



EMPLOYEE HANDBOOK

Handbook for Staff and Student Employees

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Welcome from the Director

Dear UAB Career Center,

Welcome to the UAB Career Center! I am Brandon Wright, Ph.D, the Director of the UAB Career Center, and I am thrilled to have you join our team. As you begin your journey with us, I want to extend my warmest greetings and share valuable insights about what you can expect from our organization. This Employee Handbook has been thoughtfully crafted to comprehensively understand our organizational structure, mission, and expectations for each team member. Let me give you a brief overview of what you can find within these pages:

Organizational Overview: Discover the inner workings of our division and how we collaborate to achieve our goals.

Leadership Messages: Gain insights from our Vice President and Assistant Vice President, who are pivotal in shaping our vision and direction.

Mission and Vision: Understand our purpose and aspirations, which drive us to excel in serving our team members and the University community.

Goals and Objectives: Learn about our strategic objectives and the roadmap that guides us toward success.

At the UAB Career Center, we are dedicated to your growth and development. By thoroughly understanding our expectations, standards, and practices, we aim to empower you to contribute effectively and align with our core values. This handbook gives you a resource to refer to whenever you have questions about our processes and practices.

Our team plays a vital role in shaping the careers and futures of thousands of students. We connect with over 500 employers each year, organize over 15 career fairs, and provide career advisory appointments to countless students. Our collaboration with employers through the Handshake platform enhances our commitment to empowering our undergraduates in their career journeys.

As you embark on this exciting chapter with us, I encourage you to explore this handbook thoroughly. It will be a valuable resource, providing insights and answers to ensure seamless integration into the UAB Career Center family.

Thank you for your dedication to our mission and vision. Your presence enriches our team, and we are eager to witness the positive impact you will make. Our doors are always open if you have any questions, ideas, or feedback. We are here to support you every step of the way.

Once again, welcome to UAB, and I look forward to the incredible journey ahead!

Best,

Brandon Wright, Ph.D.

Welcome to UAB



Welcome to UAB. We are a university and health system 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 in all areas of 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.

About UAB

- Public Institution
- Located in Birmingham, Alabama (1.2M people)
- One of the largest Academic Medical Centers in the United States.
- Alabama's largest single employer with 26,000+ employees and an annual economic impact exceeding \$7.15B.
- Forbes 2021: America's Best Large Employer
- Named four straight years as a Diversity Champion by *Insight Into Diversity Magazine*
- In top 10% of universities globally for research and reputation per *U.S. News*



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 academic medical center and Alabama's largest single-site employer. 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.

UAB's strategic plan "[Forging the Future](#)" defines the institution's mission, vision, values and goals, and outlines strategies to achieve them.

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 21,500 students and 28,000 employees and an annual economic impact in the state exceeding \$12.1 billion. The university and health system span more than 100 city blocks a quarter of downtown Birmingham — with strategic growth guided by the [Campus Master Plan](#).

In 2019, UAB was named by Times Higher Ed as the No. 1 young university in the United States for the second consecutive year. In 2021, Forbes named UAB, America's Best Large Employer and the Best Employer for Diversity among colleges and universities. In 2022, UAB was ranked among the top 8% of Best Global Universities by U.S. News and World Report and boasts 18 graduate programs in U.S. News' Top 25, including the nation's top Master's in Health Administration program. Also in 2022, INSIGHT Into Diversity magazine recognized UAB with the Diversity Champion and Higher Education Excellence in Diversity Award.

Research programs and patient-care services have grown along with educational programs. UAB ranks 11th (top 4%) among U.S. public universities—and in the top 1% of all organizations worldwide—in funding from the National Institutes of Health. In 2022, UAB surpassed \$715 million in annual research funding, representing a \$329 million, 89% increase over the past 10 years, continuing the most successful era of research funding in UAB history.

UAB Hospital, the eighth largest hospital in the U.S., with nearly two million patient visits in FY22 and is home to the state's only level 1 adult trauma center and only National Cancer Institute-designated Comprehensive Cancer Center in Alabama and a four-state region. UAB has performed the second-most kidney transplants in the history of medicine and eight of its programs rank among the nation's top 50 in U.S. News "Best Hospitals" 2022-23.

For more information, please see the "UAB past & present" section in [ABOUT UAB](#).

UAB Structure

UAB is part of the University of Alabama System, which includes the University of Alabama (Tuscaloosa) and the University of Alabama in Huntsville. These three campuses operate under the University of Alabama System 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 see ABOUT UAB.



UAB Employee Handbook

The You and UAB 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 provisions 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 this handbook, UAB's official policy or this 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 described in the You and UAB Handbook apply to both faculty and staff employees of UAB and UAB Medicine. 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 provisions apply to UAB Hospital Management (LLC) unless otherwise noted.

