



# Staff Handbook

Last Revised: August 2020

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## **Staff Handbook**

### **INTRODUCTION**

#### **The Mission**

As a UM staff member, you are an important part of an institution committed to quality – quality in its academic programs, its faculty and its staff. The University’s unique mission, incorporated into State statutes in 1979 as Section 16-54-3, is as follows:

The overriding mission of the University of Montevallo, unique in Alabama higher education, is to provide to students from throughout the state an affordable, geographically accessible, “small college” public higher educational experience of high quality with a strong emphasis on undergraduate liberal studies and with professional programs supported by a broad base of arts and sciences, designed for their intellectual and personal growth in pursuit of meaningful employment and responsible, informed citizenship.

#### **Brief History**

The University of Montevallo was proposed in 1892 in a bill introduced in the State Senate by Sol D. Bloch of Camden. The bill, steered through the House by John McQueen of Birmingham, was passed the following year. In June 1895, after considerable competition from other parts of the state, Montevallo was selected as the site of the University because of the town’s location near the exact geographical center of the state, its healthful surroundings – and a substantial gift of cash and property by local citizens who wanted a public educational institution in their town.

The school, dedicated to the education of Alabama females, opened on October 12, 1896, with Captain Henry Clay Reynolds of Montevallo as President, a faculty of 10 and a student enrollment of 145. The “campus” consisted only of Reynolds Hall, erected in 1851. The institution, known as Alabama College for most of the century, became the University of Montevallo in 1969.

Management of the University from the beginning was vested in an 11-member Board of Trustees in addition to the Governor, who is its president, and the State Superintendent of Education, both of whom serve *ex-officio*. Members are appointed by the Governor, with the advice and consent of the State Senate.

The University has had 15 presidents. The first, Captain Henry Clay Reynolds, was a lieutenant in the Confederate States Army and at the time of his election was a merchant and a planter. In 1898 he was succeeded by Dr. Francis Marion Peterson, professor of Ancient Languages at Southern University (now Birmingham-Southern). The third president, Dr. Thomas Waverly Palmer, before coming to Montevallo in 1907, had been Dean and Professor of Mathematics at the University of Alabama. In 1926, Dr. O.C. Carmichael, Dean of the University since 1922, became the fourth president. Dr. Arthur Fort Harman, former State Superintendent of Education, served the University as its fifth president from 1935 to Sept. 1, 1947, when he was succeeded by Dr. John Tyler Caldwell, its sixth president. On July 1, 1952, Dr. Caldwell was succeeded by Dr. F. Edward Lund, former Dean of Florence State College. In August 1957, Dr. Howard Mitchell Phillips Sr., Dean of the Graduate School, Emory University, became the eighth president of the College. Dr. Delos P. Culp, President of Livingston State College, succeeded Dr. Phillips becoming the ninth president of the University. In March 1968, Dr. Kermit A. Johnson became the 10th president of the University of Montevallo. On Aug. 1, 1977, Dr. James F. Vickrey Jr., became the 11th president of the University. In March 1988, Dr. John W. Stewart became acting president and was appointed as the 12th president on Oct. 12, 1989, serving until his retirement in June 1992. On July 1, 1992, Dr. Robert M. McChesney became the University of Montevallo's 13th president, serving until his retirement in August 2006. Dr. Philip C. Williams became the University's 14th president on Aug. 1, 2006. On May 17, 2010, Dr. John W. Stewart III was appointed as the 15th president.

In the fall of 1955, President Lund recommended to the Trustees that the institution become a coeducational liberal arts college, offering standard courses in the arts and sciences and in the various professional fields in which the University had historically pioneered. In response to the recommendation, which was approved unanimously by the Trustees, the State Legislature on Jan. 17, 1956, passed the necessary legislation to permit the University to admit qualified male students. The University thus opened its 61st session as a coeducational liberal arts college.

The University of Montevallo has developed from its beginning as a women's school with a curriculum covering high school subjects, special work in commercial courses, normal training, music and domestic arts to a public liberal arts university granting undergraduate and graduate degrees. It is accredited by the Southern Association of Colleges and Schools and is committed to the attainment of national accreditation in all of its undergraduate programs where such recognition is available and appropriate. In addition, UM is also a member of the prestigious Council of Public Liberal Arts Colleges. Montevallo's facilities include a 160-acre main campus, with more than 40 major buildings included in the \$50-plus million physical plant. Spacious lawns, stately trees, redbrick walkways and streets and an unusual number of flowers and shrubs contribute to the natural attractiveness of the campus, the center portion of which is a National Historic District.

The University is comprised of six divisions: the Division of Academic Affairs, the Division of Administrative Affairs, the Division of Enrollment Management and Student Affairs, the Division of Business Affairs, the Division of Intercollegiate Athletics and the Division of University Advancement and External Affairs. UM offers study in four colleges: the College of Arts and Sciences, the Michael E. Stephens College of Business, the College of Education and Human Development and the College of Fine Arts. The University grants Bachelor of Arts, Bachelor of Business Administration, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Music Education

and Bachelor of Science degrees, as well as Master of Arts, Master of Business Administration, Master of Education, Master of Science and Educational Specialist degrees.

### **Regional Accreditation**

The University of Montevallo is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelor's, master's and educational specialist degrees. Questions about the accreditation of the University of Montevallo may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500 or by using information available on SACSCOC's website ([sacscoc.org](http://sacscoc.org)).

The UM faculty and staff recognize the importance and public trust that accompany regional accreditation and the national and international acceptance accorded degrees granted by accredited institutions. In carrying out the University's mission, Montevallo is committed to adhering to the principles and requirements set forth and refined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), including those referred to in SACSCOC literature under the heading of Institutional Effectiveness, a term which encompasses the systematic and documented processes of planning, assessment and improvement. It is incumbent upon the faculty to be familiar with and to abide by the requirements contained in the SACSCOC Principles of Accreditation, housed in the Division of Academic Affairs and/or in all departmental offices and to participate in the ongoing activities necessary for continuous improvement.

### **University Policy**

All provisions in this *Handbook* are subordinate to any contrary provisions in State law and/or University policy. University policy is developed, revised and issued as conditions warrant, as the Board of Trustees' action dictates, or as new state or federal legislation is enacted.

Staff are encouraged and expected to be aware of all University policies. Complete information about each of the University's official policies is available through Human Resources and in the Policy Manuals located in departmental offices, or in the [Policies section](#) of the University's website. Questions should be directed to your Director/Department Head, Dean, or Human Resources.



## Staff Handbook

### SECTION 1 GOVERNANCE AND ADMINISTRATION

#### 1.01 Board of Trustees

The University of Montevallo is governed by a Board of Trustees composed of: the Governor of the State, who is *ex-officio* President of the Board; the State Superintendent of Education, who is an *ex-officio* member of the Board; four members serving from the State-at-Large and one member from each congressional district appointed by the Governor, subject to confirmation by the State Senate, for staggered terms of 12 years. An executive committee of five members is designated by the President of the Board, one of the five members being named the Chair of the Executive Committee and another Vice Chair. Five members constitute a quorum of the Board.

