

STAFF EMPLOYEE HANDBOOK



UNIVERSITY OF
SOUTH ALABAMA

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SECTION 1.0 INTRODUCTION

This handbook has been formulated to assure that all staff employees of the University of South Alabama are informed of the personnel policies and procedures of the University of South Alabama. Staff employees are employees who occupy secretarial/clerical, crafts/trades, technical, professional and service positions. You should become familiar with these policies and procedures and keep this handbook available for use as a reference.

Department heads, other administrative personnel and faculty are not considered to be staff and the provisions of this handbook may be used as guidelines but do not necessarily apply to them. Department heads and other administrative personnel should, however, be familiar with the provisions of this handbook as they are responsible for its administration. Should issues or questions arise regarding this handbook, the department head or supervisor should contact Human Resources for clarification.

Since no one handbook can answer all of the questions an employee may have, the University encourages you to contact your supervisor or your Human Resources Office if you have additional questions or want further clarification of these policies and procedures which are effective as of March 1, 1979, and revised May 1, 1984, August 1, 1986, June 1, 1993, March 1, 2000, November 1, 2008, and May 1, 2012.

The handbook is organized into ten (10) major sections:

1. Introduction
2. Major Employment Policies
3. Employment
4. Attendance and Leave
5. Employee Conduct
6. Workplace Expectations and Disciplinary Guidelines
7. Position Classification and Salary Administration
8. Training and Development
9. Employee Benefits and Services
10. University and Hospital Maps

The Table of Contents Section of this handbook summarizes the areas covered under each major section and indicates where they can be found in the handbook.

This handbook is a summary of the official Staff Personnel Policies and Procedures Manual, referred to as the manual. In cases of conflict, the manual will prevail.

HISTORY

With a mission of teaching, research, and service, the University of South Alabama was established in 1963 as the only major institution of higher education on the upper Gulf Coast. The University has experienced extensive growth over the five decades since its founding from an initial enrollment of 276 students in June 1963 to over 15,000 students today.

Furthering the University's mission, in 1969 the Alabama Legislature passed a resolution establishing a medical school under the auspices of the University of South Alabama. Mobile General Hospital, later renamed the University of South Alabama Medical Center, was transferred to the University in November 1970 and three years later, the College of Medicine enrolled the charter class of 25 students. Currently, the University has graduated over 2,100 physicians, and serves more than 250,000 people annually through its physicians, hospitals and clinics.

Employing over 5,300 people, the University has the largest dollar value payroll in Mobile County. As an employee of the University of South Alabama, you help make a difference in the lives of the people of Alabama and the nation through teaching, research, service and healthcare. To learn more about the University of South Alabama please visit our web site at www.southalabama.edu.

SECTION 2.0 MAJOR EMPLOYMENT POLICIES*

2.1 EQUAL OPPORTUNITY/EQUAL ACCESS EMPLOYER

The University of South Alabama is an Equal Opportunity/Equal Access Employer. The policy of the University is to affirm and dedicate itself to a primary principle of equal opportunity and non-discrimination.

To this end, Equal Opportunity/Equal Access is a policy required in actions of recruitment, employment, transfers, promotions, compensation, benefits, and other terms and conditions of employment or in the administration of any educational program or activity by the University of South Alabama. The University does not discriminate on the basis of race, sex (including pregnancy), sexual orientation, religion, color, national origin, age, or genetic information. The University does not discriminate on the basis of disabled veteran, Vietnam Era veteran, newly separated veteran or other protected veteran status. Further, no otherwise qualified person with a disability, solely on the basis of such disability, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the administration of any educational program or activity, including admission or access thereto, or in treatment of employment therein by the University of South Alabama.

The University will make efforts to assure that all building and purchase contracts are with firms or contractors subscribing to Equal Opportunity/Equal Access regulations.

It is the intent of the University of South Alabama, consistent with this policy of Equal Opportunity/Equal Access, to be fair and impartial in all of its relations with employees and to recognize and respect the individual. In furtherance of this policy, the University maintains an environment ensuring utilization and reward of the individual employee's effort, achievement, and cooperation. Any questions regarding the University's Equal Opportunity/Equal Access policy should be addressed to the Assistant Vice-President, Human Resources or the Manager, Equal Employment Opportunity in the main campus Human Resources Office.

The University will afford each and every employee impartial treatment and a fair opportunity to seek advancement in the organization without prejudice, as the employee's ability and performance warrant and vacancies occur.

All administrative, management and supervisory personnel provide leadership in support of this policy.

2.2 RIGHTS of MANAGEMENT

The University values the opinions of its employees made individually or through their Department Heads about working conditions, ways and means of completing jobs in an expeditious manner, and other matters of interest to other employees and the University.

However, the University, in recognizing and accepting its responsibility to provide the necessary atmosphere to assure quality work performance and working conditions, as well as provide quality patient care in University hospitals and physician clinics, retains the right to make decisions without prior employee consultation.

The University maintains exclusive discretion to exercise the customary functions of management, including, but not limited to the discretion to select, hire, promote, demote, transfer, suspend, dismiss, assign, supervise, evaluate, and discipline employees; to determine work schedules, including hours in excess of the normal work schedule, and the size and composition of the work force; to establish, change, and abolish policies, procedures, rules, and regulations; to determine and modify position descriptions and position classifications; to establish and modify salary schedules and rates of pay and to assign merit and other salary increases; and to assign duties to employees in accordance with needs and requirements determined by the University.

2.3 EMPLOYMENT AT WILL

The state of Alabama is an employment at-will state. This handbook should not be considered as, and does not constitute an employment contract for any specific duration, nor is it intended to state any terms of employment. This handbook does not establish any guarantee of employment. Although it is desirable for employees to have long term and productive employment relationships with the University, employees, subject to notice, are free to terminate employment at any time, and may be terminated by the University at any time with or without notice.

2.4 STRATEGIC DIVERSITY PLAN

The purpose of the Strategic Diversity Plan is to define and clearly identify, within a legally sustainable structure, goals and measurable outcomes for diversity at the University of South Alabama. The University recognizes and values the contributions made by African-American and other under-represented populations and desires to make the University an even more attractive and inclusive place for people of all races, ethnicities, faiths and cultures to study and work in a supportive, diverse community.

You may visit the Human Resources website at www.southalabama.edu/hr or your Human Resources office for the complete version of the University's Strategic Diversity Plan.

2.5 SEXUAL HARASSMENT and SEXUAL VIOLENCE POLICY

The University of South Alabama is committed to establishing and maintaining an environment in which students, faculty, staff, administrators, and visitors are free from sexual harassment, including sexual violence/sexual assault. Sexual harassment is a form of sex discrimination prohibited under Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, as well as the University's Discrimination and/or Harassment Policy. Sex discrimination, which encompasses both sexual harassment and sexual violence, seriously undermines the atmosphere of trust and respect essential to a healthy work and academic environment and will not be tolerated by the University.

All members of the University community (including students, faculty, staff, administrators, and visitors) must abide by this policy. University jurisdiction and discipline may attach to conduct which occurs on University premises, or at University-related or sponsored activities, whether on or off University premises, or which adversely affects the University community and the pursuit of the objectives of the University. Employees found to be in violation of this policy will be subject to disciplinary actions – including, but not limited to – warning/reprimand, demotion, transfer, suspension, or termination or expulsion. Under certain circumstances, acts of sexual harassment and sexual violence may result in criminal and/or civil sanctions.

Any employee who believes that he or she is or has been the subject of sexual harassment or is aware of such conduct should report it immediately. Please refer to Section 2.7.

If a report of sexual harassment is received by anyone in the University Community, that individual should refer the complainant to the appropriate Title IX Coordinator and also report it to the Title IX Coordinator.

Refer to the Human Resources website at www.southalabama.edu/hr or your Human Resources office for the complete version of the University's Sexual Harassment and Sexual Violence Policy or additional information.

2.6 DISCRIMINATION and/or HARASSMENT POLICY

The University of South Alabama complies with all applicable laws prohibiting discrimination, including, as applicable, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972,

Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Adjustment Assistance Act, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008, the Genetic Information Nondiscrimination Act of 2008, and the Lillie Ledbetter Fair Pay Act of 2009, and, consistent with these laws and University policy, does not discriminate on the basis of race, sex (including pregnancy), sexual orientation, religion, color, national origin, age, genetic information, disability, or qualified protected veteran status in admission or access to, or treatment of employment in its programs and services. Further, no otherwise qualified person with a disability, solely on the basis of such disability, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the administration of any educational program or activity, including admission or access thereto, or in treatment of employment therein by the University of South Alabama.

Discrimination and/or harassment against individuals or groups based on a legally-protected status is against the law and discrimination and/or harassment against individuals or groups based on same or any status herein discussed is inconsistent with University policy. All members of the University community (including students, faculty, staff, administrators, and visitors) must abide by this policy. University jurisdiction and discipline may attach to conduct which occurs on University premises, or at University-related or sponsored activities, whether on or off University premises, or which adversely affects the University community and the pursuit of the objectives of the University. Persons found to be in violation of this policy will be subject to disciplinary actions – including, but not limited to – warning/reprimand, demotion, transfer, suspension, or termination or expulsion. Under certain circumstances, acts of harassment, sexual harassment and sexual violence may result in criminal and/or civil sanctions.

Any employee who believes that he or she is or has been the subject of discrimination or harassment should report such conduct immediately. Please refer to Section 2.7.

Refer to the Human Resources website at www.southalabama.edu/hr or your Human Resources office for the complete version of the Discrimination and/or Harassment Policy or additional information.

Any questions relating to the University's discrimination and/or harassment policy should be directed to the Manager, Equal Employment Opportunity in the Human Resources Office.

2.7 COMPLAINT PROCEDURE

A complaint relating to discrimination, or harassment based on any protected status, as defined by University policy, including sexual harassment

or sexual violence, or retaliation related to such a complaint may be filed with the Manager, Equal Employment Opportunity or the Assistant Vice President, Human Resources or your Division Head. If possible, the complaint should be filed within 180 days of the most recent act. The longer the delay in reporting, the more difficult it is to investigate the complaint fairly and adequately and prevent the repetition of the offensive behavior.

All complaints will be given thorough consideration and appropriate action will be taken. Factors reviewed in determining whether harassment in violation of University policy has occurred include the frequency, severity, and context of the behavior and whether a reasonable person in a similar situation would find that the conduct, when taken as a whole, more likely than not is so pervasive or severe as to create a hostile or abusive work or learning environment. If the event is determined to be isolated or not severe enough to rise to the level of illegal harassment, but is nevertheless inappropriate for the work or learning environment, administrators and supervisors should take corrective action as necessary.

To the extent possible, the confidentiality of all parties involved in a complaint investigation and proceedings related to a claim of discrimination or harassment based on a protected status as defined by University policy, including sexual harassment or sexual violence, will be observed to the extent that it does not interfere with the University's ability to investigate the allegations, take corrective action, or comply with federal, state, or local laws. Consequently, the University cannot ensure complete confidentiality but will evaluate any request for confidentiality in the context of its responsibility to provide a safe, harassment free, and nondiscriminatory environment for all members of the University community. Information about individual complaints and their disposition is considered confidential and will be shared only as determined to be appropriate by the University or as required by law.

All University employees are expected to act in good faith when making a complaint or participating in the investigation of a complaint. This applies to utilizing any complaint process provided by the University. The complaint process shall not be used to bring frivolous or malicious complaints against students, faculty, staff, administrators, or visitors. If the University determines a complaint has not been made in good faith, disciplinary action up to and including termination or expulsion may be taken against the person bringing the complaint.

Refer to the Human Resources website at www.southalabama.edu/hr or your Human Resources office for additional information.

2.8 RETALIATION PROHIBITED

It is unlawful and against University policy to retaliate against or punish an individual for his or her undertaking the legal activity of making a good faith report of discrimination or harassment which violates University policy, including sexual harassment and/or sexual violence, or participating in an investigation of such a complaint. Retaliation includes any action by an individual or group that would discourage a reasonable person or persons from such protected activity.

An employee should report retaliation in violation of University policy to the Manager, Equal Employment Opportunity or the Assistant Vice President, Human Resources or your Division Head. Violation of this policy will result in disciplinary action, up to and including termination or expulsion.

2.9 CONSENSUAL RELATIONSHIPS

To avoid actual or apparent conflict of interest, coercion, favoritism, or bias, University personnel may not participate in the evaluation of any other employee or student with whom such personnel have or have had a sexual and/or romantic relationship.

2.10 DRUG-FREE WORKPLACE and SUBSTANCE ABUSE PREVENTION PROGRAM

Unlawful use of a controlled substance is prohibited on University premises, and violation of this policy can subject an employee to disciplinary action, up to and including termination. You must notify the University of any criminal drug conviction or a violation of this policy occurring in the workplace not later than five days after such conviction or violation. The University can communicate this conviction to the federal or state agency governing the employee's license or privilege to work in a certain field, and you, as a condition of employment, waive any and all claims that may arise from conveying this information to the said agency.

The University reserves the right to identify certain job classifications that require satisfactory results of pre-employment, random and for cause drug and alcohol testing.

In addition to the University of South Alabama Drug-Free Workplace Policy, employees of the University of South Alabama Hospitals are subject to a hospital drug policy.

The University's Substance Abuse Prevention Program is committed to providing the University of South Alabama community with educational and prevention programs related to substance abuse. By providing counseling, outreach programs, and consultation services, the Program strives to increase knowledge and awareness of alcohol and other drug issues and decrease the negative consequences associated with high risk drinking and illegal drug use.

Refer to the Human Resources website at www.southalabama.edu/hr or your Human Resources office for the complete version of the Drug-Free Workplace Policy and the USA Hospitals Drug/Alcohol Policy and information about the Substance Abuse Program.

SECTION 3.0 EMPLOYMENT

3.1 ELIGIBILITY GUIDELINES

3.1.1 Minimum Requirements

The minimum requirements for each position classification are established and included with each vacant position posting.

3.1.2 Age

To be employed at the University of South Alabama, staff must be at least 18 years of age.

3.1.3 Employment of Relatives

The University of South Alabama may employ relatives of current University employees, provided that such hiring conforms to the nepotism law of the State of Alabama, that such hiring does not unlawfully discriminate against other selected candidates for the vacant position, and that an officer or employee is not permitted to initiate or participate in an institutional decision which would directly or indirectly benefit the member of his or her family, as set forth by State statute and University policy and regulation. State law requires the following:

“Nepotism in state service prohibited. No officer or employee of the state or any ...institution...shall appoint any person related to him within the fourth degree of affinity or consanguinity to any job, position or office of profit with the state or with any of its agencies. Any person related to the appointing authority within the prohibited degree shall be ineligible to serve in any capacity with the state under authority of such an appointment and any appointment so attempted shall be void.” Code of Alabama 1975, Section 41-1-5.

The President of the University or his designee must grant final approval in each case in which the University is considering hiring more than one member of a family or a relative of individuals as designated by statute or policy.

3.1.4 Immigration Form I-9 and E-Verify

All new employees are required by the provisions of federal law to complete a government Form I-9. This form attests to the individual's eligibility for employment in the United States. Certain specific documents proving eligibility for employment must be provided.

Also, E-Verify guidelines will be followed as mandated by federal and state laws. E-Verify is an internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). Certain employees, as designated by applicable laws, may require verification of employment authorization through E-Verify. Information is entered from the new or existing employee's Form I-9. Employees requiring verification through E-verify who receive a final non-confirmation from DHS or SSA will be terminated. Employees hired by November 6, 1986, are exempt from e-verification requirements as are those with certain U.S. Government security clearances or credentials as identified by E-Verify guidelines.

