benefits will terminate the last day of the same month.</p>
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3.10 Filing of Credentials

It is the responsibility of each member of the faculty to have current credentials on file in the Human Resource Office. These credentials are records of information. All transcripts for official College usage must be mailed directly to the Director of Human Resources by the institution issuing the transcript.

3.11 Evaluation of Faculty

Each faculty member is evaluated annually. Evaluations of the faculty are conducted to identify strengths of the faculty for reinforcement and to identify areas that may need improvement. The objective of faculty evaluation is to maintain the best instructional environment possible.

4. COMPENSATION AND BENEFITS

4.1 Determination of Individual Salaries

New members of the faculty shall be placed on the Faculty Salary Schedule within the provisions established by the Board of Visitors (Appendix B).

The salary schedule is used for placement and advancement because of additional education and experience, and the Board has authorized the Vice Chancellor for Academic Services to recommend special entry rates when necessary because of market demand. Future salary increases are based upon the recommendation of the Chancellor during budget preparation for the next year.

4.2 Review of Salary Program

The college officers will meet (annually) with the Faculty Senate Officers to discuss the faculty salary program of the College to determine that amounts are adequate to attract, hold, and fairly compensate the caliber of faculty essential to an educational program of excellence.

4.3 Movement on the Salary Schedule

Movement on the Faculty Salary Schedule shall be contingent upon completion of both education and experience requirements and availability of funds. It is the responsibility of the faculty member to present documentation for advancement on the salary schedule.

In order to qualify for advancement across the salary schedule because of additional education, a faculty member must submit a written notification to the Vice Chancellor for Academic Services. A transcript of additional work must also be presented before the advancement becomes effective.

4.4 Paychecks

Faculty are paid according to the schedule established by the College. Direct deposit is available and encouraged so that holidays and weekends, etc. do not delay salary payments.

4.5 Group Insurance

All new 9-month and 12-month instructors of UACCM are eligible to participate in the colleges' group health and life insurance plan.

It shall be the policy of the College to make available to all full-time employees and their dependents a group health/hospitalization insurance and an appropriate life insurance policy.

While on an officially granted leave of absence, the employee will be required to pay the College the cost of the premium. This payment will include the employee's portion plus UACCM's matching portion for the group hospitalization and life insurance if he/she so elects to continue coverage. Otherwise, the coverage will expire. Any exception to this policy must be approved by the Chancellor.

In the event a 9-month instructor resigns their position between appointments, their insurance will be cancelled June 1st of the current year. Any insurance deductions taken for June will be refunded back to the employee. Should a 12 month instructor resign their position their insurance will terminate effective the first day of the following month of the date of their termination.

Information concerning COBRA and HIPPA may be obtained from the Director of Human Resources.

4.6 Deductions from the Payroll

Payroll deductions for retirement, income tax, and social security are made automatically by the payroll system. Arrangements may also be made for deductions for annuities, health insurance, cancer insurance, intensive care insurance, credit union, etc., as authorized by law and as authorized by each individual employee. Employees should contact the Director of Human Resources for information regarding specific annuities, insurance programs, and related questions.

4.7 Exemption of Tuition

Employees (faculty and staff) of UACCM who have been employed fulltime with the College for at least one year, their spouses, and their dependent children up to and including age 24, shall be exempt from paying tuition for UACCM credit courses. Employees (faculty and staff) of UACCM who have been employed fulltime with the College for at least six months shall receive a waiver for half the tuition for UACCM credit courses. There will be no tuition waiver for spouses and dependent children of those employed less than one year. ***Required books, fees, and supplies shall be the responsibility of the student.*** Requests for Employee Tuition Waivers are made to the Director of Financial Aid. Other than those sponsored by the College specifically for staff development, employee tuition waivers are not available for non-credit courses, classes, workshops, or seminars conducted by the College.

Employees and dependents who wish to attend other UA System campuses should consult the current UA System policy concerning tuition waivers. Not all degree programs are covered. In order to apply for a waiver at another UA

System campus, the employee should obtain a tuition waiver form from the Director of Human Resources.

4.8 Absence for Illness and Vacation

Nine-Month Faculty

1. Nine-month faculty sick leave shall be accrued at the rate of eight (8) hours per month while under contract.
2. Sick Leave will be deducted by the number of hours missed by faculty members at the time of absence. Hours will be deducted on a daily basis based on the specific number of hours listed on the supervisor-approved faculty schedule for each day.
3. Nine-month faculty will be offered two personal days to be used during an academic year. This leave must be approved at least one week in advance by the immediate supervisor and the Vice Chancellor for Academic Services. Each day is equivalent to 6 hours of personal day leave which can be taken in 3 hour or 6 hour increments only. The days will not carry over into the next academic year and are not subject to lump sum payment.
4. Faculty members will receive all scheduled academic recesses in lieu of annual leave.
5. All leave must be approved by the Chancellor after approval by the immediate supervisor. A copy of state leave regulations is available in the Human Resources Office.

All Leave must be taken in 15 minute increments.

In the event an employee misses 5 or more consecutive days due to illness, a doctor's statement that says the employee is fit to return to work must be provided on the first day back. The statement should be given to his or her immediate supervisor who will then submit the statement to Human Resources for proper filing.

Extenuating circumstances will be considered upon request. Supervisors are required to inform the Director of Human Resources when an employee has missed 5 or more consecutive days due to illness.

Twelve-Month Faculty

1. The sick leave accrual rates for twelve-month faculty will be the same as those for state Classified employees. (8 hours per month.)

2. The accrual rates for annual leave for twelve-month faculty positions will be 15 hours per month starting the first day of employment with the college in this position. This leave may be taken when school is not in session or when attendance of faculty at college activities is not required. Leave must be requested ahead of time through the employee's supervisor and approved. (Appendix C)
Approval is not guaranteed. Vacation leave may be carried over consistent with Human Resources Office policy and procedures.
3. All leave must be approved by the Chancellor after approval by the immediate supervisor. A copy of state leave regulations is available in the Human Resources Office.
4. Employees shall be granted time off to observe the following regularly scheduled legal holidays:

New Year's Day	January 1
Dr. Martin Luther King Jr. & Robert E. Lee's Birthday	3 rd Monday in January
George Washington's Birthday & Daisy Gaston Bates Day	Friday of Spring Break week
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	Wednesday before Thanksgiving Day
Thanksgiving Day	4 th Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
Employee's Birthday	must be taken within one year of the next birthdate

Sick leave will be approved by the Vice Chancellor for Academic Services. A copy of state leave regulations is available in the Human Resource Office. Effective February 25, 2009, full-time faculty members shall receive compensation for accumulated unused sick leave upon retirement. In order to receive this benefit, the employee must meet the requirements for retirement and have accumulated at least 50 days (400 hours) of unused sick leave. The maximum benefit shall not exceed \$7,500. Contact the Human Resource Office for further information.

4.9 Family and Medical Leave Act

The Family and Medical Leave Act of 1993 entitles eligible employees to a total of twelve (12) work-weeks of leave during any 12-month period for certain qualifying situations such as the care of a newborn or adoption of a child, care of an employee's seriously ill child, parent, or spouse, or a serious health condition of the employee. **Family leave is leave without pay after all existing leave has been taken.** For further information, contact the Director of Human Resources.

4.10 Absence for Bereavement

In the event of the death of any member of the immediate family, a full-time faculty of the College may request up to three (3) days' leave of absence without loss of salary. **The immediate family shall be considered to include the employee's spouse, parents, parents-in-law, step-parents, grandparents, siblings, step-siblings, children, step-children, and grandchildren.** Any such request may be approved by the Vice Chancellor for Academic Services. Additional bereavement leave shall be deducted from the employee's accumulated sick or personal leave account.

4.11 Absence for Jury Duty

Upon receipt of a notice of jury duty, the employee should inform his or her direct supervisor immediately. No deduction shall be made from the salary of an employee for required appearances in court, including jury duty, or those before any governmental body, **when the reasons for such appearances are not personal to the employee.** A leave request should be submitted along with the Notice of Jury Duty.

4.12 Absence for Military Duty

Any employee who has been ordered to active military duty for specialized training for a period exceeding three (3) months can exercise the option of taking leave without pay or using annual leave as per Section 105 Subsection 10.0 of the OPM Policy and Procedures Manual (revised July 1, 1988). This option can be exercised if Military orders include two (2) consecutive tours; one tour for basic training and the other tour for specialized training or any other combination of training deemed necessary by the military.

PL. 94-286 (May, 1976), also known as the Veteran's Reemployment Rights Statute, allows these employees to exercise the option as if it were two separate tours of active duty.

Twelve-month faculty who are members of the National Guard or any of the reserve branches of the Armed Forces of the United States shall be granted a maximum of 15 days leave annually plus necessary travel time

for annual training requirements.

Nine-month faculty are expected to take this leave during the three months they are not under appointment with UACCM.

