



EMPLOYEE HANDBOOK

UNIVERSITY OF ARKANSAS COMMUNITY COLLEGE AT BATESVILLE

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Introduction

Thank you for being a vital member of Team UACCB. Your dedication and expertise are the heartbeat of our institution—what truly makes UACCB exceptional and empowers our students to thrive and succeed.

I trust you will find this Employee Handbook an invaluable guide, outlining your comprehensive benefits, clear responsibilities, and essential protections.

My vision for UACCB is simple: to be "a great place to work." This is not about perfection in everything you do, but about creating an environment where you discover deep value, genuine meaning, and lasting purpose, both in your individual contributions and in the collective impact we create as a college community. I am committed to making your work not just fulfilling, but truly rewarding, by fostering a supportive space that best utilizes your unique talents and passions. In doing so, we advance our core mission: ***improving lives***.

I hope you take immense pride in your role of helping to shape the futures of our students and strengthening our community. I hope you stay deeply engaged with UACCB's evolving story. And I hope you will always feel empowered to share your insights, celebrating our wins and candidly addressing where we can do better to meet and exceed your expectations. Together, let us continue to build for even greater success.

Dr. Brian Shonk

UACCB Chancellor

I. Governance

University of Arkansas System

Since its inception, the University of Arkansas System has developed a tradition of excellence that includes the state's 1871 flagship, land-grant research university; Arkansas's premier institution for medical education, treatment and research; a major metropolitan university; an 1890 land-grant university; two regional universities serving southern and western Arkansas; nine community colleges; two schools of law; a presidential school; a residential math and science high school; a 100 percent- online university and divisions of agriculture, archeology and criminal justice. The individual entities of the UA System maintain cooperative strength as well as diverse offerings that exhibit unmatched economic and social impact to the state.

The UA System provides communities in Arkansas with access to academic and professional opportunities, develops intellectual growth and cultural awareness in its students and provides knowledge and research skills to an ever-changing society. The system enrolls more than 70,000 students, employs over 28,000 and has a total budget of more than \$4 billion. An intrinsic part of the texture and fabric of Arkansas, the UA System is a driving force in the state's economic, educational and cultural advancement.

Board of Trustees

The Board of Trustees of the University of Arkansas is the institution's governing body. The board is comprised of 10 trustees representing each of the state's four congressional districts.

The president is the chief executive officer of the UA System and reports to the Board of Trustees. Each campus has a chancellor as its chief executive officer, reporting directly to the president. Information about the University of Arkansas System leadership and governance can be obtained [here](#).

President

The president is the leader of the UA System and is appointed by and responsible to the Board of Trustees for the management of the officers and execution of the policies of the UA System and all of its campuses, division and units of administration. As chief executive, the president is responsible for making recommendations to the board for securing the necessary personnel and the fiscal resources required for the operation of the university and making recommendations regarding policies, budgets and regulations applicable to the system and its campuses.

UACCB Structure

As one of seven two-year colleges in the University of Arkansas System the University of Arkansas Community College at Batesville (UACCB) serves a four-county area in northeast Arkansas, offering associate degrees, technical certificates, certificates of proficiency, adult education (GED and ESL), community education, and workforce training.

Chancellor

The Board of Trustees of University of Arkansas appoints the Chancellor of UACCB. The Chancellor is the chief administrative officer for the campus and reports to the President. As the chief administrator, the Chancellor is responsible for the overall well-being of the college, including the general areas of instruction, business affairs, and student services. The Administrative Cabinet assists the Chancellor.

Administrative Cabinet

The administrative affairs of the University of Arkansas Community College at Batesville will be conducted through an administrative cabinet. The Administrative Cabinet is composed of the Chancellor, Provost, the

Chief Finance Officer, the Executive Director of Facilities and Auxiliary Services, the Director of Information Technology/Chief Information Officer, the Director of Human Resources, and all Deans. The Cabinet convenes weekly and represents every area of the college to ensure coordination of information, collective analysis of institutional matters and issues, and ensures the College maintains relevance by maintaining a clear focus on the mission, vision, values, and strategic initiatives.

Board of Visitors

On September 18, 1997, the Board of Trustees of the College approved a recommendation to merge with the University of Arkansas System. Prior to the merger with the University of Arkansas System, the College was governed by a local Board of Trustees. After the merger on October 13, 1997, this group became the Board of Visitors. The Board of Visitors provides local input to college governance in an advisory capacity.

Institutional Shared Governance

Committees serve an important function in the effectiveness of the institution. Faculty, staff, administrators, students, and community members serve on committees to generate a broad perspective on institutional goals and objectives. Faculty members are an integral part of the institutional shared governance structure and are expected to actively serve on committees each year.

II. General Employment Policies

UACCB employment practices are carried out through the authority of the Chancellor by the Director of Human Resources in accordance with local, state, and federal law. When specific policies are defined by a UACCB operating procedure, the number is provided in a citation and can be found at the following link: <https://www.uaccb.edu/pages/main/237/policies-and-procedures>.

Equal Opportunity Employer Statement

UACCB is an Affirmative Action/Equal Opportunity Employer.

The University of Arkansas Community College at Batesville (UACCB) prohibits discrimination against and harassment of its students, faculty, and staff, or any applicant for employment. It is the policy of UACCB to provide an educational and work environment in which thought, creativity, and growth are stimulated, and in which individuals are free to realize their full potential through equal opportunity. The university should be a place of work and study for students, faculty, and staff that is free of all forms of discrimination, sexual intimidation and exploitation. Therefore, UACCB is committed to providing equal opportunity for all students and applicants for admission and for all employees and applicants for employment regardless of race, age, gender, sex (including pregnancy), religion, national origin, marital or parental status, disability, veteran status, sexual orientation, gender identity or any other characteristic protected under applicable federal or state law. In addition, discrimination in employment on the basis of genetic information is prohibited.

The College complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Higher Education Act of 1965, as amended; and Section 504 of the Rehabilitation Act of 1973. (UACCB Procedure 250.0)

Americans with Disabilities Act (ADA)

ADA (Americans with Disabilities Act) is a federal law that prohibits discrimination against individuals with disabilities in all areas of public life, including education. The law requires that colleges and universities provide reasonable accommodations to students with disabilities to ensure equal access to educational programs and activities.

Faculty members should be aware of ADA requirements and work with Access and Testing offices to provide necessary accommodations to students. It is important to maintain confidentiality of student disability information and to avoid making assumptions about a student's abilities or limitations. Faculty should also strive to create inclusive and accessible learning environments for all students. Additional resources and answers to common questions can be found at <https://www.ada.gov/>

UACCB's Access Services is available to provide additional resources, information, and processes for students seeking accommodations. Information on services provided and a full Disability Services Handbook can be found on the UACCB website.

Title IX

Title IX is a federal law that prohibits discrimination based on sex in any educational program or activity that receives federal funding. It requires educational institutions to take necessary measures to prevent and respond to incidents of sexual harassment, sexual assault, and other forms of gender-based discrimination. Faculty members have a responsibility to report any incidents of sexual harassment or assault to the appropriate authorities and provide support to students who are affected by such incidents. They also have a duty to create a safe and inclusive learning environment for all students, regardless of their gender or sexual orientation. Failure to comply with Title IX can result in severe consequences, including the loss of federal funding and legal action. Additional information is contained

within UACCB Operating Procedures 410.3 Title IX Policy, 410.4 Title IX Accommodations for Pregnant and Parenting Students, and 410.5 Procedure on Discrimination and Harassment.

All complaints and concerns regarding conduct that may violate Title IX policies or procedures should be directed to the UACCB Title IX Coordinator, Dr. Zach Perrine. Additional training materials can be accessed on the college's website, Human Resources link.

Family Educational Rights and Privacy Act (FERPA)

FERPA (Family Educational Rights and Privacy Act) is a federal law that protects the privacy of student education records. As a faculty member, you must comply with FERPA regulations when accessing and handling student information.

Under FERPA, students have the right to review and request changes to their education records, and schools must have written permission from the student before disclosing any personally identifiable information from their records.

As a UACCB employee, you may access student records that are necessary for you to perform your job duties, such as grades, attendance, and academic progress. However, you should not disclose any information to anyone who does not have a legitimate educational interest in the information. In addition, you should take reasonable steps to protect the confidentiality of student records, such as keeping them in a secure location and using password-protected systems.

