

## NOTICE

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

Dear Southern Arkansas University Tech Employee,

As a college, we seek to create and maintain a culture of mutual respect and cooperation among employees and students. Our goal is to foster a culture that takes pride in our work and in our relationships with each other, our students, our donors, and our community. This employee manual is the basis for creating this culture and is provided to all employees. We, as SAU Tech staff and faculty, are a team. We work together to create a mutual beneficial working and learning environment that promotes our programs, students, and community. Your individual opinions and ideas are important to our team and we encourage you to share them with us as an employee of SAU Tech.

While we believe whole-heartedly in the policies described here, the contents of this manual are presented solely as a matter of information and do not constitute a contract of employment. SAU Tech's employee policies and procedures are subject to change without notice. Any suggestions you have for changes in the policies and/or procedures set forth in this manual are welcome and may be suggested in writing to our human resources office.

Welcome to SAU Tech and I look forward to working with you as part of our team.

Sincerely,

Gaye Manning  
Interim Chancellor

## **Equal Employment Opportunity/Affirmative Action Policy Statement**

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

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

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- Request for Faculty/Staff Waiver
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- Title IX Complaint Form
- Employee Self-Evaluation Form
- Administrative/Managerial & Administrative Non-Exempt Performance Evaluation
- Campus Police Services
- Campus Parking Information
- Catastrophic Leave Bank
- Shared Leave
- Overtime Compensatory Time Form (Please see employee portal for current form)
- Request for Leave
- Administrative Non-Exempt Time Sheet
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- Travel Reimbursement Form (TR-1E) (Please see employee portal for current form)
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## **COLLEGE HISTORY**

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

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

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

## **ENVIRONMENTAL AND INSTITUTIONAL TRENDS**

- Increasing employer emphasis on competencies and skill sets.
- Increasing demand for personalized education and support services.
- Increasing competition for students from traditional and proprietary education providers.
- Continued globalization driven by an accelerated rate of technological change.
- Diminishing ability of students to pay the rising cost of education.
- Increasing competition for employees.
- Increasing emphasis on environmental concerns.
- Increasing diverse population.
- Increasing baby-boom retirees.
- Rapid increase in costly technology and its effect on the delivery of technical education.
- Increasing requirement for accountability including program review, quality of programs, and quality assurance.
- Increasing challenge to sustaining and expanding operations due to rising energy costs.
- Increasing costs and rising concerns of campus security.
- Increasing role of two-year colleges in economic and community development.
- Increasing transportation-related expenses affecting students and employees.
- Increasing and uncertainty of health-care costs.
- Diminishing perception of the value of higher education at state and federal levels and among society as a whole.
- Shrinking population base in service area for two-year colleges affects student pool and state funding.

## **COLLEGE VISION**

Southern Arkansas University Tech will be the preferred choice for quality education and training in the communities it serves.

## **COLLEGE VALUES**

**S**tudents – supporting a diverse group of scholars that demonstrate success in educational pursuits.

**A**cademics – delivering exceptional educational programs that prepare students for careers or further education.

**U**nity – working together with each other, our students, and our stakeholders to achieve the goals of SAU Tech.

**T**rust – acknowledging the trust and confidence placed in us by the communities we serve.

**R**espect – fostering an atmosphere of acceptance and understanding of each individual.

**O**penness – demonstrating transparency in all that we do as a college and as a part of our community.

**C**ommunication – appreciating shared dialogue between the college and all of our stakeholders.

**K**nowledge – commending the knowledge we gain from each other and the knowledge delivered within our various academic programs.

**E**xcellence – encouraging individual and group achievement in all of our endeavors as a learning community.

**T**eamwork – collaborating with all sectors of the college to achieve our mission.

**S**ervice – promoting an environment of active involvement within the college and the community.

## **COLLEGE MISSION STATEMENT**

Southern Arkansas University Tech is a comprehensive community college that meets educational, training, and cultural needs of the communities it serves.

## **INSTITUTIONAL GOALS**

### **GOAL #1: Student Success – Increase student enrollment by reducing barriers.**

1. Maximize student preparedness and access to post-secondary learning through innovative forms of information delivery in collaboration with industry leaders, higher education, K-12 partners, community partners, and various media forms.
2. Simplify the enrollment process, policies, and communications.
3. Improve the student experience by identifying and reducing access barriers for all prospective and current students.

#### *Metrics/Measurements:*

- Enrollment headcount (disaggregated data)
- SSCH (disaggregated data)
- Number of applications

- Number of financial aid awards
- Number of housing applications

**GOAL #2: Student Success: Increase student success through educational planning and support services.**

1. Examine data to identify performance gaps and develop necessary interventions to meet specific student needs.
2. Support effective advising to help students identify, pursue, and achieve their educational and career goals.
3. Develop innovative approaches to create academic and career pathways for students to progress through pre-college coursework, college coursework, and careers and/or coursework.
4. Provide comprehensive supports for student's non-academic needs and student development opportunities.

*Metrics/Measurements:*

Components of the Performance Funding Calculations

- Completion rates
- Progression rates
- Graduation rates
- Transfer rates
- Retention rate

**GOAL #3: Workforce Development/Economic Innovation: Align programs with workforce, student needs for transfer, and employment opportunities.**

1. Promote the College as a leading provider of workforce and economic development solutions and cooperate training in the area.
2. Increase the percent of students who achieve job placement and/or academic transfer.
3. Increase student access to work experience.
4. Offer relevant, high-quality instructional programs that meet the needs of business and industry for existing and future jobs.

**GOAL #4: Sustainability and Effectiveness: Build a sustainable financial model that is transparent and supports institutional priorities.**

1. Develop a sustainable and transparent financial model that is effectively coordinated, accountable and driven by the institution's vision, mission, and academic priorities.
2. Develop and launch new revenue streams that address strategic priorities and provide new net revenue.
3. Develop a succession plan for key positions in each division/department of the institution.

*Metrics/Measurements:*

- Internal promotions and advancements
- Annual audit report
- Financial indicator ratios
- ADHE annual reports
- IPEDS annual report
- Increase in both current unrestricted and restricted funds

**GOAL #5: Facilities: Support the construction and maintenance of facilities that optimize learning, leverage technology, and enhance the student experience.**

1. Develop facilities that inspire pride of ownership, build community among stakeholders, support a commitment to health and wellness, and exceed standards for sustainability and environmental stewardship.
2. Develop and maintain campus landscaping and signage that is attractive, effective and enhances the student experience.
3. Insure all classrooms are adequately equipped with computers, recording capabilities, and other technology needs including ADA accessibilities.

*Metrics/Measurements:*

- Annual investment in instructional equipment
- Student and employee satisfaction surveys
- Utility usage report
- Annual investment in grounds beautification
- Annual investment in buildings and infrastructure
- Improved appearance of grounds
- Reduction in critical and major maintenance

**GOAL #6: Leadership/Professional Development: Enhance and support workplace environments that value and engage employees and provide opportunities for growth and development.**

1. Assess and address the professional development needs across the college so that all employees will grow professionally and personally and be exposed to innovative practices.
2. Create a culture of involvement that encourages and nurtures continuous improvement and innovation that is shared among faculty and staff.
3. Embrace diversity and foster a culture of trust, collaboration and mutual respect that is shared among faculty and staff.

*Metrics/Measurements:*

- Internal promotions and advancements

- PD courses or events
- Turnover rate
- Salary adjustments due to advanced degree
- Employee advanced degree completions
- Public speaking engagements
- Merit adjustments

## DEFINITION OF TERMS

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

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

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

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

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

**Chief Executive Officer:** the Chancellor of the College.

**Administrative Non-Exempt Personnel:** employees who are identified in the appropriations act for the College as being “Administrative Non-Exempt.”

**EEOC Officer: Equal Employment Opportunity Commission** – the Vice Chancellor for Finance and Administration.

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

**Executive Officers:** the Chancellor, the Vice Chancellor for Student Services, the Vice Chancellor for Finance & Administration, and the Vice Chancellor for Academics.

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

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

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

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

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

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

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

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

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

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

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

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

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

## **POLICIES AND PROCEDURES FOR ALL PERSONNEL**

### **Doctrine of Employment at Will**

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

### **Part-time and Student Employees**

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

### **Contract and Non-Contract Employment**

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

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

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

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

### **Nepotism**

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

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

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

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



## **Employee Evaluation**

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

## **Outside Employment**

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

## **Dissemination of Information**

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

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

## **Confidentiality Policy**

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

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

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

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

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

## **Diversity and Equity Policy and Procedures**

### **Equal Employment Opportunity/Affirmative Action Policy Statement**

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

### **Responsibilities for Administering the Affirmative Action Plan**

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

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

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

- Develop an annual Affirmative Action Plan
- Provide copies of the Affirmative Action Plan to all college employees
- Post equal employment opportunity information and other pertinent institutional and government brochures in central areas of the college
- Ensure that the phrase “Affirmative Action, Equal Opportunity Employer” is placed prominently in all recruitment advertising to inform potential applicants of the College’s commitment to equal opportunity in employment and education
- Provide consultation to departments and search committees on recruitment strategies and procedures and monitor hiring decisions
- Monitor all administrative, faculty and staff hiring decisions
- Evaluate and investigate discrimination complaints filed by faculty and staff
- Coordinate ADA compliance for all faculty and staff matters
- Provide training on anti-discrimination matters, such as sexual harassment and diversity awareness programs
- Serve as resource to facilitate conflict resolution
- Enhance SAU Tech’s community presence as an equal opportunity employer
- Make policy recommendations that enhance the College’s commitment to affirmative action and equal opportunity
- On a regular basis, prepare affirmative action reports that indicate the number of persons considered for employment, their race and sex, and the reasons why the person selected was offered employment
- Develop a system for referral and processing of complaints of violation of law or of the campus affirmative action plan with regard to alleged discriminatory actions on the part of individuals acting in the name of the institution

**Affirmative Action Plan**

**Identification and Analysis of Minority Representation**

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

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

As an institution of higher education, the College recognizes its responsibilities to facilitate full participation in the educational and employment processes of all qualified individuals who seek to partake of the institution’s resources and opportunities. Committed to the goal of equal opportunity, the College recognizes the need to formulate procedures to insure that no qualified

individual will be denied participation in the College because of artificial and discriminatory barriers. It is the College's commitment to take affirmative action to employ and advance in employment qualified disabled veterans, veterans of the Vietnam era and persons with disabilities. It is the stated policy of the College that appropriate qualifications for and performance of specific duties are the basic criteria in all aspects of the employment process, including hiring, retention, training, transfer, promotion, and upgrading.

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

For the purposes of the Affirmative Action Plan --

A Handicapped individual shall be defined as:

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

A Special Disabled Veteran shall be defined as:

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

A Veteran of the Vietnam Era shall be defined as:

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

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

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

accommodation for qualified persons with disabilities unless such an accommodation would impose an undue hardship on the operation of the College.

### **Recruiting Methods**

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

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

### **Sexual Harassment Policy Statement**

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

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

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

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

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

### **Anti-Harassment Policy Statement**

No College employee, student, or individual on College property may intentionally harass or abuse a person (physically, or verbally) with the purpose or effect of unreasonably interfering with such person's work or academic performance, or of creating an intimidating, hostile, or offensive work or academic environment. Consistent with the College Diversity and Equity

Statement, this Anti-Harassment Policy includes cases where the conduct is based on race, color, religion, national origin, ancestry, sex, age, marital status, sexual orientation, disability or veteran status. This policy will be applied with due respect for the College's commitment to equality of opportunity, human dignity, diversity, and academic freedom.

### **Guidelines and Procedures for the Resolution of Complaints**

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

### **Employee Procedures for filing Discrimination or Harassment Complaints**

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

## **Appendix**

Civil Rights Act of 1964

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

Education Amendment Act of 1972

[www.usdoj.gov/crt/cor/coord/titleixstat.htm](http://www.usdoj.gov/crt/cor/coord/titleixstat.htm)

US Department of Justice

[www.usdoj.gov](http://www.usdoj.gov)

EEOC

[www.eeoc.gov](http://www.eeoc.gov)

US Department of Education

[www.ed.gov](http://www.ed.gov)

Veterans

[www.dol.gov](http://www.dol.gov)

Vietnam Era Veterans Readjustment Assistance Act

[www.dol.gov](http://www.dol.gov)

Rehabilitation Act of 1973

[www.dol.gov](http://www.dol.gov)

American's Disability Act

[www.dol.gov](http://www.dol.gov)

## **Veteran Priority of Service**

- The college provides priority of service for eligible veterans and their spouses.
- The college abides by federal and state grant requirements regarding veteran priority of service. This includes all programs fully or partially funded by federal or state grants requiring veteran priority of service.
- The college abides by all federal, state, and local laws regarding veteran priority of service.

## **Persons Affected**

- A student who is a veteran;
- The spouse of a veteran who meets any of the following criteria,
  - Spouse of a living veteran who:
    - a. At the time of application for priority of service, is listed in one or more of the following categories for a total of more than 90 days: missing in action; captured in the line of duty by hostile force, or forcibly detained or interned in the line of duty by a foreign government or power.

- b. Has a total disability resulting from a service-connected disability as evaluated by the Department of Veterans Affairs.
- o Spouse of a deceased veteran who:
  - a. died of a service-connected disability
  - b. died with a service connected disability as qualified by Veterans Affairs.

### Definitions

- Veteran: Someone who has served at least one day in active military, naval, or air services, and who was honorably discharged or released under conditions other than dishonorable. This includes full-time or active duty federal service in the National Guard or Reserves that have been mobilized by the federal government.
- Priority of Service: Persons affected are entitled to precedence over non-affected persons in qualifying programs. The college may provide them access to a service or training earlier or, if access is limited, instead of or before non-affected persons. In the case of a waitlist, priority of service is intended to require an affected person to advance up the waitlist ahead of non-affected persons.
  - o Persons affected must still meet the program eligibility requirements. When “low income” is a program qualification, the college must disregard any active duty military pay, allowances, or disability or survivor benefits when determining income levels.
  - o Priority of service is not used to bump a non-affected person who has already been approved for funding and enrolled into a program.
  - o The college may set priority of service application deadlines consistent with acceptance and enrollment deadlines that all students must follow.
- Qualifying Program: This includes any workforce preparation, development, or delivery program or service directly funded, in whole or in part, by the Department of Labor.

### Responsibilities

Employees who select students for qualifying program or who manage waitlists are responsible for maintaining compliance with this policy.

### Procedures

- Affected persons self-identify and request priority of service.
- Employees admitting students into qualifying programs or managing a wait list will work with the college’s veterans coordinator to verify the applicants’ eligibility and provide priority of service to qualifying applicants.



## **TITLE IX**

### **Sex Discrimination, Sexual Harassment and Sexual Misconduct** (see full policy in appendix)

#### **POLICY STATEMENT**

No person at Southern Arkansas University Tech (SAU Tech) will, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity.

#### **INTRODUCTION**

Members of the college community, guests and visitors have the right to be free from sexual discrimination, harassment or violence, which means that all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. SAU Tech believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. These procedures have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policy and procedures are intended to define community expectations and establish a mechanism for determining when those expectations have been violated.

#### ***Notification***

Students, faculty members, administrators, staff members, or visitors to the college are strongly encouraged to report allegations of discrimination or harassment to the Title IX Compliance Coordinator or his or her deputy. A report of sex discrimination or harassment should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the college to investigate. A person who raises a complaint may discuss with the Title IX Compliance Coordinator any situation believed to constitute sexual discrimination or harassment. Reports may be made by the person experiencing the discrimination or harassment or by a third party, such as a witness or someone who is told of the discrimination or harassment.

Upon receipt of the complaint/grievance, the Title IX Compliance Coordinator or his or her deputy will open a formal case file and notify the Investigating Officer and at the appropriate time notify the respondent. The Title IX Compliance Coordinators are:

#### **Title IX Coordinator**

Mr. Courtney Haygood  
Director of Recruiting/Student Life  
Student Center, Room SC116  
(870) 574-4458  
chaygood@sautech.edu

## **Chronic Communicable/Infectious Disease Policy**

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

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

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

The College shall respect the right to privacy of all employees, including any individual with a chronic communicable/infectious disease. The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others. Only those persons deemed to have a "direct need to know" will be provided with the appropriate information.

## **Tobacco-free Campus Policy**

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

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

## **Check Cashing Policy**

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

## **Wellness Activity Policy**

A person must do any type of physical activity or exercise a minimum of three days a week for 30 minutes. The 30 minutes can be taken in conjunction with lunch (lunch totaling one hour) or the first or last 30 minutes of the workday. Each supervisor must approve and verify that the employee is exercising at one of these times by signing the *Wellness Activity Form*. This form will be included with the timesheet at the end of each month. An employee must exercise a minimum of 36 days during the quarter at 30 minutes per day. If an employee exercises the minimum requirement of the quarter, the employee will receive four hours of leave at the end of that quarter. If the minimum is not achieved because of illness, vacation, or school related business, the leave earned will be prorated for the quarter based on the time exercised. A person cannot come to work 30 minutes late or leave early to exercise at home during the week.

## **Social Networking Policy**

### **Facebook (We Put You First)**

#### Background Information

- SAU Tech has a Facebook account entitled, "We Put You First."
- The College's account is used primarily for recruiting purposes.
- There is an organizational "page" associated with this account for Southern Arkansas University Tech proper (the College) which is used to post activities, events, department news, etc. as it pertains to communicating with the public.
- In order to post information on the SAU Tech page, employees are assigned roles as "content creators" by the Director of Communications.

#### Policy

- There are currently seven SAU Tech department "pages" on Facebook (excluding the College's page) that represent auxiliary services. These pages are:
  - SAU Tech Radio Station (KC89)
  - SAU Tech Career Academy
  - SAU Tech Alumni and Friends Association
  - SAU Tech Community Education
  - SAU Tech Adult Education Centers
  - SAU Tech Multicultural Association
  - Arkansas Fire Training Academy
- Departments not included in the list above that would like to post information on SAU Tech's organization page should follow the process below.
  - The department head should designate an individual who will be responsible for making posts on behalf of his/her department.
  - The department head should send this name to the Director of Communications.
  - The Director of Communications will give the designated individual "content creator" privileges to SAU Tech's page.
  - The designated individual will post pertinent information as needed (Note: Postings should not be personal in nature and care should be taken to ensure correct grammar and spelling.)
  - When the designated individual leaves employment with the college, the department head should assign these duties to another employee and notify the Director of Communications of the change.

- SAU Tech faculty or staff may not create Facebook pages that represent any program or service of the college.

### **Twitter (SAUT68)**

The College's Twitter account is used for marketing purposes by the Communications Office.

### **Instagram (SAUT68)**

SAU Tech currently has an Instagram account that is used by Student Life and the Communications Office for marketing purposes.

### **Other Social Networking Sites**

This policy applies to all social networking sites including but not limited to Facebook, Twitter, Instagram, blogs, groups, etc. Any means of communicating with students and/or prospective students via the web, which represents SAU Tech, must have prior approval from the Communications Department.

### **Violation of Policy**

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

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

### **Keys**

Personnel may requisition keys, from the Director of the Physical Plant, for their offices and/or for other areas to which they need access. Requisitions approved by the appropriate vice chancellor will travel through regular channels and be checked against a restricted list.

The College will maintain records of keys issued and of those returned by personnel who signed for their release. When a person leaves employment with the College, all keys must be returned prior to release of the final paycheck.

**College personnel accept full responsibility for any expenses associated with key replacement at a rate of \$10.00 per key. Additional fees of \$25 per core may be incurred for core replacements depending on the risk of security. Employees also understand that repeat offenses may result in the loss of the key privilege.**

### **Uniforms**

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

## **Rocket Success Center/Library**

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

## **Safety Policy**

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

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

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

## **Witnessing a Student Accident/Incident**

Employees are responsible for reporting any accident or incident that involves a Southern Arkansas University Tech student being injured or any event that may have caused medical attention to be required on Southern Arkansas University Tech premises or school related trips.

**Definitions:** Accident or incident- Regarding someone falling, tripping, being struck by an object, having a seizure, etc., in which the person did or may have injured himself/herself.

### **Guidelines/Process:**

If an accident or incident occurs in one of Southern Arkansas University Tech owned facilities, it should be reported to the Building Captain or Co-Captain of the facility immediately. The Building Captain will ensure that the appropriate forms are completed by utilizing the SAU Tech Student Accident/Incident Report form located on the Forms page for Employees. If the Building Captain or Co-Captain is unavailable, the employee witnessing the accident or injury should complete the form and submit to the Building Captain within 24 hours.

If an accident or incident occurs on Southern Arkansas University Tech campus properties outside of a facility or building, the employee that witnessed the accident or incident should notify Campus Police to complete the report. If the Police Department is unavailable, the employee witnessing the accident or incident should complete the above mentioned form and submit to the Police Department within 24 hours.

Building Captains and the Police Department will send a duplicate copy of the student accident/incident form to the Vice Chancellor of Student Services upon completion.

### **Campus Citations (see additional information in appendix)**

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

#### General Parking Violations

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

#### Registration/Permit Violations

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

#### Moving Violations

- (e) Disregarding stop sign - \$20
- (f) Speeding
- (g) Operating a vehicle in an unsafe manner - \$40
- (h) Failure to yield to pedestrians in crosswalk - \$50
- (i) Unsafe driving - \$50

#### Miscellaneous Violations

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

#### Citation Appeal Process

Process to appeal a campus parking citation:

- Person receiving the citation must contact the SAU Tech Student Services Office at (870) 574-4529 to request a citation appeal form no later than five (5) days from issuance of the citation.
- Upon receipt of the appeal form, the Student Services Office will provide the date, time and location for the appeals hearing.
- A person will be required to appear in the appeals hearing to provide testimony. A person who fails to appear without giving notice will be required to pay the citations and will also lose any further right to appeal.

- Persons wishing to appeal a decision of the appropriate appeals committee may do so only to the Chancellor or his designee.

## **Personal Responsibilities**

### Personal Information

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

### Personal Appearance

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

“Business casual” includes clean and pressed slacks, skirts and dresses of appropriate length, blouses, and shirts with collars and appropriate shoes. Non-distressed jeans and SAU Tech/Rocket t-shirts are considered business casual as well.

“Business casual” does not include distressed jeans, t-shirts (other than Rocket/SAU Tech gear), workout clothing, shorts, tennis shoes, etc. Members of the Chancellor’s Cabinet may recognize certain unique situations that require flexibility, such as allowing employees to wear appropriate clothing for assignments involving manual labor.

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

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

Examples of inappropriate attire includes, but is not limited to the following:

- Jeans that are excessively worn or faded
- Sweatpants
- Shorts
- Bib overalls
- Attire with offensive messages or images
- Overly revealing outfits

### Work Station Appearance

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

### Conservation

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

### Alcohol Beverages Policy

No alcoholic beverages will be possessed, served, sold or dispensed on SAU Tech premises, except for the following: alcoholic beverages may be served for functions approved at locations on the SAU Tech Campus or in Camden designated by the Chancellor.

SAU Tech does not encourage the use of alcoholic beverages. SAU Tech sponsored events for students must be alcohol free.

Events involving alcohol will comply with all Arkansas Laws and SAU Tech policy. In addition:

1. No alcohol will be sold to, nor will any alcohol be consumed by anyone under the age of 21. No alcohol will be served from a common source such as a keg.
2. There will be no open solicitation or encouragement of alcohol consumption.
3. Any advertisement for events will not promote alcoholic beverages being served. Nonalcoholic beverages must have the same prominence on any advertising for an event.
4. A qualified server must dispense all alcoholic beverages.
5. Non-alcoholic beverages must be served at the same place as the alcoholic beverages. Nonalcoholic beverages may be served from additional locations as well.
6. Food items, non-salty, must be available throughout the event.
7. Any serving or sale of alcohol (such as a cash bar) at an event requires compliance with all Arkansas Alcohol laws including appropriate permits.
8. No open containers or glasses are permitted to enter or leave the facility. Receptacles must be available at the entrance/exit to the event.
9. University policy concerning numbers in attendance and security must be followed.

Members of the SAU Tech community and SAU Tech guests, including guests renting a SAU Tech facility for an event, who choose to consume alcoholic beverages are expected to do so responsibly. Every individual should understand the potential for alcohol abuse and that abuse is not consistent with the SAU Tech Mission. The primary responsibility for understanding and abiding by the provisions of the SAU Tech alcohol policy and the Alcohol laws of the State of Arkansas rest with each individual.

The Chancellor or his designee is directed to draft appropriate guidelines and information to facility users for functions that include serving alcoholic beverages.

### **Alcohol and Drug Abuse Prevention**

Southern Arkansas University Tech strictly prohibits the possession, use, or distribution of marijuana, cocaine, LSD, or any hallucinogens or other controlled substances by anyone in a campus facility or on property owned or controlled by the College. SAU Tech policy also prohibits the manufacture, sale, possession, or use of alcohol on College property or at official College activities by students and employees. SAU Tech is a drug free campus. Any individual known to be possessing, using, or distributing such drugs or alcohol is subject to disciplinary actions and possible arrest, imprisonment, or fine according to state and federal laws.



## Substance Abuse

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

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

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

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

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

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

## Weapons Policy

The Southern Arkansas University System is dedicated to providing an educational and social climate that is safe for its students, employees, and visitors. This document is intended to provide general information about Arkansas law concerning the ability of a person to lawfully carry a concealed handgun on SAU System campuses. SAU Tech policy prohibits weapons including guns on campus except as authorized by law by Act 562 of 2017 and limited by Act 859 of 2017.

A person licensed to carry a concealed handgun in the State of Arkansas who has also completed the Arkansas State Police-approved enhanced training and received an endorsement is eligible to carry on-campus. To obtain a concealed –carry license an individual must be 21 years of age or be an officer or enlisted member of the U.S. Armed Forces, National Guard, or a reserve component. The endorsement for on-campus carry of a concealed handgun is up to 8 hours of additional training beyond the initial training for eligibility a concealed carry license.

A “concealed handgun” is a handgun that is covered from observation so as to prevent public view. A concealed handgun carry licensee may not carry a handgun openly or in any other manner in which it is visible to ordinary observation or in public view. When carrying a concealed handgun on campus, a licensee must carry a valid concealed handgun carry license (CHCL) with the endorsement and a valid ID and must display both upon demand by a law enforcement officer.

A “handgun” is any firearm, other than a fully automatic firearm, with a barrel length of less than twelve inches (12”) that is designed, made, or adapted to be fired with one hand.