4.13 Children's Educational Activities Leave (CEAL)

Employees are allowed up to 8 hours of leave per calendar year to participate in their children's educational activities. A child is defined as a person enrolled in pre-kindergarten through grade 12 who is a natural or adopted child, stepchild, foster child, grandchild, or ward of the employee. You must be attending an educational activity such as parent-teacher conferences, tutoring, school sponsored volunteering, field trip, classroom program, academic competition, or assisting with athletic, music, or theater programs. This benefit expires on the last day of December each calendar year and cannot be carried over. It does not have to be taken all at once, but can be used one hour at a time as needed. Employees must make arrangements with their supervisor prior to scheduling their leave. CEAL is not compensable to the employee at termination or retirement.

4.14 Catastrophic Leave Bank

UACCM faculty may participate in the College's Faculty Catastrophic Leave Bank. A pool of accrued sick leave is donated by faculty members. Full-time faculty members may request catastrophic leave from this pool if leave is available. A catastrophic illness is a medical condition of an employee, spouse, parent of the employee, or child of an employee (dependent) that requires an employee's absence from duty for a prolonged period of time. A medical condition means a personal emergency limited to catastrophic and debilitating medical situations, severely complicated disabilities and severe accident cases of the employee or qualified family members, that cause the employee to be unable to perform his or her job, require a prolonged period of recuperation and/or require the employee's absence from duty as documented by a physician. Routine disabilities or disabilities resulting from elective surgery do not qualify for catastrophic leave.

Applications for catastrophic leave are reviewed by a committee of peers and final approval is granted by the Chancellor. For applications and more information, contact the Director of Human Resources.

5. RETIREMENT PLANS

Retirement options are available to full-time employees. **Participation in one of the systems is mandatory.** Contact the Director of Human Resources for further information.

5.1 Voluntary Annuity

All employees may exercise the option of carrying a voluntary annuity. This option will be unmatched and may not exceed the federally established limitation.

6. TRAVEL

6.1 Travel for Faculty

The Board of Visitors, through the Chancellor, encourages travel by faculty which is intended to promote the professional growth of the employees and the College. It is also intended to allow for interaction with other two-year colleges and organizations to promote improvement in higher education. Family and personal guests should not be included on approved state travel. Exceptions for extenuating circumstances may be approved by the chancellor prior to travel.

6.2 Purpose

The purpose of this policy is to notify the departments within the UA Community College Morrilton of the procedures to be followed in requesting reimbursement of costs incurred by UACCM employees during official travel.

6.3 Approval for Travel

1. When in- or out-of-state travel is anticipated, a travel request form must be submitted for prior approval to the immediate supervisor. In state travel is approved by the Vice Chancellor of the department and out-of-state travel is approved by the Chancellor. Both forms can be found on the portal under the Employee Info tab.
2. The daily maximum for a hotel room is limited by the federal-per-diem rate and is based on the location for in-state and out-of-state. To determine the maximum that a traveler may be reimbursed for lodging, please refer to <http://www.gsa.gov/portal/category/21287> . In the event the hotel cost exceeds the daily limit allowed by the state, prior approval must be obtained from the Chancellor.

6.4 Attendance at Conferences

Application for leave of absence from the campus by any employee for purposes of conference attendance must be approved by and filed with the appropriate administrator (Appendix D).

6.5 Travel Expense Reimbursement Procedure

1. Employees requesting reimbursement for expenses incurred for official travel and related expenses must complete a Travel Expense Reimbursement form (TR-1) within 30 calendar days from the end of the trip. When a trip occurs at fiscal year end, and/or transcends both fiscal years, the Travel Expense Statement form should be filed immediately upon return from the trip so the expenses will post in the correct accounting periods.
2. The completed Travel Expense Reimbursement form must be submitted with appropriate documentation and signatures to the traveler's immediate supervisor and then forwarded to the Accounts Payable office for payment.
3. Travelers must obtain and submit original hotel lodging receipts, meal receipts, parking receipts, and all commercial transportation receipts with their TR-1. All required, original receipts must be attached to the form upon submittal to the Accounts Payable office.
4. Each state employee incurring travel expenses is required to file an individual Travel Expense Reimbursement form. Each traveler must report only his/her own expenses on the Travel Expense Statement form and is prohibited from including the meals or lodging on behalf of any other person.
5. The reimbursement rate for mileage in private automobiles used for official travel is set by the State Department of Finance and Administration. The current rate may be found at the State of Arkansas Website under Department of Finance and Administration, Office of State Procurement, Travel Regulations. Reimbursement is limited to the lesser of coach class airfare or the mileage rate allowed for private car travel.
6. Meals are reimbursed for out-of-state travel and for overnight travel within the State of Arkansas. Meal receipts are required. Tips for meals (excluding alcoholic beverages) are allowed up to 15% of the actual meal charges unless they cause the total to exceed the daily allowance for meals. At such instance, the claim for reimbursable tips shall be decreased so as not to exceed the daily meal limit. The current reimbursement rate for meals is the Federal Per Diem Rate, which may be found at <http://www.gsa.gov/>.
7. Reimbursement for lodging is normally limited to the single room rate. Anything other than the single room rate must be justified. Employees sharing a room should claim one-half of the nightly room rental rate and taxes on their respective Travel Expense Reimbursement form.
8. Actual lodging charges are reimbursed upon presentation of an original commercial lodging receipt attached to the Travel Expense Reimbursement form. The original commercial lodging receipt should show dates of occupancy and the name and address of the place of lodging. Copies of lodging receipts

are acceptable only to document more than one person occupying the same room.

9. Reimbursement claims for partial days of travel (during which all four allotted items, including breakfast, lunch, dinner and lodging, are not included in the claim), must be reasonable and proportional to amounts claimed for the same items claimed for an entire day. Travelers must be aware that reimbursement is to be claimed for actual expenses for meals and lodging within the limitations set forth herein, and the maximum must not be claimed unless expenditures for such purposes are actually made.
*Refer to <http://www.gsa.gov/portal/content/IOI518> for breakdown of meals.
10. All employees who attend a conference must provide a copy of the conference itinerary. Meals provided by the conference registration are not allowed to be claimed for reimbursement.
11. Travel expenses are subject to audit by the State Division of Legislative Audit.
12. When two or more employees travel on official business in the same personal motor vehicle, reimbursement shall be limited to the owner of the vehicle only. UACCM has no responsibility for any maintenance, operational costs, accidents, fines, tolls, insurance, etc., incurred by the owner of any personal vehicle used while on official business. Reimbursement for business use of personal vehicles is limited to the mileage rate discussed above.
13. Emergency repairs to University vehicles are reimbursable. An original itemized invoice and a commercial receipt are required for reimbursement.
14. Use of rental cars must have prior approval of the Chancellor.
15. Registration fees for conferences, conventions, and seminars may be paid in advance through our purchasing department. However, if one must register on-site, reimbursement shall be permitted when accompanied by the "official" statement of the registration fees and an original commercial receipt showing payment.
16. Parking fees shall be reimbursable when accompanied by an original commercial receipt.
17. Taxi fares shall be reimbursable. Employees must obtain a receipt.
18. Reimbursement shall not be allowed for personal entertainment, alcoholic beverages, tips, valet services, flowers, laundry, or cleaning. However, incidental expenses directly related to the business purpose of the trip may be allowed with proper documentation and approval.
19. Direct billing for lodging shall not be permitted in general; however, special circumstances sometimes warrant the use of this procedure. Contact the Vice Chancellor for Finance (Ext. 2025) for approval of direct billing.

6.6 Use of College Vehicles

Based upon availability, staff members of UACCM may use a College vehicle when traveling for the benefit of the College. Only those employees with a current, valid driver's license may operate/drive college vehicles. Employees

operating passenger vans must have a “P” endorsement on his or her Arkansas driver’s license. Contact the Revenue Office to secure this endorsement. Public Safety may collect copies of current driver’s licenses annually; however, it is the responsibility of the employee to assure that their license remains current and that any driving violation be reported to Public Safety immediately. The operator of the vehicle shall be responsible for any fines charged against that operation. Excessive driving violations and/or failure to report such may jeopardize an employee’s driving privileges.

All requests for vehicles must be **submitted, in advance, to the Maintenance Department**. Confirmation is necessary to assure the availability of a vehicle that fits the traveler’s needs and to assure that the vehicle is serviced properly before the trip.

The Maintenance Department is responsible for all College vehicles. **The keys and vehicle must be picked up from the Maintenance Office and returned to that office promptly upon return from the trip. Your cooperation is essential so that use of College vehicles may be a convenient experience for all.**

7. FACULTY RESPONSIBILITIES

7.1 UACCM Boards

The University of Arkansas System Board of Trustees is the governing board for all of the entities that make up the University of Arkansas System.

The UACCM Board of Visitors is a local advisory board appointed by the UA System Board to advise the UACCM Chancellor, the UA System President, and the UA Board on issues which directly affect UACCM.