It's important to familiarize yourself with FERPA regulations to ensure that you are protecting the privacy rights of your students and complying with the law. Additional information can be found on the United States Department of Education website at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Freedom of Information Act (FOIA)

Privacy of Individual Employees

In accordance with the Attorney General's Decision of Freedom of Information Act, 1976, as amended, Section 25-19-101 et seq., the only information that will be released upon written request of a third party is the employee's salary, grade, and job description. Any further disclosure is made only if the employee authorizes the release in writing or if the courts order such disclosure.

All FOIA requests should be directed to the Office of the Chancellor. Additional information on FOIA can be found at <https://www.foia.gov/>. To view the synopsis of the Freedom of Information Act see the following link:
<http://www.foiarkansas.com/1010/1010foia.html>

Release of Information to Area Media

Information released to area media concerning UACCB should be coordinated through the Chancellor's office. Phone calls or requests for general information should be referred to the Executive Assistant to the Chancellor. (UACCB Procedure 910.1)

Arkansas Whistleblower Act

It is the policy of UACCB that an employee will be protected from discharge or retaliation because the employee reports in good faith the existence of any waste of public funds, property, or manpower or a violation or suspected violation of State law, rule or regulation. This policy excludes federal funds, property, or manpower. The UACCB policy regarding the "Arkansas Whistleblower Act" is consistent with Arkansas Code Annotated §§ 21-1-601 through 610. (UACCB Procedure 465.2; U of A BOT 355.1)

III. Employees Responsibilities and Conduct

Code of Conduct

At UACCB, employees are expected to conduct themselves professionally while fostering an inclusive, respectful, and productive work environment. The success of UACCB depends on maintaining high standards of integrity, mutual respect, and ethical behavior among all personnel.

Expectations in Interpersonal Relations

To uphold a positive workplace culture, all UACCB personnel are expected to:

1. Refrain from using abusive, provocative, or profane language, and avoid disruptive behavior, including physical altercations or creating disturbances.
2. Exhibit mutual respect in interactions with colleagues, students, and visitors, fostering a supportive and professional work environment.
3. Treat others with dignity, fairness, and impartiality in all professional interactions.
4. Avoid inappropriate workplace conduct such as horseplay, excessive roughhousing, or disorderly behavior.
5. Maintain a respectful and productive workspace by minimizing non-work-related visits to colleagues' work areas.
6. Official breaks should be taken in designated spaces to prevent disruptions.

Workplace Bullying Prevention

UACCB does not tolerate workplace bullying in any form, whether intentional or unintentional. Bullying is defined as behavior that creates a hostile, offensive, or intimidating work environment that is not aligned with the institution's professional standards. Workplace bullying may take various forms, including but not limited to:

1. **Physical bullying** – Includes actions such as pushing, shoving, kicking, poking, or threatening physical harm.
2. **Verbal bullying** – Encompasses slander, insults, persistent name-calling, demeaning jokes, or offensive remarks.
3. **Nonverbal bullying** – Involves aggressive gestures, intimidation, or invasion of personal space despite requests to step away.
4. **Cyberbullying** – Includes harassment through electronic communication, social media, or digital platforms.
5. **Exclusion** – Intentional isolation of individuals from work-related activities, meetings, or discussions.

Employees who experience or witness workplace bullying are encouraged to report concerns to their supervisor or the Office of Human Resources. UACCB is committed to maintaining a professional and respectful work environment for all.

Cellular Phones and Electronic Devices

1. Personal cellular or electronic devices should not be used in ways that pose security or safety risks or interfere with assigned work duties.
2. Devices should not be used in professional settings where they may disrupt work-related activities. Employees should prioritize work responsibilities over personal device usage.
3. Speakerphone use is prohibited while on duty or in work areas to prevent disruptions.

Physical Appearance and Professional Presentation

1. Certain positions may require specific uniforms while on duty. Department supervisors or designated personnel are responsible for informing employees of dress code requirements.
2. Employees are expected to maintain a clean, neat, and professional appearance appropriate for the work environment.

3. Employees should avoid smelling offensive odors, including body odor, cigarette smoke, or strong chemicals, and should be considerate of others when using scented products by opting for milder fragrances.
4. UACCB name badges will be visible and worn while on duty. Badges should be removed when not in an official work capacity but should remain available upon request.
5. Employees may not report to work or be present on campus while impaired by intoxicating substances or while exhibiting signs of intoxication, including the odor of alcohol.
6. Employees representing UACCB must do so accurately and honestly, including when referencing their job title, role, or responsibilities.

Job Duties and Responsibilities

1. Employees are expected to fulfill the responsibilities outlined in their position descriptions, including verbal, written, and assigned tasks.
2. All work should be completed with attention to detail, professionalism, and respect for colleagues, students, and the campus community.
3. Employees are required to comply with all UACCB policies and procedures.

Attendance and Workplace Expectations

1. Regular and punctual attendance is required to maintain workflow and operations. All employees should be familiar and refer to the Time and Attendance policy.
2. Employees must obtain prior approval from their supervisor or designated personnel before leaving their designated work areas during scheduled work hours.
3. Employees may occasionally be asked to assist with work assignments outside of regular hours to support operational needs.

Maintaining Accurate Records

1. Employees must accurately record work time and comply with timekeeping policies.
2. Any additional hours or overtime must be approved in advance by the supervisor or appropriate personnel.
3. Employees may not clock in or out for others.
4. Falsification of time records, employment documentation, or any official UACCB records may result in disciplinary action, including dismissal.

Health and Safety

1. UACCB is a smoke-free campus; smoking, vaping, and tobacco use are prohibited in all campus buildings, campus grounds and parking areas.
2. Employees are expected to know and follow established fire and emergency procedures.
3. Safe work practices should be followed at all times, and all employees must comply with the published safety guidelines.

Use of UACCB Property and Resources

1. Misuse of internet privileges may result in disciplinary action.
2. Campus phones, fax machines, and other communication devices are intended for work-related use. Personal use should be limited to emergencies or with prior approval.
3. Equipment must be used properly and safely.
4. Employees are responsible for maintaining a clean and organized workspace. Creating unsanitary or unsafe conditions is not permitted.

Campus Security and Safety Measures

1. Lost and found items should be reported to the reception desk in the Library or the Welcome Center.
2. Employees must comply with security protocols regarding bag or package inspections when required by designated personnel.
3. Firearms and weapons of any kind are strictly prohibited on campus, including parking areas, unless specifically authorized through proper permits in accordance with applicable laws and institutional policy. Firearms may be possessed by an individual who has a concealed handgun

permit and has completed enhanced certification training in accordance with Ark. Code Ann. § 5-73-322(g). (UASYS 290.1)

4. Criminal activities on UACCB premises are prohibited and may result in disciplinary action or legal consequences.

Procedure

Employees should contact the Office of Human Resources for questions related to this policy. Violations of this Code of Conduct will be addressed with appropriate corrective action. All disciplinary actions will be handled with objectivity and fairness while considering the rights and interests of UACCB employees.

Acceptable Use of Technology

Campus Procedure 810.0 details Acceptable Use of Technology Resources.

Fraud and Ethical Conduct

UACCB is governed the University of Arkansas System's policy 350.1 outlines fraud and ethical conduct can be summarized as follows:

1. The policy prohibits all forms of fraud, including but not limited to embezzlement, theft, misappropriation, and falsification of records.
2. The policy requires all faculty to uphold high ethical standards in their conduct, both inside and outside the university.
3. Faculty members are expected to report any suspected fraud or unethical conduct immediately to the appropriate university authority.
4. The policy provides for investigations of alleged violations, which may result in disciplinary action, including termination of employment.
5. The policy requires all faculty to comply with all applicable laws and regulations governing their activities, including but not limited to those related to conflicts of interest, financial disclosure, and research integrity.
6. The policy encourages faculty to participate in ongoing training and development related to fraud prevention and ethical conduct.

The University of Arkansas System's policy on fraud and ethical conduct for faculty emphasizes the importance of maintaining the highest standards of integrity and transparency in all activities related to the university.

Additional information can be found on the University of Arkansas System website.

Mandated Reporter

As a mandated reporter in Arkansas, employees at the College have a legal obligation to report suspected child maltreatment or abuse to the relevant authorities.