Unless possessing or carrying a handgun is a requirement of an employee's job, (such as a law enforcement officer), possessing or carrying a handgun is a personal choice of the licensee and not a requirement of the employing university or college. A licensee who possesses a concealed handgun in the buildings and on the grounds of the campus at which the licensee is employed is not:

- Acting in the course of or scope of their employment when carrying or using the handgun.
- Entitled to workers' compensation benefits for injuries arising from his or her own negligent acts in possessing or using a concealed handgun.
- Immune from personal liability with respect to possession or use of a concealed handgun.
- Permitted to carry a concealed handgun openly or in any other manner in which the concealed handgun is visible to ordinary observation
- A licensee may store a handgun in his or her own locked and unattended motor vehicle in a publicly owned and maintained parking lot.
- A licensee may not store a handgun in a university or college-operated student dormitory or residence hall.
- A licensee may not store a handgun in a locked office or desk drawer. A licensee may not store a handgun in an SAU vehicle.
- A licensee may not store a handgun in a book bag or purse and leave it unattended while using the restroom, completing a lab, or other task. The handgun must be kept with you at all times, unless you are entering a location on the campus where carrying it

is prohibited. In that situation you should secure the handgun in your motor vehicle and store in in compliance with Ark. Code. Ann. Section 5-73-324.

- A posted firearm-sensitive area, such as a collegiate athletic event, that have security plans approved by the Arkansas State Police. A “collegiate athletic event” is a sporting or athletic contest, event, or practice of an individual or team in which one or more individuals or a team sponsored by, funded by, represented by, or associated with a public or private university, college, or community college competes against themselves or another individual or team. The System will be working with the State Police and will submit security plans to designate firearm-sensitive areas.
- Certain grievance and disciplinary meetings conducted in accordance with University procedures

Properly licensed individuals may not be excluded from class or elsewhere on campus because others feel uncomfortable. The act of lawfully carrying a concealed handgun is not in and of itself a disruption of class activity or other University operations.

There are misdemeanor criminal penalties for violating the concealed handgun carry laws. The license may also be revoked upon conviction for certain offenses.

Contact the Arkansas State Police at 501-618-8000 and see the [Services and Programs section of the Arkansas State Police website.](#)

### Arrests and Convictions

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

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

### Clearance Checklist

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

### **General Conduct Standards**

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

### Employee Conflict of Interest

It shall be a breach of ethical standards for any employee to participate directly or indirectly in any proceeding or application, in any request or other determination, in any claim or controversy, or

in any other particular matter pertaining to any contract or subcontract, and any solicitation or proposal therefore, in which to the employee's knowledge:

- (1) The employee or any member of the employee's immediate family has a financial interest;
- (2) A business or organization has a financial interest, in which business or organization the employee, or any member of the employee's immediate family, has a financial interest; or
- (3) Any other person, business, or organization with whom the employee or any member of the employee's immediately family is negotiating or has an arrangement concerning prospective employment is a part.

### Attendance

Employees should report to work as scheduled.

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

### Compliance with Policies

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

### Circumstances Affecting Work Related Behavior

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

### Unacceptable Behaviors

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

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

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

1. Inefficiency or lack of application to work, or failure to meet acceptable standards of conduct or performance, or technical failure.
2. Continued tardiness or excessive absenteeism resulting in leave without pay.
3. Failure to report accident or injury to the proper person.
4. Engaging in activity during working hours that is not closely related to or part of the employee's work.
5. Insubordination.
6. Failure to comply with safety and fire rules established by the College.
7. Excessive waste of materials or supplies.
8. Carelessness resulting in the damage to or destruction of tools, equipment, supplies or other property belonging to the College.
9. Carrying unlicensed firearms upon premises.
10. Bringing intoxicating liquor or narcotics onto the premises, or being under the influence of intoxicants or narcotics while on duty.
11. Sabotage.
12. Giving false information in making application for employment.
13. Pilfering, damaging, or hiding any property belonging to or in the care of the College.
14. Disorderly or immoral conduct on the premises of the College.
15. Carelessness resulting in serious injury to fellow employees or students.
16. Falsifying records, invoices, documents, or any college record or student record.
17. Unauthorized or personal use of College equipment or supplies.
18. Being the aggressor, as determined by the College, in a fight with another employee or student.
19. Willful violation of state or federal rules, regulations, or laws.
20. Failure to maintain a positive work atmosphere with co-workers, students, and users of the facility.
21. Off-the-job misconduct that affects the ability of the employer or the College to conduct business.
22. Any other violation of rules and regulations for which the College feels an employee must be discharged.

#### Progressive Steps to Correct Work Behavior

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

1. **Informal Discussion.** This initial step may be the only disciplinary action required in many instances. It could be conducted at the employee's workstation. Supervisors should explain or call attention to the rule or standard of conduct that has been violated. If necessary, warn the employee of the next action to be taken if similar or other violations occur.
2. **Corrective Interview.** In this step, the supervisor meets privately with the employee to discuss the conduct in question. The supervisor develops a corrective plan of action also obtaining the employee's suggestion and agreement to the action plan. The plan could include specific dates (target dates) for step-by-step correction of the behavior. If the employee wants to explain in detail the reason for the behavior, the supervisor should suggest the employee write the explanation as a response to the interview. After

summarizing the interview and the plan in writing, have the employee sign the original and give a copy to the employee.

3. Oral Reprimand. (Does not go in the personnel file) The employee, at this step, has failed to honor the terms of the agreement to improve the problem behavior as specified in the previous interview agreement. In private, the supervisor should warn the employee that if the unacceptable behavior continues, stronger action will be taken against the employee, such as a letter of reprimand. The oral warning or reprimand should be documented.
4. Letter of Reprimand. If the corrective action is still not accomplished, or if the behavior is serious from the beginning, a letter of reprimand should be issued. The employee should be given the original letter, sign the receipt of the letter and informed that a copy will be placed in the supervisor's file and in the official personnel file. The employee should be given the opportunity to respond to the letter of reprimand and any written response should be attached to the letter of reprimand. If no other infractions occur after a period of three years, the letter of reprimand will become sealed (inactive) but remain in the personnel file.
5. Probation. Period of observation.
6. Suspension. (Leave Without Pay) This step is taken with the approval of the Chancellor.
7. Demotion. This step is taken according to the OPM policies and procedures.
8. Resignation. This step is taken according to the SAU Tech Employee Policy and Procedure Manual.
9. Termination. This step is taken according to the SAU Tech Employee Policy and Procedure Manual.

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

### **Employee Grievance Procedure / Employee Conflict Resolution Procedure**

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

It is the policy of SAU Tech to give prompt and impartial consideration to the complaints of its faculty and staff. Faculty or staff members who submit complaints or grievances in accordance with the procedures that follow may do so without penalty or fear of reprisal. Such grievances must be submitted within five (5) working days of the act, which would cause the grievance to be filed.

Grievances are initially filed according to the procedure listed in flowchart A for nondiscrimination complaints and in flowchart B for discrimination complaints. If the grievance is not resolved by their supervisor, departmental vice chancellor, or the Vice Chancellor for Finance and Administration, then it is reviewed by the Faculty/Staff Appeals Committee.

1. If a conflict between employees arises (peer-to-peer and/or administration to faculty/staff), the following measures should be considered to reach a resolution:
  - a. The department chair(s)/supervisor should be notified of the conflict and a meeting set with parties involved to seek a resolution to the conflict.

- b. If the matter cannot be resolved with the department chair(s)/supervisor, the conflict should be taken to the department Vice Chancellor(s) for the parties involved to seek a resolution.
  - c. If the matter cannot be resolved with the department Vice Chancellor(s), the conflict should be taken to the Vice Chancellor for Finance and Administration, ( EEOC Officer), for the employees seeking resolution.
  - d. If the resolution is not accepted the Vice Chancellor for Finance and Administration submits grievant's file for referral to the Faculty/Staff Appeals Committee.
  - e. The Faculty/Staff Appeals Committee hears the issue and makes recommendation(s). File and recommendations are given to chancellor for review. The chancellor determines a resolution for the parties involved.
  - f. The grievant may submit an appeal within (5) working days to the SAU System President for review. It is at the discretion of the system president to review. The final decision will be with the SAU System President.
2. If a conflict arises of gross misconduct (does not include general operational decisions) between the Chancellor and staff/faculty, the following measures should be considered to seek a resolution:
  - a. Complaints should be directed to the appropriate Vice Chancellor and reported to the Director of Human Resources. The Director of Human Resources in consultation with the EEOC Officer will discuss the necessary course of action, which may include consultation with the SAU System President.

Any unreasonable delay should be reported to the Vice Chancellor for Finance and Administration.

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

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

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

If the employee elects not to do so, the next supervisory level person or the Vice Chancellor for Finance & Administration should act in a mediating capacity to address the employee's concern. This would involve making contact with the employee's immediate supervisor in order to bring the employee's concern to the supervisor's attention. At this stage, the supervisor, having been made aware of the employee's concern, may wish to deal with it directly. If this occurs to the satisfaction of the employee, the process stops here.

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

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

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

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

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

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

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

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

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

Level 1 - **Within ten (10) working days after** receipt of the written grievance from the employee, the employee, EEOC Officer (Vice Chancellor for Finance and Administration), the



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

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

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

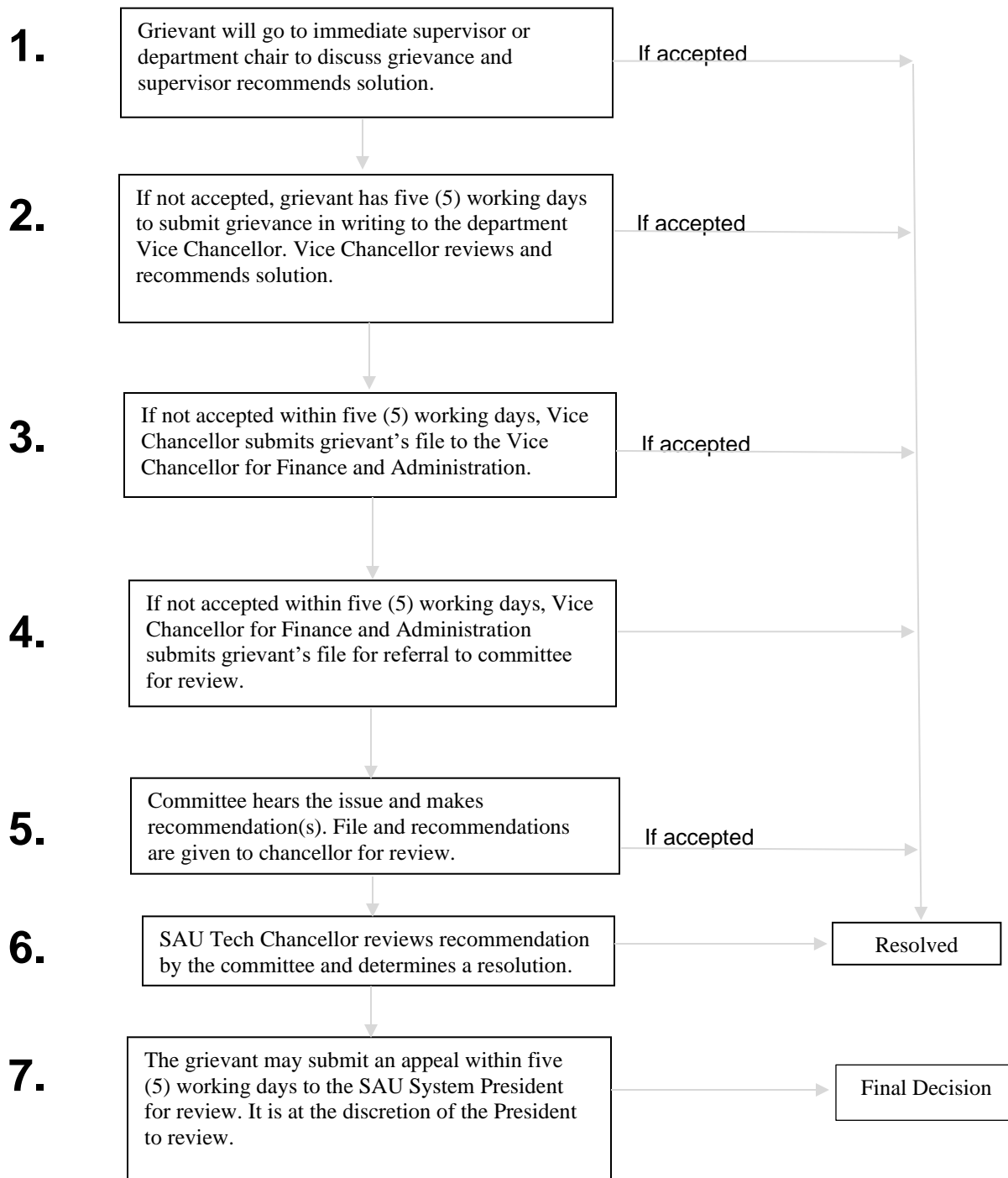
The Chancellor may accept or overrule the recommendations of the committee. After reviewing the recommendations, the Chancellor will promptly prepare his decision in writing. The Chancellor's decision, along with the committee's report, will be sent to the employee, the supervisor, the appropriate vice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

The decision rendered by the Chancellor or the SAU System President, if appealed, shall be considered final and the employee's internal due process procedure rights shall be deemed exhausted.

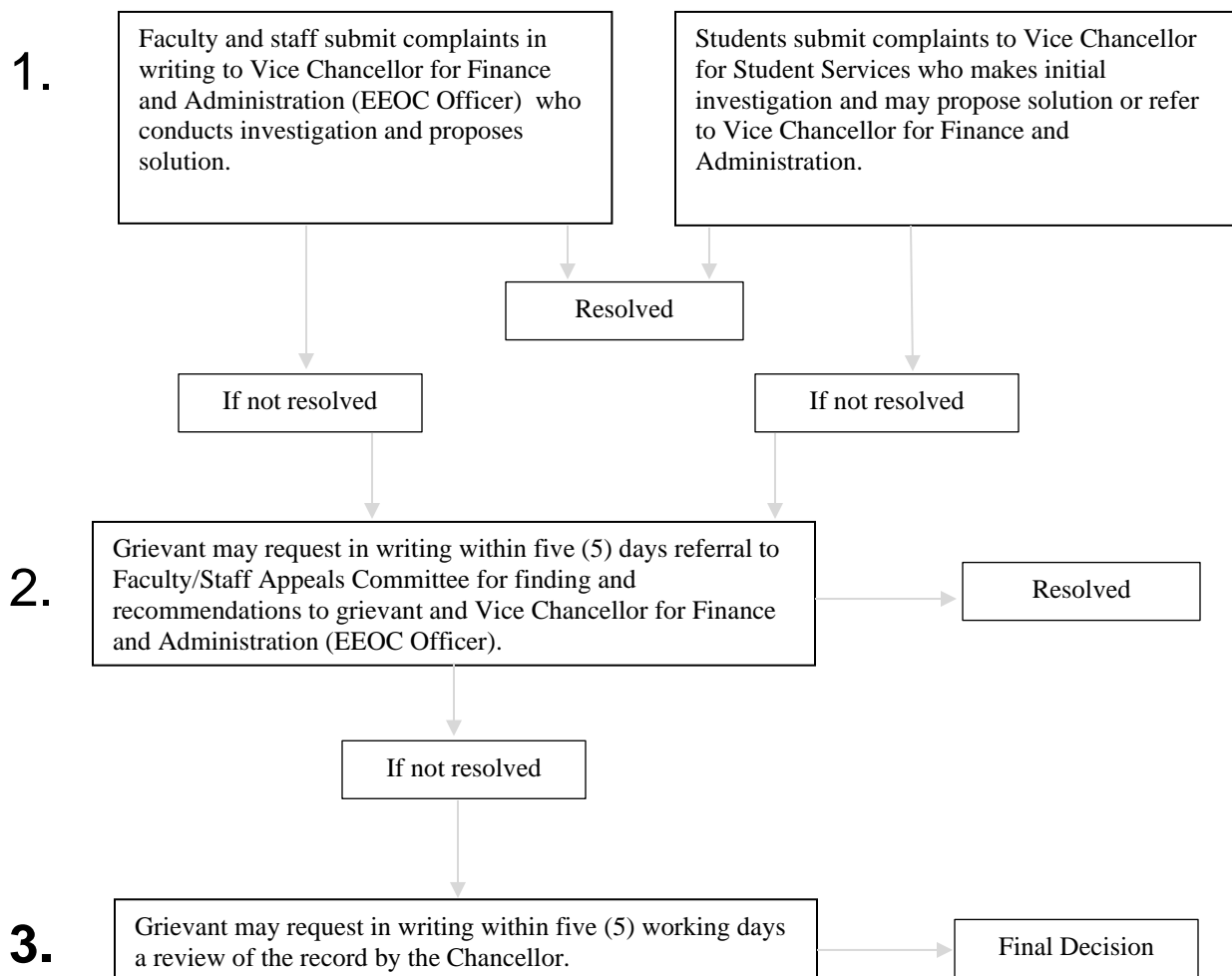
Note: This grievance procedure is provided to employees so that his/her concerns can be addressed in an internal process. Employees who fail to utilize this internal due process prior to airing his/her concerns outside the institution may become subject to disciplinary action.

### Faculty or Staff Member with Grievance (nondiscrimination) – Flowchart A

Faculty or staff member with grievance (nondiscrimination) – begin with step 1. The five days refers to the time for response by the grievant and not the time by the supervisors or the College officials who must respond within a reasonable time.



**2. All other grievances involving discrimination issues must be submitted as follows: Flowchart B**

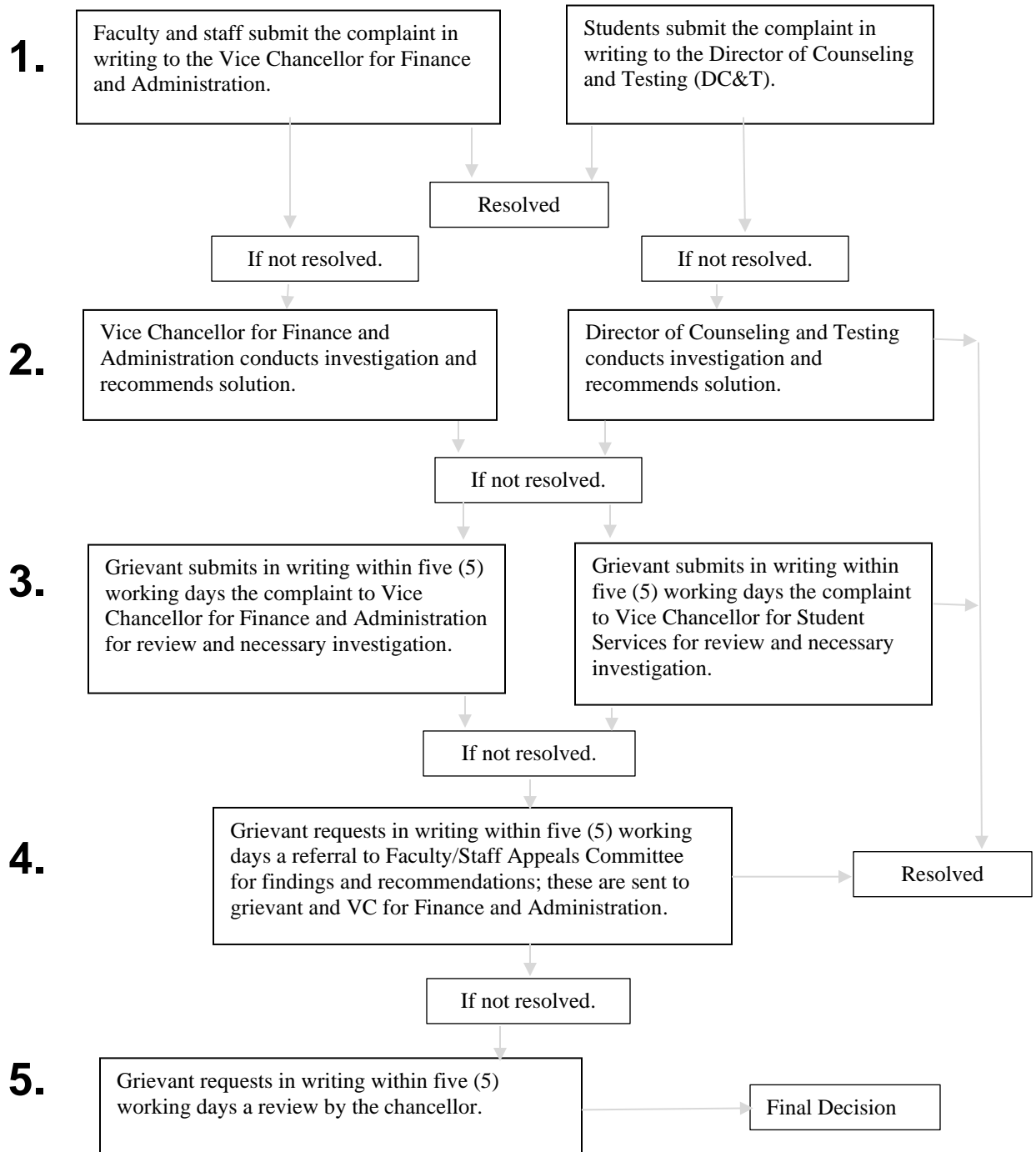


The five days refers to the time response by the grievant and not the time by the supervisors of the College officials who must respond within a reasonable time.

## Grievance Procedures – Disability Based Grievances

All grievances charging discrimination on the basis of race, color, religion, sex, age, disability, or national origin shall be resolved exclusively under these procedures. The five days refers to the time response by the grievant and not the time by the supervisors of the College officials who must respond within a reasonable time.

1. Disability based grievances will be processed as follows:



## **Benefits**

### Insurance

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

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

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

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

### Air Ambulance Membership

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

### Retirement Program

All full-time appointed faculty/staff are required to participate in a retirement program. All SAU Tech employees are eligible to participate in elective deferral for the College's retirement plans. The Board of Trustees must approve all retirement plans.

A brief description of each retirement plan follows.

#### **403B Retirement Plan – TIAA Cref**

TIAA-Cref - This plan allows SAU Tech to enter into an agreement with Board approved companies to purchase annuities for its employees pursuant to Section 403(b) of the Internal Revenue Code as amended. Under this plan, full-time employees enter into an agreement with SAU Tech to reduce his/her salary by a mandatory 6% for the purposes of purchasing an annuity for the employee. The employee may also contribute additional funds up to the Federal maximum. SAU Tech will contribute 10% for all full-time employees enrolled in a 403(b) plan.

All part-time employees may contribute elective amounts up to the Federal maximum. Part-time employees are eligible to participate in *employee only* contributions to the Retirement Program through Supplemental Retirement Annuity.

- Participation: All SAU Tech employees are eligible to participate in this plan. Changes for full-time employee's salary reduction agreements can be made at any time.
- Retirement Age: An employee is eligible for retirement at the age of fifty-five (55) with ten (10) years of service or at the age of sixty-five (65).
- Prior Service Benefits: Not applicable under this plan.
- Vesting: Upon Termination or resignation of employment before one year anniversary will result in SAU Tech contributions reverting back to the college.
- Transferability: At any time before retirement benefits begin, a participant may transfer accumulations between approved Alternate Retirement Plan companies at their discretion as the individual companies permit.
- Contributions: Contributions shall be applied to fixed interest options and/or variable investment options managed by approved companies.
- Loans: Loans are available to participants under this plan subject to the approval of the plan administrator.

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

### **Arkansas Teacher Retirement System (ATRS)**

ATRS is available to employees hired on or before June 30, 2011 and new employees who are actively enrolled in the system upon hire. Approval from ATRS is also required for these new employees.

### **Arkansas Public Employee Retirement System (APERS)**

APERS is available to employees hired on or before June 30, 2014 and new employees who are actively enrolled in the system upon hire. Approval from APERS is also required for these new employees.

### **LOPFI**

LOPFI is available for any new hire fire instructors hired on or after July 1, 2013 as per Act 522 of 2013.

Information on the retirement programs is available in the Payroll/Benefits Office.

## ***Early Retirement***

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

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

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

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

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

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

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

## **Payment of Sick Leave for Administrative Non-Exempt Employees**

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

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

number of accrued sick leave days (rounded to the nearest day) times seventy percent (70%) of the employee's daily salary.

- d. If the employee has accumulated at least eighty (80) days or more days of sick leave, the employee shall receive an amount equal to eighty percent (80%) of the number of accrued sick leave days (rounded to the nearest day) times eighty percent (80%) of the employee's daily salary.

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

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

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

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

#### SAU Tech Tuition/Fee Waiver

Full-time employees, their spouses, and their dependent, unmarried children (age 26 or younger) are eligible for a waiver of in-state tuition at the SAU Tech campus. Tuition waivers apply only to classes taken for credit or on-campus audit classes. The fee waiver will include all standard course related fees charged by the college. A tuition waiver will be treated as an employee perquisite when determining the student's eligibility for other scholarships and/or student financial aid except where State or Federal guidelines provide otherwise.

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

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

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



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

A dependent child is one who was claimed by the employee for income tax purposes in the preceding year and continues to be claimed by the employee as a dependent. (Consistent with college policy for all students, students age 26 years or younger will live in the employee's home or a college apartment.)

Employee tuition waivers are honored in full per semester even if an employee terminates his or her employment provided the employee is in good standing and has completed the exit clearance form. Employee tuition waivers granted to employees whose employment is terminated due to gross misconduct will be prorated up to the termination date and the employee will be responsible for the remaining balance.

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

#### Retired Employee/Spouse Tuition and Fee Scholarship

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

#### SAU Magnolia Tuition Waiver

Full-time faculty/staff members, their spouses and their dependent, unmarried children, age 26 or younger, are eligible for a tuition waiver as follows:

1. Full-time faculty/staff members are eligible for a waiver of in-state tuition for classes taken for credit (subject to semester hour limitations); and
2. Spouses and dependent unmarried children age 26 or younger are eligible for a waiver of 100% of the in-state tuition for on campus classes. A tuition waiver is treated as an employee perquisite when determining the student's eligibility for other scholarships and/or student financial aid except where state or federal guidelines provide otherwise.

