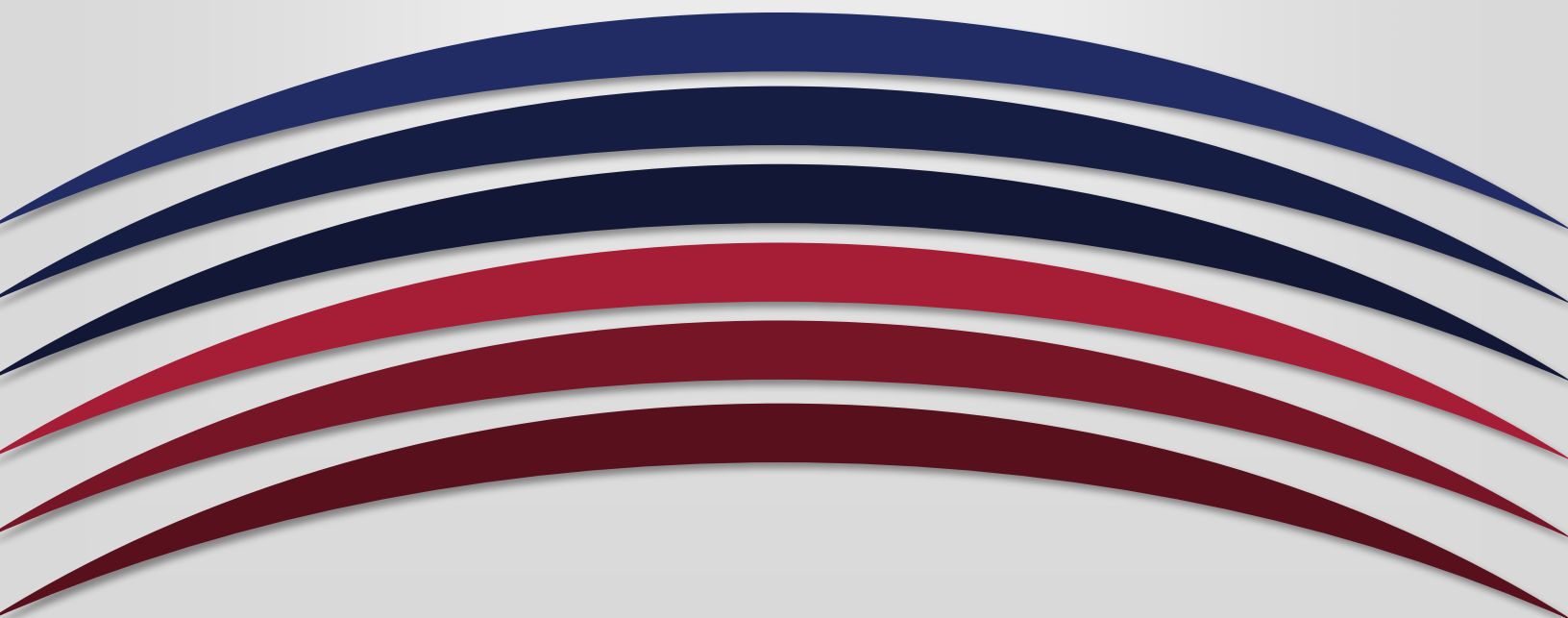


UNIVERSITY OF ARKANSAS  
**PULASKI TECH**

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Employee Manual

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## Preface

### ABOUT THIS HANDBOOK

The purpose of this Staff Handbook is to outline in summary form a general description of some basic policies, procedures, benefits, and expectations as they currently exist. Policies which apply to the entire University of Arkansas System are included as well as those specific to the University of Arkansas Pulaski Technical College (UA-PTC) campus. This Handbook replaces and supersedes all previous Staff Handbooks and all other policies or communications that may have been issued in the past on the subjects covered in this Handbook.

This Staff Handbook is not all-inclusive and should only serve as a guide to help answer general questions concerning College policies and procedures. This Staff Handbook nor the policies or procedures it summarizes constitute a contract between the College and members of its faculty and staff.

Although the College expects to continue the various policies and benefit programs described in this Handbook, circumstances may require that policies and programs be changed in the future. The College therefore reserves the right to amend, modify, interpret, or discontinue any of the benefit programs or conditions described in this Staff Handbook. UA-PTC also reserves the right to determine the applicability of any policy to a particular situation and to depart from the guidelines contained herein in a given case.

When policy changes are made, this Staff Handbook will be updated by Human Resources and notification will be provided to the campus community within 30 days. Modifications to the Staff Handbook require written approval by the Chancellor of the College. After changes have been approved, the updated Staff Handbook will be submitted to University of Arkansas System for final approval.

This Staff Handbook will be maintained in an electronic format and will be available to all employees via the [College Website](#). Employees who do not have access to computers may request a hard copy of the Staff Handbook by contacting Human Resources.



## Employee Handbook Acknowledgement and Receipt

This Employee Handbook describes important information about University of Arkansas – Pulaski Technical College and I understand that I should consult my supervisor or Human Resources regarding any questions. It my responsibility as an employee to be aware and keep current on all published policies and procedures and abide by them. Current Board and College Policies and Procedures can be found at <https://www.uaptc.edu/policies>.

I have entered into my employment relationship with University of Arkansas – Pulaski Technical College voluntarily and acknowledge that there is no specified length of employment. I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment. Accordingly, either I or University of Arkansas – Pulaski Technical College can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law, if any.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with University of Arkansas – Pulaski Technical College. By distributing this handbook, the College expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by University of Arkansas – Pulaski Technical College. All changes will be posted on the [University of Arkansas – Pulaski Technical College Policy website](#). I understand that revised information may supersede, modify or eliminate existing policies.

I acknowledge that this handbook is neither a contract of employment nor a legal document.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Employee Signature

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Date

---

Employee Name (Print)

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**

## 2 Introduction and Welcome

The faculty, staff, and administration of UA-PTC welcomes you!

We are committed to helping you integrate successfully into the UA-PTC community.

As you come onboard, we want to emphasize that our deepest commitment is to our customers. Without our faculty, staff, and students, UA-PTC would not be here to serve our community.

Your success, continued growth, and workplace satisfaction are the responsibilities of the leadership team. We promise that you will always be treated with dignity and respect, and valued as an important member of the College organization.

Once again, we're excited you have chosen to join the UA-PTC family. Thank you for joining our team!

### 3 About UA-PTC

University of Arkansas – Pulaski Technical College, a comprehensive two-year college, offers associate degree and certificate programs for students who plan to transfer to four-year colleges and universities and/or for career preparation and advancement.

UA-PTC's Mission, Vision, and Value Statements serve as a foundation for driving the College's defined strategies and culture towards positive outcomes in the future. UA-PTC is a student-centric institution that works to connect the talent, knowledge, and resources needed to promote student success and economic growth in central Arkansas and beyond. In order to further these efforts, UA-PTC's Mission, Vision, and Values Statements are as follows:

#### Mission

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

#### Vision

Empowering lives through learning and service.

#### Values

**Students First:** UA-PTC keeps students at the center of all we do.

**Learning:** UA-PTC commits to life-long learning that enhances individual and community development.

**Excellence:** UA-PTC strives for continual improvement and innovation to realize the highest potential of students, employees, and the College.

**Integrity:** UA-PTC acts with honesty and principle.

**Inclusiveness:** UA-PTC promotes a diverse and inclusive culture.

**Community:** UA-PTC fosters campus and community collaborations through open communication and relationship building.

## History

UA-PTC 's history dates back to October 1945 when it was established as the Little Rock Vocational School under the supervision of the Little Rock Public Schools. In October 1969, administration of the school was transferred to the Arkansas Board of Vocational Education and the school was named Pulaski Vocational Technical School.

Early in the 1970s, 137 acres declared surplus by the Veterans Administration were transferred to the North Little Rock School District and Pulaski Vocational Technical School was given 40 acres for a new school site. Pulaski Vo-Tech moved from 14th and Scott streets in Little Rock to its present location in January 1976.

When the Arkansas General Assembly created the Arkansas Technical and Community College System in 1991, Pulaski Technical College was created along with 12 other technical colleges under the coordination of the Arkansas Board of Higher Education.

In 2017, the College formally joined the University of Arkansas System. The College is governed by the University of Arkansas System Board of Trustees and a seven-member Board of Visitors, appointed by the governor, and derives its support largely from student tuition and fees and legislative appropriations.

## Accreditation

UA-PTC is accredited by The Higher Learning Commission of the North Central Association of College and Schools.

Many programs offered by the College are also accredited or certified by third party entities. A full listing can be found in the Academic College Catalog.

## Shared Governance

The faculty, staff, and administration of UA-PTC believe the College is best served through a shared decision-making model that utilizes the knowledge, skills, and values of its collective members to advance recommendations to the Chancellor and Board of Trustees.

Our shared governance structure exists to maximize communication across campus and advance the mission, values, and goals of the College.

## 4 General Employment Policies

### 4.1 Equal Employment Opportunity and Affirmative Action

It is the policy of UA-PTC to provide equal employment opportunities and prohibits discrimination against any employee or applicant for employment on the basis of race, color, ancestry, creed, national origin, age, sexual orientation, religion, sex/gender, individuals with disabilities, protected veterans, marital status, genetic information, or any other protected category under the applicable State and Federal law.

The policies relate to all phases of employment including, but not limited to, recruiting, employment, placement, promotion, demotion, transfer, termination, layoff, recall, rates of pay or other forms of compensation, selection for training, use of all facilities and participation in all College sponsored employee activities.

It is the responsibility of all departments and all personnel, supervisory and non-supervisory, to apply this policy in an equitable manner through UA-PTC.

### 4.2 Non-Discrimination and Equal Opportunity Provisions

UA-PTC ensures that the following laws and regulations will be carried out as they pertain to students, employees, applicants for employment, and other interested parties:

- **Title VI of the Civil Rights Act of 1964**, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- **Title IX of the Education Amendments of 1972**, as amended, which prohibits discrimination on the basis of sex in education programs;
- **Section 504 of the Rehabilitation Act of 1973**, as amended, which prohibits discrimination against qualified individuals with disabilities;
- **The Age Discrimination Act of 1975**, as amended, which prohibits discrimination on the basis of age;
- **Title II of the Americans with Disabilities Act of 1990**; and  
**Uniform Services Employment & Reemployment Rights Act**

Questions regarding UA-PTC's efforts to comply with its responsibilities under these laws should contact the Director of Human Resources or the Dean of Student Affairs.

## DISABILITY ACCOMMODATIONS

It is the goal of UA-PTC to provide equal access and opportunity to qualified persons with disabilities in compliance with Sections 503 and 504 of the Rehabilitation Act of

1973, as amended; the Americans with Disabilities Act (ADA) of 1990; and the ADA Amendments Act (ADAAA) of 2008. The College prohibits discrimination based on disability in all aspects of the application process and employment relationship.

An employee/candidate must be able to perform the essential functions of the position, with or without accommodations to work in or be hired for a position. Human Resources provides information relating to reasonable accommodations under the Americans with Disability Act and monitors accommodations for employees and applicants. Employees with a disability are encouraged to contact Human Resources to update their status as an individual with a disability and/or whether or not their disability requires accommodation(s).

Employees or applicants who believe they have a disability and wish to request a reasonable accommodation should utilize the [ADA Accommodation Request Form](#). By considering this request, the College does not consider or regard the employee or applicant as having a disability. Rather, the purpose of this form is to assist the College in determining whether, or to what extent, a reasonable accommodation is appropriate for qualified employees or applicants.

## RELIGIOUS ACCOMMODATIONS

Pursuant to the Title VII of the Civil Rights Act of 1964, UA-PTC prohibits employment discrimination based on religion. A religious accommodation is defined as any adjustment to the work environment that will allow an employee or applicant to practice his or her religion. The need for religious accommodation may arise where an individual's religious beliefs, observance or practices conflict with a specific task or requirement of the position or applicant process. Accommodation requests often relate to work schedules, dress and grooming, or religious expression in the work place. Accommodations may be granted if it would not pose an undue hardship. Employees or applicants who need to make a request for religious observance are encouraged to contact Human Resources.

### 4.3 Retaliatory Action Prohibited

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by law and UA-PTC. Any person who needs further explanation or who believes he or she has been retaliated against should contact Human Resources.

### 4.4 Employment of Relatives (Nepotism)

UA-PTC recognizes that conflicts of interest or favoritism may exist when members of

the same family are employed at the College and complies with University of Arkansas Board Policy regarding Nepotism, 410.1. This policy extends to practices that involve employee hiring, salary, promotion, and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, and domestic partner relatives. For more information on Nepotism visit at <https://www.uasys.edu/wp-content/uploads/sites/16/2018/04/410.1-Nepotism.pdf>.

If employees begin a dating relationship or become relatives, partners, or members of the same household, and if one party is in a supervisory position, employees are required to inform their direct supervisor and Human Resources of the relationship. UA-PTC reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Unless approved in writing by the Chancellor of the College, employees may **not under any circumstances** have members of the same household or close relatives as defined above enrolled as students in their classes.

#### 4.5 Employee Dating

UA-PTC believes that an environment where employees maintain clear boundaries between employee personal and professional interactions during work hours and within the working environment is the most effective for the workplace.

Individuals in supervisory relationships or other influential roles are subject to more stringent requirements due to their status as role models, their access to sensitive information and their ability to influence others.

- During working time and in working areas employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that a professional environment is maintained.
- During non-working time, such as lunches, breaks, and before and after work periods, employees are not precluded from having appropriate personal conversations in nonworking areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.
- Employees are strictly prohibited from engaging in physical contact that



would in any way be deemed inappropriate by a reasonable person while anywhere on college premises, whether during working hours or not.

- Employees who allow personal relationships with coworkers to affect the working environment will be subject to the appropriate provisions of the college disciplinary policy, which may include counseling for a minor problem. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
- Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
- Supervisors, managers, executives, chairs, deans, or anyone else in sensitive or influential positions must disclose the existence of any relationship with another coworker that has progressed beyond a platonic friendship. Disclosure may be made to the immediate supervisor or HR. This disclosure will enable the college to determine whether any conflict of interest exists because of the relative positions of the individuals involved.
- Where problems or potential risks are identified the college will work with the parties involved to consider options for resolving the conflict. The initial solution will be to make sure that the parties involved no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, more extreme measures may be necessary such as transfer to other positions or departments.

Under no circumstances may a Faculty Member date or engage in an intimate relationship with one of his/her students. Under no circumstances may any member of the workforce date or engage in an intimate relationship with a work-study student assigned to his/her area.

Any employee who thinks they have been disadvantaged as a result of this policy, or who believes this policy is not being followed, should make their feelings known to Director/Dean, Area Vice Chancellor or the Director of Human Resources.



## 4.6 Copyright Policy

UA-PTC is an institution that values integrity in intellectual discourse. As such, the College is committed to adhering to applicable laws regarding intellectual property and copyright including the United States Copyright Act, 17 U.S.C. § 101 et seq. For more information on Copyright policy, visit [https://www.uaptc.edu/docs/default-source/policies/final/400/490-6-copyright.pdf?sfvrsn=bf4e4671\\_2](https://www.uaptc.edu/docs/default-source/policies/final/400/490-6-copyright.pdf?sfvrsn=bf4e4671_2)

## 4.7 Whistleblower Act

The Arkansas Whistle-Blower Act is consistent with Arkansas Code Annotated 21-1-601 through 609. It is the policy of UA-PTC that an employee will be protected from discharge or retaliation because the employee reports in good faith the existence of any waste of public funds, property, manpower or a violation or suspected violation of State law, rule, or regulation. This policy excludes federal funds, property, or manpower.

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

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

An adverse action is defined as discharging, threatening, discriminating, or retaliating against the employee in any manner that affects the employee's employment, including compensation, job location, rights, immunities, promotions, or privileges. Good faith is lacking when the employee does not have personal knowledge of the waste or violation or when the employee knew or reasonably should have known that the report is malicious, false, or frivolous.

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

1. A state, county, or municipal government department, agency, or organization having jurisdiction over criminal law enforcement, etc.
2. A member, officer, agent, investigator, auditor, representative, or supervisory

- employee of the body, agency, or organization; or
3. The office of the Attorney General, Auditor of State, Arkansas Ethics Commission, Legislative Joint Audit Committee, Division of Legislative Audit, or prosecuting attorney's office.

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

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

## 5 Employment Eligibility, Opportunities, and Hiring Procedures

### 5.1 Employment Eligibility and Hiring Process Preface

#### HIRING PROCESS PREFACE

In accordance with \_\_\_\_ Policy, the processes outlined herein provide general procedure for the recruitment for, and hiring of, employees into vacant new and/or existing positions.

All employees of the College are subject to UA- PTC hiring procedures. All applicants and/or persons interested in consideration as a candidate for any/all new and/or existing vacant position are subject to the portions of this procedure as may be applicable.

In general, the basic hiring and recruitment procedure will be followed to recruit for, and fill, any and all open positions at UA- PTC. Some procedural steps may be bypassed and/or minimally fulfilled, dependent on the type of position and surrounding circumstances.

All forms identified within the steps outlined within the recruitment and hiring process,

support tools such as scoring rubrics/matrixes and interview guidance, supervisory hiring guidelines, and screening committee guidelines are available electronically from Human Resources (HR), and/or are provided within the supervisory training sessions coordinated through HR.

Two elements of UA- PTC's hiring procedure that **must** be satisfactorily completed for any and all hires - with no exceptions - are:

- a. The completion of the UA- PTC employment application form, including personal demographic information, and the acknowledgment of candidacy and/or employment requirements, and
- b. The proper vetting of candidates, i.e., all persons hired into any position with UA- PTC must successfully complete a background check and education verification via submission of current transcripts.

### **CONFIDENTIALITY IN THE HIRING PROCESS**

Confidentiality will be maintained within throughout the hiring process. All persons involved in the hiring and recruitment process are expected to uphold confidentiality on behalf of any and all persons who submitted materials for employment consideration.

