

NOTICE

This handbook does not create a contract of employment. None of the benefits or policies in this manual is intended by reason of their distribution to confer any rights or privileges upon any faculty or staff member, or to entitle any employee to be remained employed by SAU Tech. The contents of this manual are presented for information only. While SAU Tech believes wholeheartedly in the plans, policies, and procedures described herein, they are not conditions of employment and may not be relied upon by any employee as a contract or other right. The provisions of the manual are subject to change at any time by SAU Tech, without notice. Changes to the manual may also result from, among other reasons, changes in federal and state laws, rules and regulations of state and federal agencies, or changes deemed necessary by the Board to meet changing needs of the college.

Dear Southern Arkansas University Tech Employee,

My administration seeks to establish an atmosphere at SAU Tech of mutual respect and cooperation for the employees and students. We should all be proud to let others know that we work at SAU Tech. To this end, this manual is presented to all employees as a guide to action in dealing with fellow employees, students, and the general public.

The purpose of this manual is to communicate personnel policies and procedures to the employees. These policies and procedures govern all employees in the conduct of their jobs.

The contents of this manual are presented solely as a matter of information. While we believe whole-heartedly in the policies described, there may be a need to change policies; therefore, the following policies and procedures are subject to change without prior notice. This manual does not constitute a contract.

Any suggestions you have for changes in the policies and/or procedures set forth in this manual are welcome. Please refer to the Faculty Policy and Procedures Manual for those policies and procedures that pertain specifically to faculty.

Sincerely,

Dr. Corbet Lamkin
Chancellor

Equal Employment Opportunity/Affirmative Action Policy Statement

The policy of Southern Arkansas University Tech is to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. The College will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, pregnancy, disability, sexual orientation, unfavorable discharge from the military, status as a disabled veteran or a veteran of the Vietnam era. Discrimination is prohibited by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, including all subsequent amendments and administrative regulations adopted thereunder by the Department of Education. This nondiscrimination policy applies to admissions, employment, access to and treatment in the various programs and activities of the College.

**SOUTHERN ARKANSAS UNIVERSITY TECH
EMPLOYEE POLICY AND PROCEDURE MANUAL**

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COLLEGE HISTORY

Southern Arkansas University Tech, Camden was created on April 5, 1967, as Southwest Technical Institute by Act 534 of the General Assembly of Arkansas. The purpose of the institute was to provide a technically trained workforce for the growing Highland Industrial Park where it was located. Seventy acres of land and six buildings were donated by the Brown Foundation of Houston, Texas, which had purchased the Schumacher Naval Ammunition Depot for use as Highland Industrial Park. Financing for renovation and equipping the facility was made possible by a grant from the U.S. Economic Development Administration. The State Board of Education operated the school until 1975 when, by an Act of the Arkansas Legislature, Southwest Technical Institute became Southern Arkansas University Tech, under the governance of the Board of Trustees of Southern Arkansas University. With this change, the college came under the jurisdiction of the Arkansas Department of Higher Education to grant the Associate of Arts and Associate of Science degrees as well as the Associate of Applied Science degree.

Since 1967, the college has moved from being a major residential, dorm-filled, two-year technical campus in South Arkansas to a diversified technical and university parallel campus serving two groups of students - local students who enroll in a combination of technical and college programs and statewide students who participate in high-tech degree and advanced certificate programs.

Today, Southern Arkansas University Tech is the leader in high tech education. It has been designated as the Technical Center of Excellence in Computer Integrated Manufacturing by the Arkansas Business Council and as Arkansas' member of the Consortium for Manufacturing Competitiveness of the Southern Technology Council.

COLLEGE VISION

Leading Arkansas in Economic and Educational Transformation

COLLEGE VALUES

- Every employee and his/her contribution to the institution.
- Each person served or seeking service.
- Personal and professional honesty and integrity.
- The trust and confidence placed in us by our constituencies.
- A caring, learning environment that promotes access, scholarship, innovation, and the success of all students.
- A climate that reflects a deep appreciation and acceptance of diversity.
- Accountability on all levels that is reflected in wise stewardship of public resources.
- Collaborative and cooperative partnerships that improve the quality of life for those served.
- Innovation and the ability to meet the changing needs of our constituencies.
- The history of SAU Tech and its contributions.

COLLEGE MISSION STATEMENT

Southern Arkansas University Tech is a two-year college emphasizing technical education. The College is committed to providing quality educational programs delivered through various technologies and methodologies to meet the needs of its constituencies. The College accomplishes its mission through technical career programs, transfer curricula, continuing education, workforce education, transitional education, and administrative, student, and community services.

INSTITUTIONAL GOALS

Goal #1: Student Success – To provide every student the opportunity to acquire the knowledge and abilities to lead a fulfilled life as a learner, a citizen, and a member of the workforce.

1. Grow and sustain on-campus enrollment as well s enrollment through alternate delivery methods.
 - a. Review and enhance recruiting activities to promote on-campus enrollment.
 - b. Explore flexible schedules for course offerings to accommodate the needs of students.
 - c. Assess current online offerings and if the need is present augment current offerings with new, relevant programs and/or courses.
 - d. Investigate the feasibility of alternate delivery methods such as webcasts and hybrid courses.
 - e. Review and enhance retention strategies to increase the number of students persisting to a certificate degree.
2. Continue to enhance the College's assessment of student learning model to improve student success.
 - a. Support college personnel's attendance to relevant assessment conferences, workshops, NCA meetings, etc which will help maintain the focus on the College's assessment of student learning program and use assessment results to enhance programs.
 - b. Develop a process to share assessment results and to systematically use assessment results to improve student learning.
 - c. Continue to utilize the TracDat software to support the College's assessment plan and to facilitate the use of assessment data for planning and improvement.
3. Provide a positive and rewarding college experience through a variety of activities and cultural events.
 - a. Improve on-campus life by continuing and expanding diverse cultural and student life events.
 - b. Increase extracurricular options that enhance student engagement with the College.
4. Advance student achievement through counseling, advising, mentoring, and tutoring.
 - a. Continue to seek innovative student success support services.
 - b. Review and enhance the College's mentoring program.
 - c. Establish a tutoring center to assist under-prepared students to achieve academic success.
 - d. Develop a process to evaluate the effectiveness of student support services.
5. Facilitate the transition of students into the College.

- a. Foster relationships with high school students participating in the Career Academy and the Concurrent Credit Program to improve the transition of those students to the College.
 - b. Foster relationships with students who are eligible for supporting programs such as Career Pathways and Adult Education to enhance their ability to achieve academic success.
 - c. Review and enhance the orientation process for non-traditional students.
 - d. Continue to provide and expand opportunities for prospective students to participate in on-campus activities and events designed to showcase the College and its programs.
6. Facilitate the transition of students from the College, either to SAU Magnolia (or other higher learning institutions) or into the workforce.
- a. Develop and implement processes to increase the transfer rate for students attaining an associate degree from the College
 - b. Pursue scholarship opportunities for students transferring from SAUT to other colleges.
 - c. Continue to develop Memorandums of Understanding (MOUs) with other institutions.
 - d. Develop and implement career planning and job placement services and monitor and track their effectiveness.
7. Develop and implement strategies to support students in transitional courses to achieve their educational goals.
- a. Investigate and implement alternate methods for delivering transitional courses.
 - b. Evaluate the effectiveness of transitional programs to meet the requirements of Arkansas Act 971.
 - c. Develop and implement processes that encourage students taking transitional courses to systematically interact with mentors and tutors.

Goal #2: Access to Higher Education – To provide access to affordable comprehensive, community, and technical college education.

- 1. Examine and develop programs that are relevant to student needs and economic growth.
 - a. Review program offerings and revise to address economic growth.
 - b. Support and promote the identified Centers of Excellence: Teacher Education, Nursing Technology Training, Multimedia, Aviation Maintenance, Business Administration & Computer Tech Training, Arkansas Fire Training Academy, Arkansas Environmental Academy, Workforce Development.
- 2. Strengthen partnerships with public school to enhance the high school concurrent credit program.
 - a. Adhere to National Alliance of concurrent Enrollment Partnerships (NACEP) guidelines to provide college faculty/high school faculty professional development.
 - b. Adhere to NACEP guidelines concerning the alignment of high school courses to college courses within the College's Concurrent Credit Program offerings.
 - c. Continue and enhance interaction among college administrators and high school administrators to address issues relating to the College's Concurrent Credit Program.
- 3. Develop strategies to reduce financial burdens for students.
 - a. Monitor tuition and fees to ensure the generation of sufficient resources but to also accommodate student access to the College.

- b. Continue to seek sources of financial aid to assist students.
 - c. Continue to develop and enhance programs to educate prospective students about financial aid options at the College.
 - d. Ensure equitable allocation of scholarship funds by becoming actively involved in the establishment of policies and procedures for the distribution of the proceeds from the Arkansas State lottery.
4. Continue to develop partnerships to support literacy to better prepare students to be successful in college.
- a. Continue the partnership with the Camden Area Boys and Girls Club to develop an after-hours secondary school program.
 - b. Continue the partnership with the Ouachita County Area Rock 'N Read Program to provide books to each child born in Ouachita County for the first five years of his/her life.
 - c. Continue the partnership with the News in Education program to provide the *Camden News* to area schools.
 - d. Continue the partnership with the area Literacy Council.

Goal #3: Quality Programs – To deliver relevant, high-quality instruction, programs, and services that meet the changing needs of students and society.

1. Continue the development of a comprehensive institutional effectiveness program by maintaining accreditation through AQIP.
 - a. Through the development of the College's System Portfolio, identify and address performance indicators leading to institutional effectiveness.
 - b. Continue to encourage campus-wide participation in the identification and implementation of future Action Projects.
2. Assess and enhance the quality of academic programs.
 - a. Comply with the Arkansas Department of Higher Education's Academic Program Review Process.
 - b. Continue and enhance the use of program advisory committees for all technical programs.
3. Continue to develop, evaluate, and improve services to respond to the needs of students and other customers in the College's service area.
 - a. Seek funding sources for additional student housing.
 - b. Seek grant funds to provide services for underprepared, low socioeconomic, first generation students.
 - c. Investigate the feasibility of outsourcing the bookstore operations.
 - d. Continue to support and enhance a physical and technological environment that supports learning.
 - e. Promote awareness and knowledge of programs and services the College has to offer.

Goal #4: Accountability and Institutional Effectiveness – To make effectiveness, transparency, and accountability the hallmarks of all the College's activities.

1. Promote a supportive learning and working environment where all voices are heard and valued.
 - a. Foster and promote the importance of faculty and staff organizations as a means of providing input in decision-making and as a means of disseminating relevant information to employees.

- b. Continue to sponsor the *Chancellor's Brown Bag* lunch with employees and the *Chancellor's Social* with students as opportunities for dialogue about issues relating to employees/students.
 - c. Continue to support the Administrative Council, which includes representative from the faculty and staff organizations, as a means of employee participation in decision-making.
 - d. Communicate effectively through the timely dissemination of information to faculty, staff, and students and to other constituents of the College.
2. Provide responsible stewardship for the effective management of the College's financial, human, and physical resources.
- a. Continue to enhance the human resources orientation program and other human resources support services.
 - b. Continue to comply with state and federal guidelines relevant to financial management.
 - c. Foster and promote compliance with College policies regarding stewardship of campus assets.
 - d. Periodically, review and revise the facility/equipment use policies, and advise employees of the policies on a regular basis.
3. Develop processes to systematically evaluate and address the College's risk and liability.
- a. Research best practices for risk management and stay abreast of current risk management issues through involvement in State Organization of Risk Management (S.T.O.R.M.).
 - b. Enhance and expand the College's risk management tools to include the Vice Chancellor's Council.
 - c. Enhance employee training on risk and liability to include issues such as environmental control, labor laws, freedom of information, etc.
 - d. Develop a written disaster recovery plan and an emergency management plan.

GOAL #5: Resource Development (Human/Financial/Physical) – To seek Financial, physical, and human resources to support the development and ongoing improvement of the College's programs and services.

- 1. Develop and maintain a workforce of quality, diverse faculty and staff who can provide adequate support for students at all educational levels.
 - a. Continue to provide and emphasize the importance of professional development and recertification opportunities for faculty and staff.
 - b. Develop strategies to enhance the diversity of the faculty and staff to reflect the College's service area.
- 2. Assess and identify the need for additional facilities (on and off campus), the necessity for existing facilities improvement, and need for grounds beautification and maintenance in order to support the mission of the College.
 - a. Develop a facilities master plan, which includes proposed new facilities, proposed remodeling of facilities, and proposed campus beautification projects.
 - b. Promote the facilities master plan among the College's constituents.
- 3. Examine and evaluate revenue sources to optimize the College's financial resources.
 - a. Maximize state and federal funds through the annual budgeting process.
 - b. Explore and pursue alternate funding sources.
 - c. Examine fee structure on a regular basis.
 - d. Strengthen the College's relationship with the Foundation and enhance its supporting role of the College.

GOAL #6: Partnerships, Collaborative Efforts, and Workforce and Economic Development –To develop partnerships to provide continuing education, community services, and workforce training to address the economic development needs of the College’s Constituencies.

1. Become a significant contributor toward economic development and workforce development in the region.
 - a. Maintain and enhance partnerships with economic development agencies within the College’s service area and throughout the state.
 - b. Continue and expand non-credit programs to meet the needs of business and industry within the College’s service area.
 - c. Maintain and enhance relationships with workforce training consortiums.
2. Expand community service and education through outreach programs and cultural activities.
 - a. Enhance and support community cultural activities.
 - b. Revitalize the college’s community education program and provide facilities in downtown Camden for community education activities.
 - c. Expand the college’s community education program to other communities within the College’s service area.

DEFINITION OF TERMS

Administrative Personnel: persons who are engaged in the general administration of the institution and under the direction of the Chancellor or those reporting directly to an executive officer. Administrative positions are non-classified.

Board of Trustees: the body of appointed officials who approve policies, which determine how SAU Tech is to be operated. This body is the Board of Trustees for Southern Arkansas University in Magnolia.

Campus: all land and buildings owned, leased, or rented by the College, excluding facilities used or leased to outside agencies.

Chancellor: the chief executive officer (CEO) of the College who reports to the President of Southern Arkansas University in Magnolia and whose responsibilities include implementing policies adopted by the Board of Trustees and developing and implementing administrative policies and procedures for the operation of the College.

Chief Academic Officer (CAO): the person responsible for academic affairs related to the college.

Chief Executive Officer: the Chancellor of the College.

Classified Personnel: employees who are identified in the appropriations act for the College as being "classified."

Executive Committee: A committee consisting of the college executive officers. In addition to advising the Chancellor of the College on administrative matters, the Executive Committee serves as a vehicle for coordinating and disseminating information flow to and from all personnel.

Executive Officers: the Chancellor, the Associate Vice Chancellor for Institutional Technology, the Executive Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Services, the Vice Chancellor for Finance & Administration, and the Vice Chancellor for Instruction.

Exempt Employees: employees who are exempt from the provisions of the Fair Labor Standards Act and are usually paid from the faculty or administrative/professional salary schedules.

Faculty Member: A faculty member is a person whose primary responsibility is to teach with a minimum of six (6) semester hour equivalents per semester. Faculty positions are non-classified.

Full-Time Employment: employment of not less than the standard workload.

Managerial/Professional Personnel: persons who have a specific area of responsibility or who supervise a particular area. Managerial/professional positions are non-classified.

Non-Exempt Employees: employees who are not exempt from the provisions of the Fair Labor Standards Act and are usually paid from the classified staff salary schedule.

Part-Time Employment: employment of less than the standard workload.

Personnel: all college employees, including those paid from federally funded sources received by the College.

Policy: a general statement or collection of statements from which the administrative functions and operating procedures of the College are developed.

Procedures: the step-by-step methods designed to implement policies and to indicate how personnel should provide and request college services.

Retired Personnel: employees who retire with at least ten years of credited service and who are eligible for retirement under the employee's retirement system.

Supervisor, Immediate: an administrator or supervisor to whom an employee reports. An immediate supervisor is responsible for forwarding official information regarding college policies and procedures through the appropriate reporting system. The immediate supervisor is also responsible for conducting annual evaluations of all employees supervised.

Vice Chancellor: an executive officer responsible for instruction, student services, or finance & administration and who reports directly to the Chancellor.

Work Week, Administrative: The normal workweek plus whatever time is required to carry out job duties.

POLICIES AND PROCEDURES FOR ALL PERSONNEL

Doctrine of Employment at Will

The College operates under the doctrine of employment at will and each staff member and the College may end the employment relationship without reason or cause at any time. This doctrine may be modified for individuals under contract for a specific term.

Part-time and Student Employees

Part-time and student employees will abide by all college policies except those pertaining specifically to full-time personnel.

Contract and Non-Contract Employment

Non-contractual personnel shall serve at will, are not employed for any specified length of time, and have no property right in their employment.

No employee other than the College Chancellor or specifically designated representative has any authority to make oral representations or agreements for employment for any specified length of time or to make any other agreement or representation regarding employment.

The College Chancellor or designated representatives shall be responsible for hiring non-contract employees with appropriate skills and qualifications to fill positions with the College.

A contract of employment with the College creates a property interest in the position only for the period of time stated in the contract. Such a contract creates no property interest of any kind beyond the period of time stated in the contract.

Nepotism

While the college may and does employ related employees, the laws establish specific rules on the employment of persons related to those officers of the College with appointive powers. The College may not appoint a relative of a member of the Board of Trustees nor of the Chancellor of the college who is related to that person within the second degree of affinity or third degree of consanguinity according to law.

The College has established requirements on the supervisory relationship that may be allowed to exist between employees who are related. The College requires that employees may not be employed in a position which would result in their being supervised directly or indirectly* by a supervisor who is related within the second degree of affinity or the third degree of consanguinity according to law.

All supervisors and employees are responsible for calling any existing or potential conflict with this regulation to the attention of the Vice Chancellor for Finance & Administration immediately.

*A supervisory relationship will be considered indirect if the supervisor involved has chain of command authority over the relative's direct supervisor.

Employee Evaluation

Although evaluation of employees is a continuous process, all employees will be evaluated formally in writing at least once a year. A rating of satisfactory or above entitles the employee to receive that portion of any salary adjustment, which is based on performance. These evaluations will become part of the employee's personnel file, with the exception of faculty (Faculty should refer to the Faculty Policies and Procedures Manual.).

Outside Employment

Full-time personnel may accept outside employment or participate in business interests which neither interfere with their job performance nor discredit their position at the College. Employees should notify their immediate supervisor in writing **prior** to acceptance of outside employment.

Dissemination of Information

Official information is disseminated through the reporting system, which links the College Chancellor, administrators, classified personnel, faculty, and supervisors. Personnel will direct queries regarding college policies and procedures to their immediate supervisors, who are then responsible for forwarding the information to the appropriate administrator.

Internal communications activities will include publishing of official written policies and procedures in college publications. Less formal communiqués may be channeled through other campus media.

Confidentiality Policy

Employees of SAU Tech, whether full-time, part-time, work-study student or otherwise, may have access to private records of students, faculty, and staff and/or confidential information pertaining to the college. Federal law and college policy protects these records and information from disclosure to third parties unless pursuant to narrow exceptions.

The term "Confidential Information" shall include all data, materials, products, technology, computer programs, manuals, business plans, software, marketing plans, meetings, financial information and any other information learned as an employee in the normal course of business.

The employee agrees that the Confidential Information and private records are to be considered confidential and proprietary to SAU Tech. The employee shall hold the same in confidence and shall not use the Confidential Information other than for the business purposes in the daily operation of the college. Confidential Information will be disclosed only to its officers, directors, or employees with a specific need to know after approval from the employee's direct supervisor. The employee will not disclose, publish or otherwise reveal any of the Confidential Information or private records to any other party, whatsoever, except with the specific prior written authorization of the Chancellor.

The employee agrees to maintain the confidentiality and privacy of all such Confidential Information and private records during and after the period(s) of employment at SAU Tech. The employee understands the disclosure of any such Confidential Information or private records,

directly or indirectly, to anyone other than the direct supervisor, or an individual approved by the supervisor, may be grounds for termination.

Sexual Harassment Policy Statement

Southern Arkansas University Tech is committed to the maintenance of a community free from all forms of sexual harassment. Sexual harassment violates College policy as well as state, federal and local laws. It is neither permitted nor condoned. The coverage of this policy extends to all faculty, staff, students, vendors, contractors, and visitors to the College.

It is also a violation of SAU Tech's policy against sexual harassment for any employee or student at the College to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Any individual who, after thorough investigation and an informal or formal hearing, is found to have violated this College's policy against sexual harassment will be subject to disciplinary action, including, but not limited to reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

Definition: Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) Submission to such conduct is an explicit or implicit condition of an employment or academic success; (2) Submission to or rejection of such conduct is used as the basis for an employment or academic decision; or (3) Such conduct has the purpose or effect of (a) Unreasonably interfering with an individual's work or academic performance; or (b) Creating an intimidating, hostile, or offensive work or academic environment.

While sexual harassment most often takes place where there is a power differential between the persons involved, it also may occur between persons of the same status. Sexual harassment can occur on College premises or off campus at College sponsored events. It can occur between members of the same gender as well as between members of different genders.

Anti-Harassment Policy Statement

No College employee, student, or individual on College property may intentionally harass or abuse a person (physically, or verbally) with the purpose or effect of unreasonably interfering with such person's work or academic performance, or of creating an intimidating, hostile, or offensive work or academic environment. Consistent with the EEO/AAP Statement, this Anti-Harassment Policy includes cases where the conduct is based on race, color, religion, national origin, ancestry, sex, age, marital status, sexual orientation, disability or veteran status. This policy will be applied with due respect for the College's commitment to equality of opportunity, human dignity, diversity, and academic freedom.

Guidelines and Procedures for the Resolution of Complaints

- The Affirmative Action Policies and Procedures shall be enforced in a manner consistent with due process protections, including the right of any individual charged with a violation to a notice and a hearing.
- Confidentiality shall be of primary importance insofar as may be consistent with due process.

- Informal resolution shall be the established practice for minor conflicts and disputes. Major disputes and recurring minor incidents of intentionally discriminatory behavior shall be addressed through formal resolution.
- Records shall be maintained which are adequate for statistical and policy review. Record keeping must not be inconsistent with, and must not take priority over, confidentiality and a preference for informal dispute resolution.
- All complaints shall be directed to the Vice Chancellor for Finance & Administration.
- Employees who knowingly file fraudulent complaints under this policy are subject to disciplinary action.
- Employees will not be subject to retaliation for filing legitimate complaints.