Any suspected child abuse or neglect must be reported to the Arkansas Child Abuse Hotline at 1-800- 482-5964 or through an online report at www.ar.gov/dhs/child_maltreatment. Reporting is mandatory when employees have reasonable cause to believe that a child has been subjected to abuse or neglect, or if the employees observe any child who has been subjected to abuse or neglect. Failure to report suspected child maltreatment or abuse is a punishable offense in Arkansas.

Employees should be aware of the signs and symptoms of child abuse and neglect, which may include physical injuries, behavioral changes, and poor hygiene. If they have reason to believe that a child may be in danger, they must report it.

It is important to note that mandated reporters are protected by law from retaliation for reporting suspected child abuse or neglect in good faith. They are also required to cooperate with any investigations that may arise from their report.

IV. Employment Eligibility and Hiring

Hiring Process

The University of Arkansas Community College at Batesville is committed to the principle of equal employment opportunities. The following processes constitute hiring procedures for all positions on the UACCB campus as laid out in our Operating Procedure 220.1 Hiring Procedure.

1. Open Search Procedure

- a. An open search is the college's preferred mechanism to fill positions. However, under certain circumstances the chancellor's authority permits an exception to the open search process. Examples include but are not limited to:
 - i. a person may be appointed to fill a position in an interim capacity for a period not to exceed one year.
 - ii. a person may remain in a position that has been upgraded from a classified to non-classified.
 - iii. a person may be appointed to a non-classified position after a review and consensus by the administrative cabinet.

2. Hiring Procedure

- a. The Manager completes the UACCB Position Request Form via the tile on myApps. Prior to completing this form, the hiring manager should discuss the hiring need with their next-level Cabinet member.
- b. Human Resources sends a confirmation email to the next-level Cabinet member affirming the need for the Position Request. If approved, this moves us to the next step. If not, the process is either over, or another discussion happens with the next-level Cabinet.
- c. Human Resources posts job requisition for a determined amount of time.
- d. The Cabinet recommends a Hiring Committee. Generally, five people are selected to serve from different areas on campus. An email is sent to them from HR, to notify them of their committee appointment.
- e. The Committee Chair meets with committee members to review applicants. During this meeting, legal parameters surrounding the interview process will be reviewed.
- f. The search committee reviews applications and selects the candidates whom they intend to interview. The interview pool does not have to be limited to three. The committee may choose to interview all qualified applicants. Generally, interviewing all qualified candidates is best practice.
- g. If requested, a meeting with the candidate can be scheduled with the Chancellor or Provost. This meeting is coordinated by the Hiring Manager.
- h. If travel and lodging are required for the interview process, the search committee chair will refer to the UACCB Travel Policy 265.0.
- i. The hiring manager forwards the names of the qualified candidates (unranked) to the chancellor for consideration. In those rare occasions when the search committee determines that there are not three qualified candidates, it may forward less than three. The chancellor may declare a failed search based on the recommendation of the search committee. When a search includes internal applicants, the search committee chair will notify internal candidates of the hiring decision or that a failed search had been declared prior to the announcement to the campus.

- j. In instances of needing to re-evaluate positions function due to varying reasons, a failed search would need to occur. Once position updates have been approved a new search can be initiated.
 - k. Once the committee selects the candidate, and they have accepted the verbal offer, HR will start reference checks. HR utilizes HireRight for reference checks on faculty and director level and above full-time positions. HR will conduct reference checks for all other full-time and part-time positions, using a standard list of questions. HR conducts a Criminal Background check on all positions. (Criminal background check timeframe: 7-10 days) Substance abuse testing may be required depending on position. HR shares the results with the Manager & enters it into Workday For promotions and transfers incumbent employees who are candidates for a new position are required to undergo background checks if one hasn't been completed in the last two years. This process will be completed by HR. The candidate will receive an email notification requesting their consent of the release of their personal information. (Referenced in UASP 470.1)
 - l. Contingent Offers of Employment can be made unless prior completion of the check is required by law for the position, a campus, division, or unit may make an offer of employment that is expressly conditioned on completion of a background check that is fully satisfactory in the sole discretion of the University. (Referenced in UASP 470.1)
 - m. Offers of employment will be sent out using the template provided in Workday. Once a potential employee accepts an offer, HR moves to ready for hire. If the candidate counter offers, HR can reinstate the offer letter if approved. If the candidate rejects the offer the Chancellor or designee can make an offer to one of the other recommended candidates or declare a failed search.
3. **Clarifying Points:**
- a. The University of Arkansas Community College at Batesville is an equal opportunity employer.
 - b. As a public institution of higher learning, the University of Arkansas Community College at Batesville has the moral and legal responsibility to ensure not only that employment practices provide access, equity, and fairness to applicants or employees under consideration, but that it also takes positive, continuing steps to broaden the diversity of the College Board of Visitors, administrative and professional staff, faculty, classified staff and students.
 - c. All members selected to serve on a search committee will adhere to the confidentiality of the process.
 - d. Applications are accepted only for posted positions.
 - e. A person may be sent a direct link to an open job posting to apply.

V. Employee Records

Access

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

Confidentiality

UACCB is committed to respecting and protecting the privacy of its employees. The College makes every effort to limit the access, use, and distribution of personal employee information to individuals who have a legitimate business need to access such data.

In certain situations, the College may be legally obligated to share specific confidential employee information with external entities. Under the Arkansas Freedom of Information Act (FOIA), certain records may be released to authorized individuals, including but not limited to:

- Performance evaluations or disciplinary records requested in connection with transfer or promotion considerations
- Employment dates, job titles, termination dates, and rehire eligibility
- Information that the employee has expressly authorized for release in writing
- Any information required to be disclosed by law

Retention

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

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

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

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

VI. Employee Benefits

Employee Benefits Eligibility and Enrollment

Full-time employees at UACCB become eligible for core benefits on the first day of the month following their hire date. These benefits include health insurance, prescription drug coverage, dental and vision insurance, life insurance, and short-term disability. Enrollment in voluntary life insurance and dependent life insurance must occur within the first 30 days of employment to ensure coverage.

In addition, full-time employees are eligible on their first day of employment for optional benefits such as long-term disability, accidental death and dismemberment insurance, participation in retirement plans (TIAA and Fidelity). UACCB also offers additional optional programs, including identity theft protection (ID Watchdog), prepaid legal services, access to the UACCB gym, and leave benefits. More information can be found in the “Health Insurance” section of this document or on the Human Resources webpage.

UACCB conducts an annual Open Enrollment period each November, during which employees may review and make changes to their benefits coverage. Changes take effect on January 1 of the following calendar year. Outside of open enrollment, changes to benefits can only be made in response to a qualifying life

event, such as a change in marital status, the birth or adoption of a child, or a spouse's change in employment. Employees experiencing a qualifying event should notify the Office of Human Resources as soon as possible to initiate appropriate changes.

Career Service Award

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

Years of Service Annual Payment:

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

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

Employee Group Health, Prescription Drug, and Dental Benefits

Health Insurance

All full-time employees of UACCB are eligible to participate in the College's group health insurance plan. Coverage becomes effective on the first day of the month following the employee's hire date. To ensure access to benefits, employees must enroll within 31 days of initial eligibility, a change in benefits-eligible status, a qualifying life event, or during the annual open enrollment period. Failure to enroll within this window will result in loss of coverage for both the employee and any dependents.

Prescription Drug Plan

A prescription drug benefit is included as part of UACCB's health insurance plan and is administered through MEd Impact. Plan details and support can be accessed at www.medimpact.com or by calling 800-788-2949.

Dental Insurance

Dental coverage is provided through Blue Cross Blue Shield and becomes effective on the first of the month following the employee's hire date. This benefit is available to full-time employees and eligible dependents.

Vision Insurance

UACCB offers vision insurance for full-time employees and their dependents. Plan information can be reviewed online.

Privacy Practices

UACCB complies with applicable privacy regulations regarding Protected Health Information (PHI). The University of Arkansas Health and Dental Plans do not disclose PHI unless required by law but do use it for necessary functions such as payment processing and healthcare operations.

UACCB respects the confidentiality of employee health information and complies with all applicable federal regulations, including the Health Insurance Portability and Accountability Act (HIPAA). Protected Health Information (PHI) will be used solely for the administration of employee health benefits.