#### Overtime-Compensatory Time

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

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

1. Positions will be divided into two (2) categories:

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

Fair Labor Standards Act:

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

- b. Physical Plant staff members responding to emergency “call-outs” or responding to unscheduled assignments as directed by their supervisor, and
  - c. Non-exempt staff members that are required to work during student registration (Whenever possible, adjusted work schedules should be used instead of compensatory time.)
8. A College executive officer must approve all other overtime in advance. The Vice Chancellor for Finance & Administration will be responsible for the implementation and maintenance of this policy. Questions of policy, unresolved and unanticipated issues, and disputes will be directed to the Vice Chancellor for Finance & Administration who will consult with the Chancellor in making a final determination.

#### Call Back and On-Call Assignment for Police Officers

- 1. In emergency situations, police officers may be called back to active duty at a time not contiguous with the police officer’s scheduled hours to work. In these situations, officers will be required to report back to duty and to carry out duties assigned by supervisors. The officers will be credited for the actual time worked or a minimum of two hours, whichever is greater.
- 2. Police Officers are entitled to compensation for on-call assignment and will be compensated pursuant to procedures of the Police Department. Currently the rate for on-call pay is calculated at one (1) full hour for every six (6) hours of on-call assignment. If the police officer is called back to work then the officer will be credited for the actual time worked or a minimum of two hours, whichever is greater. If an officer is called out a second time within the two (2) hour period then they are only compensated for actual time worked over the two (2) hour period.

#### Request for Leave

##### *Procedure for All Employees*

All employees must request leave from their supervisor for prior approval of any anticipated leave. With the exception of sick leave, the leave must be approved before the leave commences. The supervisor retains documentation of the leave until the end of the month in which the leave is requested.

##### *Procedure for Faculty and Administrative Exempt Employees*

Faculty and Administrative Exempt Employees will submit a monthly leave log. The leave log will only be submitted when the employee takes leave. The leave log will be submitted to the employee’s supervisor at the end of the month. The leave log should be digitally signed by the employee and supervisor. If no leave is taken by the faculty or administrative exempt employee, then no form should be submitted.

Faculty and Administrative Exempt employees are not eligible for compensatory and/or overtime compensation in accordance with the FLSA.

##### *Procedure for All Non-Exempt Employees*

Employees should keep a daily log of the hours worked by non-exempt employees using the SAU Tech Time Sheet for Administrative Non-Exempt (Non-Exempt) Employees. Employees should

record the start and end time for the a.m. and p.m. regular hours worked. The employee should record any additional hours worked noting the start and end time. The employee should calculate the regular and overtime hours worked for each day. The employee should also record any leave hours taken on a daily basis. At the end of each week, the employee should total the hours worked and any leave taken. . The timesheet will be submitted to the employee's supervisor at the end of the month. The timesheet should be digitally signed by the employee and supervisor.

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

#### Annual Leave/Vacation

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

|                              |  |
|------------------------------|--|
| 00-03 years of service ..... | 8 hours per month or 12 days per year    |
| 04-05 years of service ..... | 10 hours per month or 15 days per year   |
| 06-12 years of service ..... | 12 hours per month or 18 days per year   |
| 13-20 years of service ..... | 14 hours per month or 21 days per year   |
| 21 + years of service .....  | 15 hours per month or 22.5 days per year |

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

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

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

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

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

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

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

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

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

### Sick Leave

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

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

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

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

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

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

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

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

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

### Personal Leave

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

### Children's Education Activity Leave

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

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

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

Child includes a person who meets the criteria above but is over eighteen (18) years of age and:

- (1) Has a developmental disability; or
- (2) Is declared legally incompetent.

Developmental Disability: A disability of a person that:

- (a) (1) Is attributable to mental retardation, cerebral palsy, spina bifida, Down Syndrome, epilepsy, or autism; (2) Is attributable to any other condition of a person found to be closely related to mental retardation because the condition results in an impairment of general intellectual functioning or adaptive behavior similar to that of a person with mental retardation or requires treatment and services similar to that required for a person with mental retardation; or (3) Is attributable to dyslexia resulting from a disability described in (a)(1) or (a)(2);
- (b) Originates before the person attains the age of twenty-two (22) years;
- (c) Has continued or can be expected to continue indefinitely; and
- (d) Constitutes a substantial handicap to the person's ability to function without appropriate support services, including, but not limited to; planned recreational activities, medical services such as physical therapy and speech therapy, and possibilities for sheltered employment or job training.

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

- (a) attending a parent-teacher conference;
- (b) participating in school-sponsored tutoring of the child;

- (c) participating in a volunteer program sponsored by the school in which the child is enrolled;
- (d) attending a field trip with the child;
- (e) attending a school-sponsored program or ceremony in which the child is participating;
- (f) attending a graduation or homecoming ceremony in which the child is participating;
- (g) attending an awards or scholarship presentation in which the child is participating;
- (h) attending a parents' or grandparents' breakfast in which the child is participating;
- (i) attending a classroom party in which the child is participating
- (j) attending a school committee meeting of the school in which the child is enrolled;
- (k) attending an academic competition in which the child is participating;
- (l) attending an athletic, music, or theater program in which the child is enrolled; and
- (m) engaging in any of the activities listed above that are connected with a prekindergarten program.

Home-schooled student: A student legally enrolled in an Arkansas home school.

Interscholastic activity: An activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of a school district, including without limitation an athletic activity, a fine arts program, or a special interest club or group; and taught by an individual with a minimum of a high school diploma.

Prekindergarten: means an educational and child development program that is designed to prepare children who are at least three (3) years of age for an academic kindergarten.

Resident school: The school to which the student would be assigned by the resident school district in which the home-schooled student's parent resides.

Specific Provisions: A home schooled student shall not participate in interscholastic activities at a public school other than the student's resident school.

Children's Education Activity Leave that is unused by not be carried over to the year. Children's Educational Activities Leave is not compensable to the state employee at the time of retirement. Children's Education Activity Leave may be taken in 15 minute increments.

#### Catastrophic Leave Bank Program (see full policy in appendix)

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

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

### Shared Leave (see full policy in appendix)

Shared Leave is administered by the Office of Personnel Management (OPM) of the Department of Finance and Administration as authorized by Arkansas Code Annotated §21-4-203; §21-4-217. Shared Leave is the donation of an employee's earned sick or annual leave to another employee who is employed by the same state employer or same state-supported institution, who is suffering from a severe illness or has an immediate family member who is severely ill.

To apply for shared leave, the employee should contact his/her immediate supervisor or the Human Resources Director.

### Family and Medical Leave (FMLA) (see employee rights and responsibilities in appendix)

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

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

The 12-month period used by the SAU Tech for determining eligibility is the rolling backward method. FMLA may be taken "intermittently or on a reduced leave schedule" under certain circumstances.

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

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

### Leave Without Pay

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



### Short-Term Leave Without Pay Status

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

### Disciplinary Leave

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

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

### Military Leave

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

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

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

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

### Court Duty (Jury Duty)

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

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

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

### Holidays

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

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

### Bookstore

BBA will offer College Faculty and Staff a 10% discount on merchandise, excluding textbooks, software, computer hardware and equipment (including iPads and tablets) and promotional sale items.

### Computer Equipment

Employees may purchase computer related hardware and software from vendors that have agreed to provide the College discount to College employees. A list of participating vendors may be obtained from the Purchasing Agent.

### Driver’s Consent Form

SAU Tech must obtain signed consent forms from employees who drive his/her personal vehicle on College business and receive reimbursement or who drive college-owned vehicles. These forms, along with a copy of the employee’s driver’s license, must be on file in the Office of the Physical Plant and are subject to audit.

### **“Arkansas Whistle-Blower Act” Policy**

The policy of Southern Arkansas University Tech regarding the “Arkansas Whistle-Blower Act” is consistent with Arkansas Code Annotated § 21-1-601 through 608, § 21-1-610; § 21-1-123 and 124.

It is the policy of the College that an employee will be protected from discharge or retaliation because the employee reports in good faith the existence of any waste of public funds, property, or manpower or a violation or suspected violation of State law or regulation. This policy excludes federal funds, property, or manpower.

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

- A. If an employee alleges a violation under this Act, and does so “in good faith”;
- B. If an employee alleges a violation under this Act, and does so “in good faith,” and participates or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or in any form of administrative review; and/or

- C. If an employee alleges a violation under this Act, and does so “in good faith,” and has objected to or refused to carry out a directive that the employee reasonably believes violates a law, rule, or regulation adopted under the authority of the State.

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

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

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

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

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

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

## **POLICIES AND PROCEDURES OF ADMINISTRATIVE/PROFESSIONAL AND ADMINISTRATIVE NON-EXEMPT EMPLOYEES**

### **Administrative Responsibilities**

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

### **Administrative Non-Exempt Staff Responsibilities**

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

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

### **Employment Procedures**

#### **Change of Position**

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

#### **Filling Vacant Positions**

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

The employment process begins when a support area has a need to fill a vacant position. The department head will contact the Director of HR with the position specifics. The HR Director will then issue a personnel requisition to be approved by the department head, vice-chancellor of department and chancellor. Once approval has been received, the Human Resources Director may advertise the vacancy.

The appropriate vice chancellor/director will appoint a screening committee.

The Human Resources Director will:

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

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

The Screening Committee will:

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

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

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

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

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

## **Periods of Appointment**

### Administrative/Professional

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

### Administrative Non-Exempt Staff

Administrative Non-Exempt personnel are employed at will.

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

## **Employee Evaluation Procedures**

### Administrative/Professional

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

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

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

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

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

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

#### Administrative Non-Exempt Staff

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

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

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

Annual evaluations are not subject to the College grievance procedure.

#### **Termination of Employment**

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

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

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

## **Resignations**

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

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

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

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

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

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

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



## NON-PERSONNEL POLICIES

### Travel

#### Travel Expenses

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

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

#### Limits on Daily Amounts

A full travel day commences at 6a.m., and includes breakfast, lunch, dinner, and one night's lodging, and ends the following day at 6 a.m. The maximum amount reimbursable to the traveler for one travel day for lodging in-state is \$107.00 plus tax with the exception Hot Springs or Garland County which is \$111.00. All local sales tax rates must be shown on the voucher if it is needed to calculate the total daily amount claimed. The maximum amount reimbursable to the traveler for one full travel day for meals for in-state travel is the traveler's **actual** expenditures (your meal & a tip of up to 15% of meal) up to a maximum amount of \$64.00 if the meal was in Hot Springs or Garland County. The maximum amount for meal reimbursement while traveling in State is \$59.00 per day if the meal was in a city other than Hot Springs or Garland county. The meal Maximums can be found at the GSA.gov website [http://www.gsa.gov/portal/content/104877?utm\\_source=OGP&utm\\_medium=print-radio&utm\\_term=perdiem&utm\\_campaign=shortcuts](http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts) , under per diem rates, and meals & incidental expense breakdown. For out of state travel, please go to the GSA.gov website also, to find the meal and lodging maximums for that destination. **Again, you can only claim actual expenditures. You cannot claim the maximum amount if you spent less than the maximum.** The State of Arkansas Travel Regulation and more information about travel can be found at <http://www.dfa.arkansas.gov/offices/accounting/financialManagementGuide/Pages/Subchapter9.aspx> .

### Meal Reimbursement Policy

Reimbursement for meals is not a per diem, and is to be claimed for **actual** expenses not to exceed the maximum allowable rates as listed in the Federal Travel Directory (See U.S. General Services Administration website). Meal Reimbursement is allowed only in connection with overnight travel, whether in state or out of state unless "special authorizations", under ACA

19-4-903 are authorized by the agency head or travel administrator. Detailed receipts for meals are required to be submitted with the TR-1 form.

#### Meals Included in Conference Registration

Meal Reimbursement is not allowed for meals included in conference registrations and will not be reimbursed. Meal reimbursement requests must be reduced for meals provided as part of the conference registration by deducting the appropriate amount as shown under the Meals and Incidental Expenses (M&IE) breakdown at <http://www.gsa.gov/portal/content/104877>.

Allowances may be made in writing to allow the traveler to claim meal reimbursement if any of the conditions below are met:

1. The traveler is unable to consume the meal provided because of medical requirements or religious beliefs;
2. The traveler purchased substitute meal(s) in order to satisfy their medical requirements or religious beliefs;
3. The traveler was unable to take part in the provided meal due to the conflict of official business.

#### Complementary Meals

Meals provided by a common carrier or a complementary meal provided by a hotel/motel does not affect the maximum meal allowance per the Federal Travel Directory.

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

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

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

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

On the 1<sup>st</sup> day of travel

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

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

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

On the last day of travel

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

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

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

The maximum for a partial day, as long as it doesn't exceed 75% of the full Federal per Diem rate for the destination location, is the total of the maximums for eligible meals plus the \$5.00 incidental rate as stated in the Federal Travel Directory for the destination location. On the first

day of travel, the destination location is the location where the lodging was obtained. On the last day of travel, the destination location is the location where the lodging was last obtained.

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

1. The actual meal expense plus actual tip expense (up to 15% on each meal)
2. The total of the maximums for eligible meals plus the \$5.00 incidental rate
3. 75% of the full Federal per Diem rate for the destination location

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

#### Completing the Travel Expense Reimbursement Form, TR-1E

1. The TR-1E form is to be used by state officials, state employees, non-state employees, and official guests in preparing their travel reimbursement claims for expenses incurred in connection with official duties. In-state and out-of-state travel should be claimed on separate forms, although it is permissible to combine several trips of the same type. The original travel reimbursement forms must be typed or written in ink and should be submitted within five working days of return from trip since items can be forgotten and receipts lost. Also, if the department runs short of money, it could become difficult to file the claim.
2. The upper portion of the form includes the identification of the agency or department reimbursing the person filing the claim. The traveler must include the official station, his or her full address, and the license number for the private vehicle for which he or she is claiming mileage allowance. "Official station" is the geographic location or "address" where the employee normally reports for duty and/or spends the majority of his/her productive time. An employee's "residence" shall be the city or town in which the individual has an abode or dwelling place.
3. All of the travel expenses for each day's business should be shown on one line unless the traveler has to make stops at several places during the day and purchase meals there. In that case, each town must be listed. The name of the town and hotel where lodging was paid must also be listed.
4. If the traveler has local intra-city or vicinity travel while driving a private car on official business, such extra mileage should be listed on a separate line on the travel form for the date indicated showing the actual number of vicinity miles.
5. The traveler will be reimbursed for actual cost of meals and lodging, but not to exceed the maximum as set forth above. Meals are not reimbursable unless the traveler spends the night and incurs motel expenses or presents written proof of other means of lodging.
6. For partial calendar days, the allowances for reimbursement should be in reason and in proportion to amounts claimed for the same items when all four items are included. In other words, if a trip begins in the afternoon, no claim should be made for breakfast and lunch.
7. Each column and row should be totaled and the reimbursement for meals, lodging, and mileage should be entered in the spaces provided in the recapitulation at the bottom of the form.

8. Private vehicle mileage shall be reimbursed and computed by using <https://www.mapquest.com/directions> website between the travel site destination and the employee's official station or residence if leaving directly from residence, whichever is less. Reimbursement for the use of privately owned motor vehicles on official business will be computed at the rate of fifty-two (.52) cents per mile and entered in the appropriate column. To compute the mileage between cities, click on the link <https://www.mapquest.com/directions> on any one of the Travel Forms. Then you will need to click "Get Directions". Actual mileage above what the Mapquest website computed can be claimed as vicinity mileage. To claim the vicinity miles, you would put the mileage difference in what Rand McNally computed and your actual mileage, on a separate line and label it vicinity miles. If you drove to several different cities, there could be separate vicinity lines for each city.
9. The traveler must always obtain meal, hotel and lodging, and incidental receipts. If commercial transportation is used, receipts must also be obtained for such items. All required receipts must be attached to the TR-1E.
10. The TR-1E is to be used by the traveler for his or her own expenses and must not include the meals and lodging for any other person. Each state employee will be required to file separate travel reimbursement claims. Travel checks will be made only to individuals and not to agencies or businesses.
11. The TR-1E must be signed in the space titled "Signature of Traveler." The traveler must not sign the Travel Supervisor blank.+

#### Completing the Travel Expense Reimbursement Form, TR-1M

A TR-1M form is to be used only when there are no other expenses to be claimed but mileage. The upper portion should be filled out like the upper portion of the TR1-E form. The use of privately owned vehicles on official business will be computed at the rate of .52 per mile.

#### Completing the Travel Expense Reconciliation Form

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

#### Travel Card Program

There are two types of state travel cards:

|                |                        |
|----------------|------------------------|
| Corporate Card | Individual responsible |
| Ghost Card     | Agency responsible     |

Individual cards have restrictions that prohibit state employees from using the card for purposes other than official business. Individuals cannot use a personal card to pay expenses for other state employees. Card limits can be increased for one-time events.

Travelers are required to fill out a TR-1E, TR-1M, and/or a Travel Reconciliation Report according to institutional guidelines.

#### State Vehicles (see additional policy in appendix)

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

Effective July 1, 2014, usage of any SAU Tech motor vehicle will be charged back to the appropriate department at \$.18 per mile. When reserving a vehicle be prepared to provide the appropriate account number to be expensed.

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

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

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

#### Registration Fees

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

#### Travel Outside Current Fiscal Year

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

#### State Procurement Card Program (see full policy and guideline in appendix)

As an agency of the State of Arkansas, SAU Tech participates in the Procurement Card Program that is designed to help better manage low-dollar supply purchases in addition to bringing benefits to the College and its vendors. The P-Card facilitates the acquisition of lower dollar goods and services needed for conducting official College business. It is intended that the P-Card be issued to selected full-time employees to enhance the College and departmental effectiveness and

economy of operations. Responsibility and accountability for P-Card transactions reside at the department level. Personal purchases are strictly forbidden and may result in disciplinary action.

### **Telephone Service**

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

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

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

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

### **Cellular Telephone Policy**

#### Purpose and Scope

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

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

#### Cellular Service Vendors

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

### Eligibility and Approval

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

### Personal Calls

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

### Reimbursement of Business Calls

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

### Other Restrictions

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

### Plans, Handsets, Features and Accessories

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

### Damage, Loss or Theft

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

### Usage Monitoring

Managers and supervisors are responsible for educating subordinates about appropriate cellular telephone procedures and monitoring their usage. In emergency situations, managers may grant exceptions to these usage policies. In such circumstances, the employee on a timely basis must reimburse any charges incurred for personal use.

### Program Management

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

### Employer Liability

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

### **Mail Service**

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

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

Mail will be distributed to departmental mail boxes by 10:00 a.m. Monday through Friday.

In order to avoid delays, all outgoing mail should be delivered to the mailroom by 2:00 p.m. Monday through Thursday and by 10:00 a.m. on Friday. Postage is charged back to departmental budgets based on the monthly usage report.



## **Bulk Mail Service**

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

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

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

## **Copy Service**

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

All photocopier paper, toner, staples, etc. is centrally budgeted. All service and maintenance calls should be requested through the Business Office. Regular Copy paper should be requested from the Physical Plant by completing the Physical Plant Work Order form in mycollege.

## **College Bookstore**

The College Campus Bookstore is operated by BBA. The Bookstore typically operates from Monday through Friday. Hours of operation are subject to change as demands for service change during the school year; hours of operation will be posted at the Bookstore. Students can also purchase books and supplies through the SAU Tech on-line bookstore at <http://sautech.textbooktech.com/>.

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

## **Use of Equipment and Supplies**

### **Personal Use of College Equipment and Supplies**

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

No college employee shall use college property, equipment, manpower, or other college resources for commercial, business, or political purposes, monetary gain, or to enhance or maintain private property.

Failure to abide by college policy is considered unacceptable behavior as defined in the SAU Tech Employee Handbook and may be grounds for disciplinary action and/or termination.

### Use of Personal Property on Campus

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

## **Purchasing**

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

### Minority Vendors

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

### Small Purchases

Purchases totaling \$20,000 or less, including freight but excluding sales tax, may be made by the Purchasing Office without bid procedures; however, competition will be used to the maximum extent practical. State law prohibits repeated small quantity procurement of like items to circumvent the \$20,000 limit. Departments should specify items to be purchased and enter a source for the purchase on the purchase request. The Purchasing Office may determine that an item or items requested are available at better pricing from a source other than the vendor entered by the department. However, before making a change of vendor on a Purchase Request, the Purchasing Office will advise the department of the intended change. The vendor, not the items requested, may be changed.

### Computer and Software Purchases

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

## Department of Corrections

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

## Bid Procedures

With a few exceptions, all purchases exceeding \$20,000 in total cost, including freight but excluding sales tax, are subject to bid procedures to be performed by the Purchasing Agent. Purchases exceeding \$20,000 and up to \$75,000 are procured by competitive (quote) bid. Competitive (quote) bid is a method of procurement which requires the Purchasing Office to obtain set prices from prospective bidders as follows: a) direct mail, b) telephone, c) FAX, or (d) Internet. Purchases totaling more than \$75,000 require formal competitive sealed bidding procedures by the Purchasing Office. This procedure requires a newspaper advertisement. Individuals requisitioning items should allow at least six weeks for the above procedures when anticipating department needs. The requisitioners are responsible for furnishing a detailed description or specifications for each item to be purchased and the names and addresses of any specified vendor(s) to whom bids should be submitted.

## Exceptions to Bid Requirements

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

1. Exempt commodities and services:
  - A. Advertising in newspapers, periodicals, and related publications and on television, radio, billboards, and electronic media;
  - B. Animals procured for medical research;
  - C. Commodities and services for use in research, education, and treatment for diagnosis, cure, and prevention of disease, which may be procured with administrative approval through a group purchasing entity serving other public health institutions when substantial savings are available.
  - D. Commodities procured for resale in cafeterias, commissaries, bookstores, gift shops, canteens, and other similar establishments.
  - E. Contracts awarded by agencies for the construction of buildings and facilities and for major repairs.
  - F. Contracts awarded by the Arkansas State Highway and Transportation Department for the construction, reconstruction, and maintenance of roads and bridges in the state highway system and for the county, rural road aid, and city street aid programs;
  - G. Farm products procured or sold by a state agency having an agency procurement official.
  - H. Fees, including medical fees and physician fees;
  - I. Foster care maintenance services provided by foster family homes approved by the Division of Children and Family Services of the Department of Human Services for children whose placement and care are the responsibility of the Division of Children and Family Services of the Department of Human Services;

- J. Freight and storage charges and demurrage;
  - K. Licenses required prior to performance of services;
  - L. Livestock procured by an agency having an official experiences in selection and procurement of livestock.
  - M. Livestock procured for breeding, research, or experimental purposes;
  - N. Maintenance of office machines and technical equipment;
  - O. Medical items specifically requested by a physician for treatment or diagnosis of patients in his or her care, including prosthetic devices, surgical instruments, heart valves, pacemakers, radioisotopes, and catheters;
  - P. Memberships in professional, trade, and other similar associations;
  - Q. Perishable foodstuffs for immediate use or processing;
  - R. Postage;
  - S. Published books, manuals, maps, periodicals, films, technical pamphlets, and copyrighted educational aids for use in libraries and for other informational or instructional purposes in instances in which other applicable law does not provide a restrictive means for the acquisition of these materials;
  - T. Services of visiting speakers, lecturers, and performing artists;
  - U. Taxes;
  - V. Travel expense items such as room and board and transportation charges;
  - W. Utility services or equipment that is defined, recognized, and regulated by the Arkansas Public Service Commission as a monopoly offering;
  - X. Works of art for museum and public display;
  - Y. Capital improvements valued at less than twenty thousand dollars (\$20,000), subject to minimum standards and criteria of the Arkansas building Authority;
  - Z. Services related to work force development, incumbent work force training, or specialized business or industry training.
2. Emergency procurement for the acquisition of commodities or services that, if not immediately initiated, will endanger human life, health, college property, or functional capability of the College. Emergency procurement must include written justification addressed to the Vice Chancellor for Finance and Administration for approval. When the emergency procurement is estimated to exceed \$5,000 in cost, a minimum of three (3) competitive bids, whenever possible must be obtained.
  3. Commodities obtained solely from a federal government agency.
  4. Items under state purchasing contracts. These items cannot be purchased from a source other than the contract holder or the SAU Tech Central Store.

#### State Procurement Contract Items

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

- Ammunition
- Automobiles
- Cellular Telephones
- Tires
- Copy paper
- Printed Envelopes and Letterhead
- Paper towels & toilet tissue

## Vendor Performance

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

## Food Service

Great Western Dining Service, Inc. is the official caterer of the college and must be used for all on campus official functions, meetings, and receptions where food and beverage is provided..

1. Great Western Dining Service, Inc. is the official caterer of the college. (Opening Date: August 2021)
2. Great Western Dining Service, Inc. is to be contacted for all official functions of the college in which food and beverage are to be served. "Official Function" is defined as an event sponsored by the college and/or funded with state revenue (General Revenue or Cash).
3. Employees are not allowed to use personal funds for any official function of the college.
4. The food service contract agreement includes all Camden-based facilities (Main campus and the SAUT Uptown Center).
5. Out-of-town satellite locations are exempt from the food service contract agreement.
6. The three Facility Use Policies (Student Center, On-Campus) are written specifically for external renters and are not to be applied to the college's food service policy.
7. Departments and/or individuals are allowed to continue having personal, private, pot-luck lunches, receptions, and/or parties provided no state dollars are used to fund the event. As professional courtesy, departments and/or individuals should notify the campus food service provider in the event the private function impacts the daily food preparation and/or sales.
8. Exemptions to the food service contract agreement include:
  - a. Student Club fund-raising activities;
  - b. Civic sponsored Fall Picnic;
  - c. Community and charitable projects of the SAUT Faculty Senate, SAUT Rocket Staff Organization, and the SAUT Chapter of the Arkansas Council of Women in Higher Education.

## Printing

Printing is defined as printers ink on paper. All printing must be competitively bid. There are three ways to procure printing:

1. **SAU Tech Delegation Order:** Printing up to \$100,000 to be competitively bid by Director of Communications.
2. **State operated print shop:** Printing can be procured from the prison, university print shops, or other state operated print shop.
3. **Office of State Procurement:** Purchase requests over \$15,000 should be sent to OSP for bid solicitation.

When printing is required, a Purchase Request with attached materials and specifications should be sent to the Purchasing Office. All specifications for printed material must be reviewed and approved **prior to the order being placed**. The Communications Office reviews all items printed that will be released for public view prior to ordering.

## Office Machine Repair and Maintenance Service

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

## **Professional and Consultant Services Contracts**

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

### **Professional Service Contract between \$10K and \$49,999**

Current laws allows SAU Tech to procure professional and consultant services using a purchase order in lieu of the standard contract form if the value of services does not exceed \$50,000. Should SAU Tech enter into a subsequent contract or contracts with the same contactor during the same fiscal year, regardless of the nature of said contract or contracts, the details of the original contract, which utilized a purchase order form and all subsequent contracts, regardless of amount or type, shall be promptly reported to the Chief Fiscal Officer of the State.