Employee Procedures for filing Discrimination or Harassment Complaints

- Contact the Vice Chancellor for Finance & Administration
- Fill out the College Discrimination/Harassment Complaint Form
- Make an appointment with the VCFA and be prepared to provide a description of the incident which includes a chronology, identifies the person(s) involved, as well as naming witnesses, if any to the incident
- If an investigation is conducted, the person(s) named in the complaint will be notified and provided a copy of the complaint
- When the investigation is completed, all involved parties will be notified of the resolution

Chronic Communicable/Infectious Disease Policy

SAU Tech places a high priority on the need to prevent the spread of chronic communicable/infectious diseases on its campus and is committed to educate its staff, students, and the community in this regard. Specifically, because there is currently no cure or vaccine for AIDS, education regarding methods by which this virus may be transmitted and how to prevent transmission is essential. By adopting this policy, SAU Tech intends to promote the health and regular attendance of its staff and its students. Discrimination against persons with AIDS, ARC, HTL VIII infection, or a related condition is prohibited.

An employee identified as having a chronic communicable/infectious disease, specifically AIDS, shall be permitted to retain his or her position whenever, through reasonable accommodation of the employee's physical condition and without undue hardship to the employer, there is no reasonable risk of transmission of the disease to others. Such employee shall remain subject to the SAU Tech employment policies, including, but not limited to, sick leave, disability, and termination.

Employment decisions will be made utilizing the general legal standard in conjunction with the current available health guidelines. Each AIDS case shall be handled on an individual basis. The disposition of an individual case by the College administration shall be determined only after proper input by the employee's physician and any other health professional who is deemed as experienced in treating and diagnosing AIDS.

The College shall respect the right to privacy of all employees, including any individual with a chronic communicable/infectious disease. The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others. Only

those persons deemed to have a “direct need to know” will be provided with the appropriate information.

Tobacco-free Campus Policy

In compliance with the Arkansas Clean Indoor Air Act of 2006, The Clean Air on Campus Act of 2009 and college policy, SAU Tech is a tobacco-free campus. The use of tobacco products is prohibited in all on-campus and off-campus buildings owned, leased or controlled by SAU Tech; on all grounds owned, leased or controlled by SAU Tech; and all vehicles owned, leased or controlled by SAU Tech.

Act 734 of 2009, The Arkansas Clean Air Act of 2009, mandates that all state supported colleges and universities along with all properties controlled by those institutions must be smoke free by August 1, 2010. Beginning August 1, any person found guilty of violating the provisions of Act 734 shall be punished by a fine of not less than \$100 and not more than \$500.

Check Cashing Policy

Students and employees may cash checks for up to \$20.00 per day at the SAU Tech Business Office at no charge. The Business Office does reserve the option of declining checks based upon experience with overdrawn accounts and/or other factors.

Walking Policy

A person must walk/jog/cycle a minimum of three days a week for 30 minutes. The 30 minutes can be taken in conjunction with lunch (lunch totaling one hour) or the last 30 minutes of the workday. Each supervisor must approve and verify that the employee is walking at one of these times by signing the *Walking Journal Form*. This form will be included with the timesheet at the end of each month. An employee must walk/jog/cycle a minimum of 36 days during the quarter at 30 minutes per day. If an employee walks the minimum requirement of the quarter, the employee will receive four hours of leave at the end of that quarter. If the minimum is not achieved because of illness, vacation, or school related business, the leave earned will be prorated for the quarter based on the time walked. A person cannot come to work 30 minutes late or leave early to walk at home during the week. During summer hours, employees may walk the first 30 minutes of the work day.

Social Networking Policy

Facebook

- Request for the creation of department pages will come from the department head and be sent to the vice Chancellor for Information Technology who will submit to the vice Chancellors Council for approval. If the request is approved, the Communications Department will create the page and provide administrative access to the page to the designated individual from the requesting department. No department Facebook pages are to be created without going through this approval process.
- Upon leaving employment with SAU Tech, administrative access to a department page will be deactivated for the employee. The department head for that department would send a request to the Communications Department designating the individual who will have responsibility for the department page.

- It is the responsibility of each department to ensure that the content of their page remains current and monitor information posted on the page. The department pages will be monitored by the Communications Department and failure to keep content current and monitor information posted on the page could result in deactivation of the page.

Twitter

SAU Tech does currently have a Twitter account. The College's Twitter account is linked to its Facebook account so that as the Facebook page is updated, Twitter will automatically be updated.

Other Social Networking Sites

This policy applies to all social networking sites.

Violation of Policy

The Vice Chancellor for Information Technology is responsible for enforcing compliance with provisions of this policy and investigating suspected non-compliance. Penalties for non-compliance include, but are not limited to:

- A. Suspension of the social network service with or without notice.
- B. Internal disciplinary measures, including discharge for instances of non-compliance that result in damage or otherwise compromise SAU Tech or its employees, agents, or customers.
- C. Initiation of criminal or civil action, if appropriate.

Keys

Personnel may requisition keys, from the Director of the Physical Plant, for their offices and/or for other areas to which they need access. Requisitions approved by the appropriate vice chancellor will travel through regular channels and be checked against a restricted list. The College will maintain records of keys issued and of those returned by personnel who signed for their release. When a person leaves employment with the College, all keys must be returned prior to release of the final paycheck.

In requesting and accepting the issuance of keys to college facilities, the employee understands that the loss of such keys makes them responsible for the expenses of a relock for the affected areas. The total expense will be determined by the number of keys and/or cores that require replacement at a cost of \$10.00 per key and \$25.00 per core. Employees also understand that repeat offenses may result in the loss of the key privilege.

Uniforms

Where uniforms are required, such uniforms are issued by the college at no personal expense to the employee.

Library/Learning Resources Center

All institutional employees may check out library materials from the library by use of a valid SAU Tech identification card. Faculty and administrators may place books on reserve, request inter-library loan, and request purchase of library materials as required by their institutional duties.

Safety Policy

SAU Tech is committed to providing a safe environment for all persons. The College shall comply with the current occupational health, safety, and environmental laws and develop the appropriate procedures to provide such conditions. The College strongly maintains that the best source of protection for the health and safety of the students, workforce, and campus visitors is the individual employee. The College therefore requires all personnel to follow all health and safety procedures.

The College policy is aimed at preventing any college employee, student, campus visitor, or other person from being subjected to any unusual health or safety risk and preventing the loss of college property and interruption of services. The College maintains, however, that occupational health and safety procedures must be balanced by an appreciation of economic and technological constraints.

The College shall establish procedures based on past experience and current information to prevent unreasonable health and safety risks. All employees are required to report to his or her immediate supervisors any unsafe or hazardous conditions. Supervisors will take steps to correct such conditions. The continued cooperation of all personnel is required to support and sustain an effective safety program.

Campus Citations (see additional information in appendix)

SAU Tech Police Department Officers have the authority to issue campus citations. Provided below is information regarding the fines and appeals process for campus citations.

General Parking Violations

- (a) Parking in a handicapped parking space - \$50
- (b) Improperly parked - \$10 plus damages
- (c) Parking in or on service drive, crosswalk, or sidewalk - \$10
- (d) Failure to park within lines of parking space - \$10
- (e) Parking (all others) not defined - \$10
- (f) Parking too close to fire hydrant or in a Fire Lane - \$25
- (g) Parking in manner which obstructs parked or moving vehicles, double-parked - \$10
- (h) Parked in NO parking or Visitor's Zones - \$10
- (i) Parking on wrong side of street - \$10

Registration/Permit Violations

- (a) Failure to display a registration permit - \$25
- (b) Failure to display a registration permit properly - \$25
- (c) Using fictitious, altered, stolen, or lost permit - \$25
- (d) Falsifying registration information - \$25

Moving Violations

- (e) Disregarding stop sign - \$20

- (f) Speeding
- (g) Operating a vehicle in an unsafe manner - \$40
- (h) Failure to yield to pedestrians in crosswalk - \$50
- (i) Unsafe driving - \$50

Miscellaneous Violations

- (a) Repairing vehicle on campus - \$10
- (b) Vehicle abandoned - \$10
- (c) Excessive noise from a motor vehicle - \$10
- (d) Disobeying security officer - \$100
- (e) Littering - \$100

Citation Appeal Process

Process to appeal a campus parking citation:

- Person receiving the citation must contact the SAU Tech Physical Plant Director at (870) 574-4516 to request a citation appeal form no later than five (5) days from issuance of the citation.
- Upon receipt of the appeal form, the Physical Plant Director's office will provide the date, time and location for the appeals hearing.
- A person will be required to appear in the appeals hearing to provide testimony. A person who fails to appear without giving notice will be required to pay the citations and will also lose any further right to appeal.
- Persons wishing to appeal a decision of the appropriate appeals committee may do so only to the Chancellor or his designee.

Personal Responsibilities

Personal Information

Personnel must report changes in name, home address, telephone number, marital status, number of dependents, and/or other changes to the Human Resources Office when such changes occur.

Personal Appearance

The personal appearance of employees should be appropriate for his/her work assignments.

"Business casual" includes clean and pressed slacks, skirts and dresses of appropriate length, blouses, and shirts with collars and appropriate shoes.

"Business casual" does not include jeans, t-shirts, workout clothing, shorts, tennis shoes, etc. Members of the Chancellor's Cabinet may recognize certain unique situations that require flexibility, such as allowing employees to wear jeans, t-shirts, and tennis shoes for assignments involving manual labor.

If employees are representing the institution at meetings, hearings, or official functions where "business casual" would be considered inappropriate, more professional attire is to be worn.

This policy complies with the Governor's Policy Directive and is to be applied consistently, equally, and in a nondiscriminatory manner. All SAU Tech employees are to use good judgment and discretion in their dress and appearance and reflect the image of a professional public servant in higher education.

Work Station Appearance

Workstations should be kept orderly and in the condition most conducive to efficient production and maintenance.

Conservation

College personnel are expected to perform assignments efficiently so as to conserve electrical energy, supplies, materials, and equipment.

Substance Abuse

The use, possession, and/or distribution of controlled substances that are not medically necessary and prescribed by a licensed physician are prohibited on campus. It is further the policy of SAU Tech to prohibit the possession, consumption, or distribution of alcoholic beverage on its campuses. The following guidelines apply:

1. The College recognizes that alcoholism, drug, and/or controlled substance dependency are illnesses or "disorders" and the College accepts responsibility for providing channels of referrals for help, but it is the student's or employee's responsibility to seek help. Individuals who refuse to accept referrals for diagnosis or treatment will be handled just like any other employee whose job performance is declining.
2. Employees will report to work in a fit condition. Being under the influence of alcohol, drugs, or controlled substance is prohibited.
3. No employee shall be discriminated against because he or she is known to have had alcohol, drug, or other dependency problems as evidenced by his or her responsibly seeking or utilizing counseling or treatment services.
4. Employees may utilize accumulated sick leave or a leave of absence without pay for the purpose of treatment or rehabilitation as with any other illness.
5. If any indefinite suspension or termination of employment is contemplated because of alleged drug or alcohol possession, distribution, or use on campus, then evidence of such allegation must be clearly established.

When personal or behavioral problems begin to affect an employee's work as result of substance or alcohol abuse, the individual should be referred to the Vice Chancellor for Finance & Administration for assistance and/or referred to local community professionals. The following guidelines apply to all referrals:

1. The employee is responsible for any cost and/or fees incurred for professional services outside the College.
2. It is recognized that a person in the employee's family who has alcohol, drug, or other emotional or behavioral problems may affect a person's job performance. Therefore, the College may offer referral services to these individuals.
3. Information concerning an employee's diagnosis, referral, treatment, and medical records will be kept strictly confidential.

Failure to comply with the Substance Abuse Policy may subject employees to adverse administrative action, which may include termination of employment or dismissal from current classes. Employees will not be dismissed from employment or academic studies for the use of non-prescription drugs, unless the offense is clearly promulgated as a punitive restriction in a lawful order or regulation involves either a direct threat to safety or security, or evidences a willful disregard for the health of other personnel. Other violators may be removed from the campus or any of its activities.

*This policy is intended to comply with the rules published by the Federal Office of Management and Budget on January 31, 1989 in the Federal Register, implementing the Drug-Free Workplace Act of 1988 and the Governor's Executive Order 89-2, dated March 30, 1989.

Firearms

Firearms, weapons, and explosives are banned from the campus, except firearms carried by campus security officers.

Arrests and Convictions

The Chancellor may suspend employees arrested, charged, or indicted for a crime, after a hearing with the Chancellor. The Chancellor will determine conditions of suspensions.

Employees convicted in a court of law of a misdemeanor or felony related to job performance or of a crime of moral turpitude will be dismissed. If a higher court reverses a conviction, however, an employee may be reinstated without back pay whenever an appropriate opening occurs.

Clearance Checklist

Upon termination of employment at SAU Tech, each employee must have an Employee Exit Clearance form completed and signed by the appropriate administrators before the Vice Chancellor for Finance & Administration will issue the final paycheck. The clearance checklist forms are available in the Human Resources Office.

General Conduct Standards

The college expects all employees to comply with the college's standards of behavior and performance. Noncompliance with these standards will be communicated by management and remedied by disciplinary measures.

Employee Conflict of Interest

It shall be a breach of ethical standards for any employee to participate directly or indirectly in any proceeding or application, in any request or other determination, in any claim or controversy, or in any other particular matter pertaining to any contract or subcontract, and any solicitation or proposal therefore, in which to the employee's knowledge:

- (1) The employee or any member of the employee's immediate family has a financial interest;
- (2) A business or organization has a financial interest, in which business or organization the employee, or any member of the employee's immediate family, has a financial interest; or

- (3) Any other person, business, or organization with whom the employee or any member of the employee's immediately family is negotiating or has an arrangement concerning prospective employment is a part.

Attendance

Employees should report to work as scheduled.

- a. Employees should report unexpected absences, of any nature, to their immediate supervisor as promptly as possible.
- b. Employees should arrange planned absences, including reporting to work late or leaving work early, in advance with supervisor.

Compliance with Policies

Employees are expected to abide by all policies promulgated by the college, the Office of Personnel Management and Governor's Policy Directives. Advance notice of disciplinary action is required except in instances when the employee's continued presence may be harmful to the employee, other employees, clients and/or students, or it is impossible to continue business with the employee present, or the employee's presence may constitute negligence in regard to the college's duties.

Circumstances Affecting Work Related Behavior

1. An Employee should report to his/her supervisor any conditions or circumstances that prevent satisfactory compliance with conduct standards.
2. An employee unable to meet job requirements such as those listed below may be removed from employment under this section:
 - a. Loss of driver's license required for performance of job duties
 - b. Incarceration for an extended period of time
 - c. Loss of required professional license or certification to perform job duties

Unacceptable Behaviors

The offenses set forth below are not all-inclusive, but are intended as examples of unacceptable behavior for which disciplinary actions may be warranted. Accordingly, any offense, which, in the judgement of the college Chancellor, undermines the effectiveness of the college activities, may be considered unacceptable and treated in a manner consistent with the provisions of this section.

Repeated letters of reprimand, gross misconduct, or any other acts deemed detrimental to safe, efficient, effective operation of the college may lead to dismissal. The college shall have the right to discipline or discharge an employee in accordance with the employment at will doctrine.

Infractions which may result in discipline or dismissal include but are not limited to:

1. Inefficiency or lack of application to work, or failure to meet acceptable standards of conduct or performance, or technical failure.
2. Continued tardiness or excessive absenteeism resulting in leave without pay.
3. Failure to report accident or injury to the proper person.

4. Engaging in activity during working hours that is not closely related to or part of the employee's work.
5. Insubordination.
6. Failure to comply with safety and fire rules established by the College.
7. Excessive waste of materials or supplies.
8. Carelessness resulting in the damage to or destruction of tools, equipment, supplies or other property belonging to the College.
9. Carrying unlicensed firearms upon premises.
10. Bringing intoxicating liquor or narcotics onto the premises, or being under the influence of intoxicants or narcotics while on duty.
11. Sabotage.
12. Giving false information in making application for employment.
13. Pilfering, damaging, or hiding any property belonging to or in the care of the College.
14. Disorderly or immoral conduct on the premises of the College.
15. Carelessness resulting in serious injury to fellow employees or students.
16. Falsifying records, invoices, documents, or any college record or student record.
17. Unauthorized or personal use of College equipment or supplies.
18. Being the aggressor, as determined by the College, in a fight with another employee or student.
19. Willful violation of state or federal rules, regulations, or laws.
20. Failure to maintain a positive work atmosphere with co-workers, students, and users of the facility.
21. Off-the-job misconduct that affects the ability of the employer or the College to conduct business.
22. Any other violation of rules and regulations for which the College feels an employee must be discharged.

Progressive Steps to Correct Work Behavior

Progressive steps to correct work behavior include the following (in this order). The explanation of these steps is a guide to more effective management of problem employee behavior. At every step, document the action taken, dates and comments from employee. Corrective action should be implemented as soon as a supervisor becomes aware of an employee's unsatisfactory behavior.

1. **Informal Discussion.** This initial step may be the only disciplinary action required in many instances. It could be conducted at the employee's workstation. Supervisors should explain or call attention to the rule or standard of conduct that has been violated. If necessary, warn the employee of the next action to be taken if similar or other violations occur.
2. **Corrective Interview.** In this step, the supervisor meets privately with the employee to discuss the conduct in question. The supervisor develops a corrective plan of action also obtaining the employee's suggestion and agreement to the action plan. The plan could include specific dates (target dates) for step-by-step correction of the behavior. If the employee wants to explain in detail the reason for the behavior, the supervisor should suggest the employee write the explanation as a response to the interview. After summarizing the interview and the plan in writing, have the employee sign the original and give a copy to the employee.
3. **Oral Reprimand.** (Does not go in the personnel file) The employee, at this step, has failed to honor the terms of the agreement to improve the problem behavior as specified in the previous interview agreement. In private, the supervisor should warn the employee that if

the unacceptable behavior continues, stronger action will be taken against the employee, such as a letter of reprimand. The oral warning or reprimand should be documented.

4. Letter of Reprimand. If the corrective action is still not accomplished, or if the behavior is serious from the beginning, a letter of reprimand should be issued. The employee should be given the original letter, sign the receipt of the letter and informed that a copy will be placed in the supervisor's file and in the official personnel file. The employee should be given the opportunity to respond to the letter of reprimand and any written response should be attached to the letter of reprimand. If no other infractions occur after a period of three years, the letter of reprimand will become sealed (inactive) but remain in the personnel file.
5. Probation. Period of observation.
6. Suspension. (Leave Without Pay) This step is taken with the approval of the Chancellor.
7. Demotion. This step is taken according to the OPM policies and procedures.
8. Resignation. This step is taken according to the SAU Tech Employee Policy and Procedure Manual.
9. Termination. This step is taken according to the SAU Tech Employee Policy and Procedure Manual.

The College endorses a policy of progressive discipline to provide employees with notice of deficiencies and an opportunity to improve. The College does, however, retain the right to administer discipline in an accelerated manner in accordance with the employment at will doctrine.

Employee Conflict Resolution Procedure

Employee conflict resolution is a function of supervision. Supervisors should be proficient at practicing problem avoidance in his/her management style. Supervisors should make every attempt to resolve problems he/she encounters informally, through discussion with the other persons involved, and in a spirit of goodwill and cooperation. If potential problems are addressed early, the problems are less likely to escalate into grievances. However, at times even the best supervisors have conflict with those they supervise.

Step 1 - When conflict between supervisor and subordinate arise, the immediate supervisor should deal with the conflict. When this does not happen to a level of satisfaction of the subordinate, the subordinate has the right to move to the next supervisory level for conflict resolution.

Step 2 - The employee may elect to go to the next supervisory level or to the Vice Chancellor for Finance & Administration in order to have his/her concern addressed. All employees should feel free to appeal without fear of retribution or prejudice to the Vice Chancellor for Finance & Administration for assistance when uncorrected problems develop.

The next supervisory level person or the Vice Chancellor for Finance & Administration should first ascertain if the employee has addressed his/her concern with his/her immediate supervisor. If he/she has not, he/she should be encouraged to do so.

If the employee elects not to do so, the next supervisory level person or the Vice Chancellor for Finance & Administration should act in a mediating capacity to address the employee's concern. This would involve making contact with the employee's immediate supervisor in order to bring the employee's concern to the supervisor's

attention. At this stage, the supervisor, having been made aware of the employee's concern, may wish to deal with it directly. If this occurs to the satisfaction of the employee, the process stops here.

If the supervisor is aware of the concern and has not been able to deal with it to the satisfaction of the employee, the next level supervisor or the Vice Chancellor for Finance & Administration will attempt to mediate the concern. This mediation process will usually involve a meeting between the next level supervisor or Vice Chancellor for Finance & Administration and the employee's immediate supervisor. If a satisfactory resolution of the employee's concern can be determined, the process stops here.

Step 3 - If no satisfactory resolution of the employee's concern is determined at Step 2, the next level supervisor or Vice Chancellor for Finance & Administration will set up a mediation meeting which will involve the employee and the employee's immediate supervisor. At this meeting, the employee must indicate what incident or policy caused the conflict and what resolution he/she is seeking. If a satisfactory resolution of the concern is determined, the process stops here.

NOTE: If at Step 3 the Vice Chancellor for Finance & Administration has not been involved, the next level supervisor may elect to continue Step 3 with the involvement of the Vice Chancellor for Finance & Administration. If the next level supervisor has not been involved, the Vice Chancellor for Finance & Administration may elect to continue Step 3 with that supervisor's involvement. This process may continue until the supervisory level below the Chancellor has been involved.

If the employee is still not satisfied at this level, he/she may file a grievance using the college's grievance procedure.

Employee Grievance Procedure

Grievances shall consist of matters of disagreements arising out of the employer/employee relationship. These disagreements generally involve areas where (1) there is not an established policy or practice, (2) there is a deviation from policy or practice, or (3) the policy or practice is alleged to be discriminatory.

The exercise by SAU Tech of any prerogative reserved to its discretion by policy or otherwise may not become the subject of a grievance. Also, SAU Tech shall have the exclusive right, subject to and consistent with applicable laws and regulations:

- A. To direct employees in the performance of official duties;
- B. To hire, promote, transfer, assign, evaluate, and retain employees in positions within the College;
- C. To maintain the efficiency of the operations entrusted to it;
- D. To determine the methods, means, and personnel by which such operations are to be conducted; and
- E. To take whatever actions may be necessary to carry out its mission in emergency situations.

An employee has the right to make an appeal without prejudicing his or her employment at the College. Equal employment opportunity complaints and other grievances will be processed in accordance with the procedures outlined herein.