3.1.5 Former Employees

Former employees who have separated employment from the University in good standing and seek re-employment must meet all current requirements for the position under consideration. Upon re-employment, former employees will be considered as new employees and are, therefore, subject to the probationary period.

3.1.6 Hospital Employees

As a condition of employment, hospital employees are required to meet the health requirements of the Joint Commission on Accreditation of Health Care Organizations and any other accreditation agency, as applicable. All such requirements will be in compliance with all applicable state and federal laws.

3.2 EMPLOYMENT STATUS

3.2.1 Definition of Status

Your employment status reflects the number of hours worked and whether the appointment with the University is regular or temporary.

You are considered a regular employee if you have an indefinite appointment with no specific ending date and occupy a budgeted University position.

You are considered a regular full-time employee if you are normally scheduled to work a regular work week of 40 hours. As a regular, full-time employee, you are entitled to all University benefits.

You are considered a regular part-time employee if you are normally scheduled to work less than 40 hours (1.0 FTE) per work

week. If you are a part-time employee who regularly works at least 20 hours (.50 FTE) per week, you are entitled to group health, dental, life and disability insurance benefits, vacation, sick leave, holidays or paid time off (PTO) as applicable. As a regular part-time employee, you are not eligible for the tuition reimbursement benefits. A regular part-time employee whose FTE is less than 20 hours (.50 FTE) per week is not entitled to University benefits.

You are considered a temporary employee if you are appointed for a limited period of 12 consecutive months or less with a specific ending date. A temporary employee working half time or greater, who has completed 12 consecutive months of employment, must be transferred to a regular position or be separated. If separated following a 12-month period of temporary employment, you may not be rehired as a temporary employee for one year. Temporary employees are not eligible for University benefits.

You are considered an exempt (salaried) employee if you are not subject to the timekeeping and overtime provisions of the Fair Labor Standards Act. Exempt or non-exempt status in compliance with applicable laws, is based on salary level and the nature of your work as determined by the University.

You are considered a non-exempt (hourly) employee if you are subject to the timekeeping and overtime provisions of the Fair Labor Standards Act.

3.2.2 Probationary Period

As a new employee, you are becoming acquainted with the University, its facilities, your department and how your department relates to other departments in the University. Your supervisor will advise you of the specific practices within your department as to work schedules and the nature of your work.

For the first six months, you will be on probationary status. During this time, you will have an opportunity to familiarize yourself with the University, your work related duties and your department.

During your probationary period, your supervisor will assess your work, and, if your job performance in your position is satisfactory, you will have successfully completed the probationary period.

While you are in your probationary period, you may be terminated at any time for any reason or for no reason. You will not be granted appeal rights if you are terminated; however, if you feel that you have been discriminated against on the basis of race, sex (including pregnancy), sexual orientation, religion, color, national origin, age, genetic information, disability or qualified protected veteran status, you may avail yourself of the grievance and appeal policy as described in Section 6.0.

Employees who transfer or are promoted are not required to serve an additional probationary period in the position to which they are transferred or promoted. Normally a probationary employee will not be considered for transfer or promotion. All former employees rehired by the University also must serve the probationary period.

Time served as a temporary University employee will be counted toward satisfying your probationary period as long as there is no break in service between the temporary and regular position.

3.2.3 Dual Employment

As a staff employee of the University, you may not hold more than one full-time position equivalent, inclusive of temporary employment, within the University system.

3.2.4 Outside Employment

You may work at another job outside the University, provided that your outside employment does not interfere with the performance of your job at the University; does not violate University regulations or policy, the State Ethics Laws or any other state or federal laws or regulations; does not bring discredit upon the University; and does not create a conflict of interest with your employment with the University.

Before accepting other employment outside the University, you are required to discuss it with your supervisor to make certain that it does not violate the guidelines cited above and to obtain written approval.

If the outside employment you are considering is thought to be contrary to University policy, your supervisor will so advise you.

Should you accept outside employment considered contrary to University policy, or without approval, your supervisor may initiate appropriate disciplinary action.

If you are a regular employee, you may appeal such action of your supervisor with regard to outside employment. Such appeal must be in accordance with the grievance procedure described in Section 6.0 of this Handbook.

3.2.5 Service Period

Your total University service includes any current service, regular and/or temporary, and any verified prior University service, if applicable (excluding student employment). Total University service is used for purposes such as the Employee Service Recognition Program.

Eligibility for University/employee benefit programs and accrual rates for vacation and PTO are based on the number of completed continuous years/months of service in a regular full-time and/or eligible part-time (.50 FTE or greater) position with the University.

Refer to Section 9.5 Retirement Programs for information regarding retirement service.

3.3 CHANGE IN STATUS

3.3.1 Promotion

The University encourages you to obtain skills through experience acquired while on the job and through the educational benefit plan. The opportunity to acquire additional skills may qualify you for a more advanced position.

However, decisions regarding promotions will be based on job-related factors, including, but not limited to, the ability to meet the minimum qualifications of the job and perform the essential functions, performance in current position, and level of related experience within current classification. When promotions occur, the new salary is subject to budgetary restrictions of the hiring department.

To apply for a promotion, you must submit an application for employment through Human Resources. You must notify your supervisor of your interest in promotion prior to being referred for an interview by Human Resources. Promotion can take place only

if a vacant position exists at a higher salary grade level or if your position is reclassified to a higher salary grade level.

You must normally complete six months of employment, including temporary employment, in your present position before you can be considered for a promotion.

An employee who is selected for a promotion to a different department must provide a written notice of at least ten working days to his/her current department.

3.3.2 Transfer

When a vacancy exists at the same salary grade level as your current job, you may apply for a transfer to a position in a different department to increase your opportunities for additional experience and growth.

You must normally complete six months of employment, including temporary employment, in your current position to be considered eligible for a transfer. To apply for a transfer, you must submit an application for employment through Human Resources. It is required that you notify your supervisor of your interest in being considered for a vacant position if you are referred for an interview.

If you transfer to another position, it will not affect your entitlement to benefits that you have accrued and will not be considered as a break in your service. Under normal circumstances, your salary will remain the same. However, your salary is subject to budgetary restrictions of the hiring department.

If you transfer to a different department, you must provide a written notice of at least ten working days to the department from which you are transferring.

3.3.3 Demotion

If your job performance is below standard, your supervisor will work with you to try to improve it to a satisfactory level. If your job performance does not improve to a satisfactory level, it may be determined that it is in the University's best interest for you to seek another position at a lower level; however, there is no guarantee of a lower level position or continued employment when performance is below standard. A demotion takes place if you move to a vacant position at a lower salary grade level.

A voluntary demotion occurs when you apply for and accept a position at a lower salary grade. Your salary will be reduced as a result of a demotion. However, in all cases of demotion, the new salary is subject to budgetary restrictions of the hiring department.

3.3.4 Resignation

If you wish to resign in good standing, you are expected to provide at least 10 working days advance written notice to your Department Head or Supervisor. This does not apply to probationary employees. Normally, an employee who does not provide 10 working days notice upon resignation is not eligible for rehire.

You should return items such as keys, identification badges, pagers, uniforms and any other University property or equipment to your department.

3.3.5 Voluntary Resignation Without Proper Notice

An employee will be considered to have voluntarily resigned without proper notice when the employee fails to report to work for three consecutive scheduled work days or shifts without proper notification or when, at least two weeks prior to the completion of an approved leave of absence, the employee fails to notify the supervisor of the intent to return to work.

3.3.6 Layoff and Recall

Layoff is defined as a separation of employment due, but not limited to, abolishment of a position or positions necessitated by a shortage of funds, lack of work or a material change in the duties of the position, or an organizational change in a department or division. A staff employee will be laid off without prejudice, as a layoff is not a disciplinary action.

Employees hired on or after September 10, 2004, in grant-funded positions, are excluded from the Layoff and Recall policy, as funding for such positions cannot be guaranteed beyond the grant end date. Effective August 1, 2008, this exclusion includes other externally-funded positions with a defined project scope and time line. Externally-funded positions must be verified by the Business Office to ensure funding type.

Temporary employees and probationary employees will be laid off first. Any layoff of regular employees will be by official position classification and FTE (full-time equivalent) in order of

seniority within the department in which the affected position(s) is funded, with the least senior employee being laid off first. The order of layoff will be based on the most recent date of hire as an employee (seniority date) who is assigned to the affected position classification. Seniority date may include temporary service if there was no break in service between the temporary and regular appointment. Employees will be laid off in the following order:

1. Temporary Employees
2. Probationary Employees
3. Regular Employees

If you are laid off and have completed the six-month probationary period, you will be eligible for recall from a roster maintained by the Assistant Vice President, Human Resources which identifies the last employee laid off as the first employee to be recalled. You will be recalled only if a vacancy exists in the same department, the same FTE and the same classification within 12 months from the date of layoff. Employees who are recalled must report to work within the time period specified by the University or they will be taken off the recall roster and no longer be eligible for recall. Employees who are recalled will have any accrued, but unpaid employee benefits restored to them.

If you have been laid off and wish to be considered for positions in other departments within the University, you must complete a new employment application at the Human Resources Office on campus and/or at the hospitals. Acceptance of a position in another department will waive your right to be recalled to your old position.

3.3.7 Retirement

Please contact Human Resources at least 60 days before you intend to retire in order to complete the necessary paperwork.

3.4 PERSONNEL RECORD

3.4.1 Confidentiality

The information contained in your personnel record is confidential and the contents of your file will be made known only to you, your supervisor and other appropriate persons within the University who must have access to that information to make appropriate decisions. Further, access to your personnel record

may be made to other agencies, entities or individuals as required by federal or state laws and regulations and/or court orders and/or subpoenas. The information contained within your personnel record is used, for example, in evaluating your work performance, consideration for a promotion or transfer, etc.

You may contact Human Resources to make arrangements to view your personnel file at any time during regular business hours. An employee may receive, upon written request, a copy of his/her personnel file at the expense of the employee.

3.4.2 Employment Verification Procedures

All outside inquiries for routine information concerning current or former employees of the University must be referred to Human Resources.

No information on current or former employees will be released without the employee's written authorization. With appropriate authorization, Human Resources may provide the following information by telephone or in writing:

Date(s) of Employment
Position Title(s)
Resigned (Yes/No)
Eligible for Rehire (Yes/No)

3.4.3 Reporting Changes

Please report any changes in your status such as name, address, telephone number, marital status, number of dependents, etc., to Human Resources. Changes in name, address, and phone number should also be reported to your supervisor. You should also contact Human Resources if you have life status changes that may affect your fringe benefits, to include life insurance beneficiary changes and adding to or removing dependents from your health insurance contract.

For income tax purposes, should you need to change the number of dependents you originally listed on your W-4 Form, it will be necessary for you to obtain a new W-4 from the Payroll Office or your Human Resources Office. You should complete the new W-4 Form and return it to the Payroll Office.

SECTION 4.0 ATTENDANCE AND LEAVE

This section of the Staff Employee Handbook is divided into three parts. Section 4.1 includes policies and practices applicable for all benefits-eligible staff employees. The University has two different programs for paying staff employees for earned time off. Section 4.2 includes specifics about the University's traditional program for time off. Section 4.3 includes specifics about the University's Paid Time Off (PTO) Program for staff employees in hospital and designated clinical positions.

4.1 POLICIES AND PROCEDURES FOR ALL STAFF EMPLOYEES

4.1.1 Work Schedules

You are expected to work regularly scheduled hours as established by the University and your supervisor.

4.1.2 Working Hours, Rest Periods and Meal Periods

Your starting and ending time will be determined by your Department Head or supervisor.

When working conditions warrant and your supervisor agrees, you may take up to two 15 minute breaks each day, one to be taken before the meal period, the other, after the meal period. Breaks are a privilege and are not required by law.

If you work in certain departments it may not be operationally feasible to take a meal period for work related reasons. Your supervisor will notify you if this is the case. Non-exempt employees will be paid for actual hours worked.

Breaks and meal periods cannot be accumulated and are not to be used to leave early, arrive late or to extend other periods.

Hourly paid employees are not permitted to work before or after their normal schedule unless authorized by their department/unit. There can be no deviation from this policy except at the direction of your Department Head or Supervisor.

4.1.3 Overtime

If you are in a non-exempt (hourly) classification, you will be paid overtime at the rate of one and one-half times your regular rate of pay for all hours worked in excess of 40 hours per work

week. In lieu of overtime pay, you may be provided time off during the same work week. In the event that your supervisor determines that time off during the same work week cannot be arranged, then you will be paid overtime. The accrual of compensatory time is not permitted at the University of South Alabama. All overtime must be approved in advance by your supervisor.

The work week begins on Sunday at 12:01 a.m. and ends at 12:00 a.m. midnight on the following Saturday night. Vacation, sick leave, holidays, administrative leave and PTO hours are not considered hours worked when computing overtime.

4.1.4 Time Sheets, Time Cards and Time Clocks

The time sheet is a record of the time a non-exempt (hourly) employee works each pay period and exceptions for exempt (salaried) employees. Your pay is based upon your time sheet. You should record your time worked each day. Your time sheet will be checked by your supervisor to ensure that it is accurate.

You will be required by your supervisor to sign your time sheet at the end of each pay period unless you are absent from work.

You are personally responsible for your time sheet and/or your time record. Falsification of a time sheet and/or time record is cause for immediate termination. In areas where electronic time and attendance systems are used, clocking another employee in or out is cause for immediate termination. This also applies to the signing of another employee's time sheet or assisting in the falsification of any record relating to time actually worked.

4.1.5 Personal Leave of Absence

If you are a regular employee, with proper approvals, you may be granted a personal leave of absence, normally not to exceed 90 calendar days, provided that it is operationally feasible and you have been employed at the University without any interruption in service for at least six full months.

If you are a regular employee and want to take such a leave, you must submit a written request to your supervisor, in advance, providing the reason for your leave, and the beginning and ending dates of your leave. You must also obtain approval of your Department Head prior to taking personal leave.

It is your responsibility to notify and communicate directly with your supervisor of your intent to return to work or any changes in your leave status prior to the ending date of your personal leave. Failure to do so will be considered a voluntary resignation.

In unusual circumstances, consideration may be given to a request for a longer leave of absence when it is believed to be in the best interest of the University.

The benefits which you earn prior to your personal leave of absence remain during your leave, but no additional benefits such as vacation, sick, or PTO hours are accrued during your personal leave of absence. Length of service will continue to accumulate during a personal leave of absence but will not be used when computing vacation, sick and PTO hours.

Your group medical, dental, life and disability insurance may be continued while you are in a personal leave of absence status. However, if you are in an unpaid status, you must pay the total cost of these benefits. It is your responsibility to make arrangements for payments with the Payroll Office to continue your coverage prior to beginning a leave of absence.

4.1.6 Family Medical Leave (FML)

The Family Medical Leave (FML) policy at the University of South Alabama is governed by the Family Medical Leave Act (FMLA) of 1993, and the National Defense Authorization Act (NDAA) of 2008.

If you are an eligible employee, you may take leave from your job for a limited period of time to address certain family responsibilities as defined below or for your own serious health condition. The University formally established its FML policy for the benefit of eligible employees under the following terms and conditions.

