



Staff Handbook

Revised November 14, 2014

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ABOUT THIS HANDBOOK

This Employee Handbook provides employees 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

The 1961 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 & 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 which 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, AND PURPOSES

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 general education 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 enhances 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 community service personal interest courses.
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.

3. STAFF 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 designated by the Chancellor.

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 (Appendix A).

3.5 Classification of Personnel.

Salary schedules by position classification are set by the State Legislature. Classified employees are subject to the rules and regulations established by the Office of Personnel Management (OPM) concerning classification, compensation, leave and any other areas that are not explicitly stated in the UACCM Staff Handbook. These regulations may be viewed on the OPM website.

www.dfa.arkansas.gov/offices/personnelmanagement/policy

Classified Non-Exempt position status is determined by the Department of Finance & Administration's Office of Personnel Management. Classified Non-Exempt employees' positions focus on the 40 hour work week. Any net hours worked in a given week beyond the regular 40-hour week must be pre-approved by the employee's Supervisor and is compensable by either compensatory time or overtime pay.

Classified Exempt position status is determined by the Department of Finance & Administration's Office of Personnel Management. Classified Exempt employee's

positions focus on the work and/or task being performed, therefore, Classified Exempt employees may be expected to work more than the minimum 40-hour work week in any given week. At least one week in advance, daily/weekly schedules for Classified Exempt employees shall be determined by the Supervisor and may fluctuate to accommodate the job. The schedules shall be in writing and a copy given to the employee as well as a copy maintained by the supervisor. Classified Exempt employees are not eligible for overtime pay or compensatory time for any time worked over 40 hours in a given week.

Non-Classified position status is determined by the Arkansas Department of Higher Education and the University of Arkansas Community College Morrilton. Non-Classified employee's positions focus on the work/task being performed, not the hours worked. It is the nature of the Non-classified position to expect fluctuating job schedules. Non-Classified Employees are employed through an annual appointment and paid a salary.

3.6 Employment of Classified Personnel.

Classified personnel shall meet the eligibility requirements of the Office of Personnel Management. The administrative officer under whom the classified person will work shall make arrangements to interview the prospective applicants and make recommendations to the Chancellor for final approval.

3.7 American with Disabilities Act (ADA).

If an employee is concerned about a disability and its impact on their 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

3.8 Selection of Part-Time Personnel.

The Chancellor or his designated representatives are authorized by the Board of Trustees to interview, select, and make payment to part-time employees.

3.9 Transfer of Classified Personnel.

A request for transfer from one office or department to another position may be originated with the supervising administrative officer, by the employee, or may be requested by the employer, or his or her departmental head. Final approval for transfer shall be made by the Chancellor. A request is not a guarantee of a transfer.

3.10 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 vacant position; however, they must submit to HR all application documents required 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 moved to a new position due to a reorganization of a department or departments, will only need to have any additional background checks required for their new positions that were not applicable to their current position.

3.11 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 which 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.

3.12 Payroll Timesheets.

All non-exempt staff members must complete a timesheet for each pay period (Appendix B). The forms must be completed in a timely manner and submitted to the appropriate supervisor who in turn forwards them to the Director of Human Resources. These forms should directly tie to the Leave Request Forms that are submitted for each employee.

3.13 Overtime (OT) and Compensatory Time (Comp Time).

Overtime and Compensatory Time compensation must be approved in advance by the supervisor. It is the responsibility of the supervisor to determine and approve all hours worked on an overtime basis. It is at the supervisor's discretion whether overtime will result in either pay or compensatory time.

In accordance with the Fair Labor Standards Act, non-exempt employees who work more than 40 hours in a workweek will receive overtime and/or compensatory time compensation. Classified Non-exempt employees will be paid 1.5 times their hourly rate for each hour worked in excess of 40 hours in a week or earn 1.5 times the number of hours worked in excess of 40 hours in a week.

An employee may not earn overtime or compensatory time in the same week where any type of leave is taken (excluding holidays) UNLESS the hours of OT or Comp Time exceed the number of hours leave taken. Those hours in excess of leave taken are eligible for OT or Comp Time.