It is the intent of the grievance procedure to resolve conflicts between employees and supervisors. The grievance procedure is as follows:

Level 1 - **Within ten (10) working days after** receipt of the written grievance from the employee, the employee, EEOC Officer, the employee's supervisor and the appropriate administrative officer or vice chancellor will meet in an attempt to resolve the issue. **Within five (5) working days** the employee and supervisor will receive a written answer from the appropriate administrative officer or vice chancellor with whom the matter was discussed. If the disagreement or other matters have not been resolved to the satisfaction of the employee, the employee may request a hearing through the EEOC Officer within five (5) working days of receiving written answer.

Level 2 - The EEOC Officer and the Chancellor will review and discuss the grievance. The Chancellor may resolve the case or submit it to a grievance committee. If the matter is referred to a grievance committee, the hearing will be closed. The grievance committee shall be appointed and convened as promptly as possible. Within five (5) working days after the conclusion of a hearing, the chairperson of the committee shall submit a report of its findings and recommendations to the Chancellor.

A grievance committee shall consist of three members who are SAU Tech employees appointed by the Chancellor on an ad hoc basis. Two of the members of the committee shall be peers of the employee and one shall be an administrator. The members shall choose one to serve as chairperson. The chairperson is responsible for insuring that a record of the proceedings, findings, and recommendations are maintained. Each party to the grievance may speak for him or herself. Any procedural disputes arising during the hearing shall be settled by a majority vote of the committee members. The person filing the request for hearing shall present written evidence and speak first. The other side will present second. Each side will then be given an opportunity to sum up its position in the order in which the evidence was presented. This is an internal due process procedure, not a court of law.

The Chancellor may accept or overrule the recommendations of the committee. After reviewing the recommendations, the Chancellor will promptly prepare his decision in writing. The Chancellor's decision, along with the committee's report, will be sent to the employee, the supervisor, the appropriate vice chancellor or administrative officer, and the Vice Chancellor for Finance & Administration.

The decision rendered by the Chancellor shall be considered final and the employee's internal due process procedure rights shall be deemed exhausted.

Note: This grievance procedure is provided to employees so that his/her concerns can be addressed in an internal process. Employees who fail to utilize this internal due process prior to airing his/her concerns outside the institution may become subject to disciplinary action.

Benefits

Insurance

SAU Tech makes group insurance available to all employees and their dependents with the institution paying a portion of the premiums. Coverage may vary from time-to-time, depending on the carrier; however, coverage typically includes the following:

- Health Insurance*
- Income Continuance
- Life Insurance
- Cafeteria Plan

*Public Law 99-272, known as COBRA, mandates that the College health insurance plan be offered to individuals who are currently enrolled in the program when one of the following qualifying events occur:

- A. Termination of insured employee
- B. Death of insured employee
- C. Divorce from insured employee
- D. Children of insured whom no longer meet coverage eligibility requirements. Information concerning employees' rights under COBRA is available from the Human Resources Office.

Air Evac Membership

Membership to Air Evac is offered to full-time SAU Tech employees as part of the benefit package. Air Evac is an air ambulance service with specialists on duty 24 hours a day, 365 days a year to respond to medical emergencies. Membership with Air Evac Lifeteam offers significant benefits. Air Evac will work on the employee's behalf with their benefits provider to secure payment for the flight. Whatever the employee benefits provider pays will be considered payment-in-full for the flight.

Retirement

Membership in a state approved retirement plan is mandatory for all full-time employees. A full-time employee is defined as an employee who works a minimum of 1,000 hours per year on a regular basis. The approved retirement plans in Arkansas are: Arkansas Public Employee Retirement, Arkansas Teacher Retirement and the Alternate Retirement Plan. SAU Tech participates in all three plans. All employees must participate in one of these plans.

An employee will be granted a thirty-day (30) grace period from the initial date of employment to select a retirement plan and complete all required documentation. If the employee fails to make an election within this time frame, he/she will be administratively enrolled in the Arkansas Public Employment Retirement System.

Upon the discretion and approval from the state retirement system administrators, employees who have the minimum years of service required for vesting, **may** be allowed to transfer from the state plan to one of the alternative plans. The election to participate in one of the College's alternative retirement plans is considered to be irrevocable. Employees **cannot** transfer to any state retirement plan after electing to participate in one of the alternative plans.

The Board of Trustees must approve all alternate retirement plan companies.

Part-time employees are not eligible for membership in a retirement program except for part-time faculty who are active members of the Arkansas Teacher Retirement System.

A brief description of each retirement plan follows. More detailed descriptions are available in the Human Resources Office.

1. Arkansas Teacher Retirement System – All full-time employees are eligible to participate in the Arkansas Teacher Retirement System (ATRS).

Benefits are based upon length of service and average salary. A member is eligible for full retirement benefits upon reaching age 60 with at least five (5) years of credited service or upon attaining twenty-eight (28) years of credited service. An active member with at least twenty-five (25) years of credited service may retire at any age with reduced benefits.

Employees who are active in the Arkansas Teacher Retirement System may freeze their years of credited service and switch to the alternate retirement plan or vice versa at their discretion if the Teacher Retirement System allows for the switch.

Information on retirement options is available in the Human Resources Office.

2. Arkansas Public Employee Retirement System - All full-time classified employees are eligible to participate in the Arkansas Public Employee Retirement System (APERS). No employee contribution from earnings is required in the APERS Retirement Plan. SAU Tech makes all contributions on behalf of the employee based on an annual actuarial valuation by the State.

The retirement benefit is based upon length of service and average salary. An employee with at least five (5) years of credited service is eligible for retirement at age 65. An employee with thirty-five (35) years of credited service may retire at any time after reaching age fifty-five (55). An employee age 55 or older may retire with reduced benefit if he/she has at least five (5) years of credited service.

Information on the retirement options is available in the Human Resources Office.

3. Alternate Retirement Plan - as an alternative to the two State retirement plans, the Arkansas Legislature approved the Alternative Retirement Plan in 1965. This plan allows SAU Tech to enter into an agreement with Board approved companies to purchase annuities for its employees pursuant to Section 403(b) of the Internal Revenue Code as amended. Under this plan, the employee must enter into an agreement with SAU Tech to reduce his/her salary each calendar year by a minimum of 6% for the purposes of purchasing an annuity for the employee. The employee may elect to contribute up to 10%. The salary reduction will be combined with the SAU Tech contribution of 10% and forwarded to the appropriate company to purchase a tax-sheltered annuity monthly.
 - a. Participation: All full-time employees are eligible to participate in this plan. Each employee will be required to sign a Salary Reduction Agreement annually.
 - b. Retirement Age: There is no mandatory age required by this plan. Retirement is permitted at any time an employee ceases employment with SAU Tech. Normal

retirement under this plan is the last day of the academic year in which age 65 is attained.

- c. Prior Service Benefits: Not applicable under this plan.
- d. Vesting: 100% immediate vesting in this plan.
- e. Transferability: At any time before retirement benefits begin, a participant may transfer accumulations between approved Alternate Retirement Plan companies at their discretion as the individual companies permit.
- f. Approved Companies: SAU Tech has four (4) active companies for enrolling new participants. These companies are: Variable Annuity Life Insurance Company (VALIC), Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF), Lincoln Financial Advisors Corporation, and Jackson National Life Insurance Company. Any additional companies will require approval by the Board of Trustees.
- g. Contributions: Contributions shall be applied to fixed interest options and/or variable investment options managed by approved companies.
- h. Loans: Loans are available to participants under this plan subject to the approval of the plan administrator.

Note: In electing to participate in the alternate retirement plan, the individual employee assumes all responsibility for the election of annuities for his/her contribution and SAU Tech's contribution and how it is invested. It is the individual employee's responsibility to work with the alternate retirement plan company representatives for the selection of annuity options. SAU Tech assumes no liability for the performance of annuity funds selected by individual employees.

Early Retirement

Early Retirement -- Employees who have had ten (10) years of continuous service and who are at least 55 years of age may elect early retirement at the end of a contract or fiscal year with the following benefits:

Health Insurance Options (depending on age and years of service):

- Option A. A retiree from age 55-61 may remain a member of the health insurance group until age 65 at the cost to the retiring faculty or staff member.
- Option B. A retiree (at age 62 or after; up to age 65) may remain a member of the health insurance group, and the College will contribute to the health insurance plan of the retiree at the same rate as for current faculty and staff.
- Option C. A retiree whose age (55-65) plus years of service (minimum 15) total 75 or more may remain a member of the health insurance group, and the College will contribute to the health insurance plan of the retiree at the same rate as for current faculty and staff.

With each of the above options, a retiree may continue to provide coverage for the spouse or other dependents at the retiree's expense (based on coverage at the time of retirement with the College's health insurance group) until the spouse reaches the age 65. Other dependent coverage may be maintained as provided in the health insurance contract.

Life Insurance -- A retiree may remain a member of the College's group life plan until age 70 if the retirement was before July 1, 1996. An employee retiring on or after July 1, 1996, may remain a member of the group life plan until 65. The employee will pay the cost of this insurance. Coverage will be 1.5 times salary at retirement not to exceed \$50,000.

College Admission -- A retiree will be issued an identification card (upon request), which will permit entry to college-sponsored events on the same basis as current faculty and staff.

Library -- A retiree retains the same library privileges (with ID card) as current faculty and staff.

Payment of Sick Leave for Classified Employees

Upon retirement or death, any classified employee, or beneficiary of any classified employee shall receive compensation for accumulated unused sick leave as follows:

- a. If the employee has accumulated at least fifty (50) days, but less than sixty (60) days of sick leave, the employee shall receive an amount equal to fifty percent (50%) of the number of accrued sick leave days (rounded to the nearest day) times fifty percent (50%) of the employee's daily salary.
- b. If the employee has accumulated at least sixty (60) days, but less than seventy (70) days of sick leave, the employee shall receive an amount equal to sixty percent (60%) of the number of accrued sick leave days (rounded to the nearest day) times sixty percent (60%) of the employee's daily salary.
- c. If the employee has accumulated at least seventy (70) days, but less than eighty (80) days of sick leave, the employee shall receive an amount equal to seventy percent (70%) of the number of accrued sick leave days (rounded to the nearest day) times seventy percent (70%) of the employee's daily salary.
- d. If the employee has accumulated at least eighty (80) days or more days of sick leave, the employee shall receive an amount equal to eighty percent (80%) of the number of accrued sick leave days (rounded to the nearest day) times eighty percent (80%) of the employee's daily salary.

For the purposes of this section, the classified employee's daily salary shall be determined by dividing the annual salary by two hundred and sixty (260).

In no event shall any classified employee, or beneficiary, receive an amount that exceeds seven thousand five hundred dollars (\$7,500) upon retirement, or death of a classified employee, due to the provisions of this Section.

Compensation for accumulated unused sick leave under this section shall not be used by the Arkansas Teacher Retirement System in calculation of final average salary under ACA §24-7-202 (14).

For the purposes of calculating sick leave incentive pay for retirees, paid sick leave taken under the Family and Medical Leave Act of 1993 will be added to the retiring classified employee's final sick leave balance.

SAU Tech Tuition/Fee Waiver

Full-time employees, their spouses, and their dependent, unmarried children (age 23 or younger) are eligible for a waiver of in-state tuition at the SAU Tech campus. Tuition waivers apply only to classes taken for credit or on-campus audit classes. The fee waiver will include all course related fees charged by the college. A tuition waiver will be treated as an employee perquisite when determining the student's eligibility for other scholarships and/or student financial aid except where State or Federal guidelines provide otherwise.

The tuition waiver is effective as of the first day of work of the employee. Individuals beginning employment after the last day to enroll for a semester receive the tuition waiver benefit beginning with the next semester or term. If SAU Tech requires an employee to take off-campus course(s), SAU Tech will pay the tuition/fees.

SAU Tech encourages employees to seek additional educational opportunities. Based on the supervisor's and an executive officer's approval, employees may take one class during normal working hours. Employees are not restricted to the number of classes they can take outside normal work hours. It is incumbent upon the supervisor to ensure that the employee is not using work hours for the completion of class activities in excess of the one class limit. If an employee does not successfully complete the class, he/she cannot repeat the class during normal work hours for subsequent semesters.

Employees must meet the attendance requirements that other students are required to meet. Faculty are not authorized to make special arrangements regarding class attendance for employees. Independent study classes must be approved by the Vice Chancellor for Instruction without exception. Employees may utilize the course challenge system that is available to all students.

Part-time staff may enroll in and receive a tuition/fee waiver for one course for credit or audit for each semester in which SAU Tech employs that person. This course work must be taken outside the employee's work schedule.

A dependent child is one who was claimed by the employee for income tax purposes in the preceding year and continues to be claimed by the employee as a dependent. (Consistent with college policy for all students, students age 23 years or younger will live in the employee's home or a college apartment.)

Violations of this policy could lead to the suspension of this benefit.

Retired Employee/Spouse Tuition and Fee Scholarship

A retired employee who has a minimum of ten years of continuous service and who is at least 55 years of age is eligible to receive a SAU Tech Tuition /Fee Scholarship until the age of 59. A retired employee who is 60 years of age and older is eligible to receive a SAU Tech Tuition/Fee Scholarship based on the guidelines set forth in the "Over 60 Scholarship/Waiver Policy". This policy also applies to the spouse of an employee who meets the said criteria.

SAU Magnolia Tuition Waiver

Full-time faculty/staff members beginning employment effective October 1, 1993, and their spouses and their dependent, unmarried children, age 23 or younger, are eligible for a tuition waiver as follows:

1. Full-time faculty/staff members are eligible for a waiver of in-state tuition for on campus classes (subject to semester hour limitations); and
2. Spouses and dependent unmarried children age 23 or younger are eligible for a waiver of ~~50% 80%~~ 100% of the in-state tuition for on campus classes. A tuition waiver is treated as an employee perquisite when determining the student's eligibility for other scholarships and/or student financial aid except where state or federal guidelines provide otherwise.

Full-time faculty and staff whose employment began before October 1, 1993, will continue to receive an in-state faculty and tuition waiver for themselves, their spouses, and dependent children age 23 or younger.

Overtime-Compensatory Time

It is the policy of SAU Tech (State of Arkansas) to provide compensatory time for overtime work to its employees under the rules and regulations set by the Federal Fair Labor Standards Act (FLSA) as amended. It is also held to be the policy of the College that the provisions of the FLSA, as amended, are the basic wage and hour policy of the College. Further, it is held to be the policy of the College that any overtime work necessary to the continued effective operations of the College shall be managed in the most efficient and economical manner possible.

The College administration will adopt appropriate procedures to implement this policy based on the following guidelines:

1. Positions will be divided into two (2) categories:
 - a. Exempt (E) - those employees not covered by the act and, therefore, are not eligible for compensatory time pursuant to the FLSA; and
 - b. Non-Exempt (N) - those employees covered by the act and, therefore, are eligible for compensatory time pursuant to the FLSA.
2. The Vice Chancellor for Finance & Administration in consultation with the state's Office of Personnel Management will make designation of position as exempt or non-exempt.
3. Overtime work resulting in compensatory time shall be approved under the following conditions:
 - a. It is vital and essential to the continued efficient operation of the college, or
 - b. A condition exists which constitutes:
 - i. an imminent danger to life or property
 - ii. a breach of the public peace, or
 - iii. a threat to the health and safety of faculty, staff or students, and the only way to correct this condition is for personnel to remain on duty or be recalled to duty.
 - c. Anticipated replacement personnel are not available or there is a shortage of such personnel.
4. The regular workweek for purposes of determining overtime work will begin at 12:01 a.m. on Monday and end on Sunday midnight. Compensatory time at the rate of 1.5 hours will be awarded for all hours over forty (40) worked by the non-exempt staff member in a workweek. As a rule, hours worked include all time during which a staff member is

required to be on duty at a prescribed work place except for periods when the staff member is relieved of all duties for the purpose of eating meals.

Fair Labor Standards Act:

- A. A bona fide mealtime - when the employee is completely relieved from duty is not work time.
 - B. The meal period generally must be at least thirty (30) minutes, although a shorter period may qualify under special conditions.
 - C. The employee must be free to leave the duty post.
 - D. Voluntary work - all voluntary work performed during meal time periods must be counted as compensable working time if the employer knows, or has reason to know, that the work is being performed. If the employer does not know of the work and the employee's work is essentially de minimis, no compensation is required.
 - E. Rest Periods - Rest periods of short duration, running from 5 minutes to about 20 minutes are common in industry, and they promote efficiency of the employee and are customarily paid for as working time. They must be counted as hours worked. Compensable time of rest periods may not be offset against other working time such as compensable waiting time or on-call time, nor may they be combined with non-compensable time such as meal periods.
5. Individuals working extra help will be eligible for compensatory time if they work more than forty (40) hours in a week and perform non-exempt duties.
 6. Employees will request/report the use of compensatory time off on a Request for Leave/Report of Leave form. Compensatory time off must be approved before the leave commences. Staff members may accrue no more than 100 hours of compensatory time without the expressed written approval of the Chancellor. Under no circumstances can a staff member accrue more than 240 hours of compensatory time. Upon termination, a staff member who has accrued compensatory time off shall be paid for unused compensatory time at the final regular hourly rate received by such staff member.
 7. Appropriate supervisors may authorize overtime hours for the staff members for the following purposes:
 - a. Physical Plant staff members on assigned call-out duty,
 - b. Physical Plant staff members responding to emergency "call-outs" or responding to unscheduled assignments as directed by their supervisor, and
 - c. Non-exempt staff members that are required to work during student registration (Whenever possible, adjusted work schedules should be used instead of compensatory time.)
 8. A College executive officer must approve all other overtime in advance. The Vice Chancellor for Finance & Administration will be responsible for the implementation and maintenance of this policy. Questions of policy, unresolved and unanticipated issues, and disputes will be directed to the Vice Chancellor for Finance & Administration who will consult with the Chancellor in making a final determination.

Call Back and On-Call Assignment for Police Officers

1. In emergency situations, police officers may be called back to active duty at a time not contiguous with the police officer's scheduled hours to work. In these situations, officers will be required to report back to duty and to carry out duties assigned by supervisors. The officers will be credited for the actual time worked or a minimum of two hours, whichever is greater.
2. Police Officers are entitled to compensation for on-call assignment and will be compensated pursuant to procedures of the Police Department. Currently the rate for on-

call pay is calculated at one (1) full hour for every six (6) hours of on-call assignment. If the police officer is called back to work then the officer will be credited for the actual time worked or a minimum of two hours, whichever is greater. If an officer is called out a second time within the two (2) hour period then they are only compensated for actual time worked over the two (2) hour period.

Request for Leave

Procedure for All Employees

All employees must submit a Request for Leave/Report of Leave form to their supervisor for prior approval of any anticipated leave. With the exception of sick leave, this form must be approved before the leave commences. The supervisor retains a copy of the signed form until the end of the month in which the leave is requested

After the leave is actually taken, the supervisor submits the form to the Human Resources Office. It is the responsibility of the individual employee to report any changes in leave requested and leave actually taken to the supervisor following the completion of the leave. For non-exempt employees, the form should be attached to the monthly time sheet. For exempt employees, the form should be attached to the Monthly Time Record: For Faculty and Non-Classified Employees form.

Procedure for All Non-Exempt Employees

Supervisors should keep a daily log of the hours worked by non-exempt employees using the SAU Tech Time Sheet for Classified (Non-Exempt) Employees. Supervisors should record the start and end time for the a.m. and p.m. regular hours worked. The supervisor should record any additional hours worked noting the start and end time. The supervisor should calculate the regular and overtime hours worked for each day. The supervisor should also record any leave hours taken on a daily basis. At the end of each week, the supervisor should total the hours worked and any leave taken.

The time sheets are submitted on a monthly basis to the Payroll Officer. The College will not recognize any compensatory and/or overtime hours claimed by an employee if the employee and the supervisor do not report the hours on the official time sheet that is signed.

Procedure for Exempt Employees

Exempt employees are not eligible for compensatory and/or overtime compensation in accordance with the FLSA. However, at the end of each month exempt employees are required to submit the Leave Report Form to the Payroll Office.

Annual Leave/Vacation

Each classified staff member of SAU Tech **whose standard workload is forty (40) hours per week** shall be entitled to annual leave with full pay computed on the basis of the following schedule for each complete month **and year** of service:

00-03 years of service	8 hours per month or 12 days per year
04-05 years of service	10 hours per month or 15 days per year
06-12 years of service	12 hours per month or 18 days per year

13-20 years of service..... 14 hours per month or 21 days per year
21 + years of service..... 15 hours per month or 22.5 days per year

Each classified staff member of SAU Tech whose standard workload is less than forty hours per week shall be entitled to annual leave with full pay computed on a prorated basis of the above schedule for each complete month and year of service.

Each non-classified staff member of SAU Tech **whose standard workload is forty (40) hours per week** shall be entitled to annual leave with full pay computed on the basis of the following schedule for each complete month **and year** of service:

00-12 years of service..... 12 hours per month or 18 days per year
13-20 years of service..... 14 hours per month or 21 days per year
21 + years of service..... 15 hours per month or 22.5 days per year

Each non-classified staff member of SAU Tech whose standard workload is less than forty hours per week shall be entitled to annual leave with full pay computed on a prorated basis of the above schedule for each complete month and year of service.

Employees with 12-month appointments are entitled to paid vacation. However, vacation periods must be scheduled at the convenience of the College. Vacation should be scheduled far enough in advance that the College work schedule is not interrupted. Failure to properly schedule may result in the request being denied.

Annual leave is cumulative; however, no more than 30 days (240 hours) annual leave can be carried forward into any new calendar year (January 1). Vacation leave may not be accumulated during a period of leave without pay when such a leave is for ten (10) or more days within a calendar month.

The minimum amount of vacation leave a staff member can utilize is 15 minutes.

Twelve-month faculty and staff members will accrue half his/her monthly accrual of annual leave if he/she is employed on the first working day of the month and work through the 15th of the month. He/she will accrue half his/her monthly accrual if they are employed on the 16th of the month and work through the last working day of that month.

When an employee leaves the institution by reason of resignation or termination, the unused annual leave will be liquidated by a lump sum payment not to exceed thirty (30) working days (240 hours). Unused accumulated annual leave of a deceased employee will be payable to either the estate of the deceased or an individual authorized to receive the payment.

Sick Leave

All full-time employees **whose standard workload is forty (40) hours per week shall** earn sick leave at the rate of eight (8) hours per month with a maximum accrual of 960 hours (120 days).

All full-time employees whose standard workload is less than forty hours per week shall earn sick leave at a rate proportionate to the number of hours worked per week.

Paid sick leave is not to be used as vacation, but instead is granted only when illness or injury causes absence from work. An employee may be asked to provide medical proof of illness or injury. Failure to call in within one hour of usual time to begin work to report absence due to illness or injury may result in loss of sick pay.

