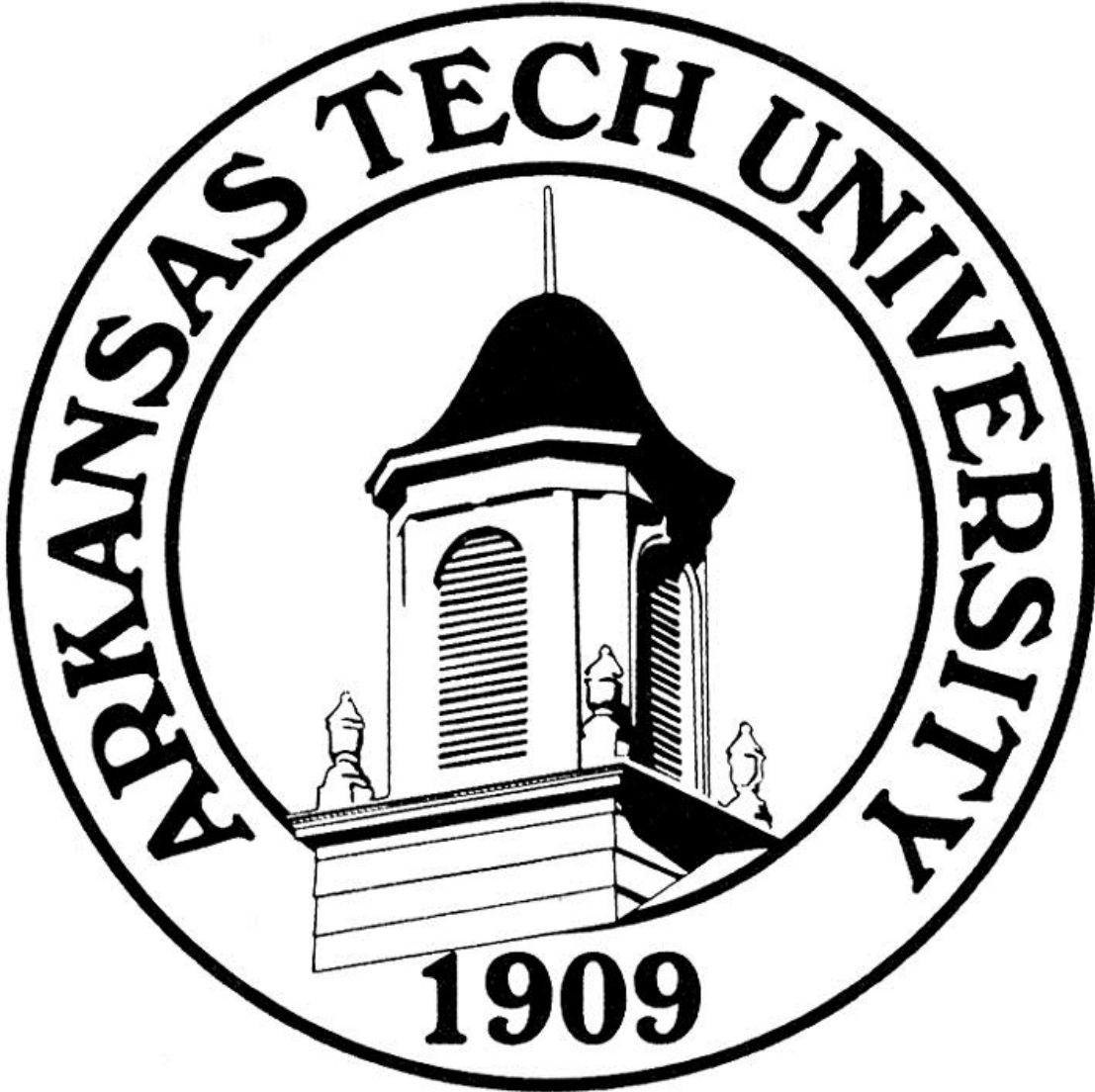


*STAFF HANDBOOK*



*AMENDED NOVEMBER 17, 2014*

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## **INTRODUCTION**

This handbook is designed to inform supervisors and classified employees of a general outline of the policies and procedures at Arkansas Tech University. The University is governed by State Policies and must adhere to the regulations as outlined in the Office of Personnel Management Policy and Procedures Manual.

The material in this manual is designed to assist users in simplifying some of the complexities inherent in daily personnel operations on the Tech campus but is not intended to cover all the details. The material represents a compilation of policies and procedures developed by the State of Arkansas and Arkansas Tech University. Any questions regarding these regulations should be referred to the Office of Human Resources.

As with all agency policies and procedures, changes may occur. If revisions are made, employees will be notified of the necessary changes.

## **HISTORY OF ARKANSAS TECH UNIVERSITY**

Arkansas Tech University was created by an act of the Arkansas General Assembly in 1909. Under the provisions of the Act, the state was divided into four Agricultural School Districts. Boards of Trustees were appointed by the Governor with the approval of the Senate, and appropriations were made for the erection of buildings and employment of a faculty for a district agricultural school in each of the four districts.

Twenty counties of northwestern Arkansas were designated as the Second District. Several towns made efforts to have the school located in their midst. The Governor appointed a Board of Trustees for the Second District Agricultural School and after considering all proposals, they decided to locate it at Russellville, which had made an offer of a tract of 400 acres of land adjoining the city limits.

The school started classes in the fall of 1910. The first class to graduate from the school was the high school class of 1912. In 1921-22 a freshman year of college work was offered, in 1922-23 a second year, in 1923-24 a third year, and in 1924-25 a fourth year. In 1925 the General Assembly changed the name from the Second District Agricultural School to Arkansas Polytechnic College with power to grant degrees. The effort to maintain a four-year high school and a four-year college proved beyond the resources of the institution at that time, and it became a junior college in 1927. The four years of secondary work were dropped, one year at a time, and the last high school class was the class of 1929.

In 1948-49 the College offered a third year of college work, and in 1949-50 the fourth year, with the first baccalaureate degrees awarded at the end of the 1949-50 spring semester. A graduate program leading to the degree of master of education was established in 1976.

In accordance with an act of the Arkansas General Assembly and by the authority of the State of Arkansas Board of Education, the name of Arkansas Polytechnic College was changed to Arkansas Tech University, effective July 9, 1979.

# GENERAL PROCEDURES

## EMPLOYMENT

All classified employment vacancies are advertised through the local Department of Workforce Services for a period of five (5) working days and notices are distributed throughout the campus area. Applications are screened through the Office of Human Resources and then transferred to the department supervisor for an interview process.

The supervisor is responsible for checking references and scheduling interviews. Supervisors are encouraged to interview all minorities who meet the minimum qualifications.

Immediately upon reporting for work, all new employees must furnish the Office of Human Resources with information and forms including:

1. Personnel Event Data Form
2. Federal Withholding Certificate
3. State Withholding Certificate
4. Retirement Information
5. Social Security Card
6. Documents for identification and to establish work eligibility

Effective the first day of employment, a "Notice of Employment" will be issued and payroll forms must be completed in the Office of Human Resources within a short period of time. The employee is considered to be in a "probationary status" for ninety (90) days.

### Employment of Classified Personnel:

1. The position must be authorized in the operating budget.
2. The supervisor must notify the Office of Human Resources of vacancy and other pertinent information.
3. The Office of Human Resources will notify the Department of Workforce Services and post an internal notice of the job opening. Applications will be accepted for at least five working days.
4. The Office of Human Resources will screen applicants for minimum qualifications under the job specifications and arrange testing at the Department of Workforce Services for appropriate positions after the deadline has passed. All qualified applications will be forwarded to the appropriate department. The department will have the responsibility of screening applications, setting up interviews, calling references, and sending letters to those not selected. Applicants who have a disability are considered qualified if they can document that they are able to perform the essential functions of the position with or without reasonable accommodations.

5. The supervisor will notify the Office of Human Resources of the preference for employment and complete the Affirmative Action Report for classified personnel. One copy will be kept within the hiring department file and one copy will be forwarded to the Office of Human Resources.
6. The salary will be set by the Human Resources Officer at Level 1 of the proper pay range. Any variation must be approved by the Vice President for Administration and Finance. Actual employment and issuance of an employment notice will be done by the Office of Human Resources. Necessary forms will be completed and the new employee will be given information concerning University regulations and employee benefits, normally within the first week of employment.
7. All persons seeking employment should be referred to the Office of Human Resources. If a vacancy exists and the supervisor knows of a person interested in the position, this person must first be sent to the Office of Human Resources to make application for employment.