PHI may be used for purposes related to payment, including but not limited to verifying eligibility; processing claims; conducting utilization and care management reviews; reviewing medical necessity; coordinating care and benefits; managing appeals and external reviews; and calculating premium rates, co-payments, deductibles, and other cost-sharing responsibilities. PHI may also be used to support health care operations, such as health claims analysis, reinsurance and premium administration, risk management, eligibility verification, and coordination with business associates (e.g., Pharmacy Benefit Managers) for services like prescription drug benefits. General administrative functions—including data system management and customer service—may also require the use of PHI.

UACCB will not disclose PHI to any University of Arkansas employee unless required by law. The only exception is the transmission of limited information (such as name, identification number, and coverage type) to payroll to facilitate premium deductions for health coverage.

For more information, employees are encouraged to review the University of Arkansas HIPAA Notice of Privacy Practices, available at <https://benefits.uasys.edu>.

Life Insurance

UACCB provides full-time employees with basic life insurance coverage through The Standard Insurance Company. This benefit equals one times the employee's annual salary, up to a maximum of \$50,000, and is provided at no cost to the employee. Additional life insurance is available to purchase. Employees may contact Human Resources for information about coverage limitations and rates.

Flexible Benefit/IRS Section 125 Plan

A Section 125 plan allows you to increase your take-home pay by reducing your taxable income. By enrolling in the plan, eligible expenses—such as health insurance premiums and flexible spending contributions—are deducted from your paycheck *before* federal, state, and Social Security taxes are applied. This pre-tax deduction reduces the amount of income subject to taxation, ultimately resulting in more money in your pocket each pay period.

Long Term Disability

Long-Term Disability (LTD) coverage in the amount of \$20,000 is provided at no cost to full-time employees and becomes effective on the first day of the month following the date of hire. Employees who wish to increase their coverage beyond the basic benefit may do so by purchasing additional LTD insurance at their own expense.

Short Term Disability

UACCB provides short-term disability coverage up to \$45,000 at no cost to full-time employees for the first 36 months of continuous employment. This benefit covers up to twelve (12) weeks of income protection following a qualifying incident, subject to a 14-day waiting period. During this waiting period and until STD benefits begin, employees are required to use their available leave balances.

After completing 36 months of employment, STD coverage is no longer employer-paid; however, employees may choose to continue the benefit at their own expense through an individual policy.

Employees taking leave for maternity-related reasons should contact the Office of Human Resources for specific eligibility guidelines, waiting periods, and benefit coordination, as different provisions may apply. Additional optional STD coverage is also available for purchase at any time by the employee.

Retirement Plans

UACCB contributes an amount equal to 5% of the employee's salary, and all benefits-eligible employees are required to contribute a set percentage of their own earnings, as determined by the University. Employees may also choose to make additional voluntary contributions. UACCB will match employee contributions exceeding 5% on a dollar-for-dollar basis, up to a maximum of 10%, subject to IRS limitations.

The plan offers a variety of investment options through two record-keepers: TIAA (Teachers Insurance and Annuity Association) and Fidelity Investments. For questions about your required contribution or investment options, please contact the Office of Human Resources.

Arkansas Public Employees Retirement System

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

Arkansas Teacher Retirement System

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

Retirement Loans

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

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

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

Unemployment Benefits

You are covered under Arkansas employment security law for unemployment benefits. UACCB contributes to the state on your behalf; no deduction is made from your pay for unemployment benefits. A benefit may be paid if you lose your job for reasons other than resignation or termination for cause.

Leave Time Payout

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

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

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

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

Continuation of Insurance (COBRA)

Employees should be made aware of their rights under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and other regulations regarding conversion of employee benefit programs and should review their options regarding retirement programs. UACCB offers continued medical, dental and vision benefit coverage for those individuals who experience a qualifying event. Coverage for a qualifying event would be:

- A. For an employee, spouse, or dependent child, due to the employee's termination (other than for gross misconduct) or change to a benefits ineligible position.
- B. For a spouse and eligible dependent child, upon death of the employee.
- C. For a spouse, upon divorce or legal separation from the employee.
- D. For a dependent child, ceasing to qualify as an eligible dependent under the plan

VII. Other Benefits and Services

Credit Union

All members of the workforce are eligible to participate in the credit union. Employees interested in enrolling can complete an application online on the Credit Union's website; <https://www.uarkfcu.com/>.

Tuition Discounts

Tuition discounts are available for employees of all campuses within the University of Arkansas System, regardless of the campus where you are employed. There are no discounts for courses taken at a non-University of Arkansas System campus. All active, full-time (100% appointed) benefits-eligible employees, their spouses and eligible dependents can receive tuition discount benefits.

Employee: 50% discount for undergraduate courses ONLY; maximum of 132 discounted credit hours. No discount for graduate courses.

Spouse and eligible dependents: The discount your spouse and eligible dependents receive depends on the University of Arkansas System campus where they enroll for their course:

- If they enroll for a course given at the campus where you are employed: 50% tuition discount for undergraduate courses ONLY; maximum of 132 discounted credit hours. No discount for graduate courses
- If enrolled for a course given at other University of Arkansas System campuses: 40% discount for undergraduate courses ONLY; maximum of 132 discounted credit hours. No discount for graduate courses.

Tuition Reimbursements

Full-time UACCB employees may apply for tuition reimbursement [here](#) for college credit coursework at regionally accredited institutions, provided the coursework enhances their current job performance.

Tuition must be paid upfront by the employee, and reimbursement requests must include proof of payment, a zero-account balance, and a signed contractual agreement. Reimbursement is capped at \$750 per semester and limited to three semesters per academic year. Total funding availability may affect individual reimbursement amounts.

To remain eligible, employees must maintain satisfactory academic progress—defined as a grade of “C” or better for undergraduate courses and “B” or better for graduate courses. Failure to meet these standards may result in repayment of reimbursed funds and loss of future eligibility.

Funding is awarded three times per year based on the course start date. Application deadlines are outlined below:

Semester	Courses Starting Between	Application Deadline
Fall	July 1 – November 30	August 20
Spring	December 1 – April 30	December 15
Summer	May 1 – June 30	May 15

Employees enrolled in institutions with flexible schedules should plan accordingly to meet the appropriate deadlines.

Fitness Center Use

The UACCB Fitness Center is available for use by students, faculty, and staff during scheduled hours, which may vary by day or semester. Hours of operation will be posted at the facility. To receive an access code for the fitness center, individuals must email HR@uaccb.edu with their request. The Office of Human Resources will then issue a personal entry code. This code should not be shared and is intended for individual use only. **ONLY current employees and students are authorized to use the fitness center.**

Facility Rules

- All users must sign in and out.
- Students are required to make their request for a code using their UACCB email address.
- Do not allow unauthorized individuals to enter the facility.
- Report any damaged or malfunctioning equipment immediately.
- Lockers are for day use only; locks left overnight may be removed.
- Clean all equipment after use using provided wipes and paper towels.
- Maintain proper hygiene and wear appropriate athletic attire.
- Athletic shoes are required; sandals, dress shoes, boots, and cleats are not permitted.
- Handle all equipment with care—do not drop or throw weights.
- Return weights and equipment to their designated areas after use.
- Share equipment courteously and limit time during busy hours.
- Only water in spill-proof containers is allowed; glass bottles are prohibited.
- Television volume should be kept at a moderate level.
- Fitness center equipment and weights may not be removed from the facility.
- Loud, profane, or abusive language, as well as disorderly conduct or horseplay, are strictly prohibited.

Liability and Conduct

UACCB is not responsible for personal injuries, property damage, or losses incurred while using the fitness center. Access privileges may be revoked at any time for failure to comply with facility rules and college policies.

Other services

As an employee with UACCB, you also have other services available to you, including but not limited to the following.

- Accident, Hospital Indemnity, Critical Care Insurance
- Auto and Home Insurance savings with Farmers Group Select
- Live Well Reward Program through UMR
- Mental Health Resources
- Discount Programs

VII. Time and Attendance

This policy assures non-exempt employees at the UACCB of its practice to accurately compensate them, to do so in compliance with all applicable state and federal laws, and to correct mistakes when they are called to its attention. It is expected, therefore, that all employees at UACCB will review their payroll record promptly each time compensation is received and report any perceived error to the Director of Human Resources. (UACCB Procedure 340.1)

Time Keeping

The work schedule for non-exempt employees begins at 8:00 a.m. and ends at 5:00 p.m., with two 15-minute breaks – one in the morning and one in the evening - Monday through Friday excluding official UACCB recognized holidays or when the campus is otherwise closed, with a one-hour break for lunch. Any modification of this work schedule must follow the UACCB Flexible Work Arrangement Policy, 404.0.