Sick leave will be requested and charged in 15-minute increments.

Sick leave may also be granted due to a death or serious illness of a member of the employee's immediate family as based upon State guidelines. For the purpose of this section immediate family means father/mother, sister/brother, husband/wife/child, grandparents, sister-in-law/brother in-law, mother-in-law/father-in-law, or any individual acting as a parent or guardian of an employee.

Sick leave may not be borrowed from future credits except during the first year of employment. This is necessary in order to avoid undue hardship on employees in the event of medical problems early in his/her employment. Employees may be granted up to six (6) days (48 hours) of sick leave regardless of the days earned. No additional sick leave will be granted during the first year of employment.

Sick leave continues to accrue while the employee is on a period of leave-with-pay but not while on a period of leave-without-pay when such leave is for ten (10) or more days within a calendar month.

Twelve-month faculty and staff members will accrue half his/her monthly accrual of sick leave if he/she is employed on the first working day of the month and work through the 15th of the month. He/she will accrue half his/her monthly accrual if he/she is employed on the 16th of the month and work through the last working day of that month.

Sick leave will be charged based on the normal workweek or workday being observed by the College at the time the leave is taken.

Personal Leave

All full-time employees will be allowed two (2) days of personal leave per calendar year. The days, when used, will be deducted from the employee's sick leave bank. Personal leave cannot be accrued. **Personal leave cannot be taken in hourly increments and will be charged based on the normal workday being observed by the College at the time the leave is taken.**

Children's Education Activity Leave

Act 1028 grants full-time employees of any branch, department, board, bureau, commission, or state supported institution of higher education of the State of Arkansas, eight (8) hours of children's education activity leave per calendar year. Unused children's educational leave **may not** be carried over to the next calendar, and **is not** compensable to the state employee at retirement. All state employees are entitled to eight (8) hours of leave during any one calendar year for the purpose of attending or assisting with the educational activities of a child. "Child" means a person enrolled in pre-kindergarten through grade 12 who is of the following relation to a state employee:

- (a) natural child
- (b) adopted child

- (c) stepchild
- (d) foster child
- (e) grandchild
- (f) ward of the state employee by virtue of the state employee having been appointed the person's legal guardian or custodian
- (g) any other legal capacity where the employee is acting as a parent for the child.

"Education activity" means any school-sponsored activity which includes without limitation:

- (a) a parent-teacher conference
- (b) participation in school-sponsored tutoring
- (c) participation in a school-sponsored volunteer program
- (d) a field trip
- (e) a classroom program
- (f) a school committee meeting
- (g) an academic competition and
- (h) assisting with athletic, music, or theater programs.

Children's Education Activity Leave may be taken in 15 minute increments.

Catastrophic Leave Bank Program

The Catastrophic Leave Bank Program is administered by the Office of Personnel Management (OPM) of the Department of Finance and Administration as authorized by Arkansas Code Annotated (ACA) 21-4-214 et seq. The OPM Catastrophic Leave Bank Program creates no expectation or promise of continued employment with a participating state agency/institution and is intended simply to assist eligible employees (full-time employees in non-faculty positions) during medical emergencies. The Catastrophic Leave Bank is a pool of accrued annual sick leave voluntarily donated by employees which may be approved for use by other employees who suffer qualifying catastrophic illnesses and have exhausted all annual and sick leave.

To apply for catastrophic leave, the employee should contact his/her immediate supervisor or the Human Resources Director. Purposely using up all leave every month as it is earned disqualifies the employee for use of catastrophic leave.

Family and Medical Leave (FMLA)

FMLA entitles eligible employees to as much as twelve (12) weeks of unpaid leave for the following:

1. Birth or adoption;
2. Care of a spouse, child, or parent with a serious medical condition; and
3. Care of the eligible employee, with his or her own serious medical condition that prevents performance of employee's current position.

The 12-month period used by the state for determining eligibility is the calendar year. FMLA may be taken "intermittently or on a reduced leave schedule" under certain circumstances.

An employee on family and medical leave may return to the same job or an equivalent position with equivalent benefits and pay. Health insurance coverage will be continued during the leave time at the same level as if the worker had continued in his or her regular position at the expense of the College. Dependent health insurance coverage will be continued at the employee's expense.

In order to be eligible for leave under this policy, an employee must have been employed by the state for at least twelve (12) months and must have worked at least 1250 hours during the twelve (12) month period preceding the commencement of the leave. Family and Medical Leave forms are available through the Human Resources Office. In all non-emergency situations, employees are expected to give two weeks advance notice of his/her intent to take leave under this policy. The Payroll/Benefit Manager will review the request and make a determination regarding the eligibility of the employee. In emergency circumstances, employees must give initial verbal notice to the Human Resources Office as soon as possible. Written notice should follow soon thereafter.

Leave Without Pay

If there is a definite benefit to the College, the Chancellor may grant leave without pay for up to one year in duration. Employees seeking leave without pay must file a written request with the Chancellor's Office. During leave without pay, there will be no accrual of sick leave and/or annual leave. The employee on leave without pay may continue to have college health insurance coverage at the employee's expense.

Short-Term Leave Without Pay Status

Under certain conditions, an employee may file a written request with the Chancellor's Office for short-term leave without pay status not to exceed two weeks duration. Such requests will be reviewed based on the relationship of the requested activity to the work assignment. The Chancellor must approve request for short-term leave without pay prior to commencement of leave. Employees on approved short-term leave without pay will continue to be covered by the College's health insurance plan at the College's expense. Employees on approved short-term leave without pay status will not accrue sick leave or annual leave during such leave.

Disciplinary Leave

Serious violations of school policy or repeated infractions of regulations may result in an employee being placed on disciplinary leave with or without pay status. This action will be taken upon written recommendation from the employee's supervisor with approval from the Chancellor.

During periods of disciplinary leave without pay, the employee will not accrue annual or sick leave, but will be eligible to continue participation in the group insurance program of the College if participating prior to the disciplinary action.

Military Leave

Full-time employees who are members of the National Guard or any of the reserve branches of the U.S. Armed Forces will be granted leave at the rate of fifteen (15) working days per calendar year, plus necessary travel time for annual training purposes. Up to fifteen (15) military leave days may be carried over to the succeeding year for a maximum of thirty (30) military leave days for that calendar year.

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

Approval of military leave must be obtained from the Chancellor and a copy of military orders must be filed with the Payroll/Benefit Manager to insure continuance of salary and vacation credits.

Arkansas Code 21-3-212(d)(e) allows thirty (30) days of paid leave to be granted to personnel called to duty in emergency situations declared by the Governor or the President.

Court Duty

Regular employees are eligible to receive his/her regular pay while serving the court as witness or juror.

Employees may be required to present a summons to appear as a juror or a subpoena to appear as a witness to his/her supervisor. Employees will be paid only for scheduled hours of work missed because of court duty. Employees must report to work when his/her presence in court is no longer required. The employee will retain fees received from this service.

Absences due to court appearances for personal business may be deducted from personal/sick leave or annual leave.

Holidays

All State employees are granted eleven (11) paid holidays each year. The official State holidays are established by Act 976 of 1975. Since SAU Tech follows the official school calendar, only some of the holidays can be observed on the designated day. All other official holidays are taken during those times when the institution is closed as designated by the official school calendar.

All “regular salaried” employees are eligible to receive holiday pay only if they are in pay status on their last scheduled work day before the holiday and at least one hour on the first scheduled work day after the holiday.

Bookstore

All full-time and part-time employees, including adjunct faculty, will receive a 20% discount on textbooks purchased for credit course(s) they are enrolled in. A copy of the registration form for the class(es) must be presented to the bookstore personnel in order to receive the discount.

There is also a 20% discount on any materials purchased from the Bookstore that can serve as advertisement for the college (i.e., sweatshirts, T-shirts, mugs, pens, folders, etc.)

Computer Equipment

Employees may purchase computer related hardware and software from vendors that have agreed to provide the College discount to College employees. A list of participating vendors may be obtained from the Vice Chancellor for Finance & Administration.

Driver's Consent Form

SAU Tech must obtain signed consent forms from employees who drive his/her personal vehicle on College business and receive reimbursement or who drive college-owned vehicles. These

forms, along with a copy of the employee's driver's license, must be on file in the Office of the Physical Plant and are subject to audit.

Affirmative Action Plan (see full plan in appendix)

Identification and Analysis of Minority Representation

The EEO/AA Officer will study employment patterns within the college to identify specific problem areas relating to affirmative action and equal opportunity. The Affirmative Action Plan includes an analysis of the representation of minorities and women in the workplace. The areas of analysis will include academic employment and nonacademic employment. When problems and under-representation exist, the college will set goals and timetables to which the college's good faith efforts will be directed. Applicants and employees are asked to report their sex and race/ethnic group with which they identify. Minority group's race/ethnic classifications are as follows: American Indian, Alaskan Native, Black, not of Hispanic Origin, Asian, Pacific Islanders, and Hispanic. Pre-employment information about race/ethnic group and sex of applicants is requested on a voluntary basis and is used solely for monitoring affirmative action efforts.

Identification and Accommodation of Disabled Veterans, Veterans of the Vietnam Era and Handicapped Persons

As an institution of higher education, the College recognizes its responsibilities to facilitate full participation in the educational and employment processes of all qualified individuals who seek to partake of the institution's resources and opportunities. Committed to the goal of equal opportunity, the College recognizes the need to formulate procedures to insure that no qualified individual will be denied participation in the College because of artificial and discriminatory barriers. It is the College's commitment to take affirmative action to employ and advance in employment qualified disabled veterans, veterans of the Vietnam era and persons with disabilities. It is the stated policy of the College that appropriate qualifications for and performance of specific duties are the basic criteria in all aspects of the employment process, including hiring, retention, training, transfer, promotion, and upgrading.

Self-identification as a person with a disability, a disabled veteran, or a veteran of the Vietnam era shall be voluntary. Information is kept confidential except that (a) supervisors may be informed regarding restrictions on the work or duties of disabled or handicapped individuals or (b) government officials investigating compliance with the act shall be informed.

For the purposes of the Affirmative Action Plan --

A Handicapped individual shall be defined as:

1. Any individual who has a physical or mental impairment which substantially limits one or more of such person's major life activities
2. Any individual who has a record of such impairment, or
3. Any individual who is regarded as having such impairment*

A Special Disabled Veteran shall be defined as:

1. A person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more or
2. A person who was discharged or released from active duty because of a service-connected disability.**

A Veteran of the Vietnam Era shall be defined as:

1. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released there from with other than a dishonorable discharge, or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975 and was discharged or released from active duty for a service-connected disability if any part of such activity was performed between August 5, 1964 and May 7, 1975 and
2. Who was so discharged or released within forty-eight months preceding the alleged violation of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the affirmative action clause, and/or the regulations issued pursuant to the Act.**

*Section 101, Americans with Disabilities Act and Section 503, Rehabilitation Act of 1973 (60-741.2 as conformed to the ADA. ** Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974 (60-250.2)

Persons identifying themselves as an individual with a disability or a disabled veteran for coverage under the affirmative action plan will be asked (a) to describe any special methods, skills, and procedures which qualify them for positions that they might presumably be unable to fill because of their disablement so that they will be considered for all such positions, and (b) to alert the College regarding accommodations which might be made to enable them to perform their jobs properly and safely, including special equipment, changes in the physical layout of the job, and elimination of certain duties related to the job. The College will provide reasonable accommodation for qualified persons with disabilities unless such an accommodation would impose an undue hardship on the operation of the College.

Recruiting Methods

The College recognizes that traditional methods of recruitment alone will not produce the desired gains in the employment of the protected groups. The College does not rely solely upon traditional advertising in daily newspapers to list openings, but uses other appropriate media such as radio, television, professional and technical journals, and professional/associational websites. Notices of anticipated vacancies are circulated to outside agencies and community action groups, including those dedicated solely to expanding employment for minorities, women, disabled veterans, veterans of the Vietnam era, and handicapped persons.

Decisions in all employment actions will be based upon the individual's qualifications, merit, and professional ability and made in conformance with all current legal requirements.

“Arkansas Whistle-Blower Act” Policy

The policy of Southern Arkansas University Tech regarding the “Arkansas Whistle-Blower Act” is consistent with Arkansas Code Annotated section 21-1-601 through 609.

It is the policy of the College 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 or regulation. This policy excludes federal funds, property, or manpower.

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

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

An “adverse action” is defined as discharging, threatening, discrimination, or retaliating against the employee in any manner that affects the employee’s employment, including compensation, job location, rights, immunities, promotions, or privileges.

“Good faith” is lacking when the employee does not have personal knowledge of the waste or violation, or when the employee knew or reasonably should have known that the report is malicious, false, or frivolous.

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

- A. A state, county, or municipal government department, agency, or organization having jurisdiction over criminal law enforcement, etc.;
- B. A member, officer, agent, investigator, auditor, representative, or supervisory employee of the body, agency, or organization; or
- C. The office of the Attorney General, Auditor of State, Arkansas Ethics Commission, Legislative Joint Audit Committee, Division of Legislative Audit, or prosecuting attorney’s office.

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

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

POLICIES AND PROCEDURES OF ADMINISTRATIVE/PROFESSIONAL AND CLASSIFIED EMPLOYEES

Administrative Responsibilities

Administrators are responsible for developing, implementing, and enforcing operating procedures based on policies approved by the Executive Committee. Their administrative responsibilities include assuring that staff members fully understand and honor college policies and procedures, that they receive official College information, and that they receive adequate support and direction in performing their duties.

Classified Staff Responsibilities

Classified staff is responsible for understanding and for honoring policies and procedures established for their offices and/or areas of responsibility; in addition, they are responsible for understanding and honoring the policies and procedures governing staff members employed in other areas of the College.

Policies and procedures approved by the Executive Committee will serve as the basis for developing operating procedures.

Employment Procedures

Change of Position

In some instances, an employee's duties may change substantially over time from the duties for which he or she was originally hired. When this occurs, the supervisor may request that a job audit be conducted. The request will be made to the Vice Chancellor for Finance & Administration. If the job audit indicates a substantial change from the original duties, that employee may be moved to a position, which more accurately reflects the duties actually being performed. This does not necessarily mean a promotion or demotion will occur. For classified staff, this movement must be in accordance with State of Arkansas procedures regarding classified staff.

Filling Vacant Positions

All non-faculty positions, which are vacant and funded, are filled following the procedures outlined below. Internal hires may be accomplished through current employees applying and competing with other applicants for position vacancies as they are announced in-house. If a sufficient applicant pool does not exist internally, the position must be advertised externally. Internal searches must be advertised for a minimum of five (5) working days. External searches for classified staff positions must be advertised for a minimum of ten (10) working days. External searches for administrative/professional positions must be advertised for a minimum of fourteen (14) working days. (Note: The Chancellor may approve emergency hires.)

The employment process begins when a support area has a need to fill a vacant position. The department head will forward a Personnel Requisition form to the appropriate vice chancellor and the Chancellor for approval. Once approval has been received, the Human Resources Director may advertise the vacancy.

The appropriate vice chancellor will appoint a screening committee.

The Human Resources Director will:

- Prepare a position file;
- Advertise the position;
- Receive all inquires, letters, applications, and other material relating to the position;
- Acknowledge, by letter, the receipt of application materials;
- Request from each applicant the necessary affirmative action information;
- Conduct preliminary screening of applicant files for those meeting the minimum requirements stated in the position announcement;
- Forward the applications of all minimally qualified candidates to the chairperson of the screening committee;
- Conduct reference checks; and
- Serve as advisor to the screening committee regarding employment procedures.

The Screening Committee will consists of a minimum of three (3) members for classified positions and a minimum of five (5) for administrative and faculty positions. The Screening Committee must be diverse in composition and include minority representation.

The Screening Committee will:

- Screen applicant files to select those best qualified for the position;
- Complete a Referral For Interview form on each applicant;
- Select at least three candidates to move to the second level of screening;
- Coordinate and conduct interviews with finalists;
- Rank order the finalists indicating those that should be offered the position (Note: Not all finalists may be recommended for hire following the interview process); and
- If the committee does not recommend any of the candidates for the position, the committee may invite other applicants from the original pool to interview, or they may recommend the position be re-advertised.

The Human Resources Director will notify the unsuccessful candidates in writing, determine that all materials have been returned to the Human Resources Office, and seal the file. Release of position file materials is prohibited both prior to and following the screening process. Persons who wish to review materials in the position file should make their request in writing to the Chancellor. All such requests must state the reasons for the review and all requests will become part of the position file.

In the event the employee who is hired as a result of the screening process resigns within the first 90 days of employment or for some reason is unable to accept the position, the Chancellor will make the decision whether the position can be filled from the original screening process or if the position must be re-advertised and a new screening committee appointed.

The appropriate hiring supervisor will complete the Recommendation of Candidate form and submit to the Human Resources Director. After approval by the Chancellor, the Human Resources Director will make offer of employment to the successful candidate.

When filling vice chancellor positions, the Chancellor will appoint the screening committee. When filling the Chancellor position, the President of SAU Magnolia will appoint the screening committee and approve the final hire.

Periods of Appointment

Administrative/Professional

If employed during the fiscal year, the employment period will be for the balance of the fiscal year. The 12-month employment period is on the basis of a fiscal year, July 1 to June 30 inclusive. (Note: Some administrative/professional positions may be contracted for less than a twelve (12) month period each year with the approval of the Chancellor.)

Classified Staff

Classified personnel are employed at will.

This institution follows the State of Arkansas classification plan in determining starting salary, eligibility dates for salary increases, and amounts of those salary increases. Salaries are paid in monthly increments.

Employee Evaluation Procedures

Administrative/Professional

Administrative/professional personnel are evaluated annually in March by their immediate supervisors and the second-level supervisor reviews the evaluations. The Chancellor evaluates all vice chancellors, and the President of SAU Magnolia, at his or her discretion, may review the evaluations.

The process involves each supervisor's using a standardized evaluation form to rate employees. During a follow-up interview with the employee, the supervisor discusses each rating, the reason for the rating, and ways the employee can improve. A development plan for the employee should be discussed and added to the evaluation at that time.

The employee is given an opportunity to add comments and/or rebuttal statements on the evaluation form prior to its being submitted to the reviewer for review and signature. If the reviewer is in concurrence with the evaluation, he/she will sign it. If there is disagreement with the evaluation, the reviewer will schedule a review meeting with the appropriate supervisor. If the supervisor agrees to change the evaluation, such changes will be shared with the employee. If the reviewer and supervisor disagree, the reviewer may add comments or rebuttal statements to the evaluation with copies to the employee. All evaluation documents, including comments and rebuttal statements will be forwarded to the Human Resources Office to be placed in the employee's personnel file.

In the event the evaluation results in an unsatisfactory rating and the Chancellor concurs with the rating, the employee may be placed on 3-month disciplinary probationary status. The supervisor will establish, with the employee, a development plan, which will be signed by both parties indicating what acceptable performance levels must be attained by the employee prior to the end of the disciplinary probationary period. At the end of the disciplinary probationary period, if the employee's performance has not risen to acceptable standards, the employee may be given notice of non-renewal of his or her appointment or the disciplinary probationary period may be extended. If at the end of the extended disciplinary probationary period the employee's performance has not risen to acceptable standards, the employee will be given notice of non-renewal of his or her appointment.

A supervisor may conduct an evaluation at any time that it is perceived that the employee's performance has fallen below satisfactory performance.

Annual performance evaluations are not subject to the College grievance procedure.

Classified Staff

The purpose of the annual evaluation is to give the employee and the supervisor an opportunity to review the employee's work for the previous year. After discussion of the annual evaluation with the employee, the employee is given an opportunity to make comments or rebuttal statements on the evaluation. The evaluation is then sent to the supervisor's immediate supervisor for review. If the reviewer is in concurrence, he/she will sign the evaluation. If the reviewer is not in concurrence, he/she will discuss the evaluation with the employee's supervisor. If the evaluator does not agree to change the evaluation, the reviewer will add comments and/or rebuttal statements to the evaluation with sent copies to the employee. Following this review, the completed evaluation plus any comments and/or rebuttal statements will be sent to the Human Resources Office for inclusion in the employee's personnel file.

In those instances where the employee's performance is below standard on either evaluation instrument and the reviewer concurs, the employee may be placed in a 3-month disciplinary probationary status. The supervisor will work closely with the employee to establish a development plan and will counsel the employee on a regular basis and record the counseling efforts to increase the employee's performance. An additional evaluation will take place at the end of the disciplinary probationary period. If the employee's performance has not risen to acceptable levels, the employee may be terminated or the disciplinary probationary period may be extended. If after the extended disciplinary probationary period the employee's performance is still rated as unsatisfactory, the employee will be terminated.

A supervisor may conduct an evaluation at any time that it is perceived that the employee's performance has fallen below satisfactory performance.

Annual evaluations are not subject to the College grievance procedure.

Termination of Employment

SAU Tech may terminate employment of administrative/professional and classified employees, subject to and consistent with applicable laws and regulations.

When it becomes necessary to terminate an employee, the employee will be notified in writing, stating the effective date of the termination. Employees may be terminated for unsatisfactory performance or whenever it is in the best interest of the College to end the employment relationship. This employment at will privilege may be exercised by the staff member under voluntary termination. Non-classified staff are subject to the specific terms of his/her contract.

Terminated employees may appeal to the Vice Chancellor for Finance & Administration if the affected employee submits, in writing, specific allegations that the determined decision was based upon the employee's exercise of rights guaranteed by the laws or the constitution of Arkansas or the United States. A hearing may be granted only if the employee requests such a hearing within five (5) working days after the Chancellor has notified the employee of termination.

Resignations

Classified employees who resign their employment are expected to give notice of their resignation at least ten (10) working days prior to leaving the campus.

Administrative/professional personnel employed under the provision of a written work agreement are expected to work until the expiration of the work agreement, with notice being given when new work agreements are issued, normally in April or May of each year.

Administrative/Professional Personnel Placement on the Salary Schedule upon Completion of Additional Degree

For administrative/professional employees who change from a non-degree or associates degree status to a bachelor's degree, the new salary will be equal to the base salary plus \$1,000 or the entry salary for the new range, whichever is greater.

For administrative/professional employees who change from bachelor's to master's, the new salary will be equal to the base salary plus \$2,000 or the entry-level salary for the new range, whichever is greater.

For a change from master's to doctorate, the new salary will be equal to the base salary plus \$3,000 or the entry-level salary for the doctorate range, whichever is greater.

