

Employee Handbook

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Nancy Whittaker, Associate Vice President for Human Resources

THE UNIVERSITY OF
ALABAMA[®] | *Division of*
Finance and Operations

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Forward

This handbook is intended to provide important information on employment policies, practices, procedures, and resources for University of Alabama employees. Because some policies and procedures require periodic updating, the University reserves the right to change, eliminate and supplement the information in this handbook as deemed necessary to meet the business needs of the University.

This handbook is not the only document containing personnel-related and other policies of The University of Alabama. Approved policies are published on the UA website and in other handbooks and manuals, including, but not limited to, the [Faculty Handbook](#) and the [Human Resources Policy Manual](#). In addition, college, departmental, and divisional policies, procedures, or guidelines may exist and must be followed by employees as appropriate.

Additionally, although this handbook intends to reflect currently any policies or rules of The Board of Trustees of The University of Alabama referred to or incorporated herein, users are cautioned that changes or additions to such policies or rules may have become effective since the publication of this material. In the event of such a conflict, the current statements of Board policy contained in the official minutes and manual of rules, bylaws, and guidelines shall prevail.

If there is ever a conflict or ambiguity involving the language of this handbook and the official language of any University guideline, policy, regulation, or rule referenced herein, the official language of the guideline, policy, regulation, or rule will control and supersede the language of this handbook. Likewise, in applicable situations involving faculty, if a conflict exists between the language of this handbook and the language of the Faculty Handbook, the language of the Faculty Handbook will control and supersede the language of this Employee Handbook, provided that interpretation is consistent with the University's custom and practice with the applicable faculty status.

Neither the information contained or referenced herein nor any other communications by a management representative, either written or oral, made at the time of hire or during the course of employment, is intended in any way to create an employment contract with any employee or to alter the at-will status of an employee.

The University requires all faculty and staff to sign an Employee Handbook Acknowledgment. The completion of the acknowledgment is processed through the [myBama](#) portal of Banner Self Service.

If you have questions concerning interpretations of the policies contained in this handbook, please contact the [Department of Human Resources](#) at 205-348-6690.

I. Compliance and Fraud Hotline

High ethical standards are vital to workplace morale and productivity, and maintaining them is a core value for The University of Alabama.

For that reason, UA maintains the [UA Compliance and Fraud Hotline](#), which enables members of the campus community to inquire about or report actual or potential unethical or unlawful work-related behavior in a safe, anonymous way, online or over the phone. The hotline is designed for use by all members of The University of Alabama community.

The compliance hotline is not a 911 or emergency service.

In addition to the hotline, alternative means of reporting may include: reporting channels designated on the [UAct](#) website, business unit management, or the appropriate office such as Human Resources, Environmental Health and Safety, Internal Audit, Title IX Office, Equal Opportunity Programs, or Research Compliance. The hotline and reporting web page can be used for either direct or anonymous reporting.

This hotline should not be used for routine human resource matters. These matters should be reported directly to your supervisor and/or the [Department of Human Resources](#).

II. UAct: Working Together to Create an Ethical Community Defined by Respect and Civility

The University of Alabama has established a comprehensive website to provide a one-stop location for employees and students with information on how to report allegations of discrimination, sexual assault, dating or domestic violence, harassment, stalking, retaliation, hazing, violations of the child protection policy, criminal offenses, reporting alarming/threatening behaviors, and/or reporting actual or potential unethical or unlawful work-related behaviors.

Members of the University community are encouraged to review the information on the UACT website, and to refer those with issues of concern to UACT to ensure prompt reporting to the appropriate University officials.

Additionally, the UACT website has bystander intervention training for all members of the University community.

III. Activities of Expression on Campus

At The University of Alabama, freedom of expression and assembly is vital to the pursuit of knowledge. Such freedom comes with a responsibility to welcome and promote this freedom for all, even in disagreement, opposition, or even offense. An essential part of the University's mission is to foster the ability of the campus community to engage in debate and deliberation in a productive and responsible manner on campus. While the University has a significant interest in protecting the education experience of its students in ensuring health, safety and order on its campus in regulating competing uses of its facilities and grounds and other significant interests more, there are numerous opportunities for activities of expression on campus. More information on such opportunities can be found in the [Facilities and Grounds Use Policy](#). The University's [Grounds Use website](#) contains additional information on the University's commitment to free and open inquiry and expression for the campus community.

IV. Records Retention and Preservation of Records Regarding Claims or Potential Litigation

Departments or employees that become aware of pending or potential litigation or claims of any sort involving or related to the University or its employees should communicate with the University's [Office of Counsel](#) as soon as possible.

Pending additional direction from the Office of Counsel, the reporting employee, supervisor, and any other person who may have information relating to the claim or litigation should, as soon as possible, take steps to make sure that no documents potentially relating in any way to the claim or litigation are destroyed. “Documents” means not only written materials, but also information stored on-line or electronically, such as e-mails, text messaging, instant messaging, videos, social media, and calendars. Documents can occasionally be destroyed by accident or unintentionally. For example, e-mails may automatically delete or documents may routinely be destroyed after a certain date. Steps should be taken to make sure that such accidental or unintentional destructions do not occur.

In the absence of pending or potential litigation, employees should retain records pursuant to the [University Archives and Records Management](#) program.

Chapter 1: General Employment Policies

I. Employment at Will

The State of Alabama is an employment at-will state. This handbook should not be construed as, and does not constitute, an offer of employment or an express or implied contract of employment for any specific duration, nor is it intended to state any contractual terms of employment. Although it is desirable for employees to have a long-term employment relationship with the University, and although the University has a progressive discipline philosophy that it may choose to apply prior to termination, either the at-will employee or the University may terminate the relationship at any time, for any reason (except an illegal discriminatory or retaliatory reason), with or without notice.

II. Equal Opportunity, Non-Discrimination, and Affirmative Action

The University of Alabama is committed to compliance with all applicable laws regarding the concept and practice of equal opportunity, non-discrimination (including anti-retaliation and reasonable accommodation) and affirmative action in all aspects of employment practice. All supervisors are required to take an active part in following this policy to ensure that all qualified applicants and employees who are women, minorities, have disabilities, or have protected veteran status are considered and treated in a non-discriminatory manner with respect to all employment-related decisions

A. Equal Opportunity

The University of Alabama provides equal opportunity in education and employment for all qualified persons regardless of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, age, genetic or family medical history information, disability, protected veteran status or any other legally protected basis. The University makes employment decisions based only on valid job-related requirements. The University does not discriminate on the basis of a physical or mental disability or an individual's status as a disabled veteran or any other protected veteran with regard to application for employment and any terms and conditions of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job.

Refer to the [UA policy webpage](#) for the complete [Equal Opportunity, Non- Discrimination, and Affirmative Action Policy Statement](#).

B. Non-Discrimination Notice

The University of Alabama complies with applicable laws prohibiting discrimination, harassment and retaliation. The University prohibits discrimination on the basis of genetic or family medical history information, race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, age, disability, protected veteran status or any other legally protected basis in admission or access to, or treatment of employment in, its programs and services. These prohibitions against discrimination apply to recruitment, application, selection, hiring, appointment, transfer, demotion, promotion, tenure, job assignments, classification, compensation, benefits, leaves of absences, sick leave or any other leaves, job training and development, tuition assistance, participation in University sponsored educational,

social, and recreational programs, discharge, layoff, and/or any other term, condition or privilege of employment.

Refer to the [UA policy webpage](#) for the complete [Equal Opportunity, Non- Discrimination, and Affirmative Action Policy Statement](#).

The University complies with Section 1557 of the Affordable Care Act, which prohibits discrimination on the basis of race, color, national origin, sex, age, or disability in certain University health care programs and activities and the University's group health plans and wellness programs.

Refer to the [Compliance, Ethics, and Regulatory Affairs](#) website for more information on [ACA 1557](#).

C. Anti-Retaliation

Consistent with applicable laws and University of Alabama policies, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, discrimination, reprisals and/or adverse actions because they have engaged in activities identified in the University's Equal Opportunity, Non-Discrimination, and Affirmative Action Policy.

Refer to the [UA policy webpage](#) for the complete [Equal Opportunity, Non- Discrimination, and Affirmative Action Policy Statement](#).

D. Affirmative Action Program

To further ensure The University of Alabama's commitment to equal employment opportunity, the University, as a federal contractor, maintains an affirmative action program in accordance with applicable laws, regulations, executive orders, and government directives. The University has taken and will continue to take, consistent with applicable laws, affirmative action to recruit, employ, advance and not discriminate against qualified women, racial and ethnic minorities, qualified individuals with disabilities and protected veterans.

The University prepares annual affirmative action plans (AAPs) for women and minorities and for protected veterans and individuals with disabilities. Those plans are available for inspection upon request and during regular business hours in the [Office of Equal Opportunity Programs](#).

Refer to the [UA policy webpage](#) for the complete [Equal Opportunity, Non- Discrimination, and Affirmative Action Policy Statement](#).

E. Voluntary Reporting of Protected Veteran and/or Disability Status

The University of Alabama is required to collect information each year identifying the number of its employees belonging to specified "protected veteran" or "individuals with disabilities" categories.

1. Protected Veteran Status

The University invites employees who believe they are protected veterans to identify themselves by completing the Veterans Self-Identification Form that is available on the Employee tab in [myBama](#) under Employee Services. This information is submitted each year to the United States Department of Labor.

2. Protected Disability Status

The University invites employees who believe they are individuals with disabilities to identify themselves by completing the online Disability Self-Identification Form that is available on the Employee tab in [myBama](#) under Employee Services.

The information disclosed on either of these forms is requested on a voluntary basis and is used solely for affirmative action purposes.

Refer to the [Human Resources website](#) for more information on the [Americans with Disabilities Act](#) and information on how to request a [Reasonable Accommodation](#).

Refer to the [Equal Opportunity, Non-Discrimination, and Affirmative Action Policy Statement](#).

F. Pay Transparency Policy Statement

The University of Alabama, as a federal contractor, will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

G. Religious Accommodations

The University of Alabama is committed to non-discrimination, diversity and inclusiveness, and to supporting its employees, regardless of religious affiliation or non-affiliation, in accordance with applicable laws and regulations. The University will accommodate an individual's sincerely held religious belief and practice unless providing an accommodation would result in undue hardship to the University. Religious accommodations are determined on a case-by-case basis.

Contact the [Human Resources Service Center](#) for additional information.

H. Pregnancy Accommodations

Contact the [Human Resources Service Center](#) for information.

III. University Drug-Free Campus and Workplace and Other Alcohol Policies

All members of The University of Alabama community have a personal responsibility to adhere to all applicable laws, policies, and regulations concerning the use of alcohol or other drugs. These include federal and state laws, city ordinances, the [Code of Student Conduct](#), the [faculty standards of conduct](#), and other University policy statements.

The University's [Alcohol Policy](#) restricts the locations on campus where alcohol may be served and provides for an approval process for the use of alcohol at a University function. The University's [travel policy](#) prohibits the purchase of alcohol as a reimbursable expense. Faculty receiving [entertainment funds](#) for students may not use those funds to purchase alcohol for their students and alcohol should

not be provided at social activities. Employees using any University [fleet vehicles](#) are prohibited from allowing the consumption of alcohol or other illegal substances by drivers or passengers.