3.14 Performance Reviews-Non Classified.

(Arkansas Code Ann. §21-5-1001-1003; Acts 100 and 101 of 1985; Act 899 of 1997; Act 22 of 2003; Act 449 of 2007)

Performance evaluation is a process that should take place continuously. While day-to-day evaluation is usually informal, Arkansas law requires that the performance of all classified employees be evaluated formally at least once a year, in accordance with the Arkansas Performance Evaluation Plan.

Non-classified staff must be evaluated annually by their immediate supervisors, using forms and procedures appropriate to their positions and responsibilities. Supervisors must discuss non-classified evaluations with the employees being evaluated and give them copies of their evaluations.

Employees who receive a written performance-based or disciplinary reprimand during the twelve-month rating period covered by their evaluation are not eligible for a salary increase.

All non-classified staff are employed on a six month probationary basis. Employees hired on a probationary basis may be dismissed without prior notice during the probationary period.

3.15 The Arkansas Performance Evaluation Plan—Classified Employees.

The Arkansas Performance Evaluation Plan is a standards-based system. Performance standards describe how a job is to be performed and are developed to represent fully satisfactory job performance. Your supervisor may ask for your assistance in developing your job standards, and should review your standards with you at least annually, in addition to revising them each time your job duties change. Your supervisor is responsible for establishing and up-dating your performance standards and has the authority to determine the standards for your job.

The Office of Personnel Management has established guidelines for the administration of the Arkansas Performance Evaluation Plan. The University provides additional guidelines. The guidelines include the following requirements:

1. Annual evaluations must be completed at least 30 days prior to a classified employee's merit eligibility date, using the approved performance evaluation form (Appendix C). Classified employees hired October 1, 2006, or earlier have an October 1 merit eligibility date. Classified employees hired after October 1, 2006, have a merit eligibility date one year after their hire date. If interim evaluations are done, the interim evaluations must be considered in the annual evaluation.
2. Standards for the rating period must be set by the supervisor, and where possible with the input of the employee, at the beginning of each rating cycle or not later than 30 days after the start of new duties.
3. The standards must be developed from a list of critical job tasks and stated in terms of observable behavior.
4. The standards must be communicated clearly to and understood by the employee.
5. The completed standards must be reviewed by a higher reviewing official in the chain of command to the rating supervisor.
6. A copy of the standards must be given to the employee.
7. If a rating supervisor is transferred to another unit or terminates employment, he or she must complete performance evaluations for those employees whose most recent evaluation was completed more than 90 calendar days prior to the supervisor's termination date.
8. If, at any time during the evaluation period, the supervisor determines that an employee's performance has fallen below an acceptable standard, the supervisor must document the below-acceptable performance and counsel the employee.
9. If an employee's general performance falls below the acceptable standard, the employee must be placed on probation and counseled.
10. The completed performance evaluation must be reviewed and approved by a higher reviewing official in the chain of command to the rating supervisor. Copies of the evaluation shall be submitted to the employee and to the Personnel Office.
11. Employees must be allowed to make a formal request for reconsideration of their performance evaluation. (See the Appeals Procedure section)

All classified staff are employed on a six month probationary basis. Employees hired on a probationary basis may be dismissed without prior notice during the probationary period.

3.16 Your Performance Rating—Classified Employees.

Your formal performance evaluation will be made on the basis of your performance over the preceding twelve months. Your supervisor will compile the observations of your performance during that period and will rate your actual performance in comparison to the expected performance standards. The rating

uses four performance categories: unsatisfactory, satisfactory, above average, and exceeds standards. Your supervisor will review and explain your ratings in a performance evaluation conference. You may use the conference as a time to discuss your performance achievements as well as problems you may have encountered during the rating period. Be prepared to make suggestions about ways you might correct or improve your performance.

At the end of the performance evaluation conference, your supervisor will ask you to make written comments about your evaluation in the place provided on the evaluation form. You may use this opportunity to state your agreement or disagreement with the evaluation and the reasons for your response. You will then be asked to sign the form. Your signature does not mean that you accept or agree with the rating, only that your supervisor has discussed it with you.

Employees who receive a written performance-based or disciplinary reprimand during the twelve-month rating period covered by their evaluation or the period from the end of the rating period to the actual evaluation are not eligible for a merit bonus.