In order to receive a salary increase under this section, the administrative/professional employee must file an approved program of study from a regionally accredited institution of higher education for prior approval for salary purposes before embarking on the advanced program of study. The Vice Chancellor for Finance & Administration must recommend, to the Chancellor, prior approval of all programs of study for the employee to be eligible for salary increases under this section. Additional compensation begins with the next appointment following completion of the degree program. The employee must furnish the Vice Chancellor for Finance & Administration with an official transcript showing degree completion by the appropriate deadline.

NON-PERSONNEL POLICIES

Travel

Travel Expenses

The College will reimburse employees, students, and officially invited guests of the College for reasonable expenses incurred while traveling on college business. A Travel Authorization form must be processed for travel. Department heads should approve all official reimbursable travel within the State of Arkansas. The Chancellor must approve out-of-state travel in advance. This approval should be secured before ordering airline tickets and making deposits. Before embarking on any official travel, the employee should be certain there is money in the department budget to pay the vouchers.

Before an employee can claim reimbursement for meals and lodging, the travel administrator must establish an "official station". Reimbursements cannot be claimed for meals, lodging, or privately owned vehicle mileage within the city or town designated as the traveler's official station without special travel authorization from the Chancellor.

Limits on Daily Amounts

A full travel day commences at 6a.m., and includes breakfast, lunch, dinner, and one night's lodging, and ends the following day at 6 a.m. The maximum amount reimbursable to the traveler for one travel day for lodging in-state is \$70.00 plus tax with the exception of Little Rock or Pulaski County which is \$88.00 and Hot Springs or Garland County which is \$98.00. All local sales tax rates must be shown on the voucher if it is needed to calculate the total daily amount claimed. The maximum amount reimbursable to the traveler for one full travel day for meals for in-state travel is the traveler's **actual** expenditures (your meal & a tip of up to 15% of meal) up to a maximum amount of \$49.00 if the meal was in Hot Springs or Garland County, \$54.00 if the meal was in Little Rock or Pulaski County, or \$39.00 if the meal was in a city other than Hot Springs or Little Rock or in a county other than Garland county or Pulaski county. The meal Maximums can be found at the GSA.gov website:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943, under per diem rates, and meals & incidental expense breakdown. For out of state travel, please go to the GSA.gov website also, to find the meal and lodging maximums for that destination. **Again, you can only claim actual expenditures. You cannot claim the maximum amount if you spent less than the maximum.** The State of Arkansas Travel Regulation and more information about travel can be found at http://www.state.ar.us/dfa/procurement/pro_buscard.html.

Meal Reimbursement Policy

Reimbursement for meals is not a per diem, and is to be claimed for **actual** expenses not to exceed the maximum allowable rates as listed in the Federal Travel Directory (See U.S. General Services Administration website). Meal Reimbursement is allowed only in connection with overnight travel, whether in state or out of state unless "special authorizations", under ACA 19-4-903 are authorized by the agency head or travel administrator. Detailed receipts for meals are required to be submitted with the TR-1 form.

Full day of travel – A full day of travel is a day of travel between the first and last day of travel. The maximum full day meal allowance is the Federal per Diem rate depending on the destination location. The destination location is the location where lodging was obtained.

TR-1 Claim - The amount to be claimed on the TR-1 is the lower of:

1. The actual meal expense plus actual tip expense (up to 15% on each meal)
2. The full Federal per Diem rate for the destination location

Partial Travel Day – A partial travel day is the first and last day of overnight travel. On the first and last day of travel, meals must be in proportion to the time in travel status and must not exceed 75% of the Federal per Diem rate for the destination location. To ensure that meals are in proportion to the time in travel status, meal eligibility is determined as follows:

On the 1st day of travel

The trip must have started at 6:00 am or earlier to claim breakfast.

The trip must have started at 12:00 pm or earlier to claim lunch.

The trip must have started at 6:00 pm or earlier to claim dinner

On the last day of travel

The trip must have ended after 6:00 am to claim breakfast

The trip must have ended after 1:00 pm to claim lunch

The trip must have ended after 6:00 pm to claim dinner

The maximum for a partial day, as long as it doesn't exceed 75% of the full Federal per Diem rate for the destination location, is the total of the maximums for eligible meals plus the \$3.00 incidental rate as stated in the Federal Travel Directory for the destination location. On the first day of travel, the destination location is the location where the lodging was obtained. On the last day of travel, the destination location is the location where the lodging was last obtained.

TR-1 Claim - The amount to be claimed on the TR-1 for a partial day is the lower of:

1. The actual meal expense plus actual tip expense (up to 15% on each meal)
2. The total of the maximums for eligible meals plus the \$3.00 incidental rate
3. 75% of the full Federal per Diem rate for the destination location

Reimbursement for lodging is limited to the single room rate. If a room is occupied by more than one person, the single room rate must be noted on the receipt. The maximum daily allowance will be limited to the Federal-per-Diem rate depending on the location for both in state and out of state travel. Lodging costs exceeding the rates listed in the Federal Travel Directory may not be paid without a letter of authorization by the Chancellor and must include a justification as to why it was in the best interest of the state to exceed the standard reimbursement rate. Telephone charges on hotel/motel bills should be listed as telephone and not hotel room on the voucher. These calls must be for business, not personal purposes.

Completing the Travel Expense Reimbursement Form, TR-1E

1. The TR-1E form is to be used by state officials, state employees, non-state employees, and official guests in preparing their travel reimbursement claims for expenses incurred in connection with official duties. In-state and out-of-state travel should be claimed on separate forms, although it is permissible to combine several trips of the same type. The original travel reimbursement forms must be typed or written in ink and should be submitted within five working days of return from trip since items can be forgotten and

receipts lost. Also, if the department runs short of money, it could become difficult to file the claim.

2. The upper portion of the form includes the identification of the agency or department reimbursing the person filing the claim. The traveler must include the official station, his or her full address, and the license number for the private vehicle for which he or she is claiming mileage allowance. "Official station" is the geographic location or "address" where the employee normally reports for duty and/or spends the majority of his/her productive time. An employee's "residence" shall be the city or town in which the individual has an abode or dwelling place.
3. All of the travel expenses for each day's business should be shown on one line unless the traveler has to make stops at several places during the day and purchase meals there. In that case, each town must be listed. The name of the town and hotel where lodging was paid must also be listed.
4. If the traveler has local intra-city or vicinity travel while driving a private car on official business, such extra mileage should be listed on a separate line on the travel form for the date indicated showing the actual number of vicinity miles.
5. The traveler will be reimbursed for actual cost of meals and lodging, but not to exceed the maximum as set forth above. Meals are not reimbursable unless the traveler spends the night and incurs motel expenses or presents written proof of other means of lodging.
6. For partial calendar days, the allowances for reimbursement should be in reason and in proportion to amounts claimed for the same items when all four items are included. In other words, if a trip begins in the afternoon, no claim should be made for breakfast and lunch.
7. Each column and row should be totaled and the reimbursement for meals, lodging, and mileage should be entered in the spaces provided in the recapitulation at the bottom of the form.
8. Reimbursement for the use of privately owned motor vehicles on official business will be computed at the rate of forty-two (.42) cents per mile and entered in the appropriate column. To compute the mileage between cities, click on the link "Get Directions" to the Rand McNally website on any one of the Travel Forms. When computing your mileage at the Rand McNally website, enter Camden, AR or whatever is your official station, and click "Add to list", then put the name of the destination city and state and click "Add to list". Then you will need to click "Get Driving Directions" Actual mileage above what the Rand McNally website computed can be claimed as vicinity mileage. To claim the vicinity miles, you would put the mileage difference in what Rand McNally computed and your actual mileage, on a separate line and label it vicinity miles. If you drove to several different cities, there could be separate vicinity lines for each city.
9. The traveler must always obtain meal, hotel and lodging, and incidental receipts. If commercial transportation is used, receipts must also be obtained for such items. All required receipts must be attached to the TR-1E.
10. The TR-1E is to be used by the traveler for his or her own expenses and must not include the meals and lodging for any other person. Each state employee will be required to file separate travel reimbursement claims. Travel checks will be made only to individuals and not to agencies or businesses.
11. The TR-1E must be signed in the space titled "Signature of Traveler." The traveler must not sign the Travel Supervisor blank.

Completing the Travel Expense Reimbursement Form, TR-1M

A TR-1M form is to be used only when there are no other expenses to be claimed but mileage. The upper portion should be filled out like the upper portion of the TR1-E form. The use of privately owned vehicles on official business will be computed at the rate of .43 per mile.

Completing the Travel Expense Reconciliation Form

A Travel Expense Reconciliation form must be attached to the TR-1E or TR-1M form when presented for payment in those cases where all travel expenses were not paid by the employee. The traveler will indicate on the left side of the form the expenses paid. This amount should total what is on the TR-1E or TR-1M. The traveler will indicate on the right side of the form the expenses not paid directly by the traveler that were billed or charged to the agency. Such expenses could include lodging, registration, transportation, etc. The receipts provided to the traveler at the time of purchase, particularly for lodging and commercial transportation must support the Travel Expense Reconciliation form.

Travel Card Program

There are three types of state travel cards:

Individual	Employee responsible
BTA	Agency responsible, direct billings
Agency Sponsored	Agency responsible, must be in employee's name, unique events, Temporary card,

Employees have sixty days to pay monthly bills. If the bill ever becomes delinquent, UMB will cancel the card. No exceptions will be made to this rule, regardless of the reason or circumstance. Individual cards will have restrictions that prohibit state employees from using the card for purposes other than official business. Individuals cannot use a personal card to pay expenses for other state employees. Card limits can be increased for one-time events.

Travel Advances are discouraged due to the state restrictions. Only employees who have been denied an individual travel card are eligible for an advance.

The BTA cards are for agency use only. These are used for direct billings. Travelers are required to fill out a TR-1E, TR-1M, and/or a Travel Reconciliation Report according to institutional guidelines.

State Vehicles

SAU Tech has a fleet of vehicles that can be used for official travel. The vehicles are reserved on a first come, first serve basis. A Van Reservation and Authorization form must be filed with the Physical Plant prior to the scheduled use of the vehicle. The forms are available in the Business Office. Vehicles may be reserved by calling extension 4549.

There is one mini-van in the fleet. Certain stipulations have to be met in order to use this vehicle. The Physical Plant Director will provide these stipulations to users.

If an employee travels less than 100 miles, he/she will be assigned one of the older vehicles in the fleet. The newer, more reliable vehicles will be utilized (if available) for travel exceeding 100 miles.

An employee's privileges of using the motor pool fleet will be revoked for six months after three offenses of not calling in cancellations within an academic year. The employee will be notified with a warning after the second offense.

Registration Fees

Some registration fees require prepayment. This can be accomplished by submitting a Purchase Request/Order to the Purchasing Office. The following information should be included: a) name of payee, b) agency copy, c) A completed registration form, and d) a copy of the form or letter that states prepayment is required. The Purchase Request/Order should be processed after obtaining approval of travel via a Travel Authorization form.

Travel Outside Current Fiscal Year

Travel authorization for registration and transportation expenses associated with travel outside the current fiscal year is allowed only when it is more economically advantageous for the college (i.e. early bird registration discounts and airfare discounts). Travel Authorization Forms should be turned in no earlier than two weeks prior to the discount deadline. Only the registration and/or airfare will be encumbered. The remaining travel expenses for meals, lodging, etc. will be encumbered in the new fiscal year.

State Procurement Card Program

As an agency of the State of Arkansas, SAU Tech participates in the Procurement Card Program that is designed to help better manage low-dollar supply purchases in addition to bringing benefits to the College and its vendors. The P-Card facilitates the acquisition of lower dollar goods and services needed for conducting official College business. It is intended that the P-Card be issued to selected full-time employees to enhance the College and departmental effectiveness and economy of operations. Responsibility and accountability for P-Card transactions reside at the department level. Personal purchases are strictly forbidden and may result in disciplinary action.

Telephone Service

Generally, campus telephones are intended for inter-office calls and for calls placed by personnel conducting college business. Excessive use of campus telephones for personal business and/or charging personal long distance calls to the College will be grounds for disciplinary action.

The telephone system records all outgoing calls by extension, date, time, number called, duration, and cost. This information is maintained in the Physical Plant Director's Office and is available to department heads and individual telephone users for review.

SAU Tech also maintains a T.D.D. telephone for the hearing impaired. It is located in the Administration Building lobby and is available for incoming and local calls only.

Requests for telephone repairs should be made by calling ext. 4547.

Cellular Telephone Policy

Purpose and Scope

- a. Southern Arkansas University Tech wishes to provide the most consistent, convenient and cost effective cellular telephone services possible to its employees. The objectives of this policy are to:
- b. Provide guidelines to employees who may wish to have a cellular telephone to conduct College business;
- c. Apply standards to the cellular telephone equipment and service agreements used by College employees;
- d. Simplify and make more manageable the College's relationship with cellular telephone vendors;
- e. Provide a system for monitoring cellular telephone usage patterns so that plans can be routinely modified to better meet the needs of the user;
- f. Ensure that the College's acquisition of cellular telephone services is cost-effective;
- g. Provide an internal system for purchasing cellular telephone services, gaining access to repair services, acquiring necessary training and support and communicating available programs to the College employees ; and
- h. Establish a system for monitoring future developments in cellular services and selecting those that meet the needs of the College.

This policy applies to all faculty and staff of the College.

Cellular Service Vendors

To facilitate accomplishment of the above objectives, the College may, with the approval of the Department of Information Services, enter into contracts with cellular telephone service providers. During the period when one or more of these contracts is in force, the College will only purchase cellular telephones or cellular telephone service agreements for employee use on the basis of these contracts, unless a specific exception is granted.

Eligibility and Approval

Cellular telephones and services may be provided to certain SAU Tech employees to conduct activities incident to their College employment that either cannot be conducted on a landline telephone or for which it would be inefficient to use a landline telephone. Requests for cellular telephones must be approved by the employee's supervisor (who will determine need), the Human Resources and the Vice Chancellor for Finance & Administration. Cellular telephones distributed to staff members are the property of the College. Cellular telephones will be returned to the College if the employee discontinues employment at the College. Final paychecks may be withheld pending return of cellular telephones.

Personal Calls

SAU Tech provides cellular telephones to employees for the purpose of conducting College business. The use of College-owned cellular equipment to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in certain situations. Employees must realize that although personal calls made within the local calling region and under the usage limits provided by the employee's plan do not result in additional charges, they do count toward the overall time limits established under the service agreement. The current cellular service contract includes two plan options: (1) per phone 500 free daytime minutes, 5,000 nighttime and week-end minutes, free mobile to mobile within the AT&T network (\$31.99 + \$10.00 text messaging); (2) per phone 900 free daytime minutes, unlimited free nighttime and week-end minutes, free mobile to mobile within the AT&T network (\$47.99 + \$10.00 text messaging). Employees are not responsible for reimbursing the college for personal usage which falls into this free category. However, any overage, long distance, roaming or other charges realized by the employee above the allowed free minutes and texting option provided in the plan, whether business or personal, shall be the responsibility of the employee. Failure to abide by the cellular telephone policy and procedures will result in the cancellation of cellular telephone usage.

Reimbursement of Business Calls

If an employee wishes to purchase a personal cell or data phone to conduct college business, the employee may purchase one from a private vendor and the College will reimburse the employee up to an established reasonable amount for business calls upon presentation of a billing statement. Spam, personal messages, and text messages will not be reimbursed. Only legitimate documented business calls and emails may be reimbursed. All reimbursement requests must have supervisor approval before submitting to the Human Resources Office.

Other Restrictions

An employee may not operate a personal business from a College cellular telephone or use the cellular telephone for any other personal gain.

Plans, Handsets, Features and Accessories

The College will contract for a set of usage plans, handsets, features and telephone accessories that will serve the needs of most employees. An employee wishing to have features other than those offered in the available programs must have approval of his or her supervisor and the Vice Chancellor for Finance & Administration.

Damage, Loss or Theft

Handsets or other equipment that is damaged in the course of business should be brought to the campus Human Resources Director, who will contact the vendor for replacement or repair. Lost or stolen cellular equipment should be immediately reported to the employee's supervisor, to Campus Police and to the Human Resources Director so that the service can be cancelled. All costs incurred for replacement or repair will be the responsibility of the employee's department.

Usage Monitoring

Managers and supervisors are responsible for educating subordinates about appropriate cellular telephone procedures and monitoring their usage. In emergency situations, managers may

grant exceptions to these usage policies. In such circumstances, the employee on a timely basis must reimburse any charges incurred for personal use.

Program Management

The relationship with cellular providers shall be managed through the office of Human Resources. The HR Director will place all orders for cellular telephones and services with the contracted vendor and take delivery of equipment. The HR Director will contact employees ordering equipment when it arrives and provide necessary orientation and training. The HR Director and the Vice Chancellor for Finance & Administration will monitor plans and overall usage, suggest changes in service agreements to provide the most convenient and economical plan to the employee and monitor changes in cellular telephone technologies to make recommendations for improvements in the College's equipment on an as needed basis.

Employer Liability

Employers can be liable for problems or incidents created by an employee's use of cellular telephones while driving if a company provides the cellular telephones, or if cellular telephone use is necessary or encouraged as a part of their job. Employees are to exercise caution and good judgment while using cellular telephones while driving. Failure to do so will result in the loss of use of college cellular telephones.

Mail Service

The College operates a central mailroom for processing of outgoing and incoming mail. The correct mailing address for the College is:

Southern Arkansas University Tech
P.O. Box 3499
Camden, AR 71711-1599

Hours of operation are from 9:00 a.m. – 10:00 a.m. and 1:30 p.m. - 2:30 p.m., Monday through Thursday, and 9:00 a.m. – 10:00 a.m. on Fridays.

In order to avoid delays, all outgoing mail should be delivered to the mailroom by 2:00 p.m. Monday through Thursday and by 10:00 a.m. on Friday.

Bulk Mail Service

SAU Tech has a centralized, nonprofit, third-class bulk mailing service under University Permit #191 with the Postal Service. The campus post office is the clearinghouse for all departmental bulk mailings. Bulk mailing supplies and instructions are available at no charge to departments at the campus post office. Bulk mail is a much less expensive, yet efficient, method of mailing printed pieces of identical size and weight, addressed in quantities of not less than two hundred (200) pieces. The College return address is required on all bulk mail pieces. Departments should be aware that delivery of bulk mail is a non-priority item and is somewhat slower than first-class mail delivery.

All departments are responsible for processing their own bulk mailings. This includes sorting, bundling, labeling, and placing the documents in the appropriate US Postal tub/tray and bag. (Remember: To classify as a "bulk mailing", there has to be 200 + pieces of like mail.)

The Business Office is responsible for ensuring that each department has the appropriate materials/supplies. The Business Office is also responsible for the official bulk mail report to accompany the mailing.

Copy Service

Bond copiers are available in the Administration Building lobby, Business Office, Bookstore, Financial Aid Office, Testing Center, Arts & Sciences Department, Tech Engineering Building, Business Building, LRC, and Aviation Hangar. All departments are assigned key counter codes. Copy usage is charged back to departmental budgets based on the monthly usage report.

All photocopier paper, toner, staples, etc. is centrally budgeted and should be requested through the Chancellor's Office. All service and maintenance calls should be requested through the Business Office.

College Bookstore

The College Campus Bookstore typically operates from Monday through Friday. Hours of operation are subject to change as demands for service change during the school year; hours of operation will be posted at the Bookstore. Students can also purchase books and supplies through the SAU Tech on-line bookstore at www.sautech.edu.

The Bookstore sells the textbooks and supplies required for all courses offered at the College; in addition, T-shirts, jackets, caps and other "College" novelty items are available. While the Bookstore is operated primarily for the convenience of students, its services are available to employees as well as persons outside the college community.

Full refunds for textbooks purchased at the bookstore will be given only when the College cancels a course. An 80% refund is given when a student drops a course within one week. Books must not be marked in and students must present an official drop slip and their sales slip. Book slips cannot be used after the end of the second week of school (with the exception of the Nursing Assistant program).

Book buy-back is conducted three days during the week of finals of the fall and spring semesters. Books are purchased (as needed) for the bookstore and for a wholesale book company. Students must bring the books in during the buy-back to be scanned. Buy-back of books is not guaranteed.

The bookstore accepts cash, personal check (for the amount of purchase), MasterCard, or VISA. A valid phone number and driver's license number are required on personal checks.

Use of Equipment and Supplies

Personal Use of College Equipment and Supplies

The use of college equipment, material, expendable supplies, and services by college personnel is restricted for college-related functions unless stipulated in an employee's contract.

Use of Personal Property on Campus

The College does not assume responsibility for personal property used on campus by employees. To avoid confusion about ownership, personal property should be labeled with a personal tag.

Purchasing

All purchases, rentals, leases, and lease/purchases to which SAU Tech is a party are subject to regulations and procedures as stipulated in Arkansas statutes. All types of purchases from college accounts are subject to these regulations and procedures and require prior approval of the Purchasing Official. The purchasing official, or his/her designee, is the sole purchasing authority for the College. **Purchases not authorized by this authority are not legal obligations of the College. Any individual making a purchase without proper prior approval is assuming a personal obligation to the vendor for which he/she may be held personally liable.** To obligate the College, a purchase order number assigned by the Purchasing Office and the purchasing official's signature must accompany all Purchase Request/Order forms. The Purchase Request (PR) at this time becomes a properly authorized Purchase Order (PO). Communication with prospective vendors should be coordinated with the Purchasing Office to help avoid misunderstanding between the College and the vendor.

Minority Vendors

SAU Tech supports equal opportunity for economic development. The College fully supports the participation of minority vendors in the purchase of goods and services for the College. The annual procurement goal of 10 percent of business with minority vendors is in accordance with Act 698 of 1991. Departments are therefore encouraged to consider minority vendors when purchasing goods and services for the College.

Small Purchases

Purchases totaling \$5,000 or less, including freight but excluding sales tax, may be made by the Purchasing Office without bid procedures; however, competition will be used to the maximum extent practical. State law prohibits repeated small quantity procurement of like items to circumvent the \$5,000 limit. Departments should specify items to be purchased and enter a source for the purchase on the purchase request. The Purchasing Office may determine that an item or items requested are available at better pricing from a source other than the vendor entered by the department. However, before making a change of vendor on a Purchase Request, the Purchasing Office will advise the department of the intended change. The vendor, not the items requested, may be changed.

Computer and Software Purchases

All computer hardware and software requisitions must be approved and signed by the Director of Computer Services before submitting to the Purchasing Agent/Buyer for processing.

Department of Corrections

All departments are encouraged to use products or services of the Arkansas Department of Corrections in accordance with Arkansas Statute 12-30-204. Its catalog, which is available in the Purchasing Office or on line at www.acicatalog.com, contains many office items like desks, tables, and chairs. The Department also does printing. All items can be purchased without competitive bid, regardless of the amount.

