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Welcome from the President

Welcome,

UAB has the power to change lives and the future of our community. We provide people with opportunities to explore the world, to challenge themselves, to develop hidden talents, and to achieve their goals. UAB also strives to create an atmosphere in which employees can realize their potential.

By joining the UAB family, you will play a key role in ensuring our continued success in teaching, research, service, and patient care. However, you also will benefit from being a part of an exciting environment of knowledge, discovery, and innovation. Take this opportunity to grow personally and professionally. Explore every advantage UAB offers. Make a difference in your own life while you touch the lives of others.

This handbook provides an overview of the opportunities, benefits, and responsibilities for UAB employees. If you have any questions or concerns, be sure to talk with your supervisor or Human Resource Management. I also encourage you to submit any suggestions for making UAB an even more vibrant university.

Welcome to UAB. I look forward to working with you to build a brighter future for our university, our community, and your career.

Sincerely,

Ray L. Watts, MD
President
Reaffirmation of Equal Opportunity and the Prevention of Discriminatory Harassment Policy by President Ray L. Watts

(11/8/11; Reissued 1/19/16)

The University of Alabama at Birmingham remains fully committed to the policies and practices of equal opportunity and nondiscrimination and the prevention of unlawful harassment throughout our university and health system. We have long embraced diversity and equal opportunity as core values that foster a supportive environment in which faculty, staff and students can excel and reach their fullest potential. We maintain and promote these values not only because they are right and equitable but also because they are integral to achieving our institutional goals, our mission and our vision to be one of the most dynamic and productive universities—and the preferred academic medical center—of the 21st century.

Therefore we reaffirm our full support of diversity and equal educational and employment opportunity without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to job or program performance, veteran status, or genetic or family medical history. Discriminatory harassment, whether sexual or non-sexual, is strictly prohibited.

So that all actions involving faculty, staff and students are initiated and administered in compliance with our commitment to fairness and nondiscrimination, all UAB administrative, managerial and supervisory personnel are required to ensure that this policy is fully implemented by enforcing only valid, position-related requirement decisions for employment, promotions, and work assignments.

Our commitment to fairness, nondiscrimination and the prevention of unlawful harassment is the foundation of UAB’s Equal Opportunity and Discriminatory Harassment policy and should be the guidepost for other management decisions as well.

The Equal Opportunity and Discriminatory Harassment Policy may be accessed in the Policies and Procedures Library at www.uab.edu/policies.

UAB Employee Handbook

The UAB Employment Handbook describes the University of Alabama at Birmingham’s (UAB) administrative policies and procedures that affect its employees. The information outlined in this handbook represents broad internal guidelines and is not intended to be or to represent a contract of employment. These policies are intended to apply, in most instances, to all UAB locations and they are subject to change by the UAB administration at any time.

This handbook is essential to helping employees understand UAB’s employment practices, benefits, employee responsibilities and other important policies and guidelines. Should information be provided by a supervisor or co-worker that conflicts with UAB’s official policy or handbook, UAB’s official policy or handbook (including updated material) will take precedence. In the event that areas of policy have been omitted or are not stated clearly or if ambiguities or inconsistencies are found to exist, decisions will be made by appropriate UAB officials.

Generally, the policies, practices and procedures in the You and UAB Handbook apply to both faculty and staff employees of UAB and UAB Hospital. Faculty members are also governed by the UAB Faculty Handbook and Policies for situations that are specific to faculty issues. Where there is duplication or a policy overlap of the same issue, the UAB Faculty Handbook and Policies will take precedence over this handbook for faculty members. All policies apply to UAB Hospital Management (LLC) unless otherwise noted.

In accordance with Board of Trustees Rule 306:

“Although this handbook intends to reflect currently any policies or rules of The Board of Trustees of The University of Alabama referred to or incorporated herein, users are cautioned that changes or additions to such policies or rules may have become effective since the publication of this material. In the event of such a conflict, the current statements of Board policy contained in the official minutes and manual of rules, bylaws, and guidelines shall prevail.”

Policies and Procedures Library

This handbook is only one resource containing personnel-related policies of UAB. Individual departments may have policies of their own. Approved policies are published in the UAB Policies and Procedures Library. The UAB Faculty Handbook and Policies also is available. This handbook should not be used as a sole indication of whether or not UAB has a policy covering a particular subject. Contact the Office of Human Resources if further clarification or additional information is needed.

You may access all contents of the You and UAB Handbook online at www.uab.edu/youanduabhandbook.
Welcome to UAB

Introduction
Welcome to UAB. We are a University that strives to provide the best in education, patient care, research, and community service. To us, You are UAB. The contributions of each employee are vital to the success of the institution and serving its mission.

We welcome you to the UAB family. Whatever your area of service, we invite you to join us in fulfilling our mission and meeting our goals of providing high quality service. The spirit of cooperation and teamwork has helped us build a collaborative work environment throughout UAB and is a huge part of our success.

We welcome you to share your ideas and suggestions, which are invaluable to our progress and furthering our mission.

We have made every effort to anticipate your questions; however, if you encounter any problems or situations not covered in this handbook or on the website, please contact the Office of Human Resources at 205-934-5321.

Once again, welcome and thank you for choosing UAB.

A Brief History of UAB
The University of Alabama at Birmingham grew from an extension center of the University of Alabama in 1936 to the state’s leading research institution, an internationally respected health-care facility and one of Alabama’s largest employers. In 1966, UAB became one of three campuses of the University of Alabama. In 1969, UAB became autonomous with its own president and was accredited as a separate educational institution in 1970.

Research programs and patient-care services have grown along with educational programs. UAB is the only institution in the state to surpass $400 million in external research funding.

The UAB Hospital serves more than 40,000 in-patients each year from across Alabama, the U.S. and several foreign countries. UAB programs in organ transplantation, cardiovascular disease and cancer treatment are considered to be among the best in the country.

UAB has more than 17,000 students and 18,000 full-time and part-time employees (including interns, student assistants and temporaries). The UAB system occupies more than 86 city blocks and approximately 250 major buildings. The University has awarded more than 91,000 degrees.

For more information about the History of UAB, please visit the UAB website at www.uab.edu/home/about.

UAB Structure
UAB is part of the University of Alabama System, which includes the University of Alabama in Tuscaloosa and the University of Alabama in Huntsville. These three campuses operate under the University of Alabama Board of Trustees. Each campus is led by a president who reports to the Chancellor of the University of Alabama System, who reports directly to the Board of Trustees. While each campus functions independently, they collaborate on joint academic ventures and share several joint degree programs.

For more information about the UAB structure, please visit the UAB website at www.uab.edu/home/about.

UAB Medicine Structure
UAB Medicine is composed of several leading organizations that promote our mission of research, teaching and clinical care. UAB Medicine includes UAB Health System Corporate Office, UAB Hospital, UAB Callahan Eye Hospital and the University of Alabama Health Services Foundation, which operates The Kirklin Clinic, a host of suburban clinics, and the physicians private practice plan. The UAB Hospital Management, LLC is a wholly owned Alabama limited liability company which has the UA Board as sole
member. All new UAB Hospital employees are employed by the LLC.

The UAB Medicine structure also has affiliations with The Children’s Hospital of Alabama, the Birmingham Veterans Affairs Medical Center and Triton (VIVA Health).

For more information about the UAB Medicine structure, please visit the UAB website at www.uab.edu/home/about/uabhs.

Section 1 - Learning About UAB

1.1 Employee Orientation

All new faculty and staff are introduced to UAB through a general orientation program conducted by UAB Human Resources and UAB Hospital Human Resources.

• All employees must complete employee orientation within 30 days of their hire date. All employees transferring from non-Hospital positions to Hospital positions must attend Hospital Employee Orientation as soon as possible after the transfer becomes official.

• All Hospital employees are required to have a pre-employment physical examination and drug test. These tests must be completed and the employee must be certified as physically fit for employment before beginning work or attending orientation.

For more information about Employee Orientation, please contact Hospital HR at 205-934-4681 or Organizational Learning & Development at 205-934-3359.

Section 2 – UAB Employment Categories

2.1 Employment Assignment Categories at UAB (Employment Status Codes)

To determine benefits eligibility, all employees are classified at the time of employment as fulltime regular, full-time temporary, part-time regular, irregular, students, interns and/or residents, post-doctoral scholars, work study students, staff nurses, or 3/12-hour-shift employees. Before an employee changes from one assignment category to another, the Office of Human Resources should be contacted and appropriate procedures and Affirmative Action guidelines must be followed. (See also “Promotions and Transfers” Section 4.8). The chart titled Benefit Eligibility immediately following Section 2 summarizes the benefits eligibility for each employment assignment category. A brief definition of each assignment category follows below.

Full-time Regular Employees (Assignment Category 01)

These employees work 32-40 hours per week regularly and have an indefinite appointment. Please note individuals working less than 40 hours per week in this category are placed on the official alternative work schedule and benefit accruals may differ.

Full-time Temporary Employees (Assignment Category 02)

These employees work 40-hours per week for a period of six months or longer. Appointments have an expected termination date of less than one year from the initial date of employment. Any full-time temporary employee re-appointed for a period of time to exceed one year from the initial date of employment must be re-appointed as full-time regular except when extenuating circumstances preclude this.

Part-time Regular Employees (Assignment Category 03)

These employees work less than 40 hours per week but at least 40 hours in a two-week period indefinitely. They receive a prorated number of personal holidays each year rather than the full number of personal and designated holidays provided to full time regular employees.
Irregular Employees (Assignment Category 04)
These employees work either full-time or part-time and may be expected to work an irregular schedule. Irregular employees’ work schedules do not meet the requirements for part-time regular employees. UAB Temporary Service employees are appointed under this category.

Students (Assignment Category 06)
These are UAB students appointed as student assistants, teaching assistants, graduate assistants, graduate research assistants, graduate teaching assistants, graduate student assistants, student assistants contracted, student housing resident assistants, tutors or interns whether paid from institutional, grant or stipend sources.

Interns and/or Residents (Assignment Category 07)
These are individuals appointed as interns or residents in the School of Medicine, UAB Hospital, School of Dentistry or School of Optometry. Administrative residents, house staff and other internship programs are included in this category.

Work Study Students (Assignment Category 11)
These are individuals receiving a percentage of salary in work study benefits as established by the U.S. Department of Education.

Three Twelve-hour-shift (3/12 Hour) Employees (Assignment Category 12)
These are UAB Hospital employees who are required to regularly work three twelve-hour shifts a week and who have an indefinite appointment.

Weekend Staff (Assignment Category 17)
These UAB Hospital employees work 24-hours on weekends and other requested coverage periods.