Employees in the Division of Finance and Operations should refer to [Pre-Employment Drug Screening Policy](#) and [Drug and Alcohol Testing Policy](#).

Refer to the [Drug-Free Campus and Workplace Policy](#). In addition, refer to the [Alcohol and Other Drugs Prevention](#) website for information about alcohol and other drug-related policies, education, and prevention efforts.

Refer to the [Alcohol and Other Drugs Prevention](#) website for Faculty and Staff Alcohol and Substance Abuse Resources.

IV. Compliance Training

In order to meet state and federal requirements as well as University of Alabama policy, University faculty, staff, and students may be required to take mandatory training on specific topics. Many of the mandatory compliance training topics must have the course or a refresher course completed on an annual basis.

Refer to the [Compliance, Ethics, and Regulatory Affairs](#) website for an overview on [Compliance Training](#).

Chapter 2: Commitment to Diversity

The University of Alabama is comprised of individuals of diverse racial, ethnic, sexual orientation and cultural backgrounds, national origins, religious and political beliefs, ages, and physical abilities. The University welcomes this diversity and is committed to maintaining a supportive learning and working environment for all persons.

Refer to the University's [Equal Opportunity, Non-Discrimination, and Affirmative Action Policy Statement](#).

I. Unlawful Harassment and Retaliation is Prohibited

Unlawful harassment or other illegal discrimination against protected individuals or groups of a protected status not only is against the law, but also is inconsistent with the values and ideals of The University of Alabama and against University policy. Individuals who participate in harassment directed against a person or group because of their protected status or in illegal discrimination are subject to disciplinary action.

Harassment is defined as unwelcome conduct, whether verbal, written, physical, or visual, that is based upon a person's protected status, such as race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, veteran status, or any other protected status recognized by federal or state law. Persons who believe they have been victims of unlawful harassment or other illegal discrimination or retaliation for having participated in a complaint of harassment or discrimination should report the incident(s) immediately to the designated [Harassment Resource Person](#) for their department/division, or to other offices or individuals identified on the [UACT](#) website.

For information on the policy, reporting, confidentiality, and protection from retaliation refer to the following websites: [Office of Equal Opportunity Programs, Harassment Policy, Title IX Office](#).

For information on reporting complaints of this nature visit the [UAct](#) website.

II. Title IX and Sexual Misconduct Policy Compliance

The University of Alabama is committed to providing an environment free from sexual misconduct that, among other things identified in the University's [Title IX and Sexual Misconduct Policy](#), includes gender-based assault, harassment, exploitation, dating and domestic violence, and stalking, as well as discrimination based on sex, sexual orientation, gender identity, and gender expression, and related retaliation (collectively referred to as Prohibited Conduct). The University expects individuals who live, work, teach, study within, or visit this community to contribute positively to the environment and refrain from behaviors that threaten the freedom or respect that every member of our community deserves. Individuals who are found to be in violation of the Title IX and Sexual Misconduct Policy will be subject to corrective action up to and including termination of employment or expulsion from the University.

Among other things, the Title IX and Sexual Misconduct Policy prohibits related retaliation, provides reporting requirements for designated University employees, identifies reporting procedures for individuals who have knowledge of an alleged violation, explains the difference between a Title IX

investigation and a criminal investigation, identifies the University offices to whom a Complainant may report potential violations in confidence to obtain support services without an investigation, explains University accommodations, interim measures and support services, sets out procedures for addressing potential prohibited conduct, and details the University's comprehensive prevention, education, and awareness plan.

For information on the policy, reporting, confidentiality and protection from retaliation refer to the following websites: [Title IX Office, Sexual Misconduct Policy](#).

For information on reporting complaints of this nature visit the [UAct](#) website.

III. Child Protection and Obligations

The University is committed to maintaining a supportive and safe educational environment for all members of its community. Within that commitment, the University places importance on creating a secure environment for children. To that end, the University has a [Child Abuse Reporting Policy](#) and processes in place to ensure the safety and well being of children.

Background investigations may be performed on employees or volunteers serving in positions having unsupervised contact with minors. In addition, Alabama law, ALA. CODE § 26-14-1 *et seq.*, makes the reporting of known or suspected child abuse mandatory for all University of Alabama employees, who by policy should report to [UAPD](#). Failure to report may expose employees to criminal charges. By policy, the University encourages students, volunteers, and representatives as well as third-party vendors and their employees, representatives, or volunteers that contract for use of University facilities with responsibilities that involve interaction with children to report (orally and then in written form) known or suspected child abuse of any person under 18 years of age to [UAPD](#).

Individuals, including all University faculty, staff, students, volunteers, and representatives as well as third-party vendors and their employees, representatives, or volunteers that contract for use of University facilities, with responsibilities that involve interaction with children must carefully review and abide by the child protection policy regarding abuse.

Refer to the [Child Abuse Reporting Policy](#) and the [Child Abuse or Neglect Report Form](#).

A. Activities or Programs with Youth Participants

The University and third party groups host camps, activities, and programs that may involve youth participants. To maintain the University's commitment to provide a safe environment, it has a centralized registration and submission process for these type of events. This process allows the University to approve programs, track submissions, and review compliance more efficiently.

Refer to the [Compliance, Ethics, and Regulatory Affairs](#) website for more information on the [Youth Protection Program](#).

IV. Compliance with Americans with Disabilities Act

The University of Alabama is committed to providing qualified persons with disabilities an equal opportunity to participate in and benefit from all programs and services offered by the University. Reasonable accommodations for program accessibility and employment are made on an individual

basis. It is the responsibility of persons with disabilities, however, to seek available assistance and make their needs known. While the University strives to accommodate the needs of individuals with disabilities as fully as possible, reasonable accommodations do not include measures that fundamentally alter the University's programs and services or that place an undue administrative or financial burden on the University.

Refer to the [Human Resources website](#) for more information on the [Americans with Disabilities Act](#) and information on how to request a Reasonable Accommodation.

Refer to the [Equal Opportunity, Non-Discrimination, and Affirmative Action Policy Statement](#).

A. Employee Request for Reasonable Accommodation

An employee with a qualifying disability may be entitled to a reasonable accommodation to help perform the essential functions of the job. Reasonable accommodations are determined on a case-by-case basis, and may include acquisition or modifications of equipment or devices; adjustments or modifications of training materials or policies; changes in the physical layout of the work space; assistance accessing information on a university webpage; or other accommodations that may be reasonable and appropriate. Employees dissatisfied with a decision concerning an accommodation may seek further review through the University's [ADA Coordinator](#).

Refer to the [Human Resources website](#) for more information on the [Americans with Disabilities Act](#) and information on how to request a Reasonable Accommodation.

Refer to the [Office of Equal Opportunity Programs](#) website for additional information on [Disability Accommodations](#).

B. Assistance Animal Policy

It is the policy of The University of Alabama to ensure that people with disabilities who require the use of service animals receive the benefit of the work or tasks performed by such animals. As such, service animals assisting individuals with disabilities are generally permitted in all facilities, University-owned housing, transit vehicles, and programs on the University campus that are open to the public except as described in the [Animal Control Guidelines and Assistance Animal Policy](#).

Federal regulations limit the questions University employees may ask about a service animal to the two following questions: a) whether the service animal is required because of a disability, and b) what work or tasks the animal is trained to perform. Employees requesting to have a service animal at work should present the type of service animal, a description of the service animal (e.g. weight, breed, etc.), and the animal's name to the [Department of Human Resources](#). Employees dissatisfied with a decision concerning a service animal at work may seek further review through the University's [ADA Coordinator](#).

Refer to the [Animal Control Guidelines and Assistance Animal Policy](#) or to the [Office of Equal Opportunity Programs](#) website for additional information on [Disability Accommodations](#).

C. Employee Responsibility in Accessible Technology

The University of Alabama endeavors to offer services, courses, and technology that are inclusive and accessible to all individuals in accordance with applicable law. The University's

accessibility initiative provides technology users, including those with disabilities, a functional and accessible technology experience with the institutional web presence and instructional and emerging technologies. Employees should work to ensure that any web presence, technology resources or purchases meet World Wide Web Consortium's [Web Content Accessibility Guidelines](#) (WCAG) 2.0 AA or offer equivalent facilitation.

Refer to the [University's Web Resources Accessibility Policy](#), the [WCAG Overview](#), or [Technology Accessibility](#) for additional information on the web content accessibility.

Chapter 3: Background Investigations

A background investigation is performed, by an outside vendor with which The University of Alabama has contracted, on final candidates for all regular and temporary faculty and staff positions (not including undergraduate student workers). This includes adjunct faculty and [graduate assistants](#). Background investigations may also be requested by the hiring department on final candidates for positions not included in the above, for volunteers, for positions in which the responsibilities are deemed to be sensitive in nature or when a background investigation is required by law.

Refer to the [Background Investigation Policy](#).

I. Self-Disclosure of Criminal Convictions

Current University of Alabama employees in positions covered by this policy are required to self-disclose to the Department of Human Resources post-employment criminal convictions, other than minor traffic violations. Disclosure must be made within three business days of the conviction. Such disclosure shall be made on the Disclosure of Criminal Convictions Form found on the [Human Resources website](#). Failure to timely disclose a criminal conviction may result in discipline, up to and including termination.

Refer to the [Disclosure of Criminal Convictions Form](#).

Chapter 4: Employment Categories for Benefit Eligibility

For purposes of determining eligibility for benefits, all positions are classified into a category. Employees must have at least a .50 full-time equivalency (FTE) to be eligible for benefits.

I. Staff Categories for Benefits Eligibility

A. Staff Regular Full-Time

Positions of 1.0 FTE that require incumbents to regularly work 38.75 to 40 hours per week. Contingent on business requirements and available monies, there is a reasonable expectation of continued funding for these positions.

B. Staff Regular Part-Time

Positions of at least .5 FTE but less than 1.0 FTE that require incumbents to regularly work a minimum of approximately 20 hours per week. Contingent on business requirements and available monies, there is a reasonable expectation of continued funding for these positions.

C. Staff Temporary Full-Time

Positions of 1.0 FTE that require incumbents to regularly work 38.75 to 40 hours per week. Appointments to these positions have an expected termination date of less than one year from the initial date of employment.

D. Staff Temporary Part-Time

Positions of at least .5 FTE but less than 1.0 FTE that require incumbents to regularly work a minimum of approximately 20 hours per week. Appointments to these positions have an expected termination date of less than one year from the initial date of employment.

E. Staff Contingent/On-Call

Positions that require incumbents to work schedules of no particular hours or duration. Employees who occupy these positions may also be expected to work an on-going but irregular schedule OR to work short-term temporary schedules OR to work on-call.

Contingent/On-Call employees may work any other schedule not meeting the requirements established above for regular or temporary employment categories.

II. Faculty Categories for Benefits Eligibility

A. Deans and Faculty Administrators

Positions may include Deans, Associate Deans, Assistant Deans, Assistant Provost, Associate Provost, or other executive appointments. These positions can be either renewable or tenure/tenure-track appointments.

B. Faculty Regular Full-Time

Positions are tenure/tenure-track appointments.

