STAFF

HANDBOOK

Adopted by the Board of Trustees for
Alabama Agricultural and Mechanical University
on October 28, 1993
FOREWORD

This publication provides non-academic staff employees with pertinent information and guidance relative to the University, its mission and goals, organization, policies, and operational procedures. While this non-academic staff handbook cannot be completely comprehensive in scope and detail, it is designed to facilitate harmony and uniformity and answer the common or more frequent questions of non-academic staff personnel.

Although every effort has been made to ensure that the information presented is current and accurate at publication, the reader is cautioned that many details, policies and procedures which are covered are subject to change. Non-academic staff members should feel free to consult with appropriate administrative officials concerning any subject of interest whether or not covered herein. The following procedures must be adhered to regarding proposed changes:

1. Proposed changes may be initiated at any level and from various units of individuals (school, department, committee, councils, individual staff).

2. Proposed changes must be submitted through the proper channels and made available for staff input. Once processed through the channels, all policies must be submitted for approval by the President's Cabinet with final approval by the Board of Trustees.

3. Proposed changes initiated at the Vice President level or above shall be submitted to the President's Cabinet with final approval by the Board of Trustees. Other units within the University may also be consulted prior to presentation to the Board of Trustees for final approval.

This handbook provides policies approved by the Board of Trustees. Any policies issued by any individuals or agencies in conflict with these policies are null and void. All previously enacted University policies in conflict with any section of this handbook are hereby expressly repealed.
INTRODUCTION

I. PURPOSE AND USE OF THIS HANDBOOK

The purpose of this Handbook is to provide nonacademic, nonadministrative employees (staff) with administrative and organizational rules, regulations, policies, procedures and general information governing personnel matters relating to the nonacademic workforce.

Each employee should become familiar with these policies and procedures. It is requested that each employee study this Handbook and keep it as a reference. Cost factors may prevent each employee from having a personal copy of the Handbook; however, each supervisor or the Director of Human Resources will make a copy available for use upon request.

Since no one handbook can answer all the questions that an employee may have, the University encourages employees to contact their supervisors or the Office of Human Resources if they have additional questions or want further clarification of these policies and procedures. The policies stated in this Handbook shall govern in the event of any conflict between the Handbook and any oral statement about the Handbook or its contents.

II. SCOPE

This Handbook includes those personnel policies and procedures that apply to all University Staff. However, units may have more detailed departmental instructions which relate to a specific department or area which are not included in this Handbook.

III. RESPONSIBILITY OF THE OFFICE OF HUMAN RESOURCES

The Director of Human Resources, upon approval by the Board of Trustees, will be responsible for distributing all new or revised policy and procedural statements. All department heads and supervisors will be required to update this Handbook with all additions and revisions issued by the Director of Human Resources as recommended by the President and approved by the Board of Trustees.

IV. RIGHTS OF THE UNIVERSITY

Alabama Agricultural and Mechanical University is vitally interested in the opinions of its employees, expressed individually or through their department heads, about working conditions, ways and means of getting their jobs done more proficiently, and other matters of interest to employees.

However, the University, in recognizing and accepting its responsibility to provide the necessary services to ensure quality education for its students, must have the flexibility to make decisions without employee consultation. Therefore, the University must maintain
exclusive discretion to exercise the customary functions of management, including, but not limited to, the discretion to select, hire, promote, suspend, dismiss, assign, supervise, and discipline employees; to determine work schedules and the size and composition of the workforce; to establish, change and abolish policies, procedures, rules and regulations; to determine and modify position descriptions and position classification specifications; and, to assign duties to employees in accordance with the needs and requirements of the University.

Accordingly, this Handbook is intended to provide University employees with information about present University policies and benefits. These policies and benefits may be changed as the University deems appropriate in the University’s sole discretion. This Handbook is not intended to constitute or be part of any employment contract between the employee and the University, nor is anything contained in this Handbook a covenant, and should not be construed as such. Unless dictated otherwise by statute, employment by the University is not for a definite term and may be terminated by the University or employee at any time, for any reason or no reason, unless otherwise agreed in writing by one authorized by the Board of Trustees to do so. The policies of the University may be changed or amended at any time, with or without prior notice.

V. UNIVERSITY ADHERENCE TO LAWS AND REGULATIONS

It is the policy of the University to comply with Federal and State laws and regulations governing Civil Rights, Equal Pay, Education, Occupational Safety and Health, Disability, Veterans, Sexual Harassment, and Fair Labor Standards. Failure to comply with these laws and regulations may result in increased federal and state intervention, loss of funds and (or) legal action against both the University and its employees.

VI. APPENDICES

The Appendices attached hereto are for informational and guidance purposes only. Upon written approval of the President, any document contained in the Appendices may be altered or amended in any fashion without approval by the Board. Any such changes shall be announced to affected persons within University employment and approved changes included in subsequent publications of the Handbook.
SECTION 1.0  HISTORY, MISSION, ROLE AND SCOPE

1.1  Historic Glimpse

Alabama Agricultural and Mechanical University is the fulfillment of the dreams of a former slave, William Hooper Councill, who founded the school as a result of a bill passed in the State Legislature in 1873. The School opened May 1, 1875, with an appropriation of one thousand dollars per year, sixty-one pupils and two teachers under the name "Huntsville Normal School." The University is a land-grant institution supported by the State of Alabama and federal funds appropriated to assist in carrying on the work stipulated by the Morrill Acts of 1862 and 1890.

The success of work in industrial education led to a State Legislative authorization in 1878 that the name of the school be changed to the "State Normal and Industrial School at Huntsville." After the school received funds provided by the Congressional Act approved August 30, 1890, the name was again changed to "The State Agricultural and Mechanical College for Negroes," and the campus was moved from Huntsville to Normal, where the school would have ample room for the development of trade and agricultural programs.

The school was designated as a junior college in 1919 and the name was then changed to "The State Agricultural and Mechanical Institute for Negroes." Work on the senior college level was reinstated in 1939 by authority of the Alabama State Board of Education. On January 14, 1948, the name of the institution became "Alabama Agricultural and Mechanical College."

The final name change to date was made on June 26, 1969, when the Alabama Board of Education, the governing body of the institution, adopted a resolution changing the name to "Alabama Agricultural and Mechanical University." In 1975, by statute, the Board of Trustees became the governing body of the University.

1.2  Mission

Alabama A&M University reflects the uniqueness of the traditional land-grant institution which combines professional, vocational, and liberal arts pursuits. The University provides baccalaureate and graduate studies to all qualified and capable individuals who are interested in further developing their technical, professional and scholastic skills and competencies. It operates in the three-fold function of teaching, research, and public service, including extension. A center of substance and excellence, Alabama A&M University provides a setting for the emergence of scholars, leaders, thinkers, and other contributors to society. Specifically, the University is committed to (1) excellence in education and a scholarly environment in which inquiring and discriminating minds may be nourished; (2) the educating of students for effective participation in local, state, regional, national, and international societies; (3) the search for new knowledge through research and its
applications; (4) the provision of a comprehensive outreach program designed to meet the changing needs of the larger community; and (5) programs necessary to adequately address the major needs and problems of capable students who have experienced limited access to education. Alabama A&M University, in cooperation with businesses, industrial and governmental agencies, and other institutions, provides a laboratory where theory is put into practice in a productive environment.

1.3 Role

The role of Alabama A&M University in higher education has been consistent with its mission. This mission is encompassed in the land-grant tradition as legislated by the Morrill Acts of 1862 and 1890. These acts created land-grant universities differing from the traditional American university which was patterned after the European system oriented toward a liberal arts education. The departure from this system gave rise to a new concept in American higher education which is known as the land-grant tradition. This concept combined liberal arts with vocational education to enhance the development of students for the building of a stronger America. As a land-grant institution, the role of the institution is embodied in the following functions:

1. **TEACHING:** The first and foremost responsibility is to provide students with an education that is built upon the liberal arts, including emphasis in the scientific, technical and professional areas expected of a comprehensive land-grant university dealing with both urban and rural issues and needs.

2. **RESEARCH:** The University seeks to provide new knowledge through basic and applied research and supports both the teaching and extension functions through sponsored research, institutional research, and other research grants and contracts.

3. **EXTENSION:** The University fulfills its role of providing formal and informal outreach education and development through its cooperative extension services, public service programs, and through a comprehensive, extended education effort compatible with the mission of the University.

1.4 Scope

As a comprehensive University, Alabama A&M offers programs at the baccalaureate, master’s, educational specialist, and doctoral levels. Major emphasis is placed on programs designed to meet the economic, social and related needs of the State. In addition, the University seeks to prepare students to meet the needs of the larger society. Thus, the University’s programs are designed to meet the needs of local, state, national, and international students.
The graduate program consists of doctoral programs in two areas with seven options; educational specialists programs with twenty-seven options; and thirty master's programs with sixty-one options. The undergraduate program consists of sixty-one programs with thirty-four options.

While major emphasis is placed on the undergraduate program, of equal importance and a priority for development are programs at the master's and doctoral levels. Programs designed to meet the changing needs of society and reflect new technology will continue to be emphasized. Teacher educating; recreation-leisure education; medical and allied health; social, natural, physical, and agricultural sciences; art, business and the humanities, as well as spin-off programs of a futuristic nature, will continue to be enhanced and developed at the University. Particular emphasis will be placed on programs which are designed to address the deficits of minorities and women in the aforementioned areas.

Through dynamic curriculum structuring, program specializations reflect a strong liberal-general education and current state of the art technology, research and knowledge. Program quality is demonstrated through the accreditation, approval and (or) recognition of over sixty percent of all programs by state, national, and international professional societies and organizations. The University averages approximately eight hundred graduates yearly of which eighty-five percent are productive professionals in their fields of study and ten percent seek advanced study.

The University combines the liberal arts tradition with career-oriented and professional programs in order to enhance the intellectual, social, civic, and personal development of its students. The initial priority of the University is to provide a core curriculum for the first two years of matriculating consisting of courses in Language, Literature, the Humanities, the Natural and Physical Sciences, the Social Sciences, Military Science and Physical Education. These core courses are designed to assist students in developing the flexibility to engage in analytical and critical thought and expression. Courses in the major areas of concentration are also considered as a high priority. These courses are designed to augment the core curriculum and help prepare students to become creative and productive members of their professions and the society.

While maintaining its traditional role of meeting the needs of capable students who have experienced limited access to education, the University also places emphasis on meeting the needs of non-traditional students. Instructional programs with alternative education delivery systems to accommodate the needs of both traditional and non-traditional students include: developmental education, honors, advanced placement, and adult degree programs; educational needs and outcomes assessment activities; and performance based general education.

Research at Alabama A&M has a two-fold purpose: enhancement of instructional quality, and basic and applied research designed to expand existing knowledge and (or) develop new knowledge. As master's and doctoral level programs are enhanced and
expanded, the University will continue to conduct and expand basic and applied research in 
the physical, social, behavioral, natural, biological, and agricultural sciences. Research 
programs include but are not limited to remote sensing, plant tissue culture, molecular 
genetics, sensory evaluation, nutritional biochemistry, applied human nutrition, rural 
development, robotics, artificial intelligence, cytogenetics, statistical classification, 
 improvement of uniform random number generation, computer assisted instruction, bio-mass 
 fuels, optics, materials science, micro-engineering, micro-gravity crystal growth, infrared thermometry, and early 
intervention strategies in special education.

The baseline discipline research is augmented through such activities as the Minority 
Research Center of Excellence, the Center for Urban Planning, the Center of Economic and 
Government Policies Development, the Center for Black Archives and Research, the Family 
Center, and the Center for Remote Sensing. Several of the centers place emphasis on the 
development of minority scholars and researchers and on research related to the needs of 
minority populations. A unique feature of each center is the interdisciplinary approach to 
problem-solving.

Through programs such as the teacher service center, mathematical placement, 
aricultural sciences retention program, and the developmental education program, various 
instructional models, teaching techniques/methods and evaluation techniques are tested with 
an end result of providing research data for improving instructional quality.

The public service role of the University has a two-fold purpose: the traditional land-
grant function of Cooperative Extension Programs, and general public service effort. General 
public service programs include such activities as the Regional In-service Education Center, 
the Teacher Service Center, Partners programs with high schools, Center for Aging and 
Lifelong Learning, Urban and Rural Research Center, the Family Center, the program of formal 
and informal Continuing Education, the Drug Abuse Prevention Center and the Center for 
Entrepreneurial and Economic Development.

The Cooperative Extension Program is designed to provide educational processes 
which help people improve their lives through application of scientific knowledge. This land-
grant component of the public service mission is tailored to meet the needs of specific clientele 
in both urban and rural settings. Through informal educational strategies, programs are 
designed to address current issues and needs of clients. A multi-disciplinary approach using 
University personnel and statewide networks provides the basic framework for implementing 
the Cooperative Extension Program. This framework is designed to transfer cutting edge 
knowledge and technology to clients in order to improve their quality of life.
SECTION 2.0 GOVERNANCE AND ORGANIZATION

2.1 Board of Trustees

The governing board of Alabama Agricultural and Mechanical University is the Board of Trustees. Act Number 198 of the Alabama Legislature, 1975 Alabama Laws, created a Board of Trustees to manage, control and maintain Alabama Agricultural and Mechanical University, a state land-grant institution at Huntsville.

The Board of Trustees has the power to organize the University by appointing a president, by employing a corps of instructors, who shall be nominated to the Board in writing by the president, and such other instructors and officers as the interests of the University may require; and to remove any such instructors or other officers, and to fix their salaries and compensation and increase or reduce the same at their discretion; to regulate, alter or modify the government of the University as they deem advisable; to prescribe courses of instruction, rates of tuition, and fees; to confer such academic and honorary degrees as are usually conferred by institutions of similar character; and, to do whatever else they may deem best for promoting the interest of the University.

The Board of Trustees is authorized to recommend any program of instruction or service or any other action necessary to qualify the University for funds and/or services provided by an individual, philanthropic organization or agency of the federal government to any state agency that is charged with the responsibility for state-wide planning, coordination, or budgeting for programs of instruction, research or public service in the public universities of the state.