Employment of Extra Help Personnel:

For employment of “Extra Help” personnel approved in the budget, the following will apply:

1. A written request to hire extra help is to be submitted and approved by the Office of Human Resources prior to seeking applicants to fill the position. The request is to include the beginning and ending dates of employment and a description of the duties the assignment is to entail. The Office of Human Resources will notify the department which classification and job description such employment most nearly fits. The employee will be paid at the rate of Level 1 in the prescribed pay range.

Exception:

In some circumstances, depending upon the applicant’s past experiences and time-in-service with the University, knowledge and abilities of the applicants toward the vacant job duties, and outside experience and education, the hourly rate may be assigned to a higher level upon the approval of the administration.

2. The Office of Human Resources will screen applicants for qualifications under job specifications and refer those qualified to the supervisor for interview.
3. Supervisor will notify the Office of Human Resources of a preference request for employment by submitting a Request for Extra Labor Position Form.
4. Once the applicant has been approved for employment and completed all necessary paperwork in the Office of Human Resources the employee is eligible to begin work.

### Employment of Camps, Seminars and Workshops:

Personnel employed by the University to assist with summer camps, continuing education seminars and other workshops may be paid by contract via the extra-labor payroll cycle.

Such personnel must be hired and processed according to the extra-labor guidelines established by the Human Resources Director. The Program director must certify the amount of the contract in writing to the Payroll Officer.

Strict adherence to processing deadlines set forth by the Payroll Office is required to ensure timely processing of payment.

This policy is not designated for personnel employed on a work schedule at an hourly rate of pay. Those employees will continue to be paid in accordance with regular extra-labor procedures.

In certain instances, program directors may find it necessary to employ students to assist with campus and special programs. In such instances, when a program director must employ both students and non-students to perform identical duties and must pay the non-student fee or rate of pay which is greater than the prevailing college work-study rate, the director may pay the student an equivalent rate. It is the intent of this policy to eliminate disparity between individuals who perform identical duties.

Advance approval from the Human Resources Director is required to make use of the provisions of this policy. This exception is not available to the program director's family or relatives.

### **TERMINATION, SUSPENSION & DISMISSAL PROCEDURES OF CLASSIFIED PERSONNEL**

- A. If an employee plans to terminate employment with the University, the University expects a two-week notice. The following outlines the termination process:
  1. All terminations must be reported immediately to the Office of Human Resources in writing by the employee.
  2. Before an employee's final paycheck will be issued the following must be completed:
    - a. Exit interview with the Office of Human Resources
    - b. Exit interview packet of termination materials completed and returned to the Office of Human Resources
    - c. Clearance from the Bookstore, Library, Media Services, Physical Plant, Public Safety, and Student Accounts Office
    - d. Any questions concerning leave, conversion of insurance, or retirement will be addressed during this interview
  3. Once the Office of Human Resources receives written notification from an employee, a Notice of Termination will be sent to the Payroll Office.



4. Any keys or University property the employee may have must be returned prior to the delivery of the final pay check.
  5. After clearance has been approved the employee may pick up the final paycheck from the Office of Human Resources, unless otherwise arranged.
  6. Supervisors are cautioned that policy on Termination and Grievances must be fully complied with.
- B. Any employee may be dismissed from the University's employment with the same two-week notice; however, the following procedure is required:
1. The employee must receive a conference with the supervisor or department head at which time the unsatisfactory aspects of the work performance of the employee must be discussed and reported on appropriate Performance Evaluation Forms, followed immediately by a written memorandum from the supervisor to the employee outlining the points covered in the conference. A copy of this memorandum and Performance Evaluation must be on file in the department office and a copy submitted to the Office of Human Resources.
  2. After a reasonable trial period of not less than two weeks, the employee may be dismissed for continued unsatisfactory performance.
- C. Suspension due to dishonesty, insubordination, or other conduct reflecting unfavorably upon the reputation of the University may be made without prior notice. Suspension may be made with or without pay depending upon the severity of the case and will be determined by the administration. This does not obviate the right of the employee to due process.
- D. Dismissal due to dishonesty, insubordination, or other conduct reflecting unfavorably upon the reputation of the University may be made without prior notice or termination pay. This does not obviate the right of the employee to due process.
- E. If an employee has a complaint he/she should follow the Grievance Procedures as outlined in this handbook.
- F. An employee discharged by the University may, within one week after termination, follow the procedure outlined in informal procedures for a complaint concerning their discharge. A delay of more than two weeks will not be considered a reasonable time for this step.

## **HOURS OF WORK**

The hours of work are from 8:00 a.m. to 5:00 p.m. with one hour for lunch. However, this may vary at times depending on the job requirements, departmental routine and administrative approval. All employees are expected to be in their respective departments and ready for work at the scheduled starting time. The work week consists of five (5) days. Due to state policy, compensatory time is given in most instances for overtime work.

## **BREAK TIME**

The University does not have a scheduled time for breaks due to variations in work requirements. Fifteen minute breaks in the morning and afternoon are permitted and are scheduled by individual departments.

## **TIME REPORTING**

Classified employees in monthly pay status other than those in bona-fide administrative positions should complete time sheets at the end of each month. Hourly employees on the semi-monthly payrolls should complete time sheets every two weeks. The time sheets are available for each department in the Office of Human Resources. Supervisors must sign the time sheets and make a copy prior to forwarding them to the payroll office. Employees are encouraged to keep a copy also.

## **TELEPHONE CALLS**

You may call any office or building on campus by dialing the last four (4) digits of the listed telephone number. To dial off campus, dial "9" then the desired full number. To call long distance, a specific departmental code must be entered. Calls of a personal nature are discouraged.

## **PARKING**

When you report for the first day of work, arrangements should be made to purchase a parking permit for your vehicle. Payment should be made at the Student Accounts Office and the permit obtained at the Public Safety Office.

## **ATTITUDE**

Arkansas Tech University is a public educational institution whose success depends largely upon the personal attitudes of its employees toward the general public, students and visitors. You have an obligation to be considerate and courteous to all students, faculty, staff, visitors, co-workers and supervisors. All jobs are important, and should be performed in a professional manner. The impression you create on our students and the public is very important to University operations. Your personal appearance must be professional with all attire appropriate for your job.

## **PERSONNEL RECORDS**

It is vitally important to both you and Arkansas Tech University that your personnel records be up-to-date at all times. You should report all changes in address, telephone number, marital status, number of dependents, and any other information pertinent to your records to the Office of Human Resources as soon as they occur. Incomplete information can result in the loss of some benefits.

## **EMPLOYMENT OF RELATIVES**

It is contrary to University policy for persons related to each other in the first degree by blood or marriage to be placed in a supervisor-employee relationship in any form of employment, including student work.

## **VERIFICATION OF EDUCATION/TRAINING/CERTIFICATION/LICENSURE**

If it is a requirement that a college degree/masters degree/doctorate degree/license/registration is necessary to hold any position with the University, the employee must submit proof of such to the Office of Human Resources within 30 days of the hire date. Proof includes a notarized college transcript with the degree received indicated, a letter from a college registrar, copy of the license/registration, etc.

## **VERIFICATION OF CITIZENSHIP AND LEGAL EMPLOYMENT STATUS**

Under authority of the Immigration Reform and Central Act (IRCA) of 1986, the University must verify citizenship and legal employment status of all persons hired after November 6, 1986.

Although the University is required to comply with IRCA, it is prohibited from discriminating in hiring or terminating anyone on the basis of national origin.

All employees must complete proper verification forms prior to beginning employment at the University. If time permits, a fact sheet on legal employment status and letter of offer will be mailed to the prospective employee prior to employment.

## **TECH POLICIES**

Arkansas Tech University has rules, regulations, and policies that must be followed. These are designed to create a good relationship between the employees and the University.

### **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

Arkansas Tech University will provide equal opportunity in employment to all persons. This applies to all phases of the personnel process, including recruitment, hiring, placement, promotion, demotion, separation, transfer, training, compensation, discipline, and all other employment terms, conditions, and benefits. Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

Arkansas Tech University will provide a copy of this policy to all applicants for employment. All faculty and staff will be notified annually of the policy. Further, Arkansas Tech University will consider through a designated grievance procedure, the complaints of any person who feels that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

Arkansas Tech University will have an Affirmative Action Plan that contains a set of specific and result-oriented procedures to apply every good faith effort to achieve prompt and full utilization of minorities, women, those with disabilities or veterans at all levels and all segments of its workforce where deficiencies exist. Additionally, Arkansas Tech University will continually monitor and evaluate its employment practices to ensure that they are free of bias or discrimination based upon race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

A copy of the Affirmative Action Plan, including specific responsibilities and provisions for implementation and compliance will be made available upon request.

Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the Affirmative Action officer.

### **AMERICANS WITH DISABILITIES ACT**

Arkansas Tech University does not discriminate on the basis of race, color, sex, national origin, or disability in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, or educational services. Arkansas Tech University complies with all applicable state and federal laws including, but not limited to Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967 as amended, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act Amendments of 1974, the civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991.

## **ATTENDANCE**

Your attendance is vitally important to the University, your supervisor, and co-workers. Remember that the total effort of your department diminishes when you are not present. It is important that you be present during all normal working hours except when emergencies prevent your presence. When illness keeps you at home or when you must be absent for some other reason, you are responsible for notifying your department or supervisor at the time you are scheduled to report to work. Your failure to do so will constitute an unexcused absence. Three (3) unexcused absences are grounds for termination. An unexcused absence should be written in memorandum form, signed by the supervisor in your presence and forwarded to the Office of Human Resources. If you know in advance that you will be absent due to illness in the family, jury duty, special health care or treatment, notify your supervisor or department head for approval.

## **CATASTROPHIC LEAVE**

The Tech Catastrophic Leave program was established to provide paid leave time to any eligible employee who cannot return to work for a period of paid time due to catastrophic illness, and who has exhausted all personal leave time.

The catastrophic leave time will be available from a "Leave Bank" to which all eligible employees may contribute. A donation may be made only if the donation will not reduce that employees' accrued sick and annual leave to less than 80 hours combined. (Exception: Employees terminating employment may donate all accrued leave time.)

The determination of eligibility is as follows: the employee must have been employed by the state for two years (even though these two years may not be continuous, they must be full-time employment in a regularly appointed or employed position); and the employee has not been disciplined for any leave abuse during the past two years of employment. The employee shall not be eligible to be awarded catastrophic leave unless all accrued annual, sick, holiday, and compensatory time have been exhausted.

A complete copy of the policy and all forms that may be needed to apply or donate to the Catastrophic Leave Program may be obtained in the Office of Human Resources.

## **INCLEMENT WEATHER**

All employees are expected to report to work in the event of severe weather on a work day unless the University is officially closed by the Administration. Office work, physical plant operations, etc., are expected to continue. Those employees who cannot come to work due to inclement weather will be charged one day of vacation leave for each work day they fail to report. However, if an employee must report late for work, he/she will not be charged leave time if the actual reporting time is prior to 10:00 a.m.

## **TRAINING**

Occasionally the need for employee training may be necessary. It is the responsibility of the Human Resources Director to develop and conduct these activities.

## **TRAVEL**

It may be necessary for employees to travel to different locations for business or training exercises related to the general operation and best interest of the University. Travel request forms must be completed and submitted in advance to the proper office for approval. A separate travel request form must be completed for each traveler who will be requesting reimbursement. Reimbursement not to exceed state allowances will be made for meals, travel and lodging.

## **SEXUAL AND GENDER HARASSMENT**

It is the policy of Arkansas Tech University to maintain the University Community as a place of work and study for staff, faculty, and students free of sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior and that individuals who engage in such behavior are subject to discipline.

Actions which constitute sexual harassment will vary with regards to circumstances but, generally, sexual harassment may be described as unwanted sexual behavior, such as physical contact and verbal comments or suggestions which adversely affect the working or learning environment. Instances of gender harassment include discriminatory comments or behaviors which create feelings of inferiority in individuals who belong to a gender group. Examples of such instances include statements and jokes that reveal stereotypical discriminatory attitudes, use of sexist language, illustrations, examples, and gestures.

Anyone who is subjected to offensive sexual behavior is encouraged to pursue the matter through the established informal or formal grievance procedures. Generally the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution. In the case of alleged sexual harassment involving an employee-supervisor relationship, the individual claiming to be harassed may present a complaint directly to the Affirmative Action Officer who will investigate the situation.

## **GRIEVANCE PROCEDURE**

It is the policy of the University to give prompt and impartial consideration to the complaints of its employees. An employee having a grievance, complaint or question concerning a condition of their employment should take steps as follows:

### Informal

1. Discuss the matter first with his/her supervisor. It is the duty of the supervisor to make a thorough investigation and, if possible, to arrive at an answer or settlement which is mutually agreeable.

2. If there is an intermediate supervisor below the Vice President level, the matter must then be presented verbally to this officer by the employee with the immediate supervisor. If a mutually agreeable settlement is not reached within one week, the employee may then submit the complaint in writing to the Human Resources Officer and to the supervisor. Within one week, the Human Resources Officer and the Affirmative Action Officer will counsel with the aggrieved employee, the supervisor and the department head to resolve the grievance if possible.

Exception: In the case of complaints based on alleged sexual harassment involving the employee's immediate supervisor, the employee is not required to discuss the complaint at that level.

### Formal

1. If the grievance has not been resolved by the informal procedure the aggrieved employee may submit a request in writing to the appropriate vice president to have the grievance considered by a formal grievance committee. The request must be filed within 30 days of the conclusion of the informal procedure.
2. The written request should include the nomination of one full-time employee who is willing and able to serve as a member.
3. The appropriate vice president will either approve or disapprove the written nomination request. If denied, the vice president will state the reasons for denial in writing. If approved, the vice president will appoint a formal grievance committee to meet within ten days. The Committee membership shall include:
  - A. The employee nominated in the original request or a substitute satisfactory to the aggrieved.
  - B. An employee nominated by the appropriate vice president.
  - C. A chairperson selected by the Assistant to the President.
  - D. The Human Resources Officer shall serve as secretary and have no vote. The Affirmative Action Officer will serve as an advisor and have no vote.
4. The Grievance Committee shall hear the grievance as well as such witnesses as it deems necessary relative to the grievance. Each party shall have the right to question others who present evidence.
5. The Committee will reach its findings and recommendations within fifteen (15) working days of the close of the hearing. Copies of the findings and recommendations will be made available to all parties in the proceedings.
6. The recommendations of the Committee will be presented in writing to the President within three (3) working days of the close of the hearing for review and action.

## 7. Appeal Procedure

- A. The decision of the President may be appealed in writing to the Arkansas Tech Board of Trustees by either party in the grievance within ten (10) working days of the decision.
- B. The decision of the Board of Trustees will be final and binding.

## **WAGE GARNISHMENT**

Garnishment is a legal procedure through which the salary of an employee is withheld for payment of a debt.

The University honors wage garnishment orders and follows guidelines set out in federal wage garnishment laws.

## **SMOKING POLICY**

Smoking at academic buildings on the Arkansas Tech University campus shall be limited to the designated areas listed below. Smoking is thereby prohibited in classrooms, offices, hallways, restrooms, and all areas of the listed buildings, except the designated smoking area.

<u>Building</u>	<u>Designated Smoking Area</u>
Corley	North, South & East Entrances
Mining Institute	Front Entrance
Crabaugh Hall	South Entrance
Administration Building	South & Northwest Entrance
Art Building	South Entrance
Stroupe Building	East Entrance
Tomlinson Library	South/Main Entrance
Student Activities Building	East Entrance
Williamson Hall	East Entrance
Dean Hall	East Entrance
McEver Hall	South Entrance
Witherspoon Hall	Southwest Entrance
Hull Building	North & Southwest Entrance
Tucker Coliseum	Main/West Entrance
Wilson Hall	North Entrance
Hughes/Critz Hall	South Entrance
Tucker Hall	Stairwells
Bryan Hall	Bryan Patio South
Alumni House	South Entrance
W. O. Young Student Center	South & North Entrance
Chambers Cafeteria	South & North Entrance
Infirmery	Main Entrance
Entergy Center	Covered Walkways & North Entrance



# STATE POLICIES

## COMPENSATION

There are three (3) general types of payrolls used by the University. Salary payrolls for instructional, administrative, and some classified personnel are paid monthly and delivered for departmental distribution on the first working day following the end of the payroll period. Wage payrolls for employees who worked by the hour are paid semi-monthly on the 15<sup>th</sup> and last work day of each month. Payrolls for work-study student employees and those paid from University funds are paid by the 15<sup>th</sup> of the month following the end of each pay period. Student payroll checks are issued at the Student Accounts Office.

Classified personnel at Tech are compensated according to the State Classification and Pay Plan. All state and classified personnel beginning initial employment enter at level 1 of the pay grade assigned for the position except for some special entry rates. Employees may become eligible for an additional increase after twelve months, however, this increase must be earned by demonstrated work performance, experience and proven ability.