C. Faculty Renewable Full-Time

Positions are non-tenure/non-tenure-track appointments and are multi-year, contract, and clinical.

D. Faculty Temporary Full-Time

Positions are non-tenure/non-tenure-track appointments and are for 1 year or less and non-renewable.

E. Faculty Regular Part-Time

Positions are tenure/tenure-track appointments.

F. Faculty Renewable Part-Time

Positions are renewable appointments and are multi-year, contract, and clinical.

G. Faculty Temporary Part-Time

Positions are non-tenure/non-tenure-track appointments and are for 1 year or less and non-renewable.

III. Other Categories for Benefits Eligibility

A. Post Docs

Positions are engaged in postdoctoral research and training.

B. Resident Physicians

Positions are first, second, and third-year residents who are in a stage of graduate medical training or fellows on an annual appointment.

Refer to the [Benefits Guide for Faculty & Staff](#).

Chapter 5: Exemption Classifications

I. Non-Exempt Employee

“Non-exempt” employees are covered by the overtime provisions of the FLSA and must record and be compensated for all time worked. If the employee works more than 40 hours in one workweek, the employee is paid a premium of time and one-half, whether in pay or in accrual of compensatory time. Non-exempt (or hourly) employees are paid on a bi-weekly basis.

II. Exempt Employee

“Exempt” employees are not covered by the overtime provisions of the FLSA and are paid an agreed upon amount for the whole job, regardless of the amount of time or effort required to complete the work. Exempt (or monthly) employees receive a set monthly salary regardless of the number of hours worked. Exempt employees do not record hours of work on the time record. Exempt employees are not eligible for compensatory time. Exempt (or monthly) employees are paid on a monthly basis.

III. Professional Non-Exempt Employee

“Professional Non-exempt” employees are covered by the overtime provisions of the FLSA and must record and be compensated for all time worked. If the employee works more than 40 hours in one workweek, the employee is paid a premium of time and one-half, whether in pay or in accrual of compensatory time. Professional non-exempt (or hourly) employees are paid on a monthly basis. All language referencing pay for non-exempt employees, unless specifically stated otherwise, applies to professional non-exempt employees.

Refer to the [Payroll](#) website to review the pay schedules for each employee classifications. Refer to the [Fair Labor Standards Act FAQs](#).

Chapter 6: Getting Started

I. Onboarding for New Employees

The [New Employee Onboarding Checklist](#) helps new employees transition into their new position smoothly. It also walks them through the onboarding process, as well as provides additional resources that will familiarize them with The University of Alabama campus, policies, and procedures.

For additional assistance, employees should contact their supervisor and/or the [Human Resources Service Center](#).

II. New Employee Orientation

The University of Alabama's orientation programs for new faculty and staff welcomes new employees to campus life by introducing them to the people, places, programs, and policies that makes the University a great place to work. Part of the orientation process includes the opportunity to learn about and register for benefits. New employees eligible for benefits must enroll for benefits within 30 days of their hire date. Current employees with a change in employment status (such as changing from temporary to regular) must attend orientation as soon as possible within 30 days following the date of their change of status. If employees do not make an election for certain benefit coverage within the 30-day window as described above, they may not be allowed to enroll or elect coverage under the benefit until the next annual open enrollment period.

A description and schedule of the orientation sessions available for new faculty, staff and those new to a supervisory/management role is available on the [Human Resources](#) website, [New Employee Orientation](#).

III. Information Available in Departments or Work Units

Departmental supervisors will provide specific information such as work assignments, work hours, and departmental policies.

Every effort is made in this handbook to anticipate questions and provide general information. However, special problems, particular situations or questions about university policies and procedures, which are not covered in this handbook, may be encountered. When such occasions arise the employee should discuss them with their supervisor, the department head or the [Department of Human Resources](#).

IV. Personal Contact Information

All individuals who work for The University of Alabama are encouraged to enter information into the [myBama](#) portal of Banner Self Service and to keep such contact information current. This includes address, phone, and email information for the employee as well as the same information regarding individual(s) who should be contacted in the event of an emergency concerning the employee.

A. Changes in Personal Contact Information

A change in an employee's personal information should be reported to the [Payroll Department](#) or the [Human Resources Service Center](#). It is essential that The University of Alabama maintain up-to-date and accurate information in order to communicate with employees on matters of importance. Examples include but are not limited to:

- Name
- Mailing address
- Telephone/Cell number
- Email
- Emergency Contact

Additionally, employees should notify their supervisor when these types of personal changes occur.

Chapter 7: Benefits of Working at the University

Benefits complement pay and provide assistance to employees through every stage of their life. The University of Alabama offers include medical, dental and vision coverage, flexible spending plans, paid time off for employees, disability coverage, an employee assistance program, life insurance, education benefits, and retirement savings plans options.

The University strives to build an environment that supports the health and safety of its employees by providing other benefits for employees that may include discounts from local restaurants and businesses, [wellness programs](#), and a Faculty-Staff Clinic at [The University Medical Center](#).

Refer to the [Benefits](#) website for more information, which includes, but is not limited to, benefit eligibility, [benefits summary guide](#) and [medical rates](#).

I. Insurance Benefits

The University of Alabama makes available a number of insurance-related benefits for its employees. Some of those benefits are health, dental, vision, flexible spending accounts, life insurance, accidental death & dismemberment, and long-term disability. This list of benefits should not be considered all-inclusive. These and other benefits are explained during [New Employee Orientation](#) and an opportunity is provided to ask questions and to enroll in applicable benefits. Up-to-date information about benefit programs is maintained on the [Benefits](#) website.

The initial enrollment period for benefits is the first 30 days of employment at the University. If employees do not elect certain benefit coverage during the first 30 days of employment they may not be allowed to enroll or elect coverage under the benefit until the next annual open enrollment period. Contact the [Human Resources Service Center](#) for details on electing benefit coverage.

Employees encountering a qualifying life or family status change have 30 days to make any benefit changes. Life or family changes include but are not limited to a change in marriage, divorce, childbirth, adoption of a child, spouse's employment changes, the full-time equivalency (FTE) of an employees' appointment with the university, etc.

Refer to the [Benefits Summary Guide](#).

II. Retirement Plans

Eligible employees participate in the State of Alabama Teachers' Retirement System 401(a) defined benefit plan. Participation is mandatory. Employees must contribute a set percentage of their salary to help provide for their retirement benefits.

The University offers to eligible employees' voluntary 403(b) and 457(b) [retirement plans](#). The University matches contributions of eligible employees (as defined in the 403(b) plan) up to a maximum of five percent (5%) of salary in the 403(b) plan.

Refer to the [Benefits Summary Guide](#).

III. Educational Benefit Program

Eligible employees may participate in the [educational benefit program](#). Spouses and dependent children may be eligible for tuition assistance after the employee has completed 6 months of continuous eligible employment.

All university retirees, their spouse, and eligible dependents of retirees maintain eligibility for this benefit if they were eligible for it on the last day of the retiree's employment.

Refer to the [Benefits Summary Guide](#) and the [Educational Benefit Policy](#).

Chapter 8: Leave Administration

I. Holidays

Normal business operations of The University of Alabama will be suspended on holidays that are approved by the President and published annually by the Department of Human Resources.

Eligible employees who are not required to work will be excused on such holidays without charge to leave or loss of pay and will be paid at their regular rates. In the event eligible employees are required to work on a holiday, non-exempt employees will be paid or given time off in accordance with current policy and exempt employees will be given equivalent time off. Because dates of the holidays vary from year to year, refer to the [Human Resources](#) website to view the current year [Holiday Schedule](#).

The University observes the following holidays:

- Christmas/New Year: University operations normally cease at the end of the last workday before Christmas Eve. Operations normally resume on the workday following New Year's Day.
- Martin Luther King, Jr. Birthday: Third Monday in January.
- Spring Holidays: Scheduled at the time of the academic Spring Break.
- Memorial Day: Last Monday in May.
- Independence Day: July 4 (or the closest workday thereto).
- Labor Day: First Monday in September.
- Thanksgiving: Thanksgiving Day and the Friday following.

A. Eligibility for Holiday Pay

Qualified employees are eligible to receive holiday pay from the first day of their employment. Employees must be present at work (or be on previously approved paid leave) on the workday before and the workday after a holiday period in order to be eligible for holiday pay.

EXCEPTIONS: (1) Retirees whose retirements become effective during a holiday period may receive holiday pay for the day(s) preceding the effective date of retirement, and (2) employees do not receive holiday pay during a period of on-the-job injury pay.

Eligible part-time employees receive prorated holiday pay.

Employees in an unpaid leave status are not eligible to receive holiday pay for holidays that occur during the unpaid leave of absence.

Refer to the [Benefits Summary Guide](#).

II. Annual Leave (Vacation)

Department heads and supervisors are responsible for scheduling and approving annual leave of their employees prior to actual absences. Efforts will be made to schedule leave as requested by the employee. In scheduling leave, however, the effective continuation of the normal work routine will be the primary consideration. Department heads and supervisors will make the final determination regarding whether or not an employee's annual leave may be taken at the time requested by the employee. A recognized holiday that occurs during an employee's vacation will not be charged to annual leave time.

A. Accrual of Annual Leave

Eligible employees may accrue a maximum of 30 workdays of reimbursable annual leave. Annual leave on record over the maximum of 30 workdays after the last paycheck for the calendar year will be converted to sick leave.

Eligible non-exempt employees, with the exception of professional non-exempt employees, accrue annual leave in proportion to their length of service according to the following tables. The most recent hire date for continuous unbroken service in a benefits eligible position at the University will be used to calculate the length of service for annual leave accrual. With supervisor approval, accrued annual leave may be taken at any time after employment. Professional non-exempt employees accrue at eligible exempt employees' rate.

It is the responsibility of both the employee and the supervisor to accurately report all leave time taken by the employee.

1. Annual Leave Accrual for Non-Exempt Employees (Based on a 38.75 Hour Workweek)

Years of Services	Bi-Weekly Accrual (hours)	Annual Accrual(hours)
0 through 5 th year	3.58	93.08
6 th year	3.88	100.88
7 th year	4.17	108.42
8 th year	4.47	116.22
9 th year	4.77	124.02
10 th and 11 th year	5.07	131.82
12 th and 13 th year	5.37	139.62
14 th and 15 th year	5.67	147.42
16 th and 17 th year	5.96	154.96
18 th and 19 th year	6.26	162.76
20 th year and above	6.56	170.56

2. Annual Leave Accrual for Non-Exempt Employees (Based on a 40 Hour Workweek)

Years of Services	Bi-Weekly Accrual (hours)	Annual Accrual(hours)
0 through 5 th year	3.70	96.20
6 th year	4.00	104.00
7 th year	4.30	111.80
8 th year	4.62	120.12
9 th year	4.92	127.92
10 th and 11 th year	5.23	135.98
12 th and 13 th year	5.54	144.04
14 th and 15 th year	5.85	152.10
16 th and 17 th year	6.15	159.90
18 th and 19 th year	6.46	167.96
20 th year and above	6.77	176.02

Eligible non-exempt employees, with the exception of professional non-exempt employees, accrue annual leave based on paid hours reported, excluding extra- straight and overtime hours.