The Board of Trustees shall consist of 12 members, two who shall reside in the congressional district in which the institution is situated; one member shall reside in each of the remaining congressional districts in the state as constituted on September 5, 1975; three members shall be selected from the state-at-large, who shall reside in different districts; and the governor, who shall be ex officio president of the board. The president of the student government association shall be an ex officio non-voting thirteenth member. The trustees shall be appointed by the governor, by and with the advice and consent of the Senate. The membership shall include at least three members who have earned a degree from Alabama Agricultural and Mechanical University. Trustees shall hold office for a term of six years. The board shall be divided into three classes so that one third shall be appointed biennially. A trustee may be appointed to serve a second term of six years, but no trustee shall be appointed to serve more than a total of 12 years. No trustee shall receive any pay or emolument other than his actual expenses incurred in the discharge of duties as such. No member of the governing board or officer of any public post-secondary educational institution, no person who has attained the seventy-first birthday prior to appointment, and no elected or appointed official having the power of review of the
Alabama Agricultural and Mechanical University budget, other than the governor, shall be eligible to serve on the Board of Trustees.

2.2 **Current Members of the Board of Trustees of Alabama A&M University - See Table 1.**

2.3 **Administrative and Academic Organization**

The organization of the various administrative and academic units are described in the following sections.

2.3.1 **Office of the President**

The President, Chief Executive of the University, is appointed by the Board of Trustees and reports to it. The President is responsible for the administration of the institution and exercises general supervision of its affairs. The principal duties and responsibilities of the President include providing general guidance for determination and achievement of matters pertaining to academic affairs and budgetary requests; presenting proposed budgets to the state level for funds with which to operate the University; initiating a capable program to facilitate academic excellence; developing a climate for continuous improvement of public understanding; representing the University to its constituency, the general public and special groups; and, developing and establishing institutional policy. The President has the authority to hire or appoint instructors, staff, and other employees of the University as the interests of the University may require, consistent with the organization which may be established or as changed by the Board of Trustees from time to time; to remove any such instructors, officers, staff, or other employees; to fix their salaries and other compensation and increase or reduce the same, consistent with any requirements, guidelines, or budgets established by the Board of Trustees.

2.3.2 **Office of Academic Affairs**

The Vice President for Academic Affairs is the Chief Academic Officer of the University. The Vice President is responsible to the President for the effective conduct of the academic affairs of the University. The Vice President for Academic Affairs is responsible for acquiring and administering all academic programs and related activities and for the management of academic resources. The Vice President for Academic Affairs supervises the Deans of the Schools of the University, Dean of Graduate Studies, Director of the Learning Resources Center, the Registrar, and Directors of various academic support programs.
2.3.3 Office of Business and Finance

The Vice President for Business and Finance is the Chief Financial and Custodial Officer for the University. The Vice President for Business and Finance is responsible to the President for the effective management and administration of all business operations, University finances, maintenance of buildings and grounds, inventory, and auxiliary enterprises. The Vice President for Business and Finance also assists in the development of the University budget as required by various state entities and in the preparation of financial reports as required by the President, Board of Trustees, State Legislature, State Administration, and agencies of the Federal Government.

2.3.4 Office of Research and Development

The Vice President of Research and Development provides proper coordination and direction for each program activity and service within the area of Research and Development; provides leadership in planning, securing and executing research programs and grants; directs activities aimed at securing private gifts and grants for the University; serves as Executive Secretary of the University Foundation; plans and coordinates a program of public relation; plans and executes an annual giving program; and, designs and implements programs and activities which cultivate support of the professional, government, foundation, and business communities.

2.3.5 Office of Student Affairs

The Vice President for Student Affairs is responsible for developing and maintaining programs and activities which support, enhance and address the social, cultural, physical, financial and spiritual needs of students at the University. The Vice President is responsible to the President for the executive conduct of student affairs including intramural athletics, student life and housing, student activities, health services, cooperative education, job counseling and placement, and student financial aid.

2.3.6 Office of the Academic Deans

The Chief Officer and Administrative Head of each academic unit is the Dean. Academic deans are responsible for the overall management and supervision of all academic related programs, activities and support services in the academic area of assignment. Specific duties include long and short-range planning, goal-setting, staffing, directing, evaluating, budget development and management, and facilities management. Deans report to the Vice President for Academic Affairs.
2.3.7 Office of the Department Chairperson

The Chief Administrator of each academic department is the chairperson who reports to the dean of the school. The chairperson is responsible for organizing and directing the work of the department. Major duties include: goal setting, long and short-range planning, recruiting, making recommendations on faculty and staff to fill vacancies, and preparing teacher assignments and course offerings for each semester and term. These duties are conducted in formal consultation with the faculty.

The chairperson is also responsible, with informal consultation with the faculty, for the development of budget requests in accordance with guidelines and the needs of the department; management of the departmental budget; supervision and evaluation of the personnel and work of the department; administration of University property assigned to the department; and the maintenance of continuous and vigorous efforts to develop and maintain effective, high quality instruction.

2.3.8 Director of the Learning Resources Center

The Director of the Learning Resources Center (LRC) is responsible to the Vice President for Academic Affairs for the efficient and effective operation of the LRC. The LRC Director also serves as a liaison between the LRC, the administration, faculty, staff and students. The LRC Director establishes and maintains an effective working relationship between the LRC and the deans, department chairpersons, and faculty members to ensure the development of a quantitative and qualitative collection of library resources.

2.3.9 Dean of University College

The Dean of the University College reports to the Vice President for Academic Affairs and is responsible for assisting freshmen and sophomores to succeed in college. The Dean provides overall management and supervision for academic programs and services which include the core curriculum, the Academic Advising Program, Testing Services, Orientation, Developmental Education, Honors Program, Academic Assistance Program, the Computer Assisted Instruction Laboratory, Special Programs, Educational Opportunity Center Campus Program, the ROTC Enhanced Skills Training Program, and the Adult Degree Program. Specific duties include long and short-range planning, goal-setting, staffing, directing, program evaluation, budget development and management, and facilities management.

2.3.10 Director of Admissions

The Director of Admissions is responsible to the Vice President for Academic Affairs and is in charge of admitting all undergraduate students to the University. The Director, upon request, supplies prospective applicants with the data and forms necessary to matriculate at
the University; receives applications, recommendations and transcripts for admission; evaluates these data; and determines whether the applicant qualifies for admission to the program sought. Additionally, the Director is responsible for coordination all recruitment activities for the University.

2.3.11 The Registrar

The Registrar is responsible to the Vice President for Academic Affairs and is in charge of registering students at the University and maintaining all academic records. The Registrar coordinates with the Office of Academic Affairs, Business Office, and the Computer Center; consults with administrators in all schools of the University; prepares enrollment material; and releases copies of students' records, with the students’ consent, to properly authorized agents.

2.4 University Organizational Structure

The complete organizational structure of the University is shown in Tables 2 - 6 attached hereto.
SECTION 3.0 RECRUITMENT AND EMPLOYMENT

3.1 General Information

The University avails itself of the traditional channels of recruitment - United States Employment Service, professional and trade journals, newspapers, technical colleges and other post secondary institutions. Recruitment activities are centralized in the Office of Human Resources. This includes dissemination of notices for all vacancies and new positions. Each announcement will circulate for not less than ten (10) working days. The Director of Human Resources may waive or shorten the posting of a position in extenuating circumstances where the operation of the University will be adversely affected.

Applicants are screened and evaluated by supervisors or by search committees appointed by the Director of Human Resources, President, or Vice Presidents, as appropriate. Once the screening process has been completed, the name of the selected candidate will be returned to the Office of Human Resources. Notification to the applicant recommended for employment will be made by the Director of Human Resources.

Pre-employment interviews will be granted to applicants considered qualified to fill a position. Each applicant will be considered on the basis of his/her skills, knowledge, and abilities. Any evaluation used to determine the qualifications of applicants seeking employment for a certain position shall be used for the evaluation of all applicants seeking that position.

3.2 Classification of Positions

Every position at the University is designated according to five different forms of employment classifications which in turn determine how various personnel policies are applied to that position. Thus, every employee should be clear regarding the various kinds of classifications that apply to the position he or she holds.

One means by which positions are classified is according to six broad job categories that are reported by the University to the Equal Employment Opportunity Commission (EEOC). The classifications under this method are as follows:

**Executive, Administrative and Managerial:** All positions requiring responsibility for the management or general business operation of the University or of a department or subdivision thereof. Positions in this category include the President, Vice Presidents, Deans, Associate Deans, Academic Department Chairpersons and those positions that carry the title Director.

**Faculty:** Those persons (full or part-time) serving the University in a teaching, extension or research capacity, and hold the rank of professor, associate professor,
assistant professor or instructor; and, those persons designated as professional librarians.

**Professional Non-Faculty:** All positions that do not carry faculty rank and require at least a bachelor’s degree or require specialized professional training that is comparable to a bachelor’s degree, or require a combination of training and experience of such kind as to be comparable to a bachelor’s degree. These positions include accountants, systems analysts and athletic coaches.

**Clerical and Secretarial:** All positions that relate to clerical or secretarial activities involving internal and external communications, recording and retrieving of data or information, and other paperwork required in an office. These positions include secretaries, clerk-typists, accounting clerks, office machine operators, statistical clerks, payroll clerks, and library clerks.

**Technical and Paraprofessional:** All positions of specialized knowledge or skills that require experience or academic work such as is offered in two-year technical institutions, junior colleges or equivalent on-the-job training. These categories include computer operators, computer programmers, licensed practical nurses, photographers, radio operators, laboratory assistants and laboratory technicians.

**Skilled Craft:** All positions that typically require special manual skills acquired through on-the-job training or through apprenticeship or other formal training programs. This category includes mechanics, repairers, electricians, carpenters, plumbers, painters and typesetters.

**Service and Maintenance:** All positions requiring limited degrees of previously acquired skills, the performance of which results in or contributes to the comfort, convenience and hygiene of personnel and the student body, or which contributes to the maintenance of University buildings, facilities or grounds. This category includes vehicle drivers, general laborers, custodians, grounds keepers and security personnel.

A second means by which positions are classified is according to whether they are regular or temporary. The classification of positions under this method is as follows:

**Regular Position:** A position that is in the current budget of the University and for which current University plans or programs include no definite date for discontinuance of the position.

**Temporary Position:** A position that is in the current budget of the University and for which current University plans or programs include a definite date for discontinuance of the position. Every position established as a part of a joint project between the University and an outside agency shall be designated as a temporary position without regard to the source of funding for the position.
A third means by which positions are classified is according to the number of months within the fiscal year that the position functions. The classification of positions under this method is as follows:

**Twelve-Month Position:** A position that functions each of the twelve months of the fiscal year with the employee who fills such a position normally eligible to accrue annual leave during that period.

**Nine-Month Position:** A position that functions only during nine months of the regular fall and spring semesters with the employees who fill such positions normally not eligible to accrue annual leave during the period. The most numerous nine month positions are those that include teaching faculty and residence hall supervisors.

Another means by which positions are classified is according to the number of hours within a work week employees are scheduled to work. The classification of positions under this method is as follows:

**Full-time Position:** A position that requires an employee filling it to render 36 hours or more of service per week on a regular basis, although this classification does not promise that an employee will be entitled to work any minimum number of hours per week.

**Part-time Position:** A position that requires an employee filling it to render 35 hours or less of service per week on a regular basis. Such an employee is not eligible to achieve regular status or receive University benefits.

Another means by which positions are classified is according to whether they are exempt or non-exempt from minimum wage and overtime compensation provisions of the United States Fair Labor Standards Act. The classification of positions under this method is as follows:

**Exempt Position:** A position that meets all of the tests of the Fair Labor Standards Act relating to job responsibilities, supervision, authority, and salary that are necessary for classification under the law as administrative, executive, or professional.

**Non-exempt Position:** A position that does not meet all of the tests defined above for classification under the Fair Labor Standards Act as administrative, executive or professional.
3.3 Employee Service Status

Every employee is classified according to four of the five different categories of positions previously described. In addition, each employee is further categorized according to the employee's service status as follows:

Temporary Employee: An employee who fills a temporary position or who fills a regular position on an acting basis for a limited term until either a permanent employee returns to the position from leave of absence or until a search is completed for a new employee.

Regular Employee: A full-time employee who is not designated as temporary or executive status in a designated permanent position.

3.4 Equal Opportunity and Affirmative Action

It is the policy and practice of Alabama Agricultural and Mechanical University to recruit, hire, compensate, train, reassign, and promote employees without discrimination on the basis of race, religion, color, physical disability, national origin, sex, marital status, political affiliation or age, except where physical disability, sex or age constitutes a bona fide occupational disqualification or where an individual with a physical disability is not otherwise qualified for employment or where a decision based on age is pursuant to a bona fide seniority system or a bona fide employee benefit plan, such as retirement, pension or insurance plan. It is also the policy and practice of the University to take affirmative action to prevent discrimination on the basis of race, color, religion, sex, national origin, age or physical disability, including specific adherence to the University's Affirmative Action Plan. The policy applies to all levels and phases of personnel administration, such as recruitment, advertising, testing, hiring, compensation, training, reassignment and promotion.

Applicants and employees who have reason to believe their treatment is in violation of the Equal Employment Opportunity policy should promptly report the circumstances of alleged violation, in writing, in accordance with the procedures set forth in Section 8.6 of this Handbook.
3.5 Employment Eligibility Guidelines

3.5.1 Minimum Job Requirements:
The minimum requirements for University jobs are determined and are made available through the Office of Human Resources.

3.5.2 Age Requirements:
To be employed at Alabama A&M University as an employee, an applicant must be at least 18 years of age, except student workers.

3.5.3 Employment of Relatives (Nepotism):
The University will allow more than one member of an immediate family to be employed if the following provisions are complied with:

1) Such hiring must conform to the State of Alabama anti-nepotism law (Alabama Code, Section 41-1-5), which states that "No officer or employee of the state shall appoint any person related to him within the fourth degree of affinity or consanguinity to any job, position or office of profit in the state."

2) Such hiring does not discriminate against other candidates for the vacant position.

3) No officer or employee of the University shall be permitted to exercise direct supervision over persons related to him or her by family or marriage. For purposes of this policy, persons related by family or marriage are defined as a spouse, parent, child, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew, in-laws, and persons for whom the employee has been assigned legal responsibility in a guardianship capacity.

The President of the University or his/her designee must grant final approval in each case where the University is considering hiring more than one person related by family or marriage to work in the same department.

3.5.4 Aliens:
An alien may be employed by the University provided he/she has legal proof of a right to work in the United States as indicated by an approved VISA or work permit.

3.5.5 Minimum Wage for Employment:
The Fair Labor Standards Act (FLSA), as amended, requires the University to pay at least the minimum wage and proper overtime compensation to employees subject to the provisions of the FLSA.