Post-doctoral Scholar Trainees (Assignment Category 20 & 21)
Post-doctoral scholars include individuals receiving a monthly fellowship paid from the Scholarships/Fellowships object code. In regard to those fellowship payments, these individuals are not in an employer-employee relationship with UAB. Institutional funds awarded to augment training grants or qualified fellowship funds do not alter the person’s status if awarded for the same purpose. A Post-doctoral scholar trainee might receive financial aid in the form of a job and the compensation for those services is paid as salary.

Post-doctoral Scholar Employees (Assignment Category 21) (See also Assignment Category 20)
These are individuals designated as post-doctoral scholars by their departments, paid by UAB and compensated by funds from research grants or other non-training sources. They do not receive additional funds from a monthly fellowship.

Requisition Employees (Assignment Category 99)
This category is limited to payments to individuals to whom UAB anticipates making only one employee payment. It should not be used for additional assignments of current UAB employees or for individuals that a department anticipates paying more than once even if subsequent payments will not be made for several months.
## UAB Benefit Eligibility

<table>
<thead>
<tr>
<th>Assignment Category</th>
<th>Assignment Category Code</th>
<th>UAB-paid Life, AD&amp;D Insurance</th>
<th>Employee-paid Life, AD&amp;D Insurance</th>
<th>Long-term Disability Insurance</th>
<th>Teachers’ Retirement</th>
<th>403(b) Participant</th>
<th>403(b) Matching (Exempt Only)</th>
<th>457(b) Participant</th>
<th>Health</th>
<th>Dental</th>
<th>Vision</th>
<th>Flexible Spending Accounts</th>
<th>Vacation, Holiday, Sick Time Accrual</th>
<th>Educational Assistance</th>
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<td>Yes*</td>
<td>Yes/Required</td>
<td>Yes</td>
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<td>Yes</td>
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*Individual pays full premium

** Please see the Office of Postdoctoral Education Handbook (www.uab.edu/postdocs)
# UAB Hospital Management, LLC Benefit Eligibility

<table>
<thead>
<tr>
<th>Assignment Category</th>
<th>Assignment Category Code</th>
<th>UAB-paid Life, AD&amp;D Insurance</th>
<th>Employee-paid Life, AD&amp;D Insurance</th>
<th>Long-term Disability Insurance</th>
<th>403(b) Participant</th>
<th>403(b) Matching</th>
<th>Health</th>
<th>Dental</th>
<th>Vision</th>
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<th>Vacation, Holiday, Sick Time Accrual</th>
<th>Educational Assistance</th>
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<td>01</td>
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<td>Yes</td>
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<tr>
<td>Full-time Temporary</td>
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<tr>
<td>Part-time Regular</td>
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</table>

*Individual pays full premium
Section 3 – Benefits and Services Available
To Eligible UAB Employees

UAB strives to be the employer of choice. Our benefits program is an important part of our total compensation package and was designed to help us recruit and retain top talent.

3.1 Insurance Benefits

3.1.1 Health Insurance

UAB encourages all employees to carry medical insurance. In addition, UAB offers stand-alone dental and vision plan options. Benefit eligible employees can join one of UAB’s group healthcare programs during the first 31 days of employment. If eligible employees do not join during that time, they will only be allowed to join during an annual open enrollment period or within 31 days of a qualifying life event.

Employees who were enrolled in a UAB medical, dental or vision plan may be eligible to continue current group coverage for an additional 18 months (29 months for employees with disabilities) at the full group rate plus an administrative charge, provided application is made within 60 days from the date current group coverage ends.

3.1.2 Life Insurance

UAB provides term life insurance for certain categories of employees. (See Benefit Eligibility chart) The amount of coverage varies according to salary level and age. Premiums are paid by UAB. In addition, a voluntary life insurance program is available for employees interested in additional coverage. The premium cost for this additional insurance is paid by the employee.

3.1.3 Accidental Death and Dismemberment Insurance

UAB provides an accidental death and dismemberment insurance policy of $22,500 for certain categories of employees. (See Benefit Eligibility Chart) All premiums are paid by UAB. For employees desiring additional accidental death and dismemberment insurance coverage, UAB’s voluntary accidental death and dismemberment program provides a maximum of $500,000 coverage at a reasonable premium rate.

3.1.4 Long-term Disability Insurance/Retirement Due to Disability

Eligible employees covered by long-term disability insurance (salary continuation) are protected if they are unable to work due to illness or injury. (See Benefit Eligibility chart) The premiums are paid entirely by UAB. For additional information, refer to the Certificate of Insurance in the HR Benefits Office.

Employees designated disabled by UAB’s Long-term Disability Insurance carrier and awarded benefits will be placed into a “Retired Due to Disability” status. They will be eligible to remain on all UAB insurance programs by paying the appropriate rates.

Employees evaluated by the insurance carrier and found no longer to be disabled will be provided reasonable efforts to reinstate into a position comparable in salary and requirements to the previously held position. Only employees within the department/unit who remained in active employment or were hired during a person’s disability will have greater right to continued employment. Employees must notify their department/unit at least one month prior to their expected date of ability to return to work. If it is not possible to reinstate employees within 60 days, they will be notified and will no longer be eligible to remain on UAB’s benefits program.

3.1.5 Flexible Spending Accounts

Flexible spending accounts are reimbursement accounts allowing employees to use their pre-tax dollars to pay for eligible expenses. They are available to eligible employees. Employees may enroll in the flexible spending accounts within 31 days from date of employment, qualifying life event or during an open enrollment period.
For more information on UAB’s Benefits Program, please visit www.uab.edu/benefits or call 205-934-3458.

3.1.6 Vision Insurance
Within the first 31 days of employment, eligible employees may join UAB’s stand-alone, employee-paid vision plan. If eligible employees do not join during the first 31 days, they will be allowed to join during an annual open enrollment period or within 31 days of a qualifying life event. Employees who were enrolled in UAB vision coverage may be eligible to continue current group vision coverage for an additional 18 months (29 months for employees with disabilities) at the full group rate plus an administrative charge, provided application is made within 60 days from the date the current group coverage ends.

3.2 On-the-Job Injury/Illness Program
As an Alabama State agency, UAB is exempt from State of Alabama Worker’s Compensation laws, although similarities may exist. UAB provides, and pays for, the UAB On-the-Job Injury/Illness Program to cover an employee’s medical expenses and lost wages as a result of an on-the-job injury or illness. Expenses and wages are compensable under the On-the-Job Injury/Illness Program only if the injury/illness is sustained in the course of, and arises out of, employment at UAB. The Office of Employee Relations in Human Resources administers the program.

For more information on the OJI Program, please visit the UAB Policies and Procedures Library at www.uab.edu/policies and search by key words injury and illness or call the Employee Relations Office at 205-934-4458.

3.3 Vacation, Holidays, and Sick Time
UAB offers time off for vacation, illness or injury, personal days and designated holidays. These benefits, accrual rates and certain other differences in benefits for faculty members are specified in the UAB Faculty Handbook and Policies or at www.uab.edu/policies. Search by keywords vacation or sick time.

3.3.1 Vacation
Full-time regular and 3/12-hour-shift employees are entitled to vacation with pay (See schedule below).

<table>
<thead>
<tr>
<th>Length of Continuous Service</th>
<th>Accrual Rate Per Pay Period</th>
<th>Maximum Accrual Per Year</th>
<th>Total Maximum Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Exempt Full-Time Employees*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 through 10 years</td>
<td>3.70 hours</td>
<td>96 hours (12 work days)</td>
<td>192.00 hours</td>
</tr>
<tr>
<td>11 through 20 years</td>
<td>5.23 hours</td>
<td>136 hours (17 work days)</td>
<td>272.16 hours</td>
</tr>
<tr>
<td>21 or more years</td>
<td>6.77 hours</td>
<td>176 hours (22 work days)</td>
<td>352.08 hours</td>
</tr>
<tr>
<td>Exempt Full-Time Employees*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 through 5 years</td>
<td>1.25 days</td>
<td>15 work days</td>
<td>30 work days</td>
</tr>
<tr>
<td>6 through 15 years</td>
<td>1.67 days</td>
<td>20 work days</td>
<td>40 work days</td>
</tr>
<tr>
<td>16 or more years</td>
<td>1.83 days</td>
<td>22 work days</td>
<td>44 work days</td>
</tr>
</tbody>
</table>

*The accrual rates for part-time regular employees and Alternative Work Schedule (AWS) employees are prorated based on hours paid for non-exempt employees and assigned FTE for exempt employees. The maximums for part-time regular employees and Alternative Work Schedule employees can be as much as the maximums for full-time employees. Senior Administrative officers and executive positions are entitled to the maximum vacation accrual benefits as soon as employed.

Employees will not be eligible to take vacation until the initial six-month probationary period is complete, but vacation will begin to accrue at the time of employment.

A recognized holiday occurring during vacation will not be charged to vacation time (See Section 3.3.2 for the Holiday Policy for essential and part time personnel). No allowance will be made, however, for sickness or other incapacity occurring during vacation.
3.3.2 Designated and Personal Holidays

Certain employees are eligible for designated and/or personal holidays. Personal holidays are calculated differently for University and UAB Hospital, UAB Police, UAB Call Center Employees, Part-time Regular Employees and Alternative Work Schedule Employees. See supervisor for more details. A summary of the holidays can be seen below.

**TKC Clinics and Hospital-Based Clinics of UAB Hospital and University Employees Classified as Non-Essential Services**

Full-time employees of the University and UAB Hospital employees working in TKC Clinics and Hospital-Based Clinics are classified as non-essential and are eligible for 8 designated holidays and 3 personal holidays each year. The three personal holidays can be taken once the initial six-month probationary period has been completed. The eight designated holidays are New Year’s Day, Dr. Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day. If a holiday falls on Saturday, it will be observed on the preceding Friday; if the holiday falls on Sunday, it will be observed on the following Monday.

Additionally, a regular full-time employee who has completed the initial six-month probationary period may take three working days during the year as personal holidays. Personal holidays for exempt employees must be taken between July 1 and June 30 each year. On June 30, unused personal holidays for exempt paid employees will be forfeited; on July 1, three new days will be added for the coming year. Personal holidays for non-exempt employees must be taken between the first bi-weekly pay period with a July pay date and the last non-exempt pay period with a June pay date. Unused personal holidays for non-exempt employees will be forfeited; in July, three new days will be added for non-exempt employees for the coming year. For all employees, personal holidays must be taken prior to termination or required notice of termination of employment.

**UAB Hospital and University Departments Classified as Essential Services**

Due to special requirements of the Hospital and other departments classified as essential services, the holiday policy for employees in these units is somewhat different from the policy for other employees. UAB Hospital and departments classified as essential services receive 11 personal holidays per year rather than 3 personal and 8 designated holidays. These 11 holidays may be scheduled at any time during the year with the supervisor’s approval. For biweekly paid employees, the holidays must be requested prior to the beginning of the pay period in which they are to be taken.