Bid Procedures

With a few exceptions, all purchases exceeding \$5,000 in total cost, including freight but excluding sales tax, are subject to bid procedures to be performed by the Purchasing Agent. Purchases totaling \$5,000 to \$25,000 are procured by competitive (quote) bid. Competitive (quote) bid is a method of procurement which requires the Purchasing Office to obtain set prices from prospective bidders as follows: a) direct mail, b) telephone, c) FAX, or (d) Internet. Purchases totaling more than \$25,000 require formal competitive sealed bidding procedures by the Purchasing Office. This procedure requires a newspaper advertisement. Individuals requisitioning items should allow at least six weeks for the above procedures when anticipating department needs. The requisitioners are responsible for furnishing a detailed description or specifications for each item to be purchased and the names and addresses of any specified vendor(s) to whom bids should be submitted.

Exceptions to Bid Requirements

There are a few circumstances and items, which the laws provide exception to all or part of the bid requirements. Certain purchases, which may be authorized by the Purchasing Official without bid procedures, are as follows:

1. Exempt commodities and services:
 - A. Advertising in newspapers, periodicals, and related publications;
 - B. Commodities procured for resale in cafeterias, bookstores, canteens, and other similar establishments (however, such commodities procured should not be sold or transferred to any state agency with the intent of circumventing applicable procurement procedures);
 - C. Fees, including medical and physician fees;
 - D. Licenses;
 - E. Livestock;
 - F. Maintenance of office machines and technical equipment;
 - G. Membership in professional, trade, and other similar associations;
 - H. Postage;
 - I. Published books, manuals, maps, periodicals, films, technical pamphlets, and copyrighted educational aids for libraries and other informational or instructional purposes, in instances in which other applicable laws do not provide a restrictive means for the acquisition of same;
 - J. Services of visiting speakers, lecturers, and performing artists;
 - K. Taxes;

- L. Travel expenses, such as room and board and transportation charges;
 - M. Utilities;
 - N. Professional and consultant services procured in accordance with Act 876 of 1973; and
 - O. Retail gasoline credit card purchases
2. Emergency procurement for the acquisition of commodities or services that, if not immediately initiated, will endanger human life, health, college property, or functional capability of the College. Emergency procurement must include written justification addressed to the Vice Chancellor for Finance and Administration for approval. When the emergency procurement is estimated to exceed \$5,000 in cost, a minimum of three (3) competitive bids, whenever possible must be obtained.
 3. Commodities obtained solely from a federal government agency.
 4. Items under state purchasing contracts. These items cannot be purchased from a source other than the contract holder or the SAU Tech Central Store.

State Procurement Contract Items

The following are examples of items that are under statewide contracts. This list may change from time to time.

- Air conditioners
- Automobiles
- Binding, rebinding (Library)
- Cellular Telephones
- Computers
- Copiers
- Data processing cards
- Diplomas
- Envelopes, (blank and printed)
- Forms (continuous tax, custom continuous, snap-out, & stock)
- Labels (continuous-custom & stock)
- Lamp ballasts
- Letterhead
- Light bulbs
- Microsoft Software
- Office supplies
- Paper (continuous, cut, print shop, stock & xerographic)
- Paper towels & toilet tissue
- Tires
- Videotapes

Vendor Performance

Departments shall promptly notify the SAU Tech Purchasing Office of any problems with products or vendor performance. Written explanations should be provided to the Purchasing Office to document and substantiate the problem(s). Departments with problems with State contract items should contact the SAU Tech Purchasing Office to obtain a Vendor Performance Report. This report should be completed and returned to the SAU Tech Purchasing Office which will forward the report to the Office of State Procurement.

Printing

All printing, with cost less than \$10,000, must be processed through a state contract, bid procedures, Department of Correction, or another state-supported higher education institution. The Office of State Procurement must bid printing with cost in excess of \$10,000.

When printing is required, a Purchase Request/Order with attached materials and specifications should be sent to the Purchasing Office. All specifications for printed material must be reviewed and approved by an SAU Tech printing certified employee prior to the order being placed with the vendor. The Purchasing Agent, the Director of Institutional Advancement, a designee from the Arkansas Fire Academy and a designee from the Arkansas Environmental Academy are printing certified employees.

Office Machine Repair and Maintenance Service

All requests for repair and service of office machines (copiers, FAX, typewriters, etc.) must be made through the Purchasing Office, ext. 4523. If a machine that needs repaired is not covered by a maintenance contract, a purchase request must be submitted to the Purchasing Office before the service call can be made.

Professional and Consultant Services Contracts

A professional services contract is used to engage someone not employed by SAU Tech to perform personal services. The college does not have control over the day-to-day activities of the person. A consultant services contract is used to contract with someone for the purpose of giving advice on a particular problem facing the school. The justification form should designate the purpose. The method of securing the service is the same, but a different character code may be used when payment is made. Before an employee begins the process of securing a contractor, he or she should be sure there are sufficient funds in the budget. The times listed below can sometimes be shortened by special handling; but unless an emergency exists, the times should be allowed. The Vice Chancellor for Finance and Administration must approve all Professional and Consultant Service Contracts prior to submittal to the State.

Professional Service Contract between \$5K and \$25K

Current laws allows SAU Tech to procure professional and consultant services using a purchase order in lieu of the standard contract form if the value of services does not exceed \$25,000. Should SAU Tech enter into a subsequent contract or contracts with the same contractor during the same fiscal year, regardless of the nature of said contract or contracts, the details of the original contract, which utilized a purchase order form and all subsequent contracts, regardless of amount or type, shall be promptly reported to the Chief Fiscal Officer of the State.

The following methods should be utilized to receive and evaluate offers for professional and consultant services between \$5K and \$25K. The Office of State Procurement maintains a listing of professionals and consultants desiring to do business with the state.

- ABA Criteria
- Request for Proposal
- Competitive Bid

- Request for Qualifications
- Intergovernmental
- Emergency

Professional Service Contracts over \$25K

Each department must complete its own Professional/Consultant Services Contract form. To obtain the contract forms and directions, go to http://www.arkansas.gov/dfa/purchasing/pcs_procurement.html. Departments should contact Accounts Payable to obtain a contract number.

Central Stores

As a convenience to departments, the SAU Tech Central Store stocks many office supply items under state contract. If the item is not in stock, the Central Store may order and stock it, if approved by the Vice Chancellor for Finance & Administration. Departments are advised that many items under contract are not available by choice of brand and/or model number. Contracts are awarded on goods meeting minimum specifications or on an “equal” basis.

Inventory

Capital outlay as defined for inventory purposes is “all tangible property with a unit cost of \$2,500 or more inclusive of tax and freight and a normal usage life of two (2) or more years.” This excludes equipment purchased with college savings bond money. Purchase requests for equipment from extra/special funding accounts require the Chancellor’s signature. Purchase requests for microcomputers, and software require approval from the Director of Computer Services.

Each administrator is responsible for all equipment items on his/her inventory. The Business Office is responsible for annually conducting a physical inventory of all equipment items. Each administrator will receive a printout of equipment from purchasing each year and is encouraged to make periodic inventories of his or her equipment items during the school year.

Removal of Equipment/Location Change

In order to remove equipment from inventory, whether it is through Marketing & Redistribution, lost, stolen, destroyed, traded in, inter-agency transfer or other, an Inventory Release form must be submitted to the Physical Plant along with the supporting documents. The release form should contain such information as reason for deletion, tag number, fund, and account number. The appropriate budget department head, Business Office Inventory Control and the Physical Plant Director should sign it. Central Receiving will record the initial location of an inventory item upon delivery. Any subsequent location change under the control of the same department will simply need to be noted by tag number, old location, and new location. A change where control is transferred to another budget department requires signatures of each budget department involved and Business Office Inventory Control. **Under absolutely no circumstances does an employee have the authority to dispose of, cannibalize, or relocate any equipment item without going through the proper procedures and without obtaining agency approval.**

USAGE POLICY FOR SAU TECH FACILITIES

Persons using any SAU Tech facility are expected to abide by the following policies.

Alcoholic Beverages

The use or possession of alcoholic beverages and the serving of alcoholic beverages in any form is prohibited on SAU Tech property except for the Charles O. Ross Center. The renter will agree to abide by the Charles O. Ross Center alcohol policy as stated below.

Tobacco-Free

In compliance with the Arkansas Clean Indoor Air Act of 2006, The Clean Air on Campus Act of 2009 and college policy, SAU Tech is a tobacco-free campus. The use of tobacco products is prohibited in all on-campus and off-campus buildings owned, leased or controlled by SAU Tech; on all grounds owned, leased or controlled by SAU Tech; and all vehicles owned, leased or controlled by SAU Tech. Act 734 of 2009, The Arkansas Clean Air Act of 2009, mandates that all state supported colleges and universities along with all properties controlled by those institutions must be smoke free by August 1, 2010. Beginning August 1, any person found guilty of violating the provisions of Act 734 shall be punished by a fine of not less than \$100 and not more than \$500.

Weapons

No weapons are allowed on the property except for SAU Tech personnel or security guards who are required to carry weapons as part of their job.

Attachments

Attachments to the walls, ceiling and floors of the facility are prohibited (i.e., staples, tape, pins, glue, or tacks) except in designated areas. **Dragging chairs and tables across the floor is prohibited.** Renter will be responsible for clean-up of the facility and its equipment on the same day of the rental and immediately following the renter's function.

Reservations

Reservations for any SAU Tech facility can be made by calling the Assistant to the Chancellor at 870.574.4488. SAU Tech will book reservations only one (1) calendar year in advance.

Set-up Requirements

Set-up requirements (i.e., equipment needs, table and chair arrangements, etc.) will be provided by the renter six (6) weeks prior to the usage date. If the reservation is made within six (6) weeks of the usage date, the set-up requirements will be provided at the time of reservation.

Availability

SAU Tech will block the use of its facilities for all college-approved holidays. This block will include the first and last business day connected to the holiday and all adjoining weekends. SAU Tech will also block the use of its facilities for required maintenance as determined by the Director of Physical Plant. Exceptions to facility availability will be approved by the Director of Physical Plant prior to reservation confirmation.

Payment of Fees

Payment of all fees will be made prior to the usage date. The damage deposit will be paid when the reservation is requested to confirm and hold the usage date. The usage fee will be paid six (6) weeks prior to the usage date. If the reservation is requested less than six (6) weeks prior to the usage date, the damage deposit and the usage fee will be due at the time of reservation. Checks will be made payable to SAU Tech and mailed (or delivered) to ATTN: Business Office, SAU Tech, Post Office Box 3499, Camden, Arkansas 71711-1599.

Parking

Renter and all event participants will adhere to all parking signs.

ON-CAMPUS FACILITIES

In addition to the above facility usage policies, persons using any on-campus SAU Tech facility are expected to abide by the following policies.

Food and Drinks

No food or drinks will be allowed in any classrooms, auditoriums or other meeting rooms. Set-ups for food and/or drinks will be located in the hallway, foyer or atrium where available. Set-ups will be requested at the time of reservation. SAU Tech will not be responsible for any food or drinks left in the hallway, foyer or atrium.

On-campus food service is available through the College Café. It is the renter's responsibility to schedule food service with the College Café by calling 870.574.4456.

Days and Hours Available

Monday through Thursday	7:00 am to 9:00 pm
Friday	7:00 am to 12:30 am (Saturday)
Saturday.....	8:00 am to 12:30 am (Sunday)
Sunday.....	8:00 am to 11:30 pm

Usage Fee

Classroom & Small Auditoriums

- \$25 per hour up to four (4) hours
- \$100 for four (4) or more hours per day

Large Auditorium (TECH-100)

- \$50 per hour up to four (4) hours
- \$200 for four (4) or more hours per day

Gymnasium (Gym Floor)

- \$350 per day
- \$150 deposit required to confirm reservation. Deposit will be part of the rental fee. In lieu of paying the deposit, SAU Tech will accept a letter from the renter indicating agreement to pay charges upon receipt of invoice. The letter will be used as the deposit for all future events.

SAU Tech reserves the right to waive usage fees when an on-campus facility is being used by its business & industry training partners, educational partners or government agencies.

Employee Use

Full-time employees of SAU Tech do not receive a discounted rate for on-campus facilities and will follow all policies regarding the use of on-campus facilities.

Cancellation Policy

A two-week notice of cancellation is requested.

CHARLES O. ROSS CENTER USAGE POLICY

In addition to the above facility usage policies, persons using the Charles O. Ross Center are expected to abide by the following policies.

Alcoholic Beverages

Renter wishing to serve alcohol at the Charles O. Ross Center will be responsible to obtain a temporary liquor license unless the event is a closed function by invitation only. Renter will agree to abide by all city and state laws regarding alcohol. No alcohol will be allowed outside the Charles O. Ross Center. No "BYOB" will be allowed. Use of individual ice chests, coolers, etc. will be prohibited. Renter will obtain the alcohol and will have it distributed by a bartender. Renter will agree to indemnify, defend, and save harmless SAU Tech and its officers, agents, and employees from any claims or losses resulting from services rendered by any individuals hired by the renter to perform or supply services, materials, or supplies in conjunction with the performance of the contract and any claims or losses resulting to any person injured or damaged by the user or individuals hired by the user to observe Arkansas laws, including but not limited to labor laws and minimum wage laws. The Vice Chancellor for Information Technology will approve all functions that serve alcohol.

Attachments and Clean-up

Renter will be responsible for **ALL** clean-up of the facility and its equipment on the same day of the rental and immediately following the renter's function. Renter will:

- remove all decorations, food, empty bottles and cans, trash, etc.,
- sweep and pick up food particles dropped on the floor throughout the facility,
- wet mop any food and/or drink spills on the floor throughout the facility,
- clean all counters,
- clean interior and exterior of all equipment,
- wipe all tables clean,
- check all rooms to see that all dishes, decorations, debris and trash have been removed – this includes RESTROOMS,
- remove all trash from the facility – place trash in the trash dumpster located on the west side of the facility, and
- secure all exterior doors before leaving the premises.

Renter will forfeit all or part of the damage deposit if:

- there is evidence of chairs and/or tables being slid across the floor,
- any exterior door is left unlocked, and
- an excessive amount of clean-up is required by SAU Tech.

Cancellation and Refund

The damage deposit and usage fee will be non-transferable and will be forfeited if a six-week notice of cancellation is not given.

Community and Non-Profit Organization Use

SAU Tech welcomes co-sponsored events at the Charles O. Ross Center under the following conditions:

- Organization must request, in writing, co-sponsorship and provide the event name, event type, and reason for co-sponsorship.
- Organization will be limited to two (2) usage dates per calendar year.
- Organization and event will be approved by the Vice Chancellor for Information Technology.
- Organization will follow all Charles O. Ross Center policies.
- Organization will acknowledge SAU Tech as a co-sponsor in all event advertising.
- Organization will pay the damage deposit to confirm and hold the reservation. The damage deposit will be subject to refund as stated in this policy.

SAU Tech reserves the right to waive usage fees when the Charles O. Ross Center is being used by its business & industry training partners, educational partners or government agencies.

Damage Deposit

All renters will be required to pay a damage deposit. A \$150 damage deposit will be required to confirm and hold the reservation. The damage deposit will be \$250 if alcohol will be served. The damage deposit will be returned when an inspection determines that all equipment and the facility are in satisfactory condition, and it is determined that the renter has abided by all Charles O. Ross Center policies. Failure to follow the policies will result in partial or full loss of the damage deposit.

Days and Hours Available

Monday through Thursday 8:00 a.m. to 10:00 p.m.
 Friday through Sunday..... 10:00 a.m. to 12:00 a.m. (midnight)

Employee Use

A full-time employee of SAU Tech may reserve the Charles O. Ross Center for personal use. Personal use will be defined as employee and his/her father/mother, sister/brother, spouse/child, grandparents, sister-in-law/brother-in-law, mother-in-law/father-in-law or any individual acting as the parent or guardian of the employee. Employee’s personal use will not include church, civic club, community organization, employer or for-profit events. Employee will attend event. Employee will follow all Charles O. Ross Center policies and fees except for the daily usage fee. Employee will be charged a \$150 fee for each usage date of the Charles O. Ross Center. Public usage of the facility will take precedence over employee usage.

Floor Set-ups

SAU Tech will provide renter with four (4) floor set-up options:

Auditorium..... Maximum Seating of 500
 Banquet..... Maximum Seating of 384
 Classroom..... Maximum Seating of 168
 Reception..... Maximum Seating of 175

Renter will be responsible for any other floor set-up. Facility rental includes only the large room at the facility along with the kitchen and public restrooms. Rental does **not** include any of the classrooms or labs located in the facility.

Key

Renter will be responsible for picking up the key to the Charles O. Ross Center on the business day before the renter's event unless otherwise instructed by SAU Tech. Renter will collect the key from the Chancellor's Office, Room 132, Administration Building, SAU Tech campus. Renter will acknowledge receipt of the key to the Charles O. Ross and will accept full responsibility for it. Renter will pay \$200 to have the doors of the facility re-keyed if the key is lost. Renter will accept responsibility to return the key to the Chancellor's Office on the first business day following renter's usage. \$25 will be deducted from renter's damage deposit for each day key is not returned to SAU Tech.

Setup Requirements

Changes to a reservation set-up must be made two (2) weeks prior to the usage date to avoid an additional charge of \$100; additional charge is payable at the time change is requested.

Sound System

Renter understands if any adjustments are made to the sound system, other than to the volume, renter will forfeit his/her damage deposit if SAU Tech has to call a sound system technician for any repairs.

Usage Fee

A \$300 per day usage fee will be charged for each usage date of the Charles O. Ross Center. This fee will be for the rental of the facility only. SAU Tech will offer, at no charge, equipment, if available, listed under Equipment/Facility Needs shown on the CHARLES O. ROSS CENTER RESERVATION SET-UP.

Use of SAU Tech Computers

SAU Tech Property

SAU Tech provides computing and network resources for the use of students, employees and others affiliated with the College. Members of the College community are encouraged to use the computers, software packages, or electronic mail (e-mail) for educational or SAU Tech related activities and to facilitate the efficient exchange of useful information. However, the equipment, software and network capacities provided through the SAU Tech computer services are and remain the property of the College. Use of the equipment and networks is to comply with the policies and procedures of SAU Tech, and any access may be denied to any student or employee who fails to comply with the College's policies and procedures regarding its use.

Installation and repair of College computer equipment is the responsibility of the Information Technology Department. Employees should follow internal procedures for requesting these services. It is the responsibility of individual employees to insure that all parts of computer systems are in place and accounted for at all times. Failure to adhere to this policy will result in disciplinary action as specified herein.

Internet Use

SAU Tech provides access to the Internet as a privilege and a tool for employees who agree to use the resource in a considerate and responsible manner. It is unacceptable for a user to use, submit, publish, display or transmit any information which:

- A. Violates or infringes on the rights of any other person, including the right to privacy;
- B. Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material;
- C. Violates SAU Tech policy prohibiting sexual harassment;
- D. Restricts or inhibits other users from using the system or the efficiency of the computer systems;
- E. Encourages the use of controlled substances or uses the system for the purpose of criminal intent; or
- F. Uses the system for any illegal purpose.

It is also unacceptable for a user to use the facilities and capabilities of the system to:

- A. Conduct any non-approved business;
- B. Solicit the performance of any activity that is prohibited by law;
- C. Transmit material, information, or software in violation of any local, state or federal law;
- D. Conduct any political activity;
- E. Conduct any non-governmental-related fundraising or public relations activities;
- F. Engage in any activity for personal gain or personal business transactions; or
- G. Make any unauthorized purchases.

Electronic Mail Privileges

E-mail is an integral part of communications on campus. The purpose of e-mail is to electronically communicate effectively with students, employees, peers, and/or other individuals within the higher education infrastructure.

SAU Tech users must adhere to the following guidelines:

- 1) Appropriate standards of civility must be used in electronic communications with other users.
- 2) Contents must not include rude, obscene, or harassing contents.
- 3) Any potentially offensive e-mail content must not be sent or forwarded to other users.
- 4) Messages must not be used to intimidate, insult, and/or harass other users.
- 5) Chain letters, mail-bombs, junk letters, classified ads, and other forms of mass electronic mailings are not permitted.
- 6) Electronic communications must not be used for solicitation purposes.
- 7) Personal for-profit use of e-mail is not permitted.

- 8) Campus-wide broadcast messages must be limited to college related information and purposes consistent with the mission of the institution. Only SAU Tech employees are permitted to post campus-wide broadcast messages via e-mail.

Access to Others' E-Mail and Privacy

Unauthorized attempts to access another person's e-mail or similar electronic communications or to use another's name, e-mail or computer address or workstation to send e-mail or similar communications is prohibited and may subject the individual to disciplinary action.

All users must understand that the College cannot guarantee the privacy or confidentiality of electronic documents. Any messages that are confidential as a matter of law should not be communicated over the e-mail.

The College reserves the right to access e-mail to engage in routine computer maintenance and housekeeping, to carry out internal investigations, to prepare responses to requests for public records or to disclose messages, data or files to law enforcement authorities.

Records

Messages sent, as electronic mail should meet the same standards for distribution or displays as if they were tangible documents or instruments. As with all records maintained by the College and to the extent required by law, files saved in the College's information system, including E-mail may be subject to release with a public records disclosure request.

Campus Software

Southern Arkansas University Tech has a set of standard software* that is installed on all campus computers. The standard software applications are:

Adobe Flash Player	Poise Skylight (except labs and some offices)
Adobe Reader	RealPlayer
Adobe Shockwave Player	Respondus LockDown Browser
Alertus Desktop Alert	Symantec Endpoint Protection (antivirus)
Google Chrome	UltraVNC
Java	Windows Defender
Microsoft Office	Malwarebytes Anti-Malware
Microsoft Windows OS (latest version when feasible)	PowerDVD
Mozilla Firefox	Roxio

*Standard software is defined as software that is used by all campus departments to accomplish specific tasks. For example, the standard word processing software for the campus is Microsoft Word.

All requests to purchase software must be approved by the Director of Information Technology Services (ITS). No requests to purchase other software to perform a task performed by the standard software will be approved. Requests for software to meet needs outside that of the standard software shall be approved by the applicable department vice chancellor (Chancellor in cases where the department reports directly to the Chancellor) prior to being forwarded to the Director of ITS for approval. These requests will be handled on an individual basis.

Disclaimer: ITS and the College are not responsible for any software purchased and loaded by an employee that is not on the standard software application list or approved by the Director of ITS and ITS and the College will not service such software.