In accordance with Board of Trustees Rule 306:

"Although the policies contained herein are intended to reflect current rules and policies of the University, users are cautioned that changes or additions may have become effective since the publication of this material. In the event of a conflict, current statements of Board policy contained in the Bylaws, Rules, official minutes, and other pronouncements of the Board or Chancellor, or superseding law, shall prevail."

Policies and Procedures Library

This handbook is only one resource describing 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.



Reaffirmation of Equal Opportunity and the Prevention of Discriminatory Harassment Policy by President Ray L. Watts (11/8/11: Reissued September 2022)

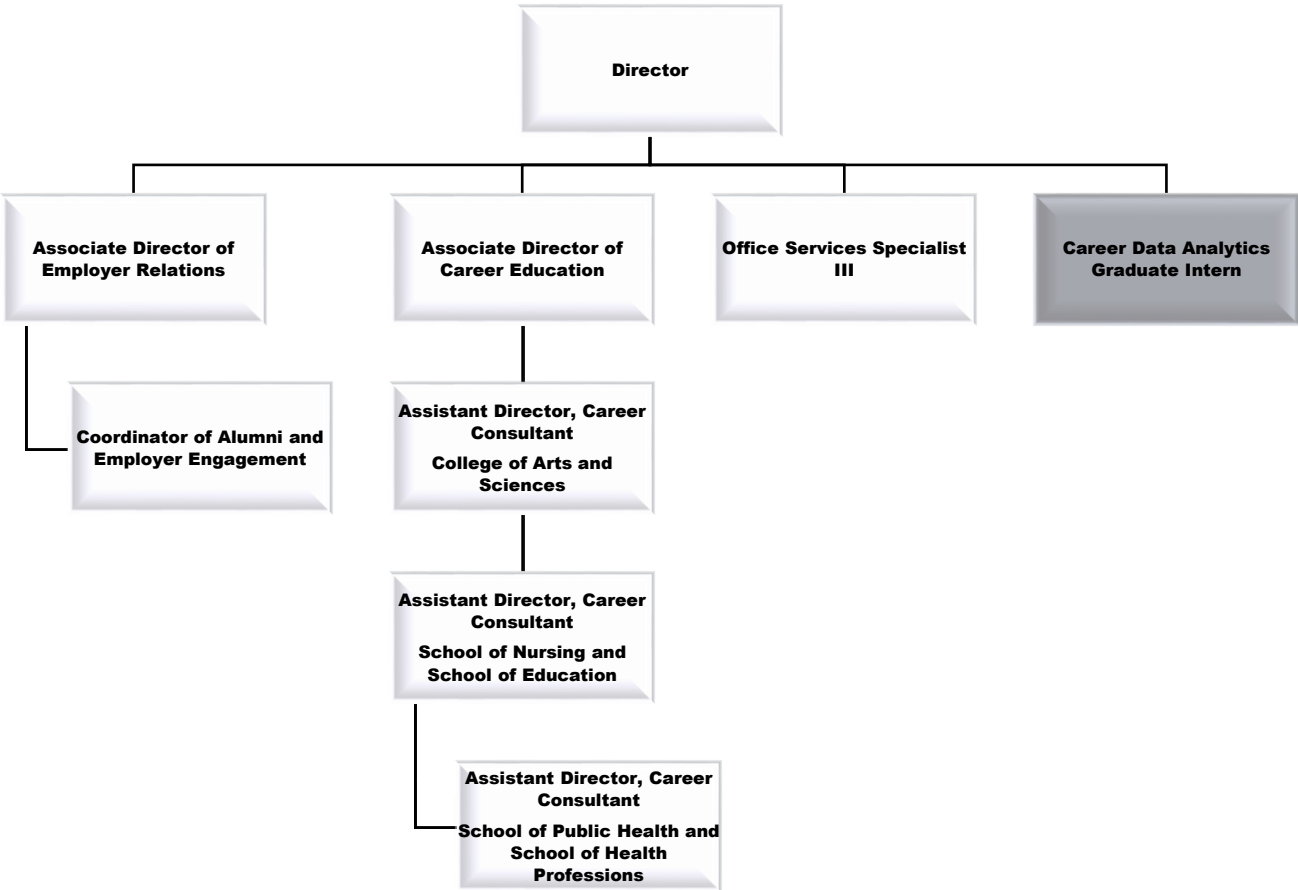
The University of Alabama at Birmingham (UAB) remains fully committed to equal employment opportunity, affirmative action, nondiscrimination and the prevention of unlawful harassment in employment, education and the participation in university programs. We have long embraced diversity and equal opportunity as core values that encourage the type of supportive environment and campus community that allows faculty, staff, and students to 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 for diversity and equal education and 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. The University seeks to ensure that all aspects of employment, education and program participation remain free from unlawful discrimination and harassment. All University employees are expected to comply with this policy and any actions involving faculty, staff and students are initiated and administered in compliance with our commitment to federal/ state laws and Executive Orders with respect to nondiscrimination and affirmative action. All UAB employees holding administrative, managerial and supervisory positions are required to ensure that this policy is fully implemented by enforcing only valid, position-related requirement decisions for employment, promotions, and work assignments and to ensure that progress continues with regard to nondiscrimination and equal opportunity.