The Board of Trustees administers the University through its chief executive officer, the President of the University, who acts as a representative of the Board in policy and procedural matters. All authority of persons attached to the University or employed by the University, in any capacity, is derived either directly from the Board of Trustees, under the law of the State of Alabama, or through the Board's chief executive officer, the President of the University, acting as a representative of the Board.

#### 1.02 Delegation of Authority

The Board of Trustees (via [Policy 01:001](#)) has delegated authority to the President to exercise the following powers and duties and to delegate the same to designated administrative officials of the University:

- appointment, acceptance of resignation, termination, or other changes in status of personnel, including the determination of job descriptions;
- compensation of personnel;
- suspension or disciplinary action against personnel;
- establishment and elimination of personnel positions and their alignment in organizational framework;
- approval of travel and contractual obligations, such as equipment purchases, services, institutional memberships, intercollegiate athletics, construction and moving expenses;
- determination of which officials shall have authority to act as President, in his or her absence and in what order;

- the making of changes in the annual UM Operating Budget, as required by changing circumstances, within the confines of past practice, broad policy parameters inherent in each budget and major revenue and expenditure totals – subject to Trustee non-concurrence (such changes are reported to the Board in connection with the presentation of quarterly financials and other reports which Trustees receive);
- setting charges and making changes in UM charges for such items as reproduction of transcripts, duplication and printing charges, bookstore, vending machine charges, library fines, orientation fees, parking and related fees and fines and other such charges;
- development and implementation of policies and procedures required to administer effectively all of the operational affairs of the University.

### **1.03 University Administration**

(Refer to Appendix E – University of Montevallo - University of Montevallo Organizational Chart)

President: Responsibility for the total operation of the University rests with the President of the University as the chief executive officer of the University. The President delegates to the various officers and committees authority and responsibility for accomplishing the duties assigned to them.

#### **The following officers are members of the President’s Executive Cabinet:**

The Provost and Vice President for Academic Affairs (Provost/VPAA) reports to the President and is the principal advisor on academic matters and, in the President’s absence, serves as Acting President.

The Provost/VPAA is the principal academic officer of the University and has overall administrative responsibility for academic programs and support services as well as for policies, procedures, planning, budgeting and personnel matters in the four colleges; the Library; the Registrar’s Office; the Falcon Success and Learning Enrichment Centers; the Honors Program; Service Learning and Community Outreach; the Malone Center for Excellence in Teaching; TRIO Programs; and the Alabama Traffic Safety Center. The Provost/VPAA coordinates and monitors campus planning processes and maintains, supervises and coordinates a comprehensive institutional assessment program, including assessment of instructional programs and student learning outcomes. The Provost/VPAA also coordinates and oversees regional and programmatic accreditation activities.

Vice President for Enrollment and Student Affairs/Dean of Students: The Vice President for Enrollment and Student Affairs/Dean of Students reports directly to the President and is responsible for the overall development and implementation of the University’s undergraduate recruitment programs and for guidance to and supervision of the units within the Division of Student Affairs. The Vice President for Enrollment and Student Affairs/Dean of Students provides oversight for Admissions, Counseling Services, Career Development Center, Department of Public Safety, Disability Support Services, Health Services, Housing and Residence Life, Student Life, Student Conduct and Student Aid.

The Vice President for Administration, CIO and Liaison to the Board of Trustees: The Vice President for Administration, CIO and Liaison to the Board of Trustees reports to the President and directs the executive functions of the President's office and serves as liaison and recording secretary to the Board of Trustees. The Vice President for Administration, CIO and Liaison to the Board of Trustees provides oversight for the operating units to include Information Services and Technology, Human Resources and Risk Management, Title IX and EO/AA, Institutional Research, Planning and Assessment, Physical Plant and the Montevallo M.A.D.E. program.

CFO & Treasurer: The CFO & Treasurer reports to the President and serves as the President's principal advisor concerning business operations and financial management of the University. The CFO & Treasurer serves as the University's official liaison with external auditors. In connection with the above this officer has responsibility for the oversight of the following areas: Student Accounting, Budget, Purchasing and Payables, Payroll, Cashier's Office and outside vendors including the Bookstore and Dining Services.

Director of Athletics: The Director of Athletics reports to the President and is responsible for overseeing the operations of the intercollegiate athletic program and the Student Activity Center.

Vice President for Advancement and External Affairs: The Vice President for Advancement and External Affairs reports to the President and sets the course and direction for activities related to principal prospects for major and planned giving; serves as the governmental relations liaison, acting as an advocate for the University at federal, state and local levels; and provides guidance to and supervision of Advancement, Alumni Affairs, Development and University Marketing & Communications

**The following staff join the members of Executive Cabinet and the President of Faculty Senate in serving as members of the President's Cabinet:**

Academic Deans: The Academic Deans of the Colleges of Arts and Sciences, Business, Education and Human Development and Fine Arts report to the Provost/VPAA and provide leadership in curriculum offerings and instruction. Specific responsibilities assigned to the Deans include the following: general supervision over instructional matters including instructional personnel; analysis and evaluation of instruction and recommendations of changes to improve academic opportunities for students; counseling students and faculty in matter relating to instruction; applying academic regulations to individual cases as conditions require; establishing class schedules, approving student programs of study and generally directing academic affairs within their respective colleges; and performing other duties as assigned by the Provost/VPAA.

Director of Falcon Success and Learning Enrichment Centers: The Director develops, coordinates and manages a wide range of student success activities across campus aimed at improving the University's retention and graduation rates. Serves as point of contact for students and faculty/staff regarding retention risk factors; identifies at-risk students and assures individualized outreach to develop individual plans for success; and monitors and records progress.

Director of Human Resources, Risk Management and Title IX Coordinator for Employees: The Director reports to the Vice President for Administration, CIO, & Liaison to the BOT and to the President with regard to Title IX matters. As the Chief Human Resources Officer, the Director oversees all functions of the Human Resources department and coordinates all aspects of the University's risk management/insurance programs. Responsibilities as the Title IX Coordinator for Employees include assisting with compliance, training, investigations and resolution in accordance with applicable statutes.

Director of Public Safety/Chief of Police: The Director of Public Safety/Chief of Police reports to the Vice President for Enrollment and Student Affairs/Dean of Students and develops, organizes, directs, supervises and evaluates all aspects of the Department of Public Safety. This officer ensures the protection, security and safety of all students, faculty, staff, visitors, property and facilities while administering the overall operation of the campus Police Department.

Director of the Physical Plant: The Director of the Physical Plant reports to the Vice President for Administration, CIO, & Liaison to the BOT and serves as the principal advisor for facilities. The Director is responsible for maintenance of buildings and grounds and for supervision of the following areas: Central Receiving, Construction and Renovation, Inventory Control, Campus Utilities, Housekeeping and Grounds and the Motor Pool.

Chief Diversity and Inclusion Officer: The individual in this position reports to the President and serves as the principal advisor and organizer for matters related to minority and diversity affairs.

Registrar: The Registrar reports to the Provost/VPAA and is responsible for all activities related to course registration and for the accuracy and security of student academic records and FERPA Compliance.