3.17 Evaluation Appeals Procedure.

If you disagree with your supervisor's evaluation of your performance and have evidence to support your reasons, you may appeal your performance rating, in accordance with the following procedures:

1. Ask your supervisor to reconsider your evaluation. Your request for reconsideration must be made in writing within ten calendar days of the evaluation interview, and must state the reasons you think the rating is inaccurate, providing evidence or documentation, as appropriate.
2. Your supervisor will review your reasons for disagreeing with your rating and respond to you in writing within ten calendar days of receiving your request.
3. If you and your supervisor cannot reach agreement, you may submit a written request for review, within five calendar days, to your supervisor's immediate supervisor.
4. That official will review your request for reconsideration and your supervisor's response, and may ask either or both of you to provide additional documentation or explanation. Within ten calendar days of receiving your request for review, your supervisor's immediate supervisor will respond to you and your supervisor in writing, proposing a resolution of the disagreement.
5. If the department in which you work has additional levels of supervision, and you are not satisfied with the proposed resolution, you may appeal the decision of your supervisor's supervisor to the next level and beyond, provided that you present evidence or documentation supporting your request for review, up to the level of the head of your department. At each level, you must submit your request for review within five calendar days after receiving a response and the reviewer will have ten calendar days to respond.

6. If you disagree with the recommendations of the head of your department, you may submit a written request for review, presenting supporting evidence, within five calendar days, to your vice chancellor. The vice chancellor will review the written record and may ask for specific additional information or documentation. Within ten calendar days of receiving your request for review, your vice chancellor will recommend a resolution, in writing, to you and your supervisor.
7. If you are not satisfied with the recommendation of your vice chancellor, you may submit a request for review, along with documentation, to the Assistant to the Chancellor. The Chancellor will have ten working days to review all pertinent documentation concerning your disagreement with your supervisor's performance rating. The Chancellor's decision will be made to you in writing. The decision of the Chancellor is final and binding.

Note: When the procedures specify time periods, such as ten working days, within which a step in the procedures must take place, official University holidays and/or official campus closings do not count in calculating those time periods. If you need assistance with any of the written parts of the appeals process, the Director of Human Resources can help you.

3.18 Establishing New Performance Standards—Classified Employees.

Your performance evaluation marks the end of a rating cycle. Within a few days, you can expect your supervisor to either reaffirm or rewrite your performance standards for the next rating period, which will begin a new performance evaluation cycle. Your supervisor may ask for your assistance in establishing your standards. To prepare for that process, you may wish to take the following steps:

1. Think through what you are supposed to do in your job. Refer to the position description. List the tasks that are important to your position. List only those tasks that you are currently required to do, not those that you may have done in the past.
2. Discuss your list of tasks with your supervisor and compare it with the list your supervisor may have compiled. Discuss the job. This is also a good time to discuss problems you encounter frequently and to make suggestions about how those problems might be solved.
3. Once you and your supervisor have developed your performance standards, they will be reviewed by a higher reviewing official in the chain of command to your supervisor. Keep your standards in mind during the year and make notes about any performance problems and accomplishments. Your notes can be used at your next performance evaluation conference to help you and your supervisor discuss your performance during that rating period.

4. COMPENSATION AND BENEFITS

4.1 Increase.

Salary and wage increases are awarded based on the availability of funds and budget limitations. Classified employee increases are also contingent upon the authorization of the State's Fiscal Officer. Employees who have received a written performance-based or written disciplinary reprimand during the previous evaluation period are **not** eligible for the merit bonus.

In order to be considered for an increase in pay of any type at the beginning of the new Fiscal Year, 12-Month Non-Classified employees must have been employed at UACCM on a full-time basis for at least 6 consecutive months AND have received their 6 month evaluation with at least a "Satisfactory" overall rating as determined at the discretion of the rating official. Employees who have received a disciplinary action against them which has been placed as a permanent record in their personnel file during their last rating/evaluation period will not be eligible for an increase.

4.2 Paychecks.

Employees are paid semi-monthly according to the schedule established by the College. Employees are expected to use Direct Deposit so that holidays, etc. do not delay salary payments.

4.3 Group Insurance.

All new full-time employees of UACCM are eligible to participate in the college's group health and life insurance plan. Elected coverage will begin the first day of the following month after initial full time employment. Deductions are made a month in advance and may need to be adjusted to ensure enough money has been collected from the employee's wages to cover the first month of coverage.

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 Without Pay (LWOP) 10 days or more within one month, an employee will be required to pay the College the cost of the premium. This payment must be made on a semi-monthly basis and will include the employee's portion plus UACCM's 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.