It is the responsibility of all personnel employed by the College to assist the Board of Visitors and Board of Trustees in their efforts to create greater understanding between the College and the community. Each employee of UACCM shall be responsible to the Board through his or her immediate supervisor and the Chancellor.

7.2 Fraud

If faculty members are concerned about fraud in any area of college operations, they can call the University of Arkansas Fraud Hotline at 1-866-252-9838.

7.3 Standards of Conduct and Ethical Behavior Acceptable Conduct

UACCM is committed to and holds all employees to the highest standards of moral, legal, and ethical conduct in the workplace. This includes adherence to all applicable federal, state, and local laws and regulations as well as all UACCM policies and procedures. Employees who encounter situations that may be considered unethical or illegal are expected to consult with their immediate supervisor for guidance.

Unacceptable Conduct

The list below is intended to be representative of the types of unacceptable behavior and conduct that may result in disciplinary action up to and including termination of employment.

- Unauthorized use or possession of college property, including equipment, materials, or supplies.
- Unauthorized possession of weapons, fireworks, explosives, dangerous chemicals, or any object or instrument that has been designed or altered to appear to be a weapon or which can reasonably be construed to be a weapon.
- Falsifying college documents to include the employment application, timecard and exception reports, personnel records or other college documents; engaging in any acts of dishonesty, fraud, theft or sabotage.
- Insubordination—the willful disregard of reasonable directions of an immediate supervisor or other person of authority acting on behalf of the college.
- Illegal use, possession, or distribution of controlled substances on college premises or being impaired on college premises as the result of such substances.
- Behavior that threatens or endangers the health or safety of any person on college premises; actual physical violence; inciting or creating a disturbance.
- Fraud, embezzlement, or other dishonest conduct affecting the college.
- Negligent behavior that results in personal injury to anyone in the college or damage to any college property.
- Unauthorized disclosure of identifiable information from the education records of a student or the personnel records of an employee.
- Discriminatory behavior against any person on the basis of race, color, religion, gender, age, national origin, ancestry, veteran status, disability, sexual orientation, or any other basis protected by law.
- Falsely alleging that another employee has committed an infraction.
- Job abandonment—failure to call-in or report for work for three consecutive workdays.
- Violations of the acceptable use of Computer Usage Policy.

- 7.4 Professional Dress**
UACCM defines professional dress as dressing in relationship to your assigned area of responsibility. For example, it is possible that jeans are professional attire for an Applied Technology (trade and industry) instructor since jeans and uniforms are acceptable dress in their professions. Other faculty should adhere to nothing less than “business casual,” which does not include jeans. Faculty should visit with the Vice Chancellor for Academic Services if they have questions.
- 7.5 Orientation of the Faculty**
Each semester the faculty must attend scheduled in-service meetings.
- 7.6 Faculty Advising/Counseling Services**
Each student is assigned a faculty advisor who is charged with assisting in the selection of appropriate course work, offering needed counsel, and carefully monitoring student progress. Such assistance should not be limited to assigned advisees, however, for other students may profit from the instructor's counsel. Because there are some areas requiring resources not easily available to the faculty advisors, they should refer students in need of specialized assistance to the appropriate campus office.
- 7.7 Attendance**
Faculty are responsible for holding **every** session of each course assigned for the full scheduled time. If an instructor must be absent or late for any reason, he/she must contact the Office of the Vice Chancellor for Academic Services. Only illness or unforeseen circumstances and emergencies warrant missing a class.
- 7.8 Teaching Effectiveness**
Faculty must always be well prepared, start and end scheduled classes on time, and deliver quality instruction in each class assigned.
- 7.9 Attendance at Faculty Meetings**
Faculty meetings are called and conducted by the Division Chair, Vice Chancellor for Academic Services, or another college officer. Every full-time faculty member is expected to attend unless excused by the Chancellor or Vice Chancellor for Academic Services or Division Chair in advance of the meeting.
- 7.10 Performance of Other Duties**
Faculty may be called upon to work on projects and activities other than their teaching assignment. Such activities may include recruiting and advising

students, serving on faculty committees, sponsoring student organizations, and performing other duties in college-related functions.

7.11 Classroom Care and Maintenance

Classrooms and work areas should be left in good condition. Markerboards should be erased and lights and equipment turned off when the room is not in use.

7.12 Discipline

If a faculty member encounters a student who is guilty of misconduct and feels that disciplinary action should take place, the faculty member should notify their supervisor (when time permits) as quickly as possible. This includes instances of academic dishonesty, such as plagiarism or cheating.

If acts are occurring which threaten the health, well-being, or learning environment of the class, the instructor may ask the student to be excused and then report the matter to their supervisor. **In no instance is the instructor to arbitrarily suspend or permanently dismiss a student.** Also, if a student is suspected of possession of an unlawful weapon or is under the influence of drugs or alcohol, the instructor should quietly notify an administrator at his or her earliest convenience. **In no instance should the instructor perform an on-the-spot search of a student or his or her personal property.**

7.13 Regulations of Student Attendance

Prompt and regular attendance in classes and laboratory sessions is an obligation assumed by each student at the time of registration. **At the first class meeting of each semester, the responsibility rests with the instructor to notify students of regulations governing attendance.** Faculty will follow the Board-approved administrative drop policy.

7.14 Class Rolls and Reports

It is important to maintain accurate attendance records and grade book on each student using the current learning management system. Maintaining attendance records is a duty and responsibility of every faculty member and should be taken very seriously.

7.15 Departmental Equipment

Each instructor is charged with proper maintenance of equipment and will be held accountable for equipment purchased and issued to the instructor's department.

This equipment must be inventoried annually and must also be inventoried upon the replacement of an instructor. Any inventory discrepancy should be reported to the Vice Chancellor for Finance.

7.16 Selection of Textbooks

Textbooks are adopted by March 15 for the fall semester and by October 15 for spring only courses. This adoption is on an annual basis. Changes are not permitted at any other time except for extenuating circumstances with such changes to be approved by both the Vice Chancellor for Academic Services and the Vice Chancellor for Finance.

7.17 Assigning of Grades

Instructors are responsible for reporting grades at the end of the semester. Grades will be provided to the Registrar's Office. Instructors are expected to use good judgment and fair methods in determining grades and must communicate to their classes the basis for grading, standards of attendance, and the nature of assignments. All faculty members should adhere to the Board adopted grading scale.

7.18 Representation of the College

College officials and members of the faculty or staff may be delegated by the Chancellor to represent the College on appropriate occasions. No such delegate, however, may commit the College to any doctrine, policy, or action without first obtaining the approval of the Chancellor.

7.19 Expenditure of College Funds

All expenditures of College funds must be authorized by the appropriate administrative officer and are subject to all state purchasing procedures. As the chief executive officer, the Chancellor is the administrator responsible for the expenditure of funds. Even though the Chancellor may designate an individual, usually the Vice Chancellor for Finance, to oversee the expenditure of funds, the final authority rests with the Chancellor. Staff requests for purchases are to be made through the immediate supervisor (Appendix E). **Unauthorized expenditures shall not be reimbursed and remain strictly the responsibility of the individual.**

Within established budgets and guidelines, department personnel are responsible for purchasing supplies and materials for the department.

Distributive Purchasing System (DPS) requests can be accessed through the employee portal under the Finances tab. Once the form is complete, it is submitted electronically to the Vice Chancellor for Academic Services for approval.

State Purchasing regulations are complicated. Always feel free to consult with your supervisor if you have questions about purchases. If your supervisor is not available, you may consult with the Vice Chancellor for Finance or the Chancellor.

7.20 Receipt of Supplies and Equipment

Often, purchasers are not on campus when equipment/supplies ordered are received. This can present considerable problems for the Bookstore and maintenance staff, which are both modestly staffed. Freight truck drivers move items from within the truck to the rear of the truck and expect someone from the College to unload and deliver the items where they belong on campus.

Items received in the Bookstore will be transported to the mailroom on a regular basis. If you have ordered items, you should monitor this area and remove your packages promptly. If you are ordering large items or large quantities of items, please notify purchasing that these items may need to have special shipping instructions. You should also notify the Bookstore and/or the Physical Plant to make arrangements for these special circumstances.

Packing slips are to be signed, dated, and turned in to the Purchasing Official immediately upon receipt to avoid delay in payment. If a packing slip is not included in the shipment or attached to the package, an e-mail or written notification is to be sent to the purchasing official including verification of item(s) received, date of receipt, and the name of the individual receiving the items.

7.21 Emergency Evacuations

The goal of emergency preparedness is to promote community safety, assure continuity of emergency response operations and restore normal College operations and services as quickly as possible following an emergency. The UACCM Emergency Response Plan identifies key decision makers and their roles during a campus emergency. The plan establishes emergency command centers and describes procedures that will be utilized during an emergency.