Eligible exempt employees are given a more liberal annual leave allowance in recognition of the fact that they are not paid overtime and are not eligible for compensatory time. Eligible full-time exempt employees accrue annual leave at the rate of 1.833 days for each month worked, which equates to 22 days per year. Employees in this employment category must be employed by the 15th of the month to accrue leave. If hired before the 15th of the month the accrual will be prorated if other than the 1st of the month. Note: During the month of termination, leave is prorated on the number of days worked.

Eligible part-time exempt employees accrue annual leave prorated on the basis of their FTE (full-time equivalency).

Eligible professional non-exempt employees accrue at the same rate as eligible exempt employees. Eligible part-time professional non-exempt employees accrue annual leave prorated on the basis of their FTE (full-time equivalency).

Holidays or administrative leaves that occur during paid annual leave will be charged to holiday or administrative leave, not to annual leave. If normal University operations are suspended for emergency purposes, such as inclement weather, during the time annual leave is being used, those days will also be charged to administrative leave.

Refer to the [Benefits Summary Guide](#).

B. Unused Annual Leave

Employees who terminate after six months of active employment with the University shall be paid for all accumulated and unused annual leave up to 30 days at the employees' current rate of pay based on FTE.

III. Sick Leave

Eligible employees who have sufficient accruals of sick leave will be paid for authorized absences resulting from sickness or injury.

A. Accrual of Sick Leave

Eligible non-exempt employees, with the exception of professional non-exempt employees, normally accrue sick leave based on paid hours, excluding extra-straight and overtime hours. This hourly accrual equates to one (1) workday per month for full-time employees.

Eligible full-time exempt employees and full-time professional non-exempt employees accrue sick leave at the rate of one (1) workday for each month worked. Eligible part-time exempt employees and part-time professional non-exempt employees accrue sick leave prorated on the basis of their FTE (full-time equivalency). Employees in these employment categories must be employed by the 15th of the month to accrue leave. If hired before the 15th of the month the accrual will be prorated if other than the 1st of the month. Note: During the month of termination, leave is prorated on the number of days worked.

There is no maximum accrual of the number of days of sick leave that may be accumulated. Sick leave may be used as credit for retirement. Teachers' Retirement System guidelines and limitations will apply.

Refer to the [Benefits Summary Guide](#).

B. Transfer of Sick Leave

Transfer of accrued sick leave from other participating (Teachers' Retirement System) approved state institutions and agencies is accepted and will be added to the employee's accrued sick leave balance. The institution from which the employee transfers must certify and provide documentation for the transferred sick leave balance to the University. After transfer, the accrual rate of sick leave according to University policy will apply to the transferred employee. This policy does not apply where a break in service has occurred as part of the transfer.

C. Use of Sick Leave

Sick leave is not an earned right, but a privilege, and should be taken only for reasons provided in this policy. Employees must report an absence for sick leave to their supervisor prior to the absence or at the earliest opportunity and provide an expected date of return. In addition, some departments may have more specific guidelines regarding sick leave. If this is the case, the departmental guidelines should be followed. Employees may be required to provide documentation for absences.

Eligible employees may use paid sick leave for the following reasons:

- Personal (employee's) illness/injury
- To attend to the serious illness/injury of relatives who reside in the immediate household
- To attend to the serious illness/injury of the employee's parent (including current step-parents or legal guardians)
- To obtain health-related professional services that cannot be scheduled after regular working hours
- For the birth and care of the employee's child
- For the placement of a child with the employee for adoption or foster care
- For other qualifying circumstances while under an approved Family and Medical Leave (FML) except for approved military exigency qualifying leave

When conditions within the work unit dictate the necessity, the supervisor may require an employee to reschedule an appointment.

Holidays or administrative leaves that occur during paid sick leave will be charged to holiday or administrative leave, not to sick leave. If normal University operations are suspended for emergency purposes, such as inclement weather, during the time sick leave is being used, those days will also be charged to administrative leave.

It is the responsibility of both the employee and the supervisor to accurately report all leave time taken by the employee.

D. Abuse of Sick Leave

Supervisors who have concerns regarding sick leave use or who suspect abuse of sick leave privileges may require evidence of illness or injury in the form of a medical certificate or statement from a physician for all sick leave absences.

Abuse of sick leave is grounds for disciplinary action. Supervisors should consult with the [Department of Human Resources](#) if there is a concern of sick leave abuse.

E. Unused Sick Leave Upon Separation

Non-exempt employees who leave the University after five (5) continuous years of sick leave accruing service at The University of Alabama are eligible to receive one-half pay of current rate of pay for each day (up to 120 days) of accrued and unused sick leave. Sick leave may be accrued beyond 120 days but will not be subject to payment upon termination. Payment may also be made at the death of the employee or upon retirement in the State Teachers' Retirement System.

Payment to non-exempt employees of one-half pay for all eligible days of accrued, unused sick leave in a prior separation is considered full pay for those sick leave days.

Non-exempt employees who leave the University with less than five (5) continuous years of service at The University of Alabama may have the sick leave restored if reemployment occurs within two (2) years of the date of termination and the position to which the employee is reinstated is eligible for sick leave benefits. Non-exempt employees who leave University employment with less than five (5) continuous years of sick leave accruing service at The University of Alabama will not be paid for accrued sick leave.

When a non-exempt employee transfers to a position of exempt status, all sick leave will be transferred and must be used or taken as retirement credit and will not be subject to payment upon separation.

Exempt employees and professional non-exempt employees, who leave the University with a sick leave balance may have the leave restored if reemployment occurs within two (2) years of the date of termination and the position to which the employee is reinstated is eligible for sick leave benefits. Exempt employees and professional non-exempt employees will not be paid for accrued sick leave upon separation.

Exempt, non-exempt, and professional non-exempt employees who leave the University with sick leave may transfer the leave to participating approved state agencies and institutions.

Retiring employees may apply sick leave toward retirement service credit. Contact the [Human Resources Service Center](#) for details.

IV. Requesting Leaves of Absence

The University of Alabama recognizes the fact that from time to time, personal situations arise that require an employee to be absent from scheduled work. An absence of longer duration than three (3) working days may require requesting a leave of absence. Medical, personal, and military leaves of absence must be applied for separately. Combined leaves or leaves that end

on one day and begin the next day, must be approved in advance of the leave expiration or continuation.

A. Family and Medical Leave

Employees who meet eligibility criteria may take Family and Medical Leave (FML) and be restored to the same or to an equivalent position upon their return.

Refer to the [Family and Medical Leave Policy](#).

B. Military Leave

All employees who are active members of the Alabama National Guard or of any other reserve component of the Armed Forces of the United States are eligible for a military leave of absence for performance of military duty.

Employees must provide notice upon receiving an assignment for military service prior to departure. In addition, the employee must comply with the current provisions of the law in regard to notification of return to work.

Employees should consult with their supervisor or refer to the [Human Resources](#) website for complete details pertaining to leave of absence policies as leave situations arise.

Refer to the [Military Leave Policy](#).

V. Administrative Leaves

Qualified employees will be placed on administrative leave and excused without loss of pay, based on their eligibility, for the reasons listed in this section below. If any of the following administrative leaves fall within annual or sick leave, they will be taken as administrative leave and not charged against annual or sick leave. If any of the conditions listed fall within a leave of absence without pay or within 66 2/3% on the job injury (OJI) pay, they will not be paid as administrative leave.

A. Jury Duty

The University of Alabama will provide time off with pay from regularly scheduled work hours for the day or days an employee is required to serve on jury duty. This applies to regular full-time, regular part-time and temporary full-time employees. The juror is required to return to work the next scheduled shift or work day after being dismissed from jury duty for all services or is released from service for a particular day by the court. In order to receive pay, proper documentation of time actually served must be provided. Employees should notify their supervisor of impending jury duty as soon as they receive notice to serve. A copy of the notice must be provided.

B. Witness Summons

If employees are subpoenaed to serve as witnesses in court and are called to the court during their regular shift, they will be paid for the time they are scheduled to work and are serving as witnesses. Proper documentation of time for court appearances must be provided.

Employees who appear as witnesses on their own behalf, either as plaintiffs or defendants, are not entitled to administrative leave. They may request annual leave or accrued comp time for this purpose.

C. Suspension of Normal Campus Operations

In the event the University of Alabama is forced to suspend normal operations due to inclement weather, natural disasters, power outages, or other uncontrollable circumstances, administrative leave may be granted. If, however, the University remains open during these times, employees are expected to report to work as usual. The University recognizes that some employees may have greater problems than others in reporting to work during these times. Employees who do not report to work when the University remains open during these times must request appropriate leave to offset their absence.

Non-exempt employees who work during times that normal operations are suspended should be paid according to [Compensation During Suspension of Normal Operations Policy](#).

D. Bereavement Leave

Eligible employees may be given up to three (3) workdays of administrative leave upon the death of an immediate family member. Eligible part-time employees will be paid prorated leave days based on their normally scheduled work hours.

For purposes of administering this policy, “immediate family” of the employee includes only the following current relationships: spouse, children, step-children, children-in-law, parents, step-parents, parents-in-law, brothers, brothers-in-law, sisters, sisters-in-law, grandparents, grandparents-in-law, step-grandparents, grandchildren, guardian and in-loco parentis. Aunts, uncles, nieces, nephews, cousins or other step relationships are not included.

To be eligible for bereavement leave, the employee should immediately notify their supervisor of the need to take leave. Upon return to work an official record, obituary notice or other form of documentation may be required to substantiate the request for paid leave. When approving the number of days to be granted for bereavement leave, supervisors should take into account the requirements of the work unit.

Refer to the [Benefits Summary Guide](#).

E. Birthday Leave

Eligible non-exempt employees are given paid administrative leave on their birthdays. Professional non-exempt employees are not eligible for birthday leave.

For a birthday that falls on an off day, supervisors will schedule the leave day either on the preceding workday or the following workday, depending on operational requirements. If operational requirements prevent granting administrative leave on either of these days, such leave should be scheduled within a defined timeframe as established by the department or the leave will be lost.

A birthday that falls within annual leave or sick leave will be taken as administrative leave. For a birthday that falls during a holiday period administrative leave must be scheduled by the supervisor as close to the holiday period as possible.

A birthday that occurs within a leave of absence without pay or within 66 2/3 % OJI pay, will not be paid as administrative leave.

Refer to the [Benefits Summary Guide](#).

F. Administrative Sabbatical Leave

In order to maintain and enhance the professional competence and productivity of administrative and professional staff, The University of Alabama provides the opportunity for exempt staff to apply for sabbatical leave. The enhancement should be directly related to an employee's position with the University. To be eligible for sabbatical leave, staff members must have completed at least six (6) years of full-time, continuous service with the University and must have developed a well-articulated plan for professional development. Sabbatical leave will be for four-and-one-half (4 ½) months (the equivalent of an academic term) at full pay or nine (9) months at half pay.

Application for sabbatical leave should be made in writing and must be consistent with the employee's Division guidelines. The department should consult with the [Department of Human Resources](#) prior to leave approval or denial.

Faculty should refer to the [Faculty Handbook](#) for more information on sabbatical leaves.

The [Teachers' Retirement System](#) (TRS) has previously represented that a sabbatical leave of two semesters with one-half pay is credited as one-half year of service. Employees considering or approved for a sabbatical leave should contact TRS to discuss how service credit will be determined.