Sick Leave

The State of Arkansas and the University of Arkansas Community College at Batesville (UACCB) in conformance with the University of Arkansas Board of Trustees Policy Statements 420.1, 420.2 and 420.3 have established uniform procedures under which annual and sick leave may be granted and taken. This policy applies to UACCB faculty and staff who are in a regular full-time benefits-eligible position. Provisional employees who are benefits-eligible are also qualified for sick leave. Employees employed in a full-time position at less than full-time are awarded sick leave on a pro-rata basis. Sick leave with pay shall not be granted to hourly, intermittent, or per diem employees.

Paid sick leave is not granted as vacation leave and can be used only when: (1) the employee is unable to perform the employee's regular duties because of sickness or injury to themselves or an immediate family member or (2) for treatment by or consultation with a licensed health care provider for themselves or immediate family member. Up to 5 days sick leave may also be granted to employees due to the death or serious illness of a member of the employee's immediate family. Immediate family shall mean the employee's parent, sibling, spouse, child (including an adoptive child), grandparent, grandchild, in-law, or any individual acting as a parent or guardian of the employee. Serious illness for the purpose of this policy includes pregnancy and maternity-related health conditions.

Sick Leave requests are entered through the employee's profile in Workday. (UACCB Procedure 420.0)

Full-time employees accrue sick leave at a rate of **eight (8) hours per month of employment, totaling ninety-six (96) hours, or twelve (12) days**, of sick leave per calendar year. Employees may carry forward unused sick leave, with a maximum rollover limit of **nine hundred sixty (960) hours**. All sick leave usage and accrual must comply with UACCB's established leave policies and applicable state regulations.

Annual Personal Leave

<u>Years of Employment:</u>	<u>Annual Leave Earned:</u>	<u>Earned each calendar year:</u>
Up to 2 yrs	10 hours	15 days
2-3 years	12 hours	18 days
4-5 years	14 hours	21 days
More than 5 years	15 hours	22.5 days

A maximum of **30 days (240 hours) annual leave** can be accumulated by December 31 of each calendar year. During the calendar year, accrued leave may exceed 30 days (240 hours). Days in excess of 30 (240 hours) will be lost if not used by December 31 of each year. The minimum annual leave an employee can use is 15 minutes. Employees continue to earn annual leave at the normal accrual rate while on annual or sick leave.

Paid Parental Leave

UACCB recognizes that the addition of a new child to a family is a significant and joyful life event. Paid Parental Leave provides eligible University employees with up to six weeks of paid leave for the birth, adoption, or foster placement of a child. During the period of approved Parental Leave your base salary and benefits will continue without interruption.

Parental Leave is available in a continuous, up to six-week period only, consistent with the employee's percentage of time employed and work schedule. In all cases, the maximum possible leave available to an employee will be pro-rated in accordance with the employee's normal work hours and schedule. An employee, for example, who is employed 50% of the time may be eligible for up to 120 hours of Parental Leave within the consecutive six-week period, not 240 hours over a 12-week period.

Parental Leave may begin no earlier than the date of birth, adoption, or foster placement and must be completed no later than 12 months following the birth, adoption, or foster placement.

Children's Education & Activity Leave (CEAL)

Arkansas law provides for a specified number of hours of leave for the purpose of engaging in and traveling to or from the educational activities of a child. Full-time employees are entitled to eight (8) hours of children's educational leave during any one

(1) calendar year for the purpose of attending or assisting with the educational activities of a child. Leave may be taken in increments.

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

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

“Educational activity” means any school-sponsored activity including without limitation:

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

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

Court and Jury Leave

Any employee serving as a juror shall be entitled to full University compensation in addition to any fees paid by the court for such services. Such absences shall not be counted as annual leave. Employees who choose to serve as expert witnesses will be required to take annual leave for the time required for such testimony. (UA Board of Trustees Policy 420.5)

Holiday Schedule and Pay

The University of Arkansas System recognizes 12 official holidays each year. These holidays are:

- Independence Day
- Labor Day
- Veterans Day (Deferred)
- Thanksgiving Day and the following Friday
- Christmas Eve and Christmas Day
- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Presidents' Day (Deferred)
- Employee's Birthday (Deferred)

When a holiday falls on a weekend, it is observed on the nearest weekday. Employees may choose to observe their birthday on the actual date with prior approval. Additionally, those who wish to observe religious holidays not included in the official calendar may request schedule changes, holiday exchanges, or use of leave time to accommodate their observance.

Full-time employees are eligible for full holiday pay, while part-time employees working at least 20 hours per week receive prorated holiday pay. To qualify for holiday pay, employees must be in paid status on their scheduled workdays immediately before and after the holiday. Hourly student workers, typically Work-study positions, however, are not eligible for holiday pay and will only be paid for hours worked.

Employees must not use holidays deferred under a campus holiday schedule in advance of its intended purpose. If an employee ends employment before using banked or deferred University Holiday leave or deferred Employee Birthday leave, the employee will be paid for the unused leave. Unused banked holidays will be included in the cumulative annual leave that can be carried forward at the end of the year.

In cases where an employee is required to work on an official holiday, alternate time off may be arranged, or holiday pay will be provided in accordance with Fair Labor Standards Act guidelines. (UASP 435.1)

Family and Medical Leave

UACCB recognizes the importance of achieving a healthy balance between work and family responsibilities. The Family and Medical Leave Act of 1993 (FMLA) requires certain employers to allow eligible employees to take up to 12 weeks of leave (paid and/or unpaid) to care for a newborn or newly adopted child, to recuperate from their own serious illness, or to care for a seriously ill family member. Also, certain family members of members of the Armed Forces are allowed 26 workweeks of leave to care for ill or recuperating family members. An eligible employee is one who has at least 12 months of employment with the State of Arkansas and has worked at least 1,250 hours during the previous 12-month period. The purpose of this policy is to notify the campus benefit manager within UACCB of the guidelines established by the FMLA and to ensure that uniform procedures and compliance exist across the campus. (UACCB Procedure 419.1; UA System 425.1 and 425.2)

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

1. The birth of a child and to bond with or care for the newborn child within one year of birth;
2. The placement with the employee of a child for adoption or foster care, and to bond with or care for the newly-placed child within one year of placement;
3. To care for the employee's spouse, child, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care;
4. For any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or call to covered active-duty status; or
5. For a serious health condition that makes employees unable to perform the essential functions of their job, including incapacity due to pregnancy and prenatal medical care.

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

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

Nursing Mothers

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

Request for Sick Leave

Employees who are absent due to illness or disability will be required to provide a certificate from a licensed health care provider after 5 consecutive days of absence. This documentation must include the expected return-to-work date (full or part-time), any work restrictions, and the date those restrictions are lifted.

If an employee is absent for three or more consecutive workdays, they may be required to submit FMLA certification if the condition qualifies as a serious health issue lasting three or more days. Supervisors may also request a physician's note if there is concern about potential abuse of sick leave, especially when all accrued sick leave has been used and the employee requests to use annual leave.

Employees who have transferred from another Arkansas state agency or institution may bring their accrued sick leave with them according to UASP 435.8. Additionally, employees who are laid off due to budget cuts or program reductions may have their sick leave reinstated if they return to UACCB within six months of separation. For more information see the UACCB Sick Leave Policy 420.0.

Military Leave

If you serve in the National Guard or any other reserve branch of the Armed Forces, you are granted 15 days of paid leave annually, plus necessary travel time, for annual training requirements. You continue to accrue annual leave during this time. You must request military leave in writing and furnish a copy of your military orders to your supervisor prior to approval of the leave.

If you are called to active duty or volunteer in the Armed Forces of the United States, you will be placed on extended military leave without pay, and upon release from active duty you will be reinstated to the same or equivalent position. If you are gone for less than five years, were honorably discharged, and were not originally "temporary," you will not lose any of your previously accrued benefits or privileges of employment upon your return to work.

Should you be called to duty in an emergency situation by the Governor or by the President, you will be granted leave with pay not to exceed thirty working days, after which leave without pay will be granted. "Emergency Situations" means any case of invasion, disaster, riot, breach of peace, threats to public health or security.

Leave to Vote

UACCB encourages all of its employees to vote in political elections. In most cases, the polls remain open for a sufficient amount of time to allow employees reasonable time to vote without interruption of their work day. When situations prove to be an obstacle for you to vote, arrangements may be made with your supervisor to arrive late or to depart early from your department.