### **EMPLOYMENT ELIGIBILITY**

Before any new employee can be assigned to any position at UA-Pulaski Technical College, the individual must provide proof of identity and eligibility to work as specified by the Immigration Reform and Control Act of 1986.

### **CONSEQUENCES OF DISCOVERY ISSUES**

- 1) It is expected that an individual submitting their application for employment consideration will complete the application process by providing UA- PTC with accurate and comprehensive information, being forthright in disclosure and lacking misrepresentative aspects.
- 2) The expectation is outlined in the form of an acknowledgement that is required to be completed by any/all applicants as one of the final steps in the UA- PTC application process.
- 3) Examples of information that is closely scrutinized for verification include: any educational degree and/or certification claimed to be earned and completed, information requested as a part of background screening, past employment locations and/or positions held.
- 4) If, either within the applicant review process, after an offer of employment has been extended and accepted, and/or after the individual has become employed, it is discovered that there was misrepresentation(s), failure to provide accurate and complete information, and/or a lack of appropriate disclosure within specific screening questions, the individual will be dropped from further consideration if not yet employed, and/or employment will be terminated, unless the Chancellor approves the continued employment based upon appropriate rationale.

- 5) As a consequence of discovery of misrepresentation and/or failure to appropriately disclose, the individual will be considered ineligible for future employment and/or future consideration of employment with UA- PTC, unless the Chancellor approves the continued employment based upon appropriate rationale.

## BACKGROUND CHECKS

Creating a safe and productive work environment is important to the College. Satisfactory background checks for all faculty and staff are required as a condition of employment. The following pre-employment background checks are required for employment:

For all positions:

- Employment verification
- Social Security and I-9 Eligibility to Work in the United States verification.
- Education verification and license and/or certification verification.
- State and county criminal record search.
- Child abuse check.

For certain identified financial or safety sensitive positions:

- Credit Reports.

For positions requiring the operation of a motor vehicle or a commercial vehicle:

- Department of Motor Vehicles record check.

The Office of Human Resources administers these checks through services provided by an external background check provider. Candidates for employment are informed of the policy and are asked to sign a release authorizing pre-employment screening. The procedure is administered consistently and fairly throughout the employment process.

The results are received and reviewed by a Human Resources representative. The Human Resources representative will contact the applicant to seek additional information and clarification if there are any questions about the results of a check. In the event the results provide adverse information, a Human Resources representative will contact the individual to discuss the results. Should the College make a decision not to hire an individual based on the outcome of a pre-employment background check, the individual will receive an explanation of the decision and information with the name and address of the agency that produced the information.

Individuals have the right to contact the organization to dispute the accuracy or completeness of any information provided by the agency. If the individual disagrees with any information on the report, s/he may obtain a free disclosure of the file from the agency if requested within 60 days.

The results of completed background checks are kept in a confidential envelope separate from the personnel file.

## BACKGROUND CHECK FORM

<https://portal.uaptc.edu/ICSFileServer/SharedDocs/HR/Pre-Employment-Forms/Arkansas-State-Police-Background-Check.pdf>

### 5.2 General Hiring & Recruitment Process

All vacant positions at UA-PTC will move through the basic steps, beginning with a clear identification of functional/operational need and concluding with a formalized hire.

#### 1) Identification of Staffing Need

- a. When an operational function is being impacted due to a staffing gap (vacancy in an existing position) or the need to enhance service fulfillment (vacancy in a new position\*), a supervisor may initiate the recruitment and hiring process.
- b. A proposed new Regular Position at UA- PTC must be submitted through the HR Position Priority Process unless otherwise allowed for by exception upon approval of the Chancellor. (A supervisor may re-purpose an existing position to better fulfill operational needs within their area of responsibility with guidance, review and approval of Human Resources and the Area Administrator.)

#### 2) Define Position – In preparation for recruitment and hiring, the position must be defined via a Position Description (PD); PD forms, samples and guidance are available here\_\_\_\_\_.

- a. A Position Description defines the responsibilities, tasks, duties to be performed, the necessary knowledge, skills, and abilities (KSAs), and qualifications (education and experience) that will allow an individual to successfully perform the responsibilities identified, as well as physical and mental demands.
- b. Every position within UA- PTC must have an up-to-date position description; it is the responsibility of the position supervisor, in collaboration with Human Resources, to ensure every position within their area of responsibility has a current position description.

#### 3) Initiate Recruitment – Planned and intentional recruitment activities will ensure appropriate support and acknowledgement regarding intent to search and select a qualified individual to join the UA- PTC team in a specifically identified role.

- a. For most regular positions, a Request to Fill Vacancy will be submitted to \_\_\_\_\_for overall consideration of resource usage. The Request to Fill Vacancy form, accompanied by an updated Position Description, will be

reviewed by; upon approval, recruitment will be considered properly initiated; the supervisor may begin working with Human Resources to open active recruitment.

- b. In the case of an emergent need, a supervisor should contact Human Resources for guidance as to options available under a temporary hire.
- c. For positions that are not considered to be Regular (e.g., Adjunct, Student, etc.), a Request to Fill Vacancy need not be completed for consideration; however, a Request to Initiate Recruitment must be completed, approved by the area Administrator, and forwarded to Human Resources to trigger active recruitment.

4) **Recruitment Opened** – The identified position is considered open and applications will be accepted for consideration regarding potential match with the position expectations.

- a. **Internal Recruitment** – If it is determined that recruitment for the identified position should begin with an active internal search initially, an “Internal Only” positing may be issued. An internal posting will include a specified closing date. A viable candidate pool must be obtained by the posted closing date for the hiring process to continue on the basis of an “Internal Only” posting. A viable candidate pool typically consists of a minimum of three candidates who meet minimum qualifications. In the event that a viable candidate pool does not emerge, the recruitment must be opened externally.
- b. **External Recruitment** – Unless an “Internal Only” posting is utilized, the default recruitment for open positions at UA- PTC will be that of external posting and advertisement. Human Resources will coordinate advertisement and active external recruitment activities. All advertisements will be in compliance with Equal Employment Opportunity and Affirmative Action requirements.
- c. **Emergent Need** – In rare and occasional situations, it may be necessary to engage in Fast-Track Minimal, or no, Recruitment activities. These types of situations arise when there is insufficient time to utilize a normal recruitment and hiring process, abrupt programmatic need emerges due to the sudden departure of an incumbent employee, and/or when an unexpected opportunity arises. Emergent need requests must be prior approved by the CFO, Provost, and Chancellor.
  - i. In these rare and occasional circumstances, the Hiring Manager/Supervisor may appoint a qualified employee temporarily to the intermittent position for a limited amount of time. During the intermittent appointment, UA- PTC will then undertake the normal hiring process.
  - ii. If no qualified current employee is available for the emergent need, a qualified non-employee may be considered; however Fast-



Track recruitment must be followed (guidance regarding Fast-Track is available in HR – Fast-Track in general follows basic hiring steps such as application, application review and candidate vetting). Fast-track recruitment is only available for temporary, intermittent position fulfillment.

- iii. An employee holding such a temporary appointment shall have no expectation of continued employment in the position beyond the specified end date; the employee accepting such a temporary appointment may be afforded a right to return to their prior position upon completion of the temporary intermittent appointment, should they have been employed at UA- PTC prior to the temporary appointment. An individual who was not employed with UA-PTC prior to the temporary appointment will have no expectation of any future employment with UA- PTC once the temporary intermittent appointment concludes.

### 5.3 Candidate Screening and Selection Process

#### **ESTABLISHMENT OF SCREENING COMMITTEE (if applicable)**

For regular positions, a Screening Committee will be utilized; for positions such as Federal Financial Aid Work Study Student, Adjunct, and urgent temporary hires, a Screening Committee may be utilized, but is not required.

- a. In partnership with Human Resources, the Hiring Manager/Supervisor over the vacant position will establish a Screening Committee to assist in the review of submitted applications. A Screening Committee will consist of a minimum of three and, except in special circumstances, no more than seven committee members.
- b. In most cases, the Committee Chair will be the Hiring Manager/Supervisor over the position.
- c. Committee members will be required to complete a brief training session that covers basics such as review of UA- PTC applications, obligations and expectations of committee members, record-keeping in hiring, and basic interview techniques. The Hiring Manager/Supervisor must coordinate with Human Resources to ensure all committee members have successfully completed any required training prior to committee service.
- d. Committee make-up should include cross-organizational representation, including both vertical and horizontal member representation, whenever possible.

#### **QUALIFIED CANDIDATE POOL FORMED**

Applicants who have submitted materials in response to open recruitment for an identified position are screened regarding minimum educational qualifications by Human Resources.

- a. Candidates that meet the minimum educational qualifications are forwarded as viable candidates to the Screening Committee and/or Hiring Manager/Supervisor as

may be applicable.

- b. Candidates who do not meet the minimum qualifications are dropped from further consideration and receive notification of such from Human Resources.

### **INITIAL CANDIDATE REVIEW**

Screening Committee and/or Hiring Manager/Supervisor (as may be applicable) review of submitted applicant materials.

- a. Utilizing scoring rubric forms (available through HR), submitted materials are reviewed for higher and lower levels of preferred qualification, knowledge, skills and abilities (KSAs), and additional aspect fulfillment.
- b. Candidates who are determined to better fulfill needs are moved forward for further consideration.

### **INTERVIEW SEMI-FINALIST CANDIDATES (when applicable)**

Screening Committee and/or Hiring Manager/Supervisor (as may be applicable) will reduce the candidate pool on the basis of established criteria.

- a. Utilizing initial interview methods, the Screening Committee and/or Hiring Manager/Supervisor (as applicable) engage in live interviews with top tier qualified candidates.
- b. Initial interviews may be by phone, by videoconferencing, or in-person, as may be determined to be most appropriate for the candidate pool. Guidance on interview methods and assistance with scoring rubrics/matrixes are available from Human Resources.
- c. Viable candidate pool should be reduced from beginning count to a group of three to five candidates considered to be most viable. Candidates who are no longer under consideration will be notified of such by Human Resources.
- d. Candidates who will be brought on-campus for interviews will be contacted. The Hiring Manager/Supervisor will coordinate any interview schedules and committee schedules in partnership with Human Resources.

### **INTERVIEW FINALIST CANDIDATES (when applicable)**

Top tier candidates will be brought on- campus for interview opportunity, as well as any skill demonstration/testing and or other assessment method, as may be deemed appropriate.

- a. In partnership with Human Resources, the Hiring Manager/Supervisor will work with the established Screening Committee, when applicable, to develop the on-campus interview schedule.
- b. Utilizing approved on-campus interview methods, the Screening Committee and/or Hiring Manager/Supervisor (as applicable) engage in on-campus interviews with finalists. Guidance on interview methods and assistance with scoring rubrics/matrixes are available from Human Resources.
- c. Top tier candidate information will be compiled by the Hiring Manager/Supervisor, with the assistance of Screening Committee members, as appropriate. Top tier candidate information will be forwarded to Human Resources for



the candidate vetting process.

### **CANDIDATE VETTING (Checks and Verification)**

Education, employment, demographic information verification, reference checks, and background checks will be completed prior to a final selection.

- a. Candidates will be contacted for acknowledgement of the vetting process. Once consent has been provided, Human Resources will conduct a background check, education verification, and personal demographic verification.
- b. Hiring Managers/Supervisors will begin the professional reference checking process. A minimum of three professional references will be contacted and information gathered (professional reference check guidance and sample forms are available through HR).

### **FINAL SELECTION**

The Hiring Manager/Supervisor arrives at the candidate of best fit and forwards final selection forward for review to the next level Manager/Supervisor and/or the Chancellor, as may be applicable. The determination of best fit will be based on full consideration of:

- a. Submitted materials,
- b. Initial interview,
- c. Secondary interview (if applicable),
- d. Skill demonstration (if applicable),
- e. Reference information, and
- f. Background check information.

When the final selection is approved, the Hiring Manager/Supervisor must partner with Human Resources to determine the specifics of any employment offer. All documents utilized within the hiring process must be gathered by the Hiring Manager/Supervisor and forwarded to Human Resources for appropriate record storage and retention.

## **5.4 Offer of Employment**

Once the final selection is reviewed and approved, and the specifics of the employment offer have been established in partnership with Human Resources, the offer may be extended.

- a. An offer of employment must not be extended without prior establishment of specific details through Human Resources.
- b. When an offer of employment has been extended and accepted, all other candidates will be notified of the conclusion of the hiring process by the Hiring Manager/Supervisor using appropriate and permissible communication.

The hiring process will be concluded with the formalized offer communication to the new hire.

- a. In general, employees hired into regular positions will received a formal acknowledgement of offer from Human Resources to secure acceptance of the offer that was made verbally; a contact (when applicable) or other Personnel Action Form (PAF) indicating employment status (when applicable) will be

- offered to the employee on their first day of employment.
- b. In general, all other hires will be formalized via acknowledgement and signature on a PAF generated by Human Resources.
- c. Start dates established by the Payroll Office must be followed.

The College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the College's exclusion of an applicant/candidate from further consideration for employment. If a decision to hire is based on inaccurate or incomplete information, the College may decide to terminate employment.

## 5.5 Employment after Retirement

Former employees who retired from the college pursuant to the Early Retirement Incentive Program, Act 187 of 1987, may not be re-employed by the college.

Any former employee who retired from the college and is rehired will be considered a new hire or a rehire and eligible for benefits including insurance, sick leave, annual leave, and career service bonus, consistent with state policy. Any former employee who retired from a state agency, institution, board, or commission and is rehired in an extra-help position is ineligible for benefits.

For additional information, contact Human Resources.

## 5.6 Reemployment

Former employees who gave adequate notice and who left with satisfactory performance records are eligible for consideration for rehire. A former employee of any UA System campus, unit or division who abandoned his/her position or is discharged for cause will not be rehired.

## 5.7 Promotions and Transfers

It is UA-PTC'S practice to transfer and promote from within the College, whenever possible and operationally efficient. Selection for position(s) will be made based on merit, education, and experience. Members of the workforce with good performance records, needed skills, and who request a transfer during the time period the position is open for applications, are given preference over applicants from outside, if they are equally qualified. You may not request a transfer if you have received a disciplinary action in the past twelve months or in your initial probationary period.

## 6 Onboarding and Personnel Action Procedures

### 6.1 Orientation for New Employees

All UA-PTC new hires or former employees rehired will participate in an orientation program. Orientation will take place on the first day of employment or within a reasonable timeframe from initial date of employment. The goals of the orientation are to:

- Help employees adjust to new job duties
- Provide information about UA-PTCs mission and goals as an institution.
- Explain employee responsibilities in carrying out the College's goals

All employees will receive a link to this handbook. A paper copy is available upon request from Human Resources. Read this handbook carefully and consult with an immediate supervisor or Human Resources regarding any questions.

### 6.2 Change in Status Procedures

### 6.3 New and Transfer Hires Probationary Periods

#### New Employees

New employees have a ninety (90) working day probationary period. Within thirty (30) working days of beginning their employment at UA-PTC, the staff employee will meet with their supervisor to review and sign their job description. A copy will remain in the department, a copy will be given to the employee, and the original will be sent to Human Resources.

During the first three months of employment, the new employee will meet with their supervisor and discuss performance expectations, performance criteria and the evaluation cycle.

#### Current employees

Current employees who transition to a new position are subject to an additional thirty (30) working day probationary period in the new position. For more information, see section 13.1 under Performance Management

### 6.4 Supervisor's Role

A "Supervisor" employee means any individual having authority in the interest of

the College to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees of the college; or the responsibility to direct other employees of the college, to adjust their grievances, or to effectively recommend an action if the exercise of authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

On the first day of employment, the immediate supervisor, should discuss, at a minimum, the New Hire Checklist with the employee. To view the New Hire Checklist online, visit:

The supervisor should ensure that the staff employee is given adequate time to gain a clear understanding of the information and ask questions. When complete, the supervisor will place a signed copy of the New Employee Checklist in the staff member's personnel file. The supervisor will also make introductions to co-workers, and offer introductory on-the-job training.

Additionally, the supervisor should share department specific information with the staff member, which might include an organizational chart, a brief overview of the department, the department's purpose statement and an office telephone directory.

The supervisor should provide an opportunity for the staff member to ask any questions about the Staff Handbook.

### **Departmental Checklist**

The UA-PTC departmental checklists will lists tasks that need to be completed to ensure a new hire has a successful introduction to UA-PTC and can feel comfortable and productive in their new role. Supervisors should review this list in advance of the new employee arriving on campus to ensure that all the necessary arrangements have been made and to create a smooth transition when the new hire arrives for their first day at work.

## **7 Employee Responsibilities and Conduct**

### **7.1 Civility and Courtesy**

All individuals working for the College should treat other employees and those persons accessing the College's services and programs as customers deserving of respect, courtesy, consideration, and prompt assistance or response. Behavior which is uncivil, disrespectful, rude, discriminatory, or disruptive will not be tolerated, nor will any

behavior which creates a hostile working or learning environment. Collaboration and collegiality should take precedence over competition and individual advancement at others' expense. Employees who exhibit inappropriate behavior are subject to disciplinary proceedings.

## 7.2 Personal Conduct

Employees should always conduct themselves in the workplace so as to promote the orderly and efficient operation of the College. Violations will be regarded as cause for disciplinary action, up to and including discharge. Discharge may result from an accumulation of minor infractions as well as for a single serious infraction.

Any employee may be subject to immediate dismissal and may not be considered eligible for reemployment for dishonesty, insubordination, incompetence, violence, unprofessional conduct, or other unacceptable behavior.

In the event termination is necessary, the supervisor should review all information regarding termination with Human Resources. All terminations are subject to approval by the Chancellor or UA- System Legal prior to action.

### **Behaviors That May Result In Disciplinary Action**

Employees are prohibited from engaging in conduct listed below and may receive discipline up to and including termination for such behavior. This list has been established to serve as examples of behavior that could warrant a range of disciplinary sanctions and is not exclusive. Appropriate levels of discipline may be based on the severity of employee behavior.