Software Upgrades

In most cases, software is considered for upgrade as new updates are released. The timing of software upgrades that affect the entire campus is determined by the Chancellor's Council. In cases where there is a cost associated with software upgrades, the Information Technology department will cover the cost of the licenses for all leased computers. Individual departments will be responsible for licenses for laptop computers and any computers that are not a part of the computer lease. The Vice Chancellor for Information Technology's office will coordinate the purchase of software upgrades that affect the entire campus.

Software Copyright Protection

The federal Copyright Act ad 17 U.S.C. 101 et. Seq. (1988) protects and prohibits misuse of all original works of authorship in any tangible medium of expression. This includes a prohibition on plagiarism. Each employee is responsible for observing all local, state, and federal laws, especially in regard to copyright laws. SAU Tech will not be responsible for the cost of any legal action taken against an employee that violates such laws regardless of the situation or the intent or purpose of the employee.

Each employee should exercise extreme caution to avoid the possible violation of the law in the use of copyrighted computer programs and disk materials. The College directs that the copying of copyrighted materials, to include, but not limited to, books, slides, tapes, computer disks, and computer programs, without the written consent of the publisher is prohibited. Employees, who make multiple copies of copyrighted material, distribute copies, and/or use copies within a classroom or lab are acting as individuals in possible violation of the law, and the College assumes no legal liability or responsibility for their actions.

Software that is installed on hard disks of the microcomputers must be covered by a site-use agreement, proof of multiple copy purchase, or a letter from the software publisher authorizing the multiple use. This agreement, proof of purchase, or letter must be filed with the Director of Computer Services prior to software installation.

Overloading of Computer Resources

Nothing in this policy shall prohibit the College or the Information Technology Services Department from intercepting and stopping e-mail messages, which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of college computer resources.

Violation of Computer Use Policy

The Vice Chancellor for Information Technology is responsible for enforcing compliance with provisions of this policy and investigating suspected non-compliance. Penalties for non-compliance include, but are not limited to:

- A. Suspension of Internet and/or e-mail service to employee(s) with or without notice.
- B. Internal disciplinary measures, including discharge for instances of non-compliance that result in damage or otherwise compromise SAU Tech or its employees, agents, or customers.
- C. Initiation of criminal or civil action, if appropriate.

Plant Maintenance

Plant Maintenance has the responsibility for providing overall repairs and maintenance of college buildings and grounds. Work orders may be obtained by calling ext. 4547.

Requests for emergency service such as heating/air conditioning problems, severe water leaks, etc., should be placed by phone to ext. 4547. All persons on campus are encouraged to report such conditions immediately.

Department of Public Safety

The Department of Public Safety is responsible for providing for the safety and security of the members of the College community and the property of the College. The Public Safety Officer is available to assist students, faculty, staff, and visitors at all times. It is his or her responsibility to enforce the laws of Arkansas and College regulations.

The operation of a vehicle on campus is a privilege granted by the institution. When a driver, owner, or person in charge of a motor vehicle has received an excessive number of citations for violations of the parking and traffic regulations, the Public Safety Officer is authorized to follow the established procedure.

When an individual has been officially notified of revoked parking privileges and the vehicle is parked on campus, that vehicle is subject to being towed. When extenuating circumstances require that a revoked vehicle must be in operation on the campus for a short time, the Public Safety Officer must be notified in advance of such operation.

Any vehicle left on campus between 11:00 p.m. and 6:00 a.m., except in the student apartment parking lot, must be reported to the Public Safety Officer. If a vehicle, which has not been reported, is found on campus, that vehicle will be tagged with a red windshield sticker notifying the owner that the vehicle must be reported or moved from the campus within the next 72 hours. Failure to comply will subject the vehicle to towing without further notice.

ADA Accessibility Policy

SAU Tech makes its programs and services available to the public in a manner that does not discriminate against individuals and disabilities. Facilities and formats used in standard and special programs will, to the extent possible, comply with this policy. Announcements of special programs offered by the institution shall contain the following language:

SAU Tech does not discriminate on the basis of disability or any other criteria prohibited by law in the provision of its services and programs. Individuals in need of special service or aids to access this program because of a disability should contact SAU Tech in advance at 870-574-4504.

KEY REQUEST

Name _____

Title _____

Room/Office Number _____ Building _____

Explanation for key _____

TERMS AND CONDITIONS:

I the undersigned, acknowledge the request of the key to the area designated above. Also, I agree not to loan, transfer, give possession of, misuse, modify, or alter the above referenced key. I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above referenced key.

I understand and agree that violation of this agreement or loss of the key may render me responsible for the expenses of a relock for the affected areas.

Signature _____ Date _____

Department Head _____ Date _____

Facilities Director _____ Date _____

Key Number _____

I acknowledge receipt of the above referenced key.

Signature _____ Date _____

Revised 4-02-03

**EMPLOYEE EXIT CLEARANCE FORM
(Read Carefully)**

NAME: _____ SSN: _____

TITLE: _____ DEPARTMENT: _____

LAST DAY OF EMPLOYMENT: _____ LAST WORKING DAY: _____
(If different from last day of employment)

CURRENT ADDRESS: _____ FORWARDING ADDRESS: (For mailing W-2, etc.) _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

Obtain the signature of the supervisor for each category listed below and in the order they are listed. The completed form must be returned to the Human Resources Office before the last paycheck will be released.

- I. EMPLOYEE'S SUPERVISOR
(Written resignation and department property) _____
Immediate Supervisor Date
- II. LIBRARY
(Library books returned and fines paid) _____
Library Date
- III. MAINTENANCE
(Keys, tools, and uniforms returned) _____
Maintenance Date
- IV. BUSINESS OFFICE
(No accts rec. or outstanding travel advances. All SAU Tech inventory/equipment and corporate credit card(s) returned.) _____
Business Office Date
- V. BENEFITS OFFICE
(Cobra info. I.D. cards, timesheet) _____
Benefits Office Date

PROFESSIONAL EMPLOYEES ONLY:

- VI. APPROPRIATE VICE CHANCELLOR
Signature _____
Date _____
- VII. OFFICE OF THE REGISTRAR
(Faculty only - final grades) _____
Signature Date
- VIII. OFFICE OF THE CHANCELLOR

Signature Date

ALL EMPLOYEES:

- IX. HUMAN RESOURCES OFFICE
(Final check & return Policy Manual) _____
Human Resources Date

Southern Arkansas University Tech

Diversity and Equity Policy and Procedures

Equal Employment Opportunity/Affirmative Action Policy Statement

The policy of Southern Arkansas University Tech is to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. The College will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, pregnancy, disability, sexual orientation, unfavorable discharge from the military, status as a disabled veteran or a veteran of the Vietnam era. Discrimination is prohibited by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, including all subsequent amendments and administrative regulations adopted thereunder by the Department of Education. This nondiscrimination policy applies to admissions, employment, access to and treatment in the various programs and activities of the College.

Responsibilities for Administering the Affirmative Action Plan

The Chancellor of Southern Arkansas University Tech is ultimately responsible for the development and implementation of the Equal Opportunity and Affirmative Action Policies and Plans of the College. Specific authority and responsibility is delegated by the Chancellor as follows:

1. The Vice Chancellor for Finance & Administration serves as the campus EEO/AA Officer and has the responsibility of overall coordination for the Chancellor and; the responsibility for liaison relationships between the College and State and Federal agencies concerned with equal opportunity.
2. The Vice Chancellor for Finance & Administration is appointed to structure and coordinate the Affirmative Action Plan, to monitor its implementation, and to assess its accomplishments at the College.
3. Administrative Officers of the College – Chancellor, Vice Chancellors, Associate Vice Chancellors, Directors, Supervisors, and all others exercising supervisory or administrative control of any employee-are responsible for ensuring an atmosphere that fosters nondiscrimination in the College's educational and employment process. Administrative officers must ensure equal opportunity and affirmative action by adhering to campus policies and procedures.
4. All personnel actions, programs, and facilities will be administered in accordance with equal opportunity and affirmative actions policies, including recruitment, selection, assignment, classification, promotion, demotion, transfer, layoff and recall, termination, determination of wages, conditions and benefits of employment, selection for training or retraining, and social and recreational programs.

Specific duties and responsibilities of the EEO/AA Officer include the following:

- Develop an annual Affirmative Action Plan
- Provide copies of the Affirmative Action Plan to all college employees
- Post equal employment opportunity information and other pertinent institutional and government brochures in central areas of the college
- Ensure that the phrase "Affirmative Action, Equal Opportunity Employer" is placed prominently in all recruitment advertising to inform potential applicants of the College's

- commitment to equal opportunity in employment and education
- Provide consultation to departments and search committees on recruitment strategies and procedures and monitor hiring decisions
- Monitor all administrative, faculty and staff hiring decisions
- Evaluate and investigate discrimination complaints filed by faculty and staff
- Coordinate ADA compliance for all faculty and staff matters
- Provide training on anti-discrimination matters, such as sexual harassment and diversity awareness programs
- Serve as resource to facilitate conflict resolution
- Enhance SAU Tech's community presence as an equal opportunity employer
- Make policy recommendations that enhance the College's commitment to affirmative action and equal opportunity
- On a regular basis, prepare affirmative action reports that indicate the number of persons considered for employment, their race and sex, and the reasons why the person selected was offered employment
- Develop a system for referral and processing of complaints of violation of law or of the campus affirmative action plan with regard to alleged discriminatory actions on the part of individuals acting in the name of the institution

Affirmative Action Plan

Identification and Analysis of Minority Representation

The EEO/AA Officer will study employment patterns within the college to identify specific problem areas relating to affirmative action and equal opportunity. The Affirmative Action Plan includes an analysis of the representation of minorities and women in the workplace. The areas of analysis will include academic employment and nonacademic employment. When problems and under-representation exist, the college will set goals and timetables to which the college's good faith efforts will be directed. Applicants and employees are asked to report their sex and race/ethnic group with which they identify. Minority group's race/ethnic classifications are as follows: American Indian, Alaskan Native, Black, not of Hispanic Origin, Asian, Pacific Islanders, and Hispanic. Pre-employment information about race/ethnic group and sex of applicants is requested on a voluntary basis and is used solely for monitoring affirmative action efforts.

Identification and Accommodation of Disabled Veterans, Veterans of the Vietnam Era and Handicapped Persons

As an institution of higher education, the College recognizes its responsibilities to facilitate full participation in the educational and employment processes of all qualified individuals who seek to partake of the institution's resources and opportunities. Committed to the goal of equal opportunity, the College recognizes the need to formulate procedures to insure that no qualified individual will be denied participation in the College because of artificial and discriminatory barriers. It is the College's commitment to take affirmative action to employ and advance in employment qualified disabled veterans, veterans of the Vietnam era and persons with disabilities. It is the stated policy of the College that appropriate qualifications for and performance of specific duties are the basic criteria in all aspects of the employment process, including hiring, retention, training, transfer, promotion, and upgrading.

Self-identification as a person with a disability, a disabled veteran, or a veteran of the Vietnam era shall be voluntary. Information is kept confidential except that (a) supervisors may be informed regarding restrictions on the work or duties of disabled or handicapped individuals or (b) government officials investigating compliance with the act shall be informed.

For the purposes of the Affirmative Action Plan --

A Handicapped individual shall be defined as:

4. Any individual who has a physical or mental impairment which substantially limits one or more of such person's major life activities
5. Any individual who has a record of such impairment, or
6. Any individual who is regarded as having such impairment*

A Special Disabled Veteran shall be defined as:

3. A person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more or
4. A person who was discharged or released from active duty because of a service-connected disability.**

A Veteran of the Vietnam Era shall be defined as:

3. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975 and was discharged or released from active duty for a service-connected disability if any part of such activity was performed between August 5, 1964 and May 7, 1975 and
4. Who was so discharged or released within forty-eight months preceding the alleged violation of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the affirmative action clause, and/or the regulations issued pursuant to the Act.**

*Section 101, Americans with Disabilities Act and Section 503, Rehabilitation Act of 1973 (60-741.2 as conformed to the ADA. ** Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974 (60-250.2)

Persons identifying themselves as an individual with a disability or a disabled veteran for coverage under the affirmative action plan will be asked (a) to describe any special methods, skills, and procedures which qualify them for positions that they might presumably be unable to fill because of their disablement so that they will be considered for all such positions, and (b) to alert the College regarding accommodations which might be made to enable them to perform their jobs properly and safely, including special equipment, changes in the physical layout of the job, and elimination of certain duties related to the job. The College will provide reasonable accommodation for qualified persons with disabilities unless such an accommodation would impose an undue hardship on the operation of the College.

Recruiting Methods

The College recognizes that traditional methods of recruitment alone will not produce the desired gains in the employment of the protected groups. The College does not rely solely upon traditional advertising in daily newspapers to list openings, but uses other appropriate media such as radio, television, professional and technical journals, and professional/associational websites. Notices of anticipated vacancies are circulated to outside agencies and community action groups, including those dedicated solely to expanding employment for minorities, women, disabled veterans, veterans of the Vietnam era, and handicapped persons.

Decisions in all employment actions will be based upon the individual's qualifications, merit, and professional ability and made in conformance with all current legal requirements.

Sexual Harassment Policy Statement

Southern Arkansas University Tech is committed to the maintenance of a community free from all forms of sexual harassment. Sexual harassment violates College policy as well as state, federal and local laws. It is neither permitted nor condoned. The coverage of this policy extends to all faculty, staff, students, vendors, contractors, and visitors to the College.

It is also a violation of SAU Tech's policy against sexual harassment for any employee or student at the College to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Any individual who, after thorough investigation and an informal or formal hearing, is found to have violated this College's policy against sexual harassment will be subject to disciplinary action, including, but not limited to reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

Definition: Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) Submission to such conduct is an explicit or implicit condition of an employment or academic success; (2) Submission to or rejection of such conduct is used as the basis for an employment or academic decision; or (3) Such conduct has the purpose or effect of (a) Unreasonably interfering with an individual's work or academic performance; or (b) Creating an intimidating, hostile, or offensive work or academic environment.

While sexual harassment most often takes place where there is a power differential between the persons involved, it also may occur between persons of the same status. Sexual harassment can occur on College premises or off campus at College sponsored events. It can occur between members of the same gender as well as between members of different genders.

Anti-Harassment Policy Statement

No College employee, student, or individual on College property may intentionally harass or abuse a person (physically, or verbally) with the purpose or effect of unreasonably interfering with such person's work or academic performance, or of creating an intimidating, hostile, or offensive work or academic environment. Consistent with the College Diversity and Equity Statement, this Anti-Harassment Policy includes cases where the conduct is based on race, color, religion, national origin, ancestry, sex, age, marital status, sexual orientation, disability or veteran status. This policy will be applied with due respect for the College's commitment to equality of opportunity, human dignity, diversity, and academic freedom.

Guidelines and Procedures for the Resolution of Complaints

- The Affirmative Action Policies and Procedures shall be enforced in a manner consistent with due process protections, including the right of any individual charged with a violation to a notice and a hearing.
- Confidentiality shall be of primary importance insofar as may be consistent with due process.
- Informal resolution shall be the established practice for minor conflicts and disputes. Major disputes and recurring minor incidents of intentionally discriminatory behavior shall be addressed through formal resolution.
- Records shall be maintained which are adequate for statistical and policy review. Record keeping must not be inconsistent with, and must not take priority over, confidentiality and a preference for informal dispute resolution.
- All complaints shall be directed to the Vice Chancellor for Finance & Administration.
- Employees who knowingly file fraudulent complaints under this policy are subject to disciplinary action.
- Employees will not be subject to retaliation for filing legitimate complaints.

Employee Procedures for filing Discrimination or Harassment Complaints

- Contact the Vice Chancellor for Finance & Administration
- Fill out the College Discrimination/Harassment Complaint Form
- Make an appointment with the VCFA and be prepared to provide a description of the incident which includes a chronology, identifies the person(s) involved, as well as naming witnesses, if any to the incident
- If an investigation is conducted, the person(s) named in the complaint will be notified and provided a copy of the complaint
- When the investigation is completed, all involved parties will be notified of the resolution

Appendix

Civil Rights Act of 1964

<http://usinfo.state.gov/usa/infousa/laws/majorlaw/civilr19.htm>

Education Amendment Act of 1972

www.usdoj.gov/crt/cor/coord/titleixstat.htm

US Department of Justice

www.usdoj.gov

EEOC

www.eeoc.gov

US Department of Education

www.ed.gov

Veterans

www.dol.gov

Vietnam Era Veterans Readjustment Assistance Act

www.dol.gov

Rehabilitation Act of 1973

www.dol.gov

American's Disability Act

www.dol.gov

**Southern Arkansas University Tech
Discrimination/Harassment Complaint Form**

Please list the person(s) who is directing the discrimination/harassment towards you.

What position does this person hold on campus?

Where did the incident occur?

When did the incident occur? List times and dates.

Please describe the incident(s) and include such information as how you were discriminated against or harassed; if the harassment included body contact and to what extent; what if any, gestures or language were used; and if there were any witnesses to the incident(s). Indicate if there were any threats or promises in connection with the harassment.

Have you discussed this situation with the person involved?

If no, why not? If yes, what was the response? Please list date, time and location of this discussion.

Have you discussed this situation with the person's supervisor? If no, why not? If yes, what was the person's response? Please list date, time and location of this discussion.

Have you discussed this situation with your supervisor or the appropriate College administrator? If no, why not? If yes, what was the person's response? Please list date, time, and location of this discussion.

Please list any additional information that you feel would be helpful to the College in investigating your complaint.

The above summation of my complaint is accurate to the best of my knowledge.

Signature

Date

ARKANSAS STATE VEHICLE SAFETY PROGRAM
AUTHORIZATION TO OPERATE
STATE VEHICLES AND PRIVATE VEHICLES ON STATE BUSINESS

THE FOLLOWING MUST BE COMPLETED AND SIGNED BEFORE AUTHORIZATION TO DRIVE ON
STATE BUSINESS WILL BE GIVEN

Agency Code _____

Agency _____

Employee _____

Date Of Birth ____/____/____

Drivers License Number _____

Initial Each of The Following:

____ I understand that as permitted by Arkansas Code Ann. §27-50-906 (6)(A), the Office of Driver Services will notify my employer each time a new violation is added to my driving record. I also understand that my employer has access to my driving record through the SVS System (State of Arkansas Website) through Information Network of Arkansas.

____ I understand that because of my driving record I may not be permitted to drive on State business.

____ I will participate in all required Defensive Driving Classes.

____ I will report all accidents that occur on state business to my employer 1)within 24 Hours of the occurrence or by the next working day if the accident occurs in a State vehicle and 2)within 7 working days if the accident occurs in a private vehicle.

____ I have read the Driving Safety Tips provided by my employer.

____ I understand that I must maintain liability coverage, as required by State Law, on my personal vehicles that I drive on State business.

Employee Signature

_____/_____/_____
Date

VSP-1
Revised 8-2000

ARKANSAS STATE VEHICLE SAFETY PROGRAM

DRIVING SAFETY TIPS

August, 2000

- ***Observe Speed Limits and Traffic Laws*** – Allow sufficient time to reach your destination without violating speed limits or traffic laws.
- ***Seat Belts*** – Each driver and front seat passenger in any motor vehicle operated on a street or highway in this state is required by law to wear a properly adjusted and fastened seat belt.
- ***Cellular Phones*** – The use of cellular phones by the driver while the vehicle is in motion is strongly discouraged. Even with “hands free” equipment, conversing on the phone takes your attention away from driving, making you less likely to notice hazardous situations.
- ***Backing Crashes*** – Most backing accidents are preventable. Whenever possible, park your vehicle where backing is not required. Know what is beside and behind your vehicle before you begin to back. Back slowly and check both sides as well as the rear as you back. Continue to look to the rear until the vehicle has come to a complete stop.
- ***Intersection Crashes*** – When approaching and entering intersections, be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include speeding improper turn movements, and failure to yield the right of way.
- ***Weather Related Crashes*** – Rain, snow, fog, sleet or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions.
- ***Passing Crashes*** – When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.
- ***Front End Crashes*** – By maintaining a safe following distance at all times, the driver can prevent front-end collisions in spite of abrupt or unexpected stops of the vehicle ahead. Observe the “two second rule” by following the vehicle ahead at a distance that spans at least two seconds. The following distance should be increased when driving in adverse conditions.
- ***Security*** – State vehicles should be locked whenever they are unoccupied.
- ***Engines*** – The engine of a State vehicle should always be turned off before the driver exits the vehicle.

AUTHORIZATION TO OBTAIN TRAFFIC VIOLATION RECORD

FROM DEPARTMENT OF FINANCE AND ADMINISTRATION, OFFICE OF DRIVER SERVICES

- o State Agency _____ Code _____
- o Agency Address _____
- o Agency Contact Person _____

You are hereby authorized to obtain my Traffic Violation Record from the Office of Driver Services as permitted by Arkansas Code Ann. 27-50-906 and 27-50-908. This record shall include material normally excluded by Arkansas Code Ann.27-50-802.

Signature of individuals appearing below shall constitute consent for the release of such records to the State agency named on this form.

Employee _____

Last Name First Name Middle Initial

D.L.N. _____/State _____ Date of Birth ____/____/____

Employee _____

Last Name First Name Middle Initial

D.L.N. _____/State _____ Date of Birth ____/____/____

Employee _____

Last Name First Name Middle Initial

D.L.N. _____/State _____ Date of Birth ____/____/____

Employee _____

Last Name First Name Middle Initial

D.L.N. _____/State _____ Date of Birth ____/____/____

Employee _____

Last Name First Name Middle Initial

D.L.N. _____/State _____ Date of Birth ____/____/____

Employee _____

Last Name First Name Middle Initial

D.L.N. _____/State _____ Date of Birth ____/____/____

REQUEST FOR FACULTY/STAFF TUITION WAIVER

I hereby request a waiver for the school year _____; Semester Fall Spring 1st Summer Term 2nd Summer Term
 Request for Self (I, II & IV) Dependent (see I, III & IV)

I. FACULTY/STAFF INFORMATION

Employee Name: _____

II. WAIVER FOR SELF

I, _____, Student ID No.* _____, request permission to enroll in the courses(s) listed below during the _____ semester at SAU Magnolia SAU Tech South Ark.

COURSE NAME	COURSE DATES		COURSE MEETING	
	START	END	DAY(S)	HOUR(S)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- My supervisor requests that this course be considered as on-the-job training and that I not be required to make up the work time missed because _____.
- I will make up the work time missed by _____.