#### **1.04 Academic Administration**

Academic Deans: (See description in Section 1.03 above)

Academic Department Chairs: Academic Department Chairs report to the Dean of the College and are responsible for management of the department to include recruitment, supervision, evaluation of faculty and staff; periodic curricular review and revision; budget and facilities management; and program assessment.

Academic Program Coordinators: The Academic Program Coordinator reports to the Department Chair and works with program faculty, the Chair and the Dean to ensure that program curricula are current; are aligned with the institutional mission and accepted standards of practice and/or scholarship; are responsible to student needs; and are approved through the established curriculum governance/approval process. Program Coordinators also ensure that reports regarding program design, implementation and assessment are thorough and are submitted on schedules and that program assessment data are collected and analyzed systematically and thoroughly.

Director of Carmichael Library: The Director of Carmichael Library reports to the Provost/VPAA and is responsible for administering the Library in a manner supportive of student and faculty needs.

Director of Falcon Success and Learning Enrichment Centers: (See description in Section 1.03 above).

Director of the Malone Center for Excellence in Teaching: The Director of the Malone Center plans, organizes, implements and assesses programs and activities that will enhance faculty development and teaching excellence.

Registrar: (See description in Section 1.03 above)

Director of the Honors Program: The Director of the Honors Program reports to the Provost/VPAA and is responsible for supervising the organization and delivery of the University Honors Program in collaboration with faculty and staff.

Director of the Alabama Traffic Safety Center: The Director of the Alabama Traffic Safety Center reports to the Provost/VPAA and is responsible for management of the Center's operations, facilities and budget; for supervision and evaluation of staff; and for delivery of effective traffic safety programs.

## **1.05 Staff Senate**

UM staff at all levels have a right and an obligation to be informed about issues affecting the University community and to be involved in discussion and decision-making across campus. The UM Staff Senate is an advisory board, making recommendations to affect positive and constructive changes, in accordance with the University's mission, vision, values and Strategic Plan.

The mission of the Staff Senate shall be to serve as an advisory committee and a collective voice to convey ideas, information and recommendations to the Executive Cabinet regarding the interests and concerns of the staff. The goal is to continually improve operations, building a sense of community and an environment of respect and fairness by facilitating effective communication among staff, administration, faculty and students. The Staff Senate seeks to ensure that the University of Montevallo is a positive and productive learning and working environment whereby integrity, tolerance and respect are affirmed. The Staff Senate will encourage other staff by providing support for diversity, inclusion, career growth and positive morale.

The Staff Senate, with elected representatives from all levels and representing all areas of campus, holds open monthly meetings. In addition, many staff members across campus serve on University committees in varied capacities.

## **1.06 Administrative Councils and Committees**

### **Administrative Councils**

### Administrative Council

Membership is comprised of members of the President's Cabinet, Academic Deans, Department Chairs and other supervisory staff and faculty as determined by the President. Facilitates exchange of information and open channels of communication among administrators, faculty and staff. Reports to the President.

### Council of Deans

Chaired by the Provost/VPAA, facilitates coordinated planning and regular exchange of information among academic administrators.

### Council of Department Chairs

Reports to the Provost/VPAA and facilitates exchange of information and promotes collaboration among Department Chairs.

### Graduate Council

Reports to the Provost/VPAA and is responsible for establishing general institutional requirements (both quantitative and qualitative) for admission, retention and completion.

## **Administrative Committees**

### College of Arts and Sciences Curriculum and Educational Policies Committee

Approves the curriculum changes and educational policies proposed within academic departments. Monitors activities that affect more than one department.

### College of Business Learning Assurance Committee

Assures COB compliance with AACSB accreditation standards, reviews curricular issues in the college and serves as a liaison between the COB and the rest of the University. Reports to the Dean of the Stephens College of Business.

### College of Education and Human Development Curriculum and Educational Policies Committee

Approves the curriculum changes and educational policies proposed within academic departments for non-teacher education programs. Provides feedback regarding curriculum and policy changes for teacher education programs [Note: These changes are first acted upon by the Teacher Education Committee (TEC) which is the autonomous governing body for all programs that fall under the auspices of the state code for teacher education]. Monitors activities that affect more than one department. Provides feedback regarding CEHD operations and university-wide concerns.

### College of Fine Arts Curriculum and Educational Policies Committee

Approves the curriculum changes and educational policies proposed within academic departments. Monitors activities that affect more than one department.

## **1.07 University Committees**

(See Appendix F – University Committee Structure document)

University committees provide a means by which faculty, staff and students may participate in the formulation of policies and procedures. Decisions should be made cooperatively among the administration, faculty, staff and students when possible and appropriate.

Committee appointments are made for three-year terms, in general, by the President, who also appoints committee chairs. An individual may be reappointed to a committee but is limited to two terms. The Faculty Senate and the Provost/VPAA (with exceptions as indicated below) make annual recommendations to the President for membership on the University committees as indicated in the committee descriptions below. Faculty will have the opportunity to volunteer for service on the specific committees for which Faculty Senate recommends membership.

The Faculty Senate maintains a list of faculty members not assigned to any standing committee. Recommendations for faculty membership on committees created during the year or for temporary members requested by sub-committees of standing committees should be made by the Faculty Senate only after consulting the list.

The Faculty Senate and the Provost/VPAA also review annually the existing standing committees and recommend to the President the continuation or elimination of those committees and any related changes thought to be desirable. The President may also request the Senate to form and populate a committee based on emerging needs. Each committee shall periodically review its charge and recommend any desired revision of the charge to (as appropriate) the administrator to whom it reports and to the Faculty Senate, with final approval made by the President.

### **Communication Structure**

In order to ensure open communication, all committees shall keep minutes of their meetings. The minutes shall reflect the attendance of members. An official copy of minutes shall be submitted by each committee to (as applicable) the administrator to whom it reports, the Faculty Senate, the SGA and the President. Minutes shall also be kept in a dedicated site for informational purposes, to facilitate the exchange of information and to assure continuity in the work of each committee.

### **Executive Affairs Committees**

Administrative Assessment Committee: Assures that all members of the UM community have equal opportunity to evaluate the effectiveness of leadership and to anonymously convey their evaluations to the appropriate administrators. Reports to the President and the Faculty Senate.

Admissions Committee: Assesses and recommends changes to admissions policies. Reports to the President and the Faculty Senate.

Black Heritage Committee: Enhances understanding and appreciation by the University community of contributions made by African-Americans to American and world civilizations. Reports to the President and Faculty Senate.

College Night Committee: Provides oversight of the annual all-student production/activities. Reports to President.

Concert and Lecture Committee: Reviews proposals for campus concerts and lectures and recommends allocation of funds for the purpose. Reports to the President.

Dancy Lecture Committee: Organizes and hosts the Dancy Lecture Series. Reports to the President.

Disability Compliance Committee: Monitors and maintains compliance with 504/ADA mandates across campus in matters relating to Academics, Facilities and Employees. Reports to the President.