## EXTRA OR OVERTIME COMPENSATION

Full-time classified employees are eligible for extra compensation on the state payroll for additional job duties under certain circumstances. The additional duties must be unrelated to the employee's normal duties and must not interfere with the latter.

The extra compensation must be requested in writing and approved by the supervisor and appropriate vice president. Payment will be made as an overload assignment.

University employees who are considered non-exempt for overtime pay under the Federal Fair Labor Standards Act are compensated in cash or compensatory time at the rate of one and one-half times regular pay or benefits for all time worked in excess of 40 hours per week. A list of non-exempt positions is kept on file in the Office of Human Resources.

## CAREER SERVICE PAY

A classified employee of a state agency/institution covered by the Uniform Classification and Compensation Act shall become eligible for annual career service recognition payments upon completion of ten (10) or more years of state service in a regular full-time classified position or positions.

### Continuous Service Annual Payment

10 through 14 years of state service	\$300
15 through 19 years of state service	\$400
20 through 24 years of state service	\$500
25 or more years of state service	\$600

Payments for career service will be distributed on the 15<sup>th</sup> of the month following the employee's eligibility date and completion of the appropriate number of years of service.

## **PERFORMANCE EVALUATION**

Full-time classified employees are subject to an annual performance evaluation on their eligibility dates. The evaluation is designed to give the University a chance to evaluate the work, attitude and attendance of an employee, to serve as a guideline in determining salary increases, and to afford the employee and supervisor an opportunity to discuss strengths and weaknesses of performance for the purpose of improvement. The employee will be given an opportunity to provide written comments regarding his/her performance evaluation.

The performance evaluation will be based on essential functions of the position. In the case of an employee who is disabled, the evaluation will be based on the ability of the employee to perform the essential functions of the assigned position with or without reasonable accommodations. A reasonable accommodation may include a transfer to another position, as available, in which the employee is able to perform the essential functions.

The administrative procedures developed for the Arkansas Performance Evaluation Plan comply with the requirements of the Office of Personnel Management's Guidelines for Performance Evaluation Systems (1984).

## **HOLIDAY POLICY**

These regulations are issued pursuant to Act 567, Act 976, and Act 980 of 1975.

Employees shall be granted time off on or in lieu of the following regularly scheduled legal holidays:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Dr. Martin Luther King, Jr. Birthday	January 19
George Washington's Birthday	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
Employee's Birthday	Employee is granted one holiday to observe his/her birthday

A holiday schedule will be sent to each department at the beginning of each fiscal year.

The Governor, by Executive Proclamation, may proclaim additional days in observance of special events or for other reasons at his discretion.

Exception 1: Except for the employee's birthday, all State offices will be closed on the above named legal holidays. However, this closing does not apply to those State offices and employees who are essential to the preservation and protection of the public peace, health and safety, nor does this closing affect the various Constitutional Officers, who may use their own discretion in the matter of closing their offices on legal holidays.

Exception 2: State supported institutions of higher education may require the employees of such institutions to work on any of the holidays established by this act, but if such employees are required to work on any day mentioned in Section A, such employee shall be entitled to equivalent time off on another day.

Eligibility for Holiday Pay and/or Equivalent Time Off:

1. Holiday Pay:

To be eligible for holiday pay the employee must be in pay status on the last scheduled work day before the holiday and at least one hour on the first scheduled work day after the holiday.

2. Holiday During Leave:

When a holiday falls while an employee is on annual or sick leave, that day will be charged as a holiday and will not be charged against the employee's annual or sick leave.

3. Holiday During Days Off:

When a holiday falls on an employee's regularly scheduled day off, the employee will be given equivalent time off.

The following provisions apply to employees who cannot take holidays as scheduled:

1. Employees must work on holidays when the needs of the agency or institution require it. This need will be determined by the Department or Agency Directors.
2. Days off in lieu of holidays worked may be taken at a time approved by the employee's supervisor and are to be taken as soon as is practical.
3. Supervisors are responsible for scheduling days off in lieu of holidays worked by their employees. Department heads and supervisors are responsible for informing their employees of the schedule and of the observance of all provisions.
4. Employees who work less than full-time and a holiday falls on their regularly scheduled day off may take the holiday a later time at a rate proportionate to their time worked.
5. Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on Sunday will be observed the following Monday.

## LEAVE POLICY

This leave policy is pursuant to Act 567 of 1975. The types of leave are as follows: annual leave (vacation), sick leave, military leave, educational leave, leave without pay, court and jury duty leave.

This leave policy is applicable to all State employees except emergency, hourly intermittent, extra help, per diem employees and those employed by the following agencies:

- All administrative, academic or other non-classified employees of the state supported institutions of higher education

### Annual Leave:

Any employee working 1,000 hours or more per year in a regular salary position accrues annual leave. Full time employees accrue annual leave in accordance with the following time table. Employees working less than full time but more than 1,000 hours per year accrue annual leave in the same proportion as time worked. Example: employees working half time would accrue half of annual leave noted on table.

<u>Years of Employment</u>	<u>Monthly</u>	<u>Annually</u>
Through 3 years	1 day	12 days
3 through 5 years	1 day 2 hours	15 days
5 through 12 years	1 day 4 hours	18 days
12 through 20 years	1 day 6 hours	21 days
Over 20 years	1 day 7 hours	22.5 days

All annual leave is cumulative. However, no employee may have in excess of 30 days on December 31 of each year. During the calendar year, accrued leave may exceed 30 days, but those days in excess of 30 will be lost if not used before December 31 of each year.

Years of employment may be continuous state employment or an accumulation of service when the employee was out of state service for a time. However seniority for reinstated employees with service after July 1, 1975 will be brought forward in completed years of service only. Service prior to July 1, 1975 will be established in years and months.

Accrued annual leave can be requested by an employee at any time. The agency Director or Institution Head grants the leave request at such time or times as will least interfere with the efficient operation of the agency.

Annual leave may not be accumulated during a period of leave without pay when such leave is for ten (10) or more days within a calendar month.

Annual leave is granted on the basis of work days not calendar days. Non-work days such as weekends and holidays, falling within a period of annual leave are not charged as annual leave. Annual leave must be earned before it can be authorized and is deducted from the employee's accrued leave in increments of not less than one hour.

Employees transferring between state agencies and /or state supported institutions of higher education which are covered by these policies without a break in service retain at the time of transfer, all accumulated annual leave. The establishment of leave records and internal procedures are the responsibility of each agency and institution. Policy and procedures covering such things as requesting leave, approving authority or use of annual leave may be covered. All employees should be informed of any internal policy and procedure as well as statewide policy and procedure.

Upon termination, resignation, retirement, death or other action by which a person ceases to be an active employee of the State (including state supported institutions of higher education), the amount due the employee or his/her estate from accrued annual leave or holiday leave may and should be included in the final pay to the employee. No employee receiving such additional compensation shall return to State employment until the number of days for which he received additional compensation has expired.

Sick Leave:

Any employee who works a minimum of 1,000 hours per year in a regular salary position shall accrue sick leave. Employees who work less than full-time but more than 1,000 hours per year accrue sick leave in the same proportion as time worked.

Employees accrue sick leave at a rate of one (1) day for each complete month of service. The maximum sick accrual is 120 days. Sick leave must be earned before it can be used. Employees will accrue half their monthly accrual of sick leave if employed on the first (1<sup>st</sup>) working day of the month and work through the 15<sup>th</sup> of that month. Employees will accrue half their monthly accrual if employed on the 16<sup>th</sup> day of the month and work through the last working day of that month. (If the 16<sup>th</sup> falls on a weekend or holiday, accrual begins on the first (1<sup>st</sup>) working day thereafter.)

Employees will not borrow from anticipated future accruals and may not use sick leave accrued by other employees.

An employee may not earn sick leave when on leave without pay for ten (10) or more cumulative days within a calendar month.

Sick leave may be used for the only the following purposes:

1. When the employee is unable to work because of sickness, injury, or for medical, dental or optical treatment
2. Death or serious illness of a member of the employee's immediate family. Immediate family is defined as the father, mother, sister, brother, spouse, child, grandparent, in-laws, or any individual acting as a parent or guardian of an employee.

The use of sick leave is contingent upon the occurrence of one of the events listed above. If the event never occurs, the employee is not entitled to the sick leave benefits.

Employees are not entitled to payment for accrued and unused sick leave when they terminate their employment for any reason.

Employees continue to earn sick leave at normal accrual rate when they are on sick leave or annual leave.

Sick leave is granted on the basis of work days, not calendar days. Non-work days, such as holidays and weekends, are not charged as sick leave.