Nepotism and Related Conflicts of Interest

To maintain fairness and avoid actual or perceived conflicts of interest, UACCB prohibits employees from supervising or making employment decisions about relatives or individuals with whom they have close personal relationships. This includes decisions related to hiring, promotion, evaluation, salary, or disciplinary actions.

"Relative" is defined broadly and includes immediate family members, in-laws, domestic partners, romantic partners, and their children. Employees may not be placed in a direct line of supervision over such individuals. Former spouses or partners with ongoing financial or contractual obligations are subject to the same restrictions.

Any exceptions to this policy must be approved in writing by the Chancellor. UACCB addresses these situations through its conflict-of-interest procedures to ensure transparency and compliance with state law. For more information see U of A Board policy 410.1.

VIII. Employee Compensation

Overtime/Compensatory Time

UACCB adheres to the Fair Labor Standards Act (FLSA) and Arkansas law in managing overtime, with a strong preference for compensatory time over direct overtime pay. Compensatory time is granted to eligible non-exempt employees who work more than 40 hours in a defined workweek, which runs from Saturday at 6:00 a.m. to the following Saturday at 5:59 a.m. This time is earned at a rate of one- and one-half hours for each hour worked beyond 40 and must be pre-approved using the designated UACCB authorization form, which is attached to the employee's timesheet.

Supervisors are expected to manage overtime efficiently, limiting excess hours unless operationally necessary. They are also responsible for maintaining internal controls and evaluating the cause of overtime to ensure it aligns with institutional priorities. Compensatory time must be recorded and used in 15-minute increments, with rounding rules applied to time worked: 1–7 minutes round down, 8–14 minutes round up to the nearest quarter hour.

Employees must use accrued compensatory time before accessing vacation leave, and balances should be depleted by May 15 each year. If a balance remains, a written explanation must be submitted to the Chancellor. Monthly accruals may not exceed 20 hours unless an emergency is certified and approved in writing by the Chancellor. The maximum allowable accrual is 240 hours.

Time worked beyond the regular daily schedule may be offset within the same workweek to avoid earning compensatory time. However, leave time cannot be used to artificially create a compensatory time situation. Non-exempt regular, probationary, and extra-help employees are eligible to earn compensatory time. Upon termination, any unused compensatory time will be paid out in a lump sum. (UACCB Procedure 405.1)

Extra Compensation

State-supported institutions of higher education may pay additional compensation to classified or non-classified employees for the performance of additional duties assigned to them at a non-job related, institution-sanctioned events provided that those additional duties are performed at times other than normal working hours. All extra compensation must be approved prior to any work being performed. (UASP 440.2)

Paycheck Questions

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

Payroll Deductions

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

Recovering Monies Owed to UACCB

In some instances, the University has the right to withhold monies necessary to settle unpaid debts owed to the University from any amounts due and payable to any employee.

Garnishments and Salary Liens

UACCB is required to comply with any and all court orders to garnish your wages for repayment of debt and/or other reasons.

Pay Schedules & Direct Deposits

UACCB employees are paid twice a month—on the 15th and the last working day of each month—resulting in 24 pay periods annually. Wages for each half-month pay period are based on salary or actual hours worked and may vary depending on the number of workdays in the month. To calculate annual earnings at straight time, multiply the hourly rate by 2,080 hours (52 weeks × 40 hours per week). Hourly employees' straight time wages are determined by multiplying the hourly rate by the total number of hours worked during each pay period. Payroll deductions required by law, including taxes and retirement contributions, are withheld from each paycheck. All employees are required to set up their banking information to receive pay through direct deposit, ensuring secure and timely payments.

W-2 Distribution

W-2 tax forms are distributed each year for the previous calendar year and must be provided to all employees by January 31. To ensure timely receipt, all employees are responsible for keeping their mailing address up to date in Workday. Current employees are encouraged to opt in for electronic delivery, allowing them to download and print their W-2 forms directly from the system once available. Those who prefer a paper copy will receive it after the forms are printed. W-2s for former employees will be mailed to the last known address on file.

Reporting Income from Other State Agencies

Full-time salaried employees of UACCB, those on regular nine-month or twelve-month appointments must annually disclose any income over \$500 earned from employment, consulting, or professional services provided to other Arkansas public agencies, excluding their regular UACCB salary through Workday. This requirement applies only if income from a single public agency exceeds \$500 in a calendar year. If the total income from multiple agencies exceeds \$500 but no single source does, reporting is not required.

For this purpose, a “public agency” includes any state-funded entity such as universities, boards, commissions, offices, city or county governments, school districts, or nonprofit organizations receiving state support. Failure to file or knowingly submitting false information may result in a fine ranging from \$50 to \$500. Employees required to report must use the designated form and submit it to the President's office.

IX. Employee Performance

Mandatory Employee Training

All UACCB employees—full-time and part-time faculty and staff—are required to complete mandatory training as outlined by the University of Arkansas System. This training ensures compliance with federal and state laws, university policies, and risk management standards. Topics may include sexual assault prevention, harassment and discrimination, ethics, public safety, IT access, and data security.

New hires must complete their assigned training within 30 days of their start date, which also satisfies their first-year training requirements. Annual training completion is required thereafter and will be reflected in performance evaluations. Additional training may be assigned at the campus or departmental level. Full-Time employees who fail to complete required training by the deadline may be ineligible for merit-based salary increases unless extenuating circumstances are documented.

Annual Evaluation Process

Staff Performance Evaluation

All UACCB regular staff, including executive staff, participate in an annual evaluation process focused on continuous improvement and professional development. Evaluations are based on assigned duties. Staff are encouraged to submit relevant materials during the review cycle.

Supervisors conduct evaluations in person, discuss performance highlights and areas for growth, and work with the employee to set goals for the upcoming year. This process also provides space for discussing available support and professional development opportunities. Supervisors are responsible for offering guidance and coaching to help employees succeed, which may include formal training programs or scheduled mentoring.

Full-Time Faculty Performance Evaluation

UACCB full-time faculty participate in an annual performance evaluation designed to support professional growth and continuous improvement. The process includes self-assessment, peer review, student evaluations, and administrative feedback.

The evaluation process emphasizes collaboration between faculty and supervisors, with goal setting for the upcoming year and opportunities for coaching and development. All evaluation materials are reviewed by the Peer Review Team and finalized by the Provost.

Evaluation Record Keeping

Personnel records from evaluations are maintained in Workday. Employees who disagree with their evaluation results may use the college's established grievance procedures.

X. Employee Grievance Procedure

Overview of Grievance Procedure

UACCB is committed to fostering a respectful and fair workplace. If an employee has a concern related to employment—such as workplace treatment, policy violations, or other dissatisfaction—they may initiate the formal grievance process outlined below. This process is designed to ensure timely, thorough, and impartial review.

Step 1: Informal Discussion

The first step is to address the concern directly with your immediate supervisor. This conversation must occur within 10 working days of the event or when the issue could reasonably have been discovered. Clearly state that you are initiating a grievance. The supervisor is expected to investigate the matter and respond orally within 10 working days. If the grievance involves your supervisor and you feel uncomfortable discussing it with them, you may contact the next-level cabinet member.

Step 2: Formal Discussion

If the issue remains unresolved, you may escalate the grievance orally to the next level cabinet member within 10 working days of receiving the supervisor's response. The next level cabinet member will consult with the supervisor, review relevant policies, and respond orally within 10 working days. A written summary of the grievance and resolution efforts will be submitted to the Office of the Chancellor for documentation.

Step 3: Review Process

If the grievance is still unresolved, you may submit a written grievance to the Office of the Chancellor within 10 working days of the next level cabinet member's response. The review process follows one of two tracks:

- Track I applies to grievances involving non-reappointment under time-limited contracts, compensation decisions, or at-will discharge. The Chancellor will meet with the employee and issue a final written decision, typically within 5 working days of the meeting.
- Track II applies to grievances involving violations of law, public policy, or Board policy—such as discrimination, retaliation, or wage-related concerns. An Ad Hoc Grievance Committee will be convened, consisting of five voting members (a majority from Staff Senate) and one non-voting advisor. The committee may review documents, request oral testimony, and allow the employee to bring an advisor or attorney. A written recommendation is submitted to the Chancellor within 20 working days, and the Chancellor will issue a final decision, usually within 5 working days.