Diversity Task Force: Reviews, makes suggestions and implements practices that help the University recruit and retain a diverse workforce and student population and fosters initiatives that promote an inclusive campus environment. Reports to the President.

Emergency Operations Team: Conducts continuous planning and training to minimize the risk of personal injury and property loss from critical incidents, emergency situations and disasters. Supports the welfare of the campus community as a whole and works within a plan in accordance with appropriate laws, regulations, policies and best practices to respond to such events.

Staff Salary Committee: Reviews results of professional staff salary studies each year and provides input on salary administration. Reports to the President.

Faculty Grievance Committee: Ensures that faculty grievances are addressed and that recommendations are made to the President. Also examines the faculty grievance policy ([Policy 04:300](#)) and makes any necessary recommendations for changes. Reports to the President.

Hallie Farmer Lecture Committee: Organizes and hosts the Hallie Farmer Lecture Series. Reports to the President.

Intercollegiate Athletics Committee: Provides general oversight to the University's program of intercollegiate athletics and assures compliance with NCAA rules and regulations. Reports to the President.

Staff Grievance Committee: Ensures that staff grievances are addressed and that recommendations are made to the President, to whom the committee reports. Also examines the staff grievance policy ([Policy 04:300](#)) and makes any necessary recommendations for changes.

Strategic Planning Committee: Reviews the University mission and vision statements and oversees the strategic planning process, including development of a five-year strategic plan and a cycle for implementation.

Sustainability Committee: Oversees environmental issues on campus and integrates sustainable development into all aspects of campus life, including physical and academic. Reports to the President, Provost/VPAA and Faculty Senate.

Threat Assessment Team: Works to improve community safety through collaborative and proactive identification, intervention and management of situations that pose a threat to the safety or well-being of the campus as a whole.

Traffic Appeals Committee: Reviews complaints regarding traffic citations given on the University campus as well as changes in policies and procedures and cancellation of citations when appropriate. Reports to the President.

### **Academic Affairs Committees**

Academic Advising, Support and Intervention Committee: Monitors and develops procedures for improving the academic advising process. Reports to the Provost/VPAA and Faculty Senate.

Distance Education Advisory Committee: Serves as an auxiliary group to the Technology Advisory Council and provides input and recommendations on matters relevant to the planning, implementation and assessment of campus distance education efforts. Reports to the Provost/VPAA.

Faculty Development Advisory Committee: Makes recommendations on all aspects of faculty development funding. Reports to the Provost/VPAA and Faculty Senate.

Graduate Council: Makes recommendations on the establishment of new graduate programs, on revision to curriculum and degree requirements for existing graduate programs and on policies governing graduate programs. Reports to the Provost/VPAA.

Human and Animal Subjects Research Committee: Ensures compliance of human and animal subjects research with applicable regulations and guidelines. Reports to the Provost/VPAA.

Institutional Effectiveness Committee: Monitors institutional effectiveness activities across the campus, determines when improvements are needed and provides periodic feedback to University planners. Reports to the Provost/VPAA.

Library Committee: Researches the library needs for the University community and makes recommendations to the Director of Carmichael Library. Reports to the Provost/VPAA and Faculty Senate.

Peace and Justice Studies Committee: Guides and supports the interdisciplinary Peace and Justice Studies Program through curricular development and approval; guest lecturing; community

partnerships; program ambassadorship both on and off campus; and coordination of relevant events and activities.

Safe Zone Committee: Administers the Safe Zone training program, monitors concerns related to sexual orientation, gender identity, harassment and/or discrimination on campus and brings issues to the attention of the administration. Reports to the Provost/VPAA.

Service Learning and Community Engagement Committee: Supports the integration of service activities into the academic curriculum through the development of service learning courses and co-curricular experiences. Reports to the Provost/VPAA.

Sustainability Committee: Oversees environmental issues on campus and integrates sustainable development into all aspects of campus life, including physical and academic, Reports to the Provost/VPAA and Faculty Senate.

Teacher Education Committee: Governs all initial certification programs that comprise the Teacher Education Program at UM. Reports to the CEHD Dean.

Undergraduate Curriculum and Standards Committee: Approves new courses and course revisions that satisfy general education goals and requirements. Assesses the extent to which the general education program meets established goals. Approves changes to the undergraduate curriculum and to academic policies. Reports to the Provost/VPAA.

University Planning Committee: Supports and monitors the strategic planning initiatives for the University. Reports to the Provost/VPAA.

University Writing Committee: Advances the cause of writing instruction across campus. Reports to the Provost/VPAA.

### **Information Services and Technology Committees**

Technology Advisory Council: Considers, reviews and recommends campus technology policies and procedures to the Vice President for Administration, CIO and Liaison to the BOT, to whom the Council reports.

### **Enrollment Management and Student Affairs Committees**

Campus Life Advisory Committee: Functions as a recommending body on issues related to various facets of campus life for students. Reports to the Vice President for Enrollment & Student Affairs/Dean of Students and Faculty Senate.

International Student Advisory Committee: Functions as a recommending body on issues related to various facets of campus life for international students. Reports to the Provost/VPAA and the Vice President for Enrollment & Student Affairs/Dean of Students.

Justice Council: Hears cases brought by the University against students or student organizations for alleged violations of University rules and/or the student conduct code per established judicial procedures. Reports to the Vice President for Enrollment & Student Affairs/Dean of Students or, in cases of academic dishonesty, to the Provost/VPAA.

Student Publications Committee: Acts as the supervisory and policy-making body as well as the fiscal agent for all official University of Montevallo student publications (*The Alabamian*, the student newspaper; *Montage*, the yearbook; and *The Tower*, the student literary magazine). Advises students on producing publications, selects student publication editors and business managers and prepares and oversees budgets for student publications. Reports to the Vice President for Enrollment & Student Affairs/Dean of Students.

University Conduct Council: Hears cases brought by the University against students or student organizations for alleged violations of University rules and/or the Student Code of Conduct per established conduct procedures.

### **Advancement and External Affairs Committees**

Alumni Committee: Promotes the alumni program, both on and off campus and assists the UM Alumni Office with events. Reports to the Director of Alumni Affairs.



## **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.



## **Staff Handbook**

### **SECTION 3 STAFF RESPONSIBILITIES**

#### **3.01 Acceptance of Money from Students**

Staff shall not, without previous and special approval of the University administration, collect from students any fees or charges to be expended for University purposes and shall not sell to students books, notes, or similar student supplies.

#### **3.02 Amorous Relationships**

(Refer to [Policy 01:150](#))

Sexual harassment is not tolerated and is the subject of [Policy 01:115](#).

#### **3.03 Attendance**

Exempt, non-exempt and student employees are expected to report to work on time, in uniform if applicable, ready to begin duties and to remain on the job throughout scheduled work periods. (Refer to [Policy 04:400](#))

#### **3.04 Behavior at Work**

The University strives to maintain a work environment that is based upon mutual respect for all individuals and, in turn, expects from each individual a commitment to the diligent performance of the job for which each is employed.