You must be a regular employee to be eligible for FML. You are eligible for FML if you have been employed by the University in a benefits-eligible position for at least 12 months and have worked a minimum of 1,040 hours during the 12-month period prior to the time leave would begin under this policy. Hours are calculated based upon actual hours that you worked, including overtime. All requests for FML are contingent upon a determination

by the University that you are eligible for FML. Exempt employees, who have at least 12 months prior service and have been employed full-time for six months meet the 1,040-hour requirement.

FML is for the birth or adoption of a child, an employee's own serious health condition, for the care of a dependent child, spouse, or parent with a serious health condition, or because of any qualifying event that occurs due to the fact that the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. Dependent child for the purposes of FML is defined as a biological, adopted, or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis, who is under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FML is to commence.

Eligible employees may take an unpaid FML leave of absence of up to 90 calendar days per rolling year, inclusive of paid sick leave, vacation and PTO hours (as applicable). A rolling year is the 12-month period measured backward from the date an employee uses any leave under the FML.

With appropriate medical certification, the University will grant an eligible employee unpaid FML leave for up to 90 calendar days during a 12-month rolling period provided the procedures in this policy are followed and leave is requested for any of the following reasons:

1. To care for a “dependent child, spouse or parent” of the employee if that individual has a serious health condition.
2. Your serious health condition that renders you unable to perform your essential job functions; or
3. The birth or adoption of a child, or the foster care placement of a child.
4. Due to any qualifying event, because the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces, National Guard or Reserves in support of a contingency operation.

The University will grant Military Family Leave to an eligible employee who is the spouse, son, daughter, parent or next of kin

of a covered service member, a total of 26 work weeks of leave, with appropriate medical certification, to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in an outpatient status, or is on the temporary disability retired list, for a serious injury or illness. Military Family Leave may be used to care for veterans undergoing treatment, recuperation or therapy for an injury, as long as the veteran was a member of the Armed Forces, National Guard or Reserves within five years of needing care. Military Family Leave may also be used to care for a covered service member's serious injury or illness incurred because service on active duty aggravated an existing or pre-existing injury. This leave will only be available during a single 12-month period.

This policy and the FMLA are only intended to cover serious health conditions - generally those which involve three or more days of incapacity from work or school, or chronic, long-term, or incurable conditions. If you wish to take leave to care for family members with non-serious health conditions, you are not eligible for FML.

You are limited to a maximum of 90 calendar days per rolling year inclusive of paid sick leave, vacation and PTO (as applicable) for FML for any of these purposes. If the leave is for birth, adoption, or foster care placement, the leave must be completed within 12 months of the date of birth or placement for adoption or foster care.

Available leave will be calculated by determining the amount of FML you have used during the current rolling year.

If a husband and wife both work for the University and are eligible for leave, they are entitled to a combined total of 90 calendar days of FML for birth, adoption, foster care, to care for a parent or due to any qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. If the leave is requested for your own serious health condition, the care of the other spouse, or the care of a sick child, each spouse is entitled to up to 90 calendar days of leave.

If military family leave is requested, and if a husband and wife both work for the University and are eligible for leave, they are entitled to a combined total of 26 work weeks during a single 12-month period.

If you are taking leave for a serious health condition or to care for a seriously ill family member, you may take leave on an intermittent basis or by reducing your scheduled work hours. You must provide certification from the health care provider stating that the leave must be taken in this manner, that it is medically necessary and that there is a specific duration and schedule for such leave. If you are taking leave due to active duty status of a spouse, son, daughter or parent in the Armed Forces, the University may require that the request be supported by a certification. If leave is taken intermittently, it will be deducted from your entitlement to leave during the current rolling year, in minimum increments of 15 minutes.

It is the University's responsibility to designate leave, whether paid or unpaid, as "FMLA qualifying". That designation is based on information provided by the employee. If Human Resources has questions regarding the information provided, additional information may be required before classifying leave as FMLA qualifying.

All verbal or written requests for FML should be initiated by contacting your immediate supervisor. If the need for FML is foreseeable, you must provide notice of not less than 30 days to your supervisor. Leave will be denied unless there is a reasonable excuse for the delay. If leave is denied due to lack of notice, you may request leave to start 30 days after proper notice is given.

If the leave is for the planned medical treatment of you or a family member, or requires intermittent or reduced schedule leave, you may be required by your supervisor to arrange a particular schedule or to reschedule appointments or treatments so as not to disrupt the operations of the department. Adjustments to work schedules are subject to approval by management.

If the need for FML is not foreseeable, you must give notice as soon as possible and practicable, ordinarily within one to two working days. If you are unable to do so, notice may be given by your spouse or other family member. If the need for leave due to

active duty of a family member is foreseeable, whether because the spouse, son, daughter or parent, of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide notice that is reasonable and practicable.

After receiving a request for FML, Human Resources will provide additional information regarding leave procedures, answer questions with regard to the effects of the FML, and advise as to any additional documents that may be required to complete the request for FML.

The University reserves the right to require proof of necessity for FML by a health care provider on the Certificate of Health Care Provider form. Certification should be provided within 15 calendar days of the date the information is requested by the University. Failure to submit the certification within the 15 calendar days as required may result in the denial of FML.

The University reserves the right to require a second medical opinion at its own expense. If the first and second opinions differ, the University, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the University and the employee.

The University reserves the right to request periodic recertification after 30 days, or more frequently, if the employee requests an extension of the leave, circumstances change during the illness or injury, or the University receives information that questions the continuing validity of the most recent certification.

Requests for additional information or questions relating to the medical certification process should be directed to Human Resources.

All medical certifications of serious health conditions are maintained on a confidential basis in Human Resources. Access is limited to supervisors on a need-to-know basis. In all cases of intermittent and reduced-schedule leaves, the University reserves the right to require you to transfer temporarily to an available alternative position for which you are qualified with comparable pay and benefits that better accommodates your need for leave and/or the University's day-to-day operations.

See Section 4.2 for policy regarding the use of paid sick leave and vacation hours during the 90 days of FML OR Section 4.3 for policy regarding the use of PTO hours during the 90 days of FML.

During an approved FML, the University will continue to pay the employer portion of the health insurance premium. While on paid FML, your portion of health insurance premiums will be deducted from your paycheck. To continue health coverage without interruption, while on unpaid FML, payments should be made directly to the Payroll Office no later than the 25th of the month for the next month's coverage.

If you are a USA Health & Dental Plan participant and wish to add a dependent due to birth or adoption, you must complete an application with Human Resources within 30 days of the change in status.

During FML, the University will continue to pay the basic life and disability insurance premiums. While on paid FML, deductions for additional life insurance premiums will continue to be made through payroll deduction. To continue additional life insurance coverage during unpaid FML, you should pay the normal premium directly to the Payroll Office no later than the 25th of the month for the next month's coverage. While on unpaid FML, benefits coverage(s) will end if you fail to make the required payments within 30 days of the due date. You may prepay health insurance and additional life insurance premiums prior to commencement of FML.

Your anniversary date will not be affected as a result of FML.

Length of service will continue to accumulate during unpaid FML, but will not be used for computing earned vacation, sick and PTO hours. No additional sick leave, vacation or PTO hours accrue while you are on unpaid FML.

While on FML, you are only eligible for tuition reimbursement if you met the eligibility requirement at the time of registration.

Following your FML, you will be returned to your same position or to an equivalent position, at the option of the University, unless you would have been terminated during your leave of absence (e.g. layoff, reorganization).

The University requires an employee returning to work from FML to present a fitness-for-duty certification prior to reinstatement if taking FML for their own serious health condition. The University reserves the right to make additional medical inquiries and/or require follow-up examinations, at its expense, to ensure employees can safely perform the essential functions of the job. These medical inquiries will be conducted in accordance with the University's policy as well as state and federal law. During FML the University reserves the right to require you to recertify (at 30 to 60 day intervals) the medical condition that caused you to take leave.

Upon return from FML, health insurance coverage that has been allowed to lapse will be reinstated with no new pre-existing conditions period; however, you will be required to serve the balance of any pre-existing conditions period that existed prior to commencement of FML. Reinstatement of additional life insurance may be requested; however, you may be required to provide proof of insurability.

It is your responsibility to notify your supervisor of your intent to return to work or any changes in your leave status prior to the ending date of your FML. Failure to do so may be considered as voluntary resignation.

When you notify the University that you are not returning from FML, the University will terminate your health benefits and you will no longer have the right to reinstatement to the same or equivalent position. You will be entitled to continuation of health benefits in accordance with COBRA and the provisions of the USA Health & Dental Plan.

Requests for further information or clarification with regard to this policy should be directed to Human Resources.

4.1.7 Military Leave

The University will comply with the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable state laws applying to military leave. In accordance with USERRA and Alabama Code § 31-12-5 (2002), regular University employees who perform service in the uniformed services (as defined by USERRA) are entitled to a military leave of absence from their University positions, subject to the limitations and restrictions set forth in federal and state laws and University policy.

Regular employees in an active employment status who are ordered to active duty will receive full pay for a maximum of 168 hours per calendar year, which include weekend drills as well as annual training and any other type of military duty. A copy of your orders or other satisfactory documentation of attendance must be provided to your supervisor or department head as soon as received unless precluded by military necessity.

A military leave day is normally eight hours or less based on your FTE. If your regularly scheduled work day is greater than eight hours, you will receive military leave pay for the scheduled hours, up to an annual maximum of 168 hours per calendar year. If your regularly scheduled work day is at least four hours but less than eight hours, you will receive military leave pay at your FTE as a percent of 168 hours. Employees will be paid only for the time for which they would ordinarily be scheduled to work. In no case will employees be paid for a period in excess of the time for which they are ordered to military duty. If you are in an active full-time employment status, you will be paid for up to 168 hours per calendar year for appropriate reasons, inclusive of 14 days for training.

Except as noted below concerning additional military service covered by Alabama Code Section 31-12-1, et seq., after the first 168 hours of military leave per calendar year, any additional military leave will be without pay or may be charged to vacation or PTO (as applicable) at the discretion of the employee, subject to departmental approval.

If you are a regular employee of the University of South Alabama and you are drafted into the military service of the United States, or you volunteer to join the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, you will be granted a military leave, as required by law, without pay. You must return to work within 90 days of completion of military service.

Alabama law, Alabama Code Section 31-12-1, et seq. (the Act), extends military protections and rights under the Soldiers' and Sailors' Civil Relief Act and the USERRA to active members of the Alabama National Guard and other military reserve forces called to duty in time of war, armed conflict, or emergencies, proclaimed by the Governor or the President of the United States,

and called or ordered to state active duty for a period of 30 consecutive days or more or to federally funded duty, other than training. This law does not apply to normal National Guard and reserve weekend drills, annual training, and required schools.

As defined in the Act, employees are eligible for the difference in pay between the lower active military duty pay and the higher public salary for the duration of the active military service, if applicable. This provision applies only to employees called into active service during the war on terrorism, which commenced on September 11, 2001.

Health insurance benefits may be continued at the election of the employee called to active military service. Contact Human Resources concerning continuation of health insurance benefits.

Any employee serving in the active military service during the war on terrorism, which commenced on September 11, 2001, shall continue to be considered an active participant in the Teachers' Retirement Systems of Alabama (as applicable) throughout such service.

4.1.8 Disaster Medical Assistance Team (DMAT) Leave of Absence

If you are a regular employee of the University of South Alabama, and you are a member of a Disaster Medical Assistance Team (DMAT), upon activation, you are entitled to a military leave of absence for all days engaged in field or coast defense or other training or service ordered under the National Defense Act, the Public Health and Security and Bioterrorism Preparedness and Response Act of 2002, or of the federal laws governing the United States reserves.

In accordance with Alabama Code 31-2-13 § (2010), regular employees in an active status, who are members of the National Disaster Medical System shall be granted up to 168 hours of paid military leave per year when activated by the U. S. Department of Health and Human Services in response to a disaster, major emergency, special event, federal exercise or official training. Sick leave, vacation and PTO (as applicable) will continue to accrue during this time period.

Should you be ordered to duty, you should provide a copy of your orders to your supervisor as soon as possible in advance of the scheduled duty. Your supervisor will instruct you as to how your time sheet is to be completed.

Except as noted above concerning additional military service covered by Alabama Code Section 31-2-13, et seq., after the first 168 hours of military leave per calendar year, any additional DMAT leave will be without pay or may be charged to vacation or PTO at the discretion of the employee, subject to departmental approval.

The benefits which you have earned prior to your leave remain while you are on leave, but no additional benefits such as sick leave, vacation or PTO are accrued during unpaid DMAT leave. Length of service will continue to accumulate during unpaid DMAT leave, but will not be used when computing sick pay benefits, vacation, PTO (as applicable) or for retirement purposes.

Your group medical, life and disability insurance may be continued while you are in a DMAT leave of absence status. However, if you are in an unpaid status, you must pay the total cost of these benefits. It is your responsibility to make arrangements for payment to continue your coverages with the Payroll Office prior to beginning a leave of absence.

4.1.9 Administrative Leave

Regular employees may, with prior supervisory approval, be granted administrative leave with pay and be excused for the following:

- Death in Immediate Family

- Voting

- Jury Duty

- Witness Summons

- Personal Disaster

- Refer to Section 4.2 and 4.3 for guidelines on emergency closings.

4.1.9.1 Death In Family

Upon the death of an immediate family member, regular full-time employees may be granted paid administrative leave up to a maximum of three, eight-hour working days. Regular part-time employees will be paid administrative leave days at the regular rate of pay for the percentage of eight hours that they normally work.

For purposes of section 4.1.9.1, immediate family, is defined to include the following: spouse, mother, father, sister, brother, son, daughter, mother-in-law, and father-in-law. Exceptions to the definition of immediate family member may be approved by the Division Head.

4.1.9.2 Voting

The University affords all of its employees an opportunity, with prior approval of the supervisor, to exercise their right to vote. You may be granted up to two hours of paid administrative leave should it be impossible for you to vote either before or after your normal work day schedule.

4.1.9.3 Jury Duty

Should a regular or temporary employee be selected for a term as a jury member, the absence will be charged to paid administrative leave. While on jury duty, you are not expected to report to work, regardless of shift. You should provide your supervisor with your certificate from court which indicates your dates of service to ensure that you receive administrative leave.

4.1.9.4 Witness Summons

If you are a regular or temporary employee and are subpoenaed as a witness in a court case in which you are not a defendant or plaintiff or have a personal interest, you may be granted paid administrative leave upon presentation of a copy of the subpoena to your supervisor. If court appearance is required due to your participation as a defendant or plaintiff or other personal interest, you will not be entitled to paid administrative leave. You may, however, request vacation or PTO hours for this purpose.

4.1.9.5 Personal Disaster

If you must be absent because of a personal disaster, such as home destruction or serious accident to a member of your immediate family as defined in Section 4.2.1, etc., you may be granted paid administrative leave up to a maximum of three eight-hour working days. Regular part-time employees will be paid administrative leave days at the regular rate of pay for the percentage of eight hours that they normally work.

Severe weather and other related events that impact University employees as a whole are not normally considered personal disasters.

4.1.10 Accident While at the Worksite

The University of South Alabama strives to protect its employees from undue financial hardship resulting from qualified job-related injuries or disabilities. In order for the University to assess requests for on-the-job injury (OJI) benefits, the procedures described below must be followed:

If you sustain a serious injury at the worksite during work hours, arrangements will be made for you to be treated at the USA Medical Center Emergency Room. If time is of the essence, based on the severity of the injury, the employee may be taken to the nearest emergency department. If you sustain an injury that is not serious enough to warrant emergency room treatment, and you wish to be considered for OJI benefits by the University, you must report to the hospital health nurse, the house supervisor (after normal business hours), USA Family Practice Center or USA Knollwood Physicians Group, for treatment.