3.6 Recruitment, Screening, and Appointment

The University actively and affirmatively places emphasis on the recruitment and screening of women and non-Afro American applicants. In addition, the University avails itself of the traditional channels of recruitment which include the Alabama State Employment Service, advertisements in newspapers and professional journals and recruitment at community and technical colleges. All University advertisements display that the University is an "Equal Opportunity Employer."

Persons seeking employment at Alabama A&M University shall be referred to the Office of Human Resources to obtain applications and information on available positions.

Recruitment activities are centralized in the Office of Human Resources. All available vacancies and new positions will be listed with the Office of Human Resources upon approval by appropriate administrators.

Available positions to be filled will be appropriately advertised, and notices will be posted on the Office of Human Resources bulletin board and in accessible locations for employees.

A work permit, as required by law, shall be secured by alien applicants and filed with the Office of Human Resources.

During initial screening, the Director of Human Resources, will delete all applicants who are not eligible or qualified for positions sought based on announced criteria for the positions.

No person is considered employed until an official Announcement of Appointment written contract is signed by both the President and the employee. No supervisor or office is authorized to make an oral or written commitment of employment to any applicant. No contract shall be executed between the University and an employee that is inconsistent with the policies contained in this Handbook.

Objective criteria are the primary basis for selection. Each applicant will be considered on the basis of his/her skills, knowledge and abilities.
Any evaluation in terms of skills, knowledge and abilities used to determine the qualification of applicants seeking employment for a certain position shall also be used for the evaluation of all applicants seeking that position.

3.6.2 Employment Procedures

1. Position Creation and Maintenance

This section gives an overview of the steps involved in position creation and initiating changes to existing positions within the University workforce. Position descriptions and position classifications must be developed prior to establishment of new positions or revising existing positions. To accomplish either action, budget managers must complete those sections of the Position Profile Form (Appendix B) which describe the title and nature of the position and the section which requires budget information. If necessary, budget managers should attach a document justifying the need for the position, and a job description. Once completed, the Position Profile Form must be forwarded to the Office of Human Resources for confirmation of the job description and position title.

The Office of Human Resources will review the job description for consistency with the position title and assign a job classification and salary that is consistent with both, as well as the prevailing wage-salary schedule. Any changes made in the job description, job classification, and (or) salary will be reviewed with the budget manager prior to the Office of Human Resources authorizing the position and forwarding the Position Profile Form for further processing.

The Office of Human Resources will forward the Position Profile Form to the Office of Business and Finance for budgetary approval. The Vice President for Business and Finance will review the Position Profile Form for verification of available funding, current accounting classification codes, correct sources of funding, and other budgetary constraints. The Vice President for Business and Finance will authorize the position from a budgetary standpoint if funding data is accurate, and return the Position Profile Form to the Office of Human Resources.

The Office of Human Resources will enter the information on the completed Position Profile Form into the Human Resource Management System (HRMS) to establish a record for the position within the position data base. The Position Profile Form will be returned to the budget manager as verification of establishment of either a vacant position in which personnel can be requisitioned to fill, or changes to an existing position requiring upgrading of the incumbents classification and salary.
2. Procedures for Filling Budgeted Vacancies

This section describes the steps necessary to requisition personnel to fill newly established positions and existing vacant positions within the University’s work force. Budget managers must adhere to the following procedures.

Budget managers must complete a Personnel Requisition Form in accordance with the instructions at Appendix C. The form can be obtained from the Office of Human Resources. If the requisition is being submitted for a newly established position, attach a copy of the Position Profile Form to the Personnel Requisition Form. If there are questions concerning form completion, budget managers should contact the Office of Human Resources for assistance.

Budget managers should forward the Personnel Requisition Form through channels (e.g., Department Chairperson, Unit Dean, Unit Vice President, and Vice President for Business and Finance) to the Office of Human Resources for announcement of the position.

The Office of Human Resources will review the requisition to determine if it meets classification and wage salary requirements as previously approved. If so, the position vacancy will be announced through appropriate recruitment channels. If for some reason the requisition fails to meet classification and wage salary standards, the Office of Human Resources will coordinate with the budget manager to recommend alternative position classification and salary options based on an analysis of job functions and responsibilities. On settlement of classification and salary requirements, the position will be announced through traditional channels of recruitment.

Positions will be announced for a period of no less than 10 work days. The Director of Human Resources may waive the posting time of a position in circumstances where the operation of the University is adversely affected. During the announcement period, budget managers must refrain from interviewing applicants, making job offers to applicants, discussing employment opportunities with applicants, or attempting to hire applicants to fill the position. The Office of Human Resources will be the central agency responsible for corresponding and coordinating with applicants during the job announcement period.

After the position announcement has closed, the Office of Human Resources will screen applicants according to the minimum qualifications established in the position announcement. Once the screening process is completed, Human Resources will forward budget managers an Applicant Action Form (Appendix D) listing all applicants who met the minimum qualifications for the position. Attached to the Applicant Action Form will be supporting documentation on each applicant. On receipt of the Applicant Action packet, budget managers must review the information to determine: 1) if suitable candidates exist for the position or if the search should be extended and 2) when employment interviews can be conducted. In the case of the former, the Office of Human Resources will extend the search period on official request and suggest other recruiting avenues which may improve upon the quality of the applicants. In the case of
the latter, the Office of Human Resources will coordinate an interview schedule. Budget managers should refer to the Pre-employment Inquiry Guide at Appendix E to ensure compliance with Federal and State laws for the conduct of interviews.

On completion of interviews, budget managers must indicate their selection by completing Section B of the Applicant Action Form, and returning the form, the Interviewer Report Form (Appendix E), as well as all applicant material, to the Office of Human Resources. Human Resources will forward an Official Announcement of Appointment and Contract (Appendix F) to the successful candidate informing him/her of the selection and extending a formal job offer. Letters of regret will be forwarded to all other applicants by Human Resources.

On candidate acceptance of the offer of employment and Presidential approval of the hiring action, Human Resources will complete and forward a Personnel Action Form (Appendix G) to budget managers for their initiation of basic payroll and personnel information. Budget managers should review the form and return the document through channels for Human Resources final authorization, entry of information into the data base, and transmittal of pay authorization to financial services.

Employees who have not received a notice of non-reemployment or termination may be provided with a Notice of Continuing Employment. Receipt of a Notice of Continuing Employment does not form an employment contract for any definite period of time but merely establishes the rate of compensation or the stated period of time. All such employees remain employees at will.

3.7 Initial Briefing and General Orientation for New Employees

New employees are introduced to the University through an initial incoming briefing conducted by the Office of Human Resources. Briefings are normally scheduled for the first and fifteenth of each month.

Subsequent orientation shall be continued within respective departments by the supervisor or his/her designee. New employees should not hesitate to request assistance if they feel the need beyond the general orientation provided.

3.8 Changes in Employment Status

3.8.1 Lateral Transfer.

A lateral transfer occurs when an employee moves from one position at the University to another position at the University and both positions have the same salary and grade. Such a transfer may be voluntary to accommodate the desire of the employee to gain additional experience and to grow professionally. In addition, such a transfer may be voluntary to accommodate the needs of the University, and the University reserves the right to make such
transfers. Lateral transfers require that all affected supervisors approve the transfer.

To apply for a transfer, the employee must complete an application for employment with the Office of Human Resources. It is required that the employee notify the current supervisor of his/her interest in being considered for a vacant position prior to being referred for an interview.

Employees who voluntarily apply for a lateral transfer must have served in their current position for 12 months.

3.8.2 Demotion.

If an employee's job performance is below standard, the supervisor will work with the employee to try to raise it to a satisfactory level. If the employee's job performance does not improve, the University may determine that its best interests require that the employee be demoted. Demotion involves either moving the employee to another position at a lower salary grade level or reclassifying the employee’s existing position to a lower salary grade level. Demotion will result in a reduction in the employee’s salary, but such demotion shall only take place following prior notification to the employee, and in accordance with any applicable procedures.

Employees who are demoted and/or voluntarily transfer from one University position to another one at a lower salary grade will be paid in accordance with the lower salary provided under the new position and not in accordance with the higher salary paid under the previous position.

3.8.3 Promotion.

If an employee's job performance is above standard or if the employee has seniority, the supervisor may determine that in the best interest of the University, the employee should be promoted. Promotion is a managerial initiated change of assignment for an employee to a job at a higher level within the same unit of the University. The new job normally provides an increase in pay and status and demands more skill or carries more responsibility. Promotion shall normally be granted only once in any 12 month period. No promotion shall become effective until approved by the President or the President's designee.

3.8.4 Job Posting and Application.

The University communicates information about job openings through a process referred to as job posting and application. This process consists largely of posting vacant announcements on the Human Resource Bulletin Board, and allowing interested employees to apply for the vacant positions through submission of applications. The application process is followed by a selection process, which leads to the choice or rejection of candidates for specific positions.
3.9 **Automatic Termination Date**

The automatic termination date is the predetermined date established at the time of employment of all temporary personnel. The automatic termination date designates the maximum length of employment authorized in a temporary position.

In reference to leaves of absences, the automatic termination date is the predetermined date specifying the time period for which leaves of absences without pay will be authorized.

3.10 **Dual Employment**

An employee of the University may hold only one full time position with the University, inclusive of temporary employment.

3.11 **Outside Employment**

An employee may work another job outside the University provided:

1) The outside employment does not interfere with the performance of his/her job at the University.

2) The outside employment does not violate University regulations or policies, and does not bring discredit to the University.

3) The employee does not manipulate his/her normal work schedule, assignments or duties to accommodate outside employment.

4) Such employment does not compete or interfere with endeavors of the University.

3.12 **Reinstatement and Reemployment**

The following procedures govern the reinstatement and/or reemployment of employees.

1) A former University employee who is reinstated to the same position within two years of last being on the payroll will be reinstated at the applicable hiring salary for the current position.

2) A former University employee reemployed into another position will be hired at the applicable hiring salary for that position.

3) Unless approved by the Office of Human Resources, regular employees who
resign will not be eligible for rehire until thirty (30) days following such resignation.

4) A former employee who resigns from the University in good standing and is subsequently re-employed after 180 days will be considered a new employee for purposes of seniority and sick leave. A former employee who is re-employed after 180 days may be re-employed in the same type position or in another position for which he/she is qualified.

3.13 Service Period

The service period of an employee is that time period during which he/she has uninterrupted service as an employee of the University.

3.14 Personnel Records


There shall be only one official personnel file for each employee. Each employee's file will be maintained in a locked file cabinet in the Office of Human Resources. Confidentiality of all files shall be maintained, and no anonymous material shall be placed in the official personnel file of employees.

The official personnel file shall contain the following kinds of documents pertaining to an employee:

1) Application for employment
2) Biographical information sheet
3) Official copies of transcripts certifying degrees and certificates received or documents certifying licenses received
4) Employment history at the University
5) Benefit plans in which the employee and his/her dependents are enrolled
6) Record of annual leave, sick leave and other leaves taken
7) Personnel action forms
8) Reports of disciplinary actions taken, including written reprimands, disciplinary probation, suspensions and terminations
9) Reports of grievances and appeals hearings
10) Performance evaluations

In addition, the University may retain a pre-employment file which also shall be confidential and contain letters of reference, ratings and other related materials. An employee shall not have access to the official, confidential pre-employment file.

When material which could cause cancellation of contract is added to an employee's
official personnel file, he/she will be promptly notified by the Office of Human Resources. The employee will have the right to rebuttal or present matters of extenuating circumstances, but the employee shall not have the right to remove any material from the file.

3.14.2 Access to Personnel Files.

An employee shall have access to his/her personnel file during normal operating hours of the Office of Human Resources provided there shall be no undue interference with the normal routine of the office. To assure access, employees should coordinate with the Office of Human Resources twenty-four (24) hours in advance. Under no circumstances shall the official personnel file be removed from the office by the employee, and access to the file shall be given only in the presence of someone assigned to the Office of Human Resources.

In addition to the employee, the President or his/her designee, the employee’s Vice President or Director, the Dean, and the Chairperson or comparable-level supervisor may have access to the official personnel file without written approval of the employee. Members of the Board of Trustees may review files; however, such requests must be made through the Office of the President.

If the official personnel file is duly subpoenaed in accordance with law, the employee shall be notified at the earliest possible occasion.

Any duly constituted committee reviewing the employment status of an employee will be afforded access to his/her file.

The information contained within the personnel record is used for employment purposes (e.g., evaluation of work performance, consideration for promotion or transfer, and verification of employment). Each employee is requested to review his/her personnel record during his/her birth month each year and to sign the Record Review Form attached to the front of the personnel record.

3.14.3 Reporting Changes in the Personnel Record.

Each employee is required to report any change in name, address, telephone number, marital status, and number of dependents as well as any award of newly earned degrees or certificates to his/her supervisor and to the Office of Human Resources. The University will not be responsible for non-receipt of any official communication sent to an employee if the employee has failed to file a change of address notice with the Office of Human Resources.

Should an employee need to change the number of dependents or allowances listed for income tax purposes, it will be necessary for the employee to secure, complete, and return Forms W-4 or A-4 to the Office of Human Resources.
SECTION 4.0 JOB CLASSIFICATION, SALARY SCHEDULE AND PAYROLL POLICIES

4.1 Job Classification for Salary Purposes

The Director, Human Resources shall establish and maintain a job description for each position title that is designated in the University work force. Each job description shall describe the broad function of the job; the duties and responsibilities that the job is to perform; the knowledge, skills and abilities required for the job; and the minimum training and experience required for placement in the job. In addition, the Director of Human Resources shall maintain a system for classifying all positions for salary purposes according to the elements that are included in each job description.

Employment with the University must be in a position title that is specifically in the current list of position titles that are classified for salary proposes (Appendix J). No person will be employed under a position title that does not appear on the current list of classified and unclassified position titles unless such an exception has been specifically approved by the Unit Vice President in coordination with the Director of Human Resources.

Reclassification of a position may be initiated by the employee’s supervisor, but such reclassification shall require the approval of both the Unit Vice President and the Director of Human Resources.

Recommendation for employment shall not preclude an agreement concerning the classification of the position, pay rate, job requirement and pertinent conditions surrounding an offer of employment.

4.2 Salary Schedule

The University’s policy is to maintain a salary schedule that applies to all positions and that reflects essentially equitable pay for the work performed. Adequate consideration will be given to the duties, responsibilities, skills, knowledge, abilities, education, and experience required for the position as well as the availability of applicants for the position. However, all non-academic employees will be paid by positions rather than degrees held.