Complaints of inappropriate workplace behavior should be reported to a division head or to the Director of Human Resources and Risk Management. (Refer to [Policy 04:405](#))

### **3.05 Confidentiality of Student Records**

The University complies with Family Educational Rights and Privacy Act (FERPA) and, in so doing, protects the access to and confidentiality of personally identifiable educational records of students and former students. Care should be taken that no personally identifiable information other than “directory information” is released without the written authorization of the student. Each staff member is individually responsible for complying with FERPA and violations may result in disciplinary action, up to and including termination. Contact the Registrar for more information. (Refer to [Policy 02:210](#))

### **3.06 Conflict of Interests**

University employees must maintain the highest levels of integrity and objectivity in the performance of their duties.

The University expects employees to know and follow applicable provisions of the Alabama Ethics Act. Failure to comply with this Act can result in civil and/or criminal penalties, in addition to disciplinary action, including termination. The University also expects employees to take all reasonable precautions to ensure that their outside financial interests do not place them in conflict with carrying out their duties and responsibilities as University employees. (Refer to [Policy 01:030](#))

### **3.07 Electronic Mail**

Email is considered an official medium for communicating with staff. All staff are responsible for checking their University email accounts in a timely fashion and on a regular basis. Staff are responsible for all messages they transmit through the University’s computers, networks and systems and should exercise caution to prevent interjecting computer viruses into University computers and/or networks. (Refer to [Policy 01:010](#))

### **3.08 Employment of University Employees by Other Employees**

(Refer to [Policy 04:005](#))

### **3.09 Leave Reports/Timesheets**

The record of hours worked and not worked (vacation, sick leave, military duty leave, or other time missed) is a basic source of information for payroll purposes and should reflect an actual accounting of time. The leave report is to be completed electronically each month by exempt employees and should be checked for accuracy before being electronically approved by the supervisor/department head by the established deadline. Non-exempt staff complete electronic timesheets that are submitted biweekly. Timesheets should be checked for accuracy before being electronically approved by the supervisor/department head by the established deadline.

For non-exempt staff, actual hours worked, vacation taken, sick leave used, military leave used, holidays, University closings, bereavement leave used, or other time missed should be recorded.

For exempt staff, vacation taken, sick leave used, military leave used, bereavement leave used, on-the-job injury and jury duty hours should be reported.

For temporary employees, actual hours worked should be reported to Payroll by the supervisor/department head, although some temporary employees will complete an electronic timesheet.

Non-exempt and temporary employees are not permitted to work before or after their scheduled times or to work more than 40 hours in a workweek, unless authorized by the department head. See **Section 4.03, Overtime** for additional information.

### **3.10 Mailing Address**

Staff must keep the Office of Human Resources notified of their current mailing addresses. Written notice required by any and all sections of this *Handbook* may be sent by mail to the last address given by the staff member. This notice shall be considered complete when deposited in the United States mail, addressed to the last address given by the staff member. The fact that the staff member may fail or refuse to receive the notice is immaterial.

### **3.11 Patents and Copyrights**

(Refer to [Policy 01:013](#))

### **3.12 Webpages**

(Refer to [Policy 01:015](#))



## **Staff Handbook**

### **SECTION 4 COMPENSATION**

#### **4.01 General Increases**

(Refer to [Policy 04:035](#))

#### **4.02 Merit Increases**

(Refer to [Policy 04:035](#))

#### **4.03 Overtime**

Staff subject to the Fair Labor Standards Act (i.e. non-exempt staff) should in no circumstances work beyond normally assigned work hours without the prior approval of the immediate supervisor and/or dean/director. When overtime is worked, the hours should be reported on the timesheet on the actual day the overtime is worked. Payment will be computed at one-and-one-half times for hours worked in excess of 40 hours in a week. For hours earned but not worked in excess of 40 hours in a week, or for part-time employment hours in excess of the normal workweek, payment will be computed at straight time.

Temporary staff will not normally be allowed to work overtime. However, when overtime becomes necessary, it will be paid in accordance with the Fair Labor Standards Act.

#### **4.04 Pay Periods and Receipt of Pay**

Salary payments are made as follows:

1. All regularly employed staff are paid monthly on the first of each month by direct deposit to any financial institution participating in Automated Clearing House. When the first falls on a Saturday, the pay date would be Friday; when the first falls on a Sunday, the pay date would be Monday. New Year's Day and Labor Day may cause a change in the normal pay schedule. Pay statements showing gross pay, itemized benefits and deductions and net deposits are available to employees online through the University's Banner Self-Service

system. Changes affecting payroll must be received in Human Resources by the 20th of the month.

2. All non-exempt staff are paid biweekly per the calendar at [www.montevallo.edu/about-um/administration/business-affairs/payroll-office](http://www.montevallo.edu/about-um/administration/business-affairs/payroll-office) by direct deposit to any financial institution participating in the Automated Clearing House. Holidays that fall on a Friday may cause a change in the normal pay schedule. Pay statements showing gross pay, itemized benefits and deductions and net deposits are available to employees online through the University's Banner Self-Service system. Changes affecting payroll must be received in Human Resources by the deadline listed on the Payroll Calendar (see link above).
3. All student employees are paid biweekly per the calendar at [www.montevallo.edu/about-um/administration/business-affairs/payroll-office](http://www.montevallo.edu/about-um/administration/business-affairs/payroll-office) by check or by direct deposit to any financial institution participating in the Automated Clearing House. Holidays that fall on a Friday may cause a change in the normal pay schedule. Pay statements showing gross pay, itemized benefits and deductions and net deposits are available to employees online through the University's Banner Self-Service system. Changes affecting payroll must be received in the Payroll Office by the deadline listed on the Payroll Calendar (see link above).
4. Staff employed for special projects are paid on the first available payroll following the completion of the work. Personnel Action Forms should be processed to initiate payment and be submitted to Human Resources by the 20th of the month for payment on the first of the following month for exempt employees, or per the deadline on the Payroll Calendar for non-exempt employees. Payment is made through direct deposit.

#### **4.05 Payroll Deductions**

Some payroll deductions are required by state and federal law: federal income tax, Social Security (FICA), Medicare, Teachers' Retirement System, state income tax, court-ordered garnishments and child support orders and federal and state income tax levies.

Other deductions are optional and available at the employee's choice. For more information on optional deductions, refer to the University's website or contact Human Resources.

#### **4.06 Salary Administration**

(Refer to [Policy 04:035](#))

Annually, as funds are available and approved by the Board of Trustees upon the recommendation of the President, salary increases are considered in accordance with the Staff Salary Administration Policy.

#### **4.07 Social Security**

Staff are covered by Federal Social Security. Deductions are made at the current yearly rate. The University pays a matching amount to the federal system.

#### **4.08 Unemployment Compensation**

Unemployment compensation benefits are available to eligible employees according to the terms, limitations and conditions imposed by applicable law. Voluntary termination or discharge for misconduct is not normally covered by unemployment compensation.