The following methods should be utilized to receive and evaluate offers for professional and consultant services between \$10K and \$49,999.99. The Office of State Procurement maintains a listing of professionals and consultants desiring to do business with the state.

- ABA Criteria
- Request for Proposal
- Competitive Bid
- Request for Qualifications
- Intergovernmental
- Emergency

### **Professional Service Contracts \$50K and over**

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

### **Central Stores**

As a convenience to departments, the SAU Tech Central Store stocks many office supply items. If the item is not in stock, the Central Store may order and stock it, if approved by the Vice Chancellor for Finance & Administration. Contracts are awarded on goods meeting minimum specifications or on an "equal" basis.

### **Inventory**

Capital outlay as defined for inventory purposes is "all tangible property with a unit cost of \$5,000 or more inclusive of tax and freight and a normal usage life of two (2) or more years." This excludes equipment purchased with college savings bond money. Purchase requests for equipment from extra/special funding accounts require the Chancellor's signature. Purchase requests for microcomputers, and software require approval from the Director of Computer Services.

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

### **Removal of Equipment/Location Change**

In order to remove equipment from inventory, whether it is through Marketing & Redistribution, lost, stolen, destroyed, traded in, inter-agency transfer or other, an Inventory Release form must be submitted to the Physical Plant along with the supporting documents. The release form should contain such information as reason for deletion, tag number, fund, and account number. The appropriate budget department head, Business Office Inventory Control and the Physical Plant Director should sign it. Central Receiving will record the initial location of an inventory item upon delivery. Any subsequent location change under the control of the same department will simply need to be noted by tag number, old location, and new location. A change where control is

transferred to another budget department requires signatures of each budget department involved and Business Office Inventory Control. **Under absolutely no circumstances does an employee have the authority to dispose of, cannibalize, or relocate any equipment item without going through the proper procedures and without obtaining agency approval.**

## **ON-CAMPUS FACILITY POLICY**

The primary purpose of the Southern Arkansas University Tech ("SAUT") facilities is to serve a planned program of educational activity. While SAUT facilities and properties are utilized primarily to fulfill the educational mission of SAUT, certain facilities and properties are made available for use by recognized student organizations, SAUT departments, and public and non-public groups, provided there is no conflict with SAUT scheduled events and the usage and event does not detract from SAUT's mission. SAUT does not grant rental rights for educational activities that may be in direct competition with SAUT's current or potential offerings.

**AUDIO/VIDEO EQUIPMENT:** Renter may use SAUT audio/video equipment located in reserved auditorium/classroom/lab without additional charge; however, should renter need the assistance of SAUT Information Technology Services before or after normal working hours, renter will be charged a technical support fee of \$55.00 per hour, two-hour minimum. When renting any facility on the SAUT campus, free WI-FI, conference call, and multimedia is available.

**CANCELLATION & REFUND:** The rental fee is non-transferable and will be forfeited if a two week notice of cancellation is not given.

**CONDITIONS:** The following applies to all reservation requests, including those requested by or for individual faculty, staff, students, registered student organizations, community groups, and all outside entities:

- SAUT reserves the right to cancel an event at any time should it conflict with any SAUT need, academic endeavor or activity.
- Facility security will be under the control of SAUT and rental activities will be open to inspection by SAUT officials at all times.
- Facility is scheduled on a first come, first served basis.
- Any group or individual that causes damage to SAUT property must pay any charges necessary to return property to its original state. SAUT employees, students or organizations may be subject to disciplinary action.
- Use of facility must be made in full compliance with existing local, state, and federal laws.
- Renter or renter's authorized agent signing the facility use contract will be held responsible for all fees, damages, and all costs associated with reservation.
- Renter agrees to indemnify SAUT and hold SAUT harmless for any accident, personal injury or personal theft caused as a result of negligence or misconduct during, or associated with, reservation.
- Renter is prohibited from using the names SAUT in any publicity, advertisement or material to imply sponsorship or endorsement. The only permitted use is to indicate location and should read as follows: Location - Southern Arkansas University Tech or Location - SAU Tech or Location - SAUT.
- Renter is prohibited from possessing, consuming or serving alcoholic beverages on SAUT property.
- Renter agrees to observe and enforce the no-smoking or use of tobacco products policy on SAUT property.



- No weapons are allowed on SAUT property except for SAUT Campus Police or other certified law enforcement officers.
- Renter will not have exclusive use of parking facilities. If renter holds event during peak times that students are on campus, renter may not have adequate parking.
- No facility keys will be provided to renter; SAUT Campus Police will be responsible for opening and closing facility including reserved auditorium/classroom/lab.
- Under no circumstances will the stated capacity of facility be exceeded.
- Reservation must be made by an adult (21 years of age or older) representative of the group that will be using facility.
- Failure to abide by SAUT facility usage policies and rules of conduct may result in the cancellation or refusal of future reservations.

**DAYS & HOURS AVAILABLE:** Facility is available to renter Monday through Thursday 7:00 a.m. to 10:00 pm and Friday through Sunday 7:00 a.m. to 12:00 a.m. (midnight). These hours include setup and cleanup by renter. Facility will not be available when SAUT's campus is closed. SAUT will also block the use of facility for required maintenance. A charge of \$30.00 per hour, four-hour minimum will be charged to the renter for any required setup that has to be done after hours prior to the event.

**DECORATIONS:** Renter is responsible for removal and disposal of all decorations immediately following event. Please note the following:

- Fresh flowers or similar centerpieces are welcome.
- Open flames, pyrotechnics, and fog/smoke machines are prohibited.
- Decorations may not be suspended from ceilings, light fixtures, windows or door frames.
- Nothing can be affixed to walls, windows, tables, floors or equipment.
- Signs and/or banners must be free standing or attached to an easel.
- Use of glitter, sequins or confetti is prohibited.
- Animals are prohibited with the exception of service animals according to the Americans with Disabilities Act and Law Enforcement standards.
- Rearrangement of furniture is prohibited.
- Alteration or physical modification of SAUT property is prohibited.
- Dragging tables and chairs across floor is prohibited.

**EMERGENCY CALL-OUT:** SAUT personnel are on call after regular business hours should renter face an emergency which may cause damage to facility i.e., electrical outages, broken water lines, plumbing, heat and air, etc. Renter will not be charged a call-out fee if SAUT deems the call-out to be an emergency and no fault of renter; however, renter will be charged a call-out fee should the call-out be deemed a non-emergency and intentionally caused by renter, i.e., activating smoke alarms due to use of fog machine and/or guests smoking, overflow of toilets due to excessive tissue and/or towels, etc. Non-emergency call-out fee is \$100.00 per hour, one hour minimum. Should renter face an emergency after regular business hours, renter will contact SAUT Facilities Scheduling Coordinator at 870.818.5463 or 870.574.4769.

**FACILITY CONTACTS:** Should renter have questions relating to facility during regular business hours, renter will contact SAUT Facilities Scheduling Coordinator at 870.818.5463 or 870.574.4769. Regular business hours are Monday through Thursday 7:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 11:30 a.m. Summer business hours are Monday through Thursday 7:00 a.m. to 5:30 p.m. and closed on Friday.

**INCLEMENT WEATHER:** Should inclement weather make it necessary to close SAUT's campus, all SAUT facilities, including SAUT Student Center, will be closed. Radio stations KAMD FM 97.1, KCXY-Y95 FM 95.3, and KMGC FM 104.5 will be notified, and KATV Channel 7 will be notified when possible. Every effort will be made to notify stations by 7:00 am. Cancellations concerning evening events will be announced as soon as a decision is made. Renter may also call SAUT Facilities Scheduling Coordinator at 870.818.5463 or 870.574.4769. to know the status of SAUT facilities. Efforts are also made to post campus closings on SAUT's website.

**PAYMENT OF FEES:** Payment of rental fee will be made two weeks prior to scheduled event. Checks will be made payable to SAUT and mailed (or delivered) to SAUT Business Office, Post Office Box 3499, Camden, Arkansas 71711-1599.

**DEPOSITS:** If a rental requires a deposit the deposit must be made after booking is confirmed. Checks will be made payable to SAUT and mailed (or delivered) to SAUT Business Office, Post Office Box 3499, Camden, Arkansas 71711-1599.

**RESERVATIONS:** Reservations for facility can be made by calling SAUT Facilities Scheduling Coordinator at 870.818.5463 or 870.574.4769. All reservations require a minimum two week notice to use facility.

**FACILITY TOUR:** Should renter desire to tour the room(s), renter will contact SAUT Facilities Scheduling Coordinator at 870.818.5463 or 870.574.4769.

**ROOM SET-UP:** SAUT will provide all tables and chairs. SAUT will setup and teardown each event. Custodial service is included in rental fee.

**CATERING:** Internal and External renters must use SAUT's Tech's dining service. Contact the vendor at 870.574.4456. Internal renters should refer to SAUT's internal rental policy.

#### **RESERVATION FEES/INFORMATION**

| Room Name | Total     | Deposit | Copies | Size    | Seating Capacity |
|-----------|-----------|---------|--------|---------|------------------|
| MB 101    | \$ 185.00 | \$ -    | 0.25   | 42 X 23 | 16               |
| MB102     | \$ 185.00 | \$ -    | 0.25   | 24 X 20 | 24               |
| MB103     | \$ 185.00 | \$ -    | 0.25   | 34 X 22 | n/a              |
| MB104     | \$ 185.00 | \$ -    | 0.25   | 42 X 24 | 60               |
| MB108     | \$ 185.00 | \$ -    | 0.25   | 25 X 44 | 20               |
| AETA 102  | \$ 185.00 | \$ -    | 0.25   | 24 X 30 | 33               |
| AETA 103  | \$ 185.00 | \$ -    | 0.25   | 24 X 36 | 48               |
| AETA 201  | \$ 185.00 | \$ -    | 0.25   | 25 X 30 | 27               |
| AETA 202  | \$ 185.00 | \$ -    | 0.25   | 25 X 30 | 37               |

|                                    | Total       | Deposit   | Copies | Size                   | Seating Capacity                  |
|------------------------------------|-------------|-----------|--------|------------------------|-----------------------------------|
| TE-100 (Up to 4 hrs.)              | \$ 310.00   | \$ -      | 0.25   | 2000 sq ft             | 226                               |
| TE-100 (Full Day)                  | \$ 360.00   | \$ -      | 0.25   | 2000 sq ft             | 266                               |
| TE-113 (Up to 4 hrs.)              | \$ 210.00   | \$ -      | 0.25   | 885 sq ft              | 80                                |
| TE-113 (Full Day)                  | \$ 260.00   | \$ -      | 0.25   | 885 sq ft              | 80                                |
| TE-114 (Up to 4 hrs.)              | \$ 210.00   | \$ -      | 0.25   | 885 sq ft              | 80                                |
| TE-114 (Full Day)                  | \$ 260.00   | \$ -      | 0.25   | 885 sq ft              | 80                                |
| Classroom (Up to 4 hrs.)           | \$ 92.50    | \$ -      | 0.25   | Available upon request | Available upon request            |
| Classroom (Full Day)               | \$ 185.00   | \$ -      | 0.25   | Available upon request | Available upon request            |
| Executive Dining Hall              | \$ 260.00   | \$ -      | 0.25   | 28 x 19                | 33                                |
| Student Center Nook (Up to 4 hrs.) | \$ 260.00   | \$ -      | 0.25   | 80 x 40                | Available upon request            |
| Student Center Nook (Full Day)     | \$ 310.00   | \$ -      | 0.25   | 80 x 40                | Available upon request            |
| Board room (Up to 4 hrs.)          | \$ 310.00   | \$ -      | 0.25   | 29 x 30                | 60 with tables 70 chairs only     |
| Board room (Full Day)              | \$ 360.00   | \$ -      | 0.25   | 29 x 30                | 60 with tables 70 chairs only     |
| Rocket Arena                       | \$ 1,800.00 | \$ 500.00 | 0.25   | 141 x 104              | 750 with tables 1,080 chairs only |
| Student Day Gym (Up to 4 hrs.)     | \$ 600.00   | \$ 150.00 | 0.25   | 97 x 57                | 450 with tables 700 chairs only   |
| Student Day Gym (Full Day)         | \$ 1,000.00 | \$ 250.00 | 0.25   | 97 x 57                | 450 with tables 700 chairs only   |

## WALKING TRAIL USAGE POLICY

Right of way and rules of use are required for the safety of the walking trail ("trail") users and to protect, preserve the environment near the trail and the college's property. The college assumes no liability for accidents and/or injuries and assumes no liability for the loss of or damage to non-college property. Trail users are expected to abide by the following policies.

Who Can Use: The trail will be for pedestrians only. Pedestrians include walkers, joggers, and runners. Children, under age 12, must be accompanied by an adult. No motorized traffic, bicycles, tricycles, scooters, skateboards, rollerblades, etc.

Trail Etiquette: Courtesy is an underlying value of trail use. Stay on the trail; stay right and use no more than half the trail; allow oncoming traffic to pass. Left of trail used for passing only. Yield to through traffic when entering trail. Do not deface or damage natural features. Nothing is to be affixed to or attached to or set upon the grounds (to include trees), bridges, light poles, benches, or any other structure located near the trail. Only jogging, running, tennis or walking shoes allowed. Do not frighten, molest, destroy, or move any form of wildlife. No littering. No loitering.

Days & Hours Available: 6:00 am to 9:00 pm daily.

Food & Drinks: No food or drinks will be allowed near the trail except water in plastic containers. The use or possession of alcoholic beverages in any form is prohibited on the college's property.

Periodic Closures: Periodic closures can be necessary due to maintenance, repair for safety, weather, and seasonal closure. The college will post the appropriate sign indicating why the trail is closed and the dates of closure.

Pets: Dogs must be under control and on a leash no longer than six feet. Dog owners will maintain control of dog and not allow dog to harass wildlife. Dog droppings must be removed by dog owners. Animals other than dogs are not permitted.

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

Traffic & Parking: Trail users will abide by all college traffic and parking regulations. Designated parking for trail users is available in the staff/student parking west of the Administration Building.

Weapons: No weapons are allowed on SAUT property except for SAUT Campus Police, other certified law enforcement officers, and those individuals who have a concealed weapon permit and the additional eight (8) hours training with AR State Police endorsement. (See weapons policy page 32-34)

Damage/Misuse of Property: The Director of Physical Plant will be responsible for assessing the damage/misuse of the trail and any property associated with the trail and for setting restitution for such damage/misuse. Restitution may be monetary or loss of privilege to use the trail. The college reserves the right to take legal action to collect any assessed damages and associated costs of collection.

## **USE OF SAU TECH COMPUTERS**

### **SAU Tech Property**

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

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

### **Internet Use**

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

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

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

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

### Electronic Mail Privileges

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

SAU Tech users must adhere to the following guidelines:

- 1) Appropriate standards of civility must be used in electronic communications with other users.
- 2) Contents must not include rude, obscene, or harassing contents.
- 3) Any potentially offensive e-mail content must not be sent or forwarded to other users.
- 4) Messages must not be used to intimidate, insult, and/or harass other users.
- 5) Chain letters, mail-bombs, junk letters, Administrative Non-Exempt ads, and other forms of mass electronic mailings are not permitted.
- 6) Electronic communications must not be used for solicitation purposes.
- 7) Personal for-profit use of e-mail is not permitted.
- 8) Campus-wide broadcast messages must be limited to college related information and purposes consistent with the mission of the institution. Only SAU Tech employees are permitted to post campus-wide broadcast messages via e-mail.

### Access to Others' E-Mail and Privacy

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

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

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

### Records

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

### Campus Software

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

Poise Skylight (except labs and some offices)  
Windows Defender  
Alertus Desktop Alert  
Google Chrome

Microsoft Windows OS (latest version when feasible)  
Mozilla Firefox

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

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

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

### Software Upgrades

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

### Software Copyright Protection

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

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

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

### Overloading of Computer Resources

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

### Violation of Computer Use Policy

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

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

## **ADMINISTRATIVE RIGHTS POLICY**

### Purpose

The granting of administrative rights to an employee of SAU Tech over an individual desktop, laptop, or other end-user device is a privilege only awarded to individuals who require this level of access and control in order to do their jobs effectively. The goal of this policy is to describe the circumstances under which administrative rights can be granted as well as the terms and conditions upon which this privilege will be granted.

### Scope

This policy applies to all employees of SAU Tech and information technology machines owned by SAU Tech.

### Policy

The granting of administrative rights allows the individual to change the configuration settings of a given machine and install software on that machine. As a result, these rights can expose the college's network to malware and other security exploits. In addition, incorrect configuration of machines can lead to performance problems, potentially resulting in machine downtime, and lost productivity.

The designated authorities of the Information Technology Services Department reserve the right to deny the request if it does not represent a clear business need or if there has been a documented history of security policy violation.

### Disclaimer

If you have been granted administrative rights, you must adhere to the following disclaimer:

1. You will comply with all existing technology appropriate use policies of SAU Tech.
2. You will install only authorized software complying with license requirements and copyright laws; maintain records of compliance with licensure and copyright authorizations of installed software.
3. You will regularly back up all files to an appropriate location/medium. In the event of failure of the machine over which you have administrative rights, the responsibility of



Information Technology Services is to restore the computer to the college's standard for the operating system and licensed software.

4. You will be responsible for restoring any applications, configurations and associated data beyond what has been approved as a standard base image by the Information Technology Services Department

### Employee Acknowledgement

I have read and understand SAU Tech's Administrative Rights Policy. I understand that violation of any of the above policies may result in revocation of my administrative rights.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### **Computer Shutdown & Security Policy**

To help with SAU Tech's cost containment efforts, we are requesting that all PC's (including monitors) be powered off when not in use: The benefits of doing this include:

- Security – if a machine is powered off it cannot be infected with viruses or be hacked.
- Power Saving – a powered off machine will use very little power - saving energy, money and the environment.
- Computers which are powered off are less likely to be effected by power surges.
- Forgetful users can accidentally leave computers running with critical information left up on their screen for others to see. Powering off a machine safely closes any open applications to prevent wandering eyes from seeing private information.
- Provides the computer an opportunity to clean up all the memory and minimizes computer malfunction.

### Computer Classrooms and Lab Shutdown

Classroom computers and lab computers will be scheduled to shut down every night at 11pm. During weekdays, the computers will be set to automatically start up each morning at 7am. Classroom and lab computers will be completely shut down over the weekend.

### Office Computers

Even though office computers are not automatically scheduled to shut down, we are asking all office users to save resources by shutting down at night and weekends. If you would like for your computer to be included in the scheduled shutdown procedure, please contact Information Technology Services.

### Automatic Shutdown Scheme

Information Technology Service provides a technical solution to automatically shut down machines to support the college's cost containment efforts. Each machine can be scheduled to shut down at a specific time every evening and rebooted each morning.

### Breaks, Lunches, and Other Unattended Periods

When you power up your computer each morning, you have opened a window to the college's information. To prevent unauthorized access to machines during periods where you are away from your desk, computers should be locked with a secure password. If you have any questions about how to lock your computer, contact Information Technology Services at 870-574-4701 or 870-574-4710.

### **Plant Maintenance**

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

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

### **Department of Public Safety**

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

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

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

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

## **ADA Accessibility Policy**

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

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

## **Commercial Solicitation**

Solicitation is prohibited on the SAU Tech campus. In limited circumstances, the chancellor may authorize individuals to come on campus if it is expansion of the fringe benefit package or is of a benefit to the College and to the faculty and staff. Requests should be sent to the Office of Student Activities for students and to the Office of Human Resources for faculty and staff. Other non-commercial solicitation is generally discouraged but may be approved under fundraising guidelines.

## KEY REQUEST

Name \_\_\_\_\_

Title \_\_\_\_\_

Room/Office Number \_\_\_\_\_ Building \_\_\_\_\_

Explanation for key \_\_\_\_\_.

### TERMS AND CONDITIONS:

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

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Facilities Director \_\_\_\_\_ Date \_\_\_\_\_

Key Number \_\_\_\_\_

I acknowledge receipt of the above referenced key.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 4-02-03

**SOUTHERN ARKANSAS UNIVERSITY TECH**  
**EMPLOYEE EXIT CLEARANCE FORM**  
(Read Carefully)

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

TITLE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

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

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

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

|      |   |  |               |
|------|---|--|---------------|
| I.   | EMPLOYEE'S SUPERVISOR<br>(Written resignation and department property)  | _____<br>Immediate Supervisor                        | _____<br>Date |
| II.  | LIBRARY<br>(Library books returned and fines paid)  | _____<br>Library                                     | _____<br>Date |
| III. | MAINTENANCE<br>(Keys, tools, and uniforms returned)   | _____<br>Maintenance                                 | _____<br>Date |
| IV.  | BUSINESS OFFICE<br>(No accts rec. or outstanding travel advances.<br>All SAU Tech inventory/equipment and corporate credit card(s) returned.) | _____<br>Business Office                             | _____<br>Date |
| V.   | BENEFITS OFFICE<br>(Cobra info. I.D. cards, timesheet)  | _____<br>Payroll/Benefits Manager                    | _____<br>Date |
| VI.  | Social Media<br>(Facebook, Twitter, etc.)   | _____<br>Director of Communications/Public Relations | _____<br>Date |
| VII. | Information Technology<br>(iPads, Cell phones, etc.)  | _____<br>Director of Information Technology          | _____<br>Date |

**PROFESSIONAL EMPLOYEES ONLY:**

|       |  |                    |               |
|-------|--|--------------------|---------------|
| VIII. | APPROPRIATE VICE CHANCELLOR                              | _____<br>Signature | _____<br>Date |
| IX.   | OFFICE OF THE REGISTRAR<br>(Faculty only - final grades) | _____<br>Signature | _____<br>Date |
| X.    | OFFICE OF THE CHANCELLOR                                 | _____<br>Signature | _____<br>Date |

**ALL EMPLOYEES: (Final check & return Policy Manual)**

|     |                        |                          |               |
|-----|------------------------|--------------------------|---------------|
| XI. | HUMAN RESOURCES OFFICE | _____<br>Human Resources | _____<br>Date |
|-----|------------------------|--------------------------|---------------|

SOUTHERN ARKANSAS UNIVERSITY TECH

**ADJUNCT FACULTY EXIT CLEARANCE FORM**  
(Read Carefully)

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

TITLE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

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

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

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

II. EMPLOYEE'S SUPERVISOR

( Departmental Property Returned: \_\_\_\_\_  
▪ Text books \_\_\_\_\_  
▪ Multi-media Equipment \_\_\_\_\_  
▪ Other \_\_\_\_\_ )

\_\_\_\_\_  
Immediate Supervisor Date

II. LIBRARY

(Library books returned and fines paid)

\_\_\_\_\_  
Library Date

III. MAINTENANCE

(Keys)

\_\_\_\_\_  
Maintenance Date

XII. BUSINESS OFFICE

(No accts rec. or outstanding travel advances. All SAU Tech inventory/equipment and corporate credit card(s) returned.)

\_\_\_\_\_  
Business Office Date

XIII. OFFICE OF REGISTRAR

(Final Grades)

\_\_\_\_\_  
Registrar's Office Date

XIV. HUMAN RESOURCES OFFICE

(Final check)

\_\_\_\_\_  
Human Resources Date

# Southern Arkansas University Tech

## Travel Authorization Form

### Business Office Use Only

Purchase Order # \_\_\_\_\_

Approved Driver

☐ Yes

☐ No

Date \_\_\_\_\_

Name \_\_\_\_\_

☐

SAU Tech Employee

☐

SAU Board Member

☐

SAU Tech Student

☐

Guest

Home address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Department \_\_\_\_\_

Dept. Acct. # \_\_\_\_\_

### TRIP INFORMATION

Destination: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Dates of meeting/official business \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Dates of travel \_\_\_\_\_

Leave: \_\_\_\_\_

Return: \_\_\_\_\_

Mode of Travel:

☐

Driving School Vehicle

☐

Driving Personal Vehicle

☐

Other \_\_\_\_\_

### ESTIMATED EXPENSES

Reimbursable to traveler via TR-1

You must fill out a Purchase Requisition form and return it to the Purchasing Agent along with this travel authorization form

Attach a list of all members of the party

Transportation

Meals

Lodging

Registration

Other

TOTAL

| Traveler's Estimated<br>Out of Pocket Expenses | Paid Directly by SAU Tech<br>via SAU Tech Purchase Order | Paid Directly by SAU Tech<br>via SAUT Ghost Credit Card | Paid Directly by SAU Tech<br>via Sponsor Credit Card |
|--|--|---|--|
|  |  |   |  |
|  |  |   |  |
|  |  |   |  |
|  |  |   |  |
|  |  |   |  |
| -  | -  | -   | -  |

### SPECIAL LODGING AUTHORIZATION (To exceed Federal Per Diem Rates)

Requested lodging rate per night (before taxes) \_\_\_\_\_

Federal per diem rate allowable for lodging \_\_\_\_\_

Explain why it was necessary to exceed the per diem rate for lodging

☐

Conference Hotel

☐

Other reason for exceeding per diem rate. Explain below

Special lodging authorization approved by:

Chancellor

Date

Traveler

Date

Faculty Senate (faculty travel)

Date

Travel Supervisor (Business Office)

Date

Vice Chancellor/Supervisor

Date

Chancellor (out of state travel)

Date

Southern Arkansas University Tech  
Discrimination/Harassment Complaint Form

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

---

---

What position does this person hold on campus?

---

Where did the incident occur?

---

When did the incident occur? List times and dates.

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---

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

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Have you discussed this situation with the person involved?

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

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

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

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

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---

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

Signature

---

Date

---

## STATE VEHICLES

SAU Tech has a fleet of vehicles that can be used for official travel. The vehicles are reserved on a first come, first serve basis.

Call the Motor Pool at 870-574-4549 to reserve a vehicle.

### STATE VEHICLE USAGE POLICY

1. State employees must obey all traffic laws and must practice safe driving habits.
2. Drivers are responsible for his/her citations or fines.
3. Vehicles are only to be used for official State business. (ACA-19-4-903)
4. Drivers must have a valid driver's license and be on SAU-Tech approved drivers list.
5. Vehicle assigned on a daily trip basis shall be returned to motor pool as soon as state business is completed.
6. Any employee taking a state vehicle home (DF&A 14.7 Staging) must have prior approval by their department's Executive Officer.