As a full-time employee, you may receive up to 24 hours paid administrative leave for accidents occurring at the worksite during work hours without affecting your sick leave, vacation or PTO accrual. Part-time employees will be paid administrative leave days at the regular rate of pay for the percentage of eight hours that they normally work.

An Accident/Incident Report must be completed by your supervisor within 72 hours of the worksite accident in order to be considered for OJI benefits. For this reason, a worksite accident should be reported immediately to your supervisor.

If you are covered under the University's group health insurance program, your medical expenses due to a qualified OJI will be covered up to the limits of the health plan. If you are not covered under the University's group plan, please contact your supervisor or Human Resources. In this case, you will be billed for any medical services rendered. Medical expenses not covered by group health insurance may be reimbursed by the University, up to a maximum of \$1,000. All claims for lost wages, property damages, and/or medical expenses not paid by the University, medical insurance, or the University's group health insurance program may be filed by you with the State Board of Adjustment. Approval by the State Board of Adjustment is based upon an investigation of the accident by University officials and a determination by the State

Board that the accident qualifies for OJI compensation. Claim forms are available in Human Resources.

Claims must be filed with the State Board of Adjustment within one year of the incident date. If you believe expenses related to the incident might be incurred beyond one year from the incident date, and you have not already filed a State Board of Adjustment claim, you should file a claim with the State Board of Adjustment indicating the expenses are “to be determined.” It is not the responsibility of the University to remind you of the one year time limit for filing a claim with the State Board of Adjustment.

All benefits paid by the University (reinstatement of vacation, sick leave, PTO or temporary wage replacement payments at 66 2/3% of base salary) will cease no later than 90 days following the date of injury. If your attending physician anticipates a disability of more than 90 calendar days, the waiting period for long-term disability (LTD) benefits, you must make application for LTD benefits based upon such prognosis.

The University will require relevant medical records of injured or disabled parties and may require additional examinations and tests as deemed necessary.

4.2 TRADITIONAL EARNED TIME OFF PROGRAM

Section 4.2 is applicable only to benefits-eligible staff employees in the University's traditional program for earned time off.

4.2.1 Sick Leave

Sick leave is provided to protect you against loss of income during illness when you are unable to perform work duties because of illness or injury, when you must obtain health related professional services which cannot be scheduled outside regular work hours, when you must care for a seriously ill member of your immediate family for not more than three days per occurrence, or when someone in your household is quarantined by a physician or medical authority because of a contagious disease. However, if the absence requires additional leave and meets the requirements of the Family and Medical Leave Act (FMLA), the Family and Medical Leave policy (FML), 4.1.6 and 4.2.5 will apply.

Employees may use up to sixty work days or 480 hours (three months) of paid sick leave for full or intermittent FML qualifying family member illness concurrent with approved FML leave. FML leave is for up to a maximum of 90 calendar days (three months) per rolling year. The

Human Resources Department assists supervisors and employees with processing all requests for FML and applicable paid leave options for the illnesses of adult children who are not FML qualifying.

Immediate family, for sick leave purposes, is defined to include the following who live in and outside of the same household: spouse, son, daughter, mother and father. Upon request, evidence of family relationship may be required.

You must report your absence as soon as possible to your supervisor on the day you are absent and daily thereafter. Tell your supervisor the nature of your illness or reason for your absence and how long you anticipate you will be unable to work. Failure to communicate with your supervisor for three consecutive scheduled working days or shifts will be considered as a voluntary resignation without proper notice. Your supervisor is not responsible for contacting you if you do not report to work at the scheduled time.

Regular employees who are appointed to work on a part-time basis should contact Human Resources to determine eligibility to accrue sick leave benefits.

Sick leave is accrued only when you are in an active pay status which includes but is not limited to:

- Normal work hours
- Paid vacation
- Paid sick leave
- Paid jury duty
- Other paid administrative leave

You may receive credit for sick leave accrued while employed at another agency or institution, which participates in the Retirement Systems of Alabama, provided that you resigned from that position to accept a position at the University of South Alabama. Requests for transfer (credit) may be made in writing, to Human Resources, and should include a notarized statement from the previous institution's payroll/accounting department verifying your accrued sick leave balance.

Subject to certain limitations, regular employees may convert accrued sick leave to membership service credit in the Teachers' Retirement System of Alabama for the purpose of applying for service retirement. Employees who resign or who are terminated for any reason

will not be paid for any unused sick leave. If you are absent due to illness during a holiday, you will be granted holiday pay in lieu of sick pay on a day-to-day basis.

Vacation pay will not normally be granted in lieu of sick leave.

Your supervisor has the responsibility to ensure that you use sick leave for its legitimate purposes. Until your supervisor is satisfied that you have used sick time properly, your supervisor may deny approval of sick pay.

Upon request of your supervisor, you may be required to show evidence of your illness (or if applicable, an immediate family member's illness) in the form of a physician's statement. The University also reserves the right to require that you have an examination by a physician(s) of its choosing.

When there is evidence of abuse of sick leave, you will not be paid for that time taken. Additionally, abuse of sick leave is grounds for disciplinary action.

4.2.2 Vacation

If you are a regular employee and are appointed to work 20 hours or more per week (.50 FTE or greater), you will accrue vacation benefits from your initial date of employment. If you are a regular employee and are appointed to work less than 20 hours per week (less than .50 FTE), you are not eligible to accrue vacation benefits.

Vacation benefits are earned for all hours worked up to 40 hours per work week that you are considered to be in an active pay status which includes but is not limited to:

- Normal work hours
- Paid vacation
- Paid sick leave
- Paid jury duty
- Other paid Administrative Leave

Your accrual rate for vacation benefits is computed on the basis of continuous and uninterrupted active service beginning with your date of employment.

Vacation benefits will be computed as follows:

1. All regular, full-time employees with less than 37 months continuous service with the University will be entitled to

earn up to 10 (8-hour) vacation days per year, based on the following formula:

$$\text{Hours worked in a work week (maximum of 40)} \times .0385 \\ = \text{hours per work week} \times 52 \text{ weeks} = 80 \text{ vacation hours.}$$

2. Regular full-time employees accrue vacation at the following rate:

Years of Continuous Service	Months of Continuous Service	Days of Vacation Accrued per Year	Accrual Rate
0 - 3	0 - 36	10	.0385
4 & 5	37 - 60	12	.0462
6 & 7	61 - 84	13	.0500
8 & 9	85 - 108	14	.0539
10 & 11	109 - 132	15	.0577
12 & 13	133 - 156	16	.0616
14 & 15	157 - 180	17	.0654
16 & 17	181 - 204	18	.0693
> than 17	205 +	20	.0770

3. The maximum amount of reimbursable vacation that an eligible employee may accrue is two times the annual rate. Once two times the annual rate has been accrued, the employee may continue to accrue non-reimbursable annual leave which will be converted and transferred to sick leave if not taken by the last day of the last pay period of the fiscal year in which accrued. Accrued annual leave in excess of two times the annual accrual amount will not be reimbursed by the institution upon termination of employment.
4. For regular, part-time employees appointed to an FTE of at least .50 (20 hours per week) vacation benefits will be earned based on hours worked not to exceed 40 hours per work week.

Accrued vacation must be used, if available, before time off is taken without pay. You may not borrow vacation time in advance; however, with the approval of your supervisor, you may take time off without pay if no vacation time is available.

Should you be on vacation during an official paid holiday, this time will not be charged as vacation. If you request it, your supervisor may agree to extend your vacation by the time

equivalent to that of the holiday.

Vacation requests are to be submitted to your supervisor and approved in advance to ensure that your absence will not interfere with the work of your department or unit. Supervisors will attempt to schedule/approve vacation requests in a manner which balances the operational and service delivery needs of the department with the time off preferences of employees. Supervisors may deny vacation requests which could have an adverse effect on operations or if unexpected circumstances arise which require the employee's attendance at work. This may include vacation requests during the two week resignation notice period.

Vacation days are not counted as "hours worked" when calculating overtime pay.

4.2.3 Separation of Employment

If you were hired before January 1, 2012, and you are a regular, full-time or eligible, regular, part-time employee and you leave the University, you may receive vacation pay for all unused accrued vacation hours up to two times your annual accrual rate.

If you were hired on or after January 1, 2012, you are not eligible for payment of unused accrued vacation hours upon separation of employment. This includes resignations, terminations and retirements. Exceptions may be made for employees hired after January 1, 2012, who are laid off.

4.2.4 Holidays

Staff employees at campus locations generally observe the following eight paid holidays:

New Year's Day	Independence Day
Martin Luther King Jr. Day	Labor Day
Mardi Gras Day	Thanksgiving Day
Memorial Day	Christmas Day

Special holidays may also be designated. If you are a non-exempt employee and are scheduled to work on a designated holiday you will be given an alternate day off during the same fiscal year or holiday pay in addition to pay for hours worked.

You must be at work, on approved paid leave of absence, or on an approved absence both the scheduled day before and the scheduled day after the holiday or substitute holiday to be eligible for holiday pay.

If you are a regular full-time employee, your holiday pay is computed at your base rate of pay for eight hours.

If you are a regular part-time employee, who normally works a regular schedule of less than 40 hours (1.0 FTE) per work week but more than 20 hours (.50 FTE) per work week, you are entitled to holiday pay at your base rate of pay based on FTE.

If you are a regular part-time employee who normally works less than 20 hours (less than .50 FTE) per work week, you are not entitled to holiday pay.

If you are a temporary employee, you are not entitled to holiday pay.

Your holiday pay is not counted as "hours worked" and will not be included in overtime calculations for any work week.

Should your annual vacation include a holiday period, you will receive holiday pay in lieu of annual vacation on a day-to-day basis. The holiday time will not be charged against your vacation accrual.

If you are receiving sick pay benefits when a holiday occurs, you will be paid holiday pay in lieu of sick pay on a day-to-day basis. Sick pay will not be charged on holidays.

If you are in an unpaid status during a leave of absence, you will not be paid for a holiday which occurs during your absence.

Should you be required to work on a holiday, or if your regularly scheduled day off falls on a holiday, at the discretion of your supervisor, you may be given an alternate day off or paid at straight time for the holiday. You must be paid or given an alternate day off within the same fiscal year.

4.2.5 Family Medical Leave (FML) Pay Options in the Traditional Earned Time Off Program

During the 90 days of FML, the following use of sick and vacation leave applies: If the purpose of the leave is your own serious illness, you will be required to use any accrued sick leave, subject to the University's sick leave policy. Thereafter, you may take accrued vacation. During maternity leave, up to six weeks of accrued sick leave must be taken, if available. However, sick leave may not be used to extend maternity leave beyond 90 calendar days. Paid sick leave will not normally exceed six weeks during maternity leave. Thereafter, you may take accrued vacation.

If the purpose of the leave is to care for a seriously ill family member as defined by and in accordance with the University's sick leave policy, you may take up to three days paid sick leave per illness. Thereafter, you may take accrued vacation. If the purpose of the leave is the birth or adoption of a child, to care for a newborn child or the foster care placement of a child, you may take accrued vacation. If the purpose of the leave is due to the active military duty of a family member, you may take accrued vacation. If the purpose of the leave is to provide care of a covered service member, in accordance with the University's sick leave policy, you may take up to three days paid sick leave per illness. Thereafter, you may take vacation.

Unless you have accrued sick leave or vacation, any FML will be unpaid.

If you take FML, you will not receive a refund of TRS retirement contributions since a return to work is anticipated.

4.2.6 Severe Weather, Emergency Conditions and Emergency Closings

Your safety is the University's concern and should a situation arise, such as a prolonged power failure, which prevents you from performing your normal duties or other appropriate substituted duties, you may be excused as determined by Administration or an official representative of the University. If it is determined that you are performing an essential service you will be so designated and notified. If you are considered essential during an emergency, contact your supervisor promptly by phone. You will be paid for an excused absence only if your supervisor has advised you not to report to work because of an emergency closing. This excused absence will be charged as administrative leave with pay.

If the University is closed for emergency purposes during the time an employee is using vacation, sick leave, administrative leave or holiday time, those days will still be charged as vacation, sick leave, administrative leave or holiday time.

4.3 PAID TIME OFF (PTO) PROGRAM

Section 4.3 is applicable only to benefits-eligible hospital and designated clinical staff employees in the University's PTO Program.

4.3.1 Paid Time Off (PTO) Program

The PTO Program is offered as a benefit to full and part-time benefits-eligible hospital and designated clinical staff employees because it provides greater scheduling flexibility for employees and supervisors while managing operational requirements. The PTO Program provides you with earned paid time away from work that you can use for vacation, sick, holiday observance and personal leave. Staff employees who are not eligible for benefits and temporary employees are not eligible for PTO.

4.3.2 PTO Accrual Schedule

Full-time benefits-eligible employees described in 4.3.1 above who were employed before October 1, 2010, accrue PTO hours as follows:

<u>Years of Service</u>	<u>Days</u>	<u>Monthly Accrual Rate</u>
0 – 5 years (0 – 60 months)	24	2 days per month
5 – 10 years (61 – 120 months)	30	2.3 days per month
10 or more years (121+ months)	34	2.8 days per month

Full-time benefits-eligible employees who were employed on or after October 1, 2010, accrue PTO hours as follows:

<u>Years of Service</u>	<u>Days</u>	<u>Monthly Accrual Rate</u>
0-5 years (0-60 months)	24	2 days per month
5-10 years (61-120 months)	28	2.3 days per month
10 or more years (121+ months)	32	2.6 days per month

Benefits-eligible part-time employees accrue PTO on a prorated basis. For new hires, accruals begin on the initial date of employment.

PTO hours are earned for all hours worked up to 40 hours per work week while the employee is in an active pay status.

4.3.3 Maximum PTO Accrual Balance and Carry Forward Limits

Limits apply to the amount of PTO that can be maintained as a balance, carried forward from one fiscal year to the next and paid out upon termination of employment.

At the end of each fiscal year, unused PTO balances may be carried forward to the next year.

However, PTO balances cannot exceed 480 hours (60 days) at the end of the last day of the last pay period of each fiscal year (prorated based on FTE). If applicable, any additional hours above 480 will be forfeited. For biweekly paid employees, year-end balances are final on the last day of the last pay period of the fiscal year. For monthly-paid employees, year-end balances are final on September 20.

4.3.4 Scheduling Use of PTO Hours

Each employee has different needs for time off work. You are encouraged to consider your personal needs for time off and plan to use your PTO hours accordingly. PTO hours are to pay you when you are absent from work for pre-approved absences such as holiday observance, vacation, personal business, maternity/paternity leave, etc. PTO hours are also used for unexpected or emergency situations such as sudden illness, injuries and accidents. To the extent possible, PTO hours must be requested and approved by supervisors in advance. The amount of advance notice required varies by departments depending upon operational needs.

Supervisors will attempt to schedule/approve PTO requests in a manner which balances the operational and service delivery needs of the department with the time off preferences of employees. However, supervision may deny PTO requests which might have an adverse effect on operations or if unexpected circumstances arise which require the employee's attendance at work. This may include PTO requests during the two week resignation notice period.

In the event of illness or emergency that prevents you from requesting PTO in advance, you must notify your supervisor in accordance with departmental guidelines.