## **Staff Handbook**

### **SECTION 5 BENEFITS**

Insurance and leave benefits are available to all full-time staff whose employment is for an academic year or longer. Paid leave benefits proportionate to the hours worked are available to staff employed in a regularly funded position that is at least half-time but less than full-time for an academic year or longer. Life insurance benefits are not provided to staff employed less than full-time. Retirement benefits are provided as prescribed by state law. Staff hired for half-time or more whose employment continued for one year or longer must join the Teachers' Retirement System of Alabama. Staff employed in full-time positions externally funded via contract, grant, or other agency arrangement may be provided UM benefits and services if included in the contract or if the agent agrees to pay 100 percent of the cost thereof. (Refer to [Policy 04:100](#))

This section provides a brief description of the University's benefits program. In the event of any conflict between the information contained in this handbook and the information that appears in the master contracts of insurance between the University and insurance carriers or master plan documents, the master contracts/documents shall govern in all cases. Unless and except to the extent such action is prohibited or restricted by law, the University reserves the right to amend or terminate its benefit programs and the terms and conditions of initial or continued participation in such programs in the event of financial necessity or otherwise at its discretion. This reserved right may be exercised in the event of financial necessity. For more complete information regarding any of UM's benefit programs, please contact Human Resources.

The University of Montevallo continually reviews the benefits offered staff to ensure that persons employed at UM have access to the most comprehensive and up-to-date benefits package the University can afford.

#### **5.01 Athletic Events**

Staff may attend all on-campus regular season athletic events free of charge upon presentation of UM identification card.

### **5.02 Speech-Language Pathology Services**

The Wallace Speech and Language Center provides free diagnostic and therapeutic speech and language services to the local community at no cost. Staff and their family members are encouraged to contact the Speech and Hearing Clinic for more information and/or appointments.

### **5.03 Bereavement and Funeral Leave**

(Refer to [Policy 04:100](#))

### **5.04 Bookstore Discount**

Staff are eligible for a 20 percent discount on all items at the Bookstore, except textbooks and paperback books.

### **5.06 Cafeteria**

Food service is available to all UM staff, as are meal plans offering savings below cash prices.

### **5.07 Concert and Lecture Series**

Staff are encouraged to take advantage of the annual Concert and Lecture Series, which along with other play and concerts is provided at no cost or a nominal charge.

### **5.08 Court and Jury Duty Leave**

(Refer to [Policy 04:100](#))

### **5.09 Credit Union Membership**

The University does not have its own credit union, but credit unions are available in the Birmingham metropolitan area.

### **5.10 Dependent Tuition Waiver Program**

(Refer to [Policy 04:125](#))

### **5.11 Emergency Health Care**

Staff may receive blood pressure checks and minor health care at Student Health Services without charge. Any cost associated with referrals from the center will become the responsibility of the individual.

### **5.12 Emeritus Status**

(Refer to [Policy 04:010](#))

### **5.13 Employee Death Benefit**

The University provides a benefit payment for eligible staff who die while in an active pay status. (Refer to [Policy 04:100](#)). Life insurance is also provided to eligible full-time staff by the University and the Retirement Systems of Alabama.

### **5.14 Family and Medical Leave**

In compliance with the provisions of the Family and Medical Leave Act (FMLA) of 1993 the University will grant an eligible employee up to 12 weeks of unpaid leave during any one-year period for covered serious medical conditions of the employee or an employee's family member or for childbirth, among other covered events. The full text of the University's FMLA policy is found at [Policy 04:130](#) and staff are urged to access and read that policy for a full explanation of their FMLA rights and obligations. Applications for leave in accordance with the FMLA are available through Human Resources.

### **5.15 Fishing Permits**

Staff and their dependents may fish at the University lake at no charge. A state license and a valid UM ID must be carried at all times. Rules governing the use of the lake are available at the police department. The University assumes no liability or responsibility for injuries, accidents, or loss of property at the lake.

### **5.16 Flexible Spending Accounts**

Eligible Staff have the option of participating in flexible spending account plans. Participants in the plan are eligible to receive certain tax-free benefits provided in lieu of taxable compensation. This plan allows on a non-discriminatory basis a reduction in salary for the purpose of an election of a medical expense reimbursement plan or a dependent care assistance plan. Elections for flex accounts are made during the annual open enrollment period for the following calendar year. Under normal circumstances, once an election is made it cannot be changed or deleted for that calendar year, unless the participant experiences a qualifying event as defined by IRS rules and regulations. (Refer to [Policy 04:115](#))

### **5.17 Golf Course Access**

Membership in an 18-hole golf course is available to staff members. Casual play for modest fees is also available, as are golf carts and pull cart rentals. Contact the Montevallo Golf Club for additional information.

### **5.18 Holidays**

(Refer to [Policy 04:100](#))

The University may also be subject to emergency closings. The President may declare specific hours as administrative closing as the result of inclement weather or other emergency situations.

The campus will be notified of these situations through the University's emergency broadcast system. (Refer to [Policy 04:100](#))

### **5.19 Insurance**

The University provides a voluntary group insurance program that includes comprehensive health insurance, dental insurance, term life insurance and disability insurance. The University offers optional employee-paid insurance programs for accidental death and dismemberment, vision insurance and supplemental life insurance for employees, their spouse and/or dependents. The University also offers the option for continuing or converting health/dental insurance under COBRA for an employee and/or dependent(s) as prescribed by law. Specific details of coverage are available in Human Resources. (Refer to [Policy 04:100](#))

### **5.20 Library Use**

Regular borrowing procedures shall apply to borrowed materials, including fines and assessments for lost or damaged books. Spouses and dependent children of current staff have borrowing privileges. Parents must provide a University of Montevallo ID when setting up the account for a dependent child.

### **5.21 Military Service**

(Refer to [Policy 04:100](#))

### **5.22 On-the-Job Injuries**

In accordance with State Law, Alabama Code § 41-9-68(a), as amended, University employees suffering injuries arising out of their employment are entitled to compensation provided in the foregoing Code section. During periods of absence caused by job-related injuries which prevent the employee from working, the employee may be paid 66-2/3 percent of pre-injury average earnings.

The University Police Department should be notified immediately of all incidents resulting in on-the-job injuries (regardless of the severity of the injury) so that documentation of the incident can be recorded. Additionally, proper documentation of the nature of the injury by a physician must be provided to the University by the employee or his/her designee as soon as practicable. Unreimbursed (out-of-pocket) medical expenses and costs which an employee incurs as a result of an on-the-job injury may be filed with the State Board of Adjustment for reimbursement. Detailed procedures and required forms may be found on the Board of Adjustment website or the UM HR webpage or by contacting Human Resources. The Director of Human Resources and Risk Management is designated to assist with on-the-job claims in accordance with the Code of Alabama and Board of Adjustment regulations.

### **5.23 Physical Fitness**

The University, with a commitment to promoting a well-rounded, healthy lifestyle for all staff through the provision of credit and non-credit physical fitness classes and activities. Physical fitness facilities available include a gymnasium, tennis courts and the McChesney Student Activity Center, an 85,000 square foot center for a variety of recreational activities including swimming, walking, aerobics, weight and circuit training and racquetball. Staff and eligible dependents may use the facility upon presentation of UM identification card.