The minimum sick leave amount an employee can use is one (1) hour. No smaller amount shall be authorized or used.

For absences due to sick leave of five (5) or more consecutive days, an employee must furnish a certificate of illness from an attending physician. A certificate from a Christian Science practitioner listed in the Christian Science Journal may be submitted in lieu of a physician's certificate.

Accrued sick leave will be restored to an employee's credit if he/she returns to State employment within six (6) months of termination. This provision shall apply only if the employee was terminated due to budgetary reasons or curtailment of work activities.

Request to use sick leave for purposes of medical, dental or optical examinations, hospital stays, funerals, etc., should be made in advance.

Notification of absence due to illness shall be given as soon as possible on the first day of absence to the employee's supervisor.

Application for sick leave is to be filed within two (2) days after the employee returns to work.

If an employee fails to make proper notification for use of sick leave as provided herein, such absences shall be charged to annual leave or leave without pay. Such determination shall be made at the Administrator's discretion.

Employees transferring without a break in service between state agencies and/or state supported institutions of higher education covered by these policies shall retain all accumulated sick leave.

Military Leave and Re-employment of Veterans:

Permanent, full-time state employees who are members of the National Guard or any of the reserve branches of the U.S. Armed Forces will be granted leave at the rate of fifteen (15) working days per calendar year, plus necessary travel time for annual training purposes.

Military leave for annual training will be granted without loss of pay and shall be in addition to regular vacation time.

The employee must attach a copy of his/her military orders to each request for military leave.

- A. Active duty for Military Service: A Permanent, full-time employee who is drafted or called to active duty in the Armed Forces of the United States or who volunteers for military service, shall be placed on extended military leave without pay; all unused sick leave at the time of military leave will be reinstated at the time the employee returns. However, all unused annual leave must be paid to the employee before starting the period of leave without pay except in cases when the employee is returning to active duty for training.
- B. Active Duty for the Purpose of Specialized Training: In cases where an employee volunteers or is ordered to active duty for the purpose of specialized training, the employee will be placed on leave without pay for the period of training unless the employee elects to use his accrued annual leave. This leave is given in addition to annual military training. The employee retains eligibility rights including accumulated annual leave (unless the above option has been exercised) and any sick leave not used at the time the employee begins the training. The employee does not accumulate annual sick leave during the leave without pay period, and the annual leave accrual rate will be calculated as though there had been no period of absence.

When the employee is released from active duty, he/she shall be reinstated to the position vacated or an equivalent position for which he/she is qualified in the same agency or its successor in interest.

This reinstatement right shall be valid only if the employee seeks re-employment, by application, within 90 days of his/her release from active duty, except in the case of an employee ordered to an initial period of active duty in a branch of the military reserves for training of not less than three (3) consecutive months. These returning reservists are entitled to reinstatement rights for a period of 31 days after release from active duty, subject to the same terms and conditions as returning veterans. In both cases, this eligibility for re-employment rights may be extended by provisions stated in the Veterans' Re-employment Rights Statutes.

The reinstated employee will not lose any seniority rights with respect to leave accrual rates, salary increases, reduction-in-force policies, or other benefits and privileges of employment.

Former employees returning to state service after military service, but who extended their enlistment or re-enlisted for additional military service beyond the initial period for more than a period of four (4) years (or five(5), when re-enlistment was at the request of the military) will lose all re-instatement rights and will be considered a rehire.

Permanent, full-time state employees who are called to active duty in emergency situations as declared by the Governor or President shall be granted leave with pay. The period of leave with pay will not exceed thirty (30) working days. Periods beyond the thirty (30) day limit may be charged to annual leave at the employee's option and, if necessary, to leave without pay.

Military leave for emergency situations is granted in addition to annual military leave for training purposes and normal vacation time.

### Education Leave:

A permanent employee who is given out service training may be granted education leave by the President on the following conditions:

1. The employee agrees to continue in the service of the institution for a period of time which is at least twice the length of the course of training.
2. Any employee who does not fulfill these obligations shall be required to pay the agency the total cost, or a proportionate share of the cost, of the out service training and compensation paid during the training period.
3. A written contract setting forth all terms of the agreement shall be signed by the employee and a representative of the agency or institution.

The employee shall retain all rights in the position held at the time when leave was granted or in one of comparable security and pay.

The amount of the salary paid during the training period will be as agreed on by the employee and the President. The salary may not exceed the regular salary paid to the employee.

Payment of tuition, fees, books and transportation may be made if such sums have been specifically appropriated by the General Assembly for such purposes.

### Leave without Pay:

Employees may not take leave without pay until all of their annual leave has been exhausted, except in the cases of maternity leave and agency disciplinary leave without pay. After exhausting annual leave, an employee may request a continuous leave of absence without pay not to exceed six months unless granted in accordance with the provisions for military leave. The leave is granted at the discretion of the University's administration.

This does not preclude an employee's paying the total cost of any institution group insurance programs during leave and being fully reinstated into the programs on return to duty.

At the expiration of such leave, the employee is to be reinstated without any loss of rights unless the position is no longer available due to a budgetary reduction in staff of the University. Employee's eligibility dates do not change as a result of leave without pay. However, pay increases may be delayed at the option of the University. Failure on the part of the employee to report promptly at the expiration of the leave of absence, except for satisfactory reasons submitted in advance is cause for dismissal.

### Court and Jury Leave:

Any employee who serves as a witness, juror, or party litigant in any civil or criminal court proceeding is entitled to receive normal and full compensation. If the employee provides reasonable notice to the institution of the required proceedings, the employee shall not be subject to discharge from employment, loss of annual or sick leave days or accrual rates, or any other form of penalty.



Court and jury leave will not be considered annual leave.

Employees who work night shifts and are required to serve in court during the day shall be allowed to take court and jury leave on the night shift of the day on which they served.

Maternity Leave:

Maternity 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.

Family and Medical Leave:

The Family and Medical Leave Act of 1993 required covered employers with at least 50 employees within 75 miles to provide up to 12 weeks of unpaid, job-protected leave to eligible employees.

The act entitles eligible employees to a total of twelve (12) workweeks of leave during any 12-month period for one of the following reasons:

- A. The birth of a son or daughter, and to care for the newborn child;
- B. The placement with the employee of a son or daughter for adoption or foster care;
- C. The care for the employee's spouse, son or daughter, or parent, who has a serious health condition; and
- D. A serious health condition that makes the employee unable to perform the employee's job.

The leave will be without pay. However, an employee may elect, or the University may require the employee, to substitute paid leave for any part of the 12-week period.

**DRUG FREE WORK PLACE**

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in a state agency's workplace is prohibited. Any employees violating this policy will be subject to discipline up to and including termination.

The specifics of this policy are as follows:

1. State agencies will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person, sells or manufactures a controlled substance while on the job or on agency premises will be subject to discipline up to and including termination.

2. The term “controlled substance” means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and “Crack”. They also include “legal drugs” which are not prescribed by a licensed physician.
3. Each employee is required by law to inform the agency within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the agency’s premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court or other court of competent jurisdiction.
4. Arkansas Tech University must notify the U.S. government agency with which the contract was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the agency may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
6. As a condition of further employment on any federal government contract, the law requires all employees to abide by this policy.

## **LUMP SUM TERMINATION PAY**

Employees are paid lump sum amounts for earned but unused annual leave (not to exceed 30 days) when leaving the University and state government. No employee receiving such payment may return to work with the University or any state agency/institution until the number of days paid has expired. However, an employee may repay the University, or any agency/institution which made the lump sum payment, for the number of days paid but not yet expired and return to work. The employee receives annual leave for the number of days included in the repayment.

## **TECH BENEFITS**

### **TYPES OF APPOINTMENTS – BENEFITS OF EACH**

A full-time classified employee is under Notice of Employment for at least 30 hours a week. They are eligible for group insurance, vacation and sick leave, paid holidays, aid for on-campus study, swim passes, bookstore discounts, credit union participation, and the Section 125 plan. They also participate in Worker’s Compensation, Retirement and Social Security.

Part-time classified employees are under Notice of Employment for Less than ¾ time in a regular salary position with an expected employment duration of at least nine months. They are not eligible for group insurance. However, part-time employees participate in Worker’s

Compensation, Retirement, and Social Security programs, and are eligible for vacation and sick leave if scheduled to work at least one thousand (1,000) hours for the University. They are also eligible for aid for on-campus study, swim passes, bookstore discounts, and credit union participation.

Extra-labor staff is employed as seasonal, casual or extra help employees in positions which are not permanent and for an expected employment duration of less than nine months. These employees participate in Worker's Compensation and Social Security programs and are eligible for holiday pay; however, they are not eligible for other staff benefits.