For full-time regular monthly paid and 3/12-hour shift employees, personal holidays will accrue at the rate of .92 days per month, up to a maximum of 11 days. Full-time biweekly paid employees will accrue these holidays at a rate of 3.38 hours per pay period up to a maximum of 88 hours. New employees are eligible to use personal holiday time as it is accrued. Once the maximum hours have been accrued, no additional accruals will be added until time is used and the balance drops below the maximum.

**Part-time Regular and Alternative Work Schedule Employees (Essential and Non-Essential)**

Part-time regular and alternative work schedule (AWS) employees receive prorated personal holidays each pay period rather than personal and designated holidays. Part-time regular monthly paid employees accrue holiday time at a prorated amount based on their assigned full-time equivalency (FTE) up to a maximum of 11 days. Part-time regular biweekly paid employees accrue holiday time at a prorated amount based on hours paid per pay period to a maximum of 88 hours. New part-time regular and AWS employees are eligible to use personal holiday time as it is accrued. Once the maximum hours have been accrued, no additional accruals will be added until time is used and the balance drops below the maximum.

For more information on Designated and Personal Holidays, please visit [www.uab.edu/policies](http://www.uab.edu/policies) and search by key words holidays, designated, or personal or call HR Records at 205-934-4408.
3.3.3 Sick Time

Sick time is provided by UAB for an employee’s income protection when he/she must take time away from work for medical reasons. If employees are a full-time regular or 3/12-hour, sick time will accrue at the rate of 10 days per year (6.67 hours per month or 3.08 hours per pay period). There is no maximum for the amount of sick time an employee may accrue.

Sick time may also be used for anyone who resides in the same household as the employee including a sponsored adult dependent* or children of sponsored adult dependents. A maximum of up to 3 days in a calendar year may be used for non-Family Medical Leave of Absence (FMLA) leave time to care for qualified individuals, defined by FMLA, who do not reside in the same household as the employee. A maximum of 30 days may also be used when an employee adopts a child while on an approved FMLA. The time away must be approved by the employee’s immediate supervisor.

Regular part-time non-exempt and alternative work schedule (AWS) employees accrue prorated time based on hours paid during each pay period. Part-time regular exempt AWS employees accrue prorated time based on their assigned FTE.

Employees may use sick time during the initial six-month probationary period for an employee’s own serious health condition. Sick time begins to accrue on the date of employment in an eligible status.

When accepting a position at UAB after being employed with another Teachers’ Retirement System of Alabama participating employer, an employee may transfer any unused accrued sick time days to UAB. For employees hired into UAB LLC, sick time will not be accepted from any other employer.

Under certain circumstances, eligible employees may voluntarily donate or receive sick time under the sick time donation policy. This policy is applicable to UAB employees, including faculty, who are eligible to accrue sick time based on their assignment category.

*Sponsored Adult Dependent – a sponsored adult dependent is not a relative, is at least 19 years of age, shares a primary residence and has lived in the household not as a renter, boarder, tenant or employee for at least twelve months.

For more information on Vacation, Holiday and Sick Time, please visit www.uab.edu/policies and search by key word sick or call HR Records at 205-934-4408.

3.4 Educational Assistance

3.4.1 Educational Assistance for Employees

UAB offers educational assistance benefits for full-time regular and 3/12 hour employees as well as disability retirees after six months of continuous service in an eligible status prior to receiving the benefit.

3.4.2 Educational Assistance for Dependent Children

Educational assistance benefits are available for unmarried dependent children and children of Sponsored Adults who are under age 26 and full-time regular and 3/12 hour employees after one year of continuous service in an eligible status prior to receiving the benefit. The one year service requirement is waived for full-time regular faculty members. Benefits are also available to dependent children of service and disabled retirees. Service retirement benefits are not available for LLC employees.

3.4.3 Educational Assistance for Spouses and Sponsored Adults

Educational assistance is available for spouses and Sponsored Adults of UAB full-time regular and 3/12 hour employees after one year of continuous service in an eligible status prior to receiving the benefit. The one year of service requirement is waived for full-time regular faculty members.

Full details on the program and other qualifications can be found in the UAB Policy and Procedures Library under Policy 319 on the HR Benefits Office website at www.uab.edu/benefits or 205-934-3458.
3.4.4 The Employee Assistance and Counseling Center: Employee Assistance Program

The licensed professional counselors of The Employee Assistance and Counseling Center provide assistance to employees and their dependents with stress management, emotional disturbances, personal adjustments, financial counseling, marital or family distress, alcohol and substance abuse recovery and other issues. Supervisors can also call for consultations. For more information, please visit www.uab.edu/eap or call 205-934-2281 to make an appointment for confidential services.

3.5 Personal Educational Activities

Employee educational activity may be divided into the following two areas:

1. Employee training and development includes in-service training, supervisory and managerial training and development and other activities required or encouraged by UAB. Classes taken during work hours through the HR Organizational Learning & Development Office or the Hospital Nursing Staff Development Office are included if the classes are at the request of, or with the permission of, the employee’s department/unit head.

2. Personal educational pursuits include classes taken toward a degree or certificate or classes taken for personal enrichment which an employee elects to take. Classes taken by employees for personal educational pursuits should be scheduled outside the employee’s scheduled working hours. Time spent in classes for personal education pursuits may not be paid for by UAB as time worked. This includes classes taken at UAB through the Employee Educational Assistance Program as well as classes attended at other institutions.

For more information on the Education Assistance Program, please see the UAB Policy and Procedures Library on the HR Benefits Office website at www.uab.edu/benefits and click on Educational Assistance Policy or call 205-934-3458.

3.6 Services Available to all Employees

3.6.1 Parking Facilities

Employees who want to park on campus must register for parking at Transportation Services located at 608 8th Street South. Fees vary according to the location assigned and are payroll deducted monthly. For more information, please call 205-934-3513.

3.6.2 Bus Service

A valid bus sticker is available through Transportation Services to all registered parkers. This allows access to the bus route that serves the Remote Parking System. A copy of the bus route and schedule can be obtained by contacting Transportation Services at 205-934-3513 or search on www.uab.edu/parking.

3.6.3 UAB Campus Ride

The UAB Campus Ride (taxi-service) is available to all UAB employees for conducting official UAB business on campus. To use Campus Ride, please call 205-975-8294.

3.6.4 Campus Escort Service

A campus escort is provided upon request to employees (and students) on the UAB campus after 5 p.m. A UAB escort will meet an employee or student at a designated pick-up point and accompany the person to his/her on-campus destination. The service can be accessed from any of the white Campus Escort Service phones or by calling 205-934-8772.

3.6.5 Motorist Assistance Roadside Service (MARS)

Motorist Assistance Roadside Service (MARS) is a free service available to all visitors, students, and employees parking on campus who need help with a dead battery, flat tire, keys locked in a car or empty gas tank. Service times are weekdays from 6:30 a.m. to 10:30 p.m., except for UAB holidays. For assistance call 205-975-6277.
For more information on UAB Parking and Escort services, please visit www.uab.edu/parking or call 205-934-3513.

3.6.6 UAB Travel Center

The UAB Travel Center, in association with AdTrav Travel Management, assists UAB employees with official University business travel arrangements. The UAB Travel Team is a group of travel agents familiar with UAB policies and procedures. For more information, please visit www.uab.edu/travelservices or call 205-444-1133, or 800-476-2952.

3.6.7 Child Development Center

UAB employees have access to an on-site child development center for children ages six weeks to five years. There is a fee for this service and spaces are limited. The hours of operation are Monday through Friday from 6:30 a.m. to 6:00 p.m. and the center is located at 1113 15th Street South, Birmingham, AL. For more information, please visit www.uab.edu/cdc or call 205-975-7373.

3.6.8 The AWARE Program (Assistance for Employees with Disabilities)

The AWARE (Always Working to Advocate, Retain & Employ) Program provides disability management services when an employee’s job performance, job stability, or promotional opportunities are affected by a physical, mental, or emotional impairment. Through a unique partnership with the Alabama Department of Rehabilitation Services, the AWARE Program assists current employees and their departments, job seekers going through the application process, and employees returning from an extended medical leave, long term disability, or On-the-Job Injury/Illness leave. The AWARE Program also coordinates requests for reasonable accommodations under the Americans with Disabilities Act. For more information, please contact the AWARE Coordinator at 205 975-9973 or visit http://www.uab.edu/humanresources/home/relations/aware.

3.6.9 Employee Discounts

UAB offers employees certain discounts at the hospital, bookstore, cafeteria, and for athletic events. The employee ID card is required to take advantage of discounts. For more information on discounts, please visit www.uab.edu/benefits or call 205-934-3458.

3.7 Employee Service Awards

UAB recognizes all part-time and full-time regular employees who complete five years of continuous service in an eligible status and every five years thereafter at an annual service awards program. The employees must have completed the required years of service by December 31st of the preceding year. In addition, each department is responsible for recognizing the recipients in their units and presenting to them the service pins and certificates.

Section 4 – Employment Expectations

4.1 UAB Enterprise Code of Conduct

As a community of faculty, staff, and healthcare providers, UAB is committed to the highest standards of ethical behavior in all of its activities and dealings. The UAB Enterprise Code of Conduct is a shared statement of commitment to uphold the ethical, professional, and legal standards used as the basis for daily and long-term decisions and actions. Adherence to its spirit, as well as its specific provisions, is critical to UAB’s continued success. Each member is individually accountable for his or her own actions, and the UAB community is collectively accountable for upholding these standards of behavior and for compliance with applicable laws and policies that guide UAB’s work. To view the Code of Conduct, visit www.uab.edu/compliance/code. For more information, please contact the University Compliance Office at www.uab.edu/compliance or call at 205-996-6540. For UAB Hospital information, contact the Hospital Corporate Compliance Office at www.uab.edu/hospitalcompliance or call 205-975-0585.
4.2 **Initial Six-Month Probationary Period**

During the initial six months of employment with UAB, employees will be monitored based on performance and adherence to UAB Policies and Procedures. Employees will be able to learn about their assignment to determine whether they are satisfied with the position and the supervisor will have the opportunity to determine the employee’s suitability for the position for which he/she was hired. If the employee’s job performance is not satisfactory, or he/she has not been compliant with UAB policies, the employee may be dismissed at any time during the initial six-month probationary period.

If, during the initial six-month probationary period, the employee’s performance is less than satisfactory but the supervisor decides that discharge is not warranted, the probationary period may be extended for up to 90 calendar days. Prior to the end of the extended probationary period, a determination will be made, based on the supervisor’s assessment, to either dismiss the employee or continue his/her employment.