Key UACCM personnel understand the procedures described in the Emergency Response Plan and are ready to manage the College's response to an emergency. These emergency management personnel are committed to ongoing improvement of their skills and knowledge to be as effective as possible in a real emergency. Please see your supervisor for a copy of the UACCM Emergency Procedures

7.22 AlertXpress

The UACCM Campus Alert System utilizing the AlertXpress service allows campus administrators to quickly communicate with students, faculty, and staff in the event of an urgent situation on campus, such as campus closings, inclement weather, or campus security incidents. The privacy and priority of participant's personal information will be preserved and will not be shared with third parties for commercial or other purposes than this notification system.

UACCM will, without delay, and taking into account the safety of the UACCM community, determine the content of the notification and initiate the notification systems, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Upon initial employment, UACCM will collect information voluntarily from the employee to be used in AlertXpress. To change information in AlertXpress, the employee must complete the Update form found on the employee portal.

7.23 Accidents and Emergencies

If an accident or other emergency occurs in the office, take appropriate action in responding to the situation. Call 911 if immediate assistance is required for injury, fire, or criminal action.

In the event of the need for the campus police, contact the admissions office at extensions 2000, 2014, 2053, or 2087, and they will immediately radio UACCM police officers for assistance. In case of emergency, the officers may be reached by cell phone at 208-7377. Remember to only use this number for emergency situations. Report the event and the response taken to the Chancellor immediately.

7.24 Attendance at Commencement

Members of the administration and faculty shall take part in Commencement exercises in proper academic dress unless previously excused by the Division Chair, Vice Chancellor for Academic Services, or the Chancellor.

8. POLICIES AND REGULATIONS

8.1 Use of Intoxicants

No employee of the College or guest may bring onto the campus or use on the campus any intoxicant or harmful or illegal drugs, nor appear on campus under the influence of such. A violation of these rules is grounds for dismissal.

8.2 Use of Tobacco Products

UACCM is a tobacco-free campus.

8.3 Media Relations

All contact with the news or radio media must be referred to the Chief Information Officer. Employees are not permitted to discuss confidential or sensitive information with any media persons without prior approval from the Chief Information Officer.

8.4 Political Activities

This policy is not intended to limit the right of a staff member to be an advisor (and therefore, a partisan member if he or she wishes) of a properly constituted political club or to align actively in any political activity outside the college.

While active participation in various community and public affairs on the part of staff of the College is encouraged, it is expected that time given to such activities shall not interfere with their duties.

Before a staff member becomes a candidate for any public office, courtesy dictates that the matter be discussed with the Chancellor for proper understanding by all concerned.

For specific questions about Arkansas Election Law, interested staff should consult the Arkansas Political Practices Act or contact the Secretary of State's Election Division at 370-5070. Questions regarding the Federal Hatch Act as it relates to federally funded state employees may be answered by the Office of Special Counsel in Washington, D.C. The telephone number for that office is (202) 653-7143.

8.5 Inclement Weather Policy

In the event that the weather is so severe that the College administrative officers close the campus, **when possible** the closing will be reported to Little Rock, Arkansas, television stations and KVOM Radio (800 AM or 101.7 FM), a notification message will be sent to AlertXpress registered users.

Information about the closing will also be posted on The Campus Link Blog and UACCM Facebook page **when possible**.

During periods of inclement weather when the campus remains open:

1. On days declared to be covered by the inclement weather policy, all employees should report to work by a specified time deemed necessary by the Chancellor. Employees arriving by the specified time will be given credit for a full day's attendance. Any leave taken that day in excess of the time covered by the inclement weather policy must be taken as personal or sick leave.
2. When severe inclement weather occurs during work hours, the Chancellor will have the discretion to allow employees to leave work early; however, designated essential personnel shall be maintained to ensure delivery of services to any students and the general public remaining on campus until such time as those individuals on campus can safely leave.
3. The Chancellor also has the discretion to allow leave to employees deemed effected by catastrophic events.

8.6 Conflict of Interest

Preamble

University employees need to be sensitive to the possibility that outside obligations, financial interests, or employment may affect their responsibilities and decisions as members of the University community. Involvement of University employees in outside activities, both public and private, often serves the interests of the individual, University, and general public. Participation of individuals in activities outside the University is encouraged to the extent that they do not interfere with the mission of the University in preserving, generating, and disseminating knowledge.

University employees may be faced with situations that conflict with their obligations, responsibilities, and decisions related to the mission of the University. These conflicts can generally be categorized as conflicts of interest and conflicts of commitment. Conflicts of interest are situations in which University employees may have the opportunity to influence University administrative, business, or academic decisions in ways that could lead to personal gain, give improper advantage to self or others, or interfere with the

preservation, generation, or public dissemination of knowledge. Conflicts of commitment are situations in which University employees' time and effort given to outside activities and interests interfere with their obligations and responsibilities to the University.

Conflicts of interest and commitment are not necessarily unwarranted, unethical, or illegal. Furthermore, conflicts of interest and commitment are not always avoidable. The failure to disclose situations that have the potential for or involve actual conflicts of interest or commitment, however, may be unethical and/or illegal.

Disclosure and Remediation

Situations that have the appearance of, potential for, or involve actual conflicts of interest or commitment must be reported in writing to the employee's appropriate supervisor (i.e., division chair, vice chancellor). Written disclosure should be made by the individual before any agreements are completed between the employee, University, and any outside organizations. Modifications to existing agreements should be reported as they occur. In addition, continuing agreements should be reported on an annual basis. In disclosing these situations, the employee should indicate any steps that can or will be taken to avoid or minimize any conflicts.

After consulting with the employee, considering whether an actual or potential conflict of interest or commitment exists and the ramifications for the University, the supervisor will provide the employee with a written interpretation and any proposed remedial actions within five additional working days. The supervisor will provide a copy of the document to his or her superior for approval within five additional working days and retention. Employees may appeal the interpretation, decision, or proposed remediation to the Chancellor or the Chancellor's designee. The supervisor or superior shall refer serious conflicts to the Chancellor or designated official. The Chancellor or designee will immediately appoint an *ad hoc* committee of at least five members, along with appropriate *ex officio* members, to review the situation and make recommendations within twenty working days.

The decision of the Chancellor or official designee will be final.

Guidelines

The following list provides some examples of the type of situations that may involve conflicts of interest or commitment and, hence, should be disclosed. Because a particular situation appears on the list does not necessarily mean that a conflict of interest or commitment exists. Even if a conflict exists, the

situation may be unavoidable or in the University's best interest and, hence, allowed to continue.

The list of situations is not exhaustive. Other situations or activities may exist that have the appearance of, potential for, or involve actual conflicts. Situations, whether listed below or not, that have the appearance of, potential for, or involve actual conflicts of interest or commitment should be disclosed.

1. Employee or immediate family member ownership, management, or other business ties with a private or public organization that has dealings with the University.
2. Participation in outside business activities.
3. Teaching credit or noncredit courses, seminars, or workshops not for the University.
4. Requiring material for use by students for which the instructor derives direct or indirect financial benefit.
5. Fees provided for professional service including consulting, honoraria, royalties, or expert testimony.
6. Continuing role in the scientific and technical efforts of a commercial enterprise.
7. Personal payments, income, gifts, or other benefits received or promised from an organization proposing or sponsoring research.
8. Private remuneration for University research provided by an individual or organization.
9. Revenues from patents or licensed technology.
10. Service or financial interest in an entity that provides research grants or contracts.
11. Direct commercial or financial interests of immediate family members in employee's research.
12. Transfer of technology to an organization in which the employee or immediate family members have an interest.
13. Time and effort in extramural activities that interfere with obligations, duties, and responsibilities to the University.
14. Employee or immediate family member having a financial interest in University decisions.

15. Use of University facilities, employees, or students in personal or commercial activities.
16. Use of official University position for personal/family gains/interests.
17. Appointment, promotion, supervision, or management of an immediate family member. (See Section 3.12)
18. Acceptance of gifts or gratuities offered because of University position.
19. Use of University credit, purchasing power, or facilities for non-University activities.
20. Advertising endorsements based upon University position.
21. Outside activities influencing decisions or behavior with respect to preservation, generation, and dissemination of knowledge (e.g., delaying dissemination of research information, diverting to external organizations research opportunities that the University would have a normal expectation to obtain).

Related Board Policies include Service on Boards of Financial Institutions (215.1), Contracting Authority (300.1), Nepotism (410.1), Outside Employment of Faculty and Staff Members for Compensation (450.1), Political Activity (465.1), and Use of University Facilities (705.1).

Grants and contracts that may involve a potential conflict of interest are subject to review and approval procedures. Board Policy provides that the University shall not, without approval of the Chancellor, enter into a contract with a current or former state employee, member of the Arkansas General Assembly, state constitutional officer, or board or commission member, or the immediate family member of any of those persons, or any entity in which any of those persons holds ownership interest of ten percent or greater.