If you reserve a vehicle make sure you pick the vehicle up on the date you are to use it and bring it back on the last day that you have it reserved. Do not keep the vehicle past your reservation. It may be scheduled to go out early the next day. If you decide you don't need the vehicle, call and cancel your reservation as soon as you know you don't need the vehicle.

Account number and authorized department signature is needed when vehicle is picked up.

When you pick up the vehicle you will be issued keys to the vehicle and the motor pool gate. You'll also be issued a credit card. This is for the purchase of gasoline and oil for the vehicle only.

When you purchase gasoline or oil you will need to get a receipt that shows the total purchase, price per gallon, and the number of gallons purchased. You absolutely have to have a receipt. The receipt can come from the pump but if you fail to get one at the pump then you'll need to go inside to the cashier and have them issue you one. You will need to sign the receipt and put the license plate number of the vehicle on the receipt. Put the receipt in the packet with the credit card.

Unattended vehicle should have keys removed and the vehicle locked.

When you return with the vehicle, park the vehicle in the motor pool, lock the vehicle, and drop the keys, credit card and all receipts in the drop box on the door of the motor pool office. If you return after hours you will have to unlock the gate to get into the motor pool. Make sure you lock this gate back before you leave.

### **FAILURE TO FOLLOW THESE RULES WILL RESULT IN THE EMPLOYEE LOSING DRIVING PRIVILEGES.**

#### **Emergency**

1. If you can solve your emergency then do so and report it later.
2. If you can't or if you need help call one of the following people:  
Carl Ramsay: Work 870.574.4546 Cell 870.818.6677  
Caine Winans: Work 870.574.4516 Cell 870.814.2419
3. Credit cards are to be used for vehicle use only; gas, oil, and emergency items as tires, batteries, headlights, belts, thermostats, etc.

**Accident:**

1. Call police and if needed an ambulance.
2. Get information where to get a copy of accident report.
3. Get name and address of Insurance Company and policy number for each vehicle involved.
4. Get name and address of each driver, passenger, and witness.
5. Call one of the following people:
  - Carl Ramsay: Work 870.574.4546 Cell 870.818.6677
  - Caine Winans: Work 870.574.4516 Cell 870.814.2419

**To Get Gas:**

1. Swipe card
2. Enter odometer reading for vehicle
3. Enter PIN assigned
4. Get receipt (put license plate number and  
Your signature on the receipt)

ARKANSAS STATE VEHICLE SAFETY PROGRAM

January 2018

VSP-1

***AUTHORIZATION TO OPERATE  
STATE VEHICLES AND PRIVATE VEHICLES ON STATE BUSINESS***

**The following must be completed and signed before authorization to drive on state business is granted:**

Agency Code/Name: 0115

Driver:

Date of Birth:

Personnel #:

Drivers License Number:

**Initial Each of The Following:**

- \_\_\_\_\_ I understand that as permitted by A.C.A. § 27-50-906 (6)(A), the Office of Driver Services will notify my employer each time a new violation is added to my driving record. I also understand that my employer has access to my driving record through the SVS System (State of Arkansas Website) through Information Network of Arkansas.
- \_\_\_\_\_ I understand that because of my driving record I may not be permitted to drive on State business.
- \_\_\_\_\_ I will participate in all required Defensive Driving Classes.
- \_\_\_\_\_ I will report all accidents and incidents that occur on state business to my employer immediately and to BancorpSouth at 501-664-9252 (see Section III A).
- \_\_\_\_\_ I have received the *Driving Safety Tips* handout provided by my employer.
- \_\_\_\_\_ I understand that I must maintain liability coverage, as required by State Law, on my private vehicle(s) that I drive on State business.
- \_\_\_\_\_ I pledge to end distracted driving, including but not limited to, use of any communication device while driving.

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

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

**Driver Signature:**

**Date:**

AIDRM VSP 07-2017

# ARKANSAS STATE VEHICLE SAFETY PROGRAM

January 2018

**Form to be filed in Employee file located in Human Resources Division**

## ***DRIVING SAFETY TIPS***

- **Observe Speed Limits and Traffic Laws** – *Allow sufficient time to reach your destination without violating speed limits or traffic laws.*
- **Seat Belts** – *Each driver and all passengers in any motor vehicle operated on State official business are required by law to wear a properly adjusted and fastened seat belt. Statute: § 27-37-702*
- **Handheld Wireless Telephone** – *“A driver of a motor vehicle shall not use a handheld wireless telephone for wireless interactive communication while operating a motor vehicle”, in accordance with A.C.A. § 27-51-1504. Communicating on the phone takes your attention away from driving, making you less likely to notice hazardous situations.*
- **Backing Crashes** – *Most backing accidents are preventable. Whenever possible, park your vehicle where backing is not required. Know what is beside and behind your vehicle before you begin to back. Back slowly and check both sides as well as the rear as you back. Continue to look to the rear until the vehicle has come to a complete stop.*
- **Intersection Crashes** – *When approaching and entering intersections, be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include, but are not limited to, speeding, improper turn movements, and failure to yield the right of way.*
- **Weather Related Crashes** – *Rain, snow, fog, sleet or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions. Discontinue use of cruise control in wet or icy road conditions.*
- **Passing Crashes** – *When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.*
- **Rear End Crashes** – *The driver can prevent rear-end collisions in spite of abrupt or unexpected stops of the vehicle ahead by maintaining a safe following distance at all times. Most crashes can be avoided by maintaining the “four second rule” and following the vehicle ahead at a distance that spans at least four seconds. The following distance should be increased when driving in adverse conditions.*
- **Security** – *State vehicles **shall** be locked whenever they are unoccupied.*
- **Engines** – *The engine of a State vehicle **shall** always be turned off before the driver exits the vehicle.*

AIDRM VSP 01-2018

ARKANSAS STATE VEHICLE SAFETY PROGRAM

January 2018

**FOR NON-RESIDENT DRIVERS ONLY**

**VSP-2**

***AUTHORIZATION TO OBTAIN TRAFFIC VIOLATION RECORD  
FROM DEPARTMENT OF FINANCE AND ADMINISTRATION,  
OFFICE OF DRIVER SERVICES***

***Fax completed form to: (501) 682-2075***

**Agency Code/Name:** 0115

**Agency Address:** PO Box 3499 CAMDEN AR 71711

**Agency Contact Person:** Carl Ramsay

**Email Address:** cramsay@sautech.edu

**Telephone Number:** 870-574-4546

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

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

\_\_\_\_\_  
Driver Signature Date

\_\_\_\_\_  
Driver Personnel #  
(Print) Last Name First Name Middle Initial

\_\_\_\_\_  
Driver's License # State Date of Birth

AIDRM VSP 07-2017

# REQUEST FOR FACULTY/STAFF TUITION WAIVER

This waiver may be subject to Federal Income Taxation and withholding guidelines as of January 1, 2009.

I hereby request a waiver for the school year 20\_\_\_\_: Semester: fall \_\_\_\_; spring \_\_\_\_; or summer: 1<sup>st</sup> term \_\_\_\_; 2<sup>nd</sup> term \_\_\_\_  
at SAU Magnolia: \_\_\_\_ SAU Tech: \_\_\_\_ South Ark.: \_\_\_\_.

Request for: \_\_\_\_ self (see I, II, and IV) \_\_\_\_ dependent (see I, III, and IV)

## I. Faculty/Staff Information

Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_  
Employed at: SAU Magnolia \_\_\_\_\_ SAU Tech \_\_\_\_\_ South Ark \_\_\_\_\_ Employment date: \_\_\_\_\_  
Department/Area \_\_\_\_\_

## II. Waiver for Self

I, \_\_\_\_\_, request permission to enroll in the course(s) listed below:

| Course Name | Course Dates |       | Course Meeting |         |
|-------------|--------------|-------|----------------|---------|
|             | Start        | End   | Day(s)         | Hour(s) |
| _____       | _____        | _____ | _____          | _____   |
| _____       | _____        | _____ | _____          | _____   |
| _____       | _____        | _____ | _____          | _____   |

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

\_\_\_\_ I will make up the work time missed by \_\_\_\_\_

## III. Waiver for Spouse or Dependent Child

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
☐ Spouse ☐ Dependent Child Date of birth \_\_\_\_\_

Address: \_\_\_\_\_

I certify that the dependent child, as defined by the Internal Revenue Service, is unmarried and age 26 or younger and has been claimed by me for income tax purposes in the preceding year and will be claimed by me during the time of the tuition waiver. I agree to furnish documentation in support of the validity of the above statements, including, if requested, copies of federal and state income tax returns as may be necessary to confirm my claim of dependent status.

## IV. Approval

|  |               |  |               |
|--|---------------|--|---------------|
| _____<br>Employee's Signature          | _____<br>Date | _____<br>Vice President's/Vice Chancellor's approval | _____<br>Date |
| _____<br>Dean/Department Head approval | _____<br>Date | _____<br>President's/Chancellor's approval           | _____<br>Date |



**SOUTHERN ARKANSAS  
UNIVERSITY  
• SYSTEM •**  
Magnolia - Texarkana - Camden

| Office Use Only           |                          |  |
|---------------------------|--------------------------|--|
| ____ Business Office      | ____ Personnel Office    | ____ Financial Aid Office (Transmittal of Aid) |
| ____ Financial Aid Office | ____ Presidents Approval | Amount \$ _____                                |

## **TITLE IX**

### **Sex Discrimination, Sexual Harassment and Sexual Misconduct**

#### **POLICY STATEMENT**

No person at Southern Arkansas University Tech (SAU Tech) will, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity.

#### **INTRODUCTION**

Members of the college community, guests and visitors have the right to be free from sexual discrimination, harassment or violence, which means that all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. SAU Tech believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. These procedures have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policy and procedures are intended to define community expectations and establish a mechanism for determining when those expectations have been violated.

#### **JURISDICTION**

Title IX protects the college community from sexual harassment in a school's education programs and activities. This means that Title IX protects students in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, in college transportation, at a class or training program sponsored by the school at another location, or elsewhere.

#### **DEFINITION OF TERMS**

***Complainant:*** Any party who makes a complaint/grievance against another student, employee, staff member or campus visitor.

***Respondent:*** The person(s) against whom a complaint has been made.

***Definition of Status:*** The term "employee" means any non-student employee of SAU Tech, including but not limited to faculty, administrators, and staff. The term "student employee" means a student who is enrolled at and employed by SAU Tech. Allegations of sex discrimination may require the college to take measures applicable to both student and employees.

***Discrimination (general definition):*** Actions that deprive members of the community of educational or employment access, benefits or opportunities. Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the college's educational programs or activities. There can be no discrimination related to pregnancy, child birth, false pregnancy, termination of pregnancy or recovery.



***Discriminatory Harassment:*** Detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the college's educational programs or activities.

Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.

***Sexual Harassment:*** Sexual Harassment is unwelcome, gender-based spoken, written or symbolic action or physical conduct of a sexual nature that is sufficiently severe or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the college's educational programs. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, such as sexual assault or sexual violence. The unwelcome behavior may be based on power differentials, the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwanted sexual attention; to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; and gender-based bullying.

***Hostile Environment:*** Any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

***Quid pro Quo Sexual Harassment:*** Exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature and submission to or rejection of such conduct results in adverse educational or employment action.

***Retaliatory Harassment:*** Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct. Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a complaint/grievance procedure.

***Sexual Harassment of a Student by Another Student:*** Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational programs or activities.

***Sexual Harassment of a Faculty/Staff Member by a Student or Another Employee:*** Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward a faculty/staff member that is so severe or pervasive that it unreasonably interferes with employment or living conditions or deprives the individual of employment access or benefits. For example, a student appears at a faculty member's house uninvited.

***Sexual Harassment of a Student by a Faculty/Staff Member/Campus Visitor:*** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member or by a campus visitor toward a student are held to constitute sexual harassment when:

- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or
- Such conduct is so severe or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational programs or activities.

While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty or staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions.

Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution. For example, a professor attempts to coerce an unwilling student into having sex with him/her in exchange for a good grade or some other benefit. This is harassment regardless of whether the student accedes to the request and regardless of the student's final grade.

**Non-Consensual Sexual Contact:** Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.

**Sexual Contact includes:**

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

**Non-Consensual Sexual Intercourse:** Non-consensual sexual intercourse is any sexual intercourse however slight, with any object by a man or woman upon a man or a woman that is without consent and/or by force.

Intercourse includes:

- vaginal penetration by a penis, object, tongue or finger
- anal penetration by a penis, object, tongue, or finger
- oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact

**Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another person; or
- exposing one's genitals in non-consensual circumstances or inducing another to expose his or her genitals.

Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

**Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- In order to give effective consent, one must be at least 16 years old.
- Sexual activity with someone known to be mentally or physically incapacitated, or based on the circumstances, someone who could reasonably be known to be mentally or physically incapacitated, constitutes a violation of this policy.
  - Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of the sexual interaction). Alcohol or other drug use, unconsciousness or blackout is an example of incapacitation.
  - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation and coercion that overcome resistance or produce consent. For example: “Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent.

### **POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

The college does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the college. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student or employee) are prohibited except in extraordinary circumstances. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors.

This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

### **CONFIDENTIALITY**

Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that any information received as part of the College's resolution and complaint procedures is treated discreetly. All parties to the complaint will be asked to assist in maintaining the privacy of the parties involved. Because of the college's obligation to investigate allegations of misconduct, it is not possible to guarantee that complaints will be handled confidentially.

Except as compelled by law, in the interest of fairness and problem resolution, disclosure of complaints and their substance and the results of investigations and complaint procedures will be limited to the immediate parties, witnesses and other appropriate administrative officials. Disclosure may also be necessary to conduct a full and impartial investigation.

### **COMPLAINT/GRIEVANCE PROCEDURE**

These procedures are intended to apply to student grievances against employees, employee civil rights grievances against students, and student-on-student civil rights grievances. All other grievances by students against students or employees will be addressed through other student conduct procedures. The college benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by members of the college community.

### **INFORMAL COMPLAINT RESOLUTION**

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with students, faculty, staff, or administrators. Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint. If satisfactory resolution is not reached after discussion with the individual, the complainant should contact the individual's direct supervisor to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated. The college does not require a complainant to contact the person involved or that person's supervisor if doing so is impracticable, or if the complainant believes that the conduct cannot be effectively addressed through informal means.

### **FORMAL COMPLAINT / GRIEVANCE PROCEDURES**

#### ***Responsibility to Report***

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual harassment is strongly encouraged to report it. In order to maintain a safe environment, the college must know about incidents of sexual harassment in order to stop them, protect victims, and prevent future incidents.

It is the responsibility of college faculty, administrators, and supervisors to report complaints of sexual harassment that they receive and of possible sexual harassment of which they become aware. When there is a relationship that involves legally recognized professional confidentiality between the complainant and the person to whom the harassment is reported, the report may be withheld at the request of the complainant.

### ***Notification***

Students, faculty members, administrators, staff members, or visitors to the college are strongly encouraged to report allegations of discrimination or harassment to the Title IX Compliance Coordinator or his or her deputy. A report of sex discrimination or harassment should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the college to investigate. A person who raises a complaint may discuss with the Title IX Compliance Coordinator any situation believed to constitute sexual discrimination or harassment. Reports may be made by the person experiencing the discrimination or harassment or by a third party, such as a witness or someone who is told of the discrimination or harassment.

Upon receipt of the complaint/grievance, the Title IX Compliance Coordinator or his or her deputy will open a formal case file and notify the Investigating Officer and at the appropriate time notify the respondent. The Title IX Compliance Coordinators are:

### **Title IX Coordinator**

Mr. Courtney Haygood  
Dean of Student Life  
Student Center, Room SC116  
(870) 574-4458  
chaygood@sautech.edu

1. The assigned Deputy will determine how many investigators are needed and will designate the appropriate number for the complaint. The lead Investigator will confer with the Title IX Compliance Coordinator or his/her deputy on accommodations for the complainant or other necessary remedial short-term actions. The Title IX Compliance Coordinator or his or her deputy will apprise the Vice Chancellor for the appropriate division of the grievance, or if the grievance is against the student, the Vice Chancellor for Student Services.
2. The Investigative Team will:
  - Be staffed with trained faculty/staff and administrators;
  - Identify the correct policies allegedly violated;
  - Conduct an immediate initial investigation to determine if there is reasonable cause to charge the respondent(s);
    - If there is insufficient evidence to support reasonable cause, the grievance should be closed with no further action;
  - Meet with the complainant to finalize the grievance;
  - Prepare the notice of charges on the basis of initial investigation;
  - Develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the respondent;
  - Conduct a thorough, reliable and impartial investigation. Witnesses may or may not be given notice prior to the interview.
  - Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
  - Make a finding on the case, based on a preponderance of the evidence which indicates that a policy violation has or has not occurred; and
  - Prepare a complete report on the investigation and its findings to present to the assigned Deputy.

The assigned Deputy will:

- Present the findings to the individual(s) alleged to have committed discrimination or harassment, who may accept the findings, accept the findings in part and reject the findings in part, or may reject all findings;
  - Share the findings and the outcome with the complainant.
3. If the findings indicate that the alleged discrimination or harassment has not occurred, the investigation should be closed. The complainant who filed a complaint may request from the Title IX Compliance Coordinator an extraordinary decision to refer the complaint to a hearing. A hearing will only be granted by the Compliance Coordinator in exceptional circumstances.
  4. Where the findings indicate that the alleged discrimination or harassment has occurred, and the respondent(s) accepts the findings that s/he violated college policy, an appropriate sanction will be imposed. If the complaint is against a student, the sanction will be determined by the Vice Chancellor for Student Services in consultation with Deputy. If the complaint is against an SAU Tech employee, the Vice Chancellor for the appropriate division in consultation with the Deputy and the Dean or Director of the appropriate division will determine the sanction. SAU Tech will act to end the discrimination, prevent its recurrence, and remedy its effects on the person who filed the complaint and on the SAU Tech community.
  5. Following the investigation, the assigned Deputy will distribute a written Letter of Determination to the affected parties.

## ***Appeals***

### ***a. Appeals Following an Investigation***

In cases where the respondent(s) respondent accepted the findings of discrimination or harassment after the investigation, those findings cannot be appealed. Although the findings cannot be appealed, the sanctions that have been imposed post-investigation can be appealed by any party according to the grounds below by contacting the Title IX Compliance Coordinator within five (5) business days following receipt of the written Letter of Determination as previously defined.

### ***Appeal Procedures***

Any party who files an appeal must do so in writing to the Title IX Compliance Coordinator. Acceptable means of notification include email, facsimile, hand delivered notification, or postal delivery. The Title IX Compliance Coordinator will share the appeal with the other concerned parties, and then the Title IX Compliance Coordinator will draft a response memorandum (also shared with all concerned parties). The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. Because the original finding and sanction are presumed to have been decided reasonably and appropriately, the party requesting an appeal must show error. The ONLY grounds for appeal are as follows:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
2. New evidence has been found which was unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

If the Title IX Compliance Coordinator determines that a material procedural or substantive error occurred, the Coordinator may return the grievance to the Investigative Team with instructions to reconvene to correct the error. In rare cases, where the procedural or substantive error cannot be corrected by the Investigative Team, the Title IX Compliance Coordinator may order a new investigation on the complaint with new members serving on the Investigative Team. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the three applicable grounds for appeal.

If the Title IX Compliance Coordinator determines that new evidence should be considered, he or she will return the grievance to the Investigative Team to reconsider only the new evidence. The reconsideration of the Investigative Team is not appealable.

If the Title IX Compliance Coordinator determines that the sanctions imposed appear to be disproportionate to the severity of the violation, the Title IX Compliance Coordinator will refer the complaint to a board composed of three (3) executive officers, which may then increase, decrease or otherwise modify the sanctions. This decision is final.

The appeal procedure and determination will typically be completed within 20 business days.

The procedures governing the hearing of appeals include the following:

- Sanctions imposed are implemented immediately unless the party determining the sanction stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- All parties should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- The appeal will be returned to the original hearing body unless bias has been determined;
- Appeals are not intended to be full rehearings of the complaint, with the exception of substantiated cases of bias. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- The Title IX Compliance Coordinator will render a written decision on the appeal to all parties within seven (7) business days, or as soon as possible thereafter from hearing of the appeal.

## **COMPLAINT AND GRIEVANCE PROCESS PROVISIONS**

### ***Time Periods***

All effort will be made to make a determination in no more than 60 calendar days of filing a formal complaint/grievance.

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and SAU Tech closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. In the event that this step is necessary, the Title IX Compliance Coordinator or his or her respective deputies will notify the complainant who filed the grievance in writing within the set timeline.

### ***No Retaliation***

Retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited by SAU Tech policy and federal and state law. A person who believes retaliation has occurred should notify the Title IX Compliance Coordinator as soon as possible.

### ***False Reports***

SAU Tech will not tolerate intentional false reporting of incidents. It is a violation of the *General Conduct Standards* governing SAU Tech to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### ***Office of Civil Rights Complaint***

Although complainants are encouraged to attempt to resolve complaints pertaining to discrimination by utilizing this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Dallas regional office). Information regarding applicable timelines and procedures is available from OCR.

### ***Effective Date***

This Complaint and Grievance Policy will be effective upon formal adoption. SAU Tech reserves the right to make changes and amendments to this policy and procedure as needed, with appropriate notice to the community.

### **STATEMENT OF THE RIGHTS OF COMPLAINANT/ALLEGED VICTIM**

- The right to be treated with respect by college officials;
- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators;
- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities;
- The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire;
- The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
- The right to notification of options and assistance for changing academic or employment situations after an alleged sexual assault incident. These changes will be made if they are reasonably available and desired by the victim. No formal complaint, or investigation, campus or criminal, need occur before this option is available. Accommodations may include:
  - Exam (paper, assignment) rescheduling;
  - Taking an incomplete in a class;
  - Transferring class sections;
  - Temporary withdrawal;
  - Alternative course completion options;
  - Alternative work assignments and/or supervisory changes.
- The right ***not*** to have any complaint of sexual assault mediated (as opposed to adjudicated);
- The right to make a victim-impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;
- The right to a campus no contact order against another person who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining person or others;
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus disciplinary officials;
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law;
- The right to preservation of privacy, to the extent possible and allowed by law;
- The right to a hearing closed to the public;
- The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;



- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- The right to be present for all testimony given and evidence presented before the conduct body;
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct training;
- The right to conduct officials comprised of representatives of both genders;
- The right to have college policies and procedures followed without material deviation;
- The right to be informed in advance of any public release of information regarding the complaint;
- The right not to have released to the public any personally identifiable information about the complainant, without his or her consent.
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone, including an attorney (provided at the complainant's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the complainant as necessary. The college should be notified five (5) business days in advance of the hearing if an advisor or advocate will accompany the complainant party.
- The right to be informed in a timely manner of the outcome and sanction of any disciplinary hearing involving sexual assault, usually within five (5) business days of the end of the conduct hearing;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused respondent for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- The right to give testimony in a campus hearing by means other than being in the same room with the respondent.

#### **STATEMENT OF THE RIGHTS OF RESPONDENT/ACCUSED PARTY**

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators against the respondent;
- The right to be treated with respect by college officials;
- The right to be informed of and have access to campus resources for counseling and advisory services;
- The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;
- The right to review the complainant's testimony and all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law;
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the respondent for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);

- The right to petition that any member of the conduct body be removed on the basis of bias;
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training;
- The right to have college policies and procedures followed without material deviation;
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone, including an attorney (provided at the respondent's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the respondent as necessary. The college should be notified five (5) business days in advance of the hearing if an advisor or advocate will accompany the respondent.
- The right to a fundamentally fair hearing, as defined in these procedures;
- The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to conduct officials comprised of representatives of both genders;
- The right to be informed in advance, when possible, of any public release of information regarding the complaint.
- The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to a hearing closed to the public;
- The right to written notice of the outcome and sanction of the hearing.

### **INVESTIGATION PROTOCOL CHECKLIST**

#### **Prior to beginning the investigation:**

- ☐ Confer with the Investigative Team on overall strategy and process for this investigation.
- ☐ Designate a member of the investigation team as the Lead Investigator.
- ☐ Clearly identify the applicable policies and procedures that apply to the investigation. Coordinate procedures where more than one applies and give clear notice of these procedures that apply to the investigation.
- ☐ Establish a preliminary timeline for the investigation, using reasonable time frames, and communicate that timeline to appropriate parties. Allow time for the following:
  - Interviewing parties
  - Interviewing witnesses
  - Compiling statements
  - Verifying statements
  - Gathering/obtaining documentation
  - Testing medical evidence
  - Research
  - Drafting a response

### **Interviewing the complainant:**

- ☐ Choose neutral, comfortable turf for the interview, if possible. Avoid displays of power (uniforms, your office, behind a desk, in a higher chair than the complainant sits).
- ☐ Ensure privacy by turning off the phone, closing the door, etc.
- ☐ Describe the purpose of the investigation and the interview.
- ☐ Review the institutional policy(s) at issue.
- ☐ Explain the process for investigation and have the complainant sign a statement that he/she received documents outlining the process.
- ☐ Emphasize the no retaliation policy if appropriate.
- ☐ Discuss the privacy and anonymity policies. (The identity of the complainant must be given to the respondent. In some cases, witness identity may be protected.)
- ☐ Do not promise absolute confidentiality.
- ☐ Elicit information on the outcome the complainant desires for the complaint, but do not promise any outcome will happen.
- ☐ Make the complaint as specific as possible.
  - ☐ Where the complaint is written by the investigator, either in person or in summary based on the interview with the complainant, it should then be shared with the complainant for final editing and verification.
- ☐ Solicit a witness list from the complainant.
- ☐ During the interview, seek to:
  - ☐ Develop a rapport with the complainant.
  - ☐ Allow time for the interview to wander.
  - ☐ Gently accept information about an emotional/difficult/embarrassing experience.
  - ☐ Allow the complainant to narrate without interruption. Don't guide the oral interview. Clarify what you need to when their narration is complete.
  - ☐ Use open-ended questions to get the flow going again if it is interrupted.
  - ☐ Use a specific, precise question to get a precise answer when one is needed. Do not insinuate with questions.
  - ☐ Take good notes. With a team, one investigator can question while the other takes notes. Avoid writing notes from memory after the interview, as details may be lost.
- ☐ Permit the complainant to bring an advisor or support person to the interview. Allow advisors to communicate with their advisees during the interview. Complainants may be more comfortable having eye contact with their advisor, rather than being seated side-by-side.
- ☐ Take care that your comments do not blame the victim.
- ☐ Request that the complainant not discuss the complaint with others.
  - ☐ Seek not to create a chilling effect on the complainant's sharing of information.
  - ☐ Emphasize that discretion is encouraged for the complainant's own protection.
    - ☐ Respondents may be willing to use defamation claims to silence complainants.
    - ☐ Talking about the complaint widely may increase the risk of retaliation.
- ☐ Inform the complainant that he or she will be kept up-to-date on the progress of the investigation.
- ☐ If appropriate, remind the complainant of the institution's policy against false complaints.
- ☐ Thank the complainant for being willing to come forward.