4.3.5 Recording PTO Hours

PTO hours may be used in one-quarter hour (15 minute) increments for non-exempt employees. PTO hours are to be recorded as they are used. Hours taken will be charged against the

employee's PTO balance at the end of the pay period during which it was taken.

Accrued PTO must be used, if available, before time off is taken without pay. You may not borrow PTO time in advance; however, with the approval of your supervisor, you may take time off without pay if no PTO time is available.

4.3.6 Management Declared PTO Days

Management reserves the right to mandate in advance that you use PTO hours for operational reasons. Each year, management will issue a schedule of declared PTO days for the year. The schedule is subject to change.

4.3.7 Staffing Adjustments

Health system staffing is based on patient census/volume and acuity. When patient census/volume is low, management reserves the right to reduce staffing according to patient needs. When this occurs, staff may be sent home or their shift may be canceled. Affected employees may elect to use PTO or take the time off without pay.

4.3.8 Family Medical Leave (FML) Pay Options in the PTO Program

During the 90 days of FML, the following use of PTO applies: If the purpose of the leave is your own serious illness or maternity/paternity leave, you will be required to first use 40 hours of PTO. Thereafter, PTO use is voluntary. However, employees may not use PTO hours (if available) to extend maternity leave beyond 90 calendar days.

If the purpose of the leave is to care for a seriously ill family member, the birth or adoption of a child, to care for a newborn child or the foster care placement of a child; due to the active duty status of a family member, or to provide care of a covered service member, you must use PTO.

Unless you have PTO available and either elect or are required to utilize it, any FML will be unpaid.

Employees hired prior to October 1, 2010, may have Extended Employee Illness (EEI) hours. If applicable, these hours may be used when all three of the following conditions are met:

1. only for your own illness or injury, AND

2. after the first 40 consecutive hours of an illness/injury or leave for pregnancy (based on FTE) AND
3. with your treating physician's certification.

4.3.9 Annual Voluntary PTO Payment

Employees in the PTO Program may be eligible for one annual paid cash out of a portion of their unused accrued PTO hours. Each year, a memorandum announcing the voluntary cash out options for the following calendar year will be issued to eligible staff employees. An employee must be in active employment status in a PTO eligible position at the time of the annual payment to be eligible for the payment.

4.3.10 Separation of Employment

If you were hired before January 1, 2012, and you are a regular, full-time or eligible, regular, part-time employee and you leave the University, you may receive payment for up to a maximum of 320 unused accrued PTO hours.

Employees hired before January 1, 2012 are not eligible to be paid for PTO hours upon separation of employment when:

The employee is within his/her probationary period or has been employed for less than six months.

The employee is terminated for violation of policy/rules or misconduct.

The employee is not eligible for rehire (to include, but not limited to three day/shift no call/no show, improper resignation notice, etc.).

If you were hired on or after January 1, 2012, you are not eligible for payment of unused accrued PTO hours upon separation of employment. This includes resignations, terminations and retirements. Exceptions may be made for employees hired after January 1, 2012, who are laid off.

4.3.11 Severe Weather and Emergency Conditions

Maintaining services during severe weather and emergency conditions is vital for all healthcare operations. All employees perform important work and during emergency situations the on-site presence of staff is expected unless otherwise directed by administration. To ensure continuous services during emergencies, effective May 1, 2011, all benefits-eligible hospital and designated clinical staff employees are declared "essential" personnel.

As an “essential” employee, if an emergency condition should arise while you are away from work (unless on an approved absence) OR arise while you are at work, it is required that you consult with your supervisor to coordinate your work schedule and coverage in your regularly assigned work areas, and/or other areas as needed. During an emergency, all “essential” employees are expected to report to work OR remain at work during regularly scheduled work hours unless instructed to do otherwise by management.

During emergencies, you are required to contact your supervisor to report any extenuating circumstances that are unique to your specific situation that may prevent you from fulfilling your essential role.

After consulting with your supervisor, if your absence from work during an emergency is approved, you may elect to use your available Paid Time Off (PTO) hours in accordance with regular timekeeping practices or take the time off without pay. Employees who do not have any accrued PTO balances will not be paid for hours not worked.

SECTION 5.0 EMPLOYEE CONDUCT

The goal of the University of South Alabama is to be an outstanding teaching, research, health care and public service institution with the finest and most modern facilities and equipment available. To accomplish this goal, it is necessary that the University establish certain rules. As a condition of employment, you are required to abide by these rules.

5.1 SAFETY

The University of South Alabama strives to assure a safe environment for its faculty, staff, students and others who may work at any of the University's properties.

Faculty, staff and students have an obligation to take all reasonable precautions to prevent injury to themselves or to their fellow employees, visitors, patients and/or students. Employees are expected to learn and to follow approved policies and procedures which apply to their activities.

If you feel that an existing situation is a safety or health hazard, please notify your supervisor.

Safety hazards include wet floors, equipment left unattended, defective or broken equipment, defective electrical outlets and appliances, etc.

Policies relating to safety are available for review within each University and Hospital department.

5.2 EMPLOYEE VEHICLE SAFETY GUIDELINES

The safety of employees while driving University-owned or privately-owned vehicles for authorized work related travel is of critical importance to the University.

Employees in positions requiring driving as an essential function must, as a condition of employment, adhere to safety standards and maintain satisfactory driving records as determined by the Risk Management Department. For all other employees, driving vehicles for authorized work related purposes is considered an incidental function of their roles. Employees who use privately-owned vehicles for authorized business related travel are eligible to receive mileage allowances in accordance with University policy.

While driving vehicles on University business, all employees are required to comply with University policy, as well as state and local laws, including but not limited to:

- Possessing a valid driver's license.
- Operating vehicles with insurance coverage as applicable.
- Following all driving laws and safety rules such as: wearing seat belts, adhering to posted speed limits and directional signs; not driving while impaired due to illness or use of illegal/prescription drugs, alcohol and other substances that may impair driving ability.
- Avoid engaging in distracting activities including but not limited to texting or e-mailing, while driving.
- Promptly reporting accidents to local law enforcement.

Additionally, employees are:

- Expected to exercise safety precautions whether they are drivers or passengers in University-owned or personal vehicles being used for authorized business-related travel.

- Responsible for any driving infractions or fines as a result of their driving or being passengers.
- Required to promptly report motor vehicle accidents or incidents related to their authorized business-related travel to their supervisors for completion of a USA Employee Incident/Accident Report Form.

5.3 PERSONAL APPEARANCE, DRESS CODE, and UNIFORMS

Use good judgment at all times regarding your personal appearance while at work. You are expected to maintain high standards of personal cleanliness/hygiene and to present a neat, professional appearance at all times.

If your job requires that you wear a uniform, in some cases it will be provided by the University; however, some departments may require employees to purchase their own.

Radical departure from conventional dress or grooming is not permitted. Dress that results in distraction of other employees, patients, students, visitors or guests, or disruption of the work of the department, as determined by your Department Head, may be cause for disciplinary action.

Since the attitude and outlook of patients in the hospitals and clinics is important in regaining their health, hospital and clinic employees will be given specific guidelines so as to be neat, clean and dressed in a moderate, non-controversial manner. Hospital and clinical department staff employees should refer to their respective hospital and clinic dress code standard.

The University reserves the right to review and revise the attire code for its employees. The final decision as to what constitutes appropriate dress is the responsibility of management.

5.4 UNIVERSITY MAIL, TELEPHONE USAGE and FACSIMILE TRANSMISSIONS

Employees of the University are not to use the University mail system to send or receive personal mail.

When you answer the telephone, you represent the University of South Alabama. You should identify yourself and your department/unit when answering or making a call and always respond to callers in a manner that is pleasant, courteous and helpful.

Telephones, facsimiles and copy machines are to be used for University business purposes. Please do not impede the business operations of the University with personal phone calls. There should be no expectation of employee privacy when using the University phone system.

Use of cell phones must be held to a minimum and must not interfere with the employee's work and/or the operations of the department. The University does not condone the use of cell phones while operating a vehicle or other machinery and will not be responsible to or for the employee or any third party for accidents which may occur when cell phones are used by the employee while doing so.

Inappropriate use of cell phone functions, cameras, and/or recording devices during work hours, while on University business or on University property may result in disciplinary action, up to and including termination.

Unless authorized by management, use of phone/music/video devices for entertainment purposes during work hours is prohibited. As appropriate, the devices may be used during meal periods and/or breaks provided they do not interfere with the work of other employees.

5.5 ELECTRONIC MEDIA (E-mail, Voicemail, and the Internet)

All electronic media systems including voicemail, e-mail, the Internet, fax machines, hardware, software, local area networks, files, and all information composed, transmitted, accessed, received or stored in these systems are the property of the University of South Alabama. The systems are to be used for conducting University business. The use of this equipment for personal commercial purposes, for personal financial gain or for soliciting outside business ventures for non-University related purposes is strictly prohibited.

Personal use of University computer resources is permitted only when such use is limited, does not consume a significant amount of computing resources, does not interfere with the performance of the user's job or other University responsibilities, with the work of other employees, does not interfere with the computing activity of other users, and does not violate applicable laws, rules, policies, contracts or licenses.

Certain uses of University computer resources are never permitted. These include the following;

- interfering with or otherwise inappropriately or illegally intruding on the operation of the University's computer and telecommunications system, including but not limited to, "hacking" or "cracking"

- altering or damaging computer hardware or software
- transmitting obscene communications
- using unauthorized passwords or circumventing systems security
- broadcasting unsolicited messages (“spamming”)
- invading the privacy of another person
- using University resources for personal, commercial or financial purposes, including the sales of lecture notes or the intellectual property of others
- intentionally viewing, downloading, printing or sending unlawful material, including but not limited to, pornography, threats, or harassing communications.

Employees should never use another employee’s password to access a file or retrieve any stored communication unless authorized to do so.

The University may exercise the right to review, audit, intercept, access and disclose all activities on its systems at any time, with or without employee notice, whether they occur during or after working hours. Employees should have no expectation of personal privacy in connection with the use of these systems. Further limits (including an absolute prohibition of all personal uses of University-provided computing resources) may be imposed upon personal use in accordance with normal departmental supervisory procedures.

Abuse of any aspect or part of the electronic media systems may be grounds for disciplinary action, up to and including termination.

5.6 COMPUTER NETWORK CONNECTIONS

The University's computer networks support a wide variety of devices and services of critical importance to the operations of the University. The connection by individuals of equipment which is not appropriately designed and configured for University networks can seriously disrupt network services and create avenues for security breaches. Devices may be connected to University networks in accordance with the Computer Network Connection Policy. Please link to <http://www.southalabama.edu/csc/policies/network> or contact Computer Services for the full policy statement, including a list of devices that may be connected to University networks.

5.7 SOCIAL MEDIA

The growing popularity of social networking sites has revolutionized how we communicate. Communications are now instantaneous and allow for greater collaboration and sharing of information. There are many privacy

and confidentiality concerns generated by the expansion of social media usage, such as Facebook, MySpace, LinkedIn, YouTube, Flickr, and Twitter. The challenges and risks of the social media environment are particularly acute for University employees who work in positions where discretion and confidentiality are imperative. University employees have access to sensitive information and are expected to safeguard this information from unlawful or inappropriate release of information which could compromise both the individual and the University.

Employees should consider these guidelines when utilizing social media technologies:

Social Networking

Employees are fully responsible for their communications whether on University-owned or personally-owned communication devices. The University's communication systems should be used for University business and should not be used for personal business or personal gain or to the detriment/interference of job performance.

Further, all laws and rules which govern University communications, including but not limited to those regarding threats, harassment, defamation, obscenity, illegal activities, violations of privacy rights (patient, student, etc.), include social media and, if warranted, management reserves the right to review University owned devices. All materials/information posted on the web via e-mail, social media, or otherwise should be considered public and permanent. An employee is responsible for the content of his/her own internet and social media blogs/posts, pictures, etc., including but not limited to any legal liability incurred.

Confidentiality and Disclosure

University employees handle confidential and sensitive information and must abide by all of the University's confidentiality and disclosure policies and procedures, as well as laws governing same.

These apply regardless of whether communication occurs on University or personally-owned devices and apply to all work-related communication, including the use of social media for that communication.

Public Image

Many individuals list their occupations and places of employment on social networking sites. Remember that you are a representative of the University and should conduct yourself in a way to avoid bringing embarrassment upon yourself and to the University. In the age of social media many people do not consider the implications of their postings. Users often believe that their postings are private

because of social networking websites' privacy features or think their comments are untraceable. Remember that nothing is private on the Internet despite the poster's best efforts, and the information could be unlawful and/or could cause damage to your reputation and tarnish the image of the University should it become public.

These guidelines are not meant to discourage the use of such innovative technologies, but to provide guidance and heighten the awareness of USA employees to the potential risks and consequences. Violations of any USA computer or information privacy policies or laws, including, but not limited to those regarding student and patient information, will lead to disciplinary action, up to and including termination and/or criminal prosecution.

5.8 SMOKING and TOBACCO USE

The University of South Alabama makes every effort to provide a safe, secure and healthy environment for its students, patients, faculty, employees and visitors. In doing so, it fully supports and complies with all applicable laws and ordinances that govern smoking in the workplace. This policy applies to all University-owned, leased or operated facilities.

- **Smoking On University Campuses**

1. Smoking is prohibited inside any facility owned or leased by the University of South Alabama, including classrooms, labs, lecture halls, libraries, offices, lounges, lobbies, hallways, equipment rooms, stairwells and exits.
2. The University designates "No Smoking Areas" within twenty-five (25) feet surrounding the outside of any University facility, owned or leased. In making such designation, the University considers the following exterior locations "No Smoking Areas:" entrance doors, covered breezeways, ventilating and air conditioning intake vents and windows.
3. Signs shall be posted in plain view and read: **NO SMOKING WITHIN 25 FEET OF THE BUILDING.**
4. Enforcement of the smoking policy is the responsibility of the Dean, Manager and/or Department Head in charge of the building.
5. University Hospitals and their campuses have been designated "smoke free buildings". Each facility will provide a designated smoking area for employees and visitors.

5.9 COLLECTIONS and SOLICITATIONS

To prevent interruption and interference in the daily work of the University, no solicitations, collections, distributions, benefit requests, sales activities or other similar actions are allowed for any purpose while you are

on University premises. It is the position of the University that preventive action of this type is necessary to ensure that the normal work flow of the University is not interrupted; and, to ensure that patients and their families visiting the hospitals are protected from anything that may impede the progress of the patient.

The annual United Way Campaign, Life South Blood Drive, and the Annual Fund are the only solicitations which are sanctioned by the University. Other fund-raising events solely for the benefit of the University may be approved by the President.

Individuals wishing to conduct Hospital benefit sales activities must have prior approval from the appropriate Hospital Administrator.

5.10 GARNISHMENTS

The University is required by state law to honor garnishments against an employee's wages. The Manager, Payroll Accounting or his/her designee will notify an employee when a garnishment order is received and will advise the employee of the total amount due and the starting date of the salary deduction. Deductions in salary will be made in an amount and on a schedule determined by law and/or court decree.

The University does not allow collection agencies or other entities to contact employees with regard to personal indebtedness during work hours.

5.11 SECURITY and PACKAGE/LOCKER INSPECTIONS

The University works to protect its employees and the University by having University Police/Security Personnel to assist in providing an effective security program. You should immediately report to your supervisor or to the University Police/Security Office any suspicious person or circumstance which comes to your attention.

You can assist in the effectiveness of the security program by observing the rules of your Department and the University with regard to the proper safeguard of property.