8.7 Pecuniary Interest in Contracts

Faculty members of the College shall not be pecuniarily interested directly in any contract for supplies or services to the College other than the services for which he or she is under contract.

8.8 Engaging in Outside Employment

Employees are not to engage in outside work that will interfere with their primary job with the college or participate in activities that are hostile or adverse to UACCM. Full-time employees must disclose all employment activities (within and outside of the college) to their immediate supervisor.

Approval must be secured on an annual basis prior to accepting and beginning

any new employee assignment or continuing an existing one.

No full-time employee of the College shall engage in any outside activity which, in the judgment of the administration, reflects unprofessionally against the college image, is considered unethical, or interferes with his/her regular duties.

Employment with other state agencies and colleges requires prior approval for concurrent employment with the state.

Employees must not conduct outside work during regular work hours or use UACCM's facilities, equipment, labor or supplies to conduct the outside activity. Inappropriate use of UACCM's property and resources will be grounds for disciplinary action up to and including termination.

8.9 Computer Use

UACCM computer accounts are allocated a limited amount of space on the network server. If this space is filled, the user will no longer be able to save files or send and receive mail. **Individual users must delete their mail periodically.** UACCM representatives reserve the right to periodically delete mail and files.

The following actions are not permitted at UACCM:

1. Permitting another person to use your account, sharing your password or pin, accessing another person's account, or attempting to access another user's account.
2. Using UACCM's computers systems to impersonate, deceive, or defraud another user.
3. To view, transmit, execute, or store messages, images, or material that is threatening, abusive, profane, malicious, pornographic, obscene, racist, discriminatory, sexually explicit, harassing, slanderous, sexist, offensive, or of a stalking nature.
4. Using, pirating, or copying computer software, music, images, or other copyrighted material in a manner, which violates U.S. copyright laws or software vendor licenses.
5. Using computer resources to transmit solutions or answers to class assignments other than to the instructor.
6. Any activity which would cause another user to lose their computer privileges or affect their grades or employment.
7. Using computer facilities for personal profit, commercial business, or for political purposes.
8. Any attempt to compromise the security at UACCM or any other site.

9. Any activity, which would negatively affect the performance of the network.
10. Chatting, gambling, pornography, and playing games on the Internet is prohibited.
11. Installing software or copying files to any of UACCM's computers without being instructed by an instructor to do so. This includes installing programs that come with textbooks, games, computer browsers, and messenger services.
12. Unsolicited e-mail (SPAM) sent to all students or a large group of individuals is not permitted unless it is being sent by college approved clubs, employees regarding college related fund raisers or activities with the approval of their supervisor, or the administration. All mass mailing to the students by clubs must be approved by the faculty sponsor, Vice Chancellor of Student Services, or Computer Services.
13. Spoofing or obscuring the true identity of the sender of any e-mail message, computer account, or signature line.
14. Changing the settings on any computer equipment, electronic equipment, or software applications.
15. Advertising items for sale or trade for personal profit.
16. Any attempt to intercept or decode passwords; attempt to damage files, software, or equipment; using or installing hacker programs or files such as crackers, monitors, sniffers, or any other hacking tool is prohibited.
17. Any activity that violates federal, state, or local laws.
18. Using computer systems or e-mail as a public forum to broadcast religious or political beliefs. This includes transmitting political and religious documents and signature lines with quotations that might be offensive to other political, religious, or non-religious individuals. This is in the interest of remaining fair and unbiased to all political and religious affiliations.
19. Exiting a computer lab or classroom while you are still logged in. Individuals must log off if leaving the labs/classrooms even if it is just for a few minutes.
20. Doing any kind of hardware modifications or connections to any equipment belonging to UACCM. This includes opening computer cases and altering the computer cables.
21. Physically plugging a laptop or any personal device into the college's network lines. Personal devices may only access the network through wireless connections.
22. Social Security Numbers listed in unencrypted e-mail messages is prohibited.
23. Performing any of the above actions with personal computers, laptops, cell phones, or any other personally owned electronic device. Individuals who use personal devices agree to abide by the computer usage policy while on

the UACCM campus. Violations on campus may result in the confiscation of the device by Computer Services or Campus Police.

Violation of this policy may be grounds for permanent loss of the privilege to use UACCM'S computer resources, and additional disciplinary action when appropriate. Since owners of computer accounts are responsible for all activities, which take place in their accounts, all account holders are to never share their password with others. **If you suspect someone else has accessed your account it is your responsibility to notify Computer Services.**

Individuals taking certain computer courses will be assigned a folder where their homework can be stored. Your instructor will have access rights to these files for grading purposes. All files saved on the network should only be for your class.

8.10 Email Signature

All UACCM employees are required to have standardization with their e-mail signature that will be used for all e-mail messages. The purpose of this standardization is to prevent quotations (no matter how innocent that they may seem) that are personal, political, religious, racist, jokes, or other viewpoints that might be considered offensive by other individuals. The current UACCM Computer Usage Policy states that “E-mail and Internet usage is for educational interchange, research, or campus business,” and this includes e-mail signatures. Signatures should look professional and represent the college and the views of the college, not personal viewpoints. The creation of this policy will help protect the employee and the college from legal action by Other groups that might interpret a quotation on a signature line as inappropriate.

The preferred e-mail signature will resemble the UACCM business cards and include the UACCM mission statement. The following items are permitted in the e-mail signature:

- UACCM Logo
- Business Card Layout
- Employee’s Name
- Job Title
- Address
- Office Location
- Phone Numbers
- E-mail Address
- UACCM Social Media Icons and/or links for the College (homepage, portal, blog, twitter, facebook, etc.)

- UACCM Mission Statement

Signatures may include all of the items above or any portion. Although the UACCM business card layout with the mission statement is encouraged, it is acceptable for a person not to use a signature line for in-house correspondence. No other items, including pictures and quotations, are permitted in the signature.

Any deviation from the policy can result in disciplinary action if violations are not resolved properly and in a timely manner.

8.11 Approval of Off-Campus Travel with Students

Off-campus travel should be approved by the Vice Chancellor for Student Services two weeks in advance of the trip when possible. Off-campus travel is scheduled by using the appropriate form (Appendix F).

8.12 Sales to Students

Members of the faculty shall not have direct dealings with students in the sale of books, instruments, lectures, notes, or similar materials for the explicit purpose of monetary gain.

Faculty, however, acting as an authorized agent of the Vice Chancellor for Finance or the Bookstore Manager may collect fees or sell textbooks, supplies, or other materials to students enrolled in off-campus classes. Monies are to be handled in a manner prescribed by the Vice Chancellor for Finance.

8.13 Soliciting Funds on Campus

The Chancellor or an authorized designee must give prior approval before an individual or group may solicit business with students, faculty, or staff.

Only recognized campus organizations with approval of the Director of Student Activities may solicit funds.

9. LIBRARY

9.1 Functions of the Library

The library staff is available to aid faculty members in finding library materials for course use and to advise about additional materials that need to be purchased. Those making requests for purchase of materials should do so well in advance of proposed use because of the length of time required for orders to be filled and processed.

All faculty members are encouraged to request books, periodicals, audiovisual materials, and other instructional materials for purchase by the library.

Interlibrary loan service is available to all faculty. If given information in advance on class assignments involving the use of library materials, the library staff will be able to give prompt service. The staff also provides both individual and class orientations as well as bibliographic instructions for those who request these services.

9.2 Circulation of Materials

Books, other than reference and reserve, may be checked out at the circulation desk. Reference books may be checked out for classroom use but should be returned at the end of the day. Current periodicals may be borrowed for one week. Newspapers are to be used in the library. Faculty members who wish to arrange special borrowing privileges may consult with the librarian.

Faculty may place on reserve materials to be used by a specific class. The individual instructor stipulates the circulation time of the items.

Borrowers who lose or damage any library material will be expected to pay for its replacement, including a processing fee.

10. ACADEMIC FREEDOM

10.1 Recognition of Academic Freedom

In the development of knowledge, research endeavors, and creative activities, College faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. They must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. Academic freedoms must be subject to the self-restraints imposed by good judgment.

The faculty member must fulfill his/her responsibilities to society and to the profession by manifesting academic competence, scholarly discretion, and good judgment. At no time will the principle of academic freedom protect an incompetent or negligent faculty member nor will it prevent the institution from making proper efforts to evaluate the work of each and every professional staff member. Faculty members are expected to recognize that accuracy, forthrightness, integrity, dignity, and civility befit their association with the College and their position as men and women of learning. Without authorization, they should not represent themselves as speaking for UACCM.

10.2 Faculty Senate Constitution

Article I—Components of Faculty Governance

Section 1—Faculty Senate

The Faculty Senate, an elected and representative body of the faculty, exists for the following purposes:

To provide a forum for open discussion of matters associated with academic policy.

To enable the faculty to reach an informed, collective decision on academic matters.

To advise the administration on academic matters, including new and existing academic programs.