### **Reluctant victims:**

- ☐ Where an alleged victim is reluctant to make a formal complaint, or returns to withdraw a formal complaint, investigators should honor that request.

- Investigators should attempt to persuade (not coerce) the alleged victim to reconsider. It may be helpful to:
  - Remind him or her that the institution will vigorously enforce its policy on retaliation to help protect the alleged victim.
  - Remind the victim that if he/she does not act, the perpetrator may harm someone else.
  - Offer to allow the alleged victim time to consider and the chance to come back later and file a report if he/she so desires.
  - Ask the complainant if a change in circumstances might make it easier for the alleged victim to report (change of classes, for example). Notify the Lead Investigator if you believe this is indicated.
- Follow up with the alleged victim, offering to investigate.
- If the alleged victim refuses to file a formal complaint or will not allow his/her name to be revealed, the investigator should share this information with the Lead Investigator.
- If there is sufficient information to investigate the complaint without identifying the complainant, that investigation should take place.

### **Interviewing the respondent:**

- Strategize notifying the respondent of the complaint. Provide the complainant (or non-cooperating victim) with advance notice of when the accused party is to be notified of a complaint. Precautions against retaliation should be taken as necessary.
  - In some circumstances it may be best to notify the respondent immediately upon receipt of the formal complaint.
  - In other circumstances interviewing witnesses and accumulating evidence first may be the best practice.
  - Keep in mind that interviewing witnesses favorable to the respondent may reveal the complaint to the respondent.
  - Strategize interviews and notification so as to reduce the respondent's opportunities for fabrication or inciting witnesses to coordinate versions of events.
  - Only inform the accused person for the purpose of meeting in advance if doing so will support your strategy, or if asked. Otherwise, schedule a meeting with class or work schedules in mind, or conduct an immediate interview by seeking out the accused person.
  - Sometimes unanticipated interviews can be unfair. In other cases unanticipated interviews could be an important advantage. They should be used with discretion.
  - If the goal is to build rapport and trust with the accused person, unanticipated interviews may undermine that.
  - Unanticipated interviews can be used when appropriate for interviewing witnesses or for follow-ups with the complainant to test veracity or accuracy of descriptions.
- Describe the behaviors alleged and by whom.
- Be neutral, not accusatory.
- Be non-judgmental.
- Define the policies at issue and provide written copies.
- Provide a written copy of the complaint to the respondent. Redact any names/identifying information that is not necessary.
- If the respondent prefers to give evidence in the company of an advisor, it should be clear that the advisor has no role in the proceedings.
- Ask if the described behaviors happened. Make it a direct question.
- *If there is an admission of responsibility, immediately label the conduct as inappropriate and a violation of institutional policies.*
- If there is no admission, explain the investigation process and timeline.
  - Ask the respondent if he/she understands the process.
  - Explain the institution's obligations to take complaints seriously and to vigorously investigate them.

- ☐ Invite the respondent to tell his/her version of events.
- ☐ Take notes and share the interview notes with the respondent for accuracy and verification.
- ☐ Solicit a witness list from the respondent (and character witnesses if appropriate).
- ☐ Request documents and evidence that support the response.
- ☐ Strongly caution against retaliation.
- ☐ Caution against contact with the complainant, either directly or by third-parties.
- ☐ Discuss no contact orders and/or accommodations that may be in place or pending.
- ☐ Caution the respondent that Title IX Investigations are to be kept confidential by law. Complete confidentiality cannot be guaranteed, however.

### **Interviewing witnesses:**

- ☐ Strategize contacting witnesses, ordering witness interviews, and preventing contact between witnesses where necessary.
- ☐ Prepare a list of written questions in advance for each witness.
- ☐ Do not label the conduct. Ask what the witnesses know about specific behaviors/events.
- ☐ Establish a rapport with witnesses.
- ☐ Ask for witness opinions.
- ☐ Ask witnesses if they have been contacted by the respondent or complainant and what, if anything, was discussed.
- ☐ Give copies of relevant policies and procedures to witnesses.
- ☐ Arrange for witnesses to wait in separate facilities from each other and consider limiting cell phone and other communication between witnesses during the interview or pre-interview process.
- ☐ Solicit a witness list from the witnesses.
- ☐ Take notes or allow witnesses to write statements.
- ☐ Only share with witnesses the details of the complaint needed in order to provide information.
- ☐ Request documents and evidence that support witness statements.
- ☐ Flowchart your witness list if it is extensive. This will help you easily see who provided what information, how it came to you, and where it led. Maintain full contact information for those on this chart.
- ☐ Explain to witnesses the privacy of the process, their obligation not to discuss the interview with anyone, and the risks of defamation suits.
- ☐ Strongly caution against retaliation.
- ☐ Find out if the witnesses will agree to be present in the event of a hearing.
- ☐ Keep notes on impressions of witnesses, including credibility, nervousness, similarity of descriptions to other witnesses, nonverbal behavior, contradictions, etc.

### **Investigation files:**

- ☐ Create the investigation file at the outset of the investigation.
  - ☐ Keep the timeline and checklist for this investigation on the inside cover of this file.
  - ☐ Record all significant dates of the investigation on this timeline.
  - ☐ Log the receipt of information, evidence and other materials as it is obtained in the course of the investigation.
  - ☐ Log delays.
  - ☐ Log procedural communications with administrators.
- ☐ Keep this file separate from the personnel or student files of the alleged perpetrators or complainants.
- ☐ Ensure that file contents are factual. Investigation files can be accessed through litigation against the institution. Idle speculation, unsubstantiated theories and suspect evidence should be purged.
- ☐ Include a copy of all relevant institutional policies and procedures in the investigation file.

**Timelines:**

- ☐ When needed, written permission to extend the timeline for the investigation can be sought from the parties.
- ☐ Update the original timeline as you progress and changes are made.
- ☐ Note clearly and document any delays in the timeline and the reason for the change.
- ☐ Communicate those delays in writing to the complainant and the respondent.

**Reviewing evidence:**

- ☐ Ensure that all evidence has been examined and all leads exhausted.
- ☐ Evaluate the evidence.
- ☐ Make a statement of findings.
- ☐ List the evidence and what it shows.
- ☐ Assess credibility.

**Determination of responsibility:**

- ☐ Make a determination as to whether the evidence (facts, opinions, circumstances) establishes that a violation of policy is more likely than not to have occurred.
- ☐ Cite concretely the reasons for this conclusion in a written report.
- ☐ If the respondent is found to be responsible, determine a recommendation for sanctioning.
- ☐ Refer the complaint and your finding to the Lead Investigator for implementation, sanctioning and/or hearing.

The Title IX Compliance Coordinator and Lead Investigator will share results of the investigation with the concerned parties and will notify the Dean of the appropriate department about the complaint when it is initialized and finalized.

*This document has drawn from, reproduced, and adapted source materials from the University of Vermont, NACUA, and ATIXA.*

## TITLE IX COMPLAINT FORM

Southern Arkansas University Tech is committed to prompt resolution of complaints in a manner consistent with the SAUT Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy. You do not have to use this form to receive assistance; however, this form will be used so that we can be certain that all necessary steps for a resolution have been completed. This form is to be used for reporting to the Title IX Coordinator. Please feel free to attach additional sheets of information if you believe they are necessary. In addition, please provide any documentation in support of your claim.

If you believe you have been sexually assaulted, harassed, or discriminated against by any member of the SAUT community or while participating in a college sponsored activity, you are encouraged to bring it to the attention of the Title IX Compliance Coordinator, Deputy Coordinators and/or other College official.

**This form and any attachments can be submitted to \_\_\_\_\_. Please allow a minimum of 24 hours for review and for Title IX eligibility determination.**

You may also email the form to [chaygood@sautech.edu](mailto:chaygood@sautech.edu) (subject line-Complaint Form).

### **Complainant Information** (Person Filing the Complaint)

Name: \_\_\_\_\_

Student: \_\_\_\_\_ Employee: \_\_\_\_\_ Both: \_\_\_\_\_

Department: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Where do you prefer to be contacted? Work \_\_\_\_\_ Home \_\_\_\_\_

### **Respondent Information** (Individual Complaint Is Against)

Name: \_\_\_\_\_

Student: \_\_\_\_\_ Employee: \_\_\_\_\_ Both: \_\_\_\_\_

Department: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

**Were you discriminated against with regard to your rights in:**

Employment: \_\_\_\_\_ Education: \_\_\_\_\_ Retaliation: \_\_\_\_\_

**Were you discriminated against because of your:** (check those that apply)

Race: \_\_\_\_\_ Color: \_\_\_\_\_ National Origin: \_\_\_\_\_ Religion: \_\_\_\_\_

Age: \_\_\_\_\_ Sex (Gender): \_\_\_\_\_ Disability: \_\_\_\_\_ Veterans Status: \_\_\_\_\_

Sex Orientation: \_\_\_\_\_ \*Sexual Misconduct: \_\_\_\_\_

*\*If you have a complaint regarding sexual misconduct, please complete the section below.*

**General Harassment** - If your complaint is not categorized above, it may not be a form of discrimination or sexual misconduct. What is your concern? Please provide documentation in support of your claim if possible.

**Please explain:**

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**Sexual Misconduct**

Which of the following type of sexual misconduct does your complaint fall under?

- |                        |            |
|------------------------|------------|
| a) Sexual Assault      | • YES • NO |
| b) Sexual Exploitation | • YES • NO |
| c) Sexual Intimidation | • YES • NO |
| d) Sexual Harassment   | • YES • NO |
| e) Domestic Violence   | • YES • NO |
| f) Dating Violence     | • YES • NO |
| g) Stalking            | • YES • NO |

Date first incident took place: \_\_\_\_\_

Date of most recent incident: \_\_\_\_\_

Please explain your complaint of sexual misconduct:

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## **Other Information**

Do you currently feel that you are at risk? • YES • NO

If yes, please explain:

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Who have you contacted for help regarding this complaint?

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Have you notified law enforcement officials in regards to this claim? • YES • NO

If so, which agency(s) and contact person? \_\_\_\_\_

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What is the action status with the agency(s) involved? \_\_\_\_\_

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Describe the injury or harm you suffered because of the alleged discrimination. Please attach additional sheets if you need more additional space.

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### Information to Individual

Everyone at Southern Arkansas University Tech has the right to file a complaint. Complaints can be filed with the following offices:

- **Title IX Compliance Coordinator : Mr. Courtney Haygood, Dean of Student Life and Housing**

### Statement of Events Provided by Complainant

Please provide a detailed statement of the events, including dates, places, and names of witnesses.

Please attach additional sheets if you need more space. Also, provide any documentation in support of your claim.

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*When considering reporting options, Victims should be aware that certain personnel employed by Southern Arkansas University Tech can maintain strict confidentiality, while others have mandatory reporting and response obligations. SAUT personnel that are not confidential reporters and who receive a report of alleged sexual misconduct are required to share the information with appropriate administrative authorities for investigation and follow up. Southern Arkansas University Tech will protect a Complainant's confidentiality by refusing to disclose his or her information to anyone outside the College to the maximum extent permitted by law. As for confidentiality of information within the College, the College must balance a Victim's request for confidentiality with its responsibility to provide a safe and nondiscriminatory environment.*

**Name:**

**Title:**

**Supervisor:**

**Date:**

## Employee Self-Evaluation

1. Do any changes need to be made to your job description? If so, please list.

2. Describe any changes you suggested and/or implemented this past year that led to improvement in your area (e.g., quality of work life, cost savings, efficiency).

3. Describe goals and/or developmental steps you set out to accomplish during this past year. Of those, which did you accomplish?

6. What do you think has been your most important contribution to the department and/or college? What are you most proud of?

5. What would you have liked to have done this year, but were unable to? Why?

4. What goals have you set for yourself during the next year, and how do these goals align with the departmental mission, goals, and outcomes?

8. What types of developmental activities would you like to take advantage of (e.g., seminars, specific training classes, etc.)?

7. What kind of support and/or guidance would you like to see from your supervisor?

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# SOUTHERN ARKANSAS UNIVERSITY TECH

## PERFORMANCE EVALUATION FOR ADMINISTRATIVE/MANAGERIAL & ADMINISTRATIVE NON-EXEMPT EMPLOYEES

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



### **SOUTHERN ARKANSAS UNIVERSITY TECH Mission Statement**

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

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

## EMPLOYEE DATA:

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Administrative/Managerial ☐ Administrative Non-Exempt ☐

Date of Evaluation: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

\_\_\_\_\_

## EMPLOYEE GOALS:

(Please circle one)

|                           |  |
|---------------------------|--|
| <b>Fully Achieved</b>     | <p>Each department has its own mission, goals, and outcomes which are necessary to support the overall mission of the college. How well did the employee accomplish his/her individual annual goals?</p> <p><b><u>Definitions:</u></b><br/>Fully Achieved – Results achieved met all expectations regarding this goal and occasionally exceeded expectations. Good Solid Performance.<br/>Partially Achieved – Results achieved met some, but not all, expectations regarding this goal. There is need for improvement in certain areas to reach the “Fully Achieved” level.<br/>Did Not Achieve – Results clearly did not meet expectations regarding this goal.</p> <p>Comments:</p> |
| <b>Partially Achieved</b> |  |
| <b>Did Not Achieve</b>    |  |

## EVALUATION STANDARDS:

**U – Unsatisfactory:** Significant problems: performance does not meet requirements and objectives.

**S – Satisfactory:** Meets performance requirements and objectives.

**A – Above Average:** Consistently exceeds requirements and objectives.

**E – Exceeds Standards:** Significantly exceeds all requirements and objectives; outstanding performance.

**All ratings of “U” or “E” require specific justification and approval by the appointed reviewing committee prior to conducting the official evaluation with employee.**

## DUTIES AND RESPONSIBILITIES RANKED BY IMPORTANCE

(use additional sheets if required)

| Rank | Rating<br>U S A E | Duties and Responsibilities |
|------|-------------------|-----------------------------|
|      |                   |                             |



## Evaluation

### EMPLOYEE PERFORMANCE STANDARDS REVIEW:

(Please Circle one)

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

**SUPERVISORY/MANAGERIAL PERFORMANCE STANDARDS REVIEW:** (additional factors for employees with supervisory responsibilities)

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

## **SUPERVISOR COMMENTS:**

**Greatest Accomplishments:**

**Areas of Improvement:**

(use additional sheets if required)

## **RECOMMENDED EMPLOYEE DEVELOPMENT PLAN:**

(use additional sheets if required)

## **OVERALL EVALUATION:**

(Circle One)

**Unsatisfactory**

**Satisfactory**

**Above Average**

**Exceeds Standards**

## STRATEGIC PLAN CODE:

|   |   |
|---|---|
| <b>Student Success – To provide every student the opportunity to acquire knowledge and skills through relevant, high-quality, programs, and services.</b>   |   |
| <b>1.1</b>  | Advance student achievement through relevant academic and student support services.   |
| <b>1.2</b>  | Continue to enhance the College's assessment of student learning model to improve student success.  |
| <b>1.3</b>  | Develop, evaluate, and improve services to respond to the needs of student through a variety of activities and cultural events.   |
| <b>1.4</b>  | Facilitate the transition of students from the College, either to other higher learning institutions or into the workforce.   |
| <b>1.5</b>  | Continue the development of a comprehensive institutional effectiveness program and quality academic programs by maintaining accreditation through AQIP.  |
| <b>Access to Higher Education – To increase the College's core enrollment.</b>  |   |
| <b>2.1</b>  | Examine and develop programs that are relevant to student needs and economic growth through the implementation of the Core Growth Enrollment Plan.  |
| <b>2.2</b>  | Strengthen partnerships with public schools to enhance the high school concurrent credit program.   |
| <b>2.3</b>  | Facilitate the transition of students into the College.   |
| <b>2.4</b>  | Develop strategies to address affordability and reduce financial burdens for students.  |
| <b>2.5</b>  | Continue to develop partnerships to support literacy to better prepare students to be successful in college.  |
| <b>Resource Development, Institutional Effectiveness, and Accountability – To seek financial, physical, and human resources and efficiently manage these resources through transparency and accountability.</b>   |   |
| <b>3.1</b>  | Develop and maintain a workforce of quality, diverse faculty and staff who can provide adequate support for students' at all educational levels.  |
| <b>3.2</b>  | Seek, examine, and evaluate revenue sources and provide responsible stewardship for the effective management of the College's resources.  |
| <b>3.3</b>  | Assess and identify the need for additional facilities (on and off campus), the necessity for existing facilities improvement, and the need for grounds beautification and maintenance.   |
| <b>3.4</b>  | Through evaluation of the College's internal controls and compliance with federal and state regulations, develop processes to systematically identify and manage potential and perceived risks involved in all college programs and events. |
| <b>Partnerships, collaborative Efforts, and Workforce and Economic Development – to develop partnerships to provide continuing education, community services, and workforce training to address the economic development needs of the College's constituencies.</b> |   |
| <b>4.1</b>  | Become a significant contributor toward economic development and workforce development in the region.   |
| <b>4.2</b>  | Expand community service and education through outreach programs and cultural activities.   |

Crosswalk employee goals to the institutional mission and goals.

| Goal | Institutional Strategic Code |
|------|------------------------------|
|      |                              |
|      |                              |
|      |                              |
|      |                              |
|      |                              |

**EMPLOYEE COMMENTS:**

|  |
|--|
|  |
|--|

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(use additional sheets if required)

|  |                                   |      |
|--|-----------------------------------|------|
| <p><b>Employee Signature:</b> Your signature indicates neither agreement nor disagreement with this, but it does indicate that you have read the evaluation, and that it has been discussed with you. If you wish, you may comment in the space above.</p> | <hr/>                             |      |
|  | Signature of Immediate Supervisor | Date |
| <hr/> <p>Signature<br/>Date</p>  | <hr/>                             |      |
|  | Signature of Endorsing Official   | Date |



## **Services Available**

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

### **Campus Escorts**

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

### **Crime Prevention Programs**

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

### **Vehicle Assistance**

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Officers will assist with vehicle jump starts.

### **Unlocks**

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

### **Parking Enforcement**

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Officers patrol campus and issue citations to parking violators.

### **Law Enforcement**

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

# Useful Contact Numbers

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## EMERGENCY NUMBERS

|                                   |                |
|-----------------------------------|----------------|
| Emergency                         | (870) 837-2200 |
| SAUT-PD                           | (870) 574-4517 |
| Physical Plant                    | (870) 574-4547 |
| Camden Fire Department            | (870) 836-2600 |
| Ouachita County Sheriff           | (870) 231-5300 |
| Ouachita County Ambulance Service | (870) 836-1000 |

## WRECKER SERVICES

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



## **Parking Information**

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

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

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

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

## **Special Permits**

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

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

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



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

## **Parking Areas**

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

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

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

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

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

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

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

## **General Regulations**

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

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

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

All vehicles must stop for pedestrians in a crosswalk.

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

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

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

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

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

## **Vehicle Registration**

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

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

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

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

### **Registration Permit Fees**

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

### **Disclaimer**

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

# **SOUTHERN ARKANSAS UNIVERSITY TECH**

## **Catastrophic Leave Bank Program Policy**

### **I. PURPOSE:**

This policy establishes a Catastrophic Leave Bank Program to be administered by Southern Arkansas University Tech (SAU Tech) as authorized by Arkansas Code Annotated §§[21-4-203](#), [21-4-214](#), [6-63-601](#) and [6-63-602](#) (as amended by [Act 194 of 2003](#)). The Catastrophic Leave Bank Program creates no expectation or promise of continued employment and is intended simply to assist eligible employees during medical emergencies.

### **II. DEFINITIONS:**

**Applicant:** An employee who submits an application for catastrophic leave to the Director of Human Resources.

**Catastrophic Leave Bank:** A pool of accrued annual and sick leave voluntarily donated by employees which may be approved for use by employees who meet catastrophic illness/injury eligibility requirements.

**Catastrophic Illness:** A medical condition of an employee or spouse or parent of the employee or of a child of the employee which may be claimed as a dependent under the Arkansas Income Tax Act of 1929, as certified by a physician that requires an employee's absence from duty for a prolonged period of time and which, except for the catastrophic leave program, would result in a substantial loss of income to the employee because of the exhaustion of all earned sick, annual, holiday, walking and compensatory leave.

**Catastrophic Leave Bank:** a pool of accrued annual and/or sick leave donated by employees.

**Certifying physician:** A physician who submits a certification stating that an employee is unable to perform his or her job duties due to a catastrophic illness.

**Chancellor:** The Chancellor of Southern Arkansas University Tech.

**Dependent Child Certification:** Complete the "Dependent Child Certification Form" sign and attach to the catastrophic leave request. If the child was acquired after the most current income tax filing, provide other proof, i.e., birth certificate, adoption order, etc.

**Employee:** A person employed by SAU Tech in a regular, non-faculty, Administrative Non-Exempt or non-Administrative Non-Exempt position who is compensated on a full-time basis. (Arkansas Code Annotated § 6-63-601).

**Medical Condition:** A personal emergency limited to catastrophic and debilitating medical situations, severely complicated disabilities and/or severe accidents of the employee or a qualifying family member which cause the employee to be unable to perform their job, require a prolonged period of recuperation and/or require the employee's absence from duty as documented by a physician or other individual. Disabilities resulting from elective surgery do not qualify for catastrophic leave.

**Prolonged Period of Time:** A continuous period of time (minimum of thirty (30) working days) whereby a medical condition prevents the employee from performing the employee's duties.

Substantial Loss of Income: A continuous period of time where the employee will not be compensated by the employing state agency/institution due to a medical condition after the exhaustion of all earned sick, annual, holiday, walking and compensatory leave.

### III. CATATROPHIC LEAVE COMMITTEE

The Catastrophic Leave Committee shall be comprised of not less than five members. Committee members, including a Chairperson/Secretary, shall be appointed by the Chancellor and shall serve a length of time designated by the Chancellor. Committee members shall represent a cross-section of both administration and staff of the College. Recommendations shall be based on the majority vote of the Committee. The Catastrophic Leave Committee shall be responsible for the following:

- A. Review and make recommendations to the SAU Tech Chancellor on written requests from College employees to donate and/or receive catastrophic leave to/from the SAU Tech Catastrophic Leave Bank.
- B. Determine eligibility of employees requesting and/or donating leave to the SAU Tech Catastrophic Leave Bank.
- C. Insure the accurate and complete documentation of catastrophic leave requests and/or donation forms and records which provide:
  - 1. The hours of leave donated by each employee.
  - 2. The hours of catastrophic leave awarded to each recipient.
  - 3. A monthly report listing by individual the number of donated/received days, balance of days left in the Catastrophic Leave Bank, and other additional requested information.
  - 4. The maintenance of up-to-date records to prevent recommendations that will result in a negative balance in the Catastrophic Leave Bank.
  - 5. Any other data as required by the SAU Tech Chancellor or the Arkansas Department of Finance and Administration.
  - 6. The State Office of Personnel Management form must be used if available.

### IV. DETERMINING ELIGIBILITY OF CATASTROPHIC LEAVE REQUESTS

The Catastrophic Leave Committee shall review each request to donate/receive leave and ascertain that the following listed rules and guidelines are adhered to before recommending approval:

- A. The employee must be an eligible employee and be receiving compensation on a full-time basis.
- B. The employee must have been employed by the State of Arkansas in a full-time regular position for two years although the two years need not be continuous.
- C. The employee must have exhausted or is expected to exhaust all annual, sick, holiday, walking, and/or compensatory leave, *and, at the onset of the illness or injury, had to his or her credit at least eighty hours of combined sick and annual leave. If a recurrence of the same illness necessitates a subsequent catastrophic leave request, the eligibility requirement that the employee have eighty (80) hours of*

*combined sick and annual leave at the onset of the illness will not be required on the illness recurrence date.*

- D. The employee must not have been disciplined for any leave abuse during the last two years of employment.
- E. No employee shall be eligible for approved catastrophic leave in excess of six (6) months (1,040 hours) unless it can be ascertained that the employee has been denied disability retirement or Social Security benefits. However, the employee has the option of reapplying.
- F. No employee shall be eligible for approved catastrophic leave when the illness or injury is covered by Workers' Compensation until the time as such benefits have been exhausted.
- G. No employee shall be approved for catastrophic leave unless the employee has provided an acceptable medical certificate from a physician supporting the continued absence, and setting forth that the employee is and will continue to be incapacitated from performing the employee's duties to a catastrophic illness. Information relative to the employee's duties, such as functional job description, should be made available to the Physician by the employee.
- H. In no case shall catastrophic leave be granted beyond the date the physician certifies that the employee is able to return to work.
- I. Catastrophic leave which would result in a negative balance in the College's Catastrophic Leave Bank shall not be approved.
- J. No employee shall be approved for catastrophic leave unless the employee is or is reasonably expected to be in leave-without-pay status. Catastrophic leave *generally will not* be awarded retroactively.
- K. Applications for catastrophic leave shall be reviewed on a first-filed, first-considered basis; and approval does not guarantee that a catastrophic leave applicant will receive catastrophic leave should there be a zero balance in the Catastrophic Leave Bank.

## **V. SPECIAL ELIGIBILITY FOR MATERNITY**

Pursuant to Act 182 of 2017, catastrophic leave under A.C.A. §21-4-214 may be used by eligible employees for maternity leave under certain circumstances. Generally, the provisions are as follows:

1. Up to four consecutive weeks of catastrophic leave with full pay may be granted to an employee for maternity purposes.
2. An employee shall be eligible for catastrophic leave for maternity purposes only within the first twelve weeks after the birth or adoption of a child.
3. After the expiration of the four weeks of catastrophic leave for maternity purposes, the employee's maternity leave shall be treated as any other leave for sickness or disability.
4. Maternity leave shall be treated as any other leave for sickness or disability. Accumulated sick leave and annual leave, if requested by the employee, shall be granted for maternity use, after which leave without pay may be used.
5. Catastrophic leave for maternity purposes shall run concurrently with any leave under the Family Medical Leave Act of 1993, 29 U.S.C. 2601.
6. Catastrophic leave for maternity purposes may be granted to a female employee after: (a) the birth of the employee's biological child; or (b) the placement of an adoptive child in the home of the employee.
7. An employee on catastrophic leave for maternity purposes is not required to exhaust sick or annual leave before being granted catastrophic leave for maternity purposes.
8. Employees on catastrophic leave for maternity purposes do not accrue sick or annual leave while on catastrophic leave for maternity purposes.