### **5.24 Pregnancy**

See sick leave. (Refer to [Policy 04:100](#))

### **5.25 Retirement**

Eligible employees must participate in the Teachers' Retirement System of Alabama. All contributions to the retirement system are tax-deferred for federal income tax purposes until retirement or withdrawal from the plan.

The University offers voluntary tax-deferred annuity plans under Section 403(b) of the Internal Revenue Code. The Office of Human Resources maintains a current list of approved plans. The Teachers' Retirement Systems of Alabama has a deferred compensation plan under Section 457 of the Internal Revenue Code. University employees may participate in this program. (Refer to [Policy 04:100](#))

### **5.26 Sick Leave/Sick Leave Bank**

(Refer to [Policy 04:100](#) for sick leave information and [Policy 04:135](#) for sick leave bank information)

### **5.27 Social Security**

Staff are covered by the Federal Social Security Act and related laws. Deductions are made at the current year's prevailing rate as set forth by law. The University pays a matching amount.

### **5.28 Student Activity Center**

(Refer to Physical Fitness in Section 5.23)

### **5.29 Tax-Sheltered Annuity**

The University has available several annuity plans including Teachers' Insurance and Annuity Association (TIAA) and VALIC. Information and applications are available in Human Resources. All costs are borne by the employee.

### **5.30 Tuition Waiver**

The appropriate form for requesting a tuition waiver is available from the Office of Human Resources or on the HR webpage. (Refer to [Policy 04:120](#))

### **5.31 Vacation (Annual Leave)**

The University provides annual leave that an eligible employee may use for rest and relaxation away from the work environment. (Refer to [Policy 04:100](#))



## **Staff Handbook**

### **SECTION 6 SAFETY AND SECURITY**

The University is committed to ensuring that a safe, secure and healthful environment is provided for staff, students and visitors. Each department head and/or supervisor is responsible for assuring that employees and students are properly trained in safe working procedures; have safe equipment and tools and knowledge to use them properly; routinely following approved safety procedures; and ensuring that the work environment is as free as possible from safety and health hazards. Each individual has a personal responsibility to act in a safe manner by taking positive actions that minimize risks and prevent accidents: maintaining a conscious awareness of safety: carefully following University and departmental safety guidelines; and promptly reporting unsafe conditions. (Refer to [Policy 01:145](#))

#### **6.01 Accidental Injury/Emergency Medical Procedure**

University police officers are trained in basic first aid and have access to emergency medical rescue units that are staffed by state-licenses paramedics and emergency technicians. Staff should call UM police in any emergency situation.

#### **6.02 Bias-Related Acts of Violence, Intimidation, Harassment and/or Discrimination**

(Refer to [Policy 01:120](#))

#### **6.03 Bomb Threat**

If a bomb threat telephone call is received, staff should note the exact time of the call and any pertinent facts about the caller – male or female, voice, accent and background noises. If possible, staff should obtain other information from the caller, such as the location of the bomb, when it will go off, what it looks like and why it was placed. As soon as the caller hangs up, staff should call the University police.

#### **6.04 Campus Security**

The University Police Department is responsible for maintaining campus security 24 hours a day and for providing a safe environment for campus life. The Department is staffed by uniformed officers who are trained in all aspects of law enforcement and have arrest powers. Public safety information, including the annual report on crime categories, is available on the University's web page at [www.montevallo.edu/publicsafety](http://www.montevallo.edu/publicsafety). Upon request, this information is also available in a printed version.

#### **6.05 Facilities Access**

Access to University offices, classrooms and other areas is available to authorized personnel. To ensure that others do not unlawfully gain access to these areas, requests for opening locked areas will be regulated as outlined by University procedures.

#### **6.06 Fire Alarm Procedure**

If a fire or chemical accident is discovered, employees should evacuate the building after activating the local alarm system and then notify University police.

In the event of a fire alarm, employees should immediately walk to the nearest exit and be alert for directions from the University police.

#### **6.07 Hazing**

(Refer to [Policy 01:110](#))

#### **6.08 Keys**

After receiving signed authorization from a department head, dean, or other administrator, the University police will issue keys to staff members at no cost. Upon receipt of keys, staff must sign an individual signature key control card. All University keys must be returned to the University police department upon termination of employment. Lost or stolen keys must be reported immediately to the supervisor and University police.

#### **6.09 SchoolCast**

The University uses the SchoolCast Rapid Alert and Notification System to notify staff, who elect to participate, of emergencies, inclement weather, University closings and more. Through the SchoolCast system, staff, whether on campus or not, are notified within minutes of an alert being sent. Messages can be sent via telephone (land-line or cell), voicemail, text messaging, PDA devices, fax and email.

## **6.10 Severe Weather**

University police monitor the National Weather Service Radio for severe weather bulletins. Upon receiving a tornado warning for the University area, the community will be alerted by a continuous three-minute siren blast. When the warning is sounded, an employee should go immediately to the lowest level of the building, take cover near interior walls or corridors and stay away from windows and doors until the warning is lifted.

A monthly test of the siren is conducted on the first Wednesday each month at 10 a.m. The test will be two 30-second blasts of the siren. The test is not a severe weather drill.

## **6.11 Severe Weather Procedure Involving Class Cancellation and/or Administrative Closing**

When classes are cancelled due to snow, ice storms, or other severe weather, University officials will notify area TV and radio news media and activate SchoolCast as soon as the cancellation decision is made. The same procedure applies when the President announces an administrative closing due to severe weather.

When the University is closed, employees in positions necessary to the continuing operation of the University will be expected to be at work, if possible and will be appropriately compensated for situations in which other employees receive time off due to weather conditions.

## **6.12 Sexual Assault**

(Refer to [Policy 01:125](#))

## **6.13 Traffic Accidents/Crime Report Procedure**

An employee involved in a traffic accident or the victim of a crime on campus should call University police immediately. Officers will summon aid, as necessary, prepare appropriate reports and advise appropriate actions. The University's risk manager should also be notified.

## **6.14 Weapons**

(Refer to [Policy 01:140](#))



## Staff Handbook

### SECTION 7 GENERAL INFORMATION

#### 7.01 **Alcohol and Drugs**

The University is committed to maintaining an environment that is free from illegal drugs and the abuse of alcohol, thus providing a drug-free workplace for its students, faculty and staff. (Refer to [Policy 01:105](#))

#### 7.02 **Bulletin Boards**

Bulletin boards are placed in many locations throughout the campus. While most are available for all appropriate faculty, staff and student use, some are restricted to official University business. The restricted official bulletin boards are located in Palmer Hall and L. Holland Floyd Physical Plant Complex.

#### 7.03 **Campus Mail Service**

The Campus Mail Service is a part of Central Receiving and Supply located at Farmer Student Union Building. Departmental mail must be picked up daily by the department. Mail to be sent off-campus is metered and taken to the post office for delivery. Under no circumstance may personal mail be charged to a University account. The use of the University's in-house mail system to distribute chain letters is prohibited.