Vacation will accrue from time of hire but may not be taken until after the end of the probationary period. Sick time will accrue from the time of hire and may be taken during the initial six-month probationary period for an employee’s own serious health condition. Hospital employees are eligible to use accrued personal holiday time during the initial six-month probationary period with supervisory approval. Extended probation does not affect an employee’s benefits or access to the formal Problem Resolution Procedure.

4.3 **Employee Records**

The HR Records Office maintains each employee’s official, permanent employee file. Employees must make an appointment with HR Records to review their file. A photo ID must be presented at the time of the visit. For additional information, go to [www.uab.edu/hrmrecords](http://www.uab.edu/hrmrecords) or call 205-934-4408.

4.4 **Working Hours and Attendance**

The typical UAB work week for full-time employees is 40 hours (8 hour work days). However, many departments/units operate 24-hours-a-day, 7 days-a-week and the work day or work week for those areas may be different, i.e. 3/12-hour and weekend staff positions.

In departments/units in which work schedules vary, the schedules will be announced or posted as far in advance as possible. Employees are expected to report to work, in uniform if applicable, and be prepared for duty at the beginning of their scheduled shift and to remain on the job throughout the shift. If an employee must be absent from work or have an urgent reason for leaving, he/she must have prior permission from his/her supervisor or department/unit head.

Employees who are repeatedly late for work or absent from work without good reason will be subject to corrective action through a progressive disciplinary process.

UAB Hospital employees are subject to adherence to Attendance Policy 619. For more information, please visit the UAB Policies and Procedures Library at [www.uab.edu/policies](http://www.uab.edu/policies).

4.5 **Work (Rest) Breaks and Meal Periods**

If the workload permits, work breaks are allowed, but they are not guaranteed. Employees should be aware that taking work breaks depends upon the department involved and whether normal work can be continued while employees take breaks.

Where work breaks are allowed, they are limited to two paid, 15-minute breaks per shift and typically may not be accumulated to allow employees to leave work early or to extend or replace a meal period.

The University generally provides the opportunity for an uninterrupted, unpaid meal period of no less than 30 minutes. The actual time and length of the meal period will be scheduled by the supervisor (typically 30- or 60-minutes). Meal periods are considered personal time, and employees are encouraged to leave the immediate work area in order to eat and relax. Time spent during the meal period is not considered work time for pay purposes. Non-exempt employees must punch
(badge) out/in for meal periods. Prior authorization is required before working during a meal period. If you work during your meal period, this time should be counted as work hours.

**Nursing Mothers and Lactation Support**
Departments are required to provide an appropriate location and give breaks, as necessary, to nursing mothers to express breast milk for her nursing child up to one year after the child’s birth. The location cannot be a bathroom and must be shielded from view, free of interruptions and readily available to the employee. Lactation centers located at UAB are listed here: http://www.uab.edu/women/lactationcenters. Employees who use work breaks to express milk must be compensated in the same way that other employees are compensated for work breaks.

### 4.6 Timekeeping

Time records are the basic source of information for payroll purposes; therefore, time worked must be recorded accurately. Falsification of time records is a serious violation of UAB policy and can result in immediate discharge. Time records should be checked by supervisors or department/unit heads for accuracy. No changes, corrections or notations are to be made on the time records except with the approval and signature of a department/unit head or supervisor. An employee who punches (badges) another employee in or out or who requests that another employee punch (badge) him/her in or out may be subject to discharge.

Non-exempt employees are not permitted to work before or after their scheduled times unless authorized by their department/unit. There can be no deviation from this policy except at the direction of one’s supervisor or department/unit head.

### 4.7 Performance Evaluations

Performance management is foundational to performance excellence for both UAB and the employee. The performance management process should include clear and specific performance expectations and goals for each employee. Supervisors should include input from employees when reviewing performance and provide periodic informal and formal feedback about the employee’s performance relative to the performance expectations. During these feedback sessions, supervisors should recognize achievements along with addressing any performance improvement needed. Performance appraisals are generally provided at the end of the initial six-month probationary period and on an annual basis thereafter. Administration may alter evaluation timeframe as business necessity dictates. Copies of all performance evaluations and records of counseling sessions should be sent to the Human Resources Records Department for filing in the employee’s official, permanent personnel file.

### 4.8 Transfers and Promotions

The University of Alabama at Birmingham (UAB) recognizes that employee motivation, productivity, and retention is dependent upon people working in jobs that are well suited to their interests and therefore offers and encourages opportunities for career development. In addition to advancement within an employee’s current department or division, employees may wish to pursue opportunities elsewhere within UAB. A transfer can involve some personal risk. Once an employee relinquishes rights to his/her previous position, there is no guarantee that the employee will be retained or placed elsewhere if job performance is unsatisfactory.

A UAB employee is eligible to apply for an open position if he or she:
- Has been in his or her current position for at least twelve (12) months and is in good standing;
- Meets or exceeds the minimum qualifications of requirements that are listed in the job posting;
- Has not received a written or verbal warning or other corrective action within the past 12 months due to performance or UAB policy violations;
- Has not received unsatisfactory performance evaluation;
- Is currently not on a disciplinary probationary status with their department.

A transfer or promotion requires an employee to serve a ninety (90) calendar day probationary period which does not affect access to benefit eligibility. Access to the Problem Resolution Procedure is not available for any action related to the 90 day interdepartmental transfer probation.
For more information on Transfers, Promotions and Evaluations, please visit the Human Resources website at www.hrm.uab.edu or call the University Employment Office at 205-934-5246, or Hospital HR at 205-934-4681.

4.9 Service Dates (Date of Initial Appointment at UAB)

The service date is the date of initial employment at UAB unless there is termination of employment. For those employees who change from part-time to full-time and/or regular to temporary status or vice versa, certain policies apply. A change in employment status could impact service date. Review the full content of the policy at www.uab.edu/policies and search by key words service date or call HR Records at 205-934-4408.

4.10 Leaves of Absence

Regular full-time and part-time employees may request a leave of absence with appropriate approval. Certain other qualifying employees may take family and medical leave for some family-related reasons. Depending on eligibility, a leave of absence may be paid or unpaid. Vacation, sick time and personal holidays do not accrue during the unpaid portion of a leave. With the exception of Educational and Military leave, you must be back at work for the length of time you were on leave before being eligible to use paid vacation or personal holiday time or before seeking an interdepartmental transfer/promotion.

The maximum time allowed per leave is shown in the chart that follows:

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Maximum Time Allowed*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Family and Medical Leave</td>
<td></td>
</tr>
<tr>
<td>a. Family-related reasons</td>
<td>12 work weeks</td>
</tr>
<tr>
<td>b. Military care-giver leave</td>
<td>26 work weeks</td>
</tr>
<tr>
<td>c. Military exigency</td>
<td>12 work weeks</td>
</tr>
<tr>
<td>2. Educational leave leading to increased job ability</td>
<td>12 months</td>
</tr>
<tr>
<td>3. Personal leave</td>
<td>12 work weeks</td>
</tr>
<tr>
<td>(Including medical when not eligible for FMLA)</td>
<td></td>
</tr>
<tr>
<td>4. Military service</td>
<td>as required</td>
</tr>
</tbody>
</table>

(Unpaid portion beyond 21 working days per calendar year or beyond additional days if employee is covered by Alabama Code Section 31-12-1, et seq.) Contact the Benefits Office for additional information at 205-934-3458.

*For employees transitioning to or from the UAB LLC, maximum time allowed is cumulative. See the summary chart in this section for specific requirements and benefit coverage related to the various types of leaves of absence.
# Leaves of Absence

Applies to the following assignment categories: Full-time Regular (01), Part-time Regular (03), Three Twelve-hour-shift (12), and others under certain conditions.

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Maximum Time Allowed</th>
<th>One Year Continuous Service Required</th>
<th>Requires Prior Approval of Supervisor/Manager/Hospital Rep</th>
<th>Requires Written Notice 30 Calendar Days Prior to Begin Date</th>
<th>Requires Written Statement from Third Party</th>
<th>Health, Life, and Accidental Death and Dismemberment Insurance Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family and Medical Leave</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Paid jointly by employee and UAB up to 90 calendar days per year with 12 months of prior service&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>Family-related Leave or Intermittent leave for employee health condition</strong></td>
<td>12 work weeks</td>
<td>Yes&lt;sup&gt;1&lt;/sup&gt;</td>
<td>No; unless taken intermittently or reduced work schedule</td>
<td>Yes, when possible</td>
<td>Yes</td>
<td>Paid jointly by employee and UAB up to 90 calendar days per year with 12 months of prior service&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>Family-related Leave for Military Caregiver</strong></td>
<td>26 work weeks in a single 12-month period</td>
<td>Yes</td>
<td>No; unless taken intermittently or reduced work schedule</td>
<td>Yes, when possible</td>
<td>Yes</td>
<td>Paid jointly by employee and UAB up to 90 calendar days per year with 12 months of prior service&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>Family-related Leave for Military Exigency</strong></td>
<td>12 work weeks</td>
<td>Yes</td>
<td>No; unless taken intermittently</td>
<td>Yes, when possible</td>
<td>Yes</td>
<td>Paid jointly by employee and UAB up to 90 calendar days per year with 12 months of prior service&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>Educational Leave</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td>(Leading to increased job ability)</td>
<td>12 months</td>
<td>Yes&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Personal Leave</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td>(Including leave for employee illness/injury and pregnancy when FMLA eligibility is not met or for family and medical reasons beyond FMLA limits)</td>
<td>12 work weeks</td>
<td>Yes&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Military Service-Unpaid Portion</strong></td>
<td>As Required, but only 21 days per calendar year or beyond additional days if covered by Alabama Code Section 31-12-1, et seq.&lt;sup&gt;2&lt;/sup&gt;</td>
<td>No&lt;sup&gt;2&lt;/sup&gt;</td>
<td>No</td>
<td>Yes, if it is for emergency military leave. As much prior notice as possible should be given.</td>
<td>Yes; orders calling you to active duty</td>
<td>Paid by Employee except that health insurance benefit continues unchanged if employee elects to maintain coverage pursuant to Alabama Code Section 31-12-1, et seq.&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
</tbody>
</table>
1. Family and Medical Leaves of Absence (including maternity) are not automatic. Medical-related leaves will be approved only for the length of time your health-care provider certifies in writing that you are unable to perform the duties of your job or that the family member’s health condition exists. Accrued sick time, vacation, and personal holiday time must be used before beginning the unpaid portion of a medical leave for a health condition of the employee. Use of accrued sick time is limited to FMLA qualifying medical conditions of the employee and for the care of a spouse, sponsored adult dependent, parent, child or child(ren) of a sponsored adult dependent.

An employee should be placed on medical leave if the time away from the job is documented as a serious health condition and extends for two or more consecutive work weeks. Accrued vacation and personal holiday time must be used before beginning the unpaid portion of an Educational Leave or a Personal Leave. During a family and medical leave of absence that is being taken for family-related reasons, accrued benefit time must be used at the beginning of the leave of absence before entering a “non-paid status.” A maximum of 3 days within a calendar year may also be used to care for children, a spouse or parents who do not reside in the same household as the employee for non-FMLA qualifying conditions.