The University will endeavor to provide compensation that is competitive with other universities and with local private and public employers. Compensation policies shall be reconciled with budgetary constraints, the financial status of the University, budgetary authorization of the Board of Trustees and the requirements of the Fair Labor Standards Act.

The University wage/salary schedule (Appendix J) shall provide the minimum and maximum salaries for each position in the established list of job classifications. The Director of Human Resources shall verify that the salary of each employee is within the salary range prescribed in the schedule and within equitable steps in comparison with other employees in
positions within the same classification. Once a wage/salary schedule is approved, adopted and mandated by the Board for implementation any deviation must have prior Board approval. Any such schedule that is adopted as a guideline by the Board shall only be implemented in accordance with the guidelines. No wage/salary schedule shall be implemented unless the University's financial condition permits doing so.

New employees who meet minimum training and experience requirements for a position will normally be employed at Step I of the salary schedule. New employees whose training and experience exceed minimum requirements may normally be appointed up to Step V of the wage/salary schedule. With specific justification, the Director of Human Resources, in coordination with the appropriate Vice President, may authorize an initial appointment up to Step VII of the wage salary schedule. Any initial appointment higher than Step VII must be approved by the President. There will be no deviation from this policy.

When funding levels permit, periodic salary advancements within established ranges shall be based on satisfactory performance, or merit, in the position. When an employee reaches the final step in her/his salary range, any additional salary increases for merit must be authorized in the form of bonuses prescribed by the University. Additionally, the University may grant across the board salary increases. When advancements are made across the board on the salary schedule, all regular employees shall advance by categories on an equitable basis.

Compensation for monthly paid employees working only a part of the month will be prorated to the actual period worked.

4.3 Payroll Policies and Procedures

Unless otherwise notified, payroll checks are issued on the first workday of each month. Checks are distributed from the Office of the Comptroller to the address of record unless otherwise specified by the employee. Direct deposit options are available to employees.

Accompanying each check is a statement showing current gross and net earnings, itemized deductions, year-to-date earnings and deductions, and annual sick leave balances. Alabama A&M University is required to deduct federal and state income taxes, the Federal Insurance Contribution Act (FICA) taxes, and contributions to the Teachers' Retirement System of Alabama.

Other deductions may include:

1) Rental payment for campus housing, if applicable
2) Any amount which is due the University from a financial obligation incurred by an employee who does not otherwise make timely payments. Campus traffic fines are included in this category.

3) Adjustments for failure to satisfy the time and loan requirements of employment contracts or specifications.

4) Group Health and Life Insurance Premiums

5) Salary annuity approved under the Internal Revenue Code

6) Dues to professional organizations

7) Special deductions for University activities

8) University tuition cost

9) Escrow accounts

An employee employed on less than a 12 month basis may elect to be paid in 12 monthly installments, beginning with the first check by giving written notice to the Comptroller before the 20th of the first month of employment. An employee who elects to be paid on a 12 month basis cannot later request to be paid on a less than 12 month basis during the same fiscal year.
SECTION 5.0 EMPLOYEE ATTENDANCE AND LEAVE BENEFITS

5.1 Work Schedules

5.1.1 Normal and Special Work Schedules.

An employee is expected to work regularly scheduled hours established by the University and the supervisor. Each employee is normally assigned a maximum of 40 hours per week unless otherwise approved by the appropriate Vice President and the Director, Human Resources.

A work week is from 12:01 a.m. Sunday through 12:00 p.m. the following Saturday except in areas that operate 24 hours per day, where a work week is from 7:01 a.m. Sunday through 7:00 a.m. the following Sunday.

The normal operating hours for instructional and administrative offices are from 8:00 a.m. to 5:00 p.m., Monday through Friday. The normal lunch period begins at 12:00 noon and ends at 1:00 p.m. When possible, employee lunch periods shall be staggered to provide coverage of the office during the lunch break.

Any changes in an instructional department’s work schedule must have the approval of the Vice President for Academic Affairs. Exceptions to this policy are granted when instructional departments are required to provide support for activities that occur after normal work hours and on weekends.

Any change in a department’s normal work schedule must be announced to give employees as much advance notice as possible.

5.1.2 Breaks or Rest Periods

When working conditions permit, non-exempt employees may be allowed two 15 minute breaks each day. One break should be taken before the lunch period and the other should be taken after the lunch period. Breaks or rest periods must be taken on campus.

Rest periods and meal periods are non-cumulative and shall not be used to leave work earlier, arrive later or extend meal times.

5.1.3 Overtime Work Assignments

If the position classification occupied is non-exempt under the provisions of the Fair Labor Standards Act, an employee will be paid overtime pay at the rate of one and one-half the regular hourly rate of pay for all hours worked over 40 within a seven-day workweek. In lieu of cash payment for overtime worked, the University, at the employee’s option, may award
compensatory time at time and one-half rate. The supervisor shall determine through consultation with the employee if he/she will receive overtime pay or compensatory time before the overtime begins. In any event the University shall follow the requirements of the Fair Labor Standards Act as amended from time to time.

No supervisor is authorized to permit a non-exempt employee to earn overtime pay or compensatory time without the prior approval of the vice president. The request for overtime or compensatory time must be made in writing, specifically stating the need for a non-exempt employee to work overtime and the number of hours involved. In case of an emergency, a verbal request and approval may take place, but it should be followed by a written request and approval before the end of the next regular workday.

Sick leave and annual leave will not be considered as hours worked in the computation of overtime or compensatory time. Holidays will not be considered in the computation of overtime or compensatory time unless the employee is required to work on the holiday.

5.1.4 Compensatory Time Off.

The following policy and guidelines are established for governing the use of compensatory time:

1. Exempt employees do not earn compensatory time off or extra compensation for hours worked in excess of forty (40) hours per week.

2. Accumulated compensatory time may not exceed two hundred and forty hours of overtime. At two hundred and forty hours, a non-exempt employee must be given his/her compensatory time or be paid for the time.

3. A copy of the letter of approval for compensatory time must be attached to the time service report for the period in which the compensatory time was taken. All earned compensatory time must be reported on the time service report for the period.

5.1.5 Accommodating the Work Schedule For Religious Observances.

The University and its employees will not discriminate on the basis of an employee’s religious belief. When an employee seeks accommodations for a religious belief, the University will attempt to satisfy the employee’s wishes, provided no undue hardship is created for the University or its employees, and the accommodations do not affect the safety and health of other University employees.
5.1.6 Emergency Closings and Call backs.

Employee safety is a primary concern of the University. Should adverse weather conditions or other emergency situations arise which will prevent employees from performing normal duties or jeopardize their safety, the President may close the University and require employees to either leave or not report to work. Such closings will be publicly announced. In such cases, employees will not suffer any loss in pay.

Any full-time non-exempt employee who is called back to work after a regular full day of work shall receive a minimum of two hours of pay at the regular rate of pay, provided the employee does not exceed 40 hours of work within that workweek. Any full-time non-exempt employee who is called in to work during weekends and (or) holidays shall receive a minimum of two hours of pay at the time and one-half rate of pay.

5.1.7 Departmental Closures (Student Holidays).

The academic calendar provides students with more holidays than are practical or possible for staff members. Since it may not be productive for some academic supporting departments to remain open during periods when student services are not required, Deans or Administrative officials may suspend their activities during these periods, such as Christmas and Spring Break. Staff members in those departments which close for student holidays that are not covered by staff holidays must use annual leave or take leave without pay for all days not worked and not observed as holidays by the institution.

5.1.8 Irregular Work Schedules.

Departments having employees who work schedules other than Monday through Friday should prepare work schedules in advance for holiday periods such as Thanksgiving, Christmas and Spring Break to ensure that their holidays and off days may be clearly understood. The same number of holidays should be scheduled for each employee, even though it may not be possible to grant the exact same days off as other employees.

5.2 Attendance and Timekeeping

Each employee is expected to be on time daily, and each employee is expected to remain on the job throughout the regularly scheduled work day. An employee having an urgent reason for leaving work must obtain permission from his/her supervisor or department chairperson prior to leaving the designated duty station.

Any employee absent from duty without prior approval should give notice to the immediate supervisor no later than one hour after duty begins, but preferably before the beginning of the workday so that duties can be realigned.
Non-exempt employees are neither permitted nor allowed to work for pay before or after their scheduled time. Any deviation from this policy must be in accordance with overtime procedures which are discussed in Section 5.1.3.

The University Service Report is the official record of attendance for all employees. Each supervisor is responsible for maintaining documentation of entries made on the Service Report and for validating the report. Where time cards are used, they shall serve as documentation to the Service Report, provided each employee has signed his/her time card. If time cards are used, employees are prohibited from clocking another employee’s time card in or out. This act may result in immediate termination.

Service Reports must be completed and turned in to the Comptroller by the twenty second of each month. Late submission of these reports may delay the payment of employees.

5.3 Holidays

5.3.1 General Policy.

Normal business operations of the University will be suspended in observation of regular holidays and other holidays as determined by the President and announced through the Office of Human Resources. Regular employees and full-time temporary employees who are not required to work will be excused on such days without being charged leave or losing pay. In the event such staff members are required to work on a holiday, they will be granted another holiday or be paid in accordance with the University's overtime policy.

5.3.2 Regular Holidays.

The following holidays are observed by the University:

- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- The Day after Christmas
- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Spring Vacation
- Independence Day
Since dates of Holidays vary from year to year, the Office of Human Resources will post the yearly schedule of Holidays. This posting will be disseminated throughout the University, and copies will be available in the Office of Human Resources.

In addition, at the President’s discretion, he/she may designate other days as "off-days" for University employees.

5.3.3 Eligibility for Holiday Pay.

Regular staff members and full-time temporary staff members receive holiday pay at their regular rates unless otherwise required by applicable law in an individual employee’s case. Part-time permanent employees will receive holiday pay prorated on the basis of their full-time equivalency (F.T.E.). Employees must be present at work or be on previously approved leave on the workday before and the workday after a holiday period in order to be eligible for holiday pay. (Exceptions are retirees whose retirements become effective during a holiday period. Personnel who fall in this category may receive holiday pay.)

5.3.4 Annual Leave During Holidays.

Staff members who are on annual leave during declared holidays shall receive holiday time in lieu of annual leave on a day-for-day basis. These days shall be reported as "holiday," and shall not be charged against accrued annual leave.

5.3.5 Sick Leave During Holidays.

Employees who are on authorized sick leave when a holiday occurs shall be granted holiday pay in lieu of sick leave on a day-for-day basis. Sick leave will not be charged on holidays.

5.3.6 Holiday Pay for Employees on Leave of Absence.

Employees in a non-pay status while on a Leave of Absence for any reason are not entitled to receive pay for holidays observed during their absence.

5.4 Annual Leave

5.4.1 General Policy

Regular employees and full time temporary employees are entitled to time off with pay for vacation or other personal reasons. It is the intent of this policy to provide eligible staff members with sufficient time each year for rest and relaxation as well as for conducting personal business whenever such absences are approved by the supervisor.
5.4.2 Accrual Rate

An employee earns annual leave credits for all hours in which he/she is considered to be in an active pay status, which includes but is not limited to: normal work hours, paid annual leave, paid sick leave, paid jury duty, and paid military leave.

Calculation of annual leave will be computed as follows:

1. All full-time employees with less than 60 months of continuous service with the University shall earn annual leave at the rate of 12 days or 96 hours per year.

2. On completion of 60 months or more of continuous service with the University, all full-time employees and full-time temporary employees shall earn annual leave in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Months of Continuous Service</th>
<th>Days of Annual Leave Accrued Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>60-119</td>
<td>15</td>
</tr>
<tr>
<td>120-239</td>
<td>18</td>
</tr>
<tr>
<td>240-Over</td>
<td>24</td>
</tr>
</tbody>
</table>

5.4.3 Maximum Accruals.

Staff members may accrue reimbursable Annual Leave up to a maximum of 240 hours. Once the 240 hours have been accumulated, the staff member may continue to accrue non-reimbursable Annual Leave which will be lost if not taken during the fiscal year of accumulation.

5.4.4 Leave Accrual for Partial Months of Employment.

Eligible staff shall earn Annual Leave at the full monthly rate when in a pay status for fifteen (15) or more calendar days during the pay period. When in a pay status of less than fifteen (15) days during the pay period, staff members will not earn Annual Leave.

5.4.5 Reimbursement for Leave on Termination.

Any staff member who terminates his/her employment after completion of the probationary period will be reimbursed for unused Annual Leave up to thirty (30) workdays.
5.4.6 Scheduling and Approval of Annual Leave.

Department heads and supervisors are responsible for scheduling and approving the Annual Leave of their staff members prior to actual absences. Staff members should request annual leave at least two weeks in advance to ensure their absence will not interfere with the work of the department or unit. Requests for leave must be submitted by staff members on the University's Annual and Sick Leave Form (Appendix K), which is available in the Office of Human Resources. The signature of department heads or supervisors on the leave forms of non-academic staff members constitute approval of Annual Leave. The minimum time which shall be charged as Annual Leave is two hours.

5.5 Sick Leave

5.5.1 General Policy.

Regular employees and full‐time temporary employees are granted protection from loss of pay because of absences as a result of personal illness or injury, or serious illness within their immediate family, through the accumulation of sick leave. The University defines immediate family as husband, wife, mother, father, sister(s), brother(s), children, and corresponding in‐laws. Employee’s must report to their supervisors prior to an absence related to sickness or injury, or at their earliest opportunity, giving the reason for the absence and the expected date of return. Failure to communicate with the supervisor for three consecutive days of absence may be considered as job abandonment. The position may then be considered vacant and action can be initiated to recruit a replacement.

5.5.2 Accrual of Sick Leave.

Full‐time employees accumulate sick leave at the rate of one workday (8 hours) for each full month worked. Earned sick leave may be carried over from year to year until the maximum of 960 hours is reached. Regular part‐time employees are entitled to accrue Sick Leave prorated on the basis of their full‐time equivalency (F.T.E.). Staff members who are employed in a pay status for fifteen (15) or more days of any calendar month shall earn a full day of Sick Leave. Staff members who are employed in a pay status for less than fifteen (15) days in any calendar month shall not accrue Sick Leave for that month. Sick Leave entitlements accrue during all periods of paid leave.

5.5.3 Use of Sick Leave.

Eligible employees may be granted Sick Leave when they are unable to perform their duties because of personal illness or injury, or illness within their immediate family, or because they must be absent from work for the purpose of obtaining health‐related professional services which cannot be obtained after regular working hours. Sick leave is a privilege, as opposed to an earned right, and must be accrued before it can be used. For policies governing extended disabilities, refer to Section 5.6.
5.5.4 Recording of Sick Leave.