The University reserves the right to inspect employee lockers and work areas at any time without notice.

In addition, employees entering or leaving the University or Hospitals with a package, box, bag, sack, or bundle may be required to have authorization from an appropriate supervisor and/or to allow inspection of those packages. It is the employee's responsibility to request permission from his/her supervisor to carry a package out of a University or Hospital building.

Refusal to allow inspection of the contents of your locker or package will be grounds for disciplinary action, up to and including termination.

5.12 BULLETIN BOARDS

Each Department has a bulletin board to keep you current on University policies and notices that are related to your work. Your supervisor will show you its location. Only those notices approved by the Department Head may be posted on the Department Bulletin Board. Removal of notices will be made only by an employee designated by the supervisor or Department Head.

It is your responsibility to make a periodic check of this board for notices of importance to you concerning the University and policy matters which may affect your work and well-being.

The official bulletin boards of the Hospitals contain notices of events or changes related to the Hospitals and are controlled by the Hospital Administrators.

The bulletin boards in Human Resources are reserved for the posting of federal and state laws.

On campus, general purpose bulletin boards are located in the Student Center, and the Library. Guidelines for postings on these boards may be obtained at the Information Desk in the Student Center.

5.13 CONFIDENTIAL INFORMATION

While you are an employee of the University, you may have occasion to deal with information such as student records, employee records, financial information, patient information and other sensitive information which is confidential in nature. It is expected that you will respect the confidentiality of information by not discussing it with anyone except your supervisor, unless there is a work related need to know. Should you have doubts as to whether the information you deal with is confidential, ask your supervisor for guidance.

All student records are presumed to be confidential unless determined otherwise by the appropriate University official. All University employees will abide by the regulations regarding privacy and security of student records as issued by the Department of Education and mandated by the Family Education Rights & Privacy Act (FERPA), as well as any other applicable federal, state or local law.

Information concerning a patient's condition is also confidential. You are not to discuss a patient's condition with the patient, the patient's family,

other employees, or any other person not directly concerned with the care of the patient. Only authorized hospital staff are permitted to indicate the condition of a patient.

All University employees will abide by the regulations regarding privacy and security of health information as issued by the Department of Health and Human Services and mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as well as any other applicable federal, state, or local law. All hospital employees are required to sign a “Confidentiality Agreement” upon employment.

Any employee who violates record confidentiality is subject to disciplinary action, up to and including termination.

5.14 VISITORS

Please refrain from receiving personal visitors, children, or pets while you are on duty. Similarly, you are asked not to visit your friends in other departments while they are on duty. You are expected to follow the Hospital visiting regulations when visiting patients. Visiting is to be done on your own time.

5.15 POLITICAL ACTIVITY

You may not participate in any political activity while acting in the status of a representative of the University.

5.16 STATE ETHICS LAW/GIFTS

The University of South Alabama and its employees who are covered by the State Ethics Law, pursuant to the statute, are required to follow those provisions. No University employee may solicit any gifts for personal gain, under any circumstances, from outside vendors, applicants, patients and their families, or visitors. Unsolicited gifts, other than those of de minimis value, may not be accepted. An infraction relating to State Ethics Law may be grounds for disciplinary action, up to and including termination. Please consult the Assistant Vice President, Human Resources regarding information relating to the State Ethics Law.

Employees who meet criteria established by the State Ethics Commission will be required to complete and submit a *Statement of Economic Interests* form annually.

5.17 SCIENTIFIC MISCONDUCT

The University fosters a research environment. Employee misconduct associated with research activities will result in disciplinary action, up to and including termination.

Scientific misconduct includes fabrication, falsification, plagiarism or other practices not commonly accepted in the course of conducting or reporting research.

Allegations of scientific misconduct should be made in writing to the Department Chair and/or the Dean of the College. An inquiry into the facts will be conducted and appropriate action taken.

5.18 COPYRIGHT POLICY

The University of South Alabama supports full adherence to applicable intellectual property laws and recognizes the value of this system in furthering its mission of teaching, research, health care and public service.

The creation and dissemination of knowledge through all means of tangible expression advances the professional development of faculty, broadens educational opportunities for students, enhances the University's reputation and resources, and furthers the public good. Tangible expression of works by members of the University community results in copyright protection of those works.

This policy is designed to promote tangible creative expression of works to preserve academic tradition regarding scholarly works, to provide for equitable distribution of rights, revenues and other benefits arising from copyrights, and to establish guidelines for the management of copyrightable works made by members of the University of South Alabama community.

You can obtain a copy of this policy by accessing the following web site: www.southalabama.edu/ott/copyrights.html.

5.19 ANIMAL WELFARE POLICY

The responsible use of animals is an essential part of the research, education and service missions of the University of South Alabama. It is the University community's responsibility to ensure that these animals are used and cared for in a humane way. If you observe or are informed about inhumane or inappropriate care or use of an animal at the University, you should report the problem to the University so that action can be taken. You may address your concerns to the Chair of Comparative Medicine.

5.20 ANNUAL SECURITY and FIRE SAFETY REPORT

The University of South Alabama's Annual Security and Fire Safety Report includes crime and fire statistics for the previous three reporting years. The report includes statistics for the Main Campus, residential facilities, certain off-campus property owned or controlled by the University such as

hospitals and clinics; and on public property adjacent to or accessible from the campus. Separate or branch campus statistics are also included. In addition to statistics, the report includes information on institutional policies related to emergency events and evacuation procedures, sexual assault, missing students, fire safety and other matters. You may obtain a paper copy of this report by contacting the University Police Department or by going to: <http://www.southalabama.edu/police/clery.html>.

5.21 WORKPLACE VIOLENCE

A goal of the University is to provide employees with a safe work environment. Threats, intimidation, threatening behavior, acts of violence, or any related conduct which disrupts the work environment, or interferes with the University's ability to provide quality services will not be tolerated. Any employee who makes threats, exhibits threatening behavior, acts of intimidation or engages in violent acts on University premises will be subject to disciplinary action, up to and including termination.

Safety and security in the workplace requires the cooperation of all employees. Employees are responsible for notifying their supervisor or department head of any threats which are witnessed, or received, or any behavior they have witnessed which is regarded as threatening or violent, when the behavior is job related or might occur on University premises.

The University of South Alabama prohibits employees, students, and visitors from possessing any firearm or any components which can readily be assembled into a firearm while on University/hospital premises, with the exception of the University Police Department. Any such weapon or firearm will be confiscated and violation will be subject to the appropriate legal and/or disciplinary action, up to and including termination of employment.

Questions relating to this policy may be referred to your Human Resources Office. If you have a concern which you feel requires immediate action, please contact the University Police/Security Department at the appropriate site.

5.22 PHOTO IDENTIFICATION CARDS and PARKING PERMITS

As an employee of the University, you are provided with a photo identification card to be shown on request as verification of employment or proof of your eligibility to use University facilities and for security purposes.

If you are employed at one of the hospitals, you are required to wear a University issued hospital photo identification card when you are on duty.

These cards are of a specific size, color and type; and are furnished by the hospitals at no charge to you. Failure of hospital employees to wear a photo identification card will result in disciplinary action.

If you lose your I.D. Card, please report the loss as soon as possible to your Human Resources Office.

Parking permits for campus employees' vehicles are required. Authorization to park a vehicle on campus is reflected by a parking hang tag which is displayed on the mirror of the vehicle. The permit/hang tags are purchased in the Student Accounting Office after presenting a valid campus I.D. card and completing a vehicle registration card. All University campus employees are required to purchase a hang tag if they operate a vehicle on campus. If you lose your parking permit, please report the loss as soon as possible to University Police and Parking Services and a replacement parking permit will be issued upon payment of the replacement fee.

Employees from other University facilities must obtain a temporary parking pass from University Parking Services located at the University Police Department. The pass must be displayed on the dashboard of the vehicle to park in spaces designated for faculty and staff.

5.23 BILLING COMPLIANCE PLAN

The University's Billing Compliance Plan establishes a framework for legal billing compliance by the USA Hospitals and Health Services Foundation.

This Plan requires that University employees promptly report situations in which they suspect violations of the Billing Compliance Plan or other policies or procedures or federal or state laws such as the Federal False Claims Act. It is a violation of the Federal False Claims Act to knowingly submit, or cause another person or entity to submit, false claims for payment of government funds.

The False Claims Act has the "qui tam" provision, commonly referred to as the "whistleblower" provision. This allows a private person with knowledge of a false claim to bring a civil action on behalf of the U. S. Government. Qui Tam lawsuits are typically brought by employees or former employees of healthcare facilities that submit false claims.

The federal False Claims Act also contains provision that protects the whistleblower from retaliation by his/her employer. This applies to any employee who is discharged, demoted, suspended, threatened, harassed or discriminated against in his employment as a result of the employee's lawful acts in furtherance of a false claims action.

Unlawful and/or unethical behavior regarding health services operations, including, but not limited to, billing related matters is grounds for disciplinary action up to, and including termination.

Employees may contact the Billing Compliance Officer to raise questions or receive guidance concerning third party billing requirements or regulatory issues. Situations of possible non-compliance will be fully and independently reviewed.

Employees involved in the delivery of, and/or billing for health services are subject to an annual review regarding governmental sanctions, debarment and exclusion.

SECTION 6.0 WORKPLACE EXPECTATIONS AND DISCIPLINARY GUIDELINES

6.1 WORKPLACE EXPECTATIONS

The University expects reasonable behavior and efficient performance from employees. Each employee is expected to consistently perform his or her job requirements in a successful, competent manner and help maintain a cooperative and professional work environment. Poor performance or misconduct of any kind will result in the appropriate corrective or disciplinary action.

6.2 PROGRESSIVE DISCIPLINE

Disciplinary guidelines have been established by the University of South Alabama so that employees will be accorded a process of progressive discipline. Progressive discipline should be viewed as a constructive means for improving employee performance. Progressive discipline allows a supervisor to clearly explain areas of unsatisfactory job performance to employees, to outline action steps for improvement and to establish a time table for follow-up to review progress. However, progressive disciplinary action becomes more serious with each occurrence.

The supervisor has the authority to determine an appropriate corrective measure through disciplinary action for any violation of conduct. If an employee fails to observe the accepted norm of behavior or job performance, the supervisor may take appropriate disciplinary action, which can include either a verbal or written warning. Failure by the employee to improve areas of concern or behaviors as outlined in counseling sessions(s) may result in additional, more serious disciplinary actions such as suspension and/or termination.

Written warnings will be made a part of the employee's personnel file. Oral and written warnings may not be appealed. A layoff is not a disciplinary action and is not subject to appeal.

6.3 GRIEVANCES and APPEAL PROCESS*

The University of South Alabama provides a means for you, as a regular employee who has completed the probationary period, to appeal disciplinary actions, including termination, suspension, or demotion when used as a disciplinary action, that you feel are unjust or to submit a grievance for any working condition that you perceive results in inequities or other situations which have a negative effect on morale. The University, in its sole discretion, reserves the right to determine whether an action is a

management right as outlined in Section 2.2 of this Handbook and, therefore, not subject to grievance and/or appeal, including but not limited to, layoffs, written warnings, performance evaluations, salary adjustments and position classification decisions.

If the individual submitting the appeal or grievance alleges discrimination, harassment, or retaliation in their appeal or grievance, then the grievance or appeal process will be held in abeyance pending a review of the new complaint of discrimination, harassment, or retaliation.

6.3.1 First Step

If you are considering initiating a grievance or appeal, you must first discuss the matter with your Supervisor. If you decide to proceed with a grievance or appeal, you should state your case, in writing, to your Supervisor and state the adjustment desired. This should be done within 10 working days of the occurrence. Your Supervisor will provide you with the decision to grant or deny your request, in writing, within 10 working days following receipt of your appeal.

6.3.2 Second Step

If your grievance is not resolved to your satisfaction with your Supervisor at the first step, you may appeal, in writing, to your Department Head, Dean or Assistant Hospital Administrator within 10 working days of the response to step one. The Department Head, Dean or Assistant Hospital Administrator will provide you with the decision to grant or deny your request, in writing, within 10 working days following receipt of your appeal.

6.3.3 Third Step

If your grievance is not resolved in step two, you may appeal, in writing, to your Division Head or Hospital Administrator within 10 working days of the response to step two. The Division Head or Hospital Administrator will provide you with the decision to grant or deny your request, in writing, within 10 working days following receipt of your appeal.

6.3.4 Final Step

If your grievance is not resolved in step three, you may request, in writing, within 10 working days of the response to step three, the Assistant Vice President, Human Resources to schedule a hearing before the Staff Grievance and Appeal Committee.

A hearing before the committee is a non-adversarial proceeding and attorneys are not allowed to participate on either side. If you are granted a hearing before the committee and you fail to appear at the hearing, the hearing may be held in your absence.

The committee's recommendations are presented to the Vice President for Financial Affairs for a final decision. The Assistant Vice President, Human Resources will advise the concerned parties of the decision and assist in any personnel action required.

*Refer to the Human Resources website at www.southalabama.edu/hr or your Human Resources office for additional information about this process as it relates to Title IX of the Educational Amendments of 1972.

6.4 FELONY CHARGES

If you, as a regular or temporary employee of the University, are charged with a felony offense, you will be suspended without pay pending the disposition of the charge. A temporary employee who is charged with a felony offense shall be suspended without pay pending disposition of the charge or the ending date of the employee's temporary appointment, whichever is earlier. You are responsible for notifying your supervisor if you are charged with a felony offense.

If you are suspended without pay because of a felony charge, and are otherwise eligible for benefits, you may continue to participate in the group medical, dental and life insurance programs. You are responsible for making arrangements with the Payroll Office to pay the total monthly premium costs for these benefits.

If you are convicted of a felony offense, you shall be immediately terminated. The University maintains the right to discipline notwithstanding disposition of the criminal charge.

If you are found not guilty of the felony offense as charged, you shall be reinstated with back pay for the period during which you were suspended without pay pending disposition of the charge, with no break in service and you shall retain accrued vacation, sick leave and PTO benefits, as applicable. A temporary employee shall be reinstated with backpay until the ending date of the employee's temporary appointment.

6.5 DISCIPLINARY GUIDELINES

The guidelines on the following pages are examples of violations and the type of disciplinary action that might be taken for each one. This list is not exhaustive. The University reserves the right to change the particular type of discipline noted on the listed guidelines, due to the extent and severity of a particular offense. In some instances, even though previous violation of policy has not occurred, the severity of the offense may result in disciplinary action, up to and including termination.

During the course of an investigation of employee misconduct, to the extent allowed by applicable law, a background investigation may be conducted without authorization from the employee.