G. Extended Sick Leave for Exempt Employees

Exempt employees experiencing a prolonged serious illness may request additional paid leave once accrued sick and annual leave have been exhausted. Up to six (6) months of additional paid leave may be approved provided the employee's duties can be covered through reassignment. The President or his designee must grant approval for extended sick leave. The request for an extended sick leave must be made in writing and is subject to the President or his designee's approval.

Extended sick leave with pay should not exceed a total of six (6) months, regardless of the number of incidents during an individual's employment.

VI. Other Leaves

A. Voting

Time off to vote in primary and general elections is not normally necessary. Voting hours are such that employees may vote either before or after work. If for some reason this is not possible, a request may be made to the supervisor for permission to arrive late to work or to leave early for the purpose of voting. Employees may use annual leave or accrued comp time for the time away from work. Supervisors will determine whether this request may be approved based on the particular situation.

B. Leave of Absence for Personal Reasons

Employees may request an unpaid personal leave of absence. The request for leave must be made in writing and is subject to the supervisor's approval. The request should include the reason(s) for the leave, as well as the beginning and ending dates of the leave. The department should consult with [Department of Human Resources](#) prior to leave approval or denial. Changes to the previously approved leave period should be requested in writing and are subject to

supervisor approval. Overstaying a leave of absence without proper notification and approval may constitute an automatic resignation and the loss of the right to reinstatement.

An employee may be required to use accrued leave before taking a leave of absence without pay. An employee taking a leave without pay should contact the [Human Resources Service Center](#) to inquire about potential impact to benefits.

Note: A leave of absence may be requested for up to six (6) months to attend classes at The University of Alabama as a full-time student. If approved, only one such leave may be considered and is subject to the same provisions as other leave of absences.

VII. On-the-Job Injuries and Illnesses

The University provides and pays for The University of Alabama [On-the-Job Injury and Illness Program](#) (OJI) to cover an employee's approved medical expenses and lost wages incurred as a result of an on-the-job injury or on-the-job illness.

Refer to the [On-the-Job Injury and Illness Policy](#).

Chapter 9: Other Services Available to Employees

I. Action Card

The [Action Card](#) is the official University of Alabama employee identification card and is property of the University. The employee may use the card for access to:

- University Buildings
- University Libraries
- University Recreational Facilities (for services purchased directly from University Recreation)
- Bama Cash debit account (optional)

Refer to the [Action Card](#) website for more information.

II. Employee Parking

Employees who park on campus must register their vehicles. Employees will receive the appropriate parking permit upon vehicle registration. Employees have the option of paying for their parking permit as a pre-tax payroll deduction. Parking fees vary according to the permit assigned.

Refer to [Parking Services](#) website for more information.

III. Employee Recognition

The University of Alabama recognizes the value of skills, knowledge, and judgment that come from years of experience. Therefore, service milestones are celebrated for every (5) five years of employment. For purposes of computing service recognition eligibility, the service date is the date of hire for the most recent period of continuous service.

Refer to the [HR Policy Manual](#) on the [Human Resources](#) website for the complete [Employee Service Award Dates Policy](#).

In addition to years of service, the University recognizes exemplary performance through [Department of Human Resources](#) Capstone Awards including:

- Ricky Yanaura Crimson Spirit Award
- Minnie C. Miles Endowed Excellence Award
- E. Roger Sayers Distinguished Service Award
- Sam S. May Commitment to Service Award
- Vergil Parks McKinley Sr. Employee Award

Refer to the [Learning and Development](#) website for more information on [Employee Recognition](#).

IV. Employee Assistance Program (EAP)

The University of Alabama's [Employee Assistance Program](#) (EAP) is a resource to assist employees coping more effectively with a variety of life challenges. The EAP offers confidential, free assessment, short-term counseling, and referral services.

- Marital and Relational
- Parent-child
- Behavior Problem of Child
- Substance Abuse
- Emotional and Stress
- Job-related
- Personal and Household Budgeting
- Extended Family

Refer to the [Benefits](#) website for the complete listing of services and contact information for the [Employee Assistance Program](#).

V. Faculty - Staff Clinic – The University Medical Center

The Faculty-Staff Clinic at [The University Medical Center](#) (UMC) provides employees with convenient non-emergency medical care. The clinic is committed to the care of University of Alabama employees and their families covered under the University's self-insured health insurance plan administered by Blue Cross Blue Shield of Alabama.

The clinic is available for walk-in care to assess and treat minor medical urgencies and acute illnesses, administer vaccinations and perform physicals, or follow up with chronic conditions or women's routine health services. X-ray and laboratory testing are available onsite.

Refer to the [UMC](#) website for more information on the Faculty-Staff Clinic.

VI. Bama Perks

[Bama Perks](#) provides University of Alabama employee's discounts at a number of local businesses.

Refer to the [Wellness and Work-Life website](#) for more information on [Bama Perks](#).

VII. Uniforms

Uniforms are issued to employees who work in certain areas of campus. Employees are expected to follow department specific uniform policies. Employees may be expected to return uniforms upon separation of employment.

Retiring or terminating employees who are being paid from accumulated leave balances may not be eligible to receive work clothing.

Chapter 10: Pay Policies and Practices

I. Payroll Schedules

Information regarding payroll schedules, calendars, deadlines for payroll submission, forms, and frequently asked questions are listed on the [Payroll](#) website.

II. Direct Deposit of Pay Checks

As a condition of employment at The University of Alabama, all employees are required to participate in payroll direct deposit. Employees' pay will be deposited each payday into the

U.S. bank account(s) of their choice. To ensure new accounts are set up and allocations are made in a timely manner, please allow five (5) business days before the payroll date. All changes will be applied to the next available payroll. Employees who do not provide the University with bank account information for direct deposit will receive their pay on a payroll debit card. Alternatively, employees may voluntarily elect to direct deposit part or all of their pay to a payroll debit card by completing the [agreement form](#) and submitting it to the [Human Resources Service Center](#). Employees who leave the University must keep their bank account active until they have received their final pay from the University.

[Direct deposit setup](#) is administered in the Self-Service portal on the Employee Tab in [myBama](#).

Refer to the [Payroll](#) website for [Direct Deposit Setup](#).

III. Work Schedules and Timekeeping

In general, the hours of work for those colleges, schools, and divisions not required to operate during the evening are 8:00 a.m. to 4:45 or 5:00 p.m. Therefore, office, clerical, and technical employees generally have a standard 7.75 or 8.00 hour workday and a 38.75 or 40 hour workweek with a one-hour meal period, which is not paid.

The establishment of schedules within the workweek is the responsibility of supervisors, directors, deans, and other administrative officials, who must consider operational requirements.

It is the responsibility of both the employee and the supervisor to accurately report all hours worked and all leave time taken by the employee. A non-exempt employee should not work outside their normal work schedule or during their unpaid meal period without management's prior approval. All hours worked are to be reported and compensated.

All hours worked or leave taken in a workweek must be recorded in that workweek. The University of Alabama's workweek is from 12:01 a.m. Sunday through 12:00 midnight Saturday.

Refer to the [Compensable Time Policy](#), [Compensable Time Guidelines for Travel and Training](#), and the [Fair Labor Standards Act FAQs](#).

IV. Breaks and Meal Periods

It is the responsibility of departmental supervisors to consider operational requirements of departments and to set work hours, breaks and meal periods accordingly. Breaks should not be used to extend the unpaid lunch break or to arrive at work late or leave work early. Breaks are a privilege and are not required by law.

The University of Alabama complies with Break Time for Nursing Mothers under the Fair Labor Standards Act and provides lactation rooms for nursing mothers on campus.

Refer to the [Compensable Time Policy](#).

Refer to the [Lactation Support](#) webpage for a complete listing of locations and additional information.

V. Shift Differential

It is the policy of The University of Alabama to pay a shift differential to non-exempt employees who work evening and night shifts.

Refer to the [Compensable Time Policy](#).

VI. Overtime and Compensatory Time

When it becomes necessary for overtime to be worked, supervisors will determine the specific work to be performed and the personnel needed for the work. If offers for overtime are declined, supervisors may require overtime assignments.

The Fair Labor Standards Act (FLSA) does not require notice to or consent from employees when scheduling overtime hours. Employers have the discretion to establish employee work schedules, as they desire, so long as workers are compensated properly and wages and overtime requirements are observed.

Non-exempt employees who work more than forty (40) hours in a workweek will be paid at the overtime rate of one and one-half times the number of hours worked over forty (40) in a workweek, OR will accrue compensatory time at one and one-half times the number of hours worked over forty (40) in a workweek.

Neither the employee nor the University may waive their rights and obligations under the FLSA or agree to pay less than the required overtime rate.

Refer to the [Compensable Time Policy](#).

VII. Call-Out Time

There are times when non-exempt employees may be called back to work unexpectedly after their regularly scheduled hours, or on their off days

Refer to the [Compensable Time Policy](#) and the [Compensation During Suspension of Normal Operations Policy](#).

VIII. On-Call Time

There are times when non-exempt employees may be required to make themselves available for work-related matters outside of their normally worked schedule. A number of factors impact the compensability of on-call time.

Refer to the [Compensable Time Policy](#).

IX. Special Event Pay

When non-exempt employees work designated special events that are held outside of their scheduled work hours, they should be paid at their overtime rate for the time actually worked at the special event. Examples of these events include, but are not limited to: athletic events, events at the Bryant Conference Center, and special events for Admissions.

Departmental supervisors may modify employee work schedules in order to meet the business needs of the department.

Refer to the [Compensable Time Policy](#).

X. Supplemental Compensation for Employees

Full-time employees may request to perform supplemental compensation activities, both internal and external, within the limits set forth by University of Alabama policy. Employees should discuss questions concerning the supplemental compensation policy with their supervisor before pursuing a supplemental compensation activity.

The divisional vice president in the area where the employee normally works must approve a request for supplemental compensation before an employee begins the supplemental compensation activity.

Supplemental compensation activities must comply with University policy. Employees should consult with their supervisor and/or the [Department of Human Resources](#) to ensure that they are in compliance with the policy.

Non-exempt employees should not be compensated for actual hours worked through supplemental pay. Their hours should be recorded in the UA e-Time system.

Refer to the [Staff Supplemental Compensation Policy](#).

Refer to the [Faculty Handbook](#) for the Faculty Supplemental Compensation Policy.

XI. Indebtedness and Collection

The University of Alabama strives to avoid official involvement in the personal affairs of its employees. However, the University expects its employees to be financially responsible and to honor their just debts.

Refer to the [Indebtedness and Collection Policy](#).

Chapter 11: General Policies

I. Management Rights

The University of Alabama has always sought employee opinions about working conditions, ways, and means of getting jobs done better, and other matters of employee interest. From time to time, however, the University, like any other organization, has to make decisions without prior contact or consultation with its employees. The University must, therefore, maintain exclusive discretion to exercise the customary functions of management, including, but not limited to, the discretion to hire, promote, suspend, dismiss, assign, supervise, and discipline employees; to determine the size, organizational structure, scheduling and composition of the work force; to establish, change and/or abolish policies, procedures, rules, and regulations; to determine and modify job descriptions, job classifications, and compensation plans; and to assign duties to employees in accordance with the needs and requirements determined by the University.