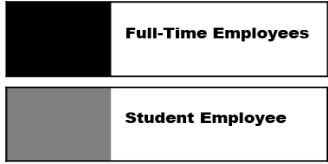
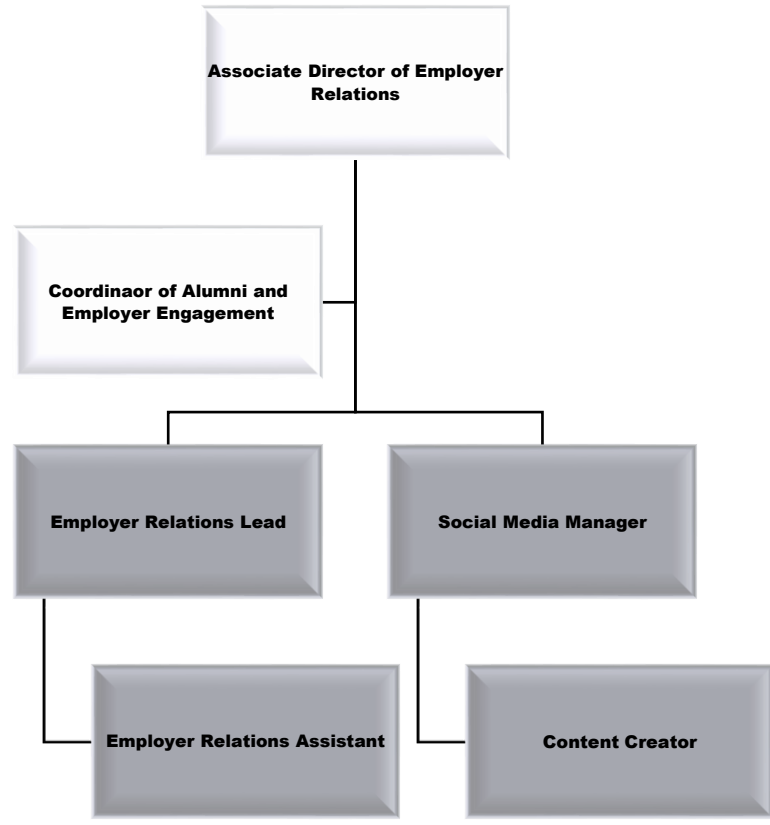
Our commitment to fairness, nondiscrimination and the prevention of unlawful harassment is the foundation of UAB's Equal Opportunity and Discriminatory Harassment policy and should be the guidepost for other management decisions as well. I urge each member of our University community to join me in supporting these principles and ensuring that our core values of embracing diversity, showing mutual respect, and exhibiting fair and equitable treatment at UAB, remain intact, every day.

The [Equal Opportunity and Discriminatory Harassment Policy](#) may be accessed in the Policies and Procedures Library.

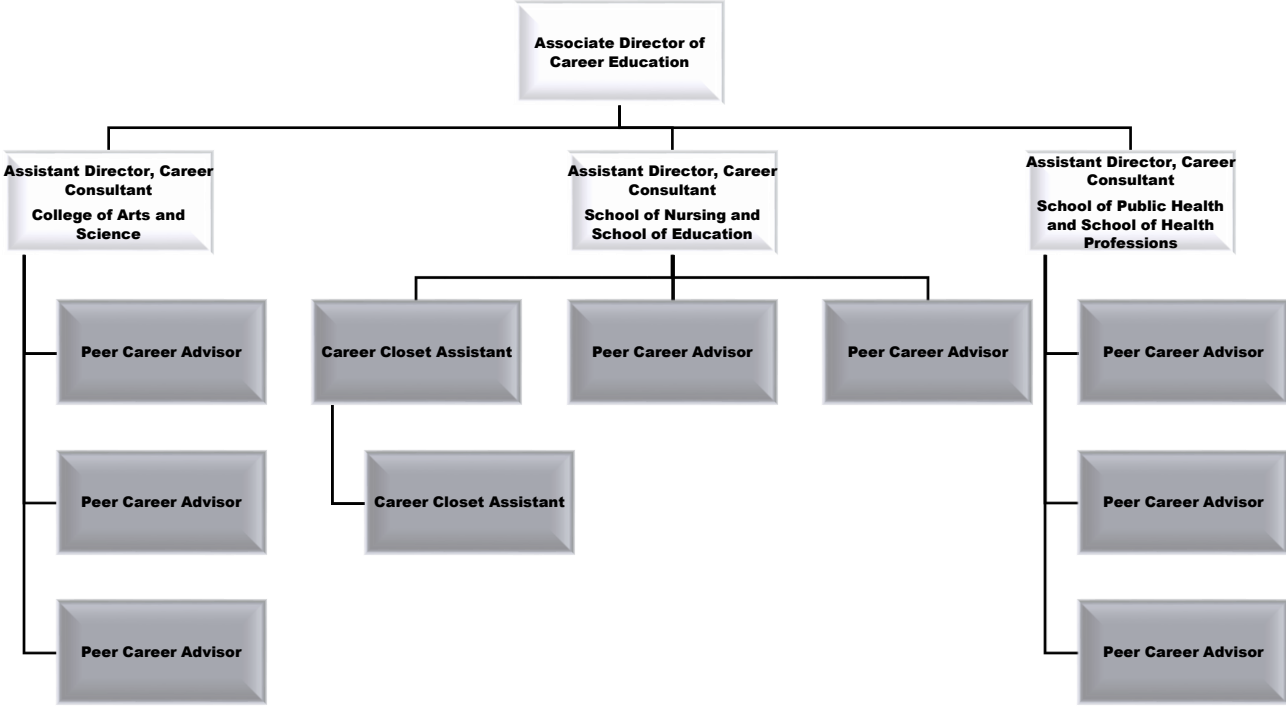
UAB Career Center Organizational Structure