1. Violating any System Policy set by the Board of Trustees or any operating policy, procedure, rule, regulation, or guideline established by the College;
2. Displaying disrespectful and/or inappropriate behaviors toward a student, employee, or supervisor;
3. Refusing to do assigned work or failing to carry out the reasonable assignment of a manager, supervisor, or department head;
4. Being inattentive to duty, including sleeping on the job;
5. Falsifying timesheets, interviews, reports, and other College record, or giving false information to anyone whose duty is to make such record;
6. Smoking on any College property including building, grounds, and vehicles;
7. Operating state-owned vehicles, equipment or private vehicles on state business without proper license or operating any vehicle on College property or on College business in an unsafe or improper manner;

8. Possessing an unauthorized weapon, firearm, or explosive on College;
9. Appropriating state or student equipment, time, or resources for personal use or gain;
10. Computer abuse, including but not being limited to, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of unauthorized passwords, disruptive behavior on the computer and non-work related utilization of computer software or hardware;
11. Misusing or willfully neglecting college property, funds, materials, equipment or supplies;
12. Fighting, engaging in horseplay or acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence;
13. Interfering in any way with the work of others;
14. Stealing or possessing without authority any equipment, tools, materials, or other property of the College or attempting to remove them from the premises without approval or permission from the appropriate authority;
15. Sexual Harassment including, but not being limited to, unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature or behaviors which create a hostile environment. Examples include:
  - a. Verbal harassment including, but not being limited to, comments or questions about a person's sexual behavior, sexually oriented jokes, comments or questions about a person's body, and conversations with sexual innuendo;
  - b. Physical harassment including, but not being limited to, unwelcome touching, fondling, patting, pinching, or kissing; and
  - c. Direct or implied threats that failure to cooperate with the request or advance will result in negative employment consequences.
16. Improper behavior related to attendance, including excessive absenteeism, tardiness, leaving work early, extending break periods, or failure to report or work when scheduled;
17. Failure to report sick or annual leave time used;
18. Taking or attempting to take property from the College, its students, employees, visitors or patrons;
19. Providing false information on employment applications or other records;
20. Failure to comply with safety rules and regulations, including but not being limited to failure to immediately report all accidents and injuries, failure to comply with and/or follow safety rules and regulations, and failure to wear required personal protective equipment;
21. Use of official position and influence for personal gain;



22. Unauthorized disclosure of records or other business information;
23. Misconduct related to the use and/or possession of alcoholic beverages and controlled substances, including:
  - a. Unlawful manufacture, distribution, possession or use of illegal drugs or controlled substances;
  - b. Unlawful manufacture, distribution, dispensing, possession or use of alcoholic beverages on any property owned or maintained by UA-PTC or as a part of College activity;
  - c. Consuming or possessing controlled substances on College premises without a prescription;
  - d. Being under the influence of alcohol when reporting to or while at work;
  - e. Being under the influence of controlled substances without a prescription or being under the influence of illegal drugs when reporting to or while at work; and
  - f. Failure to pass a required drug or alcohol screen.
24. Use of vulgar or obscene language;
25. Threatening and/or intimidating other persons, fighting and/or instigating a fight, and/or horseplay;
26. Verbally abusing, physically attacking or obstructing any person;
27. Gambling on College property;
28. Acts of moral turpitude;
29. Illegal acts committed by employees when not at work that reflects adversely upon the College; and
30. Discrimination against any person based on protected status.

### 7.3 Workplace Bullying

UA-PTC has a zero-tolerance policy for workplace bullying. UA-PTC defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the College’s policy on Civility and Courtesy and policy on Personal Conduct stating that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the College will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an

allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. UA-PTC considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.

For more information on the Conflict Resolution, visit  
[https://www.uaptc.edu/docs/default-source/policies/final/400/405-1-3-conflict-resolution.pdf?sfvrsn=198c75d2\\_2](https://www.uaptc.edu/docs/default-source/policies/final/400/405-1-3-conflict-resolution.pdf?sfvrsn=198c75d2_2)

## 7.4 Professional Attire

Our College is a learning environment that provides classroom and real world experience. As such, our students learn what professional dress code is from observing our employees. Therefore, employee appearance should always qualify as professional and reflect in a positive manner on the College. Questions about appropriate grooming and/or dress code standards should be directed to an employee's supervisor.

Administration will provide guidance as needed to supervisors. For more information on personal appearance, visit [https://www.uaptc.edu/docs/default-source/policies/final/400/490-3-professional-attire.pdf?sfvrsn=a4696dfc\\_2](https://www.uaptc.edu/docs/default-source/policies/final/400/490-3-professional-attire.pdf?sfvrsn=a4696dfc_2)

## 7.5 Employee Attendance

Supervisors should work with their employees to determine a work schedule which meets the needs of the College.

Employees must notify their immediate supervisors if they will be tardy or absent during scheduled work hours. Such notifications must be made before the employee is scheduled to arrive on the day that the tardy/absence occurs or as soon as possible when a situation prevents advance notification. All employees are required to submit leave forms to their supervisor for illness or vacation days.



## 7.6 Commencement Attendance

UA-PTC supports students from start to finish of their journey here at UA-PTC. All full-time faculty and professional non-classified staff of the UA-PTC workforce are required to attend Commencement and wear the appropriate regalia unless previously excused by an immediate supervisor.

## 7.7 Mandatory Training

UA-PTC follows all state and federal guidelines regarding mandatory training for employees. Certain federal and state laws require training for employees with specific job functions. Employees should consult with their supervisors regarding any required training for this job position.

## 7.8 Required Training

Additional college-wide training requirements will be decided on a case-by-case basis and approved through College Council.

Supervisors may require additional training specific to their departments.

## 7.9 College Service

### Share Governance

The faculty, staff, and administration of UA-PTC believe the College is best served through a shared decision-making model that utilizes the knowledge, skills, and values of its collective members to advance recommendations to the Chancellor and Board of Trustees. Staff are encouraged to participate in this decision-making model through committees and council service. To ensure ongoing and continuous involvement in governance several areas have been identified for standing council and committee involvement and for other areas task or ad-hoc groups are developed as needed. Standing councils and committees have defined ongoing responsibilities, whereas task groups, ad-hoc committees, or teams have charges developed to meet specific issues. For more information on shared governance visit <https://www.uaptc.edu/governance>

## 7.10 Employee Identification

Employees will be issued an identification card from Human Resources. Replacement cards may be ordered through Human Resources. Upon termination, the ID card must be returned to supervisor or Human Resources before the last check will be released.

## 7.11 Parking

All Staff who operate vehicles and park on any facility of or at events sponsored by UA-

PTC are required to register their vehicle. Parking stickers will be distributed through Campus Police. Staff are expected to follow all parking regulations. To view the parking regulations online, visit [https://www.uaptc.edu/docs/default-source/policies/final/500/590-parking-and-vehicle-registration.pdf?sfvrsn=47bb50aa\\_2](https://www.uaptc.edu/docs/default-source/policies/final/500/590-parking-and-vehicle-registration.pdf?sfvrsn=47bb50aa_2)

## 7.12 College Property

It is in the best interest of UA-PTC that property is not removed from the campus unless it is necessary for the performance of College activities. Confer with a direct supervisor for conditions under which the College property or materials may be used. The Off Campus Use of State Property Form must be completed and approvals obtained prior to property being taken off campus for official College business.

### Termination of Employment

The separating employee must return all College property at the time of separation, including uniforms, cell phones, keys, PCs and identification cards. Failure to return some items may result in deductions from the final paycheck.

The separating employee will contact Human Resource as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

## 7.13 Equipment Policy

Each staff member is responsible for all equipment items on their inventory.

Supervisors are responsible for conducting a physical inventory of all equipment items annually. Supervisors will receive an inventory sheet of equipment from Purchasing and Inventory each year and are encouraged to make periodic inventories of equipment items during the school year.

Equipment items are generally considered to be those items costing \$2,500 or more and having a useful life of three years or more. Purchasing and Inventory will attempt to identify all equipment received on campus and place property tags on the items.

Requests for loan of equipment between campus departments or divisions are the responsibility of Purchasing and Inventory, who will develop procedures for the division. Instructors are encouraged to maintain adequate records of equipment loans in order to track equipment.

## 7.14 Communication

The following guidelines have been established for using the internet, College-provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, College-provided equipment (e.g., cell phone, laptops, and computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the College or be contrary to the College's best interests; and engaging in any illegal activities, including piracy, cracking (e.g. hacking), extortion, blackmail, copyright infringement, and unauthorized access of any computers and College-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT Services with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to the Freedom of Information Act and/or discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the College.
- Employees should have no expectation of privacy as it relates to their use of the College e-mail, accessing the internet using College equipment or Wi-Fi or when using College owned computers, phones, pagers, radios, cell phones, etc.

### Right to Monitor

All College-supplied technology and College-related work records belong to the College and not to the employee. UA-PTC routinely monitors use of College-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

### 7.15 Internet/Computer Use and Conduct

The College is committed to intellectual and academic freedom in connection with its computing and network resources. Computers and networks are provided by the College to enhance its mission of teaching and public service and to provide access to local, national, and international facilities in achieving these goals.

Individuals who are granted computing accounts or who use computing resources at the College accept the responsibilities that accompany such access. Each user is expected to use College accounts and resources for educational, research, or administrative purposes; except as otherwise provided in this code, activities unrelated to these purposes are prohibited.

Use of computing resources in violation of the regulations set forth in this code will be reviewed through established College procedures for employee misconduct. Restrictions imposed on usage of computer and network systems may be challenged through the same procedures.

For more information on the Code of Computing Practices visit the UA-PTC Academic Catalog and/or the online policy [https://www.uaptc.edu/docs/default-source/it-services/code-of-computing-practices.pdf?sfvrsn=1d821fe8\\_2](https://www.uaptc.edu/docs/default-source/it-services/code-of-computing-practices.pdf?sfvrsn=1d821fe8_2)

### 7.16 Intellectual Property Rights

Any electronic or print materials/resources which are developed by employees as part of their paid employment at UA-PTC or with the support of College equipment, materials, or facilities are the property of the College. Any employee who intends to copyright, patent, or merchandise those materials or objects must obtain prior approval from the Chancellor.

### 7.17 Confidentiality

In the course of working at UA-PTC, staff may have access to confidential information about the College, our students and/or parents, co-workers or the public, including, but not limited to, information regarding student academic records, disciplinary matters, medical information and development plans. As a matter of state and federal law and/or College policy, such information must be held in strict confidence and not divulged to persons either within or outside the College community to protect individual privacy and College business.

If it is important for someone in the College to know the details of a confidential matter,

then it may be appropriate for an employee to share it or discuss it. An employee should always check with their supervisor for specific instructions regarding who should have access to privileged information and how it should be handled.

Staff who have access to student information should refer to the Student Handbook for the detailed College policy regarding the Family Educational Rights and Privacy Act (FERPA), a federal law that provides students' rights of access to education records and imposes regulations on the College in the release and disclosure of education records to third parties. It is essential that this information be treated properly and not released to unauthorized persons.

### 7.18 Employee Record Information

It is critical that staff keep up-to-date information on file with Human Resources. Staff should inform Human Resources of changes to emergency contact information as soon as possible by submitting an Employee Change of Data Form located online at <https://portal.uaptc.edu/ICSFileServer/SharedDocs/HR/Personnel-Forms/Employee-Data-Change.pdf>. Staff may also report changes directly to Human Resources by emailing [humanresources@uaptc.edu](mailto:humanresources@uaptc.edu). Staff are responsible for reporting information changes. For more information, reference Section 8 of this Staff Handbook.

#### Reporting Personal Information Changes

All staff are responsible for notifying Human Resources as well as the medical, dental and retirement plan providers of address and telephone number changes. Address and telephone number changes may be updated and notified to Human Resources by accessing the Campus Portal and filling out the Employee Change of Data Form located online at <https://portal.uaptc.edu/ICSFileServer/SharedDocs/HR/Personnel-Forms/Employee-Data-Change.pdf>.

#### Reporting Updated Credentials

All staff are responsible for notifying Human Resources of any updates to credentials earned.

#### Reporting Life Event Changes

Life event changes (e.g., marriage, birth or death of a dependent family member, etc.) must also be communicated to Human Resources within 30 days of the event. Failure to give timely notice may result in financial liability for the employee.

### 7.19 Concurrent Employment

Concurrent employment exists when a state employee receives compensation from (1) two different state agencies/institutions or (2) from the same institution/agency for additional duties over and above those of the employee's primary position and regular work schedule and where such duties are clearly not a part of the employee's primary job. School Districts are NOT considered State institutions. Concurrent employment does not differentiate between funding sources; therefore, any faculty/employees working for two departments or receiving supplemental pay for additional work must have an approved Concurrent Employment Form before the services are to begin and before the Part-time Teaching Request and PAF indicating the extra earnings are submitted to Human Resources. For copies of these forms, contact Human Resources

The primary employer is defined as the agency/institution employing the employee in a full-time appointment, the employer paying the greater salary, and/or the employer with the longest duration of employment. The secondary employer is defined as the agency/institution employing the employee on an adjunct or part-time basis, the employer that is paying the lesser salary, and/or the employer with the shortest duration of employment.

The Arkansas Department of Higher Education (ADHE) requires all forms be submitted to ADHE at least five (5) days prior to the intended start date. To ensure Human Resources has time to verify the information, work with the departments, and to make any necessary corrections, the Concurrent Employment Request Form should be submitted to Human Resources at least ten (10) working days prior to actual start date for the secondary appointment. Requests not submitted to ADHE five working days prior to the planned start date will require written justification from the department as to why the documents were not received within the timeframe required.

#### Teaching Part-time

All full-time staff are required to obtain written approval from their supervisor prior to accepting adjunct teaching assignments. Staff are to submit all documents to Human Resources prior to commencing concurrent employment. No duties related to the adjunct teaching position may be completed during the employee's primary work hours without a plan to account for those hours approved in advance by the Chancellor.

### 7.20 Outside Employment

While all full-time employees are expected to devote their time and efforts primarily to the College, it is recognized that a limited amount of outside work can sometimes be desirable. Outside work which will contribute to professional development or update



technical skills is to be encouraged. Such employment, however, must not interfere with the discharge of the employee's duties at the College. It is expected that the employee will make clear, in all instances, that outside employment is their individual responsibility, and that the College is not being represented. College assets are not to be used without expressed written permission.

Any employee who is considering outside employment with another state agency should speak with a Human Resource's representative. There are several reporting requirements that must be met with both the State and the UA Systems Office.

### 7.21 Conflict of Interest

Employees have an obligation to conduct business in a manner that avoids actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative because of the College's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. For more information on Nepotism, see policy 4.4 of this Staff Handbook.

Personal gain may result not only in cases where a staff member or relative has a significant ownership in a firm with which the College does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special gift, or special consideration as a result of any transaction or business dealings involving the College.

All benefits eligible employees of UA-PTC are required to complete a written form annually to disclose any participation in activities outside the College which could constitute a conflict of interest or conflict of commitment. Supervisors will provide the disclosure form. For more information regarding conflicts of interest, contact Human Resources.

### 7.22 Investigations

For most breaches of College rules, the College is committed to the principle of progressive or corrective discipline. For certain acts, including but not limited to violations of criminal law, immediate threats to person or property, theft, insubordination, misrepresentation of material information at the time of hire, falsification of time recorded, or acts which impair the mission of the College, the

College may immediately suspend without pay or terminate an employee. Failure or refusal to cooperate in or interference with an internal investigation is grounds for discipline up to and including immediate termination.

### 7.23 Mandated Reporter

UA-PTC places strong emphasis on maintaining a safe and secure environment for children. This policy/procedure briefly summarizes critical steps to ensure the protection of children on campus or participating in programs that may be connected with the College and to comply with applicable legal requirements and existing institutional policies.

#### Reporting Suspected Child Maltreatment

If any UA-PTC employee or volunteer reasonably suspects or observes child maltreatment, he or she should immediately do the following, (and must immediately do the following if a mandated reporter):

- A. Report, as required by State law, the suspected maltreatment to the State's Child Abuse and Neglect Hotline at 1-800-482-5964. The hotline is toll-free and is staffed 24 hours per day. (In a non-emergency situation only, a report form is available at the web site:  
[http://www.arkansas.gov/reportARchildabuse/report\\_child\\_abuse.html](http://www.arkansas.gov/reportARchildabuse/report_child_abuse.html) and may be faxed to 1-501-618-8952.)
- B. Report the suspected maltreatment to the UA-PTC \_\_\_\_\_ Office. This must occur immediately after contacting staff at the Hotline. After receiving a report of suspected maltreatment, the \_\_\_\_\_ or an appointed designee will promptly coordinate an appropriate response with the Chancellor, state officials and local law enforcement, as appropriate. In addition, the Chancellor will notify the appropriate manager for any program, location or employee involved in the allegations. Again, immediate action is essential to protect children present on the UA-PTC campus or those children participating in programs that may be connected with the College and is required by law for mandated reporters. Arkansas law prohibits any person from prohibiting or requiring prior permission for any mandated reporter to make a report of suspected maltreatment. A person, acting in good faith, who makes a report of suspected maltreatment, is immune to suit and to civil or criminal liability for making the report. Likewise, College policy prohibits retaliation against any person who makes a good-faith report of child maltreatment. Information on who is a mandated reporter and defining child maltreatment is provided in Appendix



\_\_. Failure to report child maltreatment by a mandated reporter may have civil or criminal consequences.

### **Background Checks**

UA-PTC has policies requiring certain types of background checks for all positions. It is important for all units and programs or personnel involving care or supervision of minors review and ascertain whether they have identified all positions through the central registrar (including part-time positions) that must be subjected to criminal background checks as part of the hiring process.

### **Camps and Other Programs, Activities, or Locations Involving Minors**

Various College departments/programs either operate, host programs, or permit third parties to use campus facilities involving minors, such as camps. All areas should carefully review the diverse programs that they operate or host which includes participation by minors and/or locations that they control which are frequented by minors to determine whether additional training or protocols may be needed to foster a safe environment for children.