## **INSURANCE**

The insurance programs offered by the University are as follows:

### **A. Comprehensive Medical Insurance**

Group insurance is available to all full-time employees. This includes hospitalization and other illness coverage up to a major medical maximum. The University participates in the premium payments for employees' coverage. Arkansas Tech does not participate in the payment of medical insurance premiums for dependents. Employees may, however, elect coverage for dependents by paying the full premium.

### **B. Life Insurance**

Group term insurance with accidental death provision is available on an elective basis to all full-time employees. The amount of coverage provided depends upon the employee's salary. The University participates in the premium payments.

### **C. Long-term Disability Insurance**

Long-term disability insurance is available to full-time University employees earning \$6,000 per year or more. In the event of total or long-term disability, this insurance will provide the employee with partial compensation during this time of hardship.

### **D. Additional Insurance Offered Through the Section 125 Plan**

#### **1. Short Term Disability Insurance**

This insurance is designed to cover a person who is disabled on a short-term basis only.

#### **2. Cancer Insurance**

This plan is designed to pay in addition to the regular medical insurance plan.

#### **3. Medical Reimbursement & Dependent Child Care**

These plans can benefit you if you have any predictable out-of-pocket medical, dental, vision, or child care expenses.

## **RETIREMENT**

All full-time and half-time employees are required by law to participate in one of the following retirement systems plus Social Security. Employee payments to the following systems are matched at varying rates by the University.

### **A. Teachers Insurance and Annuity Associate (TIAA)**

This is a non-profit organization sponsored by the Carnegie Foundation specifically for educational institutions. Coverage by this system or the Arkansas Teacher Retirement System is mandatory for all administrative and professional personnel. Retirement is permissible at any age.

### **B. Arkansas Teacher Retirement System**

Benefits from this system are comparable to TIAA; however, transfers to other institutions not in the Arkansas System are not permitted. Retirement from the system is permissible at age 60.

### **C. Arkansas Public Employees Retirement System**

This system is mandatory for all employees not eligible and covered by one of the above systems. Coverage in other state, county, and city employment is transferrable. Retirement is permissible at age 55.

Supplemental Retirement Plans are also available with certain specified companies.

## **WORKER'S COMPENSATION**

All University employees are covered by Worker's Compensation Insurance. In the event of an accident on the job, all medical expenses are covered as one of the benefits.

It is very important that all injuries, regardless of the extent of severity, occurring on the job and requiring medical treatment must be reported to the Office of Human Resources no later than the next working day after the accident.

Employees who are absent from work due to a temporary occupational injury or illness and who are entitled to Worker's Compensation Benefits may upon proper application, utilize their accrued sick leave as a supplement to Worker's Compensation so as to receive weekly pay at the time of the injury or onset of illness. This option, when exercised, will reduce the employees accrued sick leave on a proportional basis: for example, an employee's normal weekly pay is \$130; he/she is receiving \$65.00 per week Worker's Compensation and elects to receive an additional \$65.00 sick leave; he/she therefore, uses sick leave at a rate of one-half which is 2 ½ days for each week of disability.

## **SOCIAL SECURITY PARTICIPATION**

All employees are required by law to participate in social security contributions. Deductions at federal rates will be made from each individual's compensation.

## AID FOR ON CAMPUS STUDY

The benefit is designed to assist and encourage Arkansas Tech University faculty/staff and members of their immediate family to make greater use of the University's educational facilities.

- A. A full-time faculty member is permitted, with the approval of the department head and Vice President for Academic Affairs, to enroll at no cost in undergraduate or graduate courses.
- B. A classified staff member will be permitted, with approval of the immediate supervisor and appropriate vice president, to enroll at no cost in undergraduate or graduate courses that meet at a time other than regular duty hours.
- C. Approval of class enrollment for classified staff members during working hours is made by the immediate supervisor and appropriate vice president for one class per semester. The employee's lunch hour and/or other time approved by the immediate supervisor shall be worked to compensate for the time spent in class.
- D. If a department deems it necessary for an employee to take a class to enhance skills for the particular job the employee is working in, annual leave or compensatory application will not be necessary. However, in all instances, written approval must be made by the appropriate vice president and kept on file in the Office of Human Resources.
- E. Members of the immediate family (spouse and/or children) will be permitted to enroll in undergraduate courses with a discount equivalent to fees for three semester credit hours or one-half of total tuition cost, whichever is greater. This benefit will be allowed for the fall semester, spring semester, and each summer term. In addition to tuition payment, students will be assessed the normal student activity fee. The maximum graduate course discount is equivalent to three semester credit hours per term. For summer terms, the benefit will be the greater of three hours or one-half of total tuition cost during a five-week term, and benefits may not be received for both a "mini" or short course and the appropriate summer term. Students will receive a maximum discount per term equivalent to one-half the total tuition charged for three undergraduate hours plus three graduate hours. Dependent children must be unmarried and must not have reached their twenty-third birthday. Grandchildren and step-children are eligible if fully supported by the employee and claimed as a tax exemption.
- F. When the amount available under the reduced-fee policy is added to any other scholarship provided with institutional funds, the total should not exceed the total tuition fees charged for the semester. It is not intended that a cash refund be generated to the student due to Arkansas Tech University provided scholarships, and the reduced-fee discount in total, exceeding the total charges for the semester.
- G. Appropriate forms for this benefit can be obtained from the Office of Human Resources and are to be completed and approved during registration/classification.

## **I.D. CARD USAGE**

Full-time and regular Part-time employees, including members of the immediate family, may receive free admittance to most athletic events upon presentation of the employee I.D. card. The card may be obtained at the Student Accounts Office upon presentation of proof of employment.

Employees are also entitled to discounts on purchases of new and used books and supplies from the college bookstore.

The swimming facilities may be utilized during designated hours by employees and members of the immediate family upon presentation of the employee I.D. card or swim pass.

Other facilities may be used when not in use by students.

Library materials may also be checked out upon presentation of the employee I.D. card.

## **BUSINESS DISCOUNTS**

Occasionally, all employees and members of the immediate family are eligible to receive discounts from area businesses. Information may be obtained in the Office of Human Resources.

## **CAMPUS HEALTH SERVICES**

Minor health services are available to employees at no cost upon presentation of the I.D. card. Employees requiring services of a physician will be referred to a full-service medical facility.

## **UNEMPLOYMENT INSURANCE**

Unemployment insurance is a benefit provided to all employees when unemployment results through no fault of their own.

## **ARKANSAS STATE EMPLOYEES ASSOCIATION**

ASEA is an independent, non-profit organization which works to make conditions better for state employees. The association works with the legislature, agencies and institutions of state government, and employees of the state. Information is available in the Office of Human Resources. Dues can be payroll deducted.

## **SAVINGS BONDS**

Savings bonds are available to employees and are payroll deductible. Information is available in the Office of Human Resources.

## **CREDIT UNION**

Employees may participate in the Pope County Educators Credit Union through payroll deduction of at least \$5 per month. Additional information is available in the Office of Human Resources.

## **TECH RETIREE BENEFITS**

- A. The premium is paid by Arkansas Tech University for health insurance coverage for the retiree and a partial premium is paid for the life insurance. All other family insurance coverage is the responsibility of the retiree. As is the case with all other benefits, this is subject to continuing approval by the Board of Trustees. (For purposes of this item only a retiree is a full-time employee who has been officially retired with a minimum of 20 years of ATU service and attained age 55 or has completed 30 years of service with Tech.)
- B. Retirees are issued an Arkansas Tech University identification card free of charge.
- C. Retirees are admitted free to conference athletic events by showing the Tech identification card.
- D. Discounts at the Tech Bookstore are given to retirees.
- E. Retirees are allowed to use the swimming pool located in the Hull Building when it is open for faculty/staff use.
- F. The Tech identification card allows retirees the use of the Library when it is open.
- G. Retirees may use Tucker Coliseum and the track at Buerkle Field for exercising.
- H. Retirees are invited to special social events on the campus which are for the purpose of entertaining faculty and staff.
- I. Retirees with official campus business may request one complimentary automobile decal with additional decals issued at the regular price.