Departments and administrative offices will maintain a record of Sick Leave accrued by each employee. Absences due to Sick Leave should be documented on the University’s Annual and Sick Leave Form and reported on the Monthly Service Report by department heads or supervisors, who should enter the appropriate hours of each day of absence. The minimum time to be recorded for part of any workday charged as Sick Leave is thirty (30) minutes.

5.5.5 Abuse of Sick Leave.

Supervisors who have reason to believe that Sick Leave is being abused or claimed under false pretense may require evidence of illness or injury in the form of medical certificates or statements from a physician. In such cases, the department head or supervisor has the option to grant tentative approval of Sick Leave pending receipt of evidence or to enter "Leave Without Pay" on the time sheet until satisfied that the absence was due to illness or injury. Submission of a Personnel Transaction Form to the Office of Human Resources is also required to effect the status of "Leave Without Pay." Evidence of abuse of Sick Leave is grounds for disciplinary action, including dismissal.

If an employee claims sick leave or personal days for the purpose of working a second job, such action will be regarded as misconduct and/or dishonest behavior and appropriate action taken, including dismissal.

5.5.6 Payment for Sick Leave on Termination.

Employees who were employed by the University prior to November 1, 1993 separating from employment with the University (including retirement) without being terminated for cause, may be paid one-half pay for each day of accrued/unused Sick Leave at their current rate of pay for each such day accrued prior to November 1, 1993. Employees who are retiring under Teachers' Retirement have the option of applying such unused sick leave toward retirement service credit. There shall be no payment for accrued/unused Sick Leave accrued after November 1, 1993.

5.5.7 Reinstatement of Sick Leave.

If a former staff member is reemployed within 180 days of resignation, accumulated sick leave not taken or not paid the employee at the time of resignation may be reinstated (Note: Payment for one-half pay for all days of accrued, unused sick leave in a prior resignation is considered full pay for those sick leave days. For example, an eight year employee resigning with sixteen (16) days' accrued sick leave is considered to be fully paid on the date of resignation when the employee receives pay for eight days.).
5.6 Family Leave

5.6.1 General Policy.

As a means of providing for the retention of valuable employees who must be absent for personal reasons during extended periods, Family Leave without pay not to exceed six months may be requested by employees for the birth or adoption of a child, serious personal illness, or the serious illness of an employee’s immediate family, as previously defined in Section 5.5.1. The following policies apply to Family Leave:

1. The employee must be regular or full-time temporary, must have worked at least 1,250 hours over the previous 12 month period, and must have been employed for 12 months.

2. Employees must submit requests for Family Leave 30 days in advance if the event is foreseeable.

3. Employees must use available sick leave and may use annual leave before being granted a family leave. In the event an employee’s illness is a result of an on-the-job injury, an employee will not be charged sick or annual leave during the period of absence for family leave.

4. The University will continue to subsidize health insurance during the unpaid leave to the same extent that it subsidizes active employees. The University shall have the right to recover amounts paid for health insurance if an employee does not return from family leave. An exception would apply if the employee cannot return to work because of his or her continued illness or the continued illness of a family member, or other circumstances beyond the control of the employee.

5. After the expiration of the leave, the University guarantees the employee’s reinstatement to the same job or an equivalent position with equivalent pay and benefits. Temporary full-time employees, by the nature of their limited appointments and funding time limits, cannot be guaranteed the right to return to a position.

6. An employee must continue payment for health insurance coverage while on leave using the procedures for remitting payment under Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986.

7. No refund of retirement contributions will be made during Family Leave, since the return of the employee is expected. Computation of service dates for retirement will exclude as creditable service all unpaid time while on Family Leave.
8. Sick and annual leave credits will not be earned while an employee is on Family Leave.

9. Since Family Leave will be given in the interest of an employee, the University expects that he or she will use such leave only for the purposes for which it is granted. Accordingly, an employee who has been granted such leave shall be considered as having quit without notice and shall be terminated from employment by the University if while on family leave he or she engages in or applies for other employment. Any employee who fails to return from leave within three days of the scheduled return, or fails to explain the absence, will be considered as having voluntarily terminated his or her position.

If any provision of this or any other section of this Handbook is in conflict with the Family Leave Act or other applicable law the provisions of the Act or other applicable law shall govern. If such leave is granted, it shall normally be without pay unless expressly required by law.

5.6.2 Procedure for Family Leave.

Employees must apply in writing for Family Leave to their supervisor. Requests for Family Leave, not to exceed six (6) months, should be submitted at least thirty days prior to the proposed absence, if possible. The request must indicate the reason(s) for the absence and the inclusive dates for which approval of leave is desired. Upon approval, the supervisor must forward the following documents to the Office of Human Resources:

1. A Personnel Action Form indicating the approved period of the Leave of Absence, stating the beginning and ending dates.

2. A copy of the employee's letter requesting the Leave of Absence.

3. The supervisor's approval letter (This letter should grant approval of the Leave of Absence and state that any necessary arrangements for continuation of benefit programs should be coordinated with the Office of Human Resources.).

5.7 Military Leave

5.7.1 General Policy.

All permanent staff members are entitled to Military Leave of Absence when ordered to active duty for training as members of the Alabama National Guard or any component of the U.S. Armed Forces. Temporary full-time employees whose term of employment extends beyond the time of completion of any required military duty are also eligible for Military Leave up to 21 days in a calendar year. Regular staff members who volunteer, are drafted, or
ordered to extended active duty with any component of the U.S. Armed Forces shall be entitled to reinstatement to their former positions or comparable positions. Employees placed on extended Military Leaves of Absence will not receive pay from the University nor accrue annual or sick leave.

5.7.2 Military Leave for Training.

Eligible staff members who are required to attend annual summer training or special active duty for training shall not suffer any loss of their regular salary or pay during the first twenty-one (21) days of absence in any calendar year. Staff members who are ordered to annual or special active duty for training will provide one copy of their orders to their department heads or supervisors. Department Heads or supervisors will attach the orders to a completed Personal Action Form and forward the documents to the Office of Human Resources for processing of leaves. Employees on military leave will not suffer loss of longevity or accrual of annual or sick leave.

5.7.3 Military Call-up.

The application procedures and pay procedures outlined in sections 5.7.1 and 5.7.2 will also apply in cases of Alabama National Guardsmen or members of reserve components of the Armed Forces when they are called to serve during local, state, national emergencies, or general mobilization.

5.7.4 Reinstatement to Positions after Extended Duty.

Regular employees who volunteer, are drafted, or are called to active duty for extended periods will be placed on "Military Leave of Absence" and be entitled to reinstatement to their former or comparable positions upon their return under the following conditions:

1. They must not have remained on active duty beyond their first opportunity for honorable discharge.

2. They must report to claim reinstatement within ninety (90) days after completion of military service. Individuals in the ready reserve who undergo only six months or less of active training must claim reinstatement within thirty one (31) days after completion of military service. Reinstated staff members will receive the benefit of classification and salary upgrades and other benefits which may have accrued to the departed position.
5.8 Administrative Leave

5.8.1 General Policy.

Regular employees and full-time temporary employees will be placed on administrative leave and excused without loss of pay under the conditions listed below.

5.8.2 Jury Duty.

Staff members who are selected for terms as jury members will be given administrative leave. Prospective jurors must furnish to department heads and/or supervisors the official statement from the court which assigns them jury duty and which indicates the day(s) of service. Payments received for services as jury members are the property of employees serving on juries. The regular pay of employees assigned jury duty will not be affected while they are on administrative leave.

5.8.3 Witness Summons.

Staff members who are subpoenaed as witnesses in court cases may be granted administrative leave upon presentation of a copy of the subpoena to their department heads and/or supervisors. Employees who appear in court as witnesses on their behalf, either as plaintiffs or defendants, are not entitled to administrative leave. They must request annual leave for this purpose.

5.8.4 Voting.

Staff members may be granted up to two hours of administrative leave if conditions are such that it will create hardship for an employee to vote before or after working hours. Permission to use administrative leave for this purpose must be given by supervisors.

5.8.5 Emergency Closing.

If prolonged power or utility failure or any other emergency condition should prohibit the performance of regular duties, employees may be granted administrative leave by a dean or administrative official.

5.8.6 Severe Weather.

In the event that the University closes due to severe weather, administrative leave will be granted. If, however, it is the judgment of the University to remain open, employees will be expected to report to work as usual. When the University remains open, an employee who has an extreme problem in reporting to work (eg road closure) may request that administrative leave be given. Such requests must be considered on an individual basis by supervisors.
5.9 Bereavement Leave

Staff members shall, upon request, be granted up to three (3) days annually of bereavement leave for the death of a parent, spouse, child, brother or sister, grand parents, grand parents-in-law, grandchild, son or daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, step children, children-in-law, aunts, uncles, nieces, nephews, and first and second cousins. Other relationships are excluded unless there is a guardian relationship. Such leave is non-accumulative, and the total amount of bereavement leave will not exceed three days within any fiscal year. If additional days of absences are necessary, employees may request sick or annual leave, after providing an explanation of extenuating circumstances.
SECTION 6.0 OTHER EMPLOYEE BENEFITS AND SERVICES

6.1 Group Health Care Plan

The University offers a program of group medical insurance which includes both basic medical and major medical insurance for employees and their dependents. This plan does not include insurance for loss of income resulting from illness or injury.

Group medical insurance is available only to full-time permanent and full-time temporary employees. It is used to assist in covering the cost of medical services, surgical services and hospital services. The cost of the insurance to cover the employee is paid for mutually by the employee and the University; the employee currently pays $19 and the University pays $96. The University's contribution for employee coverage may be modified if budgetary constraints so dictate. The University does not guarantee or commit to any fixed ratio between what is paid by the employee as compared to the amount paid by the University. Both the amount paid and/or the ratio paid by the University may change at any time in the sole discretion of the University.

Participating employees may include their dependents for coverage under the group medical insurance plan, but the full premium cost for dependent coverage will be charged to the employee. Dependents may include the spouse and all unmarried children (to include stepchildren and legally adopted children) from the date of birth up to 19 years of age. In addition, unmarried children who are full-time students may be insured up to age 23. An employee's parents and other relatives are not eligible for dependent coverage even though the employee may contribute to their support.

An employee's coverage will be effective on the first of the month following the date of employment. The exceptions to this policy are those employees who have pre-existing medical conditions for which a 270 day waiting period may be required.

The University also offers dental and vision insurance as optional benefits for employees at a minimum cost.

6.2 Group Life Insurance

The University currently affords to all its full-time employees a group life insurance policy valued at one times the employee's annual salary at no cost to the employee. Additional coverage may be purchased by the employee.

Other insurance, such as Accidental Death and Dismemberment, and dependent life insurance, may be purchased by employees.
Employees who wish to purchase additional insurance should contact the Office of Human Resources.

This benefit may be discontinued or reduced as the finances of the University may require.

6.3 Retirement Program

Under current law, all full-time University employees are required by law to become members of the Alabama Teachers' Retirement System. Each employee is required to contribute five percent (5%) of his/her annual salary to the retirement system, and the amount paid into the system by each employee is supplemented by an allocation from the state legislature. Under current law, after ten or more years of creditable service, a member has vested interest in the Teachers' Retirement System and may apply for a monthly benefit check upon reaching the age of 60. If an employee terminates his/her service with the state, he/she may request a refund settlement of the amount contributed to the system plus a portion of the earned interest, depending on the length of membership. However, a terminated employee may retain membership in the system for 5 years after which the system will return to him/her the accumulated benefits, thus ending the membership in the Retirement System. Lump sum withdrawal of contributions prior to retirement may be subject to a penalty under the Tax Reform Act (TRA) of 1986.

The actual provisions of applicable law shall govern and not the provisions of this paragraph. Information concerning the Retirement System may be obtained from the Teachers' Retirement System of Alabama, 135 South Union Street, Montgomery, Alabama 36101. Information on the retirement system is also available within the Office of Human Resources.

6.4 Social Security Benefits

Under current law, the Federal Social Security System enables a retiring employee to supplement payments received from the State Retirement System. The University and the employee contribute to the cost of Social Security benefits. The deduction from an employee’s paycheck and the amount contributed by the University are deposited to the credit of the employee with the state agency for Social Security according to federal regulations. Presently, each employee contributes approximately 7.51% of his/her salary toward payment of the social security tax any such benefits and contributions are subject to change based upon applicable law.

6.5 Unemployment Compensation

Employees shall be eligible for unemployment benefits in those circumstances in which they are provided by the Alabama Unemployment Compensation Law. Application for unemployment benefits may be initiated at the local State Employment Services Office. The
University reserves the right to protest claims submitted by employees who voluntarily quit or are terminated because of misconduct or to take any other action permitted by applicable law.

6.6 Tuition Assistance

The University offers educational benefits, special training opportunities, and tuition grants **for courses taken at the University up to a maximum of 3 hours per semester to all full-time employees.** Employees' spouses and dependent children are eligible for tuition grants equaling 100% of the usual tuition for all courses taken or audited, provided the staff member is in a full-time position, has completed one year of full-time service, and the dependent meets prerequisites for enrollment as a student. Laboratory fees and other specific course related fees are not covered by this policy.

Eligible employees who wish to apply for tuition grants for themselves and their dependents must complete and submit the Application for Tuition Assistance (Appendix L) by the deadline established by the Office of Human Resources for each semester they plan to attend classes. An employee who becomes eligible for this benefit after the official date of class registration may apply and receive a grant for the following semester. The Application for Tuition Assistance must be prepared in triplicate. All copies should be submitted to the Office of Human Resources for processing. An approved copy will be provided to applicants for their records, a copy will be provided to the Registrar's Office, and a copy will be provided to the Business Office.

Employees will be allowed to attend one class (3 semester hours) during the working hours provided approval is granted by the appropriate administrative official. Such approval will be given with the understanding that time off for class attendance will be made up within each pay period.

The Office of Human Resources occasionally announces specific training sessions which afford staff members an opportunity to become better informed concerning new information, University policies, and changes in employment conditions. In such cases, the training will be conducted during work hours and employees will not have to make up the training time if their attendance is approved by supervisors. This policy may be changed at any time as the finances of the University may require.

6.7 Library Services

The Library is located in the Learning Resource Center. In order for employees to use the library, they will be required to identify themselves with the University's identification card. A valid identification card must be presented in order for employees to check out books and other material.