2. Contact the HR Records Department at 205-934-4408, regarding options and specific provisions.

3. No for employee illness/injury or pregnancy

For more information on Assignment Categories or benefits eligibility, please visit www.uab.edu/policies or call the HR Benefits Office at 205-934-3458.

4.10.1 Family and Medical Leave of Absence

Eligible employees (see Leaves of Absence chart) may take up to 12 work weeks of Family and Medical Leave of Absence for a qualifying serious health condition of the employee or for the birth, adoption, or foster care placement of a child or to care for a spouse, sponsored adult dependent*, parent, child or child of a sponsored adult dependent with a qualifying health condition was stipulated in the Family and Medical Leave Act. Any family and medical leave of absence time used (both for the employee’s health condition and for family-related reasons) counts toward the total available for use by the employee for family-related reasons during that twelve-month period.

This policy does not replace the sick time policy. An employee should be placed on medical leave if the time away from the job is documented as a serious health condition and extends for two or more consecutive work weeks.

If an employee and an employee’s spouse both work at UAB, in cases of childbirth, adoption, foster care placement or care of a child or spouse, the total amount of annual family and medical leave of absence available is 12 work weeks for each employee. (See Paid Parental Leave Policy): http://www.uab.edu/humanresources/home/records-administration/paid-parental-leave

For more information on general provisions concerning leaves of absence, please visit www.uab.edu/leaveofabsence or call the HR Records Department at 205-934-4408.

*Sponsored Adult Dependent – a sponsored adult dependent is not a relative, is at least 19 years of age, shares a primary residence and has lived with you not as a renter, boarder, tenant or employee for at least twelve months.

4.11 Other Absences

UAB pays time off to employees for approved absences listed below. Payments are limited to the employee’s normal working time(s), excluding over-time, etc., at UAB and are at the University’s discretion.
4.11.1 Bereavement Leave

Employees may be given up to three days absence (24 hours maximum) with pay per occurrence to attend funerals for members of their immediate families, including husband, wife, sponsored adult dependent, children (step-children), children of sponsored adult dependent, brothers, sisters (step-brother or sister), brothers-in-law, sisters-in-law, parents (step-parents), grandparents, grandchildren, father-in-law, mother-in-law, sons-in-law, daughters-in-law.

Bereavement absence will not be charged to accrued vacation, sick time, or personal holiday. To be eligible for bereavement leave, the employee should notify the supervisor or department head immediately. Upon the employee’s return to work, an official record, obituary notice, or other form of documentation to substantiate the request for paid leave may be required.

Regular part-time and alternative work schedule employees will receive prorated Bereavement Leave days based on the percentage of normally scheduled work hours within a 40 hour work week. There is no waiting period required for employees to be eligible for Bereavement Leave.

4.11.2 Active Military Duty

Employees ordered to active duty will receive full pay for a maximum of 21 (8 hour) days per calendar year. These 21 working days include weekend drills as well as summer training and any other type of military duty. Employees will be paid only for the time for which they would ordinarily be scheduled to work for UAB. A copy of the orders or other satisfactory documentation of attendance must be provided to one’s supervisor or department/unit head as soon as received. For more information, please visit www.uab.edu/policies and search by key words military leave, or call HR Employee Relations at 205-934-4458.

4.11.3 Voting in Elections

Time off with pay to vote in primary and general elections is not normally necessary. Voting hours are such that an employee may vote either before or after work. If for some reason that is not possible, the employee may ask the supervisor for permission to be up to two hours late in arriving at work or to leave up to two hours early. Approval is at the supervisor’s discretion.

4.11.4 Jury Duty

UAB will excuse all employees from regularly scheduled hours/shift for the day(s) they are required to serve on jury duty. This excuse is not only for 9:00 am to 5:00 pm but also for the entire 24 hours of each day of service (12:01 am to Midnight). Employees should notify their supervisor of impending jury duty as soon as they receive notice to serve. A copy of the notice must be provided.

The juror is required to return to work only after he or she is finally discharged for all service or is released from service for a particular day by the court. In order to receive pay, proper documentation of time actually served must be provided.

4.11.5 Witness in Court

Employees subpoenaed to serve as a witness in court during their regularly scheduled shift will be allowed to do so. The employee must provide his/her supervisor with a copy of the subpoena. This time will be paid unless the employee is the plaintiff or defendant in the case. UAB will not pay for that time in court.

4.12 External Activities

External activities, such as employment, consulting, etc., are allowed if they do not result in a conflict of interest or interfere with the performance of UAB responsibilities, are compatible with the interests of UAB, and do not violate state law or policy related to use of UAB resources or facilities. External activities should be performed on the employee’s own time, with the prior approval of the manager. If they are conducted during the regular UAB work schedule, time away from the job must be charged either to vacation or to personal holiday time or must be taken without pay.
4.13 **Internal Activities**

Activities within UAB for a fee must be approved on a project-by-project basis by all department/unit heads involved. The following conditions must exist for internal activities to be approved:

1. The employee has specialized training or knowledge essential to the project.
2. The performance of these duties is above and beyond the commitments of the employee’s position.

Internal activities must be time limited, and federal laws relating to the administration of federal grants and contracts require additional considerations for internal consulting supported by extramural grants and contracts.

For more information, please refer to the UAB Enterprise Conflict of Interest and Conflict of Commitment Policy and the UAB Faculty Handbook and Policies, as applicable. Both are located in the UAB Policies and Procedures Library at www.uab.edu/policies.

4.14 **Conflicts of Interest**

Employees are prohibited from using their positions to influence UAB’s business, academic, administrative, research, or other decisions in a manner that could lead to personal financial gain or advantage for the employee or for the employee’s family or business.

4.15 **Conflicts of Commitment**

Employees are prohibited from engaging in activities external to UAB or elsewhere within UAB, which compromise the ability to carry out their primary obligations and commitments to UAB. External and internal activities must be approved in advance by one’s supervisor or department/unit head.

For more information regarding conflicts of interest or conflicts of commitment, please refer to the UAB Enterprise Conflict of Interest and Conflict of Commitment Policy and the UAB Faculty Handbook and Policies, as applicable. Both are located in the UAB Policies and Procedures Library at www.uab.edu/policies.

4.16 **Leave for External and Internal Activities**

Employees must properly account for time spent on external and internal activities. Time away is allowed at the discretion of a staff member’s supervisor or, in the case of a faculty member, the Director, Chair, and Dean. Standards for applying leave time, as well as maximum time allowed, for external and internal activities must be managed in accordance with applicable human resource policies of each UAB ENTERPRISE organization.

4.17 **Political Activities of UAB Employees**

Any UAB employee may support any political candidate, entity, campaign, program, or action so long as the employee is in compliance with the Board of Trustees Rule 304 which states, in part, that “no University employee shall use or permit to be used University resources, time, or property for or on behalf of any political candidate, campaign, or organization or for any contribution or solicitation of any contribution to a political campaign or organization: nor shall any university employee lend or appear to lend the support of the University in connection with any contribution or solicitation of any contribution to a political campaign or organization.” No employee shall be expected to engage in political activity except on a voluntary basis.

The seeking or holding of elected public office while a UAB employee also is governed by Board Rule 304 and requires approval of the Chancellor. Any employee who plans to seek election or appointment to a public office must make such intentions known to the President through appropriate channels. If, in the opinion of the President, the employee is not in compliance with the applicable Board of Trustees rule, the President will so advise the Chancellor.
4.18 Nepotism

UAB employees may not interpret policy and procedures or make any work-related decisions regarding hiring, promotion, salary, job assignment, performance evaluation, discipline, termination, or any other issue affecting another member of his/her immediate family or another UAB employee who is living in the same household.

Immediate family includes spouse, sponsored adult dependent, son or daughter (stepchildren), children of sponsored adult dependent, grandchild, son-in-law or daughter-in-law, parent (stepparent), grandparent, father-in-law or mother-in-law, brother or sister (stepbrother or stepsister), or brother-in-law or sister-in-law.

Exceptions to this policy must be requested in writing to the Chief Human Resources Officer for UAB.

4.19 Notification of Change of Name, Address, etc.

The HR Admin System requires all employees to manage some of their personal information through self-service applications. In order to make changes to your name and home address, you must first acquire a Blazer ID and strong password.

Other changes such as home telephone number or campus address must be reported by the employee to his or her supervisor/manager or to the human resource officer of his or her department.

Beneficiary changes must be handled directly with the HR Benefits Office.

Section 5 – Compensation & Pay

This section provides information on various compensation and payroll policies within UAB. For more information, please visit www.uab.edu/compensation or call 205-934-5264.

Pay Transparency Nondiscrimination Provision

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information.

5.1 Pay Periods and Receipt of Pay

Non-exempt employees are paid every other Friday; exempt employees are paid monthly on the last working day of the month. The bi-weekly pay period for non-Hospital employees ends every other Saturday at midnight; the bi-weekly pay period for Hospital employees ends every other Sunday morning at 6:59 a.m.

Employees are required to participate in payroll direct deposit. Pay will be deposited into an account(s) at a participating bank. Set up and management of bank accounts is administered through the UAB Self Service Applications. UAB will establish a debit account for direct deposit if a bank account is not set up.

Employees may review itemized pay statements online.

5.2 Shift Differential

Most non-exempt employees are compensated for working during evening and/or night hours with a shift differential. Shifts eligible for differential are defined as follows:
UAB (Non-Hospital)

The standard evening shift (B shift) starts at 3:00 p.m. and ends at 11:00 p.m. The night shift (C shift) starts at 11:00 p.m. and ends at 7 a.m. Eligible employees may be required to work hours into the evening shift following hours worked on the day shift. Employees eligible for shift differential must work 4 or more hours on the evening shift (B shift) or night shift (C shift). If an employee works less than 4 hours, the worked time is classified as day shift (A shift).

UAB Hospital

Shift differential may be paid to employees for hours worked between 2:30 p.m. and 8:00 a.m. the following day. Eligibility for shift differential payments is:

- Evening differential is paid for hours worked between 2:30 p.m. and 10:30 p.m. To be eligible to receive evening differential, an employee must work until 7:00 p.m.
- Night differential is paid for hours worked between 10:30 p.m. and 8:00 a.m. To be eligible for night differential, an employee must begin work before 3:00 a.m.

5.3 “Standby” Pay

“Standby” is when an employee is required to remain on the premises during a period other than their usual working hours. Non-exempt employees will be paid their regular pay rate or one-and-one-half times the regular rate if standby combined with regular hours worked exceed 40 hours in a work week. During emergency periods, employees may be “relieved from duty” for specified periods of time. Employees “relieved from duty” will not be paid for that time. Standby pay is used only when absolutely necessary and requires approval of an Assistant/Associate Vice President, Chief Executive Officer or an official in an equivalent position.

