



Staff Handbook

SECTION 2 EMPLOYMENT CONDITIONS

2.01 Access to Personnel Files

Personnel files are the property of the University and access to information they contain is restricted. Generally, only administrative officials and representatives of the University who have a legitimate, verifiable reason may review information in a file. (Refer to [Policy 04:020](#))

2.02 Employment

The University makes employment decisions on the basis of relative ability, experience, or other qualifications, without regard to race, sex, sexual orientation, gender identity, age, genetic information, disability, national origin, religion, color, veteran status and other characteristics in keeping with applicable federal and state laws and EEO guidelines.

2.03 Employment of Relatives (Nepotism)

(Refer to [Policy 04:001](#))

2.04 Immigration Forms I-9

All new employees, regardless of employment status, are required by Federal law to complete a Form I-9 upon or immediately following employment. This form attests to the individual's eligibility for employment in the United States and is maintained in Human Resources. (Refer to [Policy 04:002](#))

2.05 Interdepartmental Employment

Special payment for duties performed within the University must be approved by the appropriate department head on a project-by-project basis under the following conditions:

1. The employee has special training or knowledge essential to the project;

2. The performance of these duties is above and beyond commitments of the employee's normal duties.

In addition, these duties should not interfere with the employee's regular responsibilities. The work must be done at times other than the employee's regularly scheduled work hours; if this is not possible, the employee must schedule vacation. Fees for services are considered as income and reported accordingly. Human Resources should be contacted prior to an agreement to ensure that all employment laws are followed.

2.06 Lateral Transfer

Lateral transfers into positions of equal status are permissible upon appropriate approval. Approved lateral transfers within a department or division do not require advertising outside the department or division.

2.07 Leave of Absence

The University may provide time off to eligible University staff to continue their education, to participate in research, grants or fellowships, or due to illness or injury of an employee and/or other personal reasons. (Refer to [Policy 04:105](#))

Other aspects of the University's leave policies, including Family and Medical Leave, are governed by [Policies 04:100](#) and [04:130](#).

2.08 Outside Employment

Employment with the University shall be the primary obligation for regular, full-time employees. Appropriate outside employment is allowed, however, if it does not interfere with University responsibilities. (Refer to [Policy 04:001](#))

2.09 Recruitment and Hiring of New Staff

Staff recruitment and hiring are coordinated by the Office of Human Resources in concert with the Division Heads and Department Heads/Directors. Detailed employment policies and procedures are available from the Office of Human Resources. (Refer to [Policy 04:001](#))

2.10 Re-Employment of Retired Staff

(Refer to [Policy 04:001](#))

2.11 Service Dates

Service date is used in the calculation of benefits. This is the date of initial employment at UM, unless there has been a break in service by termination of employment. When a break occurs, the service date becomes the most recent date of employment. For those who change from part-time to full-time and/or regular to temporary status or vice versa, the following applies:

1. Those staff members who have a regular part-time appointment will retain their service date when going to regular full-time.
2. Those staff members who are regular full-time and go to regular part-time will retain their service date.
3. Those staff members going from temporary to regular status or vice versa will receive a new service date.

2.12 Status of Employment

All staff members are classified at the time of employment as either full-time regular, part-time regular, full-time temporary or part-time temporary employees. The classification of an employee establishes no obligation of continued employment. In addition, to comply with regulations in the Fair Labor Standards Act (FLSA), staff are classified as either exempt or non-exempt.

1. Full-time regular staff are employees who work 40 hours per week, whether classes are in session or not.
2. Part-time regular staff are employees who work less than 40 hours per week, whether classes are in session or not.
3. Full-time temporary staff are employees who work 40 hours per week for a limited time period of less than one year.
4. Part-time temporary staff are employees who work less than 40 hours per week for a limited time period of less than one year.
5. Non-exempt staff are those employees who are not exempt from the provisions of the FLSA which regulates minimum wage, overtime pay and recordkeeping requirements and which restricts child labor.
6. Exempt staff are employees who are exempt from the provisions of the FLSA and are employed in a capacity defined in regulations of the FLSA.

2.13 Termination/Settlement of Financial Obligations

Papers and/or records, including video and/or audio recordings, in particular those related to student academic performance or assessment as well as those of an advisory or evaluative nature, remain the property of the University and should not be destroyed or removed from the appropriate office.

All staff leaving employment with the University of Montevallo must ensure that all debts are paid and all University property, including keys, parking decal and identification cards, is turned in on or before the last day of employment. All staff should leave their University technology equipment in their office upon departure. (Refer to [Policy 04:310](#))

2.14 Working Hours

The normal workweek for most non-exempt full-time employees is 40 hours, measured from 12:01 a.m. Sunday through midnight the following Saturday. Some departments are 24/7 facilities.