## VI. CATASTROPHIC LEAVE PROGRAM ADMINISTRATION

- A. Accrued leave may only be donated to the Catastrophic Leave Program in one hour increments. Similarly, catastrophic leave may be granted in *one hour* increments.
- B. An employee shall not be allowed to donate leave to the College's program if such donation will reduce his/her combined accrued sick leave and annual leave balance to less than 80 hours. Retiring or terminating employees are not required to maintain the 80-hour leave balance.
- C. Once annual or sick leave is donated to the Catastrophic Leave Bank, no employee shall have donated leave restored to his/her accrued annual or sick leave totals.
- D. Non-faculty employees of SAU Tech shall only be eligible to participate in the Catastrophic Leave Bank Program established by and approved for the College.
- E. Recommendations by the Catastrophic Leave Committee shall be reviewed and approved or disapproved by the Chancellor.
- F. Employees on Catastrophic Leave will continue to accrue leave in accordance with existing State leave policies and will receive normal College benefits such as contributions to insurance, retirement, etc. *Any leave earned while an employee is on Catastrophic Leave shall, as a condition of voluntary participation in the program, be assigned to the Catastrophic Leave Bank, and any restrictions concerning the maintenance of minimum leave balances shall not apply to such assignment.*
- G. Employees on Catastrophic Leave will continue to draw their normal rate of pay. Catastrophic Leave will not change an employee's increase eligibility date.
- H. An employee shall be dismissed if such employee fails to report to work promptly at the expiration of the period of approved/granted Catastrophic Leave. Nothing, however, shall prevent the College from accepting satisfactory reasons provided by the employee in advance of the date the employee is scheduled to return to work or from granting leave-without-pay status to an employee prior to or after the expiration of such Catastrophic Leave if, in the view of the Chancellor, such action is warranted and is within the rules and regulations.
- I. In the event an employee on Catastrophic Leave is terminated, retires, or returns to work prior to the expiration of previously approved Catastrophic Leave, all unused Catastrophic Leave shall be returned to the Catastrophic Leave Bank.
- J. Any changes in the SAU Tech Catastrophic Leave Bank Program policies, procedures, or rules shall be submitted to and approved by the Arkansas Department of Finance and Administration Director prior to implementation.
- K. The Catastrophic Leave Bank Program does not create any expectation or promise of continued employment.
- L. The decision of the Chancellor shall be final and binding. Nothing, however, shall prevent the Chancellor from taking into account the impact on the College's operation in granting or denying Catastrophic Leave or in modifying previously approved Catastrophic Leave.
- M. These records are subject to audit by the Arkansas Department of Finance and Administration and the Division of Legislative Audit.
- N. An employee cannot donate or restrict his/her leave to a specific employee.

## VII. Catastrophic Leave Bank Administration

- A. Accrued leave may only be donated to the Catastrophic Leave Program in one hour increments. Similarly, catastrophic leave may be granted in *one hour* increments.
- B. Accrued leave may only be donated to the Catastrophic Leave Bank when the December balances have been tabulated. Retiring or terminating employees can donate during the last month of employment with SAU TECH.
- C. An employee shall not be allowed to donate leave to the College's program if such donation will reduce his/her combined accrued sick leave and annual leave balance to less than 80 hours.
- D. Once annual or sick leave is donated to the Catastrophic Leave Bank, no employee shall have donated leave restored to his/her accrued annual or sick leave totals.
- E. Non-faculty employees of SAU Tech shall only be eligible to participate in the Catastrophic Leave Bank Program established by and approved for the College.
- F. Recommendations by the Catastrophic Leave Committee shall be reviewed and approved or disapproved by the Chancellor.
- G. Employees on Catastrophic Leave will continue to accrue leave in accordance with existing State leave policies and will receive normal College benefits such as contributions to insurance, retirement, etc. *Any leave earned while an employee is on Catastrophic Leave shall, as a condition of voluntary participation in the program, be assigned to the Catastrophic Leave Bank, and any restrictions concerning the maintenance of minimum leave balances shall not apply to such assignment.*
- H. Employees on Catastrophic Leave will continue to draw their normal rate of pay. Catastrophic Leave will not change an employee's increase eligibility date.
- I. An employee shall be dismissed if such employee fails to report to work promptly at the expiration of the period of approved/granted Catastrophic Leave. Nothing, however, shall prevent the College from accepting satisfactory reasons provided by the employee in advance of the date the employee is scheduled to return to work or from granting leave-without-pay status to an employee prior to or after the expiration of such Catastrophic Leave if, in the view of the Chancellor, such action is warranted and is within the rules and regulations.
- J. In the event an employee on Catastrophic Leave is terminated, retires, or returns to work prior to the expiration of previously approved Catastrophic Leave, all unused Catastrophic Leave shall be returned to the Catastrophic Leave Bank.
- K. Any changes in the SAU Tech Catastrophic Leave Bank Program policies, procedures, or rules shall be submitted to and approved by the Arkansas Department of Finance and Administration Director prior to implementation.
- L. The Catastrophic Leave Bank Program does not create any expectation or promise of continued employment.
- M. The decision of the Chancellor shall be final and binding. Nothing, however, shall prevent the Chancellor from taking into account the impact on the College's operation in granting or denying Catastrophic Leave or in modifying previously approved Catastrophic Leave.



- N. These records are subject to audit by the Arkansas Department of Finance and Administration and the Division of Legislative Audit.
- O . An employee cannot donate or restrict his/her leave to a specific employee.

### **VIII. Record Keeping**

The SAU Tech Catastrophic Leave record keeping procedure will track the following:

1. The amount of leave donated by each employee, the rate of pay and dollar value of such donated leave at the time of donation;
2. The amount of Catastrophic Leave awarded, including the name of the recipient, position number, rate of pay and SSN; and any other such data as required by the Director of the Department of Finance and Administration.

### **IX. Prohibition of Coercion**

An employee may not directly or indirectly intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, any other employee for the purpose of interfering with any such employee with respect to donating, receiving or using annual or sick leave. Any report of such described instances shall be reported in writing to the director/head of the participating agency/institution. All written reports of such described instances shall be investigated thoroughly and appropriate disciplinary action may be taken for any substantiated violation.

### **X. SUPPLYING FALSE INFORMATION AND/OR ABUSE OF CATASTROPHIC LEAVE**

- A. Any employee who knowingly and/or purposefully provides false information to the Catastrophic Leave Committee in an attempt to gain approval of Catastrophic Leave time may be dismissed or receive some other type of disciplinary action.
- B. Any employee who knowingly abuses the use of approved Catastrophic Leave time for the purpose of monetary gain, recreational pleasures, or any such actions that are deemed contrary to the basic intent of the Catastrophic Leave Bank Program may be dismissed or receive some other type of disciplinary action.

# SHARED LEAVE

Arkansas Code Annotated § 21-4-203; § 21-4-217

## **Purpose**

Arkansas law establishes shared leave to be administered by the Office of Personnel Management (OPM) of the Department of Finance and Administration.

**Note:** Shared Leave is administered intra-agency and implementation is at the discretion of state agency directors/institution heads. If a state agency wishes to opt-out of shared leave, they must notify OPM in writing by February 1 of each year.

## **Definitions**

**Shared Leave:** The donation of an employee's earned sick or annual leave to another employee who is employed by the same state employer or same state-supported institution, who is suffering from a severe illness or has an immediate family member who is severely ill.

**Severe Illness:** An acute onset medical condition of an employee or an employee's immediate family member:

1. Which is catastrophic in nature;
2. Which could not be anticipated;
3. That requires continuous in-patient or out-patient medical treatment; and
4. That requires the employee or employee's immediate family member to be absent from duty for a prolonged period of time.

**Catastrophic Nature:** Any unforeseen medical condition. Examples include, but are not limited to, a terminal illness, cancer, or surgery as a result of an unforeseen medical condition.

**Immediate Family:** An employee's father, mother, sister, brother, husband, wife, child, grandmother, grandfather, grandchild, in-laws, and an individual acting as a parent or guardian of an employee.

**Employee:** A person regularly appointed or employed in a position of state service by a state agency for which he or she is compensated on a full-time basis, excluding faculty.

**State Agency:** Agencies, boards, commissions, bureaus, councils, state-supported institutions of higher education, Arkansas State Highway and Transportation Department, Bureau of Legislative Research, constitutional offices, Division of Legislative Audit, General Assembly, Supreme Court, Court of Appeals, and the Administrative Office of the Courts.

**Prolonged period of time:** A continuous period of time (minimum of thirty (30) working days) whereby a medical condition prevents the employee from performing the employee's duties.

## **A: Eligibility Requirements:**

An employee is eligible to receive shared leave if the employee has:

1. Been continuously employed for more than one (1) year by the same state agency from the date of application;
2. Cumulative earned sick and annual leave in excess of eighty (80) hours at the onset of the severe illness;
3. Applied in writing for shared leave;
4. Received written approval for shared leave from his or her employer; and,
5. Not been disciplined for leave abuse by a state agency within two (2) years from the date of application.

- The 80-hour requirement may be waived for an otherwise eligible employee at the discretion of the state agency director/institution head.
- No employee shall be approved for shared leave unless the employee is, or is reasonably expected to be, on leave without pay status as a result of a severe illness.
- An employee who applies for shared leave shall provide his or her employer an acceptable medical certificate from a healthcare provider documenting the severe illness. Shared leave may be used on a full-time or intermittent basis; however, in no case shall the employee be granted shared leave beyond the date certified by a healthcare provider as the date when the employee is able to return to work.
- The combination of shared and catastrophic leave received by an employee may not exceed two thousand eighty (2,080) hours in a calendar year. Shared leave received by an employee may not exceed 2,080 hours per shared leave event.
- Shared leave may be used in conjunction with Family Medical Leave.
- Any shared leave donated to an employee that is not used by the employee shall be converted to the employer's catastrophic leave bank program. If the state agency does not have a catastrophic leave bank program, any unused shared leave shall be converted to the statewide OPM catastrophic leave bank program.
- Leave that is accrued by an employee while on shared leave shall be donated to the employer's catastrophic leave bank. If the state agency does not participate in a catastrophic leave bank program, the accrued leave shall be donated to the statewide OPM catastrophic leave bank program.
- Donations of shared leave shall be granted hour-for-hour and not dollar-for-dollar.
- OPM will not approve crossgrades/downgrades or pool position requests to accommodate a shared leave request.

**B: Donor Requirements:**

An employee is eligible to donate shared leave if the employee:

1. Is employed by the same employer as the employee receiving shared leave;
  2. Has cumulative earned sick and annual leave in excess of eighty (80) hours, prior to donation, and the donation will not cause the donating employee to have less than eighty (80) hours, except at termination or retirement; and,
  3. Has not been disciplined for leave abuse by a state agency within two (2) years from the date of application.
- The 80-hour requirement may be waived for an otherwise eligible employee at the discretion of the state agency director/institution head.
  - Once shared leave is approved, granted, and extracted from the donor's leave bank, it is irrevocable.

**C: Approval:**

Shared leave shall be approved in writing by the:

1. State agency director/institution head, and
2. Chief Fiscal Officer (CFO) of the State to determine the employer's funding availability.

If shared leave is granted to an employee, the employee shall use the shared leave after the employee has exhausted the following:

1. Earned sick leave;
2. Earned annual and holiday leave; and,
3. Earned compensatory leave.

If an agency, institution of higher education, board, or commission develops a shared leave program and the state's CFO does not have access to the entity's fund availability, the entity may submit to the CFO a written request to waive authorization to the agency director/institution head to make the determination of sufficient funding availability. When submitting shared leave requests to the CFO, only the shared leave application, 80-hour waiver letter/memo (if applicable), dependent child certification form, and shared leave donation form are required.

August 16, 2013

PRIOR APPROVAL OF OVERTIME/COMPENSATORY TIME

EMPLOYEE NAME: \_\_\_\_\_

\_\_\_\_\_

Request for overtime work as follows:

| RECORD OF ACTUAL HOURS WORKED |               |             |               |
|-------------------------------|---------------|-------------|---------------|
| Date                          | Starting Time | Ending Time | Hours/Minutes |
|                               |               |             |               |
|                               |               |             |               |
|                               |               |             |               |
|                               |               |             |               |
|                               |               |             |               |

Reason for overtime: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Executive Officer

\_\_\_\_\_  
Date

# SAU TECH TIME SHEET FOR ADMINISTRATIVE NON-EXEMPT EMPLOYEES

Name of Employee

Pay Period Covered

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

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

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

# SAU TECH TIME SHEET FOR ADMINISTRATIVE NON-EXEMPT EMPLOYEES

Name of Employee

Pay Period Covered

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

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

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

SIGNATURE OF EMPLOYEE

DATE

APPROVED BY: SUPERVISOR

DATE

DEPARTMENT

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

\*Military time used

Revised: 01/02/01

**SAU Tech Administrative-Exempt / Faculty**  
**Monthly Request for Leave / Report of Leave Log**

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

I, \_\_\_\_\_, \_\_\_\_\_ request approval of leave  
 Name in full (Type or Print) Position Title

Month: \_\_\_\_\_

| Date          | Time  |     | Type of Leave/Number of Hours |      |          |                      |                   |       |
|---------------|-------|-----|-------------------------------|------|----------|----------------------|-------------------|-------|
|               | Start | End | Vacation                      | Sick | Military | Jury or Witness Duty | Leave Without Pay | Other |
|               |       |     |                               |      |          |                      |                   |       |
|               |       |     |                               |      |          |                      |                   |       |
|               |       |     |                               |      |          |                      |                   |       |
|               |       |     |                               |      |          |                      |                   |       |
|               |       |     |                               |      |          |                      |                   |       |
|               |       |     |                               |      |          |                      |                   |       |
|               |       |     |                               |      |          |                      |                   |       |
|               |       |     |                               |      |          |                      |                   |       |
|               |       |     |                               |      |          |                      |                   |       |
|               |       |     |                               |      |          |                      |                   |       |
|               |       |     |                               |      |          |                      |                   |       |
|               |       |     |                               |      |          |                      |                   |       |
| <b>Totals</b> |       |     |                               |      |          |                      |                   |       |

Explanation of "Other" and/or  
 general comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Employee Date

Signature of Supervisor Date

Signature of Chancellor Date

The employee's signature above certifies that there is enough leave accrued to cover the request.  
 NOTE: Any leave without pay/military leave must be approved by the Chancellor.



# Southern Arkansas University Tech

## Travel Authorization Form

### Business Office Use Only

Purchase Order # \_\_\_\_\_

Approved Driver

☐ Yes

☐ No

Date \_\_\_\_\_

Name \_\_\_\_\_

☐ SAU Tech Employee

☐ SAU Board Member

☐ SAU Tech Student

☐ Guest

Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Dept. Acct. # \_\_\_\_\_ Zip Code \_\_\_\_\_

Department \_\_\_\_\_

### TRIP INFORMATION

Destination: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Dates of meeting/official business From: \_\_\_\_\_ To: \_\_\_\_\_

Dates of travel Leave: \_\_\_\_\_ Return: \_\_\_\_\_

Mode of Travel: \_\_\_\_\_

☐ Driving School Vehicle ☐ Driving Personal Vehicle ☐ Other \_\_\_\_\_

### ESTIMATED EXPENSES

|                | Reimbursable to traveler via TR-1           | You must fill out a Purchase Requisition form and return it to the Purchasing Agent along with this travel authorization form | Attach a list of all members of the party            |
|----------------|---|---|--|
|                | Traveler's Estimated Out of Pocket Expenses | Paid Directly by SAU Tech via SAU Tech Purchase Order   | Paid Directly by SAU Tech via SAUT Ghost Credit Card |
| Transportation |   |   | Paid Directly by SAU Tech via Sponsor Credit Card    |
| Meals          |   |   |  |
| Lodging        |   |   |  |
| Registration   |   |   |  |
| Other          |   |   |  |
| TOTAL          | -   | -   | -  |

### SPECIAL LODGING AUTHORIZATION (To exceed Federal Per Diem Rates)

Requested lodging rate per night (before taxes) \_\_\_\_\_

Federal per diem rate allowable for lodging \_\_\_\_\_

Explain why it was necessary to exceed the per diem rate for lodging

☐ Conference Hotel ☐ Per diem rate not available  
☐ Other reason for exceeding per diem rate. Explain below

|  |      |
|--|------|
| Special lodging authorization<br>Out of state travel |      |
| Chancellor or Designee                               | Date |

\_\_\_\_\_  
Traveler Date

\_\_\_\_\_  
Faculty Senate (faculty travel) Date

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Travel Supervisor (Business Office) Date

\_\_\_\_\_  
Vice Chancellor/Chancellor Date

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

OFFICIAL  
STATION \_\_\_\_\_  
PRIVATE VEHICLE  
LICENSE NO.

DEPARTMENT \_\_\_\_\_

NAME OF PAYEE \_\_\_\_\_

PLACE OF RESIDENCE AND ADDRESS \_\_\_\_\_

| EXPENSE REPORT |      |    |                   |          |                   | MILEAGE CLAIM |      |    |                   |             |
|----------------|------|----|-------------------|----------|-------------------|---------------|------|----|-------------------|-------------|
| DATE           | FROM | TO | MILEAGE<br>DRIVEN | RATE PER | AMOUNT<br>CLAIMED | DATE          | FROM | TO | MILEAGE<br>DRIVEN | RATE<br>PER |
|                |      |    |                   |          |                   |               |      |    |                   |             |
|                |      |    |                   |          |                   |               |      |    |                   |             |
|                |      |    |                   |          |                   |               |      |    |                   |             |
|                |      |    |                   |          |                   |               |      |    |                   |             |
|                |      |    |                   |          |                   |               |      |    |                   |             |
|                |      |    |                   |          |                   |               |      |    |                   |             |
|                |      |    |                   |          |                   |               |      |    |                   |             |
|                |      |    |                   |          |                   |               |      |    |                   |             |
|                |      |    |                   |          |                   |               |      |    |                   |             |
|                |      |    |                   |          |                   |               |      |    |                   |             |
|                |      |    |                   |          |                   |               |      |    |                   |             |
|                |      |    |                   |          |                   |               |      |    |                   |             |
| SUB-<br>TOTAL  |      |    |                   |          |                   | SUB-<br>TOTAL |      |    |                   |             |

|                   |                   |                       |           |  |
|-------------------|-------------------|-----------------------|-----------|--|
| Purpose of Travel |                   |                       | SUB-TOTAL |  |
| Approved          | Travel Supervisor | Signature of Traveler | SUB-TOTAL |  |
|                   |                   | Title                 | TOTAL     |  |



DEPARTMENT OF FINANCE & ADMINISTRATION  
Agency/Department

# Travel Expense Reconciliation

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

# Inventory Control

\_\_\_\_\_  
Signature of Sending Department                      Date

\_\_\_\_\_  
Signature of Receiving Department                      Date

\_\_\_\_\_  
Equipment moved by:                      Date

\_\_\_\_\_  
Inventory / Received Reloc Form                      Date

## Release Code

1. Sold thru M & R
2. Lost
3. Stolen
4. Destroyed
5. Trade-In
6. Inter-Agency Transfer

| Tag<br>Number | Item<br>Description | Serial<br>Number | Location<br>From | Location<br>To |
|---------------|---------------------|------------------|------------------|----------------|
|               |                     |                  |                  |                |
|               |                     |                  |                  |                |
|               |                     |                  |                  |                |
|               |                     |                  |                  |                |
|               |                     |                  |                  |                |
|               |                     |                  |                  |                |
|               |                     |                  |                  |                |
|               |                     |                  |                  |                |
|               |                     |                  |                  |                |
|               |                     |                  |                  |                |
|               |                     |                  |                  |                |
|               |                     |                  |                  |                |



## Southern Arkansas University Tech Wellness Activity Journal

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Month: \_\_\_\_\_

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

\_\_\_\_\_  
Signature (Employee) Date

\_\_\_\_\_  
Signature (Supervisor) Date



## Administrative Rights Form

---

|                   |  |
|-------------------|--|
| <b>Name</b>       |  |
| <b>Job Title</b>  |  |
| <b>Department</b> |  |
| <b>Phone</b>      |  |
| <b>Date</b>       |  |

Please provide the following information:

|  |
|--|
| Dell Service Tag # of machine for which administrative rights are being requested. |
|  |
| Reason that administrative rights are required.                                    |
|  |

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chancellor/Vice Chancellor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Information Technology Services

\_\_\_\_\_  
Date

# EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

## Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job

## Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintroduction briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current 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 outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

## Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

**\*Special hours of service eligibility requirements apply to airline flight crew employees.**

## Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

## Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.**



For additional information:  
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 - Revised February 2015



**State of Arkansas  
SAU Tech**

**Purchasing Card (P-Card)  
Program**

**Policies and Guidelines  
Manual**

**Updated: Aug, 2016**

## INTRODUCTION

1. What is the Purchasing Card (P-Card)?
2. The Purchasing Card Program Benefits
3. Allowable and Non-Allowable Charges
4. Purchasing Card Activation
5. Making a Purchase
6. General Policies and Procedures
7. Parties Involved
8. Cardholder Responsibilities
9. Department Liaison Responsibilities
10. PCard Coordinator Responsibilities
11. Cardholder Liability
12. Cardholder Account Closure
13. Documentation of Expenditures
14. Lost, Misplaced or Stolen Purchasing Cards
15. Taxes – Sales and Use
16. Spending Controls
17. Rebates, Refunds, Rewards, Gifts, Points, etc.
18. Card Declines
19. Emergency Transactions
20. Credits
21. Unresolved Disputes and Billing Errors
22. Security and Storage
23. Vendor Set-Up
24. Merchant Category Code Blocking
25. Purchasing Card Set-Up, Maintenance and Closure
26. Reconciliation, Approval and Allocation of Billing
27. Internal Controls & Compliance Reviews
28. End of Fiscal Year Procedure
29. Purchasing Card Contacts

PCard forms can be located at MyCollege portal at SAU Tech website.

## INTRODUCTION

Welcome to the State of Arkansas/SAU Tech Purchasing Card (PCard) Program. The Office of State Procurement (OSP) has developed this program to help SAU Tech better manage low-dollar supply purchases and bring many benefits to you, the State of Arkansas, and our vendors. The PCard will facilitate the acquisition of low dollar goods and services needed for conducting official government business. PCards will be issued to select employees to enhance the effectiveness or economy of operations. Liability for payment, total responsibility and accountability for the PCard transactions resides at the department level. **Personal purchases are forbidden and may result in disciplinary action.**

College Departments, as a condition of participation in the PCard program, shall abide by the terms of the guidelines established by the Office of State Procurement and Bank of America. No policy and guideline statement can cover all eventualities. Exceptional cases will be resolved as circumstances and prudent business practices warrant on a case-by-case basis.

The success of the Arkansas PCard Program and its continuing use depends on your participation and cooperation. Please be sure to read and follow the program guidelines as specified within this document.

### 1. WHAT IS THE PCARD?

The State of Arkansas has implemented the Arkansas PCard Program with Bank of America to simplify, streamline, and facilitate the purchase and payment process. The PCard is a fast, flexible purchasing tool offering an enhancement to the existing purchasing processes and provides an extremely efficient and effective method for purchasing and paying for supplies with a total maximum per cycle limit that will be determined on an individual basis. The default limit per individual cardholder is \$2,000.00 per billing cycle with a \$1,499.00 per transaction item limit.

The issuance of a PCard to you represents the trust bestowed upon you by the College to protect its assets and integrity. Under your oversight, review and approval, you provide the key point of control to maintain appropriate spending activities to protect your agency funds.

The PCard will be issued in the **individual cardholders or department name** with the wording “Arkansas”, “For Official Use Only”.

### 2. THE PCARD PROGRAM BENEFITS

**Cardholders** - You will be able to obtain various supplies and some services directly from vendors without using a purchase order. This streamlines the purchasing process and can help improve turnaround time on receipt of your order. It significantly reduces the workload and processing costs related to the purchase and payment of supplies. In addition, it expands your purchasing options by utilizing many businesses that would not accept a purchase order but would take a Mastercard credit card.

**SAU Tech** - The PCard program provides a cost-efficient, alternative method for purchasing low-dollar goods. Built-in card features make the program easy to manage and lowers processing costs at all levels by reducing the number of requisitions, purchase orders, invoices and warrants.

**Vendors** – Most vendors who accept Mastercard will welcome the PCard. When the vendors accept the card for a purchase, they will not send invoices to your agency and should receive payment from Mastercard within 72 hours.

### 3. ALLOWABLE and NON-ALLOWABLE CHARGES

Many items may be charged with the SAU Tech PCard. Some examples of allowable items/goods purchased with the Purchasing Card are books, general office supplies, lab supplies, postage, subscriptions, UPS, FedEx, and many more that are not currently on a mandatory State Contract.

**In most circumstances, the Cardholder may purchase goods for official business purposes for the SAU Tech, EXCEPT:**

- ☐ Any non-allowable transaction to the card that could result in disciplinary action
- ☐ Alcoholic beverages of any kind
- ☐ Cash advances
- ☐ Personal type purchases of any kind, items or services (gift cards or certificates, cards such as get-well, birthday, etc., flowers, etc. food (unless approved))
- ☐ Printing subject to Amendment 54 to the Arkansas Constitution and Arkansas State Procurement Laws
- ☐ Travel expenses or travel related expenses
- ☐ Any IT purchases that require a VPAT (see Information Technology Policy) unless prior approval from the Purchasing Office.
- ☐ Printers, ink and toner
- ☐ Monthly recurring charges including internet and phone services
- ☐ Vehicle rentals
- \* Any items listed on mandatory agency or state contracts without vendor approval. The item may be purchased using the PCard if the contract allows – check with PCard Coordinator.
- ☐ Professional Services and Consultant Services Contracts or any tax reportable IRS 1099 expenses
- ☐ Split purchase or any other form of incremental purchasing
- ☐ Any purchase that would involve a trade-in

**NOTE:** It is recommended that equipment or other items, both high and low value, which should be included on the College inventory listing be purchased using the traditional PO method to allow for the proper tracking of the asset shell and number.

If you are not sure of any of these requirements, or have any questions regarding this subject, contact the PCard coordinator before making the purchase.