To provide the faculty a representative voice in issues relating to the exercise of academic freedom, professional rights, faculty ethics, education curricula, general welfare, working conditions, and professional responsibilities in the college community.

Section 2—Faculty

On occasion, actions taken by the Faculty Senate may require the approval of full-time teaching faculty members. In these instances, the Faculty Senate shall advise each faculty member in writing seven (7) business days prior to a proposed vote of the time, place, and manner of voting, together with a clear statement of the action to be voted upon.

An assembly of the faculty shall be held during the fall and spring semesters. The Faculty Senate, UACCM Chancellor, or Vice Chancellor for Academic Services may call special meetings.

Section 3—Committee on Appointments

Two (2) members from each division are elected by the faculty. Faculty members on this committee are not part of the Faculty Senate.

This committee is responsible for conducting Faculty Senate elections and appointing faculty members to standing committees as requested by the Chancellor. The committee will review the status of divisions allotted senators yearly to determine if seats should be added or eliminated.

Committees

The Committee on Appointments shall appoint faculty representation on campus standing committees each spring semester becoming effective the following fall semester. When a vacancy occurs, the Committee on Appointments shall convene in order to fill it. Faculty members of the standing committees shall serve one- and two-year terms, approximately one-half of the positions becoming vacant each year. The staggering of the terms shall be done by the drawing of lots at the committee's initial meeting. The Committee on Appointments shall fill faculty vacancies that occur within committees.

Article II Senate Organization and Procedures

Section 1—Faculty Senate

A Faculty Senate is hereby established by UACCM.

Section 2--Senate Responsibility

Senators shall be responsible to their respective academic divisions for expressing the views of the division and reporting the actions and rationale of the Senate.

Section 3--Representation

Each academic division shall be entitled to two (2) at large members and one (1) member for every ten (10) full-time faculty members in the division, which will be evaluated yearly by the Committee on Appointments. Initially the academic divisions include:

Professional Services and Applied Technology
Health Science and Adult Education
Humanities, Social Sciences, and Mathematics

If divisions are added or subtracted by the administration, Senate representation will be adjusted accordingly.

Section 4—Membership

All full-time faculty members are eligible to serve on the Senate. Senators must be full-time faculty from the academic division that elects them.

Section 5--Officers

Officers of the Faculty Senate shall be the Chair, Vice-Chair, and Secretary who will serve one-year terms and are elected by the Faculty Senate.

Section 6--Terms of Office

Senators and Committee on Appointment members shall serve a two-year term, except the initial convening body in which the Senators of each division will draw for one- and two-year terms. The term of a member of the Faculty Senate, from the same division, shall expire upon the seating of his or her successor in the fall semester after the election in May. Term limits do not apply.

Section 7—Election Guidelines

The Committee on Appointments shall oversee and carry out the election of all faculty-elected positions with the exception of the committee chairs, who will be elected by each committee. In April of each year, the Committee on Appointments shall notify the academic divisions concerning annual election to the Faculty Senate.

The Committee on Appointments shall distribute a call for nominations by April 15 for Senators from appropriate divisions and for Committee on Appointments.

On or before May 1 of each year, the Committee on Appointments shall distribute the following to all full-time faculty members:

1. A list of nominees for the positions of Faculty Senators.
2. A list of nominees for the Committee on Appointments.
3. A brief description of qualifications for each nominee.

Elections shall be held during the first week of May each year.

Voting will be done by secret ballot within each division.

Each eligible voter shall be entitled to cast one vote for each position within the voter's appropriate division. The election will be held within four (4) days.

The Committee on Appointments shall notify the faculty and administration of the election results by May 5 of each year. Elections rules and procedures not covered in this constitution shall be made by a majority of the Faculty Senate as necessary.

Initials elections will be conducted by the Faculty Senate.

Election of Officers—The Senate Chair, Vice-Chair, and Secretary shall be elected by the Faculty Senate. The newly formed Faculty Senate will meet to elect officers within the first two (2) weeks of the fall semester.

Office Vacancy—Should the office of Senate Chair, Senate Vice Chair, or Senate Secretary become vacant during the term of office, a new officer shall be elected for the unexpired term by the Faculty Senate immediately following the notification of the vacancy.

Section 8—Unseating a Senator or Senate Officer

The Faculty Senate shall have the power to expel a member for nonattendance, disorderly behavior, or misconduct. Such an action should only be taken after giving notice to the Senator's academic division that removal is under consideration. This action requires a written ballot with an affirmative vote by 2/3 majority of the Senate. The represented academic division will then elect a new Senator.

A senator is subject to a recall vote by petition of 25 percent of the represented division's faculty. Removal of a Senator by recall election shall require the approval of a simple majority of that division's faculty in a special election provided that at least 50 percent of that division's faculty cast ballots.

Section 9—Vacancies in the Faculty Senate

If a vacancy occurs for any reason during the course of the academic year, the Faculty Senate will refer the matter to the Committee on Appointments to oversee the election to complete the designated term of the Senator.

Section 10—Meetings

The Chair of the Faculty Senate shall call a meeting within two weeks after the beginning of each fall semester for the election of officers and to establish the agenda and schedule for the academic year. Faculty Senate will meet once per month. The chair may call a special meeting if a situation deems such action necessary.

Article III—Legislation

Section 1—Faculty Resolutions

Resolutions deal with special matters that substantially affect the faculty and potentially the administration. Resolutions will be used to recommend changes in academic policy, professional rights, general welfare, working conditions, professional responsibilities, and any other matters not specified above.

Resolutions can originate in the Faculty Senate or through a petition signed by 20 percent or more of the members of the faculty. Resolutions require two-thirds approval by the Faculty Senate, two-thirds approval by the quorum of the faculty (the quorum is two-thirds or more of the entire faculty), and approval by the Vice Chancellor for Academic Services. The Vice Chancellor for Academic Services or his/her designee must respond to a faculty-approved resolution within ten (10) working days. If the resolution is vetoed, the faculty has the option to override the Vice Chancellor's action through a successful two-thirds vote by **all** members of the full-time faculty. If the override is successful, the resolution is sent to the Chancellor for consideration within ten (10) working days. If the Chancellor rejects the resolution, a representative of the Faculty Senate may petition in writing the UACCM Board of Visitors, through the Chancellor, to review the case. The decision rendered by the UACCM Board of Visitors shall be final.

Section 2—Recommendations

Recommendations can originate in the Faculty Senate, any standing committee, or through a petition signed by 20 percent or more of the members of the faculty. Recommendations are faculty-sanctioned suggestions to the administration on any matter of which the faculty is concerned or affected. A recommendation is the official opinion or advice of the faculty. Recommendations can be used to reflect a united faculty in support of or in opposition to an administrative activity. A Recommendation requires two-thirds approval from the Faculty Senate and 60 percent approval by a quorum of the faculty.

Section 3—Amendments

This constitution may be amended in the following manner:

- A. The Faculty Senate may propose amendments, or members of the faculty may petition for an amendment.
- B. Petitions must be signed by 20 percent or more of the members of the faculty. Such a petition will result in bringing the amendment to the Faculty Senate for discussion and a vote.
- C. An amendment requires two-thirds approval of the Faculty Senate. If approved, the Senate Chair will present the amendment for ratification by two-thirds of the faculty quorum.

- D. The numerical results of the balloting shall be reported in writing to the Chancellor, the Vice Chancellor for Academic Services, and all other appropriate persons.
- E. Amendments become official upon approval by the Vice Chancellor for Academic Services.
- F. In a case where the Vice Chancellor for Academic Services does not approve a proposed amendment, the faculty can override the Vice Chancellor's actions following the procedures described in Article III, Section 1.

Article IV—Duties of Officers

Section 1—Chair

The Chair shall

- Preside over all meetings of the Faculty Senate.
- Call for agenda items at least ten (10) working days prior to all meetings and publish the agenda by e-mail and on the network at least five (5) working days prior to the meeting.
- Inform the Vice Chancellor for Academic Services within two (2) working days of all resolutions, recommendations, or amendments passed by the Faculty Senate and/or referred by the Faculty Senate to the members of the faculty for approval.
- Meet with the Vice Chancellor for Academic Services and the Chancellor to communicate and discuss issues of the faculty. A report of these meetings shall be included in the Faculty Senate minutes.
- Attend, or appoint a designate to attend, all the Board of Visitors meetings.
- Appoint ad hoc committees as needed with the approval of the Senate.
- Lead the faculty in the procession at commencement.
- Vote only in case of a tie and may not abstain.