For information on Mandated Reporter training, contact Professional Development or visit Mandatory Training on the Professional Development page of the UA-PTC website at [https://www.uaptc.edu/pdi/mandatory\\_training](https://www.uaptc.edu/pdi/mandatory_training).

## **7.24 Recording Ethics**

Recording Ethics UA-PTC does not permit the recording of conversation surreptitiously. The concealed recording of conversations among administrators, faculty, students, or staff constitutes grounds for dismissal.

UA-PTC takes security and confidentiality of personnel and student information records seriously, a UA-PTC employee is prohibited from recording (i.e. video or audio) another employee, contracted personnel, or student. Video recording of any campus constituent may only be conducted by the UA-PTC Public Safety team and operated through authorized UA-PTC security cameras. Any personal video camera device that an employee operates to conduct surveillance of another employee, contracted personnel, or student on campus is strictly prohibited. In addition, any audio recording of a fellow employee is prohibited unless the second party is informed of the intention to record prior to the conversation.

### 7.25 Media Policy

UA-PTC has an obligation to keep the public fully informed and to practice open disclosure.

At the same time, news releases and public interviews must be handled in a thoughtful manner to assure the accuracy and appropriateness of statements released to the public. All inquiries from the media should be referred to the Director of Public Relations and Marketing in advance regarding any media coverage which mentions the College, this includes but is not limited to the following:

- Interviews
- News release
- Public mailings, flyers, advertisements
- Use of logo
- Speaking engagements

All requests from the media for information concerning legal or controversial issues will be referred to the Chancellor.

### 7.26 Political Activities

According to GPD-9 of January 1986, state employees can, should, and are encouraged to participate in the election process so long as assistance to candidates is rendered on the employee's own time, and state property is not involved. Employees are not to endorse candidates, including the Governor, in their official capacity as state employees. A person's status as an employee of the state is public knowledge. Public endorsements of a candidate can easily be interpreted as endorsements of an official capacity.

Arkansas state law prohibits state employees from devoting time or labor during usual working hours toward the campaign of candidates for office or for the nomination to an office. Political banners, posters, or literature should never be allowed to be displayed on or in any state office. Political bumper stickers or decals should never be displayed on or in state cars.

## 8 Employee Records

### 8.1 Access

Adequate Personnel records will be maintained by Human Resources. An employee may review their official personnel file after submitting a request to Human Resources. The review must take place within five (5) business days from the date of the request in the presence of a Human Resources staff member to assure the file is not altered.

## 8.2 Confidentiality

The College respects the privacy of its employees and ensures the best effort in limiting the use and distribution of private information to those with legitimate business needs for the information. In certain circumstances, the College may be required by law to provide confidential employee information to outside entities.

The Freedom of Information Act (FOIA) allows confidential employee information to be released to authorized persons for the following purposes, but is not limited to the following:

- Performance evaluations and disciplinary actions files for transfer or promotion
- Date hire, job title, date termination and rehire eligibility
- Information specifically authorized by the employee in writing
- Information as required by law

## 8.3 Retention

The U.S. Equal Employment Opportunity Commission (EEOC) Regulations require that employers keep all personnel or employment records for one year. If an employee is involuntarily terminated, their personnel records must be retained for one year from the date of termination.

Under Age Discrimination in Employment Act (ADEA) recordkeeping requirements, employers must also keep all payroll records for three years. Additionally, employers must keep on file any employee benefit plan (such as pension and insurance plans) and any written seniority or merit system for the full period the plan or system is in effect and for at least one year after its termination.

Under Fair Labor Standards Act (FLSA) recordkeeping requirements applicable to the Equal Pay Act (EPA), employers must keep payroll records for at least three years. In addition, employers must keep for at least two years all records (including wage rates, job evaluations, seniority and merit systems, and collective bargaining agreements) that explain the basis for paying different wages to employees of opposite sexes in the same establishment.

These requirements apply to all employers covered by Federal anti-discrimination laws, regardless of whether a charge has been filed against the employer.

## 9 Employee Benefits

### 9.1 Benefit Eligibility and Open Enrollment

On the first day of the month following hire date, full-time employees are eligible for the following benefits: health insurance, prescription drug plan, dental insurance, vision insurance, life insurance, and short-term disability. Full-time employees must enroll into voluntary life insurance and dependent life insurance within the first 30 days to receive benefits. On the first day of employment, full-time employees are eligible for the following benefits: optional long term disability, optional accidental death and dismemberment, TIAA-CREF, Fidelity, Credit Union and PTC Bookstore. Other benefits includes identity theft protection ID Watchdog, Prepaid Legal Service, UAMS Employee Assistance Program (EAP) and leave. Additional information can be found in the "Health Insurance" section of this document. For detailed information, visit the benefits section of the Human Resource page on the UA-PTC website.

Each year during the month of November, UA-PTC conducts an Open Enrollment period for all benefits. During this time, employees may elect to make changes to their existing benefits coverage which will take effect on January 1 of the New Year. For example, if someone has "employee only" coverage and wishes to change to "family coverage", they may make this change during the month of November. During the course of the year, employees may make changes to their benefits due to "qualifying events". Qualifying events may occur due to change in marital status, the birth or adoption of a child, a change in the spouse's job, etc. If you feel you have a qualifying event and would like to make a change, please contact Human Resources. Specific details regarding all forms of insurance coverage are available from Human Resources.

### 9.2 Career Service Recognition

UA-PTC non-faculty employees will become eligible for annual careerservice recognition payments upon completion of ten (10) or more years of state service in either elected positions or classified or non-classified regular full-time position or positions.

#### **Years of Service Annual Payment:**

10 through 14 years of state service	\$800
15 through 19 years of state service	\$1,000
20 through 24 years of state service	\$1,200
25 or more years of state service	\$1,500

Employees become eligible to receive career service recognition payments on their careerservice credit date. Employees who have received career service payments in

previous biennium(s) will receive payments on their career service credit date or their increase eligibility date, whichever occurs first within the fiscal year. Payments to non-classified employees will be made on the anniversary of the employee's latest hire date.

### 9.3 Employee Group Health, Prescription Drug, and Dental Benefits

#### Health Insurance

All full-time employees of UA-PTC are eligible to participate in the group health insurance plan with the College. Health Insurance is effective the 1st day of the month following your hire date. Failure to enroll in a timely manner will result in non-coverage for the employee and their dependents. Coverage can be added within one month (31 days max) of 1. Initial eligibility as a new hire; 2. A change in status to benefits-eligible; 3. A qualifying life event; or 4. During an announced open enrollment period. For detailed information, visit the benefits section of the Human Resource page on the UA-PTC website.

#### Prescription Drug Plan

As a part of the offered Health Insurance plan, a prescription drug plan is provided by Medimpact. They can be contacted at either <http://www.medimpact.com/> or 800-788-2949.

#### Dental Plan

UA-PTC offers Dental Insurance through Blue Cross/Blue Shield. Benefits become effective the month following original hire date for new employees.

#### Vision Plan

Superior Vision insurance is available for full-time employees and their dependents. Plan information may be viewed at <http://www.superiorvision.com>.

#### Privacy Practices

Uses and Disclosures for Payment and Health Care Operations. The University of Arkansas Health and Dental Plans do not disclose Protected Health Information unless required by law. However, we do use Protected Health Information for payment and for health care operations.

Payment: We will use Your protected health information to administer Your health benefits policy, which may involve the determination of eligibility; claims payment; utilization review and care management; Medical Necessity review; coordination of

care, benefits and other services; and responding to complaints, appeals and external review requests. We may also use protected health information for purposes of premium billing, and the determination of premium rates and co-payments, deductibles, co-insurance and other cost sharing amounts.

Health Care Operations: We will use your protected health information to support other business activities, including the following:

- Health claims analysis.
- Premium determination and administration of reinsurance.
- Risk management.
- Transfer of eligibility and plan information to business associates (for example, Pharmacy Benefit
- Management -PBM's- for the management of pharmacy benefits).
- Other general administrative activities, including data and information systems management and customer service.

We will not disclose protected health information to any University of Arkansas Employee unless required by law. We will, however, provide minimal protected information necessary to allow payroll to pay the monthly premium for Your group health enrollment (for example, name, identification number, and family coverage status).

The College complies with all federal regulations concerning the protection of personal health information. For additional information on the HIPAA Notice of Privacy Practices, visit <https://benefits.uasys.edu/>

#### 9.4 Flexible Benefit/IRS Section 125 Plan

A 125 program is an opportunity to increase your spendable income by reducing your taxable income. When you authorize UA-PTC to include you in the plan, certain expenses will be withdrawn from your check before taxes rather than after taxes. This lowers your Federal, State, and Social Security withholdings and, thereby, increases your spendable income. Examples include health insurance premiums and flexible spending deductions.

#### 9.5 Life Insurance

Life Insurance is provided to the full-time employee at 1 times your annual salary up to \$50,000 through The Standard Insurance Company at no cost to the employee.



Additional life insurance is available to purchase. Employees may contact Human Resources for information about coverage limitations and rates.

## 9.6 Long Term Disability

Long-term disability in the amount of \$20,000 is 100% paid by UA-PTC, and is effective the 1st day of the month following your hire date. Additional coverage may be purchased by the employee at their expense.

## 9.7 Short Term Disability

Short term disability coverage up to \$45,000 is paid by UA-PTC. Coverage is for twelve weeks from the date of the incident. There is a 14 day waiting period, and employees are required to utilize their leave until it is exhausted. Employees who are taking leave for maternity reasons have different requirements and limits and should contact the Office of Human Resources for information specific to their situation. Additional coverage may be purchased by the employee at their expense.

## 9.8 Continuation of Insurance (COBRA)

Employees should be made aware of their rights under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and other regulations regarding conversion of employee benefit programs and should review their options regarding retirement programs. A COBRA notice will be sent to the last home address on file from Human Resources.

## 9.9 Retirement Plans

The UA System offers a 403(b) retirement plan through TIAA-CREF and Fidelity. The employee must contribute 6% of their salary and UA-PTC contributes at a rate of 10%. For those employees hired prior to July 1, 1991, the UA-PTC contributes at a 12% rate. Participation in one of the plans is mandatory and must occur within 30 days of the employee's start date. This plan vests in two years for those employees who joined UA-PTC after February 1, 2017.

### Alternate Retirement Plan (Arp)

Employees electing the ARP must contribute 6 percent of their gross salary, with the College contributing 12 percent for employees hired prior to July 1, 1991, and 10 percent for employees hired after July 1, 1991. This plan vests in two years.

### Voluntary Annuity

All employees (full-time and part-time) may exercise the option of carrying a voluntary



annuity. This option will be unmatched and may not exceed the federally established limitation. This is voluntary and the College does not match contributions. Please visit Human Resources if you are interested in setting up a voluntary annuity.

### **Arkansas Public Employees Retirement System**

The College contributes to the Arkansas Public Employees Retirement System at a rate of 12.46 percent of the member's gross salary. All new employees first hired on or after July 1, 2005 are contributory. All new employees must contribute an additional 5 percent of their gross salary. Member contributions to this fund are tax sheltered. This plan vests in five years. This plan is not open to any new employees unless they are already enrolled in this plan at another UA System campus prior to transferring to UA-PTC.

### **Arkansas Teacher Retirement System**

The College contributes to the Arkansas Teacher Retirement System at a rate of 14 percent of the member's gross salary. All new employees must contribute an additional 6 percent of their gross salary. Member contributions to this fund are tax sheltered. This plan vests in five years. This plan is not open to any new employees unless they are already enrolled in this plan at another UA System campus prior to transferring to UA-PTC.

## **9.10 Retirement Loans**

UA-PTC employees who are enrolled in the Alternate Retirement Plan may be authorized by the College to take a loan secured by their retirement plan accumulations, under the following conditions:

- The retirement plan must be vested (ARP's vest after two years);
- Loans can be taken against accumulated employee contributions only;
- The maximum loan is \$50,000; and,
- Loans can be used for home mortgages, educational expenses, and emergencies only.

Loans will be authorized only if the employee arranges for direct repayment of the loan to the company. The College will not participate in collecting loan payments.

## **9.11 Social Security Benefits**

Social Security is an important part of every employee's retirement benefit. The employee's contribution for Social Security and Medicare is matched by the college.

## 9.12 Unemployment Benefits

When an individual ceases to be an employee of UA- PTC, any unused annual or holiday leave as of his/her last duty date will be liquidated by a lump sum payment not to exceed thirty working days, or 240 hours. Final payment will include all monies due up to and including the last day of work, which will be the employee's date of termination, subject to any applicable setoffs or withholding.

An employee who receives terminal pay for unused annual and holiday leave, may not return to state employment until the number of days for which he/she received additional compensation has expired.

When an individual dies while an active employee, his/her estate or beneficiary will be paid any amount due for unused holiday and annual leave up to sixty days or 480 hours.

Employees are not entitled to payment of accrued and unused sick leave when they terminate their employment; however, upon retirement or death, classified employees, or their beneficiaries, will receive compensation for accumulated unused sick leave in accordance with the provisions of Ark Code Ann. § 21-4-501. With respect to non-classified employees or their beneficiaries, payment of compensation for accumulated unused sick leave is at the discretion of the campus or unit, in accordance with the provisions of Ark Code Ann. § 21-4-505.

## 9.13 Voluntary Unmatched Annuity

All employees (full-time and part-time) may exercise the option of carrying a voluntary annuity. This option will be unmatched and may not exceed the federally established limitation. This is voluntary and the College does not match contributions. Please see the Human Resources if you are interested in setting up a voluntary annuity.

# 10 Other Benefits and Services

## 10.1 Credit Union

All members of the workforce are eligible to participate in the credit union. Employees interested in enrolling can complete an application through Human Resources or online on the Credit Union's website.

## 10.2 Discounts

The following discounts are offered to UA-PTC employees:

- AT&T- 17%
- Big Rock Bistro - 20%
- Microsoft Office \$9.95
- UA- PTC Bookstore - 10-25%
- Center for Arts and Humanities (CHARTS) Discounts – UA-PTC employees receive discounts for many events at CHARTS. Quantities may be limited and not all events are eligible for a discount, including those sponsored by renters. Call the box office for details at 501-812-2710.
- Business & Industry Center (BIC) Discounts - UA- PTC employees receive up to a 30% discount for continuing education classes offered through BIC. Culinary classes receive a 10% discount. Computer courses (Word, Excel, Outlook, etc.) are free unless you choose to keep the course book. There may be a charge for the computer course books. Call BIC for details at 501-907-6670.

### 10.3 Employee Assistance Program (EAP)

The College recognizes that there are times when you and your family experience personal concerns that affect your ability to lead a healthy and productive life. Often you can solve problems independently; however, on occasion, individuals may need help. The Employee Assistance Program (EAP) is available to all full-time employees and can help you and your dependent family members deal with difficult issues in your personal life. These can include the full range of human concerns, such as alcohol/drug abuse, marriage and family difficulties, interpersonal conflict, financial, grief, or emotional/behavioral issues. Some can be very severe, and other concerns may only show up from time to time.

The EAP can also assist you in handling issues or problems at work. The EAP can put you in contact with a trained professional to help resolve a problem you may be facing, in a completely confidential manner. The EAP provides confidential employee services at no charge to the employee to include; brief, solution-focused individual, couples and family consultation; Individual life skills training; Life/Career coaching; Referral/resource assistance; and emergency services. Visit the EAP at: [www.uams.edu/eap](http://www.uams.edu/eap) or contact by phone at (501)686-2588; (800)542-6021.

### 10.4 Gym Use

10 Fitness offers a discounted joining fee and additional privilege for employees. For additional information, contact 10 Fitness.

### 10.5 Notary Services

Notary services are free to UA-PTC employees. For a list of certified notaries employed at the College, contact Human Resources.

### 10.6 Professional Development Program

Each instructional division or business area through the dean or supervisor may request funds for professional development through the annual budget process. Allocations will be based on availability of funds, previous year activity, and the number of personnel in the area.

Travel and professional development funds may be used for professional travel and/or professional development activities, such as a guest speaker or a seminar or workshop. All expenditures are subject to prior approval by the division Dean or area Vice Chancellor.

Criteria to be considered in evaluating requests will include relevance to professional responsibilities, the applicant's role in the activity (e.g., presenting a paper) equitable distribution of professional development opportunities, and anticipated demands on the development budget.

Within two weeks after completion of a professional development activity, the applicant is expected to complete a follow-up report and submit the report to his or her supervisor. The report should be shared with others on campus that might benefit from the information.

PDI provides UA-PTC employees with access to a wide range of professional development opportunities facilitated by internal and external partners. Among the types of offerings are workshops, seminars, webinars, book clubs, and academies. Funding for off-campus professional development opportunities, such as conferences and symposiums, is available on a limited basis. In exchange for funding, UA-PTC employees conduct presentations and workshops through the Professional Development Institute.

### 10.7 UA-PTC Tuition Waivers for Employees and Dependents

Full-time employees, their spouses, and dependent children age 24 or under will be exempt from paying UA-PTC tuition and corresponding fees (with the exception of special lab fees for specified courses). The dependent child must be under the age of 24 and a full-time student or any age if permanently and totally disabled and must have met other tests as determined by the Internal Revenue Service. A copy of the

employee's income taxes will be required to verify dependent status.

### **Employee enrollment**

All full-time active employees, not on leave without pay other than workers compensation, military or family medical leave, employed as of the final day of regular registration in any particular session or semester, their spouses, and their dependent children (as defined by the Internal Revenue Service) are eligible. For employees hired after May 1, 2017 eligibility as described above will begin with the final day of registration following continuous employment in a full-time position with the College for one complete fall or spring semester. All enrollees must meet normal admissions requirements, and audits should be on a space available basis only.

Employee enrollment in UA-PTC courses will be subject to approval of his or her supervisor and will not interfere with College operations. Enrollment in classes in which the tuition waiver is requested will be granted once the course has sufficient enrollment by full-fee paying students to meet the minimum enrollment (as established by the offering unit) to recover the costs of offering the class. Employees and dependents may use the tuition waiver to repeat a successfully completed course only one time. UA-PTC defines "successfully completed" courses as earning a grade of A, B, C, D, or CR in the course.