OFFENSES	FIRST OFFENSE	ECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Absence from work without approval	Written Warning	Written Warning to 3 Days Suspension	Termination	
Breach of ethics – unauthorized access to or release of information, talking about patients, release of University confidential information, HIPAA violations, etc.	Suspension or Termination	Termination		
Charged with a felony or equivalent	Suspension Without Pay Pending Outcome			
Conviction of a felony or equivalent	Termination			
Failure to follow policy and procedures	Written Warning	Suspension/ Termination	Termination	
Falsification of a record	Written Warning or Termination	Termination		
Falsification of time sheet or time record	Termination			
Fighting, engaging in horseplay, or acting in a manner that endangers the safety of oneself or others	Suspension or Termination	Termination		
Gambling on University premises	Suspension	Termination		
Immoral conduct or indecency	Termination			
Improper conduct – disruptive, discourteous, or disrespectful	Written Warning or Suspension	Termination		
Intentional withholding of material information	Termination			
Insubordination	Suspension or Termination	Termination		
Interference with or failure to cooperate in an investigation	Termination			
Loitering during working hours	Written Warning	Suspension	Termination	

OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Making a false statement or dishonesty	Termination			
Misuse or abuse of University property, funds, materials, equipment, or supplies	Written Warning	Termination		
Possession or drinking of alcoholic beverages or abuse of drugs or other intoxicating agents on University premises (Drug Free Workplace Policy)	Suspension or Termination	Termination		
Refusal to allow security personnel to inspect contents of packages, etc.	Suspension or Termination	Termination		
Scientific misconduct	Suspension or Termination	Termination		
Sexual or other unlawful harassment	Suspension or Termination	Termination		
Sleeping on duty	Termination			
Soliciting or canvassing without authorization on University premises	Written Warning	Termination		
Stealing	Termination			
Tardiness	Written Warning	Written Warning	1-5 Days Suspension	Termination
Unacceptable appearance	Written Warning	Suspension	Termination	
Unauthorized absence from work station	Written Warning	1-3 Days Suspension	Termination	
Unauthorized use of property of patient, guest, fellow employee or University	Written Warning or Suspension	Termination		
Unauthorized possession of fire arms or explosives on University premises	Termination			
Unauthorized consumption or use of food	Written Warning	Termination		
Workplace violence, participating in acts of violence, or making threats of violence	Termination			

SECTION 7.0

POSITION CLASSIFICATION AND SALARY ADMINISTRATION

The University of South Alabama has established a staff position classification and salary plan consisting of staff classifications at the University and the hospitals.

Staff positions are assigned position classification titles and salary ranges and have corresponding written classification specifications which describe the general duties and responsibilities of the position classification and the established minimum training and experience requirements.

Procedures have been established to classify new positions and to reclassify existing ones when there is a significant change in essential functions and responsibilities. Salary rates for each classification are reviewed periodically. New employees whose training and experience exceed the minimum qualifications for the position may be hired above the minimum salary with proper approval.

All position classifications have been assigned exempt or non-exempt status under the provisions of the Fair Labor Standards Act. Non-exempt personnel must be given equal time off in the same work week or must be paid one and one-half times their regular hourly rate for all hours worked over 40 hours in the regular work week. The accrual of compensatory time (comp time) is not permitted under any circumstance at the University of South Alabama. Additionally, work is to be performed on the jobsite and not at home.

In some cases, there are special pay provisions for promotions, working different shifts and responding to being called back to work.

If you are promoted to another position at a higher level, you may be eligible to receive up to a 10 percent salary increase or the minimum salary of the new position classification, whichever is higher. If your training and experience substantially exceed the minimum qualifications for the position, you may be eligible to receive a promotional salary increase greater than 10 percent, not to exceed the maximum hire rate of the new position. However, in all cases of promotion, transfers or demotions, the new salary is subject to budgetary restrictions of the hiring department.

If you are a hospital employee and are regularly scheduled to work an evening (3 p.m. - 11 p.m.) or a night (11 p.m. - 7 a.m.) shift, you may be paid a shift differential.

If you are a non-exempt employee and are called back to work outside your normal work schedule, you shall receive a minimum of three hours pay or pay for the actual hours worked, whichever is greater.

SECTION 8.0 TRAINING AND DEVELOPMENT

8.1 GENERAL POLICY

It is the policy of the University of South Alabama to encourage its employees to develop in their jobs so that they may improve job performance and qualify for more advanced positions. Although encouraged, educational advancement does not guarantee promotional opportunities. To further this policy, the University offers in-service programs, supervisory training programs, and an educational benefit program (see section 9.4).

Program and training classes are offered by, but not limited to, the University Computer Center, the Office of Human Resources, and the Hospital Education Departments.

8.2 PERFORMANCE EVALUATION

The University of South Alabama has established a performance evaluation program to improve employee morale, job effectiveness, and job satisfaction through objective measurement and constructive counseling. The University reserves the right to modify/enhance the performance evaluation process as necessary.

8.2.1 Procedure and Timing

At least once a year you will be evaluated by your supervisor on how you are performing the duties of your job. This evaluation will cover both your strengths and weaknesses. Your supervisor will work with you to correct any weaknesses in your work.

8.2.2 Evaluation Factors

Your work will be evaluated on 10 factors:

1. **Quantity of Work** – Performs required amount of work; effectively uses work time to achieve goals/ objectives.
2. **Quality of Work** – Produces work that is thorough, accurate, and neat.
3. **Knowledge of Job** – Demonstrates competency and understanding to perform duties; learns and retains instructions.
4. **Initiative** – Works/acts within established direction and guidance; self-reliant.

5. **Adaptability** – Adjusts to changing duties, procedures, supervisors, and work environment; responds professionally to constructive criticism and suggestions.
6. **Attention to Duty** – Concentrates on work and manages necessary and unnecessary interruption(s).
7. **Dependability** – Reliable in doing work; follows instructions and stays on task; meets deadlines.
8. **Attendance/Punctuality** – Demonstrates consistency in attendance and punctuality; (consider frequency of non-FMLA qualifying absences and tardiness).
9. **Judgment** – Makes accurate decisions independently (within the scope of the job); analyzes problems and suggests effective solutions.
10. **Communications/Teamwork** – Offers assistance, is courteous, and works well with supervisors, co-workers, employees, students, patients, visitors, etc.; demonstrates trust, mutual respect, and helps to maintain a cooperative and professional work environment.

Your supervisor will use a progressive rating scale which offers both a descriptive term and a numerical value. The numerical value on a scale of 1 to 5 will be indicated for each rating factor. The descriptive terms used are defined as follows:

1. **Unsatisfactory**: Employee is not meeting performance requirements. Immediate corrective action and/or improvement is mandatory to maintain employment.
2. **Needs Improvement**: Employee is not consistently meeting performance requirements. Performance at this level is only temporarily acceptable. Immediate improvement is expected and necessary.
3. **Achieves Objectives**: Employee consistently performs the requirements in a successful, competent manner.
4. **Commendable**: Employee frequently exceeds expectations by performing at a level above the requirements.
5. **Exemplary**: Employee's performance far exceeds requirements. Exceptional results are consistently produced.

In addition to the annual regularly scheduled performance evaluation, your supervisor may, at any time, review and rate you for:

8.2.3 Special Recognition

When your work for a single assignment or over a specific time period is exceptional, you may receive a special evaluation.

8.2.4 Significant Change in Performance

When your performance has changed significantly, you may receive a special evaluation.

8.2.5 Performance Re-evaluations

1. Employees who received a number rating below a three (3) on the Annual Performance Evaluation will require a full-re-evaluation on all factors on the evaluation form within ninety (90) days. Supervisors will provide the employees with goals and objectives, and monitor their job performance over the ninety (90) day period.
2. Deficiency evaluations may be used in conjunction with the progressive disciplinary process. Failure to improve performance to a satisfactory level within the ninety (90) days re-evaluation period may result in disciplinary action, up to and including termination.

8.2.6 Termination

If you terminate your employment with the University, your supervisor may prepare a narrative describing your overall work performance for inclusion in your permanent file.

SECTION 9.0 EMPLOYEE BENEFITS AND SERVICES

9.1 GROUP HEALTH and DENTAL INSURANCE

The University offers a group health and dental insurance plan to you and your eligible dependents to provide, or assist you in paying for medical expenses incurred for professional services, medical services, dental services, hospitalization, surgery, prescription drugs and medical supplies. The cost of this program is shared by you and the University.

You are eligible to participate in the group health and dental plan if you are a regular employee and appointed to work a schedule of 20 hours or more per week (.50 FTE or greater).

Eligible dependents include your legal spouse and children under the age of 26 unless the child is eligible for other employer sponsored group health coverage. Stepchildren and legally adopted children are considered eligible dependents and will require proof of eligibility. Parents and other relatives are not eligible for dependent coverage, even though you may

contribute to their support. The eligibility rules for dependent coverage are stated in the USA Health & Dental Plan Member Handbook. You are required to report when an eligible dependent is no longer eligible for coverage, for reasons such as age, marriage, etc.

Your coverage will be effective on the first day of the month coincident with or following your date of employment. You must complete an enrollment form and authorize the employee contribution for coverage to start. Health insurance coverage has a 270-day waiting period for pre-existing medical conditions. The waiting period does not apply to members under the age of 19 years. Effective January 1, 2012, the University will accept a Certificate of Creditable Coverage to reduce or eliminate the waiting period for a new member. The eligibility rules, benefits and your rights as a participant are stated in the USA Health & Dental Plan Member Handbook. This is intended only as a reference to the health program, and does not supersede any agreements which define the group health and dental program.

9.2 GROUP LIFE INSURANCE

You are eligible to participate in the group life insurance program if you are a regular employee and are normally scheduled to work at least 20 hours or more per week.

Group Term Life and Accidental Death and Dismemberment insurance benefits are included in the Basic Group Life Insurance Plan. The amount of life insurance for which you are eligible is determined by your base pay, exclusive of overtime pay, shift differential pay, etc. Accidental Death and Dismemberment Insurance in an amount equal to the Basic Life insurance is also provided. These benefits are provided at no cost to you.

In addition to the Basic Group Term Life Insurance and the Accidental Death and Dismemberment coverages provided, your spouse and eligible dependents are each provided with \$5,000 of term life insurance at no cost to you. Eligible dependents are your unmarried dependent children from live birth to age 19 or through age 24 for full-time students.

An Additional Group Term Life Insurance Plan is offered to all regular employees eligible for the basic plan. This plan provides all eligible employees an opportunity to purchase additional amounts of term life insurance over and above the amount provided under the Basic Plan. Additional coverage must be medically underwritten. If approved, eligible employees may purchase, at their own expense, additional term life insurance in an amount equal to 1, 2, or 3 times the amount provided under the Basic Plan. Please consult the Human Resources Office for further information concerning this program.

9.3 GROUP LONG TERM DISABILITY INSURANCE

The University provides, at no cost to the employee, a Basic Long-Term Disability Plan to all active regular employees appointed to work 20 hours or more per work week (.50 FTE or greater). This plan provides for a 66 2/3% income replacement benefit (maximum \$10,000 monthly) in the event of qualifying disability.

Benefits are payable from the 91st day of disability and may continue for a maximum payment period determined by age at the time of disability. Should you need to file a claim, you may do so through the Human Resources Office, at your earliest convenience to ensure that your benefits will be paid to you at the end of each month during the period of disability.

9.4 EDUCATIONAL BENEFIT PLAN

If you are a regular, full-time (1.0 FTE) employee and have satisfactorily completed six months of employment prior to the last day of regular registration, you are eligible to receive a tuition reimbursement. The courses must be taken at the University of South Alabama and you must be admitted to the University by the Office of Admissions.

To receive a tuition reimbursement, you must receive at least a C for courses taken while classified as an undergraduate or graduate student.

In order to not interfere with the daily operations of the department, if applicable, all time off to attend classes during working hours must be approved in advance at the discretion of your supervisor.

If you are a non-exempt employee, all time off during working hours, including time spent in traveling to and from class, must be made up during the same work week; vacation time or PTO may be used for this purpose with the approval of your supervisor.

You will be required to pay all tuition and fees at the time of registration.

Tuition reimbursement is also available to the spouses and unmarried dependent children of employees who are eligible for the educational benefit. Qualified individuals must receive a minimum grade requirement of D for undergraduate course(s) and C for graduate course(s).

For tuition reimbursement purposes, eligible dependents are defined as follows:

1. Spouse
2. Unmarried children under 25 years of age at time of registration

The term “children” is defined as follows:

1. The employee’s own or legally-adopted children
2. Stepchildren, foster children, and other children who are legal dependents of the employee and who are unmarried and under age 25.

In accordance with current law, all reimbursements for spouses and eligible dependents classified as graduate students are subject to federal and state income tax.

A regular, full-time employee qualifies for the Educational Benefit Program as an employee and may not file for reimbursement as a spouse or dependent. If both parents are employed by the University, only one may receive tuition reimbursement for their dependent children.

Following completion of the course(s), a tuition reimbursement form must be completed and forwarded to your Department Head for processing.

Refer to the Human Resources website at www.southalabama.edu/hr or your Human Resources office for current Tuition Reimbursement policy and tuition reimbursement forms.

9.5 RETIREMENT PROGRAMS

The University has two separate primary retirement programs. Section 9.5.1 includes current information for staff employees participating in the Teachers’ Retirement System of Alabama. Section 9.5.2 includes information for staff employees of the USA HealthCare Management LLC.

9.5.1 Teachers’ Retirement System of Alabama

Regular employees in designated positions who are scheduled to work 20 hours or more per work week (.50 FTE or greater) are required under Alabama law to participate in the Teachers’ Retirement System of Alabama. As permissible, regular employees may convert accrued sick leave to membership service in the Teachers’ Retirement System of Alabama for the purpose of applying for service credit.

Up to four years of prior active military service, for which no other benefit is received, may be purchased for credit toward your retirement. The cost to purchase is minimized, provided the purchase is made within 12 months of enrollment in the Teachers’ Retirement System of Alabama.

A temporary employee who transfers into a regular position and who has worked 20 hours or more per work week (.50 FTE or greater) may purchase this eligible temporary employment to be applied as creditable service in the Teachers' Retirement System.

In addition, the University of South Alabama offers its regular and temporary employees a salary reduction plan to purchase tax-sheltered annuities through 403(b) and/or 457(b) plans. If you elect to participate, your total gross income will be reduced by an amount not to exceed the limit allowable under Section 403(b), 457(b) and 415(e) of the Internal Revenue Code as amended. You will owe income taxes on the annuity benefits for the year in which they are received.

You may contact your Human Resources Office for further information regarding retirement programs.

9.5.2 USA HealthCare Management LLC, Retirement Plan

Regular employees of the USA HealthCare Management, LLC, are eligible to participate in a defined contribution plan which enables employees to use pre-tax income to contribute to their retirement. Participation in the plan is voluntary. The plan matches employee contributions at an amount determined by USA HealthCare Management, LLC. The employer matching contribution amount is subject to change. Employees hired on or after October 1, 2010, will be fully vested in the employer matching contributions at the completion of three (3) years of continuous employment.

The USA HealthCare Management, LLC, also provides a 403(b) supplemental retirement plan that allows employees to contribute non-matched pre-tax contributions above the matching contributions.

Both plans allow employees to make their own investment decisions. These plans allow eligible employees to invest in numerous tax-deferred fixed, variable annuities and mutual funds.

You may contact your Human Resources Office for further information regarding these retirement programs.

9.6 FLEXIBLE SPENDING ACCOUNTS PLAN (SOUTHFLEX)

The University offers its regular employees appointed to work a schedule of 20 hours or more per work week (.50 FTE or greater) a flexible

spending accounts plan that allows the use of pre-tax dollars to pay for eligible dependent/child care expenses and/or eligible health care expenses which are not reimbursed by insurance. This program increases disposable income by reducing the amount of taxes withheld from your paycheck.

It is important to note that you may only enroll within 30 days of obtaining eligibility or during an annual open enrollment for the following plan year. Any funds remaining in the account(s) after final expenses for the year have been submitted will be forfeited.

Refer to the Human Resources website at www.southalabama.edu/hr or your Human Resources office for further information regarding SouthFlex.