II. Introductory Period

The first six (6) months of employment in a regular employee status is considered an introductory period. During this time period, the supervisor may provide ongoing feedback and counseling and employees have the opportunity to demonstrate their ability and probability of sustained successful performance. Employees also have the opportunity to assess the suitability of the University as their workplace.

During an employee's introductory period the employee is considered to be employed on a trial basis. Either the supervisor or the employee may terminate the employment relationship with or without notice during this period. An employee has no right of appeal in the event of termination.

Prior to the completion of an employee's introductory period, the supervisor should meet with the employee to review performance and complete the review form.

Introductory periods may be extended up to 90 days provided sufficient communication and documentation between a supervisor and an employee have occurred during the first (6) six-month period. During the extension period, ongoing counseling sessions may be held between the supervisor and employee.

The [Department of Human Resources](#) must be consulted prior to an introductory period being extended or termination.

The introductory period is served only once for each continuous period of employment, except under the following conditions:

- If, during an employee's introductory period, the employee is promoted or transferred to another position, a new (6) six-month introductory period begins with the effective date of the promotion/transfer.
- If an employee changes from a temporary status to a regular status, the introductory period begins with the effective date of appointment to the regular position.
- If a non-exempt employee moves into an exempt position, the introductory period begins with the effective date of appointment into the exempt position.

III. Performance Reviews

Performance review and feedback from the employee's supervisor is an important part of the employment relationship. It is the responsibility of all supervisors to prepare and conduct regular performance reviews with each of their employees.

Performance reviews occur at the completion of an employee's introductory period and annually thereafter. Supervisors reserve the right to conduct performance reviews more frequently if deemed necessary.

IV. Internal Promotion Opportunities

Standard procedure for filling staff positions at The University of Alabama includes a process open to the general public. However, in some cases hiring managers may wish to fill staff positions from within the University. A hiring manager who seeks to fill a staff opening through an internal search or promotion should first make the request to the [Department of Human Resources](#).

Refer to the [Faculty Handbook](#) for the Criteria and Standards for Promotion.

V. Demotions

The University of Alabama may implement demotions when employees have demonstrated a lack of qualifications for the position held or the inability to perform at an acceptable level. In some cases, lower level positions may not be available, and termination may be required.

VI. Workforce Reorganization

The University of Alabama determines the priority for retaining academic and non-academic programs and services. The number of positions, the number of personnel, the extent of funding commitment, and other considerations for the continuance of such programs and services are the responsibility and authority of the University.

In the event reorganization takes place within a division, the [Department of Human Resources](#) will make an effort to assist employees who are displaced.

Refer to the [Workforce Reorganization Policy](#).

Refer to the [Faculty Handbook](#) for more information and for Termination and Severance because of bona fide financial exigency or demonstrable need to discontinue a program or department of instruction.

VII. Minimum Work Age

The University of Alabama adheres to the federal child labor provisions, authorized by the Fair Labor Standards Act. Depending upon the responsibilities and scope of a position, an age requirement may be required, e.g., being 21 years of age to operate a university vehicle.

VIII. Working with Relatives (Nepotism)

No employee is permitted to work within the chain of command when work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of one relative could be influenced by the other relative.

Management reserves the right to make a decision on reporting structure based on operational needs. Any exceptions to this policy require administrative approval.

Refer to the [Nepotism Policy](#).

IX. Consensual Romantic Relationships

Employees shall not engage in consensual romantic or sexual relationships with any student or employee over whom they exercise any academic, administrative, supervisory, evaluative, counseling, advisory, or extracurricular authority or influence.

It is also the policy of The University of Alabama that no employee shall exercise any academic, administrative, supervisory, evaluative, counseling, advisory, or extracurricular authority or influence over any student or employee with whom that employee has previously been involved in a consensual romantic or sexual relationship.

The [Consensual Romantic Relationships Policy](#) applies to all employees, including all faculty, staff, and graduate/undergraduate student employees.

X. Smoking

Smoking is prohibited at all times, and at all locations on The University of Alabama campus, including University-owned and leased facilities, properties and grounds. This includes but is not limited to the following:

- The interior of all University-owned buildings;
- All outside property or grounds of the Tuscaloosa campus, including sidewalks, parking lots, recreational areas, and partially enclosed areas such as walkways, breezeways, patios, porches, gazebos, tents, and bus shelters;
- Within any University-owned vehicles, including buses, vans, shuttles, golf carts, and all other University vehicles; and
- All indoor and outdoor athletics venues and facilities.

The smoke free campus environment policy applies to all faculty, staff, students, visitors, and contractors.

“Smoking” means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lit tobacco products, including electronic cigarettes that emit smoke.

Refer to the [Smoke-Free Campus Environment Policy](#).

XI. Professional Appearance

The University of Alabama recognizes that different applications regarding professional appearance may be necessary depending on the degree of customer contact, nature of work, and safety issues. The final decision regarding appropriate professional appearance is the responsibility of management.

Refer to the [Professional Appearance Policy](#).

XII. Vehicle Use

Any employee of The University of Alabama, with proper departmental authorization, may be assigned to operate a University vehicle, as defined by the [Motor Vehicle Record \(MVR\) Policy](#), for official University business. Personal use of University-owned vehicles is prohibited, unless approved by a Dean, Department Head or other authorized University official. All persons who operate a University vehicle must be 21 years of age and have a valid U.S. driver's license. All persons who operate University vehicles or their personal vehicle while on University business must adhere to traffic laws and follow the procedures/guidelines contained in UA's [Driver Safety Program](#).

Employees who use their personal vehicle on University business may be eligible for [mileage reimbursement](#).

Refer to the [Office of Risk Management](#) website for information on UA's [Driver Safety Program](#).

Refer to the [Accounts Payable](#) website for [Mileage Reimbursement Rates](#).

A. Driving Violations and Convictions (Self-Reporting)

If an approved driver is cited for a reportable traffic violation the matter must be reported to the employee's supervisor and the [Office of Risk Management](#). An approved driver is defined as someone who drives a University of Alabama vehicle on a regular or consistent basis as required by their job. Reportable violations (excluding parking violations) typically include, but may not be limited to the following:

- Driving under the influence or while impaired/intoxicated (DUI) of alcohol or drugs
- Hit-and-Run/Leaving the scene of an accident
- Evading law enforcement
- Assault with a motor vehicle
- Reckless driving
- Negligent homicide, manslaughter, or a felony involving a motor vehicle
- Speeding in excess of 85 MPH or 25 MPH over the posted limit

If an employees' job duties requires operating a University vehicle on a regular or consistent basis, the employee should immediately notify their supervisor if the employee's license is revoked or suspended for any reason or the traffic violation places the employee in an unacceptable category as defined in the [Driver Safety Program](#).

Drivers are responsible for all fines, penalties, legal fees or other costs resulting from a citation or traffic/parking violation issued while operating a University vehicle. If a citation is issued to a University vehicle by a 'red-light' camera, unmanned device, or other parking/traffic

enforcement officer the responsible driver is responsible for responding as instructed in the citation notice.

B. Accidents and Reporting

If an accident occurs while operating a University of Alabama vehicle, employees should immediately report the accident to their supervisor and either the [University Police](#) (UAPD) at 348-5454 if the accident occurs on campus, or local law enforcement if the accident occurs off-campus. UAPD or the responding law enforcement agency will prepare an accident report. If a law enforcement agency other than UAPD responds, the employee is to obtain an accident report number and ask the responding officer how to obtain the accident report. This information must be provided to [Risk Management](#).

Employees involved in accidents while conducting University business will be subject to the guidelines set forth in the University's [On-the-Job Injury \(OJI\) Policy](#).

University employees, students, and volunteers who use their personal vehicles on University business do so at their own risk. If involved in an accident while using your personal vehicle on University business, notify your supervisor immediately. If third parties have suffered either bodily injury or property damage, your supervisor should notify the [Office of Risk Management](#) for further instructions.

C. Post-Accident Substance Testing

An employee involved in an accident may be tested post-accident for substance as provided for in the [HR Policy Manual](#).

Refer to the [University Drug-Free Campus and Workplace Policy](#) and [Chapter 3](#) of this document.

Employees in the Division of Finance and Operations should refer to the [Pre-Employment Drug Screening Policy](#) and [Drug and Alcohol Testing Policy](#).

Refer to the [Drug-Free Campus and Workplace Policy](#). In addition, refer to the [Alcohol and Other Drugs Prevention](#) website for additional information about alcohol and other drug-related policies, education and prevention efforts.

XIII. State Ethics Laws

All employees of The University of Alabama are expected to comply with the State Ethics Law. University employees may not (1) use their positions to obtain personal gain for themselves, their families, or business with which they or their family members are associated, unless authorized by law, or (2) solicit or receive a thing of value, such as gifts, favors, services, or tickets to entertainment, social, or sporting events, offered only to University employees, or (3) use University equipment, facilities, time, human labor, or other University property under the employee's control for the employee's private or business benefit. In addition, the Law requires all employees making a certain salary to complete a Statement of Economic Interests by April 30 of each year, and requires all employees who are required to submit that Statement to also complete Alabama Ethics Laws training within 90 days of their employment with UA. All University faculty, regardless of annual salary, are also required to complete this training.

Refer to the [Ethics](#) section of the Compliance, Ethics, and Regulatory Affairs website for additional discussion of University policies that are implemented to ensure compliance with State Ethics laws, and/or refer to the [Alabama Ethics Commission](#) website for more information about state ethics laws.

XIV. Code of Ethical Conduct

All employees should adhere to the [Code of Ethical Conduct](#), which applies to all members of the University of Alabama community, including faculty, staff, students, volunteers, contractors, agents, affiliates, and others providing services to or on behalf of the University. University community members are required to bring suspected violations of applicable laws, regulations, policies, and standards to the attention of the appropriate office.

University community members are prohibited from retaliating or allowing retaliation against another community member for reporting activities suspected of violating laws, regulations, contractual obligations, or university policy.

In addition, the Code of Ethical Conduct expects all employees to:

- adhere to management plans created to manage conflicts of interest;
- disclose relationships with third parties, such as consulting, board membership, or professional services to ensure objective judgment in purchasing, research, and other university business and to identify any potential conflicts of interest;
- ensure one's personal relationships do not interfere with objective judgment in decisions affecting university employment or academic progress of any university community member; and
- not engage in any other activity that a reasonable person would expect to impair, or that would appear to impair, the independent judgment of the university community member in the performance of his or her public duties.

XV. Conflict of Interest and Financial Disclosure in Research and Other Sponsored Programs

The University of Alabama has developed a [Conflict of Interest Policy](#), which applies to all university investigators and to all sponsored programs, including federal, state, and local government; industry; or not-for-profit sponsors. The policy also covers university intellectual property licensed to an entity in which a university investigator owns an interest or serves as an employee, officer, or member of the Board of Directors regardless of the source of funding.