Additionally, all employees and dependents must meet Satisfactory Academic Progress (SAP) to be eligible for the tuition waiver. Exceptions to the SAP rule may be approved by the Chancellor when classes are deemed necessary for the scope of an employee's position. Exceptions to the SAP standard will only be made in the event that the maximum amount of time to complete the degree or certificate has been exceeded. No exception to the SAP rule will be made when the requesting party has failed to meet minimum GPA requirements or has failed to maintain minimum pace of progression requirements per the Satisfactory Academic Progress policy

[https://www.uaptc.edu/docs/default-source/financial-aid-files/uaptc-sap-policy.pdf?sfvrsn=c3013524\\_4](https://www.uaptc.edu/docs/default-source/financial-aid-files/uaptc-sap-policy.pdf?sfvrsn=c3013524_4) An employee who attends class during his or her normal workday will be expected to make up the time. Tuition Waiver Forms are available in Human Resources or in the [Employee section](#) on the Campus Portal.

Employees interested in taking classes at another University of Arkansas campus must meet all requirements of UA Board Policy 440.1.

## 11 Classifications, Compensation, Paychecks, & Schedules

### 11.1 Classification and Compensation

According to [UA- PTC Policy 405.1.2 Hiring and Dismissal of Staff; Evaluations](#),

#### **Classification and Compensation of Classified Staff**

Classified staff positions are grouped or classed under the Higher Education Uniform Classification and Compensation Act (Act 599 of 2017) with positions that have similar duties and responsibilities and that require similar knowledge, abilities, skills, education and experience. Each classification is assigned to one of 30 pay grades which has a minimum and a maximum pay level.

#### **Classification and Compensation of Non-Classified Staff**

Non-classified staff positions are not assigned to a pay grade, but each non-classified title has a maximum salary for each year of the biennium, called a line-item maximum, which is specified in the campus appropriations act. The actual pay for each non-classified position is determined by the College and department budget and by the employee's qualifications; it is not usually as high as the line-item maximum. Faculty titles and most administrative titles are also non-classified.

Positions included in grant and contract proposals are not classified at that time of submission. After approval of the grants and contracts, these positions are classified by Human Resources. The salary rate of the position will be in accordance with the classification assigned.

### 11.2 Classification of Jobs and Salary Placement Procedures

Components from which staff positions' compensation is determined along with the objective results of creating an equitable and uniform compensation system should be developed. A compensation plan should be maintained for staff positions at the College, and the plan should be reflective of the duties, responsibilities, work requirements, minimum qualifications, and essential functions of the positions. The Plan should be designed to establish and maintain a compensation system which is equitable and uniform, and which will enable the College to attract and retain a high level of qualified employees.

There are numerous Compensations Plans developed by institutions of higher education that UA-PTC could model from.



### 11.3 Compensatory Time

In accordance with law, compensatory time (comp time) may be granted in lieu of payment for overtime hours.

- Compensatory time is intended for use only on those rare occasions when it is necessary for an eligible employee to work in excess of the regularly scheduled work week to accomplish specific tasks;
- Compensatory time may be earned only with the prior approval of the Chancellor;
- Compensatory time must be earned before it can be used;
- Compensatory time may be used in lieu of sick leave and must be used until the balance is depleted before using annual leave; and,
- No employee may accumulate compensatory time in excess of two hundred forty (240) hours, except for public safety officers who may accumulate up to four hundred and eighty (480) hours.

### 11.4 Extra Compensation

State-supported institutions of higher education may pay additional compensation to classified or non-classified employees for the performance of additional duties assigned to them at a non-job related, institution-sanctioned events provided that those additional duties are performed at times other than normal working hours. All extra compensation must be approved by Human Resources prior to any work being performed.

### 11.5 Overtime Pay

Nonexempt employees are compensated for all hours worked and any hours worked that exceed 40 in a work-week are compensated at 1½ time. Approved paid absences, including sick leave, vacation leave, holiday leave, FMLA, military leave, jury and witness duty, and voting time off are paid at the employee's regular rate of pay, but are not counted as time worked for the purposes of computing overtime.

### 11.6 Paycheck Questions

Employees with questions regarding calculations of hours or rate of pay should contact their supervisor. Supervisors may refer you to Payroll as needed. If an error has been made by the College, a correction will be made immediately if essential, or on the next paycheck, with permission of employee. If the error is due to an oversight on the employee's part allowable corrections will be made on the next paycheck.



### 11.7 Payroll Deductions

Payroll deductions for retirement, income tax, and Social Security are made automatically by the payroll system. Arrangements may also be made for deductions for annuities, health insurance, U.S. savings bonds, etc., as authorized by policy, the law and authorized by each individual employee. Employees should contact Human Resources for information regarding annuities, insurance programs, and related questions.

### 11.8 Pay Schedules & Direct Deposit

Paychecks are distributed every two (2) weeks. There are 26 pay periods each year. Note that wages paid for a two-week period are slightly less than half of a monthly salary. This is because 14 days is less than half of a 30 or 31 day month. However, bi-weekly pay times 26 will be the same as 12 times the monthly rate. To calculate annual earning at straight time, multiply working hourly rate by 2,080 hours (52 weeks times 40 hours scheduled per week). Straight time wages for all employees paid on an hourly rate will be figured by multiplying the hourly rate by the total number of hours worked. Payroll deductions required by law are deducted from bi-weekly paychecks.

### 11.9 Time Keeping

Time sheets or time records serves as billing to the college in exchange for employee services. These are legally binding documents supporting employee claims for wages; accuracy is essential.

Shifts should begin and end during times assigned. Hourly (non-exempt) employees who vacate college premises during work shifts are require to deduct time accordingly from hours work. Only preapproved college business absences granted by a supervisor are permitted.

### 11.10 W-2 Distribution

UA- PTC employees' W-2 forms for the previous calendar year will be distributed prior to January 31 of each year. All employees (current and terminated) are responsible for notifying Human Resources of any change in mailing address.

## 12 Leave and Breaks from Work

### 12.1 Rest Periods & Meal Breaks

The normal work hours for an employee are determined by the position held. Generally, the work schedule is 8 hours, with allotted time for lunch and breaks, Monday through Friday. However, it may be necessary for a department to vary the normal work hours based upon departmental needs.

### 12.2 Annual Personal Leave

UA-PTC employees accrue personal leave at set rates dependent on classification and years of employee.

#### Accrual Rates

Non-Classified, full-time, non-faculty members accrue leave at a rate of 15 hours per month.

Classified, full-time, non-faculty members accrue leave at the rates shown below:

AR State Employment	Monthly Accrual	Annual Accrual
through 3 years	8 hours	12 days
3 – 5 years	10 hours	15 days
5 – 12 years	12 hours	18 days
12 – 20 years	14 hours	21 days
more than 20 years	15 hours	22.5 days

- A. Through 3 years: Employees must have completed three (3) full years of employment before movement to the next higher accrual rate.
- B. 3 through 5 years: Employees must have completed three (3) full years of employment and be starting their fourth (4<sup>th</sup>) year.
- C. 5 through 12 years: Employees must have completed five (5) full years of employment and be starting their sixth (6<sup>th</sup>) year.
- D. 12 through 20 years: Employees must have completed twelve (12) full years of employment and be starting their thirteenth (13<sup>th</sup>) year.
- E. Over 20 years: Employees must have completed twenty (20) full years of

employment and be starting their twenty-first (21<sup>st</sup>) year.

Years of service will include the total number of years of full-time employment with any agency or institution of higher education of the Arkansas state government system, whether such employment is continuous or interrupted. Employees with previous state service will be required to furnish written proof of service prior to any advanced accrual rates. Written proof must be sent to Human Resources for inclusion in the employee's personnel records.

### **Maximum Accrual**

A maximum of 30 days annual leave can be accumulated by December 31 of each calendar year. During the calendar year, accrued leave may exceed 30 days. Days in excess of 30 will be lost if not used by December 31 of each year. The minimum annual leave an employee can use is 15 minutes. Employees continue to earn annual leave at the normal accrual rate while on annual or sick leave.

### **Requesting Annual Leave**

Employees should submit requests for annual leave in advance, by at least the number of hours for which annual leave is requested.

### **Request Sick Leave**

Employee leave is to be requested in the Campus Portal under "Employees." Employees will need to complete a leave request form. The form is submitted to the immediate supervisor of the employee and Human Resources.

Supervisors will approve requests for leave at a time that ensures the efficient operation of the College in the employee's absence. Leave requests will be returned to the employee within 48 hours.

### **Separation Leave Payment**

Upon terminations, resignation, retirement, death, or other action by which a person ceases employment with the college, the employee or his/her estate will be paid a lump sum for all unused annual leave up to a maximum of thirty (30) days.

## **12.3 Annual Sick Leave**

### **Accrual**

A full-time, 12-month employee earns sick leave credit at the rate of one day a month for each complete month of service. Sick leave credit begins to accrue immediately with

the start of employment. Sick leave must be earned before it can be used. Sick leave accrues only when an employee is in the pay status, and does not accrue while an employee is on personal leave-without- pay for ten or more days in a calendar month.

### **Maximum Sick Leave Accrual**

Accrued sick leave may exceed 120 days (960 hours) during the calendar year, but those days in excess of 120 will be forfeited if not used by December 31 of each year.

### **Reasons for Using Sick Leave**

Sick leave may be used by employees because of illness, injury, or for medical, dental, or optical treatment. Sick leave may also be granted to employees due to death or serious illness of a member of the employee's immediate family. Immediate family includes father, mother, sister, brother, spouse, child, grandparents, grandchild, in-laws, or any individual acting as parent or guardian of an employee. The use of sick leave is contingent upon the occurrences of one of the events listed above. If the event never occurs, the employee is not entitled to the sick leave benefits.

Absence due to illness or disability is charged in the following order: (1) Earned Sick Leave, (2) Compensatory Time, (3) Earned Annual Leave, (4) Leave without Pay (LWOP). Maternity leave is treated the same as any other sick leave or disability.

### **Request Sick Leave**

Employee sick leave is to be requested in the Campus Portal under "Employees." Employees will need to complete a leave request form. The form is submitted to the immediate supervisor of the employee and Human Resources.

Requests to use sick leave for medical, dental, or optical examinations, hospital stays, funerals, etc., should be made in advance, unless hospital stay is the result of emergency medical condition.

### **Reporting Sick Leave**

Employee should report sick leave for an illness to the immediate supervisor at least one hour prior to the start of their shift or as soon as possible. Leave forms should be submitted within two days after the employee returns to work. Sick leave not reported in a timely manner may be charged to annual leave or leave without pay.

### **Separation-Sick Leave Payment**

Accrued, unused sick leave will not be paid at time of termination, resignation, or other action by which a person ceases to be employed by the College.

### **Sick Leave at Retirement**

Upon retirement or death, any full-time employee or beneficiary of any full-time employee of the College will receive compensation for accumulated unused sick leave at retirement if accumulated days of sick leave are greater than 50 days up to a maximum of \$7,500 according to the schedule authorized under the sick leave policy. Compensation for accumulated unused sick leave under this section will not be used by the Arkansas Teacher Retirement System in the calculation of final average salary under ACA §24-7-202(14). The College reserves the right to change or stop the Sick Leave at Retirement Compensation Program if the need is determined by the Board of Trustees.

### **Sick Leave Transfer**

A public school employee transferring to a two-year college can transfer sick leave not to exceed ninety (90) days. “ Employees of a school district, an educational cooperative, a state education agency, or a two year college who leave the school district, educational cooperative, state education agency, or two year college and accept employment in another school district, an educational cooperative, a state education agency, or a two year college will be granted credit by the new school district, education cooperative, state education agency, or two year college for any unused sick leave accumulated by the employee while employed by the former employer, but not to exceed a maximum of ninety (90) days...The provisions of this section will apply to employment with another school district, educational cooperative, state education agency, or two year college on or after July 1, 1997.” (Arkansas Code 6-17-1206)

## **12.4 Children’s Educational Activity Leave**

Arkansas law provides for a specified number of hours of leave for the purpose of engaging in and traveling to or from the educational activities of a child. Full-time employees are entitled to eight (8) hours of children’s educational leave during any one (1) calendar year for the purpose of attending or assisting with the educational activities of a child. Leave may be taken in increments.

“Educational activity” means any school-sponsored activity and “Child” means a person enrolled in pre-kindergarten through grade 12 who is of the following relation to a state employee:

1. Natural child;
2. Adopted child;
3. Stepchild;
4. Foster child;

5. Grandchild; or
6. Ward of the state employee by virtue of the state employee having been appointed the person's legal guardian or custodian; or any other legal capacity where the employee is acting as a parent for the child.

"Educational activity" means any school-sponsored activity including without limitation:

1. A parent-teacher conference;
2. Participation in school-sponsored tutoring;
3. Participation in a school-sponsored volunteer program;
4. A field trip;
5. A school-sponsored program or ceremony;
6. A graduation or homecoming ceremony;
7. An awards or scholarship presentation;
8. A parents' or grandparents' breakfast;
9. A classroom party;
10. A school committee meeting;
11. An academic competition; and
12. Assisting with athletic, music, or theater programs.

Leave that is unused may not be carried over to the next calendar year; and is not compensable at the time of retirement.

## 12.5 Court and Jury Leave

Any employee who is subpoenaed as a witness or called as a juror will be entitled to regular compensation, in addition to any fees paid by the court for such services, and any absences from work for such purposes will not be counted as annual leave.

Employees who choose to serve as expert witnesses will be required to take annual leave for the time required for such testimony.

## 12.6 Family Medical Leave Act

In accordance with the Family and Medical Leave Act (FMLA) of 1993, UA-PTC provides eligible employees up to 12 workweeks or 480 hours of unpaid job protected leave, continuation of group health benefits, and reinstatement of the same equivalent job upon return from leave.

FMLA leave is unpaid leave (meaning the employee does not receive any pay entitlement from this type of leave). UA-PTC does require that the employee to use any

available sick leave, compensatory time, and/or annual leave, prior to being placed in unpaid leave status (meaning FMLA leave runs concurrent with any other leave).

### **Eligibility**

To be eligible, employees must have been employed with the State of Arkansas for a total of 12 months within the last seven (7) years. The 12 months of employment do not have to be consecutive. In addition, the employee must have worked a total of 1,250 hours during the 12-month period immediately preceding the beginning of the leave, and experienced an FMLA qualifying event.

An eligible employee may take up to 12 workweeks (480 hours) of FMLA within a 12-month period.

Eligible employees may take up to 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness when the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis.

The 12-month period used by UA-PTC for determining eligibility is a rolling year, with the 12-month period beginning the first day of FMLA leave usage. (For example, if an employee begins leave for surgery on June 10, the 12-month period begins on June 10, of the current year and ends on June 10, of the following year.)

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis.

### **FMLA Qualifying Events**

Eligible employees may take FMLA for one or more of the following qualifying events:

- The birth of a child and to bond with or care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care, and to bond with or care for the newly-placed child within one year of placement;
- To care for the employee's spouse, child, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care;



- For any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or call to covered active duty status; or
- For a serious health condition that makes employees unable to perform the essential functions of their job, including incapacity due to pregnancy and for prenatal medical care.

Serious Health Condition. Generally, a serious health condition is defined as:

- A condition which requires overnight hospitalization;
- A condition which requires a minimum of three days of absence, with a doctor's visit and a continuing regimen of care; or
- A chronic condition for which the employee or family member continues to receive care.

### **Requesting FMLA Leave**

If an employee knows in advance that leave will be taken, the employee should notify the supervisor at least 30 days prior to leave, or as soon as practicable if the leave will begin in less than 30 days. A request for Family and Medical Leave Form and the FMLA Procedures Acknowledgement Form should be completed and signed by the employee as soon as the employee knows the employee will be requesting time off for FMLA. These forms can be found online under [UA-PTC Policy 420.31 Family Medical Leave Act](https://uaptc.edu/human_resources/policies/detail/hr-policies/2018/01/02/420.3.1-family-medical-leave-act) at [https://uaptc.edu/human\\_resources/policies/detail/hr-policies/2018/01/02/420.3.1-family-medical-leave-act](https://uaptc.edu/human_resources/policies/detail/hr-policies/2018/01/02/420.3.1-family-medical-leave-act). The signed forms should be submitted to Human Resources.

A Certification of Health Care Provider Form must be completed by the employee's doctor and submitted to Human Resources within 15 calendar days from the date of the request. Please note there are separate forms to apply for FMLA for self or a family member. These forms can be found online under [UA-PTC Policy 420.31 Family Medical Leave Act](https://uaptc.edu/human_resources/policies/detail/hr-policies/2018/01/02/420.3.1-family-medical-leave-act) at [https://uaptc.edu/human\\_resources/policies/detail/hr-policies/2018/01/02/420.3.1-family-medical-leave-act](https://uaptc.edu/human_resources/policies/detail/hr-policies/2018/01/02/420.3.1-family-medical-leave-act). Failure to provide the certification may result in denial of FMLA until the completed certification is received. The College may request re-certification for continual FMLA usage.

### **Military FMLA**

To request FMLA as military personnel, the employee must complete additional forms specific to military personnel. These forms can be found online under UA-PTC Policy

420.31 Family Medical Leave Act at [https://www.uaptc.edu/docs/default-source/policies/final/400/420-3-1-family-medical-leave-act.pdf?sfvrsn=3cd5cc3a\\_2](https://www.uaptc.edu/docs/default-source/policies/final/400/420-3-1-family-medical-leave-act.pdf?sfvrsn=3cd5cc3a_2).

For additional information on Military leave, see Military Leave.

### **Approval Notification**

An employee will be notified of a decision in writing within\_\_\_\_working days from the date of the request.

### **Returning To Work**

If FMLA is granted for the employee's own serious health condition, the employee must provide a statement from the healthcare provider stating that the employee is able to return to work. The Medical Release Form must be submitted to Human Resources on or before the return to work date. Any work restrictions must be identified on the statement and approved as a reasonable accommodation prior to the employee returning to work.