5.4 24-Hour Duty

Twenty-four hour duty is when an employee is required to be on duty for 24 hours or more. The employee must be on the premises the majority of the time while on duty. This does not include meal breaks and sleeping time of more than eight hours. Sleeping facilities will be provided and efforts will be made to provide the employee with an uninterrupted sleep time of at least five hours.

If the sleep time is interrupted by a call back to work, the interruption will be counted as hours worked. If the sleep time is interrupted to a point that the employee cannot get at least five hours of sleep, the entire period will be counted as hours worked. All hours worked for employees on 24-hour duty will be reported as regular hours or overtime for hours greater than 40 in the work week. Approval by the Department Director, Assistant/Associate Vice President or an official in an equivalent position is required.

5.5 On-Call

An employee who is on-call is required to be available off premises in case of an emergency. The employee must be available via telephone or beeper within the department-specified response time.

Non-exempt employees placed on-call receive a set rate for the on-call hours. If the employee is called in, he/she will be paid for each call-in at the regular rate of pay for actual time worked or two hours, whichever is greater. Hours worked in excess of 40 hours in a work week will be paid at time-and-a-half.

Once an employee reports to work, on-call pay stops. An employee may not receive payment for working and on-call pay for the same hours. The total hours paid plus the on-call hours may not exceed 24 hours in a given day except in the case of a designated holiday or in the event an employee is required to remain on call while on paid leave for vacation or personal holiday.

An employee may not receive on-call pay at the same time he/she is receiving sick pay since it is presumed the employee would be unable to work when ill. However, an employee may be on-call while on vacation, personal/designated holiday.
5.6 Overtime Hours

Employees covered by the Fair Labor Standards Act (FLSA) are referred to as non-exempt. Employees not subject to the Act’s overtime provisions are referred to as exempt meaning they are exempt from the Act’s overtime rules. FLSA’s exemption status is dependent on job duties, responsibilities, educational requirements and salary. Human Resources Compensation Department will determine the correct status of employees.

For non-exempt employees, the FLSA requires overtime pay at a rate of one and one-half times an employee’s regular rate of pay after 40 hours of work in a work week of seven consecutive days (168 hours). For purposes of the FLSA, UAB is considered one employer regardless of where on campus an employee works. Consequently, all hours are considered for pay calculation and if overtime payment is due.

Non-exempt employees may not start work before the beginning or work beyond the ending of the scheduled shift without the supervisor’s approval. Non-exempt employees should not work at his/her work station during the unpaid meal break. Supervisors and managers are responsible for monitoring overtime closely. If employees fail to adhere to the overtime guidelines, disciplinary action may be taken.

UAB does not allow Compensatory time, or “Comp Time” for employees. Non-exempt employees must be paid overtime pay for any hours in excess of 40 hours in a work week.

Overtime provisions do not apply to exempt employees. For questions or further clarification of the FLSA, please contact an HR Representative or HR Compensation by calling 205-934-5264.

5.7 Payroll Deductions

UAB Payroll deducts from employees’ pay all mandatory deductions as required by federal and state regulations and voluntary deductions as approved by the employee.

5.8 Wage and Salary Policy

UAB staff positions are assigned a specific job classification and salary grade as determined by the duties and responsibilities of the job. The salary pay grade defines a minimum and maximum salary the employee may be paid while in that classification. Salary determination is made taking into consideration the grade minimum, internal equity, salary guidelines and experience/education. Questions regarding the Wage and Salary Policy should be discussed with the employee’s supervisor.

5.9 Salary Adjustments

UAB is committed to providing competitive pay programs. UAB will provide all business units/departments with salary administration guidelines and eligibility for salary adjustments. Salary adjustments are based on the availability of funds and institutional guidelines for any given fiscal year.

Section 6 – Terminating Employment

6.1 Termination of Employment

Resignation

An employee who resigns from UAB will be expected to give at least 14 calendar days written notice if in a non-exempt position and 30 calendar day’s written notice if in a professional, administrative or supervisory position. Patient-care personnel, whether non-exempt or exempt, are expected to give 30 calendar days’ notice. Failure to provide appropriate written notice may result in an employee being considered ineligible for future employment at UAB.

When an employee resigns, he/she will be paid through the last day worked. If the employee has completed the initial six-month probationary period, he/she will be eligible for payment of all
vacation accrued but not taken at the time of resignation up to the maximum terminal payout allowed under policy. UAB reserves the right to withhold terminal vacation pay under certain circumstances. Vacation time and personal holidays may not be taken during the last pay period after termination notice has been given. Sick time may be granted after the termination notice has been given; however, the department reserves the right to require a physician’s certification before authorizing payment. Unused sick time and personal holidays will not be paid as terminal leave.

Prior to leaving UAB, an employee should complete an online exit survey and arrange for the conversion or transfer of benefits.

On the last day of employment or when designated by the department, employees should return all UAB property to the appropriate areas.

Employees age 60 or older with at least 5 years of service upon termination of employment are eligible for $6,000 life insurance and $6,000 accidental death and dismemberment insurance at a nominal monthly premium. (Not available for UAB LLC employees).

**Immediate Termination**

UAB reserves the right to dismiss an employee with or without cause. In instances of termination unrelated to misconduct, an employee will be given appropriate notice or pay in lieu of notice. Vacation time and personal holidays may not be taken during the last pay period. Unused sick time and personal holidays will not be paid as terminal leave.

Termination of tenured faculty members’ employment is covered in the *UAB Faculty Handbook and Policies*.

**6.2 Re-employment Effects on Service Dates and Benefits**

Former employees whose separations were under satisfactory circumstances may be re-employed in the same type of work or in another job for which they are qualified.

The original service date and accrued sick time may be reinstated by request of the employing department if an employee returns to work within 60 calendar days following a voluntary separation. Unused personal holiday time may also be reinstated unless a new accrual period has begun.

Upon re-employment, an individual will serve an initial six months probationary period and will receive benefits and privileges of employment on the same basis as a new employee. When the original service date and benefit accruals are restored, the employee will only serve a 90 day probationary period.

Sick time, vacation, personal holiday, eligibility for merit increases and all other benefits or privileges of employment based on length of service will accrue from the most recent service date.

Special conditions relate to the re-employment of UAB employees and retirees electing to be re-employed with the UAB LLC.

For more information on service date reinstatement, please email hrmrecords@uab.edu or call 205-934-4408.

**6.3 Mandatory Retirement Program**

Alabama State Law requires that certain categories of UAB employees, excluding UAB LLC employees, participate in the Teachers’ Retirement System of Alabama. (See Benefit Eligibility chart under Section 2). A member of Teachers’ Retirement prior to January 1, 2013 is eligible for service retirement upon reaching age 60 with 10 years or more of creditable service. Also, a member may retire at any age if the member has at least 25 years of creditable service. Vesting occurs when a member has completed 10 years of creditable service. Accrued unused sick time may be converted into additional creditable service.

For members of Teachers’ Retirement January 1, 2013 or later, vesting occurs when a member has completed 10 years of creditable service. A member may retire at age 62. Eligible police officers may retire at age 56.
Participants in Teachers’ Retirement contribute a percentage of earnable compensation, subject to limitations established by the federal and state government. Employee contributions are tax deferred for federal income tax purposes. Federal taxes will be paid by the employee when he/she withdraws contributions or retires. Employer contributions to this program are set by the State Legislature.

An employee contemplating retirement should contact the HR Benefits Office at least 90 days before the anticipated retirement date to avoid a delay in retirement compensation.

Persons who have retired from UAB may be re-employed only under certain conditions (See the “Reemployment of UAB Retirees” policy at http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=264 for certain UAB stipulations). Retirees who are receiving retirement benefits from the Teachers’ Retirement System may return to work at UAB only on a part-time basis in the Irregular employment category and if their compensation during a calendar year does not exceed the salary limitations imposed by the State of Alabama.

For more information on the Teacher’s Retirement, please visit www.rsa-al.gov, or the HR Benefits website at www.uab.edu/benefits or call 205-934-3458.

6.4 Retirement Due to Disability
See Section 3.1.4.

6.5 Severance Pay and Benefits
For information about the Severance Pay and Benefits Policy for Nonfaculty Employees, please visit www.uab.edu/policies.

Section 7 – Employment Regulations

This section provides information regarding appropriate employee conduct and management’s discretion in supervising the workforce and addressing employee issues of non-compliance.

7.1 Management Rights
UAB seeks input from its employees to improve working conditions, efficiency and employee satisfaction. Occasionally, UAB, like any other organization, has to make decisions without prior consultation with its employees. UAB, therefore, maintains exclusive discretion to exercise the customary functions of management including, but not limited to: hiring, promoting, disciplining, dismissing, assigning and modifying job duties/descriptions, work schedules/hours, determining the size, organizational structure and composition of the work force and establishing, altering and/or abolishing policies, procedures, rules and regulations.

If employees have questions or problems concerning their work or work environment, they should first discuss the issue with their supervisor or manager. If the matter cannot be resolved at the departmental level, employees may visit www.uab.edu/employeerelations or contact the Office of HR Employee Relations at 205-934-4458.

7.2 Progressive Discipline
Regulations and procedures are necessary for the orderly progress of every organization. UAB’s policies and regulations are intended to facilitate productivity and satisfactory working relationships based on trust, self-discipline, and respect for the rights of others. Depending on the gravity of the situation all of the steps described below may not be applied (OR “some or none of the steps described below may be applied”). Whenever possible and feasible, UAB will work with an employee through a “progressive disciplinary” process which means that the least severe level of discipline applicable to the situation will be explored before invoking more harsh levels of discipline. The goal of progressive discipline is to retain employees and to improve an employee’s performance
while at the same time documenting the efforts of the employer in the event of discharge. Documented verbal warnings should be maintained in the departmental file. A signed copy of all other documented warnings should be sent to HR Employee Relations for placement in the employee’s official, permanent personnel file. The following are approved progressive disciplinary steps:

**Verbal Warning**
The step should be used for first-time, minor policy violations.

**Written Warning**
A written warning may be given after repeated violations, after a verbal warning, or for serious first-time misconduct.

An employee who receives three written warnings during an 18-month period (whether or not the first two written warnings resulted in probation and/or suspension) may be terminated without proceeding through the remaining steps in the disciplinary process.

**Suspension**
Suspension without pay may be imposed for repeated violations after a written warning has been issued or for serious first-time misconduct. Suspensions may not exceed ten working days.

No vacation, holiday, or sick time benefits will be paid by UAB during suspension.