#### 7.04 **Duplication and Distribution of Instructional Materials**

Duplication and distribution of instructional materials must comply with Federal copyright statutes. Staff may not collect moneys directly or indirectly from students to cover the cost of duplicated materials. No staff may receive commissions, discounts or benefits of any kind from the University Bookstore or its printer as a result of the sale and/or distribution of duplicated instructional materials to students. (Refer to [Policy 02:002](#))

### **7.05 Electrical Needs**

Circuits in all buildings are limited as to capacity and characteristics. Therefore, before acquiring electrical equipment, the department should consult with the Physical Plant Department regarding the voltage and amperes or kilowatt capacity available and either get equipment within this range or arrange beforehand for a proper circuit.

### **7.06 Equipment**

Staff handling University equipment in performance of duties are responsible for the care and security of that equipment while it is under their control. If it is necessary to remove University equipment to a personal residence or other off-campus location, it may be done only with the permission of the appropriate supervisor. The employee must accept responsibility for the equipment by documenting the equipment description, location and estimated duration of off-campus use. This signed documentation should be maintained in the departmental office. (Refer to [Policy 03:030](#))

### **7.07 Facilities and Space Scheduling**

All buildings, classrooms, lecture halls, conference rooms and exterior space must be properly scheduled. Unauthorized entry into, occupation of or use of University property is illegal and may result in disciplinary actions, in addition to possible legal action. A master calendar of all scheduled events in public University place is maintained in the Facility & Event Scheduling Office. (Refer to [Policy 01:020](#))

### **7.08 Grievance Procedure**

The staff grievance policy and procedures are available to all staff. More detailed information may be found under “Policies” on the University’s website. (Refer to [Policy 04:300](#))

### **7.09 Identification Cards**

With authorization from HR, identification cards are issued through the Solution Center located in Carmichael Library. Staff may be requested to present ID cards for admission to concerts, athletic contests and other events.

### **7.10 Information Resources**

A University employee who abuses information technology resources by directly or indirectly damaging or destroying any computer, computer system, computer network, program, or data, or who causes such act to occur, may be subject to disciplinary action including termination, expulsion, or prosecution.

The University, including its computing and networking facilities, is a forum for the exchange of information and ideas and, therefore, cannot protect users from materials they may find offensive. Such materials, however, shall not be represented nor construed as an endorsement or approval by

the University. By using any University information resource, the user agrees to abide by all applicable copyright and licensing requirements. Use of University information resources is governed by all applicable University policies and state and federal laws. Abuse of information resource privileges may result in the loss of those privileges and in disciplinary action, including termination of employment or expulsion. Abuse of networks or computers at other sites through the use of University resources will be treated as an abuse of information resource privileges at the University.

The University does not guarantee the privacy of users, their electronic files, or their communications. The University reserves the right, as owner, to preserve, monitor, or inspect for business purposes any information transmitted through or stored in its computers and may do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of University resources. In cases of misuse, the University also reserves the right to deny access to computing facilities. (Refer to [Policy 01:010](#) and [Policy 01:011](#))

#### **7.11 License and Registration**

Employees are responsible for acquiring, maintaining and renewing any licenses or registrations required for the performance of their duties. These include but are not limited to: state driver's license and automobile registration, commercial driver's license and professional memberships.

#### **7.12 Lost and Found**

Articles found on University premises should be turned in to the appropriate supervisor or the University Police.

#### **7.13 Notification of Change of Status**

Changes in personal status should be reported in writing immediately to Human Resources by submitting an email to [HR@montevallo.edu](mailto:HR@montevallo.edu) or update online through the University's Banner Self-Service system. Such changes include name, marital status, dependents, address, telephone numbers, insurance beneficiaries and appropriate health information. Applicable items received by the 20th of the month will be reflected in the next payroll. (Refer to [Policy 04:020](#))

#### **7.14 Parking**

Staff may park on campus in designated areas at no cost. Zone parking regulations are in effect from 7:30 a.m. to 4 p.m., Monday through Friday each semester and summer session from the first day of registration through commencement. Copies of the regulations and parking area maps are available at the campus Police Department. All vehicles used on campus must be registered.

#### **7.15 Personal Appearance**

Personal neatness and appropriate dress are generally left to the good taste and judgment of the individual unless the nature of the employment calls for or requires uniforms or the imposition of

dress and grooming standards (e.g., police officers and certain physical plant personnel). Employees are expected to follow commonly accepted standards of personal hygiene, neatness and cleanliness of attire.

#### **7.16 Personal Behavior**

Staff members are expected to have a cooperative attitude and conduct themselves in a professional, business-like manner. (Refer to [Policy 04:405](#))

#### **7.17 Pest Control**

The Physical Plant contracts for pest control service for the entire campus.

#### **7.18 Searches/Inspections**

The University reserves the authority to conduct random and unannounced inspections of employee lockers, desks, files, file drawers/cabinets, computers, emails, etc., in order to protect health; to ensure compliance with all University rules, regulations and policies; for evidence of misconduct (work-related or otherwise); or for other work-related purposes. The University may also institute procedures for random inspection of any parcels leaving University buildings. Except where cause to suspect criminal activity exists, or unless circumstances otherwise require, employees may generally be given an opportunity to be present for any such inspections. Employees should keep possessions they do not wish to be seen off campus and should not have an expectation of privacy in connection with personal effects kept on or in University property.

#### **7.19 Sexual Harassment**

Sexual harassment violates the University's nondiscrimination policy and will not be tolerated. (Refer to [Policy 01:115](#))

Anyone wishing to make a report relating to sexual misconduct, discrimination or harassment may do so by reporting the concern to the University Title IX Coordinator(s):

Tony Miller Jr. — Title IX Coordinator  
Main Hall, Lower Level  
205-665-6020  
[tmiller7@montevallo.edu](mailto:tmiller7@montevallo.edu)  
[titleix@montevallo.edu](mailto:titleix@montevallo.edu)

Barbara Forrest — Title IX Coordinator for Employees  
Will Lyman House, Station 6055  
205-665-6055  
[forrestb@montevallo.edu](mailto:forrestb@montevallo.edu)

Dawn Makofski — Deputy Title IX Coordinator  
Student Activity Center (SAC)

205-665-6633  
[makofskidb@montevallo.edu](mailto:makofskidb@montevallo.edu)

#### **7.20 Smoking**

The University prohibits smoking in enclosed public spaces except where specifically permitted. (Refer to [Policy 01:135](#))

#### **7.21 Solicitation**

(Refer to [Policy 01:040](#))

#### **7.22 Telephone System**

The University telephone system is used to conduct University business. Personal calls should be limited to only those that are necessary and should be kept to a minimum length. Personal long distance calls may not be charged to the University. Telephone equipment maintenance and services should be directed to the Physical Plant.

#### **7.23 Travel**

Request for authorization to travel should be sent to the appropriate supervisor(s) for approval prior to the proposed travel. Travel not so approved in advance may not be reimbursed. Expenses incurred for travel in connection with authorized University business will be reimbursed according to applicable policy. (Refer to [Policy 03:040](#))

#### **7.24 Utilities**

Buildings are heated and/or cooled only during regular workdays or as expressly approved by the President. Information requests regarding utilities should be directed to the Physical Plant.

#### **7.25 UM Expression and Demonstration**

(Refer to [Policy 01:018](#))