### **Retaliation**

FMLA protects employees from interference and retaliation for exercising or attempting to exercise their FMLA rights. In the event you are not eligible for FMLA leave, UA-PTC has additional leave programs for which you may qualify.

For more information on FMLA and other leave options, contact Human Resources.

**Maternity.** An expectant mother may take FMLA leave before the birth of the child for prenatal care or doctor's visits or if her condition makes her unable to work.

An employee may request FMLA leave before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed. For example, the employee may be required to attend counseling sessions, appear in court, consult with the employee's attorney or doctor representing the birth parent, or submit to a physical examination.

After the birth or placement of a child for adoption or foster care, an employee may use any or all remaining leave time. The employee may not return on a part-time basis or intermittently take additional time after returning to work, unless the child is seriously ill, without supervisor's approval.

An employee may request intermittent or reduced-schedule leave to care for a family member in situations where the family member's condition itself is intermittent or where the employee

may be needed to share care responsibilities with another party or to make arrangements for changes in care, such as transfer to a nursing home.

Intermittent leave may be taken for a serious health condition which requires treatment by a health care provider intermittently rather than one continuous period of time.

Intermittent or reduced-schedule leave may be taken for absences where the employee or family member is incapacitated because of a chronic serious health condition even if the employee does not receive treatment by a health care provider (for example: asthma, diabetes, and epilepsy). In these cases, an employee is incapacitated only if the employee is unable to perform the essential functions of the position.

If spouses are both employed by the college, they may take a combined total of 12 weeks to care for a newborn, newly adopted/foster child, or to care for the employee's parent with a serious health condition. They may use the balance of "their leave time for other FMLA situations. For example, if a husband and wife are both employed by the college and have a baby, the mother might take eight weeks of FMLA leave and the father might take four weeks. Together they have taken 12 weeks for the birth. The father may still take eight additional weeks within a one-year period for another FMLA situation. The mother may still use the additional four weeks for another FMLA situation.

FMLA allows leave for substance abuse only to undergo treatment by a healthcare provider and specifically excludes employee absence because of use of the substance. Stress qualifies as a serious health condition only if it rises to the level of mental illness or results in a physical illness.

All medical information gathered as a result of the serious health condition is considered confidential.

During the FMLA leave, benefits coverage will be continued. Employees who are placed on leave without pay status must make arrangements to pay any benefits premiums for which they are responsible.

Upon return from FMLA leave, an employee will be returned to the employee's original position or an equivalent position. If a medical certification was required, the employee will be required to provide a return to work certification. Return to work may be delayed if this certification is not provided.

The amount of FMLA time used by an employee will be recorded by your Human Resources Department.

## 12.7 Maternity and Paternity Leave

Maternity and Paternity leave is to be treated as any other leave for sickness or disability. However, the employee may elect to take leave of absence without pay

without exhausting accumulated annual and sick leave (See section on Family and Medical Leave Act).

## 12.8 Nursing Mothers

UA-PTC will provide reasonable break time for an employee to express breast milk for her nursing child for no less than one year after the child's birth each time such employee has need to express the milk. The number and frequency of breaks can depend on several things, such as the number of feedings in a baby's normal daily schedule; the effect a child's age has on feeding needs, and whether the infant is eating solid food. Typically two or three breaks in an eight-hour shift will be sufficient; however, more might be required during longer shifts. These breaks will run concurrently with the employees rest breaks; depending on the individual's needs, additional time may be granted for this purpose. Additionally, UA-PTC will provide a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public (door that locks), which may be used by an employee to express breast milk.

## 12.9 Military Leave

Military leaves of absence will be granted in accordance with applicable federal law. A copy of the employee's military orders must be presented to the immediate supervisor. Employee's may use accrued annual leave if so elect. Full-time employees who are members of the National Guard or any of the reserve branches of the US Armed Forces are granted paid leave at the rate of fifteen (15) working days per calendar year, plus necessary travel time for annual training purposes.

## 12.10 State Agency Transfers of Leave

When an employee transfers between state agencies and/or institutions of higher education, the employee's accrued leave must be accepted by the receiving agency. Upon transfer, the employee should begin accrual at the receiving agency's accrual rate.

Employees transferring between state agencies retain their annual leave, including holiday and birthday, and sick leave benefits upon transferring to their new state agency, as outlined in Department of Finance and Administration's State Personnel Policy. The agency the employee is transferring from is responsible for paying the balance of any unpaid overtime or unused compensatory time in a lump sum payment.

If an employee separates from a state agency and is paid for their annual leave upon separation, the employee is not allowed to return to state employment until he or she

has exhausted the number of days for which they were paid annual leave. If the employee has been separated from state government for 30 days or less, they have the option of purchasing their unexpired leave balance from the hiring state entity.

Upon return to state employment the hiring agency should request Proof of Prior Service for each agency or institution of higher education where the employee has previously worked. The employee's rate of annual leave accrual is determined by considering all past state employment.

### 12.11 Leave to Vote

UA-PTC encourages employees to exercise their voting rights in all national, state, and local elections. UA-PTC shall schedule the work hours of employees so that they will have an opportunity to exercise his/her right to vote. Any full-time employee may request and receive one hour off (without pay) to vote.

## 13 Performance Management

### 13.1 Probationary Period

#### **New Employees**

As a new employee, the first ninety (90) working days of employment in the newly hired position is considered the probationary period. The employee's supervisor will provide feedback and guidance during this period.

During the probationary period, factors such as the quantity and quality of work performed, ability to develop satisfactory working relationships with others, initiative, self-reliance, dependability and attendance and punctuality will be considered. Near the conclusion of the probationary period, the employee's supervisor will assess performance and provide a formal evaluation to the employee and Human Resources.

If performance and/or attendance should prove unsatisfactory during this period, the College may terminate employment.

Under special circumstances, an employee's probationary period may be extended for a limited and specified length of time upon recommendation of supervision and with the concurrence of Human Resources.

#### **Probationary Period When Transitioning to New Position**

Current employees who transition to a new position on campus are subject to an additional thirty (30) working day probationary period. The employee's new supervisor will assess performance during this period and provide a formal evaluation to Human Resources.

### 13.2 Annual Evaluation Process

All regular staff members, including executive staff, are entitled to performance feedback on a regular basis.

According to [UA-PTC Policy 405.1.2](#) staff employees participate in an annual evaluation process at designed to promote a process of continuous quality improvement. An annual review of the work of each full-time staff member will be made on the basis of assigned duties and in accordance to criteria and procedures adopted by UA-PTC. Employees are evaluated using information gleaned from direct observation, peer-evaluation, student evaluation, assessment data and service to the college and its students.

Employees are encouraged, during the review cycle, to submit to their supervisor any materials they feel are relevant to the annual evaluation process.

At the conclusion of the evaluation cycle, the supervisor will complete the evaluation form and schedule an appointment with the employee to discuss the evaluation and set performance goals for the upcoming year.

The employee may utilize the UA-PTC grievance procedures if they feel the evaluation result does not adequately represent their performance during the evaluation period;

Copies of personnel records are maintained by Human Recourses while the staff member is an active employee and for three years after separation.

Formal employee evaluation is required of all employees on an annual basis regardless of years of service. The supervisor responsible for evaluation must present and discuss his/her evaluation in person with the staff member being evaluated. The development of goals for the coming year is a part of this process.

The evaluation process is to allow each supervisor and staff member to clearly plan goals and strategies for achieving those goals. The supervisor has a responsibility to assist the staff member in obtaining the skills necessary for successful work performance. This assistance may take the form of directing the staff member to take formal staff development programs and/or a schedule of regular counseling meetings between the staff member and supervisor, or other plans to improve performance.

The supervisor and staff members will discuss what the employee has done well, what areas need improvement, if any, and what support is available. It is the responsibility of the supervisor to provide ongoing coaching and advice to promote the employee's personal growth and a sense of progress.



## 14 Employee Grievance Procedures

UA-PTC encourages fair, efficient, and equitable solutions to problems that arise out of the employment relationship. This policy (and subsequent administrative rule) provides a mechanism for resolving grievances for eligible staff and faculty employees.

### 14.1 Complaint and Grievance Procedure for Non-faculty Personnel

The grievance procedure for when a full-time non-faculty employee perceives that an unfair act has occurred which leads to an injustice or harm is given.

It is the intent of UA- Pulaski Technical College to establish a procedure for the fair, orderly, and speedy resolution of disputes that sometimes arise between supervisors and employees. In order to provide fairness and equity in the workplace, the College has established an internal review procedure that is accessible to all full-time staff employees. This shall serve as the College's procedure for the resolution of job-related complaints and grievances.

The grievance procedure does not take the place of appeal procedures for employees who believe they have been subject to discrimination in matters of employment. Neither does it address matters of sexual harassment. Matters involving discrimination or sexual harassment should be taken to\_\_\_\_\_.

#### **Applies to:**

All permanent, non-faculty UA- Pulaski Technical College employees except student employees, probationary employees, part-time employees, and temporary employees.

#### **Definition:**

For purposes of this policy, a grievance is the claim of an individual employee that there has been a violation, misinterpretation or misapplication of a rule, policy or procedure in relation to personnel policies, including working hours, working conditions, leaves, promotions and other conditions of employment.

#### **Non-grievable Issues:**

Employees do not have the right to appeal through the grievance process (a) issues related to salary, (b) a supervisor's evaluation of performance, (c) determination of classification, (d) suspensions or reprimands.

Where there is a question of application, the Department of Human Resources will

determine whether or not an issue may be appealed through the grievance process. If a matter is found non-grievable, Human Resources will work with the appropriate office to try to resolve the issue.

### **Informal Resolution:**

The mutual interest of both the College and employees is best served when there is regular, forthright communication. Employees should bring to the attention of their immediate supervisor any work-related problems as soon as possible after they arise. An employee who believes a justifiable job-related complaint exists shall take steps to resolve the problem in a discussion with the immediate supervisor. The employee and the supervisor shall attempt to resolve the problem at this level.

Should informal attempts at resolution not be satisfactory, and with the mutual agreement of the employee and the supervisor, the Mediation Procedure may be utilized. The employee or the supervisor may seek the assistance of Human Resources in the use of mediation.

Human Resources may be contacted for informal counseling if the employee believes he or she cannot approach the supervisor with the problem. The Director of Human Resources may meet with the employee, the supervisor, or both as may be appropriate, to assist in amicably resolving their differences. Human Resources will also provide advice on matters of policy interpretation, rights of employees and supervisors, and use of the formal grievance procedure.

### **Records:**

The official records of the progress of a grievance and the established time limits are kept by Human Resources. Therefore, a dated copy of the grievance form must be provided to Human Resources each time a section has been completed (employee, supervisor, or department head).

### **Time Limitations:**

The grievance procedure sets forth time limits for initiation of action on each step of the procedure. If a grievance is not forwarded by the employee within the time allowed in any step, the grievance will be considered discontinued, and no further review will take place. A written grievance which is not answered within the time allowed may be sent on to the next step within the allotted time frame by the employee. Human Resources may extend any time limit in the grievance process with the mutual agreement of the parties.

## 14.2 Grievance Procedure

### STEP I—Filing

If the problem is not resolved to the satisfaction of the employee in the informal resolution stage, an employee may then file a formal grievance. The grievance must be in writing, signed by the employee, and submitted to the department head, with a copy to Human Resources, within 5 working days(1) of the occurrence which gave rise to the grievance or when the facts pertaining thereto became known or should have been known to the employee.

At the filing of the written grievance, the employee has the option to request the grievance (1) to be investigated by the Director of Human Resources or (2) request a hearing by the grievance committee.

The Director of Human Resources may request the employee to restate the grievance for additional clarity if necessary, but such request shall not prejudice the employee in regard to the applicable time limit.

If the employee chooses an investigation by the Director of Human Resources, the Director will make a thorough and independent study of the grievance. Within 5 working days from receipt of the written grievance, the Director of Human Resources will schedule a meeting with the employee, the immediate supervisor, and any other individuals the Director of Human Resources determines will assist in the investigation and resolution of the problem. If possible, the problem will be resolved at this meeting. The meeting shall be held within 10 working days from receipt of the written grievance.

The department head will provide the employee with a written answer within 5 working days after the completion of this meeting and will forward a copy of the grievance and answer to Human Resources.

Within ten (10) working days of the filing of the grievance the Director of Human Resources will forward a recommendation of solutions to the Chancellor. Upon receipt of the recommendation, the Chancellor may accept the recommendation of the Director of Human Resources or select an appropriate alternate resolution. The Chancellor's decision shall be directed to the employee within five (5) working days. The Chancellor's decision shall be final and binding to all parties concerned. An employee dissatisfied with the resolution may not request a hearing by the grievance committee.

*1 The term "working days" as it appears throughout this document is defined to include the period from Monday through Friday of each week, excluding those days which are designated as holidays by the official College calendar or by action of the Chancellor.*

## **STEP II—Hearing**

If the employee chooses to request a hearing by a grievance committee, the Chancellor shall appoint a grievance committee as established with this policy. Within ten (15) working days of the filing of the request for a hearing on the grievance, the grievance committee shall conduct an impartial hearing on the grievance, at which time it will accept and review all pertinent information presented by the employee and the Chairperson of the committee as well as any other information it deems appropriate.

### **14.3 Personnel Action Review Committee**

- A. The Chancellor shall appoint a pool of trained committee members from each job classification including faculty, non-classified and classified staff who have been trained about the institutional grievance committee and are regular full-time employees only.
  - B. The Chancellor shall appoint a committee of five (5) members from that pool to hear an individual grievance within the following guidelines:
    - 1. One senior administrator (department head or above)
    - 2. One member of the Staff Senate
  - C. No member of the Committee shall be from the department of the employee filing the grievance.
  - D. The Director of Human Resources shall serve as the committee chair in a nonvoting capacity.
  - E. The term of the pool of committee members will be indefinite. In the event of a vacancy, the Chancellor shall appoint a new member to the pool.
- The Director of Human Resources will notify the other members of the Personnel Action Review Committee and will schedule a hearing as expeditiously as possible. In no case will this be more than 15 working days after the initial meeting.

### **Notice to Parties and Grievance**

After the committee members have been selected, written notice of the time and date set for the hearing shall be hand delivered to the parties and to the members of the committee by the Chair no less than ten (10) working days before the scheduled date of the hearing. The Chair should coordinate meeting participation with the selected hearing panel members and parties prior to the delivery of the written meeting notice. If it is determined that there is a conflict of interest for the Chair on a specific grievance hearing, the Vice Chancellor for Finance and Administration will facilitate the process.

#### 14.4 Hearing Procedure

The grievance committee shall make a thorough and independent study. The procedure by the committee shall consist of fact finding. The committee shall be allowed to hear each witness, including the grievant, separately. The grievant shall be allowed to present any pertinent evidence to the committee and to have the committee call those witnesses who have testimony pertinent to the decision.

The hearing will be closed and confidential minutes of the proceedings will be made. Three (3) working days after the hearing, the Chairperson of the committee shall prepare a written report of the committee's recommendation and reasons to the Chancellor. The recommendation shall be based on full and fair consideration of all the pertinent facts and circumstances. The report shall also contain a summary of the committee's investigation and findings. Copies of the report shall be submitted to all parties involved.

Upon the receipt of the recommendation, the Chancellor may accept the recommendation of the committee, in whole or part, or select an appropriate alternate resolution. Within five (5) working days, the Chancellor's decision shall be directed to the Chairperson of the committee and all parties involved. The Chancellor's decision shall be final and binding as to all parties concerned.

#### 14.5 Post-Dismissal Grievance Procedure (Academic and Non-academic Personnel)

- a. Before a member of UA-PTC's faculty or staff is dismissed for cause, the employee will be provided notice and an opportunity to be heard in the form of a meeting with the Vice Chancellor for Finance & Administration (in the case of non-academic employees) or Provost (in the case of academic employee). During the meeting, the employee will be informed of the basis for the decision and allowed an opportunity to provide information that he or she feels is relevant to the decision. The Provost or Vice Chancellor for Finance & Administration, will review the information and, if necessary, conduct a further investigation of the situation. Once the situation has been reviewed, the employee will be notified in writing of the Vice Chancellor's or Provost's decision.
- b. After the termination for cause, the employee may utilize UA-PTC's grievance procedures to challenge the dismissal. The post-termination grievance will go directly to the Chancellor for a decision, and the intermediate steps will not be used. At her discretion, the Chancellor may,

within five days of receiving the grievance, appoint a Grievance Officer to gather documents, receive witness testimony, and make a report and recommendation as set forth in Step 1 of the formal grievance procedure. Advocates (must be employed by the College) are authorized to attend the meeting, provide support, and submit a list of proposed questions. The Chancellor also has discretion to interview relevant persons or conduct any investigation into the matter that she determines would be appropriate under the circumstances. The Chancellor's decision will be made within thirty days of receiving the grievance. The Chancellor's decision is final.

## 15 Workplace Health and Safety

### 15.1 Accidents and Injuries on the Job

Workers' Compensation benefits are provided for all college employees who are injured during the course and scope of their employment. See Worker's Compensation. If you suffer an on-the-job injury or illness, you must take the following steps:

1. Immediately report the injury or illness to your supervisor.
2. In the event of an emergency, seek medical treatment first, and then report the injury as soon as possible.
3. Assist the supervisor in filling out the Incident/Accident Report.
4. Contact the Company Nurse at 855-339-1893; Search Code: QR110.

If your injury makes it necessary to miss work, you must present a release to your immediate supervisor signed by a physician verifying your ability to return to work. UA-PTC reserves the right to require light duty, if available in your area, or not to allow you to return to work until a full medical release is provided.