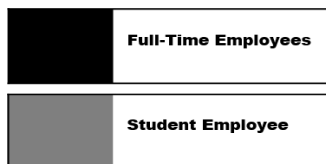
Employer Relations Organizational Structure



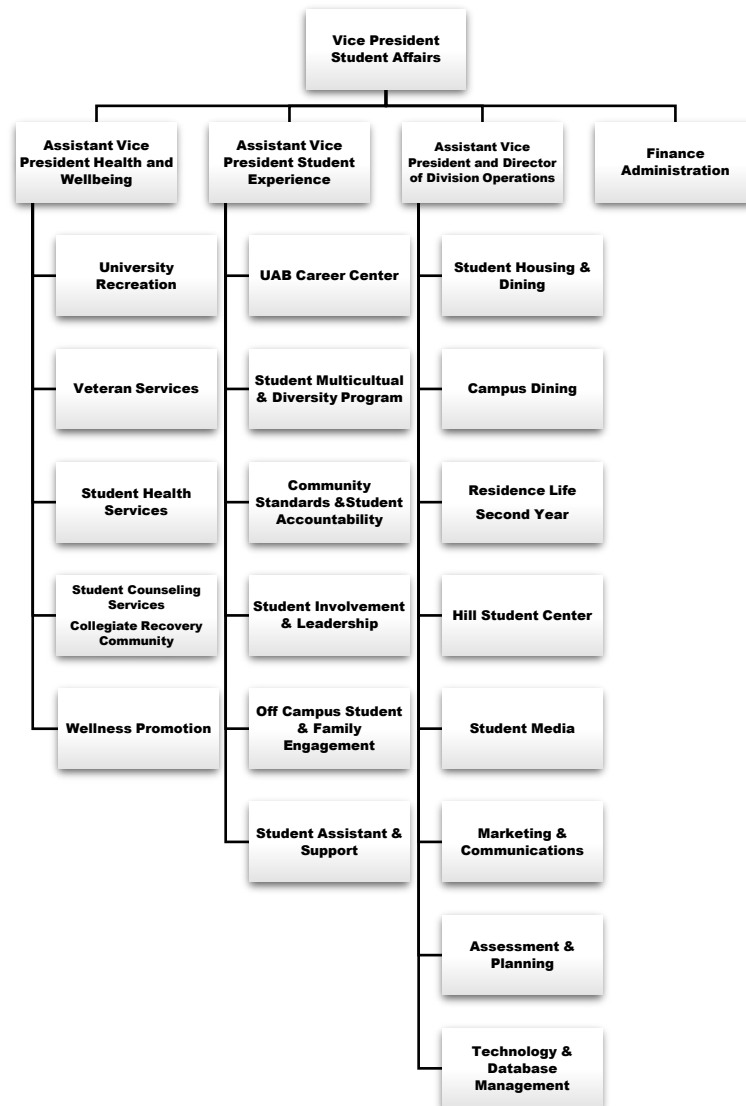
Career Education Organizational Structure



Administration Organizational Structure



Student Affairs Organizational Structure



Rebecca Kennedy
Assistant VP for
Student
Health & Wellbeing
401 Hill Student



Patricia A.R.
Martinez
Assistant VP for
Student
Affairs & Director of
Division Operations



Phillip Bivens
Finance &
Administration
bivens@uab.edu



Vice President of Student Affairs

Greetings!

I have the privilege of serving as the Vice President for the UAB Division of Student Affairs where our sole purpose is to create programs, initiatives, opportunities, and environments that support and contribute to student success.