**AMENDMENT 1**  
**Aid for On Campus Study**

The Subsection “E” of the “Aid for On Campus Study” pages 31-32 should be revised as follows:

Members of the immediate family (spouse and/or children) will be permitted to enroll in undergraduate courses with a discount equivalent to tuition for three semester credit hours or one-half of total tuition cost, whichever is greater. This benefit will be allowed for the fall semester, and each summer term. In addition to their part of the tuition payment, students will be assessed the normal student fees. The maximum graduate course discount is equivalent to three semester credit hours per term. For summer terms, the benefit will be the greater of three hours or one-half total tuition cost during a five-week term, and benefits may not be received for both a “mini” or short course and the appropriate summer term. Students taking both undergraduate and graduate courses during the same term will receive a maximum discount per term equivalent of one-half the total tuition charged for three undergraduate hours plus three graduate hours. Dependent children must be unmarried and must not have reached their twenty-third birthday. Grandchildren and step-children are eligible if fully supported by the employee and claimed as a tax exemption. 01/1996

**AMENDMENT 2**  
**Career Service Pay**

The section of “Career Service Pay” under State Policies on page 17 should be revised as follows:

A classified employee of a state agency/institution covered by the Uniform Classification and Compensation Act shall become eligible for annual career service recognition payments upon completion of ten (10) or more years of state service in a regular full-time classified position or positions.

Continuous Service Annual Payment

10 through 14 years of state service	\$300
15 through 19 years of state service	\$400
20 through 24 years of state service	\$500
25 or more years of state service	\$600

Payment for career service will be distributed on the last working day of the month following the employee’s eligibility date and completion of the appropriate number of years of service.  
01/1996



**AMENDMENT 3**  
**TECH Retirement Benefits**

This revision supersedes all existing policies and practices related to Subsection “A” on page 33-34 of the Classified Employee Handbook “Tech Retiree Benefits”. It should be revised as follows:

Employees who are age 60 or above and have completed ten (10) years of service at Arkansas Tech University may retire and have their health insurance premium paid by Arkansas Tech University until the retiree reaches Medicare eligibility age. All employer contributions will then cease. Also a partial premium is paid for life insurance. All other family insurance coverage is the responsibility of the retiree.

As is the case with all other benefits, this is subject to continuing approval by the Board of Trustees. Arkansas Tech University reserves the right to amend, revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. 08/2001

**AMENDMENT 4**  
**Career Service Pay**

Career Service Pay increased July 1, 2007. Therefore, the section of “Career Service Pay” under State Policies on page 17 should be revised as follows:

A classified employee of a state agency/institution covered by the Uniform Classification and Compensation Act shall become eligible for annual career service recognition payments upon completion of ten (10) or more years of state service in a regular full-time classified position or positions.

Continuous Service Annual Payment

10 through 14 years of state service	\$600
15 through 19 years of state service	\$700
20 through 24 years of state service	\$800
25 or more years of state service	\$900

Payment for career service will be distributed on the last working day of the month following the employee’s eligibility date and completion of the appropriate number of years of service.

07/2007

## **AMENDMENT 5**

### **Tobacco Policy**

Effective August 1, 2009, use of any tobacco product, including, but not limited to smoking, dipping, or chewing tobacco is prohibited on campus. This policy shall be enforced by the Arkansas Tech University Department of Public Safety.

“Campus” means all property, including buildings and grounds that are owned or operated by Arkansas Tech University. “Smoking” as that term is used in this policy means inhaling, exhaling, burning, or carrying any: (A) Lighted tobacco product, including cigarettes, cigars, and pipe tobacco; and (B) Other lighted combustible plant material. “Student” as that term is used in this policy means an individual enrolled in a credit or noncredit course at Arkansas Tech University.

#### **Student discipline**

Students who violate this policy shall be disciplined as follows:

1. First Offense – Written warning.
2. Second Offense – Six months probation as defined in the Student Code of Conduct.
3. Third and subsequent Offenses - \$50.00 fine.

#### **Employee discipline**

Employees who violate this policy shall be disciplined as follows:

1. First offense – written warning
2. Second offense – Written reprimand placed in personnel folder
3. Third and subsequent Offenses - \$50.00 fine

#### **Visitors/independent contractor discipline**

Visitors or employees of independent contractors who violate this policy shall be disciplined as follows:

1. First offense – written warning
2. Second offense – banishment from campus

Students may appeal their sanction pursuant to the terms of the Student Code of Conduct. All others may appeal the sanction imposed pursuant to this policy by submitting a written appeal to the Human Resources Committee within five calendar days of the infraction.

Pursuant to Act 743 of 2009, beginning August 1, 2010, any person who smokes on campus shall in addition to the penalties set forth above, be guilty of a violation and upon conviction in Russellville District Court, shall be punished by a fine of not less than (\$100) one hundred dollars nor more than (\$500) five hundred dollars. 10/2010

## **AMENDMENT 6**

### **Child Educational Activity Leave**

Act 1028 of 2007 provides leave for state employees to participate in their children's educational activities. State employees are entitled to eight (8) hours of leave during any one calendar year for the purpose of attending or assisting with the educational activities of a child.

"Child" means a person enrolled in prekindergarten through grade 12 (preK-12) who is of the following relation to a state employee: Natural child; Adopted child; Stepchild; Foster child; Grandchild; 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 which includes without limitations: A parent-teacher conference; Participation in school-sponsored tutoring; Participation in a school-sponsored volunteer program; A field trip; A classroom program; A school committee meeting; An academic competition; and Assisting with athletic, music or theater programs.

"State Employee" means a full-time employee of the State of Arkansas or any branch, department, board, bureau, commission, or state-supported institution of higher education.

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

## **Amendment 7**

### **Inclement Weather Policy**

All employees are expected to report to work in the event of severe weather on a work day unless the University is officially closed by the Administration. If the campus is open, office work, physical plant operations, etc., are expected to continue. If the inclement weather policy is announced after 5 p.m. of the preceding work day, employees arriving by 10 a.m. the following day will be given credit for a full day's attendance. Employees arriving after 10 a.m. will be charged the full amount of time involved in the tardiness. Employees not coming to work at all will be charged a full days absence. In the event of an announced early closure due to inclement weather, employees are expected to complete critical tasks. Employees absent on early closure days will still be required to record their absence as leave time.

Employees specifically identified as critical personnel may be required to report to work regardless of weather conditions. Critical personnel will be allowed excused time off to be used at a later date for time worked while campus is officially closed. All excused leave must be used within the pay period of the inclement weather. If the inclement weather event occurs on the last day of the pay period the excused time must be used in the following pay period. Excused time is only allowed for predetermined employees deemed critical personnel. Non-critical personnel may not voluntarily come to work while campus is closed and claim excused time off. 05/2011

## **Amendment 8 Compensatory Time Policy**

Employees considered nonexempt for overtime under the Federal Fair Labor Standards Act are encouraged to complete their job duties within a normal 40 hour work week. In the event that excess hours are required; advance authorization by the immediate supervisor is required. All compensatory time must be reflected on employee's official timesheet. A Compensatory Time Earned form must be completed and approved by the immediate supervisor and the appropriate Department Head before compensatory time is granted. Nonexempt employees will accrue compensatory time at the rate of one and one-half times the number of hours worked in excess of 40 hours within a specified work week (Sunday to Saturday). The following actions are the preferred order for addressing the accumulation of compensatory time:

1. Supervisors should adjust work schedules and/or leave approval during the workweek to prevent the accumulation of compensatory time.
2. Supervisors may request or direct employees to use their compensatory time during a period of time that has minimal impact on the work unit's operations. This action may be taken to reduce the accrued compensatory time balance and avoid cash payments.
3. Employees must exhaust all accrued compensatory time before use of annual leave.

Employees may only carry forward 80 hours of compensatory time at the beginning of each calendar year. Compensatory time in excess of 80 hours should be used prior to the end of each calendar year. If at any time during the year, an individual employee's compensatory time balance exceeds 240 hours; the hours in excess of 240 must be compensated in cash payment.

Cash Overtime payment is the least desirable method of compensation for overtime work. Predetermined emergency personnel are the only employees that may be eligible for cash overtime payment. An Overtime Approval form must be submitted with both Department Head and Vice President approval before any cash overtime will be paid. 6/23/11

## **Amendment 9 Time Reporting**

Classified employees should complete time sheets at the end of each pay period. Time sheets may be found online at <http://www.atu.edu/payroll/forms.shtml>.

Supervisors are responsible for the submission of time records in accordance with the prescribed University formats and deadlines. Timesheets must reflect an accurate record of all hours worked. An approval signature, whether manual or electronic, will reflect the approver's personal responsibility for the truthfulness and validity of the time record. Timesheets and leave reports are required to be approved by both the employee's immediate supervisor as well as the appropriate department head. Those supervisors approving time records should agree with the approved supervisor and department head list maintained in the payroll office. This approver list will be maintained on a position basis to reflect any changes in personnel. Supervisor changes may be requested by memorandum to the Payroll Office by the appropriate department head. 6/23/11

## **Amendment 10**

### **Sexual Harassment Policy**

It is the policy of Arkansas Tech University to maintain the University community as a place of work and study for staff, faculty, and students free of harassment, including sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior.