9.7 HOSPITAL SERVICES DISCOUNT

A twenty-five percent (25%) discount is provided by the University of South Alabama Hospitals to each faculty and staff employee and their eligible dependents who are covered by a single or family contract with the University's group health plan or who are covered by their spouse's single or family contract with any other group medical insurance carrier through another employer. The Hospital Services Discount applies to any inpatient or outpatient hospital charges for services rendered that are not covered or paid by the employee's or spouse's medical insurance carrier.

The discount does not apply to professional physician services rendered by a physician but only for hospital services such as, but not limited to, diagnostic x-rays and lab work, emergency room treatment, private rooms, telephone charges and other hospital services.

9.8 PAYROLL DEDUCTIONS

The University allows for payroll deductions from the wages and salaries paid to employees for benefits premiums, voluntary contributions and dues to the extent allowed by law.

Payroll deductions will be made at least monthly and be remitted to the appropriate recipient as specified by the employee.

Payroll deductions will only be made when the number of requesting/participating employees is equal to or greater than 50 for a single recipient.

9.9 DIRECT DEPOSIT of PAY CHECKS

Direct deposit is the quickest, most reliable, and safest method of payment.

As a condition of employment, all employees hired on or after January 1, 2009, are required to participate in payroll direct deposit. Employees hired prior to January 1, 2009, are considered to be grandfathered, but may elect to participate in direct deposit at any time. Once a grandfathered employee elects direct deposit, they are no longer considered grandfathered for this purpose. Employees' pay will be deposited each payday into their account of choice at any bank that is a member of the National Automated Clearing House Association (NACHA).

The deposit will occur on the first payday after the "Authorization Agreement for Automatic Deposit of Payroll Checks" is received and processed by the Payroll Office. You can obtain this form in the Human Resources office or on the Payroll office website located at www.southalabama.edu/financialaffairs/payrollaccounting.

If information on an established bank account number is not provided, the University will establish a debit account at USA Federal Credit Union for the purpose of direct deposit of payroll checks.

9.10 EMPLOYEE SERVICE RECOGNITION

The University realizes the contributions employees make to this institution through their loyalty and dedication. This program is designed to recognize and express appreciation to regular full-time and part-time faculty, staff, and administrative employees who have completed five (5) or more years of service, with additional service awards upon completion of each subsequent five (5) year period.

In addition to the Employee Service Recognition Program, the USA National Alumni Association administers the Christie Miree Outstanding Employee Service Award. This award is presented annually to employees who have displayed outstanding service and dedication to the University. Eligible recipients must be regular full-time staff or administrative employees who have completed at least one year of service and have satisfactory current performance evaluations.

9.11 EMPLOYEE ASSISTANCE PROGRAM (EAP)

The University offers an Employee Assistance Program to all benefits-eligible employees. This program is designed to enhance employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Services include assessment, counseling, educational programs and referral. Services are confidential and are offered at no cost to employees. For further information, call the Employee Assistance Program (EAP) Counselor at 461-1346.

9.12 FACILITIES

An important aspect of working at the University of South Alabama is the availability of numerous and varied facilities and services.

Facilities at the University of South Alabama serve many purposes. The University, as an educational institution, provides facilities to its students, faculty and staff.

9.12.1 LIBRARY

The Library is located on the main campus. In order to use the Library, you may be required to identify yourself as an employee with your identification card. A valid I.D. card must be presented in order to check out materials.

9.12.2 BOOKSTORE

The USA Bookstore offers discounts to faculty, staff, and eligible family members on most of the merchandise carried in the stores. Eligible family members include your spouse and dependent children who are full-time students and under 25 years of age. A valid I.D. card must be presented in order to receive the employee discount.

9.12.3 PARKING AREAS

Parking areas are provided for the use of students, faculty and staff of the University. You must have a parking permit properly placed on your vehicle indicating authorization for use of a designated parking space.

Parking areas are not to be used for distribution, solicitation, benefit sales or other activities of a similar nature, by employees of the University.

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

9.12.4 STUDENT RECREATION CENTER

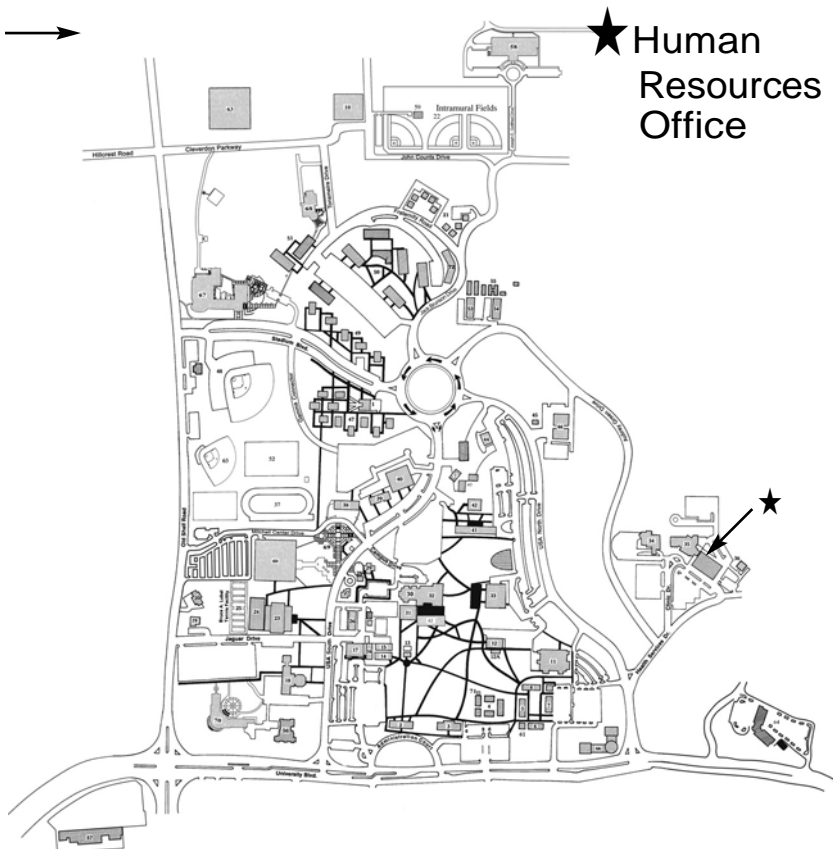
For recreation and leisure activities, you may join the University Student Recreation Center located on the University Campus. Employee and family memberships are available for purchase with payment by payroll deduction. Eligible family members include a spouse and dependent children between the ages of 0 and 17 years of age.

Refer to the Human Resources website at www.southalabama.edu/hr or your Human Resources Office for additional information.

SECTION 10.0 UNIVERSITY AND HOSPITAL MAPS

10.1 CAMPUS MAP

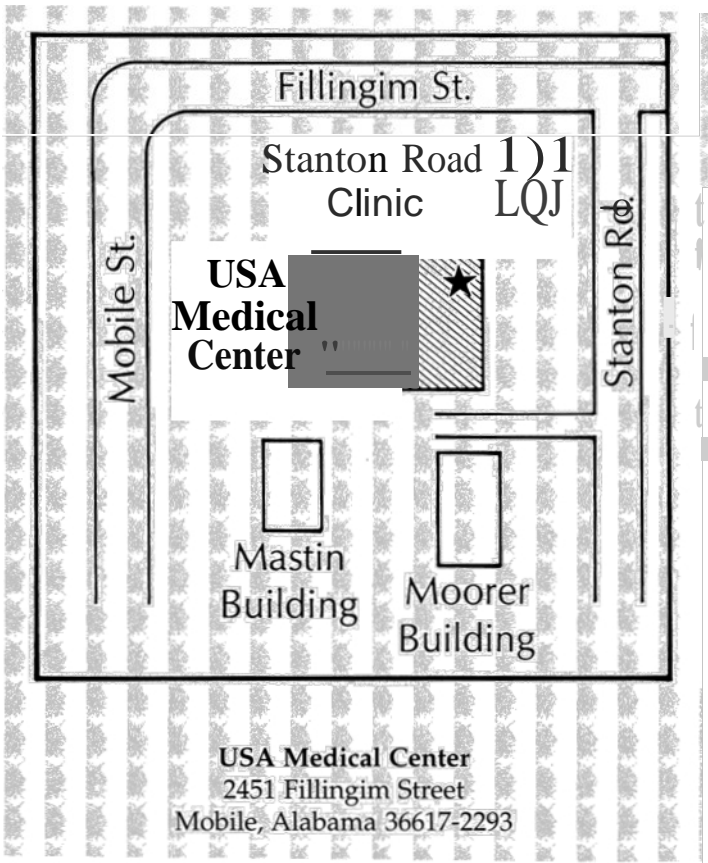
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UNIVERSITY OF SOUTH ALABAMA - LEGEND

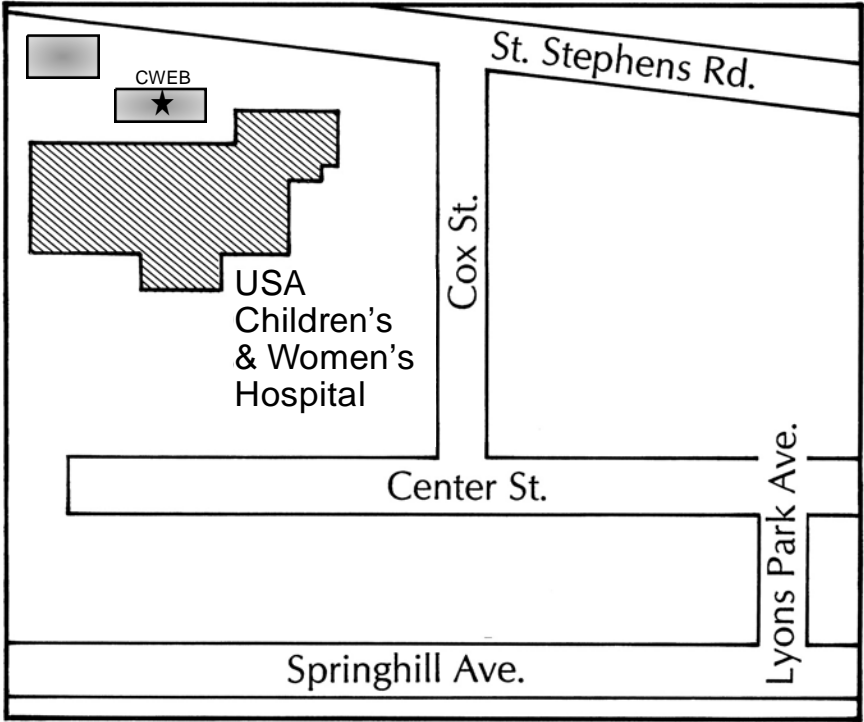
Academic Support Center	24	Electrical Engineering (EEB)	38	Mitchell Center (MC)	60
Administration Building (AD)	2	Engineering Building (EGCB)	39	Mitchell College of Business (MCOB)	18
Frederick Palmer Whiddon		Engineering Laboratory (EGLB)	40	Mobile Townhouse (MTH)	27
Alpha East Extension (AEE)	61	Epsilon Residence Halls	51	Molecular Research Center (MRC)	55
Alpha Hall East (AHE)	6	Faculty Court East (FCE)	14	Moulton Tower and Alumni Plaza	69
Alpha Hall South (AHS)	5	Faculty Court South (FCS)	26	Performing Arts Center (PAC)	56
Alumni Hall (AH)	29	Faculty Court West (FCW)	15	John W. Laidlaw	
Archaeology Labs (ARC1, ARC2)	43	Food Services, Cafeteria	30	Physical Education (HPE)	23
Archaeology Museum (ARCM)	9	Football Fieldhouse (FH)	58	Seaman's Bethel Theater (SBT)	28
Alfred and Lucile Delchamps		Gamma Residence Halls	47	Shelby Hall	70
Arts, Visual (VAB)	4	Glass Arts Building	71	Soccer Field	52
Baptist Campus Ministries	20	Greek Row	21	Softball Field	65
Beta Residence Halls	49	Health Sciences Building (HAHN)	66	Special Student Services	19
Bookstore (BKST)	31	Humanities (HUMB)	41	Stanky Field (STAD)	48
BMA Dialysis Unit (BMA1)	36	Instructional Laboratory (ILB)	3	Student Center (SC)	32
Cancer Center/Clinical Building	34	Intramural Fields	22	Stokes Hall	72
Central Medical Services Administration	8	Intramural Field House (IFH)	59	Student Recreation Center (SRC)	67
(College of Medicine)		Jaguar Track	37	Swimming Pool (SW)	13
Central Plant	44	Library (LB)	33	Technology & Research Park I&II (TRPI&II)	64
Charles M. Baugh Biomedical Library	7	Life Sciences Building (LSCB)	12	Technology & Research Park III (TRPIII)	35
(CBBL)		Life Sciences Lecture Hall (LSLH)	12A	Telecommunications Building (TEL)	45
Chemistry (CHEM)	42	Laboratory of Molecular Biology (LMB)	54	The Grove	63
CIS Classroom Building (CSCB)	16	Maintenance	46	Transportation Services (TSB)	10
Computer Service Center (CSC)	17	Maintenance Grounds (B1375)	53	University Commons (UCOM)	57
Delta Residence Halls	50	Medical Sciences (MSB)	11	University Police and Parking Services	1
Dining Facility	68	Meisler Hall (MH)	62	Varsity Tennis Courts (VTC)	25

✱
**Human Resources
Office**



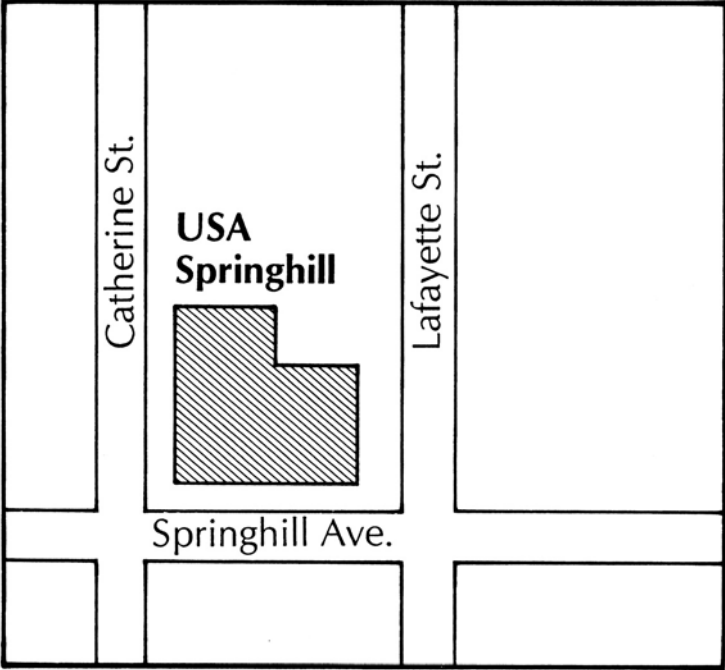
10.3 USA CHILDREN'S & WOMEN'S HOSPITAL MAP

★ Human Resources Office



USA Children's & Women's Hospital
1700 Center Street
Mobile, Alabama 36604-3301

10.4 USA SPRINGHILL CAMPUS MAP



USA Springhill
1504 Springhill Avenue
Mobile, Alabama 36604-3273

[illegible]

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SECTION 11.0

STAFF HANDBOOK POLICY CHANGES

Policy Change	Effective Date
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STAFF HANDBOOK POLICY CHANGES	
Policy Change	Effective Date

STAFF HANDBOOK POLICY CHANGES	
Policy Change	Effective Date