Information concerning a break in insurance coverage, COBRA, and HIPPA may be obtained from the Director of Human Resources.

4.4 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.

4.5 Exemption of Tuition.

Employees (faculty and staff) of UACCM who have been employed “full-time” with the College for at least one year, their spouses and 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 “full-time” 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.

4.6 Absence for Illness and Vacation.

The accrual rates for annual leave for non-classified staff and 12-month faculty positions will be 15 hours per month starting the first day of employment with the college. The sick leave accrual rates for non-classified staff and 12-month faculty will be the same as those for state classified employees. The leave regulations for both annual and sick leave for state classified employees will apply to full-time classified and non-classified staff at UACCM. Copies of state leave regulations (sick and annual) are available on the Employee Portal and by request from the Human Resources Department.

All types of leave can be taken in 15 minute increments only.

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.

4.7 Holiday and Observances

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
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

4.8 Family and Medical Leave Act.

The Family and Medical Leave Act (FMLA) 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. **FMLA is leave without pay after all existing leave has been taken.** FMLA must be applied for. For further information and application paperwork, contact the Director of Human Resources.

4.9 Absence for Bereavement.

In the event of the death of a member of the immediate family, a full-time employee 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.** Additional leave taken at the time of bereavement shall be deducted from the employee's accumulated annual and/or sick leave account.

4.10 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.**

4.11 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.

For more information see 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.

4.12 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.

4.13 Procedure for Granting Release Time.

1. **Release time** is defined as approval to take a **credit** course at UACCM during regularly scheduled work time. The employee is not required to make up release time.
2. Staff employees of UACCM may be granted release time under the following conditions:
 - a. Release time requires approval of both the immediate supervisor and the College officer (chancellor or vice chancellor) in charge of the department.
 - b. Release time shall be for **credit courses (excluding online courses)** offered by UACCM.
 - c. Release time may be approved **for one to three hours per week during the fall and spring semesters**. Staff employees desiring to take more than three hours during a semester must do so on their own time.
 - d. Release time is given only for courses which are offered during the employees normal work schedule.

- e. Release time will not be granted for online courses.
- f. The employee must be able to maintain his or her normal work load.
- g. **Only full-time employees** who have been employed by the College for at least one year are eligible to apply for release time. Under certain circumstances, an employee may be allowed release time prior to one year if the course will benefit the employer. Consult your supervisor for further information.
- h. Workloads may be consistently heavy or may vary depending upon the time of year. There will be times when the supervisor or college officer feels he/she cannot release any employee or a particular employee because of the work load. **Release time may not be approved if it works a hardship on the department.**

4.14 Catastrophic Leave Bank.

UACCM participates with DF&A's catastrophic leave bank for full-time, 12month employees. The pool of accrued sick leave is donated by state employees from across Arkansas. A catastrophic illness is a medical condition of an employee, spouse, parent of the employee or child of an employee (dependent) which 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 qualifying family member, which causes the employee to be unable to perform their job, requires a prolonged period of recuperation and/or requires 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 DF&A. For applications or more information, contact the Director of Human Resources.

4.15 Leave Without Pay

LWOP must be applied for in advance unless in extreme situations and is subject to approval or disapproval.

LWOP is an approved temporary absence from work in a non-pay status requested by an employee for a period not exceeding 30 calendar days unless the situation warrants an extended period. In that case the application should be accompanied by documentation supporting the need for an extended period in excess of 30 calendar days.

LWOP may be allowed for time that an employee is absent for any of the following reasons:

- Parental/Family leave
- Temporary incapacity due to personal illness, disability, or injury

- Education leave
- Other reasons considered on a case by case basis

Terms and conditions:

- Employees must complete and submit the LWOP application (found on the portal) to their supervisor at least 10 working days prior to the requested start date unless in extreme emergency situations.
- No LWOP will be granted until all annual, sick, compensatory, and holiday leave has been exhausted, except in the cases of maternity leave and certain military service. In the case of maternity leave, such employee may elect to take LWOP, without exhausting accumulated annual and sick leave.
- In the event an employee is requesting LWOP due to a medical issue for themselves or family member the employee should apply for FMLA prior to requesting LWOP.
- An employee who accumulates ten consecutive or non-consecutive days of LWOP during any one calendar month loses the leave accrual (annual and sick) for that month only.
- If an employee accumulates ten consecutive days of LWOP in one calendar month, the employee will be responsible for elected health and other insurance premiums ordinarily paid by the employee and related premiums ordinarily paid by the college for that month if they wish to continue such coverage during LWOP.
- The Vice Chancellor, upon **approval** of the Chancellor, may grant LWOP to classified employees, not to exceed six (6) continuous **calendar** months. Non-classified employees may be granted LWOP for a period not to exceed one (1) year.
- To be eligible for paid holidays while on LWOP the employee must work their regularly scheduled work day and hours prior to the holiday and at least two (2) hours of their regularly scheduled work day following the holiday.
- The employee's salary increase eligibility date will not change. However, the award of the next merit bonus will be delayed beyond the anniversary date for the same number of work days as the employee was on LWOP, if applicable.
- Employees may be dismissed if they fail to report to work promptly at the expiration of the authorized period of LWOP. However, the University may accept satisfactory reasons provided by the employee in writing at least five (5) days in advance of the previously approved date to return to work and extend the leave period accordingly, up to the maximum amount allowed.

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 Staff.

The Board of Visitors, through the Chancellor, encourages travel by staff 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 your immediate supervisor. In-state travel is approved by the Vice Chancellor of your department and out-of-state travel is approved by the Chancellor. Both forms can be found on the portal under the Employee Info tab. Approved forms should be sent to Accounts Payable.
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 E).

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 TR-1 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. Private vehicle mileage shall be reimbursed and computed, using map mileage (mapquest), between the travel site destination and the employee's official station or residence, if leaving directly from the residence, whichever is less. The shortest mapquest route will be used for reimbursement. Mileage claim should be listed on the TR-1 form.
6. Reimbursement for out of state travel will be the lesser of coach class airfare or the established rate of private car mileage, based on map mileage (mapquest) when driven. Travelers by commercial air shall utilize coach accommodations, except in those instances where first class accommodations would be more economical for the State. Instances where first class fare is utilized will require detailed justification and must be approved by the travel administrator. Commercial airline tickets should be purchased at least 14 days prior to travel if possible. Airline tickets purchased with less than a 14 day advance shall be explained in writing to the head of the agency and approved by him/her in writing prior to purchase. Agencies may pay or reimburse the traveler for checked baggage fees for the first bag only. Fees for additional bags must be paid by the traveler and are not eligible for reimbursement.
7. Meals are reimbursed for out-of-state travel and for overnight travel within the State of Arkansas. Detailed meal receipts are required. Tips for meals (excluding alcoholic beverages) are allowed up to 15% pre-tax of the actual meal charges unless they cause the total to exceed the daily allowance for meals. At such instance, the claim for reimbursable tip 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/>.
8. 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.
9. 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.
10. **The traveler is only eligible for 75% of the daily allowance for meals on the first and last day of travel. If travel covers a two day period, then meal reimbursement is up to 75% of the daily allowance for each day. For partial**

days, meals charged must be in proportion to the time in travel status and may not exceed the maximum for applicable meal(s) stated in the Federal Travel Directory for the destination location(s).

*Refer to <http://www.gsa.gov/portal/content/101518> for breakdown of meals.

11. 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.
12. Travel expenses are subject to audit by the State Division of Legislative Audit.
13. 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 whatsoever for any maintenance, operational costs, accidents, fines, 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.
14. Emergency repairs to University vehicles are reimbursable. An original itemized invoice and a commercial receipt are required for reimbursement.
15. The administrative head or travel administrator shall authorize in writing, the use of rental vehicles only when it is more economical than taxi, airport shuttle, etc. Agencies must use the statewide vehicle rental contract if one is in force. If a statewide contract is not in force when travel occurs, agencies will use the lowest available rates. The Office of State Procurement issues contracts for vehicle rental. Use the link below to see the Travel Portal on the DFA-OSP website for additional information about contract arrangements.
<http://www.dfa.arkansas.gov/travel/Pages/groundTransporation.aspx>
16. Registration fees for conferences, conventions, and seminars may be paid in advance through our purchasing Dept. 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.
17. Parking fees shall be reimbursable when accompanied by an original commercial receipt.
18. Taxi fares shall be reimbursable. Employees must obtain a receipt.
19. Reimbursement shall not be allowed for personal entertainment, alcoholic beverages, 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.
20. 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.