Here at UAB, our goal is to be leaders in creating transformational experiences for our students. We work tirelessly to build a Division that would be the epitome of excellence and develop students into the best version of themselves. UAB Student Affairs provides students with opportunities for active learning, the removal of barriers to their success, and the establishment of spaces for community engagement.

Our strategic plan lays out our four-year roadmap to becoming a 21st Century model and includes the following priorities:

- **Wellbeing:** We create supportive, sustainable campus environments in which students thrive and flourish. We promote holistic mental and physical health, addressing issues of resilience, access to nutritious food, health care, physical activity, personal development, social connection, and active citizenship.
- **Inclusive Community:** While recognizing and embracing UAB's distinctive history and location, we create and sustain an inclusive community that recognizes and celebrates our diversity. We create brave, safe spaces for success, meaningful connections and welcoming environments intentionally designed to meet the needs of all its members.
- **Engagement & Learning:** We are committed to student success and create learning opportunities and pathways for student involvement beyond the classroom. Students apply and practice classroom learning through active participation in co-curricular experiences that help them attain their personal, professional, and academic goals.
- **Organizational Enhancement:** We are committed to providing a robust, responsive organization that is representative of and meets the needs of our students. We optimize the human, financial, and operational resources in key functional and student support areas to fully develop the Division's capacity for positively shaping the student experience and professional experience of our staff.
- **Community Engagement:** We promote active commitment to our communities by contributing knowledge, relationships, partnerships, and expertise for the enrichment of society.

Through these strategic priorities, we strive to build on our strong foundation and foster the development of the next generation of leaders and thinkers. Check out our strategic plan to see what we have in store for the next five years and let the learning and the fun begin!

Go Blazers!
John R. Jones, II



Assistant Vice President for Student Affairs, Student Experience

Mary Wallace, Ph.D. is the assistant vice president for Student Experience in the Division of Student Affairs at the University of Alabama at Birmingham. Wallace has more than 23 years of experience in service to students; most recently serving as associate dean of students and director of Campus Life at Louisiana State University (LSU).

“Mary’s previous roles position her well to lead our Student Experience initiatives at UAB,” said John Jones, Ph.D., vice president for Student Affairs. “Her breadth of knowledge within risk management, multicultural initiatives, leadership development, student conduct and career services will strengthen our foundational work. Her focus on students aligns with our student-centered approach in our quest for excellence.

In her role, Wallace supervises the leadership of Career & Professional Development, Multicultural & Diversity Programs, Student Advocacy, Rights & Conduct, Student Involvement & Leadership, which includes USGA, the Council of Presidents and Fraternity & Sorority Life, Parent & Family Services and Off-Campus Student Services. She will also work with the enterprise-wide Behavioral Threat Assessment and Management (BTAM) and Bias Reporting Committee.

While serving as associate dean of students and director of campus life at LSU, Wallace was also the associate director of Residential Education where she provided leadership for all aspects of residence life, facilities management, budget management, human resources, and educational functions. Additionally, she was the assistant director of University Housing for Administrative & Family Services at Texas Woman’s University and has held student service appointments at University of Tulsa and University of Arkansas at Monticello.

Wallace earned a Ph.D. in human resource education and workforce development from Louisiana State University and a master’s degree in student personnel services from Northwestern State University. She also participated in the Women’s Leadership Institute, National Coalition Building Institute: Train the Trainer, National Coalition Building Institute: Leadership for Diversity Institute, Association of Title IX Administrators Training, Strengths Mentor Training with the EVOLVE Performance Group, Introduction to Strengths-Based Education Training with the Gallup Organizations and the NASPA Alice Manicur Symposium for Women Aspiring to Become Senior Student Affairs Offices.

Go Blazers!
Mary Wallace

Vision

To engage and empower members of the UAB community through meaningful career and experiential learning opportunities, to revolutionize the future of work.

Mission

Transform the world through career connections and communities.

Values

Student First: Putting student development and student success at the core of everything we do.

Ownership: Promoting individual responsibility for achieving personal and professional development; setting high expectations, being skilled at assessing needs, and enacting decisions based on data.

Inclusion: Championing for our marginalized populations by offering support, counsel, and being agents for transformational education and student success.

Authenticity: Providing tailored, personalized, and authentic interactions that demonstrate a commitment to honesty and transparency, and by modeling and teaching ethical behavior.

Partnerships: Creating intentional partnerships on campus and in the community for the purpose promoting student success.

Employer Relations Goal

Employer Relations Goal: Connect 2,700 (5% increase) employers with UAB students through UAB events and services during the academic year 2024.