Section 2—Vice-Chair

The Vice Chair shall

- Assume duties of the Chair in his/her absence.
- Assist the Chair and Secretary with their duties as necessary.
- Develop a list of needs and priorities for the purpose of a strategic plan of action for the Faculty Senate for the next year.
- In April, make available a summary report of activities of the Faculty Senate for the year. The report will include summaries from committees obtained from the committee Chairs with the assistance of the Committee on Appointments and Senate Secretary. This report will be used by the Chair-elect to plan for the coming year, as he/she becomes Chair.
- Perform duties assigned to this office by the Chair

Section 3—Secretary

The Secretary shall

- Record, publish, maintain, and archive by e-mail and on the network a file of minutes and resolutions, recommendations, or amendments for each meeting of the Faculty Senate and any meetings of the assembled faculty.
- Produce the final form of all resolutions, recommendations, or amendments to be sent to the administration. Both the Chair and the Secretary shall sign these final documents.
- Collect, organize, archive, and post all committee minutes and yearly summaries so that they may be easily reviewed by any faculty member.
- Perform duties assigned by the Chair.

Article V—Ratification and Effect

This constitution shall become effective at the beginning of the academic year 2009-2010 following an affirmative vote of a majority of the faculty and approval by the Vice Chancellor for Academic Services, Chancellor, and the Board of Visitors. At such time, the Faculty Association Constitution of 2008 and the faculty governance system it created will become null and void.

Chancellor
Services

Vice Chancellor for Academic

Faculty Association President

Faculty Association Secretary

11. REQUEST FOR MAINTENANCE

Because of the volume of maintenance work needed and the number of employees available to perform the work, **verbal requests usually cannot be honored as work must be scheduled in a priority order. Please do not ask maintenance workers to stop what they are doing to perform tasks for you.**

In the event maintenance is required, please complete the **Maintenance Work Request** form found on the employee portal under the Employee Info tab. The form will submit electronically to the maintenance department.

In case of an emergency (dangerous situation), a verbal request may be made to the Director of the Physical Plant. If the Director of the Physical

Plant is not available, the request may be made to a College officer (Chancellor or Vice Chancellor).

12. PARKING/PARKING PERMITS

All persons parking vehicles on the UACCM campus must register their vehicle. Faculty must display their parking permit when parking on campus. Vehicles are registered at the information desk in the University Center.

13. DRUG-FREE SCHOOL POLICY

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The purpose of this policy is to implement these statutory requirements.

The possession or use of controlled substances, illicit drugs, and the unlawful possession and use of alcohol is both illegal and harmful. Consequently, the unlawful possession and/or use of controlled substances, illicit drugs, or alcohol will not be permitted on the College campus or any of its off campus sites.

Drug and alcohol abuse counseling is available from:

Community Service, Inc.
100 South Cherokee Street
Morrilton, AR 72110

Counseling Associates
8 Hospital Drive
Morrilton, AR 72110

Compliance with the requirements of this policy is mandatory.

The use of illicit drugs and the unlawful possession and use of alcohol is illegal and in violation of UACCM Policy.

Drug abuse and use in the workplace are subjects of immediate concern in our society. These problems are extremely complex, and there are no easy solutions for them. From a safety perspective, the users of drugs may impair the well-being of all students, faculty, and staff, and result in damage to state

property. Thusly, the University of Arkansas Community College at Morrilton adheres to the public policy stated by the U.S. Department of Education and the Arkansas Department of Higher Education. Programs dealing with substance abuse prevention will be scheduled periodically and made available to all employees.

Any violation of this regulation will result in the violator's dismissal from employment at the College. Law enforcement officials will be called for possible prosecution by appropriate federal, state, or local law-enforcement agencies.

14. SEXUAL HARASSMENT POLICY

Harassment on the basis of sex is illegal and a violation of Title III of the Civil Rights Act of 1964, as amended. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed faculty, staff, and students may lodge a complaint immediately and confidentially.

1. Policy

(a) The University of Arkansas Community College at Morrilton is committed to the maintenance of a working and academic environment free from all forms of sexual harassment. Sexual harassment is a violation of college policy as well as state and federal law and is neither permitted nor condoned.

(b) It is also a violation of UACCM's policy against sexual harassment for any employee or student at the College to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

(c) Any individual found to have violated the College's policy against sexual harassment will be subject to appropriate disciplinary action including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

2. Definition

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when

(a) Submission to, or toleration of, such conduct on or off campus is made a term or condition of instruction, employment, or participation in other College activities;

(b) Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual; or

(c) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive college environment.

3. Procedures

Students or employees who believe that they have been sexually harassed should first seek an informal resolution of this problem as outlined below. If that is not effective, such individuals then should pursue formal resolution of their complaint.

(a) Informal Resolution

Employees who believe that they have been subject to sexual harassment should report the problem promptly to their immediate supervisor or to a departmental supervisor higher up in the chain of command. Students who believe that they have been subjected to sexual harassment should report the problem promptly to the Vice Chancellor for Academic Services or to the Vice Chancellor for Student Services. The person to whom the complaint is made shall promptly begin an impartial consideration of the complaint and make a thorough investigation. If a mutually agreeable answer or settlement has not been obtained within fourteen (14) calendar days from the date of the complaint, the complainant may initiate the formal complaint procedure.

During all informal attempts to resolve a problem, to the extent practicable, efforts will be made to keep the identity of the complainant confidential.

(b) Formal Complaint Resolution

If a problem cannot be resolved through informal attempts at conciliation and the complainant wishes to pursue the matter further, he or she must file a formal written complaint with the Vice Chancellor for Student Services or the Vice Chancellor for Academic Services.

All formal complaints will be given a full, impartial, and timely investigation. During such investigations, while every effort will be

made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

4. Sanctions.

If investigations of a reported occurrence of sexual harassment reveal that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the College's policy against sexual harassment, the investigating body will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand, suspension, reassignment of responsibilities, termination of employment, or expulsion from the College.

15. ARKANSAS WHISTLE-BLOWER ACT

The policy of University of Arkansas Community College Morrilton regarding the “Arkansas Whistle-Blower Act” is consistent with Arkansas Code 21-1-601 through 609.

It is the policy of University of Arkansas Community College Morrilton that an employee will be protected from discharge or retaliation because the employee reports in good faith the existence of any waste of public funds, property, or manpower or a violation or suspected violation of state law, rule, or regulation. This policy excludes federal funds, property, or manpower.

No adverse action will be taken against an employee or a person authorized to act on behalf of the employee in the following situations:

- If an employee alleges a violation under this Act and does so “*in good faith*”
- If an employee alleges a violation under this Act and does so “*in good faith*” and participates or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or in any form of administrative review; and/or
- If an employee alleges a violation under this Act and does so “*in good faith*” and has objected to or refused to carry out a directive that the employee reasonably believes violates a law, rule, or regulation adopted under the authority of the State.

An “adverse action” is defined as discharging, threatening, discriminating, or retaliating against the employee in any manner that affects the employee’s employment, including compensation, job location, rights, immunities, promotions, or privileges.

“Good faith” is lacking when the employee does not have personal knowledge of the waste or violation or when the employee knew or reasonably should have known that the report is malicious, false, or frivolous.

The report of waste or violation should be made verbally or in writing to one of the employee’s superiors or to an appropriate authority, such as

- A state, county, or municipal government department, agency, or organization having jurisdiction over criminal law enforcement, etc.
- A member, officer, agent, investigator, auditor, representative, or supervisory employee of the body, agency, or organization; or
- The Office of Attorney General, Auditor of State, Arkansas Ethics Commission, Legislative Joint Audit Committee, Division of Legislative Audit, or prosecuting attorney’s office.

The report by the employee of such waste or violation must be made prior to any adverse action by UACCM. Additionally, the report is to be made at a time and in a manner that gives UACCM reasonable notice of need to correct the waste or violation.

An employee who alleges a violation of the Act, and believes that UACCM has acted adversely towards him/her because of the allegations, may utilize approved grievance or mediation procedures. The employee may subsequently bring a civil action in chancery court within 180 days of the alleged violation of the “Arkansas Whistle-Blower Act.” Should such civil action occur, the employee has the burden of proof in establishing that he/she has suffered an adverse action for an activity protected under the Act. Additionally, UACCM shall have an affirmative defense if it can establish that the adverse action taken against the employee was due to employee misconduct, poor job performance, or a reduction in workforce unrelated to a report concerning violations under the Act.

16. Probation and Termination

As a new faculty member (new hire, rehire, or transfer from college), you are placed on probationary employment status. This probationary period will be six months for 12 month faculty and one term (fall or spring) for 9 month faculty. At the end of probationary period, your supervisor must either place you on regular status, extend your probationary employment period (not to exceed an additional six months for 12 month faculty or one term for 9 month faculty), or terminate your employment.

As a new employee (new hire, rehire, internal transfer, or transfer from another state agency/institution), you are placed on probationary employment status for six months. At the end of six months, your supervisor must either place you on regular status or terminate your employment.

A decision on your status at the end of your probationary employment period will be based on your supervisor's evaluation. A probationary faculty member should be counseled by his/her supervisor regarding any job related deficiencies during the probationary period. Employees on probationary employment do not have access to the University Grievance Procedure.