**Imposed Probation**
An employee may be placed on probation for repeated violations after a written warning has been issued or for serious first-time misconduct. The probationary period may not exceed 90 calendar days. Imposed probation may be used in lieu of suspension or in some cases suspension and probation are combined.

If an employee fails to satisfactorily meet the goals or expectations during the imposed probation period, further disciplinary action up to, and including, discharge may occur.

Merit based increases will not be given to the employee during an imposed probationary period. Vacation and personal holidays will continue to accrue but will not be granted during this period of imposed probation. Imposed probation does not affect an employee’s access to the formal Problem Resolution Procedure.

**Termination**
Termination may occur immediately and without notice and/or without pay in lieu of notice for repeated violations of policy or for first-time incidents of gross misconduct.

Termination should only occur after a careful review of the case with the appropriate departmental representative and the HR Employee Relations Office.

**Administrative Leave**
Administrative leave may be imposed, with or without pay, in cases when it is believed that normal unit operations or safety would be affected or when UAB officials need time to gather information for determining the specific disciplinary action which needs to be taken.

**Demotion**
Demotion may be used as a remedy and not as a step in the progressive disciplinary process when an employee cannot perform assigned job duties satisfactorily. It is most often used when an employee’s skills are not matched to the job assignment.

It may be possible to demote the employee into a position of lower classification in the same department with a resultant decrease in salary. A demotion without a decrease in salary must be approved by the appropriate vice president, the Provost, the CEO of the UAB Health System or by the Chief Human Resources Officer.
Additional Information

For more information regarding the progressive disciplinary process, contact the school/unit designated HR Consultant or HR Employee Relations. Also see www.uab.edu/policies and search by key words progressive discipline or discipline.

7.3 Employee Behavior and the Working Environment

UAB seeks to maintain an environment conducive for business and respect of others and employees should behave in a manner consistent with these expectations. This section identifies some typical areas or patterns where offenses can occur and provides consistent treatment of all employees especially by other employees.

Although this is not an all-inclusive list, the following are examples of deficiencies or offenses for which progressive disciplinary actions may be appropriate and which may result in discharge:

1. Examples of offenses which generally require discipline and which may result in discharge are as follows:
   - Excessive absenteeism and/or tardiness
   - Leaving UAB premises or work area without permission during work hours; unexcused absences
   - Negligence in the performance of duty or productivity not up to standards
   - Failure to cooperate in an investigation or providing false information during an investigation
   - Failure to disclose conflicts of interest or failure to eliminate a conflict of interest when so directed
   - Failure to maintain satisfactory interpersonal relationships with co-workers and supervisors
   - Inappropriate behavior toward, or discourteous treatment of, patients, students, visitors, or co-workers including the use of profanity and other harassing statements
   - Abuse of e-mail, electronic communications, and/or computer networks
   - Violation of UAB policies or procedures
   - Harassment to include sexual harassment
   - Negligence, abuse or unauthorized use of UAB property or equipment

2. The following occurrences are cause for immediate discharge without notice or without pay in lieu of notice. Since a complete list of specific offenses is impossible, discharge is not limited to the situations described below:
   - Absence without notification or reasonable cause for failure to notify. Such absences for three consecutive work days or shifts require no further follow-up prior to termination.
   - Any act of fighting on UAB property or leased space
   - Conviction of a felony
   - Falsifying personnel or pay records, including application for employment, application for transfer, or health records; badging/clocking the time record or signing the time sheet for another employee
   - Immoral or indecent conduct on UAB property or leased space or conduct which brings discredit to UAB
   - Incompetence or inefficiency in patient care
   - Inexcusable neglect of duties, insubordination, disobedience, or dishonesty
   - Theft, misappropriation of funds, and/or unauthorized use or removal of UAB property
   - Possession of firearms, knives, or other weapons and ammunition
   - Unauthorized accessing of, and/or release of, confidential or official information
   - Unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs, controlled substances, or alcoholic beverages during the employee’s work period, whether on the premises of UAB or at any other site where the employee is carrying out assigned UAB duties.

For a more inclusive list of violations and related policies, please visit www.uab.edu/policies and search by key word employee behavior.
7.4 **Personal Appearance, Dress Code, and Uniforms**

Employees are expected to dress appropriately in neat, clean clothing and practice good personal hygiene. Employees must adhere to special dress standards or uniforms that have been established in patient care areas or in any other department or unit at UAB. If the job requires employees to wear a standard UAB uniform, in some cases it will be provided by UAB; however, some areas may require employees to purchase their own. In some areas, an identification badge is part of the standard UAB uniform and must be worn in plain view at all times. Hospital employees should refer to the Professional Code of Conduct and Appearance standard.

Flagrant violations of commonly accepted standards of cleanliness or dress may be cause for disciplinary action. For questions concerning the standard of dress, ask the supervisor.

7.5 **Patient and Student Information**

Any patient or student related information must be protected and may not be released to anyone without proper authorization. Employees are required to sign confidentiality agreements upon hire. Unauthorized release of information may result in disciplinary action.

7.6 **Alcohol and Other Drugs**

An employee who is reasonably suspected of using alcohol or illegal drugs or of abusing controlled substances in the workplace or performing official duties while under the influence of alcohol, illegal drugs or abused controlled substances will be required to undergo an alcohol and/or drug test. For information about the Policy and Procedure for Alcohol and Drug Testing for Reasonable Cause, please visit www.uab.edu/policies and search by key words alcohol and drugs.

7.7 **Smoking/Nonsmoking**

Smoking is not permitted in any building owned, rented or leased by UAB. For more information about the Nonsmoking policy, please visit www.uab.edu/policies and search by key words smoking and nonsmoking.

7.8 **Problem Resolution Procedure for Non-faculty Employees**

Full-time and part-time regular employees who have received formal corrective action or have other concerns that arise out of their employment may seek resolution through the University’s Problem Resolution Procedure. To see the complete policy, please visit www.uab.edu/policies and search by key words problem resolution procedure or call HR Employee Relations at 205-934-4458.

7.9 **Bulletin Boards**

Bulletin boards display information of interest to employees and are intended for official information. The department/unit head, building administrator or a Hospital Associate Executive Director should approve any posted material, advertisements or announcements. UAB’s Solicitation Protection Policy also applies to bulletin boards. To view this policy, please go to www.uab.edu/policies and search by keyword solicitation.

7.10 **Solicitation Protection**

UAB has a no-solicitation policy. For more information, please visit www.uab.edu/policies and search by keyword solicitation.

7.11 **Ownership of Intellectual Property Rights**

Patentable inventions, discoveries, software programs, and other intellectual property often arise from UAB-related staff or faculty efforts. The policies governing the administration of inventions are included in the Board of Trustees Rule 509. To provide recognition and incentive to inventors and at the same time ensure that UAB shares in the rights pertaining to inventions in which it has an investment, inventions or discoveries which appear to have commercial value and/or utility which (1) result from research carried on by, or under the direction of, any employee of the University and/or having the costs thereof paid from University funds or from funds under the control of, or administered by, the University, or (2) are made by an employee of the University and which relates to the inventor’s field of work at the University, or (3) were developed in whole or in part by the utilization of resources or facilities belonging to the University shall be disclosed to The UAB
Research Foundation and assigned to the University. UAB employees and students may not assign or
grant any option to any such intellectual property developed during the course of their employment
without a release from UAB.
Questions concerning intellectual property rights should be directed to the UAB Research
Foundation at rfinfo@uab.edu, or by calling 205-934-9911. You may also visit the Research
Foundation website at www.uab.edu/uabrf.

Section 8 – General Employment Information

8.1 Identification Cards/ONE Card

All new employees of UAB are issued a photo identification badge/ONE Card. Hospital employees
have their ONE Card made prior to or during New Employee Orientation. University employees are
notified where to go to have their ONE Card made. UAB Hospital employees must wear their ONE
Card in plain view, at collar/shoulder level, while on duty in accordance with the Hospital dress code
policy. UAB employees are encouraged to wear their ONE Card, but should carry the ONE Card
with them while on campus.

The ONE Card is required identification for use at certain UAB facilities, such as libraries, and for
discounts available at the cafeterias and special events.

Hospital Personnel Support Services has the primary responsibility for issuing ONE Cards for
Hospital employees. University ONE Cards may be issued by Physical Security or at other carding
locations. The appropriate department should be contacted concerning replacement of lost badges.
At termination of employment, the ONE Card must be turned in to a ONE Card office, your
supervisor or Human Resources.

For additional information regarding the ONE Card and carding locations, reference the ONE Card
Guidelines.

8.2 Issuance of Keys

In order to maintain maximum security, the following procedures must be followed by those
requesting keys to UAB property:
• A “Key Request” form must be completed with appropriate department/unit head or
  administrative officer approval.
• Under normal circumstances, keys will be issued within two days from the receipt of the request.
• Keys are not transferable and must not be passed from one employee to another.

Upon termination from UAB, all keys must be turned in to the department manager, the UAB
Physical Security Department or to Hospital Key Control. For more information or to obtain the
necessary key request forms, please visit www.uab.edu/physicalsecurity or call 205-934-3708.

8.3 UAB Mail System

The UAB campus mail system exists for the delivery of official interoffice/interdepartmental mail
and provides timely pick-up and delivery of intra-campus and outgoing/incoming mail processed
through the U.S. Postal Service. Personal mail should not be delivered to employees at his or her
UAB address. Inappropriate use of the UAB campus mail system for personal purposes is
unauthorized and may result in disciplinary action. For more information, please visit
www.uabprinting.com or call 205-934-4181.

8.4 Use of Employee’s Personal Vehicle for UAB Business

Employees may not use UAB vehicles for personal purposes except as stipulated by state law or
regulations or as approved by the UAB President nor should they use personal vehicles for UAB
business unless no UAB owned vehicle is available and the use of a personal vehicle has been
authorized by a department administrator.

Employees should not use their personal vehicles on UAB business.

For more information, please visit www.uab.edu/policies and search by key words vehicle safety or
call Risk Management at 205-934-5382.
8.5 Safeguarding UAB Equipment

Employees who handle UAB equipment are responsible for the care and security of that equipment while it is under their control. Employees are not permitted to use UAB equipment for personal reasons. If an employee is deemed careless, malicious or willfully destructive of UAB equipment or loses UAB and/or patient’s property, he/she may be required to pay for the repair, recovery or replacement of such equipment or property. Unauthorized use or removal of UAB equipment or property or that of a patient may be cause for immediate discharge.

Section 9 - Occupational Health & Safety

The UAB Department of Occupational Health and Safety (OH&S) helps to provide a safe workplace and coordinates compliance with workplace and environmental laws and regulations while supporting teaching, research and patient care.