Objectives

- i. Increase employer attendance at UAB events and career fairs by implementing targeted marketing campaigns that result in a 20% increase in employer participation compared to the previous academic year.
- ii. Expand the range of companies and industries represented at UAB career fairs and events by securing partnerships with at least 50 new employers from diverse sectors, increasing the overall representation by 15%.
- iii. Strengthen the engagement with UAB alumni employers by establishing partnerships with a minimum of 20 alumni-led organizations to participate in career fairs and events, resulting in a 30% increase in alumni representation compared to the previous academic year.
- iv. Implement a proactive communication plan to engage current employer partners, including regular email updates and personalized invitations, resulting in at least 40% of current employer partners attending multiple events and opportunities throughout the academic year.
- v. Host a minimum of five virtual events and career fairs on Handshake, attracting participation from at least 200 employers who are unable to attend in-person events, thereby expanding the reach and opportunities for UAB students.
- vi. Strengthen collaboration between the Employer Relations and Career Education teams to establish partnerships with at least five academic departments, resulting in specialized opportunities for employers to connect with UAB students within their respective fields of study.
- vii. Increase the utilization of the Employer Messaging Dashboard in Handshake by implementing targeted communications and training sessions, resulting in at least 1,400 employer messages sent to UAB students throughout the academic year.

KPIs

- i. Percentage increase in employer participation at UAB events and career fairs compared to the previous academic year.
- ii. Number of employers attending multiple events.
- iii. Number of employers messaging students through Handshake (1,400).
- iv. Number of new employers secured from diverse sectors to participate in UAB career fairs and events.
- v. Percentage increase in alumni representation compared to the previous academic year.
- vi. Number of virtual events and career fairs hosted on Handshake.
- vii. Number of employers participating in virtual events and career fairs.
- viii. Number of partnerships established with academic departments.
- ix. Number of specialized opportunities created for employers to connect with UAB students within their respective fields of study.

Career Education & Advising Goal

Career Education & Advising Goal: Increase the percentage of first-generation college students accessing career advising appointments by 15% by the end of the academic year.

Objectives:

- I. Increase first-generation student awareness of career advising services by conducting a targeted outreach campaign, resulting in a 15% increase in first-generation student engagement with career advising resources and information.
- II. Collect and maintain accurate enrollment data of all first-generation students in all five academic areas within the first month of the academic year, ensuring comprehensive and up-to-date information.
- III. Increase first-generation student participation in career advising appointments by 15% compared to the previous academic year, promoting the value and benefits of career advising.
- IV. Develop and implement a comprehensive plan of action to promote career readiness among first-generation college students, incorporating strategies tailored to their unique needs and emphasizing early engagement with the career center.
- V. Create a compelling marketing campaign featuring actual first-generation student likenesses and alumni career success stories to promote UAB Career Center services, resulting in increased visibility and engagement among first-generation students.
- VI. Pull Fall 2023 First-Generation Registration Enrollment from BlazerNET and create Handshake Label "First-Generation - Fall 2023" through Handshake Importer, for marketing and email distribution, by August 29, 2023.

KPIs:

- I. Retention rate of first-generation users of career advising vs non-users.
- II. Graduation rate of first-generation users of career advising vs non-users.
- III. 15% (24+) increase in first-generation college students scheduling career advising appointments.
- IV. 186 of career advising appointments conducted for first-generation college students.
- V. Percentage of first-generation students attending at least one career advising appointment.
- VI. Number of follow-up appointments scheduled by first-generation students to continue career development discussions.
- VII. Percentage of first-generation students who engage in career exploration activities (i.e., career canvas course, UNIV 200 & 300, workshops, Focus2 Career Assessment, career fairs) after attending career advising appointments.

Administration Goal

Administration Goal: Increase effectiveness in managing resources and secure three corporate sponsorships to support UAB Career Center programs and initiatives by the end of the academic year 2024.

Objectives:

- I. Conduct thorough research to identify and create a list of at least 20 potential corporate partners with brand values and target audiences aligned with UAB Career Center programs and initiatives by October 2023.
- II. Develop and deliver tailored sponsorship proposals to a minimum of 15 potential partners each month, totaling at least 60 proposals by November 2023.
- III. Engage in follow-up conversations, negotiations, and meetings with interested potential partners to secure at least three sponsorship agreements by the end of the academic year.
- IV. Foster relationships with existing corporate partners and explore opportunities for additional collaboration and sponsorship support.
- V. Evaluate and adjust sponsorship strategies based on feedback, market trends, and evolving program needs.

KPIs:

- I. Confirm three major corporate sponsorships secured within the specified timeframe, demonstrating successful resource management and financial support for UAB Career Center programs and initiatives.
- II. Transition a minimum of two existing employer partnerships to corporate sponsors, expanding financial assistance and services provided to students through the UAB Career Center.
- III. Deliver sponsorship strategies adjusted based on feedback and employer needs, resulting in increased financial support and enhanced services provided to students and alumni.