**NOTE:** This amendment has been approved by the Business and Finance Committee of the Board of Trustees.
6.8 University Parking

All vehicles operated on the campus by employees must be registered with the Office of Public Safety and bear a decal prescribed by the University. Decals may be purchased at the Cashier’s during registration or at the Office of Public Safety. Acceptable proof of vehicle ownership (tag receipt, bill of sale, or insurance papers) must be presented at the time of purchase. Parking decals cost $25 and are valid for one year. Only one decal may be issued per vehicle. The cost of a parking decal may change if it is determined to be in the best interest of the University.

Parking areas on campus are designated by parking signs. To park in a specific area, vehicles must display decals corresponding to the area sign. Cars parked in areas not corresponding to the decal may be ticketed or towed away at the owner’s expense without warning.

Campus parking restrictions are in effect from 8:00 a.m. to 5:00 p.m. each working day. All other parking restrictions (e.g., streets, loading zones, fire plugs, and the President’s parking space) are in effect 24 hours each day. Parking violations will be indicated on tickets issued by University police officers, and assessed fines must be paid within 72 hours of the date received or the fine will be increased. All fines must be paid in the Cashier’s Office located in Patton Hall. Unpaid fines and penalties will be deducted from payroll checks. Parking violations may be appealed within 72 hours to the Chief of Public Safety.

The University assumes no liability for loss or damage to automobiles or their contents while parked on University property.

6.9 Employee Identification Cards

Every person who is appointed to any position of employment at the University must possess an employee identification card. These cards are prepared and issued by the Business Office and should be carried by the employee at all times during working hours.
SECTION 7.0  EMPLOYEE STANDARDS AND PRACTICES

7.1  Safety

The University endeavors to take every reasonable measure to ensure that it provides a safe and healthful work place for its employees. To assist in this effort, employees are required to practice safe work habits.

Each employee is required to report to his/her supervisor any unsafe conditions observed. Typical examples of unsafe conditions are, but not limited to, the following:

• wet or slippery floors
• equipment left in an unsafe manner
• cigarettes, cigars, or ashes left smoldering in waste paper baskets
• defective electric wiring, lighting or outlets
• accumulation of oily rags in storage spaces
• smoking in unauthorized areas

Reprisals will not be taken against an employee for reporting a safety violation or hazardous working condition.

Each employee is required to become familiar with the fire prevention procedure within his/her department. In the case of fire, each employee should try to avoid panicking and implement the following:

• Sound the nearby fire alarm.
• Close windows, doors, and other sources of draft.
• Use extinguishers and hoses as necessary.
• Check for the safety of others.
• Leave the area and find another telephone, preferably in another building to report the fire. Call the switchboard operator and inform the individual of the exact location and extent of the fire.
Other fire details must be developed and made available in the fire procedure plans for individual departments and areas.

7.2 Injury in the Work Place

An employee sustaining an injury on the job is required to immediately report the injury to his/her supervisor. In the event the injury is not serious enough to warrant emergency room treatment, the employee may be referred to the health nurse in the Student Health Center. If the injury is serious enough to warrant emergency room treatment, the supervisor will aid the employee in getting medical attention at one of the local emergency facilities or from the employee’s family doctor. In either case, the employee will be billed for medical service provided. In such cases, each employee should advise the provider of medical care that claims due to job injuries should be filed with the group insurance carrier and not with workmen’ compensation. All claims for charges not paid for by the medical insurance may be filed by the employee with the State Board of Adjustment.

Each supervisor is required to provide a written report to the Office of Human Resources within 48 hours of a work-related illness of injury requiring medical care (injuries/illnesses requiring only first aid treatment are not required to be reported). For reporting work-related injuries and illnesses, the supervisor must use Occupational Safety and Health Act (OSHA) Form 101, which may be obtained from the Office of Human Resources. The Office of Human Resources will maintain a basic log and summary of work-related injuries and illnesses using OSHA Form 200.

7.3 Dress Code

As fashion and mode of dress change, it is natural that employees may change their style of dress to remain fashionable according to the custom of the times. The University asks that employees do so in moderation and in good taste. Radical departure from conventional dress and grooming is not permitted. Dress that results in distraction of other employees or disruption of the work of the department, as determined by the department head, will not be permitted. The University will review and revise the dress code for its employees as the University deems appropriate.

7.4 Telephone Calls

Employees will make long distance calls only when required to do so in the conduct of official University business and then only with proper authorization.

When answering the telephone, an employee represents Alabama A&M University. The University deems it necessary that callers be greeted in a manner that is pleasant, courteous, patient and helpful.
7.5 Smoking

All buildings on the campus of Alabama A&M University are designated as non-smoking areas in compliance with Huntsville’s City Ordinance and health considerations for employees who do not smoke.

7.6 Bulletin Boards

Each department shall have a bulletin board for posting of information to keep employees up to date on University policies and notices that are related to their work. Supervisors will ensure that employees are made aware of the location of the departmental bulletin board. Only those notices approved by the department head may be posted on the departmental bulletin board. Removal of notices will be made only by the supervisor or his/her designated representative.

It is an employee's responsibility to make a daily check of the bulletin board for notices of importance concerning the University and policy matters which may affect his/her work and well-being.

The official bulletin board for posting of job vacancies is located at the entrance to the Office of Human Resources, Room 113, Patton Hall. Employees interested in obtaining information on job vacancies should routinely check this bulletin board.

7.7 Protecting Confidential Information

Employees of the University occasionally must work with information which is confidential in nature. The University expects that employees will always respect the confidentiality of information by not discussing it with anyone except on a strict need-to-know basis. Should an employee have doubts as to whether the information is confidential, he/she should consult with his/her supervisor. All information concerning employee files shall be considered confidential for these purposes.

7.8 Gifts

An employee may not accept or solicit gifts or compensation from anyone under any circumstances for work performed while he/she is receiving pay from the University for services provided.

7.9 Personal and Interoffice Visitation and Telephone Use

Employees should refrain from receiving personal visitors or telephone calls or making such calls while on duty. Likewise, employees are asked not to visit their friends in other departments or place telephone calls for personal reasons while they are on duty.
7.10 Political Activity

The University's position concerning employee engagement in political activities is as follows.

A. University employees should be free to engage in political activities as long as they are able to do so and, simultaneously, fulfill their obligations as employees of the University. Many types of political activity, such as holding a part-time office in a political position, seeking election to any office under circumstances that do not require extensive campaigning, or serving by appointment or election to a part-time political office, are consistent with effective service as an employee of the University. Other types of political activity, such as intensive campaigning for elective office or serving a limited term in a full-time position, may require that the employee seek a leave of absence.

B. University employees may not seek or hold public office and remain in the employ of the University if such activities would or could result in a conflict of interest or interfere with the proper performance of an employee's duties at the University.

C. University employees may not publicly support any political candidate, entity, campaign, program, or action unless the individual clearly indicates that he/she speaks from a personal standpoint and not for the University. Additionally, no employee of the University is authorized to lend the name of his/her position or department to the political campaign of any candidate for public office.

D. University employees may not use any property of the institution, such as transportation, stationary, telephone, in support of a political candidate.

E. Any political activity on the part of University employees must comply with all state and federal laws, and all other policies of Alabama A&M University. Any violation of these policies may be grounds for severe disciplinary action.

7.11 Conflict of Interest

No employee shall:

A. Engage directly or indirectly in any business transactions or private arrangements for profit that accrue from or are based upon his or her position or authority with the University.
B. Participate in the negotiation of or decision to award contracts, settle any claims or charges in any contracts, make loans, or establish rates, guarantees or other things of value with or for any entity in which he or she has a financial or personal interest.

C. For his or her personal gain or the gain of others, use or disclose any information obtained as a result of employment which is not generally available to the public.

D. Use any University equipment, supplies or properties for purposes other than those designated and authorized by University policies.

7.12 Use of the University's Name

The name of the University, its official logo and seal, and/or its official letterhead are copyrighted and shall not be used by any employee for any purpose, including, without limitation, in any advertising or commercial publicity for personal profit, or in such a manner to imply University approval. Employees who participate in interview and surveys sponsored by outside agencies shall make clear that they speak as private individuals and not as employees of the University.

An exception to this policy exists in the case of an employee who publishes an article or paper or engages in some other activity which provides credit to both the University and his or her own standing in the academic community.

7.13 Solicitation

Salespersons involved in non-academic sales and all solicitors are expected to obtain written authorization from the Office of Human Resources prior to calling on employees of the University during working hours. Such permits will be granted only for purposes of University related business. Employees are prohibited from conducting personal business or business for outside firms, agencies or individuals during working hours. Courtesy, tact and discretion should be used with salespersons who are soliciting without permission so as to not unnecessarily offend them.
SECTION 8.0 DISCIPLINARY ACTIONS, GRIEVANCE PROCEDURES, AND OTHER POLICIES

8.1 Disciplinary Guidelines

The University is vitally concerned that all employees shall have clear guidelines that will enable them to perform their duties with maximum efficiency and job satisfaction, to work effectively and efficiently with their co-workers, and to be informed of their rights as employees and their responsibilities to the University. Accordingly, the table that appears at Appendix M identifies some of the forms of conduct that employees are not expected to exhibit while on the job. Appendix M is not an all inclusive, exhaustive, or exclusive list, but is illustrative only. The University specifically reserves the right to discipline employees for conduct as it, in its sole discretion, deems appropriate. The table also identifies the minimum levels of disciplinary action that will be taken, in response to cases of employee misconduct that do occur. In any University community, reasonable guidelines and rules are necessary to insure orderly and efficient operation, as well as a work environment that is safe and pleasant for everyone. As such, listed herein and attached appendices are examples of requirements placed upon all employees as a condition of their employment. The rules involving disciplinary action and discharge include, but are not limited to, those examples listed. In addition to the specific examples listed, common sense will dictate in other instances whether or not offenses have been committed that would warrant disciplinary action. Employees who fail to meet the requirements of employee conduct will be subject to disciplinary action, which may range from warning to termination. In each case of misconduct or unsatisfactory performance, the appropriate disciplinary action will be determined at the University’s discretion, on the basis of the particular facts and circumstances which may include, but are not limited to, the frequency, severity and seriousness of the misconduct. The University is not required to progress through any step prior to termination of an employee. The table is designed to serve as a guide and does not include all forms of employee misconduct that may occur, nor does it bind or limit the action the University may take in a given circumstance. Employees of the University are employees at will and, as such, may be terminated at any time, with or without cause except as otherwise agreed in writing. The following procedures are permissive and discretionary. Any listed procedure may be adopted in any order deemed appropriate under the circumstances in question, and none of the listed procedures is a prerequisite to termination or dismissal.

8.2 Definitions

8.2.1 Verbal Warning.

A verbal warning is administered by an employee’s immediate supervisor whenever an employee has engaged in relatively minor forms of misconduct for which such warnings are designated or are appropriate. Verbal warnings are administered in individual conference between the supervisor and the employee during which the supervisor undertakes to explain
fully the nature of the violation and the means by which the employee can ensure that the violation will not be repeated. Evidence that the verbal warning was delivered is documented and signed by both parties, but documentation is only retained by the immediate supervisor and is not made a part of the employee’s permanent personnel file.

8.2.2 Reprimand.

An employee who persists in committing minor offenses for which a verbal warning has been previously issued or who commits more substantial forms of misconduct will be subject to a reprimand. A reprimand is a written statement that contains a specific description of the conduct for which the employee is being disciplined. Reprimands may only be initiated by the employee’s immediate supervisor, but must also bear the concurring signatures of each successive supervisor up to and including the divisional vice president. When an employee receives a reprimand, he or she must sign it to indicate that it has been properly received and noted. One copy of the reprimand must be given to the employee, and another copy must be placed in the employee’s permanent personnel file.

If an employee receives a reprimand for each of two different kinds of misconduct within a 12 month period, the employee will automatically be placed on a 10 day suspension without pay. If an employee receives a reprimand for each of three different kinds of misconduct within a 12 month period, the employee will be terminated. Employees who receive a single reprimand may not use the action to resort to the grievance procedure. However, regular employees who receive successive reprimands that result in their being placed on a 10 day suspension or being terminated may use these actions to file a grievance or appeal the action following the procedures outlined in Section 8.5.

8.2.3 Ten-Day Suspension.

A 10 day suspension with or without pay may be imposed on an employee for misconduct for which a verbal warning and/or reprimand has been issued, or for misconduct that is of a more serious nature. A 10 day suspension is initiated in writing to the employee and must contain specific statements relating to the misconduct or inadequate performance for which the employee is being suspended. It must also indicate the effective date on which the suspension begins and the effective date on which the employee is to return to active service. The time covered by the suspension must cover 10 working days. A Personnel Action Form indicating the dates of suspension of the employee along with the statement of suspension will be forwarded by supervisors to the Office of Human Resources for initiation of the suspension and placement of the statement in the employee’s permanent personnel file.

Employees subject to such suspension should refer to Section 8.6 of this Handbook for more specific information relating to their rights under a pending suspension action. A
permanent employee may appeal the action by using the University’s grievance procedure as explained in Section 8.6.

8.2.4 Suspension With Pay.

An employee who appears to have engaged in major misconduct for which as described in Section 8.4 may be placed on suspension with or without pay pending a further inquiry into the matter. Only the President has the authority to suspend an employee, and when such suspension is initiated, it must be in writing with a copy given to the employee. An employee who has been suspended with pay is not permitted to report for work until instructed to do so in writing.

Within 20 working days of the suspension, the President must notify the employee in writing concerning the results of the inquiry. If the inquiry reveals that the original charges were not valid, the employee will be reinstated to active service. On the contrary, if the inquiry reveals that the original charges against the employee were valid, the employee will be notified that his or her employment has been terminated effective the date of notification.

8.3 DISCIPLINARY GUIDELINES TABLE (SEE APPENDIX M)

This table is designed to serve as a guide and does not include all forms of employee misconduct which may occur (it is illustrative, not exclusive) nor does it bind or limit the action the University may take in a given circumstance, notwithstanding the guideline stated in the table.

8.4 Termination for Disciplinary Reasons

Termination of an employee for disciplinary reasons will occur as a result of one of the following actions:

1) The employee has engaged in major misconduct involving, but not limited to, those forms of misconduct which are listed in Appendix M, and which call for termination either for the initial offense or for successive offenses.

2) The employee has failed to meet satisfactorily the terms of a disciplinary probation.