All University faculty or staff who serve as Principal Investigators, Co-Principal Investigators, Project Directors, Co-Project Directors, or in a decision-making capacity on a grant, contract, cooperative agreement, or other sponsored agreement, who have significant financial interest with an entity are required to disclose that ownership to allow a review of potential conflicts of interest, conflicts of commitment, conflicts regarding employment,

and/or use of graduate students in the company. This policy also applies to any faculty, staff, student, fellow, trainee, or other individual who, under the aegis of the University or pursuant to the review and approval of the University's Institutional Review Board for the Protection of Human Subjects (IRB), conducts research involving human subjects.

Refer to the [Office of Sponsored Programs](#) website to review the University's [Conflict of Interest Policy](#).

XVI. Staff and Faculty Awards

Appreciation of the accomplishments of University faculty and staff by those outside the institution reflects positively on the institution and is in the institution's best interests. It is, therefore, the policy of The University of Alabama that University faculty and staff members may accept awards and prizes from organizations and other entities outside the institution for their outstanding teaching, research, and/or service performed in the course of their employment with the University, provided, however, that acceptance of such awards and prizes shall not create a conflict with the interest of the University or with the recipient's role within the University.

If such recognition shall include a monetary prize in excess of \$100.00, or some other tangible benefit valued in excess of \$100.00, the recipient shall report such award or prize to the Provost or appropriate divisional Vice President prior to its acceptance. In the case that the Provost or a Vice President is a recipient of the award, the proposed award shall be reported to the President.

XVII. Running for Public Office and Political Activities

No University of Alabama employee may seek or hold public office and remain in the employ of the University if such activities could or would result in a conflict of interest or interfere with the employee carrying out his University responsibilities.

University employees who intend to seek election to public office must first obtain written consent from the Chancellor through appropriate reporting channels. In cases where the workload of the employee is the primary concern, a personal leave of absence during periods of running for office or serving in public office may be considered. Employees may use annual leave or accrued comp time for the time away from work.

No University employee shall use or permit to be used University resources, time, or property for or on behalf of any political candidate, campaign, or organization or for any contribution or solicitation of any contribution to a political campaign or organization; nor shall any University employee lend or appear to lend the support of the University in connection with any contribution or solicitation of any contribution to a political campaign or organization.

It is incumbent upon employees of the University to make clear in any political activity whatsoever that they are acting in a private and individual capacity and that their activities

have neither University sponsorship nor support. It is also incumbent upon employees of the University to avoid any private actions of a collective nature that may lend or appear to lend the support of the University to political activity.

Refer to [Board Rule 304](#), Political Activities of University Personnel.

XVIII. University Property

Private or personal use of University property without proper authorization is prohibited. Employees are prohibited from discarding University property. Employees should contact [Property and Inventory Management](#) for disposition of property that is no longer needed. Equipment that is obsolete or has been rendered useless must be transferred to Surplus Property for disposal by Property and Inventory Management regardless of the dollar value. Items purchased by the department/unit can be sold only by offering it to the general public through a public auction.

Refer to the [Property and Inventory Management Policy](#).

XIX. Safety and Security

Safety is a continuous activity and an integral part of any job assignment. The University of Alabama attempts to provide for the safety of the University community by continuous efforts to maintain buildings, grounds and equipment, and by encouraging safe operating practices.

All employees are responsible for contributing to safety by performing his/her job in the safest manner possible and by reporting to the supervisor any unsafe or dangerous conditions observed. Typical examples of unsafe conditions include slippery floors, improper or defective electrical wiring, careless handling of equipment, defective or broken equipment, and equipment left in such a manner as to be a safety hazard. In addition, employees who have access to administrative/academic buildings for after-hours work must lock the exterior doors behind them after they enter, and they are encouraged to follow all personal safety precautions outlined in the University's [Safer Living Guide](#), also available in print from [UAPD](#).

Security policies at the University are designed to create a safe workplace for our employees, property, data, and systems. Employees are expected to know, understand, and follow these policies as well as to report any potential security concerns in order to maintain a safe and secure workplace. Information about security considerations in the maintenance of campus facilities is updated annually in the annual [Campus Security Report](#).

XX. Dangerous Weapons and Firearms

The University of Alabama prohibits the possession, transportation, and use of unauthorized firearms and other dangerous weapons on campus. [The Dangerous Weapons & Firearms Policy](#) applies to all persons on campus, including faculty, staff, students, contractors, patients, and visitors.

XXI. Campus Violence and Reporting of Clery Crimes

The University of Alabama is committed to promoting a safe, respectful, and non-threatening campus environment that provides an attractive place for work and study, free from all forms of violence. Acts of violence are strictly prohibited.

A. Campus Violence and Behavioral Threat Assessment Guidelines

Members of the University community are expected to immediately report to [UAPD](#) (348-5454) any emergency situation involving behavior by a University student, employee, or visitor that would be considered a high level of concern (possession of weapon/bomb materials on

campus, physical assault or attempted assault on campus), and/or when there is a serious and imminent threat of violence to one's safety or the safety of others. Any other situation that involves a threat of violence or alarming/disruptive behavior that is not within the emergency situation should be reported to the appropriate University personnel as outlined in the Behavioral Threat Assessment Guidelines.

Refer to the [Behavioral Threat Assessment](#) website for the complete [Behavioral Threat Assessment Guidelines](#).

B. Campus Security Reports, Campus Security Authorities and Reporting of Clery Crimes

University of Alabama employees who are responsible for campus security, who are specified as an individual to whom students and employees should report criminal offenses, or who have significant responsibility for students and campus activities are designated as Campus Security Authorities (CSAs). CSAs are required by federal law to report to [UAPD](#) certain crimes that occur within Clery-defined geographical areas. Clery Act training is available through [UA LMS](#) for any employee who may be considered a CSA.

Refer to the [UAPD](#) website for more information on the [Clery Act](#), for a [crime reporting form](#), [CSA training PowerPoint](#) and to review the University's annual [Campus Security and Fire Safety Report](#).

XXII. Emergency Notifications

Emergency notification permits The University of Alabama to contact an employee effectively in the event of a natural disaster or other emergency, or to contact a designated person on the employee's behalf in the event the employee is involved in an emergency situation.

A. UA Alert System

The University of Alabama uses the [UA Alert](#) system as one of its methods for notifying the university community in an emergency situation. In an emergency, the University will activate the system, sending telephone calls (work, cell, and/or home), e-mail, and text (SMS) messages simultaneously to the university community.

Employees should update their contact information through [myBama](#) to ensure they receive the [UA Alert](#) messages. Employees who currently receive the alerts but would prefer to be contacted differently will need to revise their contact information.

To view and make changes to information online, faculty and staff can refer to the [Office of Emergency Preparedness](#) for further information.

B. Emergency Contact Information

All employees should maintain current emergency contact information through the [myBama](#) portal of Banner Self Service.

XXIII. Fire Prevention and Reporting

Fire hazards or suspected fire conditions observed by an employee should be reported immediately to the [Environmental Health and Safety](#) Department. Examples of hazards that should be reported are:

- Flammable liquids or materials left uncovered after use or improperly stored
- Accumulations of paper, oily rags, etc. in storage or other enclosed areas
- Defective wiring or electrical devices
- Fire doors left open

The University of Alabama has established fire prevention and evacuation plans to protect employees and other personnel and property on the University campus. Employees should become familiar with the plan for their particular area.

Refer to the [Environmental Health and Safety](#) website for the complete [Fire Safety Policies and Procedures Manual](#).

All reports of fires, including non-emergency situations, is important, particularly if you are unsure whether [UAPD](#) may already be aware. If you find evidence of a fire, even if the fire has been extinguished, please report by calling [UAPD](#) at 205-348-5454 and provide as much information as possible about the location, date, time, and cause of fire.

Refer to the [UAPD](#) website to review the University's annual [Campus Security and Fire Safety Report](#).

XXIV. Electronic Media

All electronic media systems and all information composed, transmitted, accessed, received, or stored in these systems are the property of The University of Alabama. The systems are used for conducting University business and the use of the equipment for personal commercial purposes or for personal financial or other gain are strictly prohibited.

The University may exercise its right to review, audit, intercept, access, and disclose all matters on its systems at any time, with or without employee notice, during or after working hours. **Employees should have no expectation of privacy in connection with the use of these systems.** Further limits (including an absolute prohibition of all personal uses of University-provided computing resources) may be imposed upon personal use in accordance with normal supervisory procedures.

Employees should never use another employee's password to access a file or retrieve any stored communication unless authorized.

Refer to the [HR Policy Manual](#) on the [Human Resources](#) website for the complete [Electronic Media Policy](#).

For additional information regarding Computer and Network Use-General Guidelines; Terms of Use for Computer Accounts; World Wide Web Policy and other relevant policies refer to the [Office of Information Technology](#) website.

XXV. Telephone Usage

The University of Alabama recognizes that there may occasionally be times when non-business-related calls must be made or received during working hours. Such calls must be held to a minimum and must not interfere with an employee's work. Employees are encouraged to make such calls during their breaks or meal periods.

XXVI. Telecommuting

Telecommuting is a work arrangement in which an employee is permitted to work from home or another approved location for all or part of the employee's workweek. It is a work alternative that is appropriate only for some employees and positions. Telecommuting requires supervisory approval and a written agreement if the arrangement is routine or ongoing. An employee does not have a right to telecommute.

Departments should contact the [Department of Human Resources](#) for guidance prior to approving or implementing a telecommuting arrangement.

XXVII. Personnel Files

An official personnel file is maintained on each employee by the [Department of Human Resources](#). To the extent allowed by law, employee files are confidential and are to be treated as such. Unless required by statute or other legal process, access to personnel files is limited to the following:

- Active employees may review the content of their personnel file in the presence of a designated Human Resources staff member.
- No material is to be removed except as specifically authorized by the [Department of Human Resources](#).
- Other appropriate University officials may have access to personnel files only on a need to know basis.

Refer to the [Personnel File Privacy Policy](#).

XXVIII. Patents and Copyrights

A. Copyright Statement

All employees at The University of Alabama are required to abide by and comply with all state and federal laws governing copyrights and trademarks as well as other applicable state and federal laws and applicable University polices.

Refer to the [UA Policy webpage](#) for the complete [Copyright Statement](#).

Refer to the [Office of Information Technology](#) website for complete Copyright Information.

B. Intellectual Property

Patentable inventions, discoveries, software programs, and other intellectual property often arise from University-related staff or faculty efforts. Ownership and disposition of rights in discoveries and inventions of employees is governed by The University of Alabama [Patent Policy](#) as found in the [Faculty Handbook](#), The Board of Trustees of The University of Alabama [Board Manual](#), and any other related policies that may be adopted by the University.

The University requires all faculty, staff, and students to sign an Intellectual Property Agreement (IPA) as a condition of employment. The completion of the IPA is processed through the [myBama](#) portal of Banner Self Service.

Refer to the [Office of Technology Transfer](#) website to review the University's [Patent Policy](#) and [Board Rule 509: Patent Policy](#).

C. Employee Visitors

There may be occasions when friends and family of University employees visit the employee in the workplace. It is important that non-work-related visits are not excessive or become disruptive to work routines.

Refer to the [HR Policy Manual](#) on the [Human Resources](#) website for the complete [Employee Visitor Policy](#).

D. Solicitation

Solicitation, either by the public in general or among employees is not allowed on the premises of The University of Alabama during scheduled working hours.