Section 1: Learning About UAB Career Center



1.1 About UAB Career Center

- UAB Student Affairs Department
- A Department Under the Student Experience Division of Student Experience
- Assistant Vice President – Student Experience Mary B. Wallace, PhD
- Director of the UAB Career Center – Brandon Wright, PhD
- 67,438 Total Contacts with UAB Career Centers in 2022 – 2023
- 1807 Events
- 1302 Career Fairs
- 168 Interview Streams
- 13,210 Opened Modules in the Online Course
- 1,678 Quizzes completed in the Online Course
- 35,522 Applications
- 844 in Internship Courses
- 11,490 Handshake Users
- 1,417 Appointments
- Number of Full-Time Employees Count: 8
- Number of Part-Time Employees (Student Employees/Graduate Interns): 24
- UAB Career Center Address:
Hill Student Center
1400 University Blvd.
Suite 307
Birmingham, AL 35233
- Email: careerservices@uab.edu
- UAB Hill Student Center, 2nd Floor, Room Number: 307

1.2 Employee Orientation/Onboarding

All new employees are introduced to UAB through a general orientation or onboarding program conducted by UAB Human Resources.

- All employees must complete employee orientation within 30 days of their hire date.
- All student employees must complete student employee orientation before their hire date. The orientation will consist of training and completion of an I-9. Information pertaining to training and the I-9 is furnished before any appointment.
- All employees transferring from non-Hospital positions to Hospital positions must attend UAB Medicine Employee Orientation as soon as possible after the transfer becomes official.

All UAB Medicine employees are required to have a pre-employment health screen and drug test. These tests must be completed before beginning employment or attending orientation.

For more information about Employee Orientation or Onboarding, please contact UAB Medicine Human Resources at 205-934-4681 or HR Learning & Development at 205-934-3359.

For more information about Student Employee Orientation or Onboarding, please contact a representative from Employer Relations, Career Education, or Administration in the UAB Career Center for training and scheduling completion of an I-9.

1.3 Getting Started

We're excited to have you join our team. Here are a few essential details to get you started:

- Office location: Hill Student Center, University Blvd, Birmingham, AL 35233, Suite 307.
- Public parking is available on the street or in Lot 5A at 1500 University Blvd, Birmingham, AL 35233. The earlier you arrive, the better. It fills up quickly.
- The dress code is business casual and business professional (see link <https://www.indeed.com/career-advice/starting-new-job/guide-to-business-attire> for more information).
- It's a good idea to meal prep and bring enough snacks. Our office break room has a microwave, refrigerator, Keurig Coffee Machine, and sink. However, if you prefer not to bring your lunch, several options are available in the Hill Student Building, including Starbucks, Panera Bread, Mein Bowl, and Full Moon BBQ.
- Please arrive at 8:00 a.m. and plan to leave at 5:00 p.m.
- We have a daily stand-up meeting every morning at 9:00 a.m., lasting around 20 minutes. Note that on Fridays, the meeting is virtual. I will add you to the calendar invitation.
- If you have any questions or need assistance, please don't hesitate to contact Employer Relations, Career Education, or Administration for help.

We are looking forward to having you on board!

Section 2: UAB Career Center Employment Categories



2.1 Employment Assignment Categories at UAB (Employment Status Codes) in the UAB Career Center

To determine benefits eligibility, all employees are classified at the time of employment as full-time regular, full-time temporary, part-time regular, contingent, students, interns and/or residents, post-doctoral scholars, post-doctoral employees, work study students, 3/12-hour-shift, or Weekend Staff (Status 17) employees- Before an employee changes from one assignment category to another, Human Resources should be contacted to ensure appropriate procedures and Affirmative Action guidelines are 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.

2.1.1 Full-time Regular Employees (Assignment Category 01)

These employees regularly work 40 hours per week or on the UAB officially recognized Alternative Work Schedule and have an indefinite appointment. Benefit accruals may differ for those working an alternative work schedule.

2.1.2 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 reappointed as full-time regular employee except when extenuating circumstances preclude this.

2.1.3 Part-time Regular Employees (Assignment Category 03)

These employees work fewer 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.

2.1.4 Contingent Employees (Assignment Category 04)

These employees work either full-time or part-time and may be expected to work an irregular schedule. Contingent employees' work schedules do not meet the requirements for part-time regular employees. UAB Temporary Service employees are appointed under this category.

2.1.5 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. This category is for actively enrolled UAB students.

2.1.6 Interns and/or Residents (Assignment Category 07)

These are individuals appointed as interns or residents in the School of Medicine, UAB Medicine, School of Dentistry or School of Optometry. Administrative residents, house staff and other internship programs are included in this category.

2.1.7 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. Work Study students are not eligible for any UAB benefits or privileges of employment.

2.1.8 Weekend Staff (Assignment Category 17)

These UAB Medicine employees work 24-hours on weekends and other requested coverage periods.