9.1 Health and Safety Overview

Every employee is responsible for health and safety at UAB and for compliance with applicable laws and regulations. The primary health and safety programs include:

1. General Safety
2. Radiation Safety
3. Biosafety
4. Chemical Safety
5. Asbestos control/respirator fit testing
6. Hazardous Waste Management
7. Education and Training
8. Environmental Management
9. Emergency Management
10. Employee Health
11. Sustainability

9.2 Reporting Incidents and Unsafe Conditions

All employees are responsible for safety at UAB. Unsafe conditions must be reported to a supervisor immediately. Be aware of surroundings and safe work practices. Keep all equipment guards in place and use the appropriate personal protective equipment. Employees should never use potentially dangerous equipment unless properly trained.

9.3 Fire Safety

All UAB employees are responsible for fire prevention. Carelessness and thoughtlessness are two primary causes of fires. People smoking inside UAB buildings (all buildings are smoke-free), defective wiring, propped-open fire doors, blocked corridors or exits, accumulation of combustibles or improper use and storage of flammables should be reported immediately to the Occupational Health & Safety (OH&S).

9.3.1 General Procedures for Fire Safety

If you detect smoke or fire, no matter how minor it may appear at first, stay calm and use common sense. Other people may be depending on your actions. Use the Code Red – Fire Plan - RACE response plan.

R – Rescue anyone from immediate danger.
A – Alarm, pull the fire alarm near exits. Report the fire; dial 205-934-0001.
C – Confine the fire; close the door to where the fire is located.
E – Evacuate and/or Extinguish (P.A.S.S.).

Fire Extinguishers

P.A.S.S. - Pull the pin, Aim at the base of the fire, Squeeze handle, Sweep side to side.
9.3.2 General Procedures for Fire Safety in Hospital Areas

Hospital areas use the same fire response plan as above with the following two exceptions:
1. Report the fire to the Hospital Emergency Fire Phone List at 205-934-0001.
2. Do not evacuate patients until instructed to do so. Patients are the first priority and moving them could cause harm. Your supervisors will provide unit-specific training.

9.3.3 Laboratory Safety

Safe operations and activities in UAB laboratories are vital to UAB. See uab.edu/ohs or call 205-934-2487 for details concerning laboratory safety including staff and faculty roles and responsibilities.

9.3.4 Provisions for Individuals with Disabilities

The landings inside stairwells and protected elevator lobbies are considered areas of refuge for individuals with disabilities. In the event of evacuation, individuals with disabilities located above or below the ground floor should proceed to their designated areas of refuge and remain until emergency personnel arrive. Departments should coordinate in advance any required assistance for individuals accessing the area of refuge. A floor or department designee must immediately report the location of disabled or injured individuals to emergency personnel. Each department is responsible for assisting visitors with disabilities in evacuation or accessing areas of refuge.

For more information on health and safety or to report a safety concern, please visit the OH&S website at uab.edu/ohs, email safety@uab.edu, or call 205-934-2487.

9.4 Emergency Preparedness

During any actual emergency or severe weather situation, the official source of UAB information will be found at www.uab.edu/emergency. In addition, the UAB Emergency Management Team will use B-ALERT, the University’s emergency notification system, to communicate through voice calls, SMS text messages and e-mails to the entire campus all at the same time. B-ALERT also integrates with Facebook and Twitter. The UAB Severe Weather & Emergency Hotline at 205-934-2165 also will be updated as appropriate during such instances to provide official updates on the University’s and UAB Hospital’s opening and closing status.

9.5 Other Emergencies — Contacting the UAB Police

In case of any emergency on the campus, call the UAB Police at 911 from any UAB telephone or 205-934-3535 from any non-UAB telephone.
1. Identify yourself by name.
2. Describe the nature of the emergency.
3. Give the exact location.
4. Report the problem to a supervisor.

Emergency telephones with a direct connection to the UAB Police Department are located around campus and in elevators. Just lifting the receiver or pressing a button will connect the caller with the police dispatcher and will also signal the location. Assistance will be sent immediately.

Section 10 — Unusual Circumstances

10.1 Inclement/Bad Weather Policy

Occasionally the Birmingham area experiences bad weather with snow and ice on the roads making it difficult for employees to get to work. At these times, the University of Alabama at Birmingham may be officially closed. However, UAB provides many essential services, including patient care, which cannot be suspended. Therefore, the University’s policy regarding inclement weather must reflect the different nature of work and the diversity of the various departments. While essential services will be continued, sometimes it may be considered prudent by the administration to suspend less sensitive elements of the operation.
In the event the University is not officially closed, employees experiencing problems (icy roads, dead battery, etc.) should contact their supervisor by telephone for reporting instructions. With the supervisor’s approval, the employee may be allowed to utilize accrued vacation or personal holiday time.

Official instructions to employees will be issued over WBHM (90.3 FM) radio station and will be announced on the UAB Web site. Please review the guidelines below to determine if a particular work area is designated as essential or non-essential.

Non-Essential Services

If the University is officially closed, employees in non-essential work areas are not typically required to report to work. However, even in nonessential areas, certain functions must continue. Employees in those areas should receive instruction from their supervisors prior to notice of a closing to determine if it is necessary for them to call in to report their specific conditions and receive scheduling information.

The following guidelines should be used in reporting time for employees of non-essential services during inclement weather or other emergency circumstances.

If the University is officially closed and the employee is not required to report to work, the time off will be considered Away with Pay. Employees who are scheduled to work but do not call in or report off from work will not receive compensation. With the approval of their supervisor, employees who call in to report off or who are excused from reporting to work may be given the option of utilizing benefit time.

Essential Services

The University will remain open in those areas associated with patient care and other essential services; therefore, employees in those departments should make every effort to get to work. When driving is difficult, employees should start early to allow for possible travel delays. Employees from previous shifts will be held over until relieved by the next shift personnel. UAB employees (exempt or non-exempt) who provide support to The Kirklin Clinic or any other affiliated clinics open for business must call their immediate supervisor promptly for reporting instructions. It is the employee’s responsibility to understand the inclement weather practice as it applies to their unique work area.

The following guidelines should be used in reporting time for employees of essential services during inclement weather or other emergency circumstances.

Overtime rates will be paid to non-exempt employees for time worked in excess of 40 hours in one work week if applicable. Employees who are required by their supervisors to remain on the premises after completing their assigned shift and are on-call and immediately available will be paid under the “Standby” policy. To see the complete weather policy, please visit www.uab.edu/policies and search by keyword weather.

Employees who report in sick during emergency weather conditions will be eligible to use sick time pay only if proper documentation is provided to the supervisor immediately upon their return to work.

10.2 Search Policy

As a condition of employment, UAB employees grant to management and supervisory personnel the authority to conduct random and unannounced inspections of employee lockers, desks, computers, and e-mail or other electronic communications in order to promote health considerations and to ensure compliance with all UAB rules and regulations. UAB may institute procedures for random inspection of any parcels leaving UAB buildings.

In certain cases, employees may be allowed to be present during inspections. Employees should not bring possessions they do not wish to be seen onto UAB property.

Disciplinary action, including discharge, may result from searches and inspections.
Section 11 – Contact Information and Resources

11.1 Benefits
The Benefits office manages the insurance and retirement programs for all UAB faculty and staff which include the following: medical, dental, vision, sponsored/voluntary life, sponsored/voluntary accidental death & dismemberment, long-term disability, Alabama Teacher’s Retirement, 403(b) & 457(b) voluntary retirement, flexible spending accounts and educational assistance. For more information, please visit www.uab.edu/benefits or call 205-934-3458.

11.2 Compensation
The Compensation office is responsible for the design, development, administration and maintenance of the University/Hospital compensation classification and pay delivery program to include development of salary structures, establishment of job and performance evaluation methodologies, communication of pay policies and procedures, and consultation with management regarding pay distribution strategies. For more information, call 205-934-5264.

11.3 Employee Relations
The Human Resources Employee Relations office provides guidance/counseling to employees and supervisors/managers with regard to UAB Policies and Procedures and investigates complaints of harassment and discrimination. For more information, please visit www.uab.edu/employeerelations or call 205-934-4458.

11.4 University and Hospital Recruitment Services
The University Recruitment Services and the Hospital Human Resources offices provide services for employee recruitment and referrals, applicant tracking, temporary employment and employment policy interpretation. For more information regarding university recruitment, please visit www.uab.edu/employment or call 205-934-5248. For more information regarding hospital recruitment, please visit www.uabmedicine.org/careers/uab-hospital or call 205-934-4681.

11.5 Hospital Human Resources
Hospital Human Resources provides assistance to UAB Hospital departments and units for recruitment, counseling and guidance to employees and managers, policy interpretation and compliance, coordination of various hospital programs. For more information, please visit www.uabmedicine.org/careers/uab-hospital or call 205-934-4681.

11.6 Office of Personnel Support Services
The Office of Personnel Support Services assists the Hospital in the management of payroll time recording, position control, and I.D. badge production. For more information, please visit www.uab.edu/home/departments/admin-depts and search by key words personnel support services or call 205-934-2097.

11.7 Organizational Learning & Development
Organizational Learning & Development supports continuous learning and growth for faculty and staff at UAB. This department provides professional development and technology training opportunities for individuals, as well as customized consulting solutions for teams and organizations. For more information, please visit www.uab.edu/learndev or call 205-934-3359.

11.8 The Employee Assistance and Counseling Center: Employee Assistance Program
The Employee Assistance and Counseling Center provides professional counseling and mental health referral assistance to employees and their dependents. For more information, please visit www.uab.edu/eap or call 205-934-2281.
11.9 HR Records Administration

The HR Records Office is responsible for the official employee file maintenance and ensuring data integrity within the official system of record by processing personnel actions, managing the Form I-9 and E-Verify process and maintaining benefit accrual records. For more information, please email hrmrecords@uab.edu or call 205-934-4408.

11.10 Human Resource Management Data Systems

HR Technology & Data Systems provides Management Information Reports from HR Systems as well as maintenance of custom developed software. For more information go to www.hrm.uab.edu/main/technology_data_services.

11.11 Payroll

The Payroll Department is responsible for processing and distributing the monthly, biweekly, and extra payrolls. Payroll coordinates services such as mandatory and voluntary payroll deductions, direct deposit and salary verifications. Payroll Customer Service is available to assist employees with access to payroll and other personal information contained in the Oracle Self Service Applications. For more information, visit www.uab.edu/payroll or call 205-934-4523.

This handbook is only one resource containing personnel-related policies of UAB. Individual departments may have policies of their own. Approved policies are published in the UAB Policies and Procedures Library at www.uab.edu/policies. The UAB Faculty Handbook and Policies is also available on the UAB website at main.uab.edu/Sites/provost/facultyresources/facultyhandbook. This handbook should not be used as a sole indication of whether or not UAB has a policy covering a particular subject. Contact the Office of Human Resources at 205-934-5321 if further clarification or additional information is needed.
Notes