III. WAIVER FOR DEPENDENT

Name: _____

Student ID No.*: _____

Address: _____ Date of Birth: _____

City/State/Zip: _____ No. of Semester Hours Enrolling: _____

Dependent: Yes No If yes, relationship to student: Spouse Child
 Was the student claimed as a dependent for Federal Income Tax purposes on the last filed return? Yes No
 Is the student presently claimed as a dependent for Federal Income Tax purposes? Yes No
 Dependent will be enrolled at SAU Magnolia SAU Tech South Ark.

IV. APPROVAL

Employee Signature Date Vice Chancellor Approval Date

Department Head Approval Date Chancellor Approval Date

*Student ID No. must be completed before submitting waiver to the Chancellor's Office for approval.



OFFICE USE ONLY

- Business Office
 Financial Aid Office Amount \$ _____
 Personnel Office
 Financial Aid Office (Transmittal of Aid)

SOUTHERN ARKANSAS UNIVERSITY TECH

PERFORMANCE EVALUATION FOR ADMINISTRATIVE/MANAGERIAL & CLASSIFIED EMPLOYEES

This performance evaluation instrument will be used as a communications tool to assist employees in professional development and in human resources decisions.



SOUTHERN ARKANSAS UNIVERSITY TECH Mission Statement

Southern Arkansas University Tech is a comprehensive two-year, public college committed to providing quality educational programs to meet the needs of its service area. Within its resources, the college accomplishes its mission through technical career programs, transfer curricula, continuing education, development education, and administrative, student, and community services.

The performance evaluation process has been developed with the mission statement of the college as its guiding principle. Recognizing that each position and each employee uniquely contributes to the successful accomplishment of the college's goals, the performance evaluation process seeks to recognize and reward employees who excel in supporting the core values of our mission.

EMPLOYEE DATA:

Employee Name:	_____		
Department:	_____	Division:	_____
Position/Title:	_____	Administrative/Managerial <input type="checkbox"/>	Classified <input type="checkbox"/>
Date of Evaluation:	_____		
Supervisor's Name:	_____		
Supervisor's Phone Number:	_____		

EVALUATION STANDARDS:

<p>U – Unsatisfactory: Significant problems: performance does not meet requirements and objectives.</p> <p>S – Satisfactory: Meets performance requirements and objectives.</p> <p>A – Above Average: Consistently exceeds requirements and objectives.</p> <p>E – Exceeds Standards: Significantly exceeds all requirements and objectives; outstanding performance.</p> <p>All ratings of “U” or “E” require specific justification and approval by the appointed reviewing committee prior to conducting the official evaluation with employee.</p>

MISSION STATEMENT:

(Please circle one)

U S A E	<p>Each department has its own mission which is necessary to support the mission of the college. Evaluate the employee's performance for its consistency with the department mission.</p> <p>Comments:</p>
----------------	--

Initials: Supr _____ Emp _____

Rank	Rating U S A E	<u>Duties and Responsibilities</u>

Evaluation

Employee Name: _____

EMPLOYEE PERFORMANCE STANDARDS REVIEW:

(Please Circle one)

U S A E	Job Knowledge – Possesses the competency skills as outlined in the job qualifications. Understands the duties, responsibilities, skills and procedures required of the job. Demonstrates the ability to apply job knowledge and skills.
U S A E	Customer Service – Responds to customer’s expectations within parameters of the department’s mission and goals. Communicates positively with internal and external customers. Handles problems professionally, efficiently, timely, and creatively. Keeps internal and external customers and supervisors informed of project status and possible controversial issues or situations. Provides consultation or technical assistance to others. Looks for opportunities to provide better service. Takes pride in service provided.
U S A E	Interpersonal Skills – Shows support and respect for others. Willingly participates in work group activities. Demonstrates good communication and listening skills. Resolves conflict situations promptly and appropriately while remaining open to discussion. Accepts feedback and coaching as means of developing skills. Seeks others’ opinion when necessary. Uses clear and understandable language in presenting information, both orally and in writing. Models good work ethics and practices.
U S A E	Dependability – Meets and follows through with job expectations, goals, and commitments in a timely manner. Takes personal responsibility for actions and performance. Requests leave in advance, ensures coverage, and meets attendance/punctuality requirements.
U S A E	Quality – Ensures work product/service is reliable, thorough, meets user needs, and is aligned with department mission and values. Considers aspects and consequences before taking action. Completes work accurately and thoroughly. Demonstrates commitment to quality; continuously looks for improvements, participates in team, self, and department quality improvement opportunities.
U S A E	Productivity – Demonstrates the knowledge and skills needed to do the job. Can work independently or with others. Completes tasks and manages time well. Prioritizes tasks to meet deadlines. Volunteers for additional work and willingly assumes new responsibilities. Anticipates problems and takes necessary corrective action to prevent or lessen problems. Manages a fair workload. Actively participates in the decision making processes. Stays focused under pressure.
U S A E	Adaptability/Flexibility – Demonstrates capability to adapt to new, different, or changing work requirements or procedures. Is flexible and open-minded. Participates in change processes in a positive manner. Demonstrates a can-do attitude when faced with challenging situations or conflicts. Switches tactics and strategies when planned approaches do not work. Is willing to modify one’s preferred way of doing things. Adapts communication and work style to the institution.
U S A E	Work Environment/Safety – Acts in accordance with a respectful workplace environment, free from harassment, discrimination, and violence. Maintains confidentiality of information as it pertains to fellow employees and workplace issues. Maintains documents, files and records (electronic and paper) in a secure and confidential manner. Complies with general conditions of employment, EEO, security, and workplace safety policies. Keeps the workplace clean, secure, and supports safety programs.
U S A E	Other Standards-

SUPERVISORY/MANAGERIAL PERFORMANCE STANDARDS REVIEW:

(additional factors for employees with supervisory responsibilities)

U S A E	Managing Performance – Develops and clearly communicates challenging, achievable, relevant, and measurable work goals. Provides employees feedback on a regular basis and gives guidance and assistance to improve performance. Applies clear/consistent performance standards. Handles performance problems decisively and objectively; is direct but tactful. Deals with disciplinary actions effectively as they occur, using coaching and counseling as needed. Provides opportunities for employee development and coaches for success. Consistently documents employee performance throughout the review period. Completes staff evaluations based on documented observable behavior and within appropriate time line. Uses the appropriate leadership style for the situation. Establishes a motivating environment.
U S A E	Communication – Effectively communicates the department’s mission and vision and impact to the area’s goals and objectives. Uses clear and understandable language in presenting information. Shares information and ensures the communication medium is appropriate for the message and meets the needs of the audience. Ensures information filters to all appropriate levels and areas within and outside the organization in a timely manner. Keeps executive management informed of project status and current of possible controversial issues or situations. Obtains needed results through clear, concise, and factual speaking and writing. Actively listens and is open to input and feedback. Resolves conflict situations appropriately while remaining open to discussion. Encourages win/win outcomes.
U S A E	Decision Making/Problem Solving – Makes decisions that are within scope of responsibility. Makes decisions in difficult, confusing, and time sensitive situations. Is able to deal with ambiguity. Analyzes available information and potential consequences to the organization/individual; arrives at sound conclusions and takes appropriate action. Accepts responsibility for decisions and takes proper corrective action when necessary. Asks appropriate questions and uses an inclusive approach, considering interested parties’ input prior to making a decision.
U S A E	Results Focus – Manages workforce to meet current and future needs. Sets and communicates the vision and direction. Develops challenging, achievable, relevant, and measurable individual and team work goals. Prioritizes tasks and sets standards and responsibilities. Measures results against established goals. Overcomes obstacles and is accountable for final results. Demonstrates energy and ambition to achieve organizational goals. May multi-task many diverse activities and work demands to gain results. Actions are progressive, proactive, and demonstrate forward thinking.
U S A E	Customer Focus – Is knowledgeable of internal and external customer base and is committed to satisfying customers’ needs within the parameters of the department’s mission and goals. Measures customer satisfaction. Presents a professional, positive image and attitude to staff and customers. Establishes and maintains effective working relationships. Demonstrates a commitment to quality public service through statements and actions. Demonstrates ability to create external partnerships (e.g., with the legislature, community, other agencies).
U S A E	Other Standards –

OVERALL EVALUATION:

(Please Circle One)

Unsatisfactory

Satisfactory

Above Average

Exceeds Standards

Supervisor Comments:

Greatest Accomplishments:

Areas of Improvement:

Recommended Employee Development Plan:

(use additional sheets if required)

Employee Comments:

(use additional sheets if required)

Employee Signature: Your signature indicates neither agreement nor disagreement with this, but it does indicate that you have read the evaluation, and that it has been discussed with you. If you wish, you may comment in the space above.

Signature

Date

Signature of Immediate Supervisor

Date

Signature of Endorsing Official

Date



Services Available

For the following services call (870) 574-4517.

Campus Escorts

A walking escort service is available. To request an escort call (870) 574-4517. Give your name, student ID number if you are a student and the nearest exit door to your location. A police officer or security officer will meet you at that building door and walk with you to any area on campus.

Crime Prevention Programs

Presentations for your organization are available, including, but not limited to: alcohol awareness, sexual assaults, self-defense for women. Presentations are tailored to meet the needs of your organization. For more information call (870) 574-4517.

Vehicle Assistance

Officers will assist with vehicle jump starts.

Unlocks

Did you lock yourself out of your office, or your car? Call us, we'll be there. An SAU Tech photo ID is required if individual is unknown by officer. Officers will only provide entry to the owner or registrant of the vehicle.

Parking Enforcement

Officers patrol campus and issue citations to parking violators.

Law Enforcement

Officers at SAUT are state certified by the Arkansas Law Enforcement Training Academy, and possess full powers of arrest. SAUT officers continue to receive professional training after state certification.

Useful Contact Numbers

EMERGENCY NUMBERS

Emergency	(870) 837-2200
SAUT-PD	(870) 574-4517
Physical Plant	(870) 574-4547
Camden Fire Department	(870) 836-2600
Ouachita County Sheriff	(870) 837-2200
Ouachita County Ambulance Service	(870) 836-1000

WRECKER SERVICES

McKelvin & Sons	(870) 574-0659
Buddy's Wrecker Service	(870) 836-7335
Frank's Wrecker & Salvage	(870) 836-6821
Kelly Brothers Wrecker Service	(870) 836-4483

LOCKSMITHS

Jim's Lock & Key Shop	(870) 836-6611
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Parking Information

To insure adequate parking, Southern Arkansas University Tech provides parking to students, faculty, and staff "By Permit Only."

In case of an emergency or other event involving the registered vehicle, officers of the SAU Tech Police Department are able to reach the operators of vehicles much more easily by using a permit number rather than a license plate number.

The officers of the SAUTPD are Arkansas-commissioned police officers who provide police services to the University community, with assistance from the Calhoun County Sheriff's Office.

If you happen to fall victim to a crime, please call the SAUTPD. We will assist you in any way and conduct any needed investigations into on-campus criminal activity. SAUTPD is also a victim-oriented department and will assist with the appropriate referrals regardless of desire to prosecute.

Special Permits

Persons who are not enrolled, employed, or otherwise affiliated with the College but are on campus may request a visitor permit from the Business Office. If a campus visitor receives a parking citation, the visitor should mail or take the citation to the Physical Plant Director, PO Box 3499, Camden, AR 71711.

A temporary permit is valid only for the time frame it was issued. You must complete the following information at the point of issuance: name, address, telephone number, vehicle make and color. Temporary permits may also be used for "Business and Industry" classes, Environmental classes, or Fire Academy classes that last less than one month. Temporary permits can only be issued up to a maximum of one month. If the need for a permit exceeds one month either a student or faculty/staff permit will be issued.

A replacement permit will be issued if the owner presents the remains of the old permit to the Business Office.

Parking citations will be issued starting one week after the first class day of each semester and will be issued every day of the semester thereafter. During the first week of classes warnings will be issued. Any false or incorrect information given at the time of registration will automatically render the permit void. Vehicles illegally parked will subject the vehicle to being impounded, immobilized, or towed at the owner's expense and/or one citation per hour being issued on the vehicle. Handicapped parking will be in effect 24 hours per day.

Parking Areas

All persons parking on campus may park only in areas designated for parking or at the direction of a police officer. Drivers acting at the direction of a police officer or a person designated to assist a peace officer will not be cited for any violations committed due to that person's direction.

Blue faculty/staff areas are reserved for faculty and staff parking. Blue faculty/staff areas are not observed between 5 p.m. and 7 a.m. and on weekends provided the vehicle is displaying a valid SAUT permit.

Reserved spaces indicated by signs (such as reserved, 20-minute parking, visitor's parking, etc.) are to be observed at all times.

Any parking spaces, other than handicapped, fire lanes, or no parking zones, are open to any vehicle with a valid SAUT permit between 7 p.m. and 7 a.m. and on weekends.

Service drives are restricted to service, delivery, police, and emergency vehicles at all times.

Commercial parking areas are reserved for loading and unloading by commercial vehicles conducting business on the University campus.

Motorcycle spaces are reserved by sign for motorcycles only. Motorcycles may also park in any legal parking spaces while displaying a valid permit.

General Regulations

Southern Arkansas University Tech assumes no responsibility for any loss or damage to any vehicle or private property. Therefore, all unattended vehicles parked on campus should be locked and properly secured by turning off the ignition and removing the keys from the vehicle.

The registrant of the permit is held responsible for the proper parking of that vehicle regardless of who may be the operator.

Vehicles may not be repaired anywhere on campus. (Does not include changing a flat or jump starting or at the Automotive Technology Building)

All vehicles must stop for pedestrians in a crosswalk.

When parallel parking, vehicles should travel in the same direction traffic flows.

All traffic regulations enforced in the State of Arkansas are enforced on the campus.

It is the responsibility of the owner or operator of a disabled vehicle to contact the SAUTPD and advise of the status and location of the vehicle. The owner or operator must ensure that the vehicle does not interfere with the normal flow of traffic or interfere with access by emergency vehicles.

Any person who receives a parking citation is required to contact the SAUT Business Office (8 a.m. - 5 p.m., Monday – Thursday and 8:00a.m. – 11:00 a.m. Friday). The citation can be paid by cash, valid check, Visa, or Mastercard. Citations can be paid at the SAUT Business Office (Administration Building) or mailed to the Business Office at PO Box 3499, Camden, AR 71711.

All parking citations may be appealed to the appropriate committee within five (5) working days from the date the citation is issued. Those filing appeals may make a written statement instead of appearance; however, this must be indicated in the statement for the appeal to be accepted in the absence of the appellant. All appeals must be sent to the Physical Plant Director, P.O. Box 3499, Camden, AR 71711.

Vehicle Registration

All vehicles must have a permit to park on campus at any time. Parking permits are secured by completing a vehicle registration card at the Business Office (Administration Building). Permits will not be issued to any person with outstanding citations. All permits, regardless of issue date, are valid from July 1 of the year indicated on the permit to June 30 of the following year.

The permit is not valid until it is visible and properly displayed on the exterior lower, driver side corner of the rear window using the manufacturer's adhesive on the permits. The permit is not valid if cut, trimmed, or altered in any way. Motorcycles must display permits on the left front fork and the permit must be free of obstruction.

Permits displayed in any other manner will be considered void and will constitute a violation.

A hold will be placed on the student's records and vehicles may be subject to towing if the citations are not settled with 10 calendar days. Vehicles on campus without permits are subject to being towed anytime at owner's expense. Outstanding fines or other fees may be levied against an Arkansas income tax return.

Registration Permit Fees

At the current time there are no registration fees, however this is subject to change without prior notice.

Disclaimer

Occasional changes may occur during the school year which may not be reflected in this edition of the Parking and Traffic Regulations. For updated information, contact the campus Police Department during regular business hours (7 a.m. to 5 p.m.) at the following: P.O. Box 3499, Camden, AR 71711, (870) 574-4517. The rules reflected herein and any changes are current and supersede any previous editions of SAUT Parking and Traffic Rules and Regulations.

PRIOR APPROVAL OF OVERTIME/COMPENSATORY TIME

EMPLOYEE NAME: _____

Request for overtime work as follows:

RECORD OF ACTUAL HOURS WORKED

Date	Starting Time	Ending Time	Hours/Minutes

Reason for overtime: _____

Signature of Employee

Date

Approved by Supervisor

Date

Approved by Executive Officer

Date

Southern Arkansas University Tech
Camden, Arkansas

Request for Leave/Report of Leave

With the exception of sick leave, this form must be approved before the leave commences. A Certification of Illness Form may be required to provide medical proof of absences. This form must be submitted to the Payroll Office to report leave.

I, _____ request approval of leave
Name in full (Type or
Print)
from _____ 2009
to _____
on _____ 2009

The employee's signature below certifies that there is enough leave accrued to cover this request.

NOTE: Any leave without pay must be approved by the Chancellor.

<u>Type of Leave</u>	<u>Number of Hours</u>
Vacation	_____
Sick	_____
Military	_____
Jury or Witness Duty	_____
Leave Without Pay	_____
Other/Comp	_____

Signature of Employee
Date

Position Title

Signature of Supervisor
Date

Leave Without Pay Approved
Date
By Chancellor

Explanation of "Other" and/or general comments:

Southern Arkansas University Tech

Time Record: For Faculty and Non-Classified Employees

Employee Name:

Social Security No.

Title:

Department: Business

Month:

Leave Taken for Pay Period

Date	Leave Taken (Hours)				
Date	V	S	H	WOP	O
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Sub Total	0	0	0	0	0
<i>Total Hours for the Month</i>					

Date	Leave Taken (Hours)				
Date	V	S	H	WOP	O
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Sub Total	0	0	0	0	0
<i>Total Hours for the Month</i>					

Summary Codes

- V Vacation
- S Sick
- H Holiday
- WOP Without Pay
- O Other (Describe)

My signature certifies the above recorded hours of leave are correct.

Signature (Employee)

Signature (Supervisor)

SAU TECH TIME SHEET FOR CLASSIFIED (NON-EXEMPT) EMPLOYEES

Name of Employee

Pay Period Covered

Date	Day of Week	Regular				Overtime		Reg. Hours	O.T. Hours	Hours of Leave Taken			Total Hours	Remarks/Reasons
		A.M.		P.M.		Start	End			Ann.	Sick	Other		
	MON													
	TUE													
	WED													
	THU													
	FRI													
	SAT													
	SUN													
TOTALS														

Date	Day of Week	Regular				Overtime		Reg. Hours	O.T. Hours	Hours of Leave Taken			Total Hours	Remarks/Reasons
		A.M.		P.M.		Start	End			Ann.	Sick	Other		
	MON													
	TUE													
	WED													
	THU													
	FRI													
	SAT													
	SUN													
TOTALS														

Date	Day of Week	Regular				Overtime		Reg. Hours	O.T. Hours	Hours of Leave Taken			Total Hours	Remarks/Reasons
		A.M.		P.M.		Start	End			Ann.	Sick	Other		
	MON													
	TUE													
	WED													
	THU													
	FRI													
	SAT													
	SUN													
TOTALS														

SAU TECH TIME SHEET FOR CLASSIFIED (NON-EXEMPT) EMPLOYEES

Name of Employee

Pay Period Covered

Date	Day of	Regular				Overtime		Reg. Hours	O.T. Hours	Hours of Leave Taken			Total Hours	Remarks/ Reasons
		A.M.		P.M.		Start	End			Ann.	Sick	Other		
		Start	End	Start	End									
	Week													
	Mon													
	Tue													
	Wed													
	Thu													
	Fri													
	SAT													
	SUN													
TOTALS														

Date	Day of	Regular				Overtime		Reg. Hours	O.T. Hours	Hours of Leave Taken			Total Hours	Remarks/ Reasons
		A.M.		P.M.		Start	End			Ann.	Sick	other		
		Start	End	Start	End									
	Week													
	Mon													
	Tue													
	Wed													
	Thu													
	Fri													
	SAT													
	SUN													
TOTALS														

PLEASE RETURN TO THE PAYROLL OFFICE THE 3RD WORKING DAY AFTER THE END OF THE MONTH.
THE SIGNATURES BELOW INDICATE THE HOURS RECORDED ARE CORRECT

SIGNATURE OF EMPLOYEE

DATE

APPROVED BY: SUPERVISOR

DATE

SOCIAL SECURITY
NUMBER

DEPARTMENT

*Pay Period for overtime purposes ends with the last Sunday in the month.

*Military time used

Revised: 01/02/01

TRAVEL EXPENSE REIMBURSEMENT FORM, TR-1M
MILEAGE CLAIM ONLY

DEPARTMENT _____

OFFICIAL

STATION _____

NAME OF PAYEE _____

PRIVATE VEHICLE

PLACE OF RESIDENCE AND
ADDRESS _____

LICENSE NO. _____

DATE	FROM	TO	MILEAGE DRIVEN	RATE PER	AMOUNT CLAIMED	DATE	FROM	TO	MILEAGE DRIVEN	RATE PER	AMOUNT CLAIMED
SUB-TOTAL						SUB-TOTAL					

Purpose of Travel _____ SUB-TOTAL _____

Approved _____ Signature of Traveler _____ SUB-TOTAL _____

Travel Supervisor

Signature of Traveler

_____ TITLE _____



DEPARTMENT OF FINANCE & ADMINISTRATION
 Agency/Department
Travel Expense Reconciliation

Traveler:						Sponsored Business Travel Card Number:				
Official Station:						Total Credit Card Receipts Enclosed:				
Date Mo. Day		Travel Reimbursement					Direct Billing or Credit Card Purchases*			Total Daily Expenses
		Name of Town Visited	Meals	Lodging	Other Travel Expense	Total	Expense Item	D C	Amount	
Total TR-1 Claim						Total Charged				
GRAND TOTAL										
Signature of Traveler:					Date	Approved by Travel Administrator:			Date	
Title:										
Department/Agency:					<i>Please indicate which type payment applies to each entry by inserting a D (Direct Pay) or a C (Credit Card Charge) in the appropriate column. Expense items: Lodging, Transportation, Registration, Car Rental, etc.</i>					

SOUTHERN ARKANSAS UNIVERSITY TECH
BUDGET TRANSFER REQUEST

Date _____ Requested by _____

Request that _____ BE TRANSFERRED

FROM: _____ (account number) _____

TO: _____ (account number) _____

Reason for Transfer _____

Departmental Approval

Chancellor Approval

Business Office Approval

Date

Southern Arkansas University Tech Walking Journal

Employee Name: _____

Title: _____ Department: _____

Month: _____

Date	Start	End	Minutes	Date	Start	End	Minutes
1				16			
2				17			
3				18			
4				19			
5				20			
6				21			
7				22			
8				23			
9				24			
10				25			
11				26			
12				27			
13				28			
14				29			
15				30			
				31			
Sub Total							
Total for Month							

Signature (Employee) Date

Signature (Supervisor) Date