Employees may participate in generally acceptable solicitations during their scheduled breaks or meal periods.

University approved functions, such as the United Way Campaign, are exempt from this policy.

Refer to the [Solicitation Policy](#).

Chapter 12: Expectations of Employees

I. Attendance

Regular attendance and punctuality is expected of all employees. Ultimately, departments have the authority to establish attendance expectations for their areas.

There may be times when it is necessary for employees to be absent due to illness or personal reasons. Employees needing to be absent or tardy should notify their supervisor in accordance with departmental guidelines.

Note: Employees who are absent from work for three (3) or more consecutive workdays without appropriate notification to their supervisor may be considered to have voluntarily resigned their position.

Refer to the [HR Policy Manual](#) on the [Human Resources](#) website for the complete [Attendance Policy](#).

II. Standards of Behavior

Employees are expected to perform their work and conduct themselves in such a manner that reflects professionalism, is respectful toward others, brings credit to The University of Alabama, and complies with all applicable laws and University policies. Poor performance or misconduct may result in disciplinary action up to and including termination of employment.

Reflective of the University's Employment at Will Statement, although it is desirable for at-will employees to have a long-term employment relationship with the University, and although the University has a progressive discipline philosophy that it may choose to apply prior to termination, either the at-will employee or the University may terminate the relationship at any time, for any reason (except an illegal discriminatory or retaliatory reason), with or without notice. The University maintains exclusive discretion to exercise the customary functions of management including, but not limited to, the discretion to hire, promote, suspend, dismiss, assign, supervise, and discipline employees; to determine the size, organizational structure, scheduling, and composition of the work force; to establish, change and/or abolish policies, procedures, rules, and regulations; to determine and modify job descriptions, job classifications, and compensation plans; and to assign duties to employees in accordance with the needs and requirements determined by the University. Because of the great variety of situations that may arise, the University may also make decisions related to employment in a manner other than as provided in this section.

Employees are expected to meet the University's standards of behavior. Depending on the individual circumstances, employees who fail to meet those standards may be given an opportunity to improve. Indeed, the University has adopted a philosophy of progressive discipline for its employees, provided such is in the best interest of the University. The University may, in its sole discretion, elect to employ progressive discipline, which may include explaining areas of concern to the employee, outlining clear action steps for improvement, and setting a timeline to review progress. Normally, the employee's immediate supervisor will administer any appropriate corrective or disciplinary action. Appropriate action will be based on such factors as severity, frequency, institutional impact, and degree of

deviation from expectations. Progressive discipline is not guaranteed and, depending on the circumstances, some employees may be subject to immediate termination.

Progressive discipline should be viewed as a constructive means for improving employee performance. Failure to demonstrate sustained improvement may result in further disciplinary action up to and including termination.

Refer to the [HR Policy Manual](#) on the [Human Resources](#) website for the complete [Employee Counseling and Progressive Discipline Policy](#). Faculty should also refer to the [Faculty Handbook](#).

Employees are prohibited from engaging in conduct listed below and may be disciplined, up to and including dismissal. The following list has been established to serve as examples of behavior that could warrant a range of disciplinary sanctions, including suspension or termination. This list is not exhaustive.

- Violation of University or departmental policies or procedures
- Violation of safety and security policies, procedures, or practices or any actions that create a potential unsafe environment
- Displaying disrespectful and/or inappropriate behavior toward students, employees, visitors, or supervisors
- Refusing to do assigned work or failing to carry out reasonable assignments of supervisors, managers, or department heads
- Dishonest acts
- Unsatisfactory job performance
- Being inattentive to duty, including sleeping on the job or taking an unauthorized break
- Falsifying a time record or other University record or giving false information to anyone whose duty it is to make such record
- Being repeatedly or continuously absent or tardy, being absent without notice or reason satisfactory to the University or leaving the work area without appropriate authorization; Abuse of leave time
- Failing to report an on-the-job injury (OJI)
- Conducting oneself in any manner that is offensive, abusive, unethical, contrary to common decency or morality or brings discredit to the University or lack of civility
- Carrying out any form of illegal harassment or discrimination or retaliating against an individual who in good faith complains of illegal harassment or discrimination or who participates in an investigation arising out of such complaint
- Releasing/giving information from employee personnel records, including salary or other information derived from personnel action forms, in violation of the
- University's Personnel File Privacy Policy or state and/or federal laws, or otherwise disseminating confidential information to individuals who have no legitimate business need to know
- Failure to notify the University of the loss of required certification, license, or registration
- Having an unauthorized weapon, firearm or explosive on University property
- Appropriating state or student equipment, time, or resources for personal use or gain
- Misusing computers, including, but not limited to, plagiarism of programs, obtaining improper access to another device, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of unauthorized passwords, disruptive behavior on the computer, and excessive non-work related utilization of computer software or hardware

- Operating University vehicles, equipment, or private vehicles on state business without proper license or operating any vehicle on University property or while on University business in an unsafe or improper manner
- Conviction of a felony
- Misusing or neglecting University time, property, funds, materials, equipment, or supplies
- Unlawfully distributing, selling, possessing, using, or being under the influence of alcohol or drugs when on the job or subject to duty or any violation of the University's Drug-Free Campus and Workplace Policy or other policy statements on use of drugs or alcohol
- Fighting, engaging in horseplay, or acting in any manner that endangers the safety of oneself or others
- Participating in acts of violence or making threats of violence
- Interfering with the work of others
- Stealing or possessing without authority any equipment, tools, materials, or other property of the University or attempting to remove them from the premises without approval or permission from the appropriate authority
- Marking or defacing walls, fixtures, equipment, tools, materials, or other University property, or willfully damaging or destroying property in any way

III. Confidentiality

The University of Alabama makes every effort to protect employee privacy, including the prevention of inappropriate or unnecessary disclosures of employee information.

While complying with governmental reporting and record keeping requirements, the University strives to ensure that all personal and job-related information regarding employees is handled in a secure, confidential, and appropriate fashion. Therefore, employees should not participate in or allow the unauthorized access, use, review, disclosure, dissemination, alteration, or destruction of confidential information regarding students, employees or patients. Such confidential information includes, but is not limited to:

- Information from student records in violation of the University's Policy on [Confidentiality of Student Records](#) and/or the Family Educational Rights and Privacy Act (FERPA)
- Information from employee records in violation of the University's [Personnel File Privacy Policy](#) or state or federal laws
- Information from internal discrimination/harassment/retaliation/Title IX/other investigations when such information is required to be kept confidential and shared only on a need to know basis
- Any personally identifiable health information relating to the past, present, or future physical or mental health condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual, in violation of state or federal laws (including but not limited to: HIPAA, FERPA, ADA, Section 504 of the Rehabilitation Act, or FMLA)

IV. Resolutions of Disputes

The Staff Dispute Resolution process is an internal mechanism designed to ensure prompt and impartial consideration of concerns by University regular full-time and regular part-time staff who have

completed their initial six-month introductory period and who allege a misapplication of policy, procedure, or practice of the University.

This process is not to be used for appeals questioning employment decisions (including termination), work assignments, schedules, promotions, pay raises, employee performance evaluations, or other decisions made in the exercise of legitimate management rights, including elimination of an employee's position.

Neither should these procedures be used for discussing concerns and/or receiving complaints regarding illegal harassment, discrimination, or retaliation. Concerns of this type should be directed to an appropriate official identified on the [UAct](#) website.

The use of the Staff Dispute Resolution process does not prevent management from following through with appropriate disciplinary action up to and including termination of employment.

Refer to [Staff Dispute Resolution Policy](#).

The [Faculty Handbook](#) has a Mediation and Grievance System that provides a mechanism to process certain grievances of eligible members of the faculty.

Chapter 13: Leaving The University

I. Retirement

Employment with The University of Alabama will end when an employee retires from service. Applications for retirement should be submitted to the [Human Resources Service Center](#) no less than 30 days or more than 90 days prior to the effective retirement date.

Employees with a balance of annual leave or comp time may choose to use their available leave balance prior to their retirement date, subject to the approval of their supervisor; however, sick leave may only be used as defined under the “Use of Sick Leave” provision of this handbook. It is the responsibility of the employee to provide their supervisor with reasonable notice of their intended retirement date, as well as request any time off to be used in advance of that date. Annual leave, comp time, and sick leave remaining at the date of retirement will be paid out according to University policy.

A. Post-Retirement Employment

Post-retirement employment is subject to the guidelines of several entities including (but, may not be limited to) the [Retirement Systems of Alabama](#) (RSA) and/or Teachers’ Retirement System (TRS) and the [Alabama Ethics Commission](#). Specifically, it is the responsibility of the retiring individuals to determine whether or not the revolving door provision of the Alabama Ethics law applies to them.

Refer to the [HR Policy Manual](#) on the [Human Resources website](#) for the complete [Re-Employment of Retirees Policy](#).

II. Resignation

Should an employee resign from the University of Alabama, it is expected that exempt (monthly) employees give at least a 30-day notice and non-exempt (hourly) employees give at least a two (2) week notice of actual working time prior to departure. Neither annual leave nor comp time should be taken during the last pay period after a notice of resignation has been given.

A notice of resignation may be given in writing or verbally. Supervisors should acknowledge in writing an employee’s resignation, even if the resignation is for a date in the future.

Refer to the [Faculty Handbook](#) for information on Faculty Resignations.

III. Termination of Sponsored Employee on H1-B Visa

The University of Alabama must meet the following three requirements to effect a bona fide termination of H-1B employment and end its obligation to pay wages promised under the Labor Condition Application(s): (1) expressly terminate the employment relationship with the H-1B nonimmigrant; (2) notify USCIS and the U.S. Department of Labor of the termination so that the petition may be cancelled, and; (3) if the termination of employment is before the end of the period of authorized admission, to cover reasonable costs of return transportation for the employee to return to his/her last country of residence. Immigration laws do not require the University to purchase return

airfare for the employee's dependents. The University will purchase the airline ticket for the next available flight upon receipt of the eligible terminating employee's written request. The University will not provide funds to the employee to purchase his/her own ticket.

If the employee voluntarily terminates his/her employment prior to the expiration of the validity of his/her petition, the alien employee has not been dismissed and no return transportation costs will be provided.

Departments must contact [International Student and Scholar Services](#) and notify them of the involuntary or voluntary termination of H-1B employment so they may withdraw the H-1B petition with USCIS and the Labor Condition Application with the U.S. Department of Labor.

Terminated employees with an H-1B visa may contact International Student and Scholar Services regarding any questions concerning their H-1B visa.

IV. Continuation of Benefits

Eligibility for certain University benefits cease upon the effective separation date, with some exceptions for retirees. All employees who leave The University of Alabama should consult the [Human Resources Service Center](#) for information about continuation of benefits.

Refer to [Medical Coverage Options upon Termination from Employment Policy](#).

V. Exit Interviews

The University of Alabama strives to be a great place to work and encourages constructive feedback from our valued employees. Employees departing the University may choose to participate in an Exit Interview either by completing and submitting the Exit Interview Questionnaire, or by scheduling a meeting with their assigned [HR Partner](#).

Approval

Office of the Vice President of Finance and Operations

Signed:  12/15/2020
Cheryl Mowdy
Assistant Vice President for Finance and Operations