Recordkeeping

All grievance documentation is retained by the Office of the Chancellor for three years following the conclusion of the process.

You can find the UACCB Operating Procedure 410.1, Staff Grievance Policy on our website or by following the link [HERE](#).

XI. Health & Safety

Accident/Incident Reporting

In the event of an accident/incident on campus, your supervisor is to be immediately notified. The accident/incident should be documented via the Incident Report Form located here: <https://www.uaccb.edu/incident-report-form>.

Once submitted, the incident form is distributed to the Administrative Cabinet for review and potential further action.

When an employee has an “on the job injury” requiring medical treatment, Worker's Compensation forms must also be completed by calling the Company Nurse Injury Hotline 1-855-339-1893. These forms must be completed before seeking medical treatment except when the injury involves a needle stick, blood/body fluid exposure, or requires immediate attention.

Weapons

Possession, discharge, or other use of any weapon is prohibited on the grounds or in the buildings of any campus, division, unit or other area controlled by the University of Arkansas System, except that a handgun may be possessed by an individual who has a concealed handgun permit and has completed enhanced certification training in accordance with Ark. Code Ann. § 5-73-322(g). Storage of any weapon, including handguns, is prohibited at any location owned or operated by any campus, division or unit of the University of Arkansas System, except that a concealed handgun may be stored in a licensee's locked and unattended motor vehicle. (UA System290.1)

Campus Alcohol & Tobacco Policy

UACCB acknowledges and supports the findings of the surgeon general that tobacco use in any form, active and passive, is a significant health hazard. UACCB further recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen. In light of these health risks, and in support of a safe and healthy learning and working environment, UACCB has set the following 100 percent tobacco-free campus policy to be implemented on August 1, 2010. All college and university campuses in Arkansas are mandated to be smoke free by the Clean Air on Campus Act of 2009. (UACCB Procedure 235.1)

Fire Safety

Fire safety is of critical importance. During a fire alarm, all employees are to evacuate the building according to the posted instructions. Every employee should know the location of fire pull boxes and fire extinguishers in his/her area. Please review and become familiar with the Fire Extinguisher use video located here <http://www.youtube.com/watch?v=BLjoWjCrDqg>. Your building captain will provide further Instructions.

Inclement Weather

In the event of inclement weather or emergency situations, UACCB may announce a delayed opening, early dismissal, transition to remote operations, or full campus closure to ensure the safety of students, faculty, and staff. Decisions are made with careful consideration of local conditions and are communicated through official college channels. A delayed opening means the college will open later than its normal schedule, with any classes or events scheduled prior to the announced time canceled. An early dismissal closes the campus before the regular end of the business day, canceling all classes and operations that follow. If the college shifts to remote learning or work, employees and students are expected to conduct their responsibilities virtually unless otherwise directed. In a full closure, all on-campus operations are suspended.

Employees are expected to follow instructions as provided and coordinate with supervisors regarding work expectations. Essential personnel may be required to report to work during these events. Any absences or late arrivals outside of the designated closure timeline may result in accrued leave being charged. Employees are encouraged to stay informed, use sound judgment, and prioritize safety during such events. The following is the full procedure for UACCB: [801-1-campus-closure-2025-02-19-84269.pdf](#)

Sexual Harassment

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

All employees are required to report any student allegations of sexual harassment. Failure to report the allegation to a Title IX Coordinator, Provost, or Director of HR will result in disciplinary action up to and including termination.

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

Personal Visitors on Campus

Employees are welcome to have their family members visit their worksite, provided that the visits are infrequent, brief and planned in a manner that limits disruption to the workplace. If the frequency, length, or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

While children are in the workplace, they must be directly supervised by the parent/family member at all times. Employees are expected to make childcare and backup childcare arrangements. They may not bring children to work in place of childcare. Any exception to this requirement must be made in writing by the Chancellor of the College.

Employees are not permitted to bring ill children to work. This policy is not to be utilized as a backup childcare arrangement. Full-time employees are provided paid time off benefits which should be used for personal reasons or to care for an ill child.

General Dress Code

The purpose of this procedure is to clarify the College's employee dress code. There are many different work environments at the College. Some jobs require working with students or the public and some are less visible. It is important that employees maintain an acceptable standard of dress and grooming that reflects positively on the College. It is up to the individual to dress in a manner which is appropriate to his/her duties and schedule. Clarifying Points:

1. While appropriate professional attire is the standard there may be occasions that lead to a modification of this policy. For example, if a special group or organization is on campus, immediate supervisors may require more professional dress during this time. Sufficient notice will be provided under these circumstances.
2. Appropriate clothing includes, but is not limited to, casual slacks, khakis, casual dresses, skirts, dressy-type blue jeans, collared shirts, dressy t-shirts, knit shirts, UACCB logo apparel, casual shoes such as loafers, deck shoes, and dressy tennis shoes.
3. Appropriate clothing does not include, but is not limited to, shorts, grunge-style pants, well-worn blue jeans, collarless t-shirts displaying advertisements or slogans unrelated to UACCB, bare midriff tops, tube tops, overly revealing dress, well-worn or dirty clothing, or beachwear type sandals.
4. The College recognizes that some employees have job assignments which require them to work regularly in roles which include outdoor work or with equipment that can soil some clothing. This policy is not intended to keep those individuals from dressing in a manner appropriate to their work assignment.

(UACCB Procedure 480.1)

Emergency Procedures Manual

The UACCB Emergency Procedures Manual is a vital resource that outlines clear protocols for responding to a wide range of campus emergencies, including severe weather, fire, medical incidents, active threats, and building evacuations. It ensures that faculty, staff, and students are prepared to act quickly and safely during critical situations, helping to protect lives and minimize disruption. The manual also includes contact information, safe area maps, and guidance for assisting individuals with disabilities. All employees are encouraged to review the manual regularly and familiarize themselves with its contents. You can access the full manual on our website or [HERE](#).

XII. Campus Operations

Classroom Scheduling and Room Reservations

Classroom space for courses are scheduled through Academic Operations. If you have any questions/comments on the room scheduling, please call 870-612-2004 or ext. 1204.

Event spaces such as the auditorium and banquet halls in Independence Hall, or any other campus space including classroom are reserved through the Director of Events. Use the faculty/staff form link at the top of the page at <http://events.uaccb.edu> to submit these requests if it is for a College function.

Maintenance

The Executive Director of Facilities and Auxiliary Services is the primary point-of-contact for all maintenance issues, such as overhead lights not working. All non-emergency maintenance issues must be reported using the procedure described below. Employees should submit a work request via the myapps page using the link: <https://is.uaccb.edu/index.php/maintenance-work-order/> Failure to follow this procedure may result in the maintenance issue going unresolved.

Emergency maintenance issues should be addressed to maintenance personnel as quickly as possible. Radio communication is available from deans, vice chancellors, and the campus receptionist at 612-2000 or ext. 2000. After hours, maintenance issues should be reported to 870.613.2122.

Building and Room Keys

Employees are given a key to the building where their offices are located. Maintenance staff opens campus buildings in the morning. Contract services, custodial or security, close them at night. If a door is locked that should be open during usual hours of operation, please contact the receptionist 870-612-2000. Maintenance personnel issue keys to staff members at the request of the employee's manager.

Campus Security

Campus security is available Monday through Thursday from 8:00 a.m. – 11:00 p.m. and Friday from 8:00 a.m. – 6:00 p.m. during the fall and spring semesters. During the summer, security is available Monday through Friday from 8:00 a.m. – 5 p.m.

The campus security phone number is 870-307-2421, and they can also be reached by radio available from Deans, building captains, or the campus receptionist at 612-2000 or ext. 2000.

Campus Technology

The personnel in the Information Services Department are responsible for installation and maintenance of campus technology. There is a web link for work order submission to notify Information Services of a technology service need, which is <http://helpdesk.uaccb.edu>

On the form, include a detailed description of the work to be completed, including a contact person, specific location where the work is to be completed, and any other information that might be helpful in getting the work completed.

Work orders are completed according to an established priority list. Priority will be given as follows:

1. Immediate instruction in computer labs
2. Immediate instruction in classrooms

3. Open computer lab
4. Campus-wide technology service
5. Faculty and staff offices

Any system-wide emergency event may alter the priority in which Information Services handles work requests. If completion of a work request is delayed, Information Services personnel will advise the requestor of the reason, provide an estimated completion date, and offer alternatives to assist the technology user.