Public Safety will 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 which 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. STAFF RESPONSIBILITIES

7.1 UACCM Boards.

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 a greater understanding between the College and the community. Each employee of The University of Arkansas Community College at Morrilton shall be responsible to the Board of Trustees through his/her immediate supervisor and the Chancellor.

7.2 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.

7.3 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 F). **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.

Distributed 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 appropriate Vice Chancellor 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.

7.4 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.

7.5 Attendance at Commencement.

Classified personnel are not required to attend formal commencement ceremonies. However, your attendance and support is appreciated by the

students, faculty, administration, and the Board of Trustees. All non-classified staff members are required to attend commencement ceremonies.

7.6 Fraud.

If a staff member is concerned about fraud in any area of college operations, they can call the University of Arkansas Fraud Hotline at 1-866-252-9838.

7.7 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

7.8 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.

7.9 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.

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.

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 Professional Dress.

Staff are expected to wear appropriate professional attire for their job assignment. The employee should visit with their immediate supervisor if there are any questions.

8.6 Pecuniary Interest in Contracts.

An employee of the College shall not have pecuniary interest directly in any contract for supplies or services to the College, other than the services for which he/she is employed to perform.

8.7 Sales to Students.

UACCM employees shall not have direct dealings with students in the sale of materials/supplies for the explicit purpose of personal monetary gain.

8.8 Inclement Weather Policy.

In the event-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) and 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 annual 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.

8.9 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., department chair, dean, director, 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. (A form for disclosure of potential conflicts of interest and commitment may be found on the web site at: <http://vcfa.uark.edu/Documents/4040FormA.pdf> or obtained from the offices of deans, directors, or department heads.)

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.

8.10 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 and their senior staff 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. Professional courtesy dictates that the employee informs his/her supervisor of outside employment.

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. Individuals employed by the college in part-time positions with or without benefits may not accept other part-time paid employment with the college that would, if combined, constitute a full-time workweek.

8.11 Gifts

Other than gifts of diminutive value, employees may not accept gifts or favors from customers or vendors. Consult the Director of Human Resources if the value of the gift or favor is in question. Employees are not to solicit or knowingly accept gifts, directly or indirectly, from any person who is doing business with the college or is

engaged in activities regulated or controlled by the college; or who is a lobbyist or who has financial interests which may be substantially affected by the employee. If an employee is uncertain whether a particular matter creates a conflict of interest with UACCM, he or she should address the concerns with his or her immediate supervisor or the Human Resources Department.

8.12 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 and direction.

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 which 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.

8.13 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.

8.14 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.

9. 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. Or, if the Director of the Physical Plant is not available, the request may be made to a College officer (Chancellor or Vice Chancellor).

10. PARKING/PARKING PERMITS

All persons parking vehicles on the UACCM campus must register their vehicle, and must properly display their parking permit when parking on campus. Vehicles are registered at the Information Desk in the University Center.

11. 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 aid 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 the following:

Community Service, Inc.
100 South Cherokee
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.

12. 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 the 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 unreasonable 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.

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 reveals 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.

13. PROBATION AND TERMINATION

All "staff" are employed on a six-month probationary basis. Employees hired on a probationary or temporary basis may be dismissed without prior notice during the probationary or temporary period.

Personnel employed on a permanent basis will be given not less than two weeks' notice of dismissal, except in those cases where, in the judgment of the Chancellor, the welfare of the College demands immediate dismissal. Cause for dismissal may be, but is not limited to, the result of a demonstrated inability to satisfactorily perform assigned duties, failure to follow and adhere to College policies, neglect of duties, failure to remain current in one's field of expertise, general inaccuracy, ineffectiveness in the performance of duties, dishonesty, or personal misconduct which substantially impairs others from fulfillment of their responsibilities or negatively reflects upon the College. All personnel other than those employed on a temporary or probationary basis will be afforded due process related to cause stated in this section.

Personnel may be dismissed when there is a reduction in funds for specific programs in which the individual is employed.

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 employee should be counseled by his/her supervisor regarding any job related deficiencies during the probationary period. This evaluation will be conducted using a one page evaluation form designed for probationary employment periods. This is not to be confused with your annual evaluation which is conducted using the Arkansas Performance Evaluation System.