### 15.2 Alcohol & Drug Free Workplace

UA-PTC has implemented a drug and alcohol policy designed to comply with the Drug-Free Schools and Communities Act Amendment of 1989 and the Drug Free Workplace Act of 1988. UA-PTC is committed to maintaining a drug and alcohol free environment for employees and students. Further, UA-PTC complies with the Board of Trustees of the University of Arkansas Policy 705.2, Use of Alcoholic Beverages on University Facilities found at <https://www.uasys.edu/wp-content/uploads/sites/16/2018/04/705.2-Use-of-Alcoholic-Beverages-Univ.Facilities.pdf>.

Possession and use of alcoholic beverages in public areas of college facilities and at official UA- PTC student functions held on campus must follow state and federal laws



and college policies at all times. Irresponsible behavior while under the influence of alcoholic beverages is not condoned and may be subject to review and/or action by the appropriate judicial body.

UA-PTC expects students and employees to be free of the influence of controlled substances and to refrain from the use of controlled substances on college premises or at a college activity. Employees of UA-PTC are expected to refrain from activities involving controlled substances both on and off campus where such activities could have a detrimental impact on their abilities to perform their jobs. Persons may generally not use, dispense or be under the influence or possess drugs or alcohol on UA-PTC premises or at functions or activities controlled by the college.

Any student or employee who possesses, gives or transfers controlled substances to another person or sells or manufactures a controlled substance while on campus or related premises will be subject to appropriate student discipline or employee discipline up to and including termination or expulsion, and/or referral to the authorities for prosecution.

All employees and students must abide by the terms of this policy, and may be tested for drug or alcohol use if there is probable cause to believe that the person is under the influence of a controlled substance.

Supervisors or instructors who believe they have an employee or student who is under the influence of drugs or alcohol should contact the UA-PTC Police Department for assistance. No other action should be taken by the supervisor or instructor without direction from the UA-PTC Police Department.

Full-time, benefits eligible faculty and staff have access to the Employee Assistance Plan. The EAP program provides pre-paid counseling and family support programs designed to assist employees with substance abuse and addiction issues. Information regarding the program can be obtained from Human Resources.

### 15.3 Communicable & Transmittable Disease Control

Employee should notify Human Resources immediately that a communicable disease risk may exist to limit additional exposure and to reduce risk. Additionally, chronic disease carriers are protected against employment discrimination by the Americans with Disabilities Act (ADA).



For a serious health condition that makes employees unable to perform the essential functions of their job, including incapacity due to pregnancy and for prenatal medical care, see FMLA.

For additional information, contact Human Resources.

## 15.4 Drug and Alcohol Testing for Safety & Security Sensitive Positions

It is the intent of UA-PTC to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances by applicants for and employees in security-sensitive positions and drivers of commercial motor vehicles. UA-PTC strives to comply with the Federal Highway Administration (FHWA) and the Department of Transportation (DOT) regulations requiring drug and alcohol testing for employees in safety-sensitive functions.

The provisions of this drug and alcohol testing policy do not relieve an employee from requirements pursuant to other college policies on drugs and alcohol.

### a. Safe Work Environment

It is the policy of UA-PTC to be a drug-free workplace and to prevent and eliminate drug abuse from the workplace.

UA-PTC has the obligation to:

- Ensure a safe work environment for all employees;
- Protect the students and other members of the public against endangerment resulting from the impairment of employees' physical or mental capabilities;
- Protect its property and equipment from unnecessary damage; and
- Assure that all UA-PTC business is conducted with efficiency and quality.

UA-PTC requires, as a condition of initial and continued employment, that employees be free from the influence of alcohol and controlled substances while performing their duties as administration or employees.

### b. Safety-sensitive Positions

Positions that require possession of a CDL as a condition of employment are considered safety sensitive (CDL safety sensitive).

### c. Security-sensitive Positions Level II

Positions designated as security-sensitive Level II are addressed in OP 70.20. These may include CDL safety-sensitive positions.

All employees deemed to be in a safety sensitive position will be subject to random drug testing throughout the year. Examples of a safety sensitive position include, but are not limited to, the following: campus police, physical plants, etc.

### **Prohibited Drugs**

Prohibited drugs are defined in this section as:

- a. Any drug prohibited by federal law or college policy;
- b. Alcohol;
- c. Prescribed drugs consumed by a person but not prescribed to that person;
- d. Any drug that is not legally obtainable;
- e. Any drug that is legally obtainable but is not being used for the prescribed purpose or is not being taken according to the prescribed dosages; and
- f. Any drug that would have a medical effect of reducing an individual's ability to safely operate a motor vehicle or perform a CDL safety-sensitive function.

### **Employees Requesting Assistance**

Any employee who requests assistance in locating a qualified substance abuse professional or counselor should contact the Employee Assistance Program (EAP). If an employee contacts a supervisor for assistance with a problem with which EAP can be helpful, the supervisor should assist the employee in contacting EAP.

## **15.5 Emergency Communications & Procedures**

### **Emergency Alert System**

UA-PTC will utilize the RAVE emergency system, texts and email to notify students and employees in the event of an emergency situation on the campus. In addition, Building Coordinators will be notified of events and any actions necessary to shelter in place or evacuate when possible. To register for alerts through RAVE emergency system, visit <https://www.uaptc.edu/rave>.

### **Emergency Procedures**

Under no circumstance may a warning alarm or warning siren be ignored or action delayed. Proper evacuation procedures must be followed. Within your first week of employment, you are required to read and review with your supervisor the UA-PTC

Emergency Procedures flipchart provided you the first day of your employment. The guide provides information regarding: Campus Closing Procedures; Inclement Weather Policy; Emergency Contacts Numbers; Medical Emergencies; Individuals with Disabilities Evacuation; Criminal Activity Procedure; Violence on Campus; Power Outage; Natural Gas Leak; Elevator Failure; Spill Responses; Civil Disturbance Procedure; Concerning Behavior; Bomb Threat; Fire Emergency; Severe Weather; Suspicious Package, and more. You must keep the UA-PTC Emergency Procedures flipchart readily available in your classroom or work area.

More information regarding emergency procedures at UA-PTC may be found on the website: <https://www.uaptc.edu/police/emergency-preparedness>

## 15.6 Firearms & Weapons

Carrying a weapon or concealed handgun is NOT permitted on the UA-PTC campus at this time. Legislation mandates that in order to legally carry a concealed weapon on a college campus, a concealed carry permit holder must take and pass an enhanced certification training class.

If you observe someone with a weapon, please call 911 or contact UA-PTC Police immediately. If you are on the NLR Campus, Aerospace, or the Business and Industry Center, call 501-580-1831. If you are on the South Campus or the Adult Education Center, call 501-626-7152.

Possession, discharge, or other use of an weapon is prohibited on the grounds or in the buildings of any campus, division, unit or other area controlled by the University of Arkansas System, except that a handgun may be possessed by an individual who has a concealed handgun permit and has completed enhanced certification training in accordance with Act 562 of 2017. Storage of any weapon, including handguns, is prohibited at any location owned or operated by any campus, division or unit of the University of Arkansas System, except that a concealed handgun may be stored in a licensee's locked and unattended motor vehicle.

## 15.7 Fire Safety

Fire safety is of critical importance. During a fire alarm, all employees are to evacuate the building according to posted instructions. Every employee should know the location of fire pull boxes and fire extinguisher in his/her area. Please review and become familiar with the Fire Extinguisher use video located here

<http://www.youtube.com/watch?v=BLjoWjCrDqg>. Your supervisor will provide further instructions.

### 15.8 Inclement Weather

The college remains open for classes and other services during severe weather except in extreme circumstances. Any decision to close the college or to delay or cancel classes is made solely by the Chancellor. The college will notify the local news media to publicize the closing. All those who travel to the campus should use good judgment in making travel arrangements during severe weather.

On those occasions when severe weather occurs and the college remains open, all employees are expected to meet their employment obligations and to arrive for work on time. Those employees who arrive more than two hours late will be charged annual leave time (if available) or leave without pay. Employees are expected to notify appropriate administrative personnel of the inability to get to campus or of a late arrival.

In the unusual event that the college is closed, employees of designated departments providing essential services may be expected to report to work. Such departments include but are not limited to Police and Public Safety and Facilities Management. Employees uncertain of whether their presence is required should contact their supervisors. Equivalent time off will be awarded to staff members of essential service departments who work during such periods. [Inclement Weather Policy](#)

### 15.9 Police and Public Safety

Your safety and the safety of others are of primary importance. While every precaution has been taken to insure a safe environment, safety must begin with you. Know the safety rules and regulations in your area and comply with them. You can do your part by being on the alert for safety problems and making suggestions to improve the college safety program. UA-PTC provides primary law enforcement service and community policing through the Campus Police/Public Safety department. Certified law enforcement personnel enforce federal, state, and local laws, including criminal laws and vehicle code violations, as well as investigate all criminal and traffic cases that occur on the campus. The Campus Police/Public Safety department also provides policing for a variety of events held on campuses and off-site locations.

### 15.10 Safety at the College

UA-PTC wishes to provide a safe working and learning environment. To that end, the College has established this policy to ensure we comply with all state and federal regulations regarding safe working conditions, as well as best practices. It is part of an

employee's responsibility to know and follow all safety requirements.

[https://www.uaptc.edu/docs/default-source/policies/final/400/490-4-safety-at-the-college.pdf?sfvrsn=18be5603\\_2](https://www.uaptc.edu/docs/default-source/policies/final/400/490-4-safety-at-the-college.pdf?sfvrsn=18be5603_2)

### 15.11 Sexual Harassment

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

All employees are required to report any student allegations of sexual harassment. Failure to report the allegation to the Title IX Coordinator, Title IX Deputy or Dean of Student Affairs will result in disciplinary action up to and including termination.

Any person found to have violated the College's policy against sex discrimination, sexual misconduct or harassment will be subject to appropriate disciplinary action including reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense. It is also a violation of law for any person to attempt in any way to retaliate against a person who makes a claim of sexual harassment. Any behavior deemed to be retaliation against a person who makes a claim of discrimination, sex misconduct or harassment will result in disciplinary action up to and including termination. See Title IX and Sexual Harassment Policy.

### 15.12 Smoke and Tobacco Free Workplace

Smoking is banned at all public institutions of higher education, including UA-PTC, in Arkansas. You may view the Clean Air on Campus Act of 2009 (Act 734) online at: <http://www.arkleg.state.ar.us/assembly/2009/R/Acts/Act734.pdf>

"Campus" is defined as "all property, including buildings and grounds that are owned or operated by a state-supported institution of higher education."

UA-PTC Administrative Rule 235.1.1 prohibits all forms of tobacco and smoking, including the use of e-cigarettes or vapor devices. Smoking in vehicles on campus is also prohibited. Violators may face fines ranging from \$100 to \$500 and disciplinary action. Those employees who wish to quit smoking are encouraged to contact their physician or the Employee Assistance Program for information on smoking cessation and nicotine addiction options.

### 15.13 Workforce Compensation

Workers' Compensation provides all necessary medical, surgical, and hospital

treatment following an injury on the job. In the event an employee is in an accident arising out of the course of employment, a report of the injury must be made to Human Resources. The employee should contact The Company Nurse at 1-855-339-1893 and provide the search code QR110 and follow the instructions given by the Nurse. The employer will not be responsible for disability, medical, or other benefits prior to receipt of the employee's report of injury.

Employees who are absent from work due to an occupational injury or illness will be subject to Arkansas Human Resource Management System policy statement, section 105, subsection 4.0 Workers' Compensation.

### 15.14 Workplace Violence

UA-PTC strives to provide a safe workplace for all employees, students and visitors. To ensure a safe workplace and to reduce the risk of violence, all employees are required to review and understand all provisions of this workplace violence rule. UA-PTC prohibits the possession of perilous weapons on College property without meeting the requirements of current state and federal enhanced carry requirements. Any employee in violation of this rule will be subject to prompt disciplinary action, up to and including termination. All UA-PTC employees are subject to this provision, including contract and temporary employees, visitors and customers on College property. The full policy can be found here [https://www.uaptc.edu/docs/default-source/policies/final/400/490-5-workplace-violence.pdf?sfvrsn=d63ce9cf\\_2](https://www.uaptc.edu/docs/default-source/policies/final/400/490-5-workplace-violence.pdf?sfvrsn=d63ce9cf_2)

### 15.15 Personal Visitors on Campus

Employees are welcome to have their family members visit their worksite, provided that the visits are infrequent, brief and planned in a manner that limits disruption to the workplace. If the frequency, length or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action. While children are in the workplace, they must be directly supervised by the parent/family member at all times. Employees are expected to make childcare and backup childcare arrangements. They may not bring children to work in place of childcare. Any exception to this requirement must be made in writing by the Chancellor of the College.

Employees are not permitted to bring ill children to work. This policy is not to be

utilized as a backup childcare arrangement. Full-time employees are provided paid time off benefits which should be used for personal reasons or to care for an ill child.



## 16 Financial Services and Campus Operations

### 16.1 Driving College Vehicles

It is the policy of UA-PTC that all employees whose job duties include driving a college vehicle must have a valid Arkansas driver's license with a driving record acceptable to the college's automobile insurance carrier. Records will be obtained and reviewed annually. All employees must have Travel Clearance through Human Resources to drive on State Business.

All employees who drive a privately owned vehicle on official college business are expected to have a valid driver's license for the state of Arkansas and carry the minimum insurance required by state law.

It is the policy of UA-PTC that any employee that drives a college vehicle or any employee driving a privately owned vehicle on official college business must operate the vehicle safely and in accordance with all applicable laws and driving conditions. Employees that drive on college business must immediately report any accident, driving ticket, or citation to his/her supervisor.

It is the policy of UA-PTC that should an employee be involved in an accident while driving his/her own vehicle on college business the employee's insurance will be considered the primary carrier.

### 16.2 Expenditure of College Funds

All expenditures of College funds must be authorized by the appropriate administrator. The Chancellor, as the chief executive officer, is the administrator for the expenditure of funds. Even though he/she may designate an individual, usually the Vice Chancellor for Finance, to oversee the expenditure of funds, the final authority rests with the Chancellor. Unauthorized expenditures will not be reimbursed and remain strictly the responsibility of the individual.

### 16.3 Gainful Enterprise and Solicitation

In accordance with Arkansas Code Annotated 4-104-201 to 204, UA-PTC prohibits the offering of gifts or any other promotional incentives to anyone less than 21 years of age through direct face-to-face contact in order to entice the person to apply for a credit card.

No person is permitted to engage in gainful enterprise or solicitation on the campus



without permission of the Dean of Student Affairs. Persons wishing to solicit funds, sell printed matter, products, services or other items, distribute commercial literature of any kind, or post or distribute advertising material dealing with commercial items or services must secure approval in advance from the Dean of Student Affairs. Activities related to the sales of goods and/or services must be confined to areas designated by the Dean of Student Affairs. The above activities must be sponsored by the college, a recognized student organization or college-related organization. In addition, the individuals engaged in such posting, selling or soliciting must be currently enrolled UA-PTC students or employees of the college, or duly approved agents authorized to distribute material(s) or solicit sales on behalf of the college or a recognized college organization. Newspapers may be sold or distributed only in racks provided by the publisher in locations designated by the Dean of Student Affairs.

### **Notices, Solicitation and Distribution of Literature on College Property**

No one may post or distribute materials which are libelous or obscene which violate or encourage the violation of federal, state or local laws or which attempt to exploit the name, image, or reputation of the College for commercial purposes. Anyone wishing to distribute literature on campus must inform and obtain approval from the Chancellor.

### **Solicitations by External Agencies**

Requests by external agencies to distribute flyers, post notice, or otherwise advertise their services, programs, or products must be approved in advance by the Chancellor.

## **16.4 Gifts of Favored Treatment**

Employees should not accept a gift from someone not employed by the College. Do not accept favored treatment from anyone, internal or external to the College. This may give the appearance of impropriety and may be illegal. Acceptance of a gift or favor is not appropriate.

Gift – As used in these rules, the term “gift” means any payment, entertainment, advance, services, or anything of value, unless consideration of equal or greater value has been given therefor. It does not include:

1. Informational material such as books, reports, pamphlets, calendars, or periodicals informing a public servant regarding his or her official duties. (NOTE: payments for travel or reimbursement for any expenses are not informational material);
2. The giving or receiving of food, lodging, or travel which bears a relationship to the public servant’s office and when appearing in an official capacity;

3. Gifts which are not used and which, within thirty (30) days after receipt, are returned to the donor;
4. Gifts from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any of these persons, unless the person is acting as an agent or intermediary for any person not covered by this paragraph;
5. Campaign contributions;
6. Any devise or inheritance;
7. Anything with a value of \$100 or less (NOTE: The value of an item will be considered to be less than \$100 if the public servant reimburses the person from whom the item was received any amount over \$100 and the reimbursement occurs within ten (10) days from the date the item was received.);
8. Wedding presents and engagement gifts;
9. A monetary or other award presented to an employee of a public school district, the Arkansas School for the Blind, the Arkansas School for the Deaf, the Arkansas School for Mathematics, Sciences, and the Arts, a university, a college, a technical college, a technical institute, a comprehensive life-long learning center, or a community college in recognition of the employee's contribution to education;
10. Tickets to charitable fundraising events held within this state by a non-profit organization which is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code;
11. A personalized award, plaque, or trophy with a value of one hundred fifty dollars (\$150) or less.
12. An item which appointed or elected members of a specific governmental body purchase with their own personal funds and present to a fellow member of that governmental body in recognition of public service;
13. Food or beverages provided at a conference scheduled event that is part of the program of the conference;
14. Food or beverages provided in return for participation in a bona fide panel, seminar, speaking engagement at which the audience is a civic, social, or cultural organization or group;

### 16.5 Professional Development Budgets

Each instructional and non-instructional unit may request funds for professional development through the annual budget process. Allocations will be based on availability of funds, previous year activity, and the number of personnel in the unit.

Travel and professional development funds may be used for professional travel and/or unit professional development activities, such as a guest speaker, seminar, or

workshop. All expenditures are subject to prior approval by the unit head and the Chancellor.

During the first month of each academic year, the unit head will inform unit personnel about the funds available and procedures for requesting funds. Criteria to be considered in evaluating requests will include relevance to unit or professional responsibilities, the applicant's role in the activity (e.g., presenting a paper), equitable distribution of professional development opportunities, and anticipated demands on the divisional budget.