3) The employee has within a 12-month period either received three reprimands or been twice placed on disciplinary probation.

A recommendation to terminate an employee for disciplinary reasons shall be initiated by the immediate supervisor and concurred with by all successive supervisors up to and including the divisional vice president before being sent to the President. Only the President has authority to actually terminate an employee, and such notice must be in writing with a
copy of the notice provided to the employee. A termination of employment for disciplinary reasons may take effect on the date of notification when in the judgment of the President the seriousness of the offense is such that keeping the employee on the job would be detrimental to the University or to the employee. However, if the President does not believe that immediate termination is necessary to protect the interests of the University or the employee, he/she will give a minimum of two weeks advance notice of termination rather than immediate notice of termination.

Regular employees who are terminated for disciplinary reasons may appeal their termination in accordance with the University's grievance procedure. If an employee resigns after being informed that he or she will be terminated for disciplinary reasons, it will still be reflected in the employee's personnel record as a termination for disciplinary reasons. If an employee elects to resign prior to being informed that he or she will be terminated for disciplinary reasons, his/her personnel record will reflect that he/she resigned employment.

8.5 Termination for Cause.

The divisional vice president must initiate all actions involving termination of staff for cause. The following criteria and procedures shall be followed for such actions:

1) Termination for cause shall be related directly and substantially to the fitness of the employee to perform the duties and responsibilities that are stated in the job description. Cause includes, but is not limited to, moral turpitude, neglect of duty, incompetence, inability to perform a job properly, commission of a felony or gross insubordination.

2) Prior to termination for cause, the employee's vice president shall discuss the cause for potential termination with the employee in an effort to resolve the matter informally through a mutual settlement.

3) If the matter is not resolved, the divisional vice president shall provide the employee with a written notification of the decision to terminate for cause and the effective date of the action. The notice shall set forth with specificity the reasons for which the termination for cause was initiated. The notice shall also set forth the time and place of a hearing by a Hearing Officer.

4) Notwithstanding the right to a hearing prior to the effective date of termination for cause, an employee may be summarily relieved of his or her assignment with pay pending a final decision by the President, if the divisional vice president determines that the continued presence of the employee at the
University is a threat to the health, safety or welfare of other employees and students.

5) The Hearing Officer shall be elected from an alphabetical list of names of senior University officials or other persons familiar with University hiring procedures. The list is to be compiled by the President at the beginning of the academic year. For each instance involving selection of a Hearing Officer, the President shall submit the next three names on the alphabetical list. The divisional vice president shall strike one name from the list, and the employee who is being charged will strike a second name from the list. The name that remains shall serve as Hearing Officer.

6) The hearing before the Hearing Officer shall be conducted according to the following procedures:

a) The Hearing Officer may hold pre-hearing conferences with the parties and/or their representatives to simplify the issues, determine the facts, provide for the exchange of witness lists and documentary or other evidence, and achieve other objectives as will make the hearing fair, effective and expeditious.

b) A notice of hearing, setting forth the time and place of the hearing, specific charges against the employee and incorporating the written statement of reasons required under subsection 3) above, shall be served on the employee at least seven days prior to the hearing. The notice will be personally hand-delivered to the employee or sent by certified mail to the last address of the employee that is listed in the records of the Office of Human Resources. If an employee wishes to waive the right to a hearing, he or she must sign a Waiver of Hearing Form at least two working days prior to the scheduled date of the hearing.

c) If the employee does not waive the right to a hearing, the hearing will be conducted in a private session. Public statements and publicity about the case by either the employee or the University, except for simple announcements concerning the time of the hearing and similar matters, shall be avoided so far as possible until all proceedings have been completed.

d) The Hearing Office shall grant adjournments to enable either party to investigate evidence for which a valid claim of surprise is made.

e) The employee shall be afforded an opportunity to obtain necessary witnesses and documentary evidence. The University shall cooperate
with the Hearing Office and the employee in securing witnesses and making available documentary and other evidence.

f) The employee and the University shall have the right to confront and cross-examine witnesses. When witnesses cannot or will not appear at the hearing, but the Hearing Officer determines that the interest of fairness requires admission of their statements, the Hearing Officer shall identify the witnesses, disclose their statements and, if possible, provide for interrogatories.

g) The Hearing Officer shall not be bound by strict rules of legal evidence and may admit any evidence which is of value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. At the discretion of the Hearing Officer, the parties may be entitled, upon request, to submit post-hearing briefs.

h) The decision of the Hearing Officer shall be rendered promptly, and will be rendered within 30 days after completion of the hearing or the date for submission of post-hearing briefs, whichever is later. The decision of the Hearing Officer shall be in writing, shall be based solely on the hearing record, and shall include findings of fact and recommendations, if any, to the divisional vice president and the President. The Hearing Officer will provide a copy of the decision to the employee.

7) Within 20 working days after receiving the decision of the Hearing Officer, a divisional vice president, other than the one involved in the initial decision to terminate, to be appointed by the President, shall notify the employee in writing of the action that he or she proposes to take with regard to the termination for cause. If the action proposed involves a rejection or modification of the decision of the Hearing Officer, the divisional vice president shall explain the reason for the rejection or modification in the notice to the employee.

8) The employee and the divisional vice president originally involved in the employment decision each shall have the right to submit a written statement of appeal to the President. If the employee so requests, the President (or his/her designee), at his/her discretion, may allow the employee to make an oral presentation. If such a request is granted, the President shall afford the opportunity to make an oral presentation to the President or his/her designated representative.
9) Unless the President directs otherwise, the fact that the employee has appealed shall not prevent the divisional vice president from initiating the decision previously rendered by the appointed divisional vice president.

10) During the appellate process, the President (or his/her designee) shall be limited to the record made before the Hearing Officer, the documents submitted to him/her pursuant to subsections 8 and 9 above, and any oral presentations that are made. The President (or his/her designee) shall not consider the appeal unless the action proposed by the divisional vice president does not comply with University policy and/or is not supported by the record made before the Hearing Officer. If the President grants the appeal, he/she shall provide the employee with such relief as may be necessary and appropriate in light of any action that may have been taken by the divisional vice president in the interim.

Employees who have been suspended without pay or demoted may also utilize the hearing and appeal process set forth in this Section 8.5.

Nothing contained herein shall limit the right of the University to terminate staff employees without cause. Such terminations must ultimately be approved by the President. Termination without cause shall not affect the employee's right to recover unemployment compensation.

8.6 Grievance Procedure

A grievance is an allegation by an employee that the employee’s employment rights and entitlements have been adversely affected due to a violation, misapplication or misinterpretation of the University’s policies, regulations and procedures.

A grievance may be filed by an individual employee or any number of employees who believe that they have been adversely affected by the same action or actions and, it may be directed against the action of one or more administrators.

Except as otherwise stated in this paragraph, all grievances shall be processed in accordance with the procedure set forth in Subsection 8.6.1. If the grievance is concerned with a matter that is subject to a separate appeal procedure that is specifically referenced in other sections of this Handbook, the employee must follow the procedure set forth in that section.

8.6.1 Grievance Procedure.

Grievances shall be filed and processed in accordance with the following procedure:

a. A grievance must be filed in writing (Using the format at Appendix N or O) within
the later of 21 days after the event giving rise to the grievance or within 21 days after the employee(s) filing the grievance knew or reasonably should have known of the event giving rise to the grievance. The written grievance shall indicate the action being grieved, the rule, regulation, practice or procedure allegedly violated, and the remedy being sought. Initially, the grievance must be filed with the director/supervisor of the unit, unless the director/supervisor of the unit is filing the grievance, in which case the grievance must be filed with the divisional vice president.

b. The director/supervisor of the unit shall respond to the grievance in writing within 20 working days of receiving the grievance.

c. If the director/supervisor of the unit fails to respond within the required period, or if the response is unacceptable to the employee(s), the grievance may be appealed to the Director of Human Resources. This appeal must be made within 21 days of receipt of the response from the director/supervisor of the unit or within 21 days of when that response was due, whichever occurs earlier.

d. If the Director of Human Resources fails to respond within the required period, or if the response is unacceptable to the employee(s), the grievance may be appealed to the divisional vice president. This appeal must be made within 21 days of receipt of the response from the Director of Human Resources or within 21 days of when that response was due, whichever occurs earlier.

e. The divisional vice president shall respond to the grievance in writing within 20 working days of receiving the grievance.

f. If the divisional vice president fails to respond within the required period or if the response is unacceptable to the employee(s), an appeal may be filed with the President.

g. The President or his/her designee shall respond to the grievance in writing within 20 working days of receiving the grievance.

8.7 Affirmative Action Policy

It is the policy of Alabama Agricultural and Mechanical University to afford equal employment opportunity to all qualified persons regardless of race, religion, national origin, age, sex, veteran status, physical or mental disability, or other non-related characteristics. The principle of equal employment opportunity is a vital element of the employment process and a hallmark of good management. In keeping with the intent of this principle, Alabama A&M University will adhere strictly to the following personnel practices:

a. Recruitment, hiring, training, and promotion of individuals in all job classifications will be without regard to race, color, religion, sex, national origin, age, handicap, veteran status, or any other non-related characteristic.
b. Promotional decisions will be made in accordance with equal employment opportunity principles through establishment of only valid, job-related requirements for promotional opportunities.

c. Employment decisions will be made in such a manner as to further the principles of equal employment opportunity.

d. All other personnel actions, such as compensation, benefits, transfers, training, terminations, and education will be administered in a non-discriminatory manner.

e. Periodically, and at least annually, analyses of all personnel actions will be conducted to ensure equal employment opportunity policies are implemented and the University is progressing toward attainment of its affirmative action goals and objectives.

8.7.1 Affirmative Action Officer.

The overall responsibility for the University’s Affirmative Action Program rests with the President. However, the Director of Human Resources has been designated as the Affirmative Action Officer. The Director of Human Resources is responsible for monitoring affirmative action efforts on behalf of the President, providing equal opportunity training, and conducting investigations into affirmative action complaints.

8.7.2 Affirmative Action Complaint Procedures.

An employee or individual who believes she or he has experienced a violation of the affirmative action policy shall immediately report that fact to the Director of Human Resources. The initial report may be oral, but a formal investigation of the matter cannot begin until the complaint is submitted in written form and signed by the complainant. If the charges are formally filed against any officer of the University at or above the level of divisional vice president, the Director of Human Resources shall report that fact and the results of a preliminary investigation to the President within 10 days of receipt of the complaint.

8.7.3 Investigating Affirmative Action Complaints.

Prior to initiating an investigation, the Director of Human Resources will notify the accused person(s) of the alleged violation and of the impending investigation. The investigation will be non-adversarial, and therefore, attorneys for either side will not be permitted to intercede in the investigation. The Director of Human Resources will interview and obtain relevant testimony from any and all persons who may have knowledge of the incident. On completion of the investigation, the Director of Human Resources will compile
his/her findings, formulate recommendations and forward the report to the President. The President may approve or disapprove the Director's recommendations. Should either party disagree with any sanction imposed by the President, that party may utilize the grievance or appeal procedure depending upon the sanction imposed, but only if the party is an employee of the University.

8.8 Sexual Harassment Policy.

The University strives to provide a working and educational environment for all employees and students that is free from sexual harassment. Sexual harassment in any form is unacceptable behavior and will not be tolerated. It is a form of misconduct that undermines the institutional mission of the University. Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience; (2) submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting such individual; or, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, participation in extracurricular activities, or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may be described generally as unwelcomed sexual behavior that a reasonable person would find offensive and that adversely affects the working or learning environment. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Possible examples may include but are not limited to the following:

- Seeking sexual favors or relationships in return for the promise of a good grade or other academic opportunity;

- Conditioning an employment-related action (such as hiring, promotion, salary increase, or performance appraisal) on a sexual favor or relationship;

- Intentional and abusive conduct or utterance that implies hostility toward others because of their sex and that unreasonably interferes with the work of a staff member, or the academic performance of a student; or

- Intentional and undesired physical contact that adversely affects a person's ability to carry out his or her academic or employment responsibilities.
It shall be the responsibility of managers, supervisors, deans, and department heads to ensure that employees under their direction or supervision are informed of this policy. Student Affairs administrators are responsible for providing this information to the student body.

8.8.1 Reporting Incidents of Sexual Harassment.

An individual who experiences sexual harassment shall immediately report that fact to his/her immediate supervisor, or if the immediate supervisor is the subject of the complaint, the report will be made to the next level supervisor. Supervisors are responsible for notifying the Director of Human Resources, who serves as the University's Affirmative Action Officer, of the filing of a sexual harassment complaint by an employee. The initial complaint may be oral, but a formal investigation of the matter cannot begin until the complaint is submitted in written form and signed by the complainant. The Complaint/Grievance Form at Appendix O is used for this purpose. If charges of sexual harassment are formally filed against any officer of the University at or above the level of divisional vice president, the Affirmative Action Officer shall report that fact along with the results of a preliminary investigation to the President.

8.8.2 Investigating Reported Incidents of Sexual Harassment.

Prior to initiating an investigation, supervisors will notify the accused person(s) of the sexual harassment charge and of the impending investigation. The supervisor will appoint a committee of three disinterested members to conduct the investigation. The investigation will be non-adversarial and, therefore, attorneys for either party will not be permitted to intercede during the investigation.

The committee will interview and obtain relevant testimony from any and all persons who may have knowledge of the matter. On completion of the investigation, the committee will find one of two basic options: 1) no violation of sexual harassment policy or 2) suspected or probable cause violation of the policy. The committee will report its findings in a formal report to the appointing authority. The appointing supervisor will review the findings of the committee and, and based on those findings, implement sanctions or take no further action against the accused employee. A copy of the supervisor's committee report and actions taken must be submitted through the Director of Human Resources to the President. The President may approve or disapprove of the supervisor's actions. Presidential disapproval will be based on the lack of documentation in the committee's investigation and findings to support sanctions implemented by the supervisor. Accordingly, the President may direct the Director of Human Resources to conduct further investigation into the matter, or he/she may impose or delete sanctions based on a review of the committee’s report of investigation and findings.
8.9 Drug-Free and Alcohol-Free Work Place Policy

Alabama A&M University is committed to providing employees a drug-free and alcohol-free work place. The negative and mental effects of the use of alcohol and other drugs are well-documented. Use of these drugs may cause blackouts, poisoning, and overdose; physical and psychological dependence; damage to vital organs such as the brain, heart, and liver; inability to learn and remember information; and psychological problems including depression, psychosis, and severe anxiety. The University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by any employee on its property or as part of any of its activities. Employees who violate this policy are subject to the full range of criminal penalties including fines and imprisonment. In order to comply with federal law, the University requires that an employee notify a supervisor in writing of any criminal drug statute conviction no later than five (5) days after such conviction. The University must notify any federal contracting agency within 10 days of having received notice that an employee engaged in the performance of such contract has had a criminal drug statute conviction for a violation occurring in the work place. The University will impose sanction on, or require satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted. Violations of these rules by an employee will be reason for evaluation/treatment for substance use disorder or for disciplinary action. This policy applies to all employees. New employees will be briefed on and acknowledge receipt of this policy during New Employee Orientation.