Employees on probationary employment do not have access to the University Grievance Procedure.

Probationary Period after Regular Status is Granted

After employees 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 for 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:**
 - a. Job Performance
If, after your supervisor has granted you a period of probation (including possible 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.

- b. Other
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.

14. TERMINATION APPEALS 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 (Appendix G). 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.

15. GRIEVANCE PROCEDURE

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. 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 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 cause the grievance to be prepared 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, then 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/her to rule upon the grievance presented, he/she will appoint a Vice Chancellor with no connection to the grieving employee. In these circumstances, the decision of the appointed Vice Chancellor shall be final.

16. 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.

17. ARKANSAS WHISTLE-BLOWER ACT

I. Introduction

The University of Arkansas System has a responsibility for the stewardship of University resources and the public and private support that enables it to pursue its mission. The University is committed to compliance with the laws and regulations to which it is subject and to promulgating University policies and procedures to interpret and apply these laws and regulations in the University setting.

The University's internal control system is intended to detect, prevent and deter noncompliance with applicable laws, regulations and University policies. However, even the best internal control systems cannot provide absolute safeguards against wrongful conduct. The University has a responsibility within its established control system to investigate and report to appropriate parties, disclosures of suspected wrongful conduct and the actions taken by the University to address those disclosures.

This policy is intended to encourage all University employees to report suspected or actual occurrences of alleged wrongful conduct without fear of retribution and to bring forward serious concerns to the University's management for review, prior to seeking resolution outside the University. The University will provide fraud and compliance hotlines for the purpose of soliciting information from whistleblowers about alleged wrongful conduct

II. Definitions

A. Whistleblower

A person or entity making in good faith a protected disclosure on a matter of public concern is commonly referred to as a whistleblower. Whistleblowers may be University employees (academic or staff), applicants for employment, students, patients, vendors, contractors or the general public.

B. Wrongful Conduct

Wrongful conduct is an activity undertaken by a University employee in the performance of the employee's official duties or by an individual, corporation or other entity doing business with the University that are in violation of law as defined in Arkansas and federal whistleblower laws.

III. Whistleblower Rights, Role and Responsibilities

In accordance with the Arkansas Whistleblower Act, whistleblowers have the right to be protected from retaliation. A University employee who retaliates against a whistleblower who reports alleged wrongful conduct in good faith is subject to discipline up to and including termination of employment from the University. A whistleblower's right to protection from retaliation however does not extend to immunity for any complicity in the matters that are the subject of the disclosure or an ensuing investigation. The University also has the right to act upon the intentional filing of a false report, whether orally or in writing.

Whistleblowers frequently make their reports in confidence and often wish to remain anonymous. Protection of a whistleblower's identity will be maintained to the extent possible under applicable state and federal laws. Whistleblowers should

be cautioned that their identity may become known for reasons outside of the control of University administrators and investigators. Should the whistleblower choose to self-disclose their identity to the University, the University may not be able to maintain confidence over the identity.

The whistleblower's role is as a reporting party. Whistleblowers provide information related to a reasonable belief that alleged wrongful conduct has occurred within the University's operations. Whistleblowers have a responsibility to be candid with the University's Board, management or investigators to whom they make a report of alleged wrongful conduct and shall set forth all known information regarding any reported allegations. Persons making a report of alleged wrongful conduct should be prepared to be interviewed by University employees who have the authority to conduct investigations. A whistleblower has the right to be informed of the subsequent disposition of their disclosure unless the information is legally protected from release.

18. ROOM RESERVATIONS

All proposed room reservations for classrooms, Gallery One, and the Fine Arts Auditorium **must be scheduled in advance** through the Administrative Assistant to the Vice Chancellor for Academic Services (Ext. 2007). 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.

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 they can use these areas without securing their position on the schedule.
2. The administrative approval process (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 two weeks 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 Assistant, the Vice Chancellor for Academic Services, and the Director of Food Services in a timely manner, as there may be other requests for the same facility.

19. 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 (all forms are located on Portal)

APPENDIX

- A. Chart of Organization
- B. Time Sheets
- C. Evaluation of Classified Personnel
- D. Travel Expense Reimbursement Form
- E. Leave Request Form
- F. Purchase Request Form
- G. Termination Appeal Form