Sexual harassment by any faculty, staff or student is a violation of both law and University policy and will not be tolerated at Arkansas Tech University. The University considers sexual harassment to be a very serious issue and shall subject the offender to dismissal or other sanctions following the University's investigation and substantiation of the complaint and compliance with due process requirements.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be generally described as repeated and unwanted sexual behavior, such as physical contact and verbal comments or suggestions that adversely affect the working or learning environments of others.

EEOC Guidelines define sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is either explicitly or implicitly made a condition of an individual's employment with the University or a factor in the educational program of a student; and/or
2. Submission to or a rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individuals; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's right to achieve an educational objective or to work in an environment free of intimidation, hostility, or threats stemming from acts or language of a sexual nature.

Although sexual harassment most frequently occurs when there is an authority differential between the persons involved (faculty member and student, supervisor and staff member), it may also occur between persons of the same status (e.g. faculty-faculty, staff-staff, student-student). Both men and women may be victims of sexual harassment and sexual harassment may occur between individuals of the same gender.  
(3/21/2012)

## **Amendment 11**

### **Consensual Relations Policy**

Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students.

In their relationships with students, members of the faculty are expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias. When a sexual relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision of the student.

An employee, whether faculty or staff, should not develop a dating or sexual relationship with a student whenever the employee is in a “position of authority” over that student. An employee is in a “position of authority” whenever he or she is that student’s teacher, or when the employee is either evaluating or supervising the student. The “position of authority” may also include formally advising the student or when that student is a major in the employee’s department.

A supervisor, whether faculty or staff, should also not develop a dating or sexual relationship with an employee when the supervisor has a “position of authority” with respect to the employee.

Should a dating or sexual relationship develop or exist, the person with the greater position of authority must consult with an appropriate supervisor. The supervisor, with advice from University Counsel, shall develop a mechanism to ensure that objective evaluation is achieved, that conflicts of interest are avoided, and that the interest of the other individual and University are fully protected. If this policy is violated, any discipline, if necessary, shall be reviewed on a case by case basis. Amended 3/21/12

## **Amendment 12 Grievance Procedure**

“Employee” is defined as a non-probationary, full-time classified employee who is employed in a regular appropriated position and who works a minimum of 1,000 hours per year. Any employee having a grievance, complaint or question concerning a condition of his or her employment should pursue the grievance, complaint, or question within 3 business days of the event causing the grievance, complaint or question, and take the steps as follows:

### Informal

1. Discuss the matter first with his/her supervisor. It is the duty of the supervisor to make a thorough investigation and, if possible, to arrive at an answer or settlement which is mutually agreeable.
2. If there is an intermediate supervisor below the Vice President level, the matter must then be presented verbally to this officer by the employee with the immediate supervisor. If a mutually agreeable settlement is not reached within three business days, the employee may then submit the complaint in writing to the Human Resources Officer and to the supervisor. Within three business days, the Human Resources Officer and the Affirmative Action Officer will counsel with the aggrieved employee, the supervisor and the department head to resolve the grievance if possible.

Exception:        In the case of complaints based on alleged sexual harassment involving the employee’s immediate supervisor, the employee is not required to discuss the complaint at that level.

### Formal

1. If the grievance has not been resolved by the informal procedure the aggrieved employee may submit a request in writing to the appropriate vice president to have the grievance considered by a formal grievance committee. The request must be filed within three business days of the conclusion of the informal procedure.
2. The written request should include the nomination of one full-time employee who is willing and able to serve as a member.

3. The appropriate vice president will either approve or disapprove the written nomination request. If denied, the vice president will state the reasons for denial in writing. If approved, the vice president will appoint a formal grievance committee to meet within ten days. The Committee membership shall include:
  - A. The employee nominated in the original request or a substitute satisfactory to the aggrieved.
  - B. An employee nominated by the appropriate vice president.
  - C. A chairperson selected by the Senior Vice President of Administration and Finance.
  - D. The Human Resources Officer shall serve as secretary and have no vote. The Affirmative Action Officer will serve as an advisor and have no vote.
4. The Grievance Committee shall hear the grievance as well as such witnesses as it deems necessary relative to the grievance. Each party shall have the right to question others who present evidence. The formal hearing procedures are available from the Office of Human Resources.
5. The Committee will reach its findings and recommendations within three business days of the close of the hearing. Copies of the findings and recommendations will be made available to all parties in the proceedings.
6. The recommendations of the Committee will be presented in writing to the President within three (3) working days of the close of the hearing for review and action.
7. The President will review the Committee's recommendations and will submit, within three business days of receipt of the Committee's recommendation, his or her decision in writing to all parties, representatives, and supervisors involved. The Committee will be copied on this decision. The decision of the President will be final and binding on all concerned. Amended 8/29/2012

### **Amendment 13**

### **Leave Policy for Administrative, Non-Classified and 12 Month Positions**

Act 567 of 1975, as amended, is hereby adopted by the University to cover all positions identified in the current Appropriation Act as Administrative, Twelve-Month Educational and General and Auxiliary Non-Classified and all classified personnel. Additional provisions to the Act as outlined below.

#### **Additional Provisions**

The President, Vice Presidents, and Deans are entitled to annual leave with full pay on the basis of 20 working days per calendar year, or on the basis of the schedule contained in this section, whichever is greater.

Administrative Staff, defined as administrative positions other than those listed above, Auxiliary Non-Classified positions, and twelve-month academic positions (with the exception of Deans), all as listed in the current appropriation act, are entitled to leave with full pay on the basis of 15 working days per calendar year or the basis of the schedule contained in this section, whichever is greater. 8/18/2014

State Leave Schedule

Years of Employment	Monthly	Annually
Through 3 years	1 Day	12 Days
4 through 5 years	1 Day, 2 Hours	15 Days
6 through 12 years	1 Day, 4 Hours	18 Days
13 through 20 years	1 Day, 6 Hours	21 Days
Over 20 years	1 Day, 7 Hours	22.5 Days

**Amendment 14  
Sick Leave Policy**

Sick Leave may be used for the following reasons:

2. Death or serious illness of a member of the employee’s immediate family. Immediate family is defined as the father, mother, sister, brother, spouse, child, grandparents, grandchild, in-laws or any individual acting as a parent or guardian of an individual.  
8/18/2014

**AMENDMENT 15  
Tobacco Policy**

Effective August 1, 2009, use of any tobacco product, including, but not limited to smoking, dipping, or chewing tobacco is prohibited on campus. This policy shall be enforced by the Arkansas Tech University Department of Public Safety.

“Campus” means all property, including buildings and grounds that are owned or operated by Arkansas Tech University.

“Electronic Cigarette” (also known as “e-cig” or “e-cigarette”) means a battery or USB powered device containing a nicotine-based liquid that is vaporized and inhaled, used to simulate the experience of smoking tobacco.

“Smoking” as that term is used in this policy means inhaling, exhaling, burning, or carrying any: (A) Lighted tobacco product, including cigarettes, cigars, and pipe tobacco; and (B) Other lighted combustible plant material. “Student” as that term is used in this policy means an individual enrolled in a credit or noncredit course at Arkansas Tech University.



### **Student discipline**

Students who violate this policy shall be disciplined as follows:

4. First Offense – Written warning.
5. Second Offense – Six months probation as defined in the Student Code of Conduct.
6. Third and subsequent Offenses - \$50.00 fine.

### **Employee discipline**

Employees who violate this policy shall be disciplined as follows:

4. First offense – written warning
5. Second offense – Written reprimand placed in personnel folder
6. Third and subsequent Offenses - \$50.00 fine

### **Visitors/independent contractor discipline**

Visitors or employees of independent contractors who violate this policy shall be disciplined as follows:

3. First offense – written warning
4. Second offense – banishment from campus

Students may appeal their sanction pursuant to the terms of the Student Code of Conduct. All others may appeal the sanction imposed pursuant to this policy by submitting a written appeal to the Human Resources Committee within five calendar days of the infraction.

Pursuant to Act 743 of 2009, beginning August 1, 2010, any person who smokes on campus shall in addition to the penalties set forth above, be guilty of a violation and upon conviction in Russellville District Court, shall be punished by a fine of not less than (\$100) one hundred dollars nor more than (\$500) five hundred dollars. 08/18/2014