8.10 HIV Policy Statement

The University has adopted this policy in response to the epidemic of infection with Human Immunodeficiency Virus (HIV), the agent that causes Acquired Immunodeficiency Syndrome (AIDS). The goals of the policy are:

A. To provide education, information, and counseling concerning the causes, effects, transmissibility, and treatment of HIV;

B. To safeguard the personal rights of individuals with HIV;

C. To promote a safe environment for all members of the University community, and;

D. To comply with the requirements of applicable federal and state laws relating to HIV.

8.10.1 Safeguarding the Personal Rights of Individuals with HIV.

As a matter of University policy, information about the existence of HIV is medical information, not administrative data. In recognition of the serious potential for discrimination
against and mistreatment of persons with HIV, the University will handle information concerning any aspect of HIV in an employee with care and sensitivity to the privacy concerns involved.

8.10.2 Records In General.

The University will not include information about HIV in any routine personnel record. Only when administrative action specifically related to HIV-positive status is necessary will such information be recorded. In those circumstances, such information shall be maintained in a separate administrative file and accorded confidentiality as a medical record.

8.10.3 Need-To-Know.

There is seldom an administrative need-to-know about an employee with HIV. An HIV infected employee shall not be required to disclose such information routinely to supervisors or superiors.

8.10.4 Informing Other Employees.

The University will not advise employee coworkers of the existence of HIV in any individual.

8.10.5 Secondary Lists and Records.

The University will not keep lists, logs, or other records identifying individuals known to have HIV.

8.10.6 Reasonable Accommodation.

The University will provide reasonable accommodation to any employee with HIV in a manner consistent with accommodations provided for employees with other disabling medical problems, provided the accommodations do not cause an undue financial burden to the University.

8.10.7 Freedom From Discriminatory Treatment.

The University recognizes that as result of the fear, anger, and anxiety some people feel in reaction to AIDS, some employees who are either known to have or suspected of having HIV may be subjected to emotional, verbal or physical abuse by other employees. The University will provide training, education, and counselling to employees engaging in such behavior as may be necessary and appropriate under the circumstances. The University will also take such administrative and disciplinary action as may be appropriate under policy.

8.11 Garnishment of Employee Wages
The University is required by law to honor garnishments against an employee's wages. An employee will be notified when a garnishment order is received. He/she will be notified of the total amount of the garnishment, and the starting date of the salary deduction. The amount of deduction is determined by court decree, and that amount will be deducted from the employee's salary on a regular basis until the total debt is satisfied.
SECTION 9.0 TERMINATION OF EMPLOYMENT FOR NONDISCIPLINARY REASONS

9.1 Resignation

An employee who wishes to resign from the University shall give written notice to the President, the Office of Human Resources, and the department head of his/her intention to resign. This action shall be taken at least one full pay period prior to separation. This requirement is in addition to any leave time the employee plans to take prior to leaving the position. Failure to give proper notice may be considered as part of the evaluation for rehiring if the employee seeks re-employment at the University.

When employment is terminated, the employee forfeits eligibility for salary increases.

9.2 Retirement

Under present Alabama law, there is no mandatory retirement age for any employees. However, an employee is eligible for retirement when he/she reaches the age of sixty and has at least ten years of service in the Alabama Teachers’ Retirement System, or has 25 years of service regardless of age. Employees are asked to contact the Office of Human Resources at least 45 days prior to the desired retirement date so that necessary paperwork can be completed and submitted to The Alabama Teachers’ Retirement Systems. The Retirement System must receive the completed application at least 30 days prior to the month retirement is to become effective.

9.3 Termination Without Cause

Staff employees are employees at will and may be terminated without cause by the University upon three weeks notice. Such terminations must ultimately be approved by the President. Termination without cause shall not affect the employee’s right to recover unemployment compensation.

9.4 Exit Interviews and Clearance Procedures

Employees departing the University, either voluntarily or involuntarily, must complete a Termination/Clearance Form (Appendix P) and properly execute it by obtaining the required signatures prior to receiving their final paycheck. The employee must be cleared of all University property before separation procedures can be considered complete.

Also, employees departing the University must undergo an exit interview at departmental level and with the Office of Human Resources. Exit interviews are used to
locate the effectiveness of recruitment, selection, and placement processes used by the University to attract new employees.

9.5 Layoffs Due to Financial Exigency

Reductions in force that require the layoff of regular employees or the layoff of probationary or temporary employees before the end of a specified term because of a bona fide financial exigency shall be carried out in accordance with the following criteria and procedures:

A. A bona fide financial exigency means unavoidable financial conditions that threaten the financial well-being of the University. The determination of whether a bona fide financial exigency requiring the layoff of employees exists ultimately shall be made by the President with the approval of the Board of Trustees.

B. If the University is required to lay off employees because of declaration of a state of financial exigency, it shall first lay off employees with temporary appointments. Next, the University shall lay off employees with probationary appointments. Finally, the University shall lay off regular employees, provided that the employees remaining are qualified to meet the its employment needs.

C. If the University is required to select individual employees for lay off from among a group of all employees with temporary, probationary or permanent appointments, it shall base its selection criteria on: 1) the employment needs of the University; 2) the performance evaluations of the employees being considered for lay off; and, 3) the seniority of the employees being considered for lay off, when the foregoing factors are substantially equal. Seniority for this purpose shall be determined by the length of service at the University.

D. If the University is required to lay off employees due to bona fide financial exigency, it shall not at the same time employ new employees except in extraordinary circumstances where serious degradation of the University’s programs would otherwise result. In addition, the University shall make every effort to place the affected employees in other positions for which they are qualified before laying employees off under financial exigency.

E. An employee selected for lay off by the University shall be notified by the divisional vice president, in writing, of the reasons requiring the lay off. The notice shall also inform the employee of the effective date of the lay off.

F. An employee notified of his or her lay off may appeal that decision to the President by filing a written notice of appeal within 30 days of receiving the notice specified in subsection E. The only issue that may be appealed is the
University’s failure to comply with the criteria and procedures set forth in this section. After receiving a notice of appeal, the President or his/her designated representative shall schedule an informal meeting with the employee, during which the administrative officers of the University shall fully explain to the employee how the University complied with procedures of this section. The employee and or his/her representative then shall be afforded an opportunity to explain how the University failed to comply with procedures. After the meeting, the President or his/her designated representative shall prepare a written decision based on the issues raised during the meeting.

G. An employee with a probationary or permanent appointment who is laid off shall be given either notice of termination or severance pay in an amount to be determined by the President. Notice for this purpose is defined as the time the employee was informed of the layoff pursuant to subsection E.

H. The position of any employee affected by layoff under this section shall not be filled by a newly appointed employee within a period of two years from the effective date of the layoff, unless the employee affected by the layoff has been offered reinstatement, has been afforded at least 30 days in which to accept or decline the offer, and has been offered a reasonable time, not to exceed one year, to report for work.

9.6 Layoffs Due to Discontinuance or Curtailment of a Department, Program or Position

The following criteria and procedures shall be followed for layoff of employees based on discontinuance or curtailment of a department, program or position at the University:

A. Layoffs shall be based on a determination that the educational mission of the University will benefit from and be strengthened by the proposed discontinuance or curtailment. The decision to discontinue or curtail a department, program, or position and to lay off employees as a result, ultimately shall be made by the President with approval of the Board of Trustees.

B. Before laying off employees, the University shall first make every effort to place the affected employees in other positions for which they are qualified.

C. If the University is required to select individual employees for layoff from a group of affected employees, it shall first lay off employees with temporary appointments, then those with probationary appointments, and finally, regular employees.

D. If the University is required to select individual employees from among a group of affected employees with temporary, probationary or regular appointments, it
shall base its selection on the following criteria in the order indicated: 1) the job needs of the University; 2) the evaluations of employees being considered for layoff; and 3), when the foregoing factors are fairly equal, the seniority of the employees being considered for layoff. Seniority for this purpose shall be determined by length of service at the University. For employees having the same length of service, the salary grade will be incorporated as an element in the selection criteria.

E. An employee selected for layoff by the University due to discontinuance or curtailment of a department, program, or position shall be notified by the divisional vice president, in writing, of the reasons requiring the layoff and the University's compliance with the criteria and procedures set forth in subsection D. The notice shall also inform the employee of the effective date of the layoff, subject to approval by the President.

F. An employee notified of his/her layoff by a divisional vice president may appeal that decision to the President by filing a written notice of appeal within 30 days of receiving the notice specified in subsection E. The only issue that may be raised in such an appeal is the University's failure to comply with the criteria and procedures set forth in this section. After receiving a notice of appeal, the President or his/her designated representative shall schedule an informal meeting with the employee, during which administrative officers of the University shall fully explain to the employee how the University complied with the procedures. The employee and/or his/her representative then shall be afforded an opportunity to explain how the University failed to comply with those procedures. After the meeting, the President or his/her representative shall prepare a written decision on the issue(s) raised during the meeting, and either approve or disapprove the layoff of the employee.

G. An employee who is laid off under this section shall be given either prior notice of termination of employment or terminal salary in an amount to be determined by the President. Notice for this purpose is defined as notification of the employee under the conditions specified in subsection E.

H. The position of any employee affected by layoff under this section shall not be filled by a newly appointed employee within a period of two years from the layoff, unless the employee affected by the layoff has been offered reinstatement, has been afforded at least 30 days in which to accept or decline the offer, and has been offered a reasonable time, not to exceed one year, to report for work.
SECTION 10 PERFORMANCE EVALUATION

10.1 General

All employees, whether full-time or part-time, are entitled to a periodic review of his or her work with his or her supervisor. A very important function of the supervisor is to convey to employees how well they are doing in their work and what changes or improvements are expected. Performance evaluations are intended to address three basic principles. They are:

1) To record and communicate the capacities and accomplishments of an employee during a given period.

2) To assist in determining merit increases and future promotions.

3) To assist employees in planning future objectives and realistic steps for personal growth and development within the University.

The following appraisal procedures and policies have been developed to provide the University the means for accomplishing the above principles.

10.2 Performance Evaluation Policy

Each University employee who has completed twelve (12) or more months of service will be evaluated by the current supervisor at the employee’s anniversary of employment. The Office of Human Resources will forward to each supervisor an appraisal packet for every employee to be evaluated thirty days prior to the employee’s anniversary month. The packet will include appraisal forms, instructions for completing the evaluation, recommendations on the conduct of interviews, and a suspense for completion of the evaluation.

Professional Non-Faculty employees will be evaluated using the performance appraisal form at Appendix Q. Other staff employees will be evaluated using the appraisal form at Appendix R.

The following procedures should be applied during the conduct of performance evaluations.

1) Be sure an up-to-date job description is available. This description should be read to be sure the supervisor understands the exact responsibilities of the job. Without so doing, the supervisor may be expecting more or less than the job requires or the employee understands. If the duties being performed differ from the description, the Office of Human Resources should be contacted for a job review.

2) The current review should be compared to the previous ones to measure
performance change. Reviews should not be made under time constraints since last minute evaluations may result in unfair and incomplete recollections.

3) Jobs and incumbents of the same title should be evaluated together for comparative purposes, e.g., clerks to clerks, secretaries to secretaries, etc. Since the duties and responsibilities of each different classification vary, it would be unfair and misleading to compare them against each other; only like jobs should be compared. If no like jobs exist in a department or unit, performance should be compared against the established job description and mutually agreed-on performance expectations.

4) If no job description exist for a particular job, supervisors should contact the Office of Human Resources to receive assistance in preparing one.

5) A thorough and unrushed appraisal interview should occur between the supervisor and the employee. The objective of this interview is for both parties to communicate with each other regarding the job, the work, the performance evaluation, and future goals and objectives relative to performance, and the employee’s immediate and future career.

10.3 Annual Merit Step Increases

Salary increases which are not related to promotion are generally awarded once per year, depending on the financial solvency of the University. The date for implementing approved merit step increases, where applicable, shall be the first pay period of the fiscal year for staff. Annual merit step increases in salary will be based on the employee’s work performance during the preceding year, as determined by the supervisor and indicated on the employee’s performance evaluation report.

Employees who have reached the maximum step in the position classification schedule will receive a bonus based on a percentage determined by the University, if so recommended by supervisors on performance evaluation reports.

10.4 Evaluation Review Board

A Performance Evaluation Review Board shall consist of five persons and shall include the Director of Human Resources and one member appointed by each of the four divisional vice presidents. Any three members shall constitute a quorum for the transaction of official business. This committee will review complaints of unfair or biased performance evaluations which failed to be resolved through regular administrative channels.
Only ratings which result in an overall evaluation of less than satisfactory may be appealed to the Evaluation Review Board. Appeals must be in writing and they must be received by the Director, Human Resources within 10 days after being reviewed by the employee. Only evaluation forms that bear the signature of the employee to verify that he/she has been reviewed will be accepted for appeal.

The board's findings are final and will be limited to the following: a) certifying a rating of satisfactory for the period; b) allowing the evaluation to stand as written; or, c) declaring the employee to be "not rated" for the period and noting the finding in the employee's personnel file.
ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the University's Staff Handbook, as revised through June, 1993. I understand that I am charged with knowledge of the contents of this Handbook. I understand the following concerning this Handbook and the policies of the University.

This Handbook and other statements of the University's policy are prepared for informational purposes only and do not constitute a contract between the University and its employees, nor are they covenants, and should not be construed as such. The policies of the University may be changed or amended at any time, with or without notice. Unless dictated otherwise by statute or by virtue of being a tenured member of the faculty, employment by the University is not for a definite term and may be terminated by the University or employee at any time, for any reason, unless otherwise agreed. No supervisor or representative of the University, except for the President, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement inconsistent with this acknowledgment. If any agreement is made which is inconsistent with this acknowledgement, to be valid, any such agreement must be in writing, designated as an employment agreement, and signed by the President.

___________________________
Employee

___________________________
Date