**ALL PURCHASES MUST BE FOR OFFICIAL BUSINESS FOR SAU TECH.**

### 4. PCARD ACTIVATION

Before purchasing with the PCard, it must be activated. It is recommended the activation be done in a secure location to protect the security and integrity of the PCard. If you have problems activating your card, please contact Purchasing Card Coordinator, 870.574.4523.

## 5. MAKING A PURCHASE

When making a PCard purchase, the Cardholder shall check as many sources as reasonable to assure the best price, quality, service and delivery is in the best interest of SAU Tech. There are several methods of procuring with the PCard.

**In Person (Point of Sale)** – The Cardholder takes the PCard to the merchant and verifies the merchant accepts the Mastercard card. The Cardholder shall retain all PCard transaction documentation and provide this to proper agency personnel for backup and comparison to the Bank of America transaction information and/or PCard Transaction Log.

**Phone Orders** – The Cardholder may telephone an order to a supplier. The supplier shall request the Cardholder's Purchasing Card number and expiration date. For security reasons, ensure others do not overhear or view this information. The Cardholder shall ensure the supplier includes a Purchasing Card authorization slip, cash register tape or paid invoice with the delivery of the order. The Cardholder shall retain all transaction documentation for backup.

**Internet Orders** – Cardholders may use electronic mail to submit an order to a supplier. However, before engaging in an internet purchase, be familiar with the procedures the vendors use to handle PCard transactions. For instance, some sites dictate you be registered in their system before making a purchase. Once the Cardholder has completed the transaction, he/she shall ensure the supplier includes a cash register receipt, paid invoice, other documentation with the purchase information on it, and/or a delivery slip with the order. If the supplier intends to mail the PCard transaction documentation as a separate item, the Cardholder shall ensure this documentation is sent to the SAU Tech's official address. The Cardholder shall retain all transaction documentation. **Remember, internet orders may be subject to Use Tax.**

## 6. GENERAL POLICIES AND PROCEDURES

- ☐ PCards will only be issued to an individual in the individual's name or in the name of a department.
- ☐ Cardholder must be a full time employee of SAU Tech.
- ☐ PCards are not transferable between individuals.
- ☐ A default account number will be assigned to each PCard of SAU Tech.
- ☐ Each account number will belong to one department.
- ☐ The account number will link cardholders to their department.
- ☐ Each department will assign one person as Department Liaison.
- ☐ Department Liaisons will be responsible for the basic administrative procedures of maintain the PCard Transaction Log and all transaction documentation for all transactions.
- ☐ Department Liaison may be a liaison for him/herself but the department head must sign the transaction log for each billing cycle.
- ☐ Department Liaison may be responsible for more than one department account.
- ☐ For all charges, Bank of America is paid each billing cycle from agency funds in full.
- ☐ Purchasing Agent will serve as the PCard Coordinator (PCC).
- \* Employee's department head and appropriate Vice-Chancellor must approve the employee's agreement to request a card, assign the Department Liaisons, and submit this information to the PCard Coordinator before the process of issuing a card can begin.

- ☐ Upon receipt of the approved agreement the PCard Coordinator will contact the approving departmental head for any other information that may be needed and then submit the application for the PCard.
- ☐ The department head must notify the PCC when any changes in the assigned Department Liaisons occur.
- \* Department head's approval delegates transaction authority to the cardholder.
- ☐ Department liaisons will have the capability to, and will be responsible for:
  - Reallocating account number for payment;
  - Logging each cardholder's transactions to the PCard Transaction Log and maintaining the documentation for each transaction; and
  - Identifying transactions subject to use tax and assure that use tax has been or will be charged properly.
- \* Departments will be responsible to assure credit card charges are accurate on their Monthly Management Budget Report by comparing the report's transactions to their Transaction Log.
- ☐ **Agencies will have the ultimate responsibility to ensure card charges are accurate and properly accounted for.**

## 7. PARTIES INVOLVED

**Note: All parties involved in the Arkansas PCard Program must maintain segregate duties if possible (approving, purchasing, reviewing, etc.)**

**Agency** – SAU Tech arranges with the state Credit Card Coordinator/Administrator for the issuance of PCards from Bank of America to approved employees. SAU Tech agrees to accept liability for the employees' use of the cards and abide by all rules and regulations of the Arkansas PCard Program.

**Cardholder** – An employee or authorized individual (non-employee) of a SAU Tech to use the PCard to execute purchase transactions on behalf of their department.

**Card Issuer** – Bank of America

**Department Head** – SAU Tech official who must approve employee's request for a PCard, assign Department Liaisons, designate account number for purchases on the PCard, and submit applications to the PCC. Department head approval delegates transaction authority to the cardholder.

**Department Liaison** – An employee in each department/college who manages, and coordinates the PCards within their department. This person is responsible for logging, maintaining, and reconciling within their assigned department. The liaison will be responsible for reviewing transactions for individual cardholders to make sure the transactions are Administrative Non-Exempt as an appropriate expense.

**Procurement Card Coordinator (PCC)** - The central coordinator will be located in the Purchasing Department. This person will coordinate the PCard program, act as an intermediary in correspondence with the card issuer, monitor the program on a daily basis, review functions, and conduct training.

**Vendor** - The merchant from whom a cardholder is making a purchase.

## 8. CARDHOLDER RESPONSIBILITIES

The Cardholder is responsible for knowing and applying all of the rules related to the Arkansas PCard Program. The PCard is not to be used for **travel, cash**, and other categories included in the **Blocked Merchant Category Code (MCC)** list. Misuse of the card will subject the Cardholder to disciplinary action in accordance with this policy and Bank of America/Mastercard policies and procedures relating to disciplinary action and/or termination for cause. The “3 strikes and you’re out” principle will apply to all cardholders. This is intended to allow for “honest” type mistakes that can be made by an individual cardholder. If an individual cardholder makes procurement type mistakes his/her card will be revoked upon the discovery of the third mistake. This ruling is pro procurement mistakes only. **FRAUD is the intent to deceive and will not be considered a procurement mistake.** Buying items for personal use, purchase other than SAU Tech official business, etc. will be considered as fraud. **Cardholders must activate their own card upon receiving it.** The Cardholder must:

- ☐ Ensure the PCard is used only for legitimate business purposes.
- ☐ Maintain the PCard in a secure location at all times.
- ☐ Not allow other individuals to use the PCard.
- ☐ Adhere to the purchase limits and restriction of the PCard and ensure the total transaction amount of any single transaction does not exceed \$1,499.00.
- ☐ Obtain all appropriate documentation (sales slips, register receipts, and/or PCards slips)
- ☐ Maintain a Purchasing Card Transaction Log for all transactions including returns and refunds.
- ☐ Sign off on the log, attach all documentation to the log, and then submit it through your normal approval process to the Department Liaison.
- ☐ Receive copy of monthly account statements and reconcile it against the transaction log or assist the Department Liaison.
- ☐ It is recommended that the Cardholder retain a copy of the Log for his/her records.
- ☐ Notify Department Liaison if the account number needs to be changed on a transaction.
- ☐ Attempt to resolve disputes or billing errors directly with the vendor or bank and immediately notify the Department Liaison and the Procurement Card Coordinator if the dispute or billing error is not satisfactorily resolved.
- ☐ Ensure that an appropriate credit for the reported disputed items(s) or billing error appears on a subsequent Cardholder's Statement.
- ☐ **Do not accept cash or a gift card in lieu of a credit to the PCard account. A return must always be a credit back to the PCard account.**
- ☐ **Immediately report a lost or stolen card to Bank of America 1-888-449-2273 (24 hours a day, 365 days a year).**
- ☐ **Notify Department Liaison and/or Credit Card Coordinator of a lost or stolen PCard at the first opportunity during business hours.**
- ☐ Return the Procurement Card to the Department Liaison upon terminating employment with SAU Tech or upon request of the Procurement Card Coordinator or Department Head.
- ☐ If the Cardholder is changing departments within SAU Tech they must contact the Procurement Card Coordinator to coordinate the change.

## 9. DEPARTMENT LIAISON RESPONSIBILITIES

Each Department Head must designate a Department Liaison. A Department Liaison may also be a liaison for his/her own card. However, if the Department Liaison is also a procurement cardholder, it will be the responsibility of the liaison to have the monthly expenses reviewed and signed by their Department Head. The Department Liaison must attend all required training sessions. Responsibilities include but are not limited to,

- ☐ Collecting vendor receipts and procurement card receipts from each Cardholder, validation of those documents and reconciling to billing statements.
- ☐ Maintain a Purchasing Card Transaction Log for each card within that department.
- ☐ Log each individual transaction as the Cardholder presents the transactions and attach original back up (receipts, sales slips, packing list, etc.) to the Log form for future audit purposes and reconciliation to the monthly billing from Bank of America.
- ☐ Retaining copies of all charge slips and receipts for audit by internal and external auditors.
- ☐ Forwarding the Transaction Log with attached documentation to the Procurement Card Coordinator within five (5) calendar days after receipt of monthly electronic billing for each individual card.
- ☐ Approving and/or updating account number on electronic billing distribution of individual Cardholder account within 45 days of the transaction posting date.
- ☐ Identifying and updating transactions, which require the submission of use tax and/or account changes within 45 days of the transaction posting date.
- \* If a change in account number or use tax has occurred; these adjustments must be addressed within a 45-day period. The Department Liaison must fill out the "Account Number Change Form and submit to the Accounts Payable for processing.
- ☐ **NOTE:** Because of year-end processing, charges for the month of June may not have the 45 day adjustment period.
- ☐ Attempts to resolve any disputes with vendor and/or Bank of America that were not resolved by Cardholder. **Note:** There is a 60-day period for resolution of disputes.
- ☐ Changing the default account number for individual cards as needed.
- ☐ Notifying Procurement Card Coordinator of lost or stolen cards.
- \* Requesting Procurement Card Coordinator to cancel a Cardholder's card (e.g. terminated employees, loss of purchasing card privileges) as approved by Department Head.
- ☐ Collecting canceled cards from personnel and forwarding them to the Procurement Card Coordinator.

## 10. PROCUREMENT CARD COORDINATOR RESPONSIBILITIES

The Purchasing Agent will serve as the Purchasing Card Coordinator (PCC) and will be responsible for the over-all Procurement Card program. Responsibilities include:

- ☐ SAU Tech contact with Bank of America.
- ☐ Utilizing various software applications provided by Bank of America.
- ☐ Reviewing department Purchasing Card applications for completeness of required information.



- ☐ Requesting cards from Bank of America and receiving Procurement Card from Bank of America.
- ☐ Training Cardholders and Department Liaisons before releasing Procurement Cards to the Cardholders.
- ☐ Requiring the Cardholder to sign the Cardholder agreement, this signifies agreement with the terms of the Procurement Card Program.
- ☐ Resolving disputed charges/discrepancies not settled by the Cardholder or Department Liaisons.
- ☐ Initiating change of Procurement Card default account number upon request of department heads.
- ☐ Securing revoked Procurement Cards and submitting the information to Bank of America.
- \* Reviewing the Bank of America's invoice for payment.
- ☐ Reviewing accounting statements as to payments to Bank of America and charges to individual departments as they are made.
- ☐ Reviewing usage of Procurement Card data for appropriateness.
- ☐ Performing audit functions and/or coordinating them with the SAU Tech Controller or other College officials.

## 11. CARDHOLDER LIABILITY

The Purchasing Card is a commercial purchasing Mastercard card, which will not affect the Cardholder's personal credit. **The Department is liable** for all charges made on the Purchasing Card. This includes transactions made on a lost or stolen card before it is reported lost or stolen. However, it is the Cardholder's responsibility to ensure that the card is used within stated guidelines of the Purchasing Card Cardholder Manual as well as SAU Tech guidelines and procedures relating to the expenditure of SAU Tech funds. Failure to comply with program guidelines may result in revocation of the card, notification of the situation to management, and further disciplinary measures that may include termination of employment. **The ultimate responsibility for use/misuse of the Purchasing Card rests with the cardholder.**

**The Bank of America/Mastercard Liability Waiver Program requires** the State of Arkansas to initiate termination proceedings as soon as documented evidence of Cardholder fraudulent activity surfaces. The Department Liaison and/or the Procurement Card Coordinator/Administrator shall notify Bank of America to cancel the Cardholder's card within two (2) days of the documentation and verification of Cardholder misuse.

Furthermore, specific forms, supplied by Bank of America/Mastercard, must be completed and filed with Bank of America/Mastercard by the Department Liaison when fraud has occurred. These forms and instructions are available from the bank.

## 12. CARDHOLDER ACCOUNT CLOSURE

A cardholder account should be closed if he/she performs any unapproved action or is no longer authorized to perform purchasing duties for SAU Tech. To accomplish this, the Department Liaison will: 1) keep in contact with agency human resources so the Procurement Card Coordinator will be informed of employment termination by cardholders, and 2) **SAU Tech will be required to notify the Credit Card Coordinator of account closures.** The following are the most common reasons for an account closure.

1. Cardholder moves to a new job with the state.
2. Cardholder terminates State employment or affiliation with the state if cardholder is non-employee

as defined in section 7 of this manual.

3. Use of the Purchasing Card for any of the following reasons:
  - a. Personal or unauthorized purposes. **Note: Use of the card for personal and/or unauthorized purposes could be interpreted as fraud.**
  - b. Any attempt or actual purchase, utilizing the Purchasing Card, of alcoholic beverages or any substance, material, or service, which violates policy, law or regulation pertaining to the State of Arkansas.
  - c. The Cardholder allows the card to be used by another individual.
  - d. The Cardholder splits a purchase to circumvent the limitations of the Arkansas Procurement Laws.
  - e. The Cardholder uses another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the Arkansas Procurement Law.
  - f. The Cardholder fails to provide, when requested, information about any specific purchase. Failure to abide by these rules will subject the employee to disciplinary action in accordance with the State of Arkansas Purchasing Card Program policies and procedures as they relate to misuse of the card.

### **13. DOCUMENTATION OF EXPENDITURES**

The Cardholder must provide valid documentation of each transaction once a month to the Department Liaison by attaching to the transaction log. The Departmental Liaison must review all documentation submitted and determine if valid and complete documentation is on file for every transaction listed on each Cardholder's statement. All documentation for each transaction is to be maintained until authorized for disposal by the Legislative Auditor (as required by Arkansas Code Annotated: §19-14-1108).

1. Valid source documentation may be:
  - a. A detailed receipt and/or transaction slip from the merchant.
  - b. A detailed order form.
  - c. A detailed invoice showing credit card payment.
  - d. A detailed packing slip from the delivery annotated by the Cardholder as ordered by, received by, paid by and signature of the Cardholder.
2. All documentation must include the following minimum information (Cardholder must hand write it if not originally printed on the form):
  - a. Vendor name
  - b. Date of the purchase
  - c. Description and quantity of each item purchased
  - d. Per item cost, if available from the merchant
  - e. Total cost of the transaction
  - f. Cardholder name and card number

## **14. LOST, MISPLACED OR STOLEN PURCHASING CARDS**

Cardholders are required to report any lost or stolen Purchasing Card immediately to their Purchasing Card Coordinator and to Bank of America.

## **15. TAXES – SALES and USE**

As a rule, the purchase of tangible property is taxable. If the merchant charges the proper tax on the Purchasing Card transaction then normally no other action will be required. If no taxes were charged, the agency must prepare a payment of “use” tax to the State of Arkansas. Use Tax is a tax on tangible personal property purchased out-of-state and brought into Arkansas for use, storage, consumption, or distribution. The tax is designed to assure fair competition between Arkansas businesses and out-of-state businesses. It is very important that when entering your transaction on the Purchasing Card Transaction Log you list the state where the purchase originates, if sales tax was paid and if so, the amount that was charged. Very few items are non-taxable. Examples of some non-taxable items are:

- \* Membership dues
- \* Freight, if billed as a separate item
- \* Subscriptions
- \* Periodicals
- \* Items that are tax exempt by law

Examples of items subject to Use Tax include CD's, books, furniture, clothing, food, hunting and fishing gear, etc. These are only a few examples. All tangible personal property purchased out of state is subject to the Use Tax. For other questions on sales and use tax, contact the Sales and Use Tax Section's Taxpayer Services Group at (501) 682-7104.

## **16. SPENDING CONTROLS**

The default maximum credit limit per cardholder is **\$2,000.00 per billing cycle**. The Procurement Card Coordinator at SAU Tech will adjust limits as determined by demonstrated and/or special need. SAU Tech spending parameter for each procurement card issued is normally established at \$1499.00 per individual transaction.

## **17. REBATES, REFUNDS, REWARDS, ETC.**

Any manufacturer rebates received by the Cardholder as results of a Purchasing Card transaction shall be credited to the Purchasing Card and documentation reflecting the transaction shall be attached to the Purchasing Card Transaction Log to support such credit. The Cardholder is not to use any rewards cards to accrue points or coupons from state purchases. Any rebates, coupons, rewards, gifts, points, frequent flyer miles, cash cards, etc. must accrue to the state entity and utilized only for official SAU Tech related business. No personal gain by making purchases with the State Purchasing Card is permitted. Misuse of this section could result in disciplinary action.

## 18. CARD DECLINES

Should a vendor decline the Purchasing Card; the Cardholder should immediately contact the Procurement Card Coordinator for assistance. If a purchase is attempted outside normal business hours, the cardholder must find an alternate payment method or terminate the purchase and contact the Procurement Card Coordinator during normal business hours.

## 19. EMERGENCY TRANSACTIONS (ER)

Emergency transactions above OSP spending limits may not be performed with the Purchasing Card due to state procurement regulations for emergency (EM) procurements unless the Purchasing Card section is notified. **Exceptions may be made for natural or man-made disasters on an “as needed” basis.** The proper authority will notify the State Procurement Director if a disaster in the state has been declared. The State Procurement Director and the Procurement Card Coordinator will initiate an Emergency Purchasing Card Program. With the assistance of the proper agencies, the Procurement Card Coordinator will decide which Purchasing Card spending limits will be upgraded and what MCC blocking needs to be revised.

The Procurement Card Coordinator will notify Bank of America as to its requested action(s). The agencies and the Procurement Card Coordinator will record and maintain all records documenting purchases during the declared disaster.

## 20. REFUNDS AND CREDITS

Vendors will issue all refunds and credits to the individual Purchasing Card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. **Under no circumstances should a Cardholder accept cash or a gift card in lieu of a refund or credit to the Purchasing Card account.**

## 21. UNRESOLVED DISPUTES AND BILLING ERRORS

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Department Liaison should contact the Procurement Card Coordinator for assistance.

**Note:** The total amount billed by Bank of America will be charged to the individual agency accounts and credits for disputed transactions will be posted to agency accounts when the credit appears on the Bank of America billing. In addition, there is a dispute form online at Bank of America for the Cardholder to complete. A back up form is available for download at the DFA-OSP website.

## 22. SECURITY AND STORAGE

**Purchasing Cards (Purchasing Card)** - Cardholders should always treat the Purchasing Card with at least the same level of care as one does with their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card.

## 23. VENDOR SET UP

If a frequently used vendor does not accept the Mastercard card, the agency should recruit the vendor to take the necessary steps to begin acceptance of the card and provide this information to Bank of America. Cardholders should contact the Procurement Card Coordinator when encountering vendors who do not accept the card.

## **24. MERCHANT CATEGORY CODE BLOCKING**

Transactions will be blocked at the point-of-sale level (in person, phone, or internet) at the types of vendors on the Blocked Merchant Category Code List. All vendors are assigned a Merchant Category Code (MCC) by their bank. Attempting to buy from merchants that are not included in the specifications will cause your transaction to be denied.

- \* Notify the Procurement Card Coordinator of the card decline.
- \* Procurement Card Coordinator can unblock the card.

## **25. PURCHASING CARD SET UP, MAINTENANCE AND CLOSURE**

All contact with Bank of America for card set up, maintenance and closure, (except for reporting lost or stolen cards), will be handled by the Procurement Card Coordinator (870.574.4523).

### **Card Set Up:**

- \* SAU Tech employee completes a Procurement Card agreement and application form and submits them to his/her Department Head for completion and approval.
- \* Department Head completes the application by providing the name of the Department Liaisons, default account number to be assigned to the card, recommends the monthly spending limit for the potential cardholder and annotates and provides justification for any additional MCC blocks he/she wishes to remove.
- \* Department Head's signature of approval delegates transaction authority to the Cardholder. The application will then be forwarded to the appropriate Vice Chancellor for his/her approval.
- \* Fully approved agreement application form will then be sent to the Procurement Card Coordinator.
- \* Procurement Card Coordinator reviews agreement and application forms for completeness and submits the application to the Bank of America.
- \* At this time the Purchasing Card Coordinator will schedule the applicant for the Purchasing Card training session (this training session must be completed before any Purchasing Card can be issued to an application).
- \* Upon receipt of the Procurement Card from Bank of America, the Procurement Card Coordinator will notify the applicant. The applicant must appear in the Purchasing Card Coordinator's Office to sign a receipt for the Purchasing Card.

**Closure:**

- \* Lost or Stolen Cards - Cardholder must immediately report the lost/stolen card to their Department Liaison. In addition, the Procurement Card Coordinator must also be notified.
- \* Terminated Employees – **Agency must notify Procurement Card Coordinator via emails of employee terminations for any reason.** The cardholder account will then be closed on the Access Online website by the State PCC. Procurement Card Coordinator is to secure Purchasing Cards from terminated employees.

**26. RECONCILIATION, APPROVAL AND ALLOCATION OF BILLING Receipt****and Payment of Bank of America Billing:**

- \* US Bank will electronically make available SAU Tech's statement the next day after the close of the billing cycle which is usually on the 15th.
- \* Procurement Card Coordinator will review bill for any obvious errors in charges or un-posted payments. If none noted, payment in full will be made to Bank of America.
- \* Procurement Card Coordinator will compare the payment request document against the account and submit the billing to Accounts Payable for payment to be issued to Bank of America. The payment posting will be prepared within **6 working days** after the end of the billing cycle and processed so that payment will reach Bank of America no later than **10** calendar days after the close of the billing cycle of the previous month.
- \* Payment will be transmitted in accordance with Bank of America instructions.

**Reallocation of Purchasing Card Charges by Agencies:**

Default accounting codes will be assigned to each Purchasing Card issued. Bank of America will submit monthly an electronic billing statement to SAU Tech and all Purchasing Card transactions will be charged to the default account number unless adjustments are made as follows:

- \* Department Liaison change account codes as necessary.
- \* Department Liaison will add analytical information for cost sharing, if necessary.
- \* Department Liaison will identify transactions requiring payment of use tax.
- \* Department Liaison will assemble Cardholders statements, charge slips and receipts and then will be sent to the Procurement Card Coordinator which will retain the documents for audit by internal and external auditors. Receipts for purchases must be maintained until authorized by the Legislative auditor (as required by Arkansas Code Annotated: § 19-4-1108).

The total amount billed by Bank of America will be charged to the SAU Tech and credits for disputed transactions will be posted to SAU Tech when credit appears on the Bank of America billing.

**NOTE:** Remember that it can take up to three (3) days for the entire transaction to complete the entire process, therefore, in some cases a Purchasing Card transaction that is posted to the Transaction Log may not appear on the billing. This is known as timing difference between the transactions that the bank processed and the transactions that were recorded on the Transaction Log. If this occurs; line through the posting on the Transaction Log, annotate it with "Not billed on this cycle" and re-enter that data on the log that will be used for the next billing cycle.

## **27. INTERNAL CONTROLS & COMPLIANCE REVIEWS**

SAU Tech's internal control policies and procedures are as follows.

### **The Cardholder will:**

- \* Submit vendor receipt/packing slip and charge slip(s) to the Department Liaison. (If order was by telephone/fax, the Cardholder must supply a copy of the order blank or a description of the order to the Department Liaison for logging and filing purposes).
- \* Indicate account number for purchases to be charged if different than the account number assigned to the Procurement Card.

### **The Department Liaison will:**

- \* Maintain a Purchasing Card Transaction Log for each card within that department for each transaction for each billing cycle.
- \* Log each transaction, by card number, as the Cardholder presents the individual transactions and maintains copies of the backup (receipts, sales slips, packing list, etc.) for future audit purposes.
- \* Match Cardholder receipts to the monthly electronic billing received from Bank of America.
- \* Fill out Journal Expense Transfer Form when applicable.
- \* Enter analytical for cost sharing to grants when applicable.
- \* Identify transactions requiring the payment of use tax.
- \* Maintain a detailed report of the above and forward the original to the Procurement Card Coordinator within five (5) calendar days after receipt of monthly electronic billing for each individual card.
- \* Retain copies of all transaction receipts and vouchers for audit by internal and external auditors. Receipts for purchases paid are to be maintained for five (5) years, seven (7) years if Federal funds are involved.

### **Procurement Card Coordinator will:**

- \* Review of total department charges, Bank of America billing and some accounting adjustments that may be required. Actual charges to the individual departmental funds will be made electronically as the total billing is processed for payment.
- \* Review electronically, all card transactions on a daily/weekly basis. This review/audit will be an overall look for mistakes, errors, illegal and other type transactions.
- \* Monitor the reconciliation of the SAU Tech monthly accounting statement for payments to Bank of America and charges to individual departments.
- \* Make periodic audits of card use and check Purchasing Card charges for appropriateness through the use of Bank of America's Access On-Line reporting system and manually checking receipts. Areas to be monitored include, but not limited to, compliance with State of Arkansas Procurement Laws/Regulations, compliance with Procurement Card regulations, compliance with SAU Tech regulations, and sales and/or use tax charges.
- \* Non-use of Purchasing Cards by cardholders will also be monitored.
- \* Download the monthly statement from Bank of America website.



## 28. END OF FISCAL YEAR PROCEDURES

Goods and services should be expended in the year they are received. When the Purchasing Card is used, the supplier may hold the Purchasing Card transaction posting for several days and it could take 3 days for the actual posting to the Bank of America billing, which is the 15th of each month. Either of these events could create an accounting problem at the end of the fiscal year (June 30). To ensure that Purchasing Card expenditures are properly recorded in the year goods and services are received, the Cardholder needs to inform the supplier that June transactions should be posted the same day the actual transaction takes place. To ensure proper recording of expenditures, the Purchasing Card **should not be used** for purchases during the dates of June 10 – June 30 of each year.

## 31. PURCHASING CARD CONTACTS

SAU Tech Procurement Card Coordinator:

- \* Angela Fry  
870.574.4523  
afry@sautech.edu