Probationary Period after Regular Status is Granted

After faculty members have satisfactorily completed an initial probationary period, additional probationary periods are established for reasons of unacceptable job performance only. If at any time after your initial probationary period your supervisor determines your job performance to be below established acceptable standards, the following procedure will be applied:

1. **Counseling:** If there is some concern on the part of your supervisor with your job performance, you will be counseled the first time he/she brings the problem to your attention. This counseling session may be documented by your supervisor, but the documentation will not become a part of your official (HRS) personnel file unless further action for the same or similar problem becomes necessary.
2. **Written Warning/Probation:** If, after your supervisor has followed step one above, you continue to exhibit the same or a similar performance problem, you will be issued a written warning and placed on probation for unacceptable performance. This written warning will contain
 - a. A description of the performance problem
 - b. Suggestions for corrective action
 - c. A statement that this is a written probationary warning and that another occurrence could result in termination
 - d. A period of evaluation (not to exceed three months)

A copy of this written warning will be sent to Human Resource Services where it will become a part of your official personnel file.

If your supervisor needs an additional period of observation after the three month period mentioned in "d" above, an extension of up to three additional months may be granted. This will be the only extension granted.

3. **Termination:** If, after your supervisor has granted you a period of probation (including extension) to improve job performance and your performance is still below acceptable levels, you will be terminated.

Termination for the same or similar performance problems may occur at any time within twelve months after a probationary period has been granted. If, after satisfactorily completing a probationary period to improve job performance, the same or similar problem occurs again, your supervisor is not required to begin this process again from step one, which is counseling.

In some cases, an individual's job performance may be satisfactory, but other issues may provide cause for dismissal. Examples include, but are not limited to failure to follow College policies, dishonesty, or misconduct. In these cases, the individual may be terminated for cause immediately or may be granted a written warning concerning the incident. The seriousness of the incident shall be the determining factor.

Nothing contained in the above stated policy is deemed to create an expectation of continued employment or affect an employee's status as an employee at will.

17. TERMINATION APPEAL PROCEDURE

Any employee who has been involuntarily terminated (with or without cause) shall have the right to request an appeal. A request for an appeal must be made by completing the Termination Appeal Form within five (5) work days after notification of termination. The Termination Appeal Form can be obtained from the Director of Human Resources. Any such request shall be handled in accordance with the following procedure:

STEP ONE: An employee who desires to challenge his or her termination must submit a Termination Appeal Form for review of the termination to the Director of Human Resources within five working days after the notification of termination. The form should include every reason why the employee contests the termination.

STEP TWO: The Director of Human Resources will appoint two UACCM employees within three (3) working days of receipt of the request to make up a three-person review committee.

STEP THREE: Once a committee is appointed, the appeal shall be reviewed by the Director of Human Resources along with the appointed committee. Additional information may be requested by the committee. A recommendation will be made to the Chancellor within 10 working days of the appointment of the committee.

STEP FOUR: An answer to the appeal will be personally delivered or delivered by certified mail with a return receipt request to the address designated by the employee

on the Termination Appeal Form. The decision of the Chancellor is final and binding.

In circumstances where the Chancellor determines that it is inappropriate for him/her to rule upon the termination appeal presented, he/she will appoint a Vice Chancellor not associated with the appealing employee to review the recommendation. In these circumstances, the decision of the appointed Vice Chancellor shall be final.

18. GRIEVANCE PROCEDURE

A Grievance: An allegation by an employee that the terms and conditions of that specific individual's employment have been adversely affected by a violation, misinterpretation, misapplication, or non-application of UACCM policies and procedures. Such grievance may concern allegations of discrimination because of race, national origin, gender, religion, age, disability, or status as a disabled or Vietnam-era veteran. Termination for cause is included in this policy, however, matters of non-reappointment, or termination pursuant to University of Arkansas Board of Trustees Policy 405.4 are not permitted to be grieved under this policy.

Any employee shall have the right at any time within five (5) work days after the occurrence of the grievable incident to present the grievance. Any such grievance shall be handled in accordance with the following procedure:

STEP ONE: Any employee may present a grievance (orally) to his/her immediate supervisor for disposition. The immediate supervisor should make every reasonable effort to resolve the complaint within two working days.

STEP TWO: If the immediate supervisor's answer is not given within 48 hours (two work days) after the oral presentation of the grievance or if the employee is not satisfied with the immediate supervisor's answer to the complaint, the employee may within (3) three work days thereafter may present the grievance in written form with one copy each to the immediate supervisor, appropriate Vice Chancellor, and the Chancellor.

STEP THREE: The complaint shall be reviewed by the appropriate vice chancellor and immediate supervisor, who shall meet with the employee within five (5) work days in an attempt to reconcile the grievance. If, within three (3) work days from that meeting, the grievance is not reconciled, the grievance may be referred to the Chancellor for final disposition.

STEP FOUR: The Chancellor shall meet with the employee who has filed the written grievance and other appropriate parties in an attempt to reconcile the

complaint. In terms of the UACCM Grievance Procedure, the decision of the Chancellor shall be final.

In circumstances where the Chancellor determines that it is inappropriate for him or her to rule upon the grievance presented, he or she will convene the previously designated Strategic Planning Committee to serve as a grievance committee. (This is done to prevent bias in the selection of a grievance committee.) The membership of the Strategic Planning Committee is determined early each year and provides representation by faculty appointed by the Faculty Association and staff appointed by the Chancellor. In these circumstances, the decision of the Grievance Committee shall be final.

19. NEPOTISM

Arkansas Law prohibits the hiring of relatives by public officials and prohibits a state agency and institution employee from supervising a relative. This prohibition exists for employment that is not seasonal or temporary and requires 1,000 or more hours during a fiscal year. Consult the Office of Personnel Management Policy Number 30.08 for full details.

20. ROOM RESERVATIONS

All proposed room reservations for Gallery One and the Fine Arts Auditorium **must be scheduled in advance** through the Administrative Specialist for Institutional Advancement. Reservations for the Plaza must be made through the Plaza staff (Ext. 2081). Likewise, all College-sponsored food functions (snacks and drinks; receptions; special meal functions) **must be scheduled in advance** with the same office. Reservations for classrooms must be made through the office of the Vice Chancellor for Academic Services.

This procedure is the only mechanism the College has for developing a **master schedule of special events**, which permits arrangements for facilities usage without unexpected conflicts. Please consider the following as you schedule special events:

1. Use of Gallery One, the Fine Arts Auditorium, and the Plaza is scheduled on a first-request basis. This includes not only the actual use of the facility at the specified date and time, but **also includes scheduling times for set up, installing decorations, rehearsals, sound checks, etc.** While these areas may be used by numerous internal departments and organizations, no one should assume he or she can use these areas without securing his or her position on the schedule.

2. The administrative approval process (through the appropriate college officer) must be followed to assure that the proposed function supports the Mission of the College. If there is a charge involved in the request, the appropriate administrator must verify the availability of departmental or organizational funds to pay for the function.
3. If you or your representative schedule a meal function with charges to be based upon the number of participants, that number must be confirmed with the Director of Food Services by the specified deadline (usually one week ahead of the event) in order for the College to purchase appropriate food supplies and to arrange sufficient personnel to staff the event.
4. The Plaza orders food supplies based upon the confirmed cost agreed upon by the requesting party and the Director of Food Services. Sometimes this is a flat rate. At other times, it is based upon the number of confirmed participants. Organizations or departments will be charged for the number of plates confirmed at the specified price even if attendance is less than expected.
5. **Cancellation of food functions** after confirmation and Plaza purchases of consumable supplies may result in a charge to the department or organization. Cost of any portion of the purchased food which cannot be frozen or safely stored for a rescheduled event, or supplies which cannot be used for another event will be charged to the department or organization.

Facility cancellations--If you determine that you will not need Gallery One, the Fine Arts Auditorium, or the Plaza after reserving them, it is imperative that you advise the Administrative Specialist for Institutional Advancement and the Director of Food Services in a timely manner as there may be other requests for the same facility.

6. UACCM has a limited source of manpower and reserves the right to limit special functions to times and dates that afford adequate personnel to staff the event.
7. In **some circumstances** where the College has conflicting functions, or determines that it does not have the current available manpower to successfully provide the desired function, the Director of Food Services may be able to make alternative arrangements. However, in order to assure consistency, the Director of Food Services will make all arrangements, and billing to your department or organization will be processed through the Plaza.

21. CAMPUS MAIL

UACCM sends and receives large quantities of mail on a daily basis. Employees are permitted to use the mail system for college business only. Personal mail is not permitted to be delivered to work.

APPENDICES

APPENDIX

- A. CHART OF ORGANIZATION
- B. FACULTY SALARY SCHEDULE
- C. LEAVE REQUEST FORM
- D. TRAVEL REIMBURSEMENT REQUEST
- E. PURCHASE REQUEST
- F. STUDENT ACTIVITY REQUEST FORM