This procedure is intended to help track service requests and assist in getting requests resolved in a timely fashion. Failure to follow the procedure may result in a delay in accomplishing the request.
Postage

For College business requiring postage, division administrative specialist or anyone sending postage should use their department's postal code for postage and mailing. The Business Office is responsible for the operation of the postage machine located in the break room of the Main Classroom Building.

Telephones

To reach another office on campus, lift the handset and dial the four-digit extension number. The UACCB directory is located at <http://www.uaccb.edu/campus-directory>. A paper copy of names and extensions is sent by email periodically throughout the year by the college receptionist.

To place a local call, lift the handset, dial nine, and then dial the number.

Personal calls should not be made from College telephones unless there is an emergency. The excessive use of personal cell phones is discouraged.

Students should be discouraged from using College telephones, except in cases of genuine emergencies.

Parking

Staff may park in any space not reserved for other use. Everyone who parks a vehicle on the campus must get a parking permit. Staff may obtain a free parking permit from the Welcome Center in the Main Classroom Building.

Handicap parking is available throughout campus in front of most buildings. Visitor parking is also marked.

Inclement Weather

Inclement weather occasionally impacts the UACCB schedule. These weather conditions may cause campus closure or delay in opening. The College uses local radio, TV stations, and text messaging to inform students, faculty, staff, and the community of these decisions. The College website and the main campus number will also announce these changes. Weather conditions may require closing the campus. (UACCB Procedure 801.0)

In cases of severe weather, follow the posted exits and shelter areas posted in each building and the Emergency Procedures Manual.

XIII. Separation from Employment

Resignations

When resigning or retiring from a position at UACCB, employees are expected to submit a letter of resignation, stating the reason for the resignation, at least two weeks prior to the effective date of resignation. The letter of resignation is to be submitted to both the supervisor and Human Resources. A two-week notice is the industry standard when resigning from a job; however, it is not required. Following acceptance of the employee's resignation, the supervisor will complete the termination task in Workday.

Terminations

UACCB staff employees, whether full-time or part-time, classified or non-classified are considered at-will and may be terminated at any time for convenience or immediately, for cause. In cases involving grant expiration or loss of funding, termination may occur without notice. While dismissal for cause can be immediate, employees may request a review of the decision within five working days, following campus-specific procedures.

Temporary and hourly employees, including student workers (excluding graduate assistants), may be terminated at any time without advance written notice. However, terminations should be communicated clearly and documented appropriately.

Non-tenure-track faculty and academic employees in positions not eligible for tenure (such as adjuncts, instructors, lecturers, and visiting faculty) are considered at-will employees. They may be terminated at any time for convenience or dismissed for cause, with written notice and an opportunity to respond.

All faculty terminations must follow applicable university procedures and timelines to ensure fairness and compliance with Board policy. (UASP 405.4)

Exit Procedures

Whether an employee is resigning or being terminated, the exit process at UACCB follows the same steps to ensure a smooth transition. Before their final day, all departing employees must return any issued items to the appropriate departments. Keys and IT equipment such as laptops, iPads, or other devices should be turned into Human Resources. Any travel or procurement cards must be returned to the Business Office.

An exit survey will appear as a task in Workday and, while completion is optional, it is highly encouraged as it helps improve the employee experience for future staff. Employees are expected to bring all work up to date prior to departure and must collect any personal belongings before the last day of employment.

References

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

XIV. Professional Development, Education and Travel

Professional Development Funds

UACCB encourages all faculty and staff to investigate avenues of professional development on and off-campus to increase their workplace skills and become more effective and knowledgeable in their work assignments. Employees who are approved for professional development funds must remain employed for one year after the ending date of the event attended to retain the financial amount provided for travel or training. If employment should cease before the specified time period, the employee/traveler would be responsible for payment to UACCB in the amount of funds approved for travel costs. Certain situations may occur that could reduce or eliminate the return payment to UACCB. The Administrative Cabinet has the final decision on these situations.

The availability of funding is based on the fiscal year's budget and is determined by Administrative Cabinet.

Activities that may be considered for professional development include the following:

- Workshops, seminars, and projects sponsored by the staff development program(s)
- Relevant workshops and seminars provided through The Division for Workforce and Community Education
- Attendance at conferences, when relevant to the staff's professional responsibility

(UACCB Procedure 440.2)

UACCB Foundation Reimbursements for Employees

The UACCB Foundation has established various departmental/divisional fund accounts that are used to support campus projects and provide resources that are not covered under departmental/ divisional budgets. To receive reimbursement, an employee must first discuss the purchase with the director of advancement to determine if the purchase is a reasonable foundation expense. (UACCB Procedure 450.1)

Travel Policy and Procedures

In accordance with the rules and regulations established by the Chief Fiscal Officer of the State, the following Travel Policy and Operating Procedures for UACCB are provided to clarify and provide specific interpretation for employee travel, non-employee travel, and student group travel for all UACCB employees, students, and official guests traveling at the request of the College.

The State of Arkansas allows travelers on official business to be reimbursed for their actual authorized expenses. Some expenses of travel are not reimbursable. Become familiar with Operating Procedure 265.0 before you plan your travel and review the travel section of Finance and Administration on MyUACCB. (UACCB Procedure 265.0)

Travel

UACCB supports employee, student, and guest travel that aligns with the college's mission and is conducted in a responsible and cost-effective manner. All official travel must receive prior approval through the appropriate administrative channels. Employees are required to complete a Spend Authorization within Workday with supporting documentation before making any travel arrangements.

Travel expenses including lodging, meals, transportation, and registration must comply with state regulations and UACCB guidelines. Travelers are expected to use the most economical options available, including UACCB fleet vehicles when possible. Reimbursement is based on actual, allowable expenses and must be supported by itemized receipts. Certain expenses, such as personal entertainment or upgrades, are not reimbursable.

Supervisors are responsible for reviewing travel requests for accuracy, necessity, and budget availability. All travel should be planned with consideration for both institutional resources and employee safety.

Off-Campus Student Travel

Occasionally, students travel off-campus in conjunction with academic instruction, registered student organization events, or in order to represent the College. UACCB supports the philosophy that co-curricular activities are an integral part of the collegiate experience. The policy applies to the travel of enrolled students to attend activities or events that are organized and/or sponsored by UACCB.

An organized event is one that is initiated, planned, and arranged by a member of the College's faculty or staff and is approved by an appropriate administrator.

A sponsored event or activity is one that the College endorses by supporting it financially or by sending students to participate in it as official representatives of the College.

All groups must have a faculty, staff, or administrator sponsor on a trip. Sponsors who accompany a student or groups of students on off-campus trips should make every effort to ensure the safety of students.

Students away from the campus as College representatives are subject to disciplinary action by the College for breaches of conduct. The accompanying sponsor is authorized to maintain good order and good representation during the trip. Upon return of students to the campus, disciplinary action of a penalizing nature may be instituted against students for misconduct during the trip. (UACCB Procedure 535.1)

XV. Appendices and Forms

ACKNOWLEDGMENT OF RECEIPT

As a UACCB employee, you will sign this acknowledgment, and you will be offered a copy.

This handbook has been designed to help you become familiar with your role and responsibilities as a valued member of the UACCB community. In the event of any conflict, all applicable University, System, and Board policies take precedence and supersede the contents of this document.

Please take the time to read this handbook carefully. The policies and procedures outlined are intended for informational purposes only and do not constitute conditions of employment. UACCB reserves the right to modify, suspend, revoke, or change any of its policies, procedures, or practices—whether in part or in full—at any time and without prior notice. The language in this handbook does not establish, nor should it be interpreted as a contract between UACCB and any employee.

For any questions regarding your employment, please reach out to your supervisor or the Office of Human Resources if further clarification is needed.

Policies within this handbook are subject to change. Employees are responsible for reviewing and adhering to any updates provided by the University.

By signing this acknowledgment, I confirm that:

- I understand that changes in university policies may supersede, modify, or render obsolete portions of this handbook.
- No modifications to contractual or at-will employment relationships are intended by this document.
- I have an obligation to update my supervisor or department head regarding any changes in personal information, such as phone number or address.
- If I have questions or concerns, I will seek guidance from my supervisor or the Office of Human Resources.
- I have read this handbook and agree to comply with the standards, policies, and procedures set forth within it.

Employee - Printed Name

Employee - Signature

Date