Within two weeks after completion of a professional development activity, the applicant is expected to complete a follow-up report and submit the report to his or her supervisor. Thereport should be shared with others on campus that might benefit from the information. A presentation may be done through the Professional Development Institute in lieu of a report.

## 16.6 Professional Memberships

Full-time employees of UA-PTC are encouraged to participate in professional organizations relevant to their responsibilities at the local, state, and national levels. Faculty and staff may request funding for professional memberships through the annual budget process. Faculty and staff are requested to select the least expensive membership option (individual or institutional); depending on how many UA-PTC personnel want to participate.

## 16.7 Purchasing

The purchasing of equipment, supplies, printing, services, or rental of equipment and facilities must be executed in accordance with all applicable state and federal statutes in an efficient and business-like manner. An approved purchase order is required prior to any purchase.

The Vice Chancellor for Finance serves as the College purchasing agent.

## 16.8 Room Reservations and Scheduling

## 16.9 Travel

Faculty and Staff members will be reimbursed for authorized personal expenses incurred while on **pre-approved** official trips away from the College, as outlined in the UA- PTC Travel Procedures.

Employees should contact the Purchasing Department prior to making any travel arrangements. Travel Policy and Guidelines are found in the UA-PTC Policies Website under 321 Travel at [https://www.uaptc.edu/docs/default-source/policies/final/300/321-travel-policy.pdf?sfvrsn=8f4b2e07\\_2](https://www.uaptc.edu/docs/default-source/policies/final/300/321-travel-policy.pdf?sfvrsn=8f4b2e07_2)

UA-PTC has vehicles that may be reserved for travel and should be the first option considered. If a UA-PTC vehicle is not available employees should use the Car Rental vs. Mileage Reimbursement Calculator to determine which is the best option. Mileage will be reimbursed per mile at the maximum allowed for state employees when traveling by personal auto and when properly approved and reported. Travel reimbursement must be reported no later than 60 days after travel occurred. All mileage is to be computed from campus; home-to-college is not to be included. Meals and lodging are to be reimbursed at actual cost within the limits set by state travel regulations. Receipts are required for all expenses except meals. In order to be reimbursed for meals, the trip must have an overnight stay.

### 16.10 Use of College Name

The name and logo of UA-PTC is not to be used on publications, brochures, correspondence, or any other document which is not an official document of UA-PTC without the consent of the Chancellor.

## 17 Separation from Employment

### 17.1 Dismissals

#### **Termination for Convenience**

According to UA- PTC Policy 405.4.1 Employment Periods, all staff employees of the College, whether full-time, part-time, extra help or otherwise, may be terminated at any time or be dismissed for cause under procedures specified in Academic Rule 405.1.2.

Termination for convenience is effected through the giving of notice, in writing, of that action at least thirty (30) working days in advance of the date the employment is to cease.

The Chancellor will approve procedures to be followed by the College for utilization in the processing of personnel action forms for each employee or for such other system or method of electronic or data entry record keeping or automated information system of employees. The procedures will be designed to indicate for each employee the employee's title, salary amount and the fact of current employment with the College subject to this academic rule on employment periods. The procedures will also provide a means for communicating this information to employees.

### 17.2 Employee Exit Procedures

Upon separation of employment, existing employees must complete the check-out procedure by obtaining approval from the appropriate departments to verify that all accounts are paid in full and that any supplies, keys, or other materials issued to them have been returned. In addition, employees who transfer from one department to another must return all keys and supplies to the department from which they are separating.

All supervisors should use an Employee Exit Checklist form, which may be found on the Human Resources website here \_\_\_\_\_ to ensure all exiting employees have completed the necessary steps when leaving the college. The form should be emailed to \_\_\_\_\_ three (3) business days before the employee's last day of employment.

The Employee Exit Checklist form is available on the Human Resources website at \_\_\_\_\_.

### 17.3 Exit Interviews

The exit interview process is a private and secure way for Human Resources to collect information from exiting employees. It provides insight into the overall working environment within the employee's department, the supervision within the employee's department, and the overall experience the employee had at UA- PTC, as well as the effectiveness of the college's policies and procedures.

The exit interview process is used for all UA- PTC staff members who leave the college voluntarily. Exiting employees are encouraged to participate in the survey to identify areas of opportunity for improvement. A representative from Human Resources will contact the exiting employee to provide information and the options available for the exit interview process.

### 17.4 References

When the College is contacted by prospective employers seeking information about former faculty and staff, the College will release the following data: the positions formerly held and the dates of employment. Pay information will not be released unless the College receives written authorization.

### 17.5 Resignations

The college strives to maintain good working conditions. Instances of personal or job dissatisfaction should be discussed with the supervisor and/or Human Resources before the employee considers resignation of employment.

When resigning or retiring from a position at UA-PTC, employees should submit a letter or resignation, stating the reason for the resignation, at least two weeks prior to the effective date of resignation. The letter of resignation is to be submitted to both the supervisor and Human Resources.

Following acceptance of the employee's resignation, the supervisor will complete the ePAF form.

If an employee voluntarily terminates employment with proper notice and the employee's work record has been satisfactory, the employee may be considered for reemployment.

## 18 Appendices and Forms

### 18.1 Forms

[ADA Accommodation Form](#)

[Background Check Form](#)

[Code of Computing Practices](#)

[Concurrent Employment Form](#)

[Concurrent Employment Form](#)

[Employee Change of Data Form](#)

[Employee Exit Checklist](#)

[Injuries at Work Procedures](#)

[Job Description Form](#)

[New Employee Checklist](#)

[New Employee Checklist for Supervisors](#)

[New Hire Request Form](#)

[Off-Campus Use of Property](#)

[Organizational Charts](#)

[Part-time Teaching Request Form](#)

[Position Description Form](#)



[Position Request Form](#)

[Sexual Misconduct, Harassment, and Discrimination Policy](#)

[Transfer Request Form](#)

[Tuition Waiver Form for Spouse/Dependent](#)

[Tuition Waiver Form for Employee](#)

## 18.2 Campus Locations

### **Main Campus**

3000 West Scenic Drive  
North Little Rock, AR 72118  
Phone: [\(501\) 812-2200](tel:(501)812-2200)

Fax: (501) 812-2316

[Driving Directions to Main Campus](#)

[Main Campus Map \(PDF\)](#)

### **Little Rock-South**

13000 Interstate 30  
Little Rock, AR 72210  
Phone: [\(501\) 812-2200](tel:(501)812-2200)

Fax: (501) 812-2316

[Driving Directions to Little Rock-South](#)

### **Business and Industry Center**

3303 East Roosevelt Road  
Little Rock, AR 72206  
Phone: [\(501\) 907-6670](tel:(501)907-6670)

Fax: (501) 907-6673

[Driving Directions to Business and Industry Center](#)

### **Aerospace Technology Center**

1600 West Maryland Avenue  
North Little Rock, AR 72120  
Phone: [\(501\) 835-5420](tel:(501)835-5420)

Fax: (501) 834-7859

[Driving Directions to Aerospace Technology Center](#)

### **Adult Education Center**

16936 I-30  
Benton, AR 72019  
Phone: [\(501\) 778-3235](tel:(501)778-3235)

Fax: (501) 778-0511

[Driving Directions to Adult Education Center](#)

## 18.3 Discrimination and Harassment Investigation and Response Procedures

These procedures are intended to apply to Title IX/Civil Rights grievances involving student allegation of employees, employee allegation against student, student-on-student allegation, employee allegation against employee, and campus visitor/guest allegation against student, employee, or other campus visitor. All other grievances by students, employees, or guests will be addressed through other conduct procedures.

The college benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by members of the college community.

### **A. Informal Complaint Resolution**

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with students, faculty, staff, or administrators.

Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint. If satisfactory resolution is not reached after discussion with the individual, the complainant should contact the individual's direct supervisor to resolve the complaint. The supervisor will make the Title IX Coordinator aware of the complaint and action taken. If these efforts are unsuccessful, the formal complaint process may be initiated. The college does not require a complainant to contact the person involved or that person's supervisor if doing so is impracticable, or if the complainant believes that the conduct cannot be effectively addressed through informal means.

### **B. Formal Complaint/Grievance Procedures**

#### ***1. Responsibility to Report***

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual harassment is strongly encouraged to report it. The college must know about incidents of sexual harassment in order to stop them, protect victims, and prevent future incidents.

It is the responsibility of college faculty, administrators and supervisors to report complaints of sexual harassment that they receive and of possible sexual harassment of which they become aware. When there is a relationship that involves legally recognized professional confidentiality between the complainant and the person to whom the harassment is reported, the report may be withheld at the request of the complainant.

#### ***2. Notification***

Students, faculty members, administrators, staff members, or visitors to the college are strongly encouraged to report allegations of discrimination or harassment to the Title IX Coordinator or his or her deputy. A report of sex discrimination or harassment should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the college to investigate. A person who raises a complaint may discuss with the Title IX Coordinator any situation believed to constitute sexual discrimination or harassment. Reports may be made by the person experiencing the discrimination or harassment or by a witness. Persons wishing to file an online complaint may submit the complaint via email at [TitleIX@uaptc.edu](mailto:TitleIX@uaptc.edu). Submissions may also be made in writing or in person to any Title IX Coordinator or Deputy Coordinator.

Upon receipt of the complaint/grievance, the Title IX compliance officer will open a formal case file and notify the investigating officer and, at the appropriate time, notify the respondent and complainant. The Title IX Coordinator is the Dean of Student Affairs and the Human Resources Generalist.

### ***3. Investigation***

The assigned deputy will determine how many investigators are needed and will designate the appropriate number for the complaint. The lead investigator will confer with the Title IX Coordinator or his or her deputy on accommodations for the complainant or other necessary remedial short-term actions. The Title IX compliance officer will apprise the Vice Chancellor for the appropriate division of the grievance, or if the grievance is against a student, the Dean of Student Affairs.

The deputy (or Investigation Team) will:

- a. Identify the correct policies allegedly violated;
- b. Conduct an immediate initial investigation to determine if there is reasonable cause to charge the respondent(s);
  1. If there is insufficient evidence to support reasonable cause, the grievance should be closed with no further action.
- c. Meet with the complainant to finalize the grievance.
- d. Prepare the notice of charges on the basis of initial investigation.
- e. Develop a strategic investigation plan which may include a witness list, an evidence list, an intended time-frame, and an order of interviews for all witnesses, including the respondent.

- f. Conduct a thorough, reliable and impartial investigation. Witnesses may or may not be given notice prior to the interview.
- g. Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
- h. Make a finding on the case, based on a preponderance of the evidence which indicates that it is more likely than not that a policy violation has or has not occurred.
- i. Prepare a complete report on the investigation and its findings to present to the Deputy.

Following the investigation, a Letter of Determination will be sent to the affected parties.

a. The individual (s) alleged to have committed discrimination or harassment may accept the findings; accept the findings in part and reject the findings in part; or reject all findings.

b. The complainant will also be notified of the outcome of the investigation.

If the findings indicate that it is likely that the alleged discrimination or harassment has not occurred, the investigation should be closed.

If the complaint is against a student, the sanction will be determined by the Vice Chancellor of Student Services in consultation with the Dean of Students and the investigative team.

If the complaint is against a UA-PTC employee, the Vice Chancellor for the appropriate division, in consultation with the Deputy for Employees and the Dean or Director of the appropriate division, will determine the sanction. UA-PTC will act to end the discrimination, prevent its recurrence, and remedy its effects on the person who filed the complaint and on the UA-PTC community.

## **I. Appeal Procedures**

Any party who files an appeal must do so in writing to the Title IX Coordinator within five days of receiving the Letter of Determination. Acceptable means of appeal submission include email, facsimile, hand delivered notification, or postal delivery. The Title IX Coordinator will share the appeal with the other concerned parties. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final.

Because the original finding and sanction are presumed to have been decided reasonably and appropriately, the party requesting an appeal must show error. The ONLY grounds for appeal are as follows:

- a. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- b. New information has been found which was unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new information and its potential impact must be included.
- c. The sanctions imposed are substantially disproportionate to the severity of the violation.

If the Title IX Coordinator determines that a material procedural or substantive error occurred, the Coordinator may return the grievance to the Investigation Board with instructions to reconvene to correct the error. In rare cases, where the procedural or substantive error cannot be corrected by the Investigation Board (as in cases of bias), the Title IX Coordinator may order a new investigation on the complaint with an Investigation Board made up of new members. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the three applicable grounds for appeals.

If the Title IX Coordinator determines that new evidence should be considered, he or she will return the grievance to the Investigation Board to reconsider only the new evidence. The reconsideration of the Investigation Board is not appealable.

If the Title IX Coordinator determines that the sanctions imposed appear to be disproportionate to the severity of the violation, the Title IX Coordinator will refer the complaint to a board composed of three (3) President's Executive Council members, which may then increase, decrease or otherwise modify the sanctions. This decision is final.

The appeal procedure and determination will typically be completed within 20 business days.

The procedures governing the hearing of appeals include the following:

- a. Sanctions imposed are implemented immediately unless the party determining the sanction stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- b. All parties should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
- c. The appeal will be returned to the original hearing body unless bias has been determined.

- d. Appeals are not intended to be full re-hearings of the complaint, with the exception of substantiated cases of bias. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
- e. The Title IX Coordinator will render a written Letter of Determination to the affected parties.

## **COMPLAINT AND GRIEVANCE PROCESS PROVISIONS**

### **A. Time Periods**

All effort will be made to make a determination in no more than 60 calendar days of filing a formal complaint/grievance.

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and UA-PTC closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. In the event that this step is necessary, the Title IX Coordinator or his or her respective deputies will notify the complainant who filed the grievance in writing within the set timeline.

### **B. No Retaliation**

Retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited by UA-PTC policy and federal and state law. A person who believes retaliation has occurred should notify the Title IX Coordinator as soon as possible.

### **C. False Reports**

UA-PTC will not tolerate intentional false reporting of incidents. It is a violation of the Codes of Conduct governing UA-PTC to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### **D. Office of Civil Rights Complaint**

Although complainants are encouraged to attempt to resolve complaints pertaining to discrimination by utilizing this Grievance Procedure, they have the right to file a



complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Dallas regional office). Information regarding applicable timelines and procedures is available from OCR.

#### **E. Effective Date**

UA-PTC policies that were in force at the time of the alleged incident are the policies that will be used when determining if it is more likely than not that a policy violation occurred. The procedures in force at the time the complaint is made are the procedures that will be followed throughout the investigation, hearing and any appeals that are heard. UA-PTC reserves the right to make changes and amendments to this policy and procedure as needed, with appropriate notice to the community.

#### **Education and Counseling Support**

Because of the traumatic nature of sexual assault, victims are strongly encouraged to seek professional help. Students seeking professional help may obtain a listing of referrals at Counseling and Advising Services.

Those who would like to receive more information about options for pressing charges for reporting an incident, for filing internal complaints or finding counseling and educational materials can contact one of the college offices: Campus Police, Personal Counseling Services and/or Human Resources.

Additional information, including an online copy of these procedures, can be found online at [https://www.uaptc.edu/sexual\\_misconduct\\_policy](https://www.uaptc.edu/sexual_misconduct_policy).

## 18.4 Example Offer Letter

<DATE>

<APPLICANTS NAME>

<ADDRESS>

<CITY, STATE, ZIP>

Dear <Applicant>,

I am pleased to offer you the position of <title>, in the department of <name of department> at University of Arkansas- Pulaski Technical College. In this position, you will report to <supervisor>. Additional information relating to this offer is outlined below. Further, a position description with specific information is attached. This description is not meant to be all-inclusive and is subject to change with or without notice.

**Title:** XXX

**Extended Title:** XXX

**Department:** XXX

**Direct Monthly (or Hourly) Compensation:** XXX

**First Date of Employment:** XXX

It is important to note that this offer is contingent upon the completion of a criminal background check as well as verification of the information you provided to us during the interview process. Please demonstrate your intention to accept this position by virtue of your signature below no later than <date>. By signing below you acknowledge that this letter does not constitute a contract for employment and that a contract is not being offered. Unless otherwise specified, all employment at Texas Tech University is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or Texas Tech.

Please do not hesitate to contact me with any questions at <phone number>. Additionally, questions relating to eligibility and applicability of employment benefits may be directed to Human Resources at 501-812-.

Sincerely,

<Manager Name>

<Title>

## 18.5 Example Personnel Changes Review Form

☐ New Position    ☐ Increase in FTE/Hours    ☐ Vacancy    ☐ Promotion    ☐ Transfer    ☐ Other Adjustments in Compensation

\_\_\_\_\_  
Senior Staff Name

\_\_\_\_\_  
Request Date

\_\_\_\_\_  
Division

\_\_\_\_\_  
Department

1. Please describe the proposed personnel action and include the incumbent's name, requested effective date, and resignation/retirement date if applicable. Please include a copy of the division/department's current and proposed organizational charts, job description(s), and any other related documents.

2. Please provide an explanation of alternatives which have been considered, which may include: redesign of work, retraining/reassignment of duties to existing positions, student labor among other potential solutions. Please also provide current staffing levels as they relate to the proposal and any relevant data on staffing levels at other institutions.

3. How does this position support the college's strategic planning priorities?

4. What is the estimated impact on the budget of this personnel action (annual and one-time expenses, including space and other non-salary expenses)? Is this an allocation or reallocation of previously budgeted dollars (either salary or below-line), funding from a restricted account, or a new unrestricted operating expense?

5. How does the proposed personnel action contribute to departmental goals and what would the impact be if this position were not filled?

## 18.6 Other Examples

### *Pre-Selection and Post-Selection Letters*

<https://ap.washington.edu/ahr/policies/recruitment/making-an-offer/unsuccessful-applicant-letters/>

<https://hr.oregonstate.edu/search-excellence/communicating-applicants>

<http://www2.umf.maine.edu/hr/hiring-handbooks/sample-letters-to-candidates/>