Section 3: Benefits and Services Available to Eligible UAB Employees



3.1 Insurance Benefits

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.

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.

Employees should notify their department and the Office of Human Resources of their impending change in status from "retired due to disability" to "eligible for work" and provide a written release from the attending physician to return to regular employment without limitation. This should be done at least 30 days prior to the date the employee expects to be physically qualified to return to full employment.

Departments will make reasonable efforts to reinstate the employee into a position which is comparable in salary and job content to the one previously held. Because many positions are discontinued with the passing of time, it is not always possible for the department to guarantee re-employment. Also, the University cannot always be assured of having positions available in other departments that might be acceptable to both the institution and to the employee. For these reasons, it is impossible to guarantee that employees will be reinstated.

Former employees who have previously been classified as being retired due to disability will be eligible for re-employment at the University for a position for which they qualify½ These former employees will compete for positions on the same basis as other applicants for employment.

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 HR 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. HR Talent Performance and Relations administers the program.

For more information, please visit On-the-Job Injury (OJI) or contact HR Talent Performance and Relations at 205-934-4701.

3.3 Vacations, 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 IJAB Policy and Procedure Library. Search by keywords vacation, holiday, 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).

ACCRUAL RATES FOR VACATION TIME

	Length of Continuous Service	Accrual Rate Per Pay Period	Maximum Accrual Per Year	Total Maximum
Non-Exempt Full-Time Employees ^a	1 through 10 years	3.70 hours	96 hours	192.00 hours
	11 through 20 years	5.23 hours	(13 work days) 106 hours	272.16 hours
	21 or more years	6.77 hours	(17 work days) 178 hours (22 work days)	352.08 hours
Exempt	1 through 5 years	1.25 days	15 work days	30 work days
Full-Time	6 through 15 years		1.67 days 20 work days	40 work days
Employees ^b	16 or more years	2.83 days	22 work days	44 work days

*The accrual rates for part-time regular employees and Alternative Work Schedule (AVIS) 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 fulltime 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 Holidays for essential and part time personnel). No allowance will be made; however, for sickness or other incapacity occurring during vacation. Every effort will be made to schedule an employee's vacation and/or personal holiday time at the time it is requested.

However, in scheduling time off, the effective continuation of the normal work routine will be the primary consideration. One's supervisor, manager, or department/unit head will make the determination as to whether an employee's vacation or personal holiday time can be taken at the time requested.

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 Medicine, UAB Police, UAB Call Center Employees, Part-time Regular Employees, and Alternative Work Schedule Employees. See your supervisor for more details. A summary of the holidays can be seen below.

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

Full-time employees of the University and UAB Medicine employees working in TKC Clinics and Hospital-Based Clinics are classified as non-essential and are eligible for 9 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 nine designated holidays are New Year's Day, Dr. Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas. 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 Medicine 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 Medicine and departments classified as essential services receive 12 personal holidays per year rather than 3 personal and 9 designated holidays. These 12 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 1 day per month, up to a maximum of 12 days. Full-time biweekly paid employees will accrue these holidays at a rate of 3.69 hours per pay period up to a maximum of 96 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 12 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 96 hours. New part-time regular and AVIS 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 all employees, every effort will be made to schedule an employee's personal holiday and/or vacation time at the time it is requested. However, in scheduling time off, the effective continuation of the normal work routine will be the primary consideration. One's supervisor, manager, or department/ unit head will make the determination as to whether an employee's personal holiday or vacation time can be taken at the time requested.

For more information on Designated and Personal Holidays, please visit the Holidays - HR Policy 302 or call HR Records Administration at 205-934-4408.

3.3.3 Sick Time

Sick time is provided by UAB for an employee's income protection when they must take time away from work for medical reasons. If employees are a fulltime 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 and 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 and the Sick Leave Donation Procedure. This policy and procedure 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 please visit the separate policies for Vacation, Holidays, or Sick Time or call HR Records Administration at 205-934-4408.

3.4 Educational Assistance

Educational Assistance Type	UAB Policy Number	Class Level	Educational Assistance Amount	IRS Regulation Section 117/127
Employee	Policy 319.A	Undergraduate	100%	Nontaxable
Employee	Policy 319.A	Graduate	100%	Taxable on amounts greater than \$5,250 per calendar year*
Dependent	Policy 319.B	Undergraduate	50%	Nontaxable
Spouse	Policy 319.C	Undergraduate	50% of 18 hours max	Nontaxable
Sponsored Dependent	Policy 319.B	Undergraduate	50%	Taxable on all amounts**
Sponsored Adult	Policy 319.C	Undergraduate	50% of 18 hours max	Taxable on all amounts**

* Taxes are not withheld on the first \$5,250 of Educational Assistance received in a calendar year (Jan-Dec). Amounts received during the calendar year in excess of \$5,250 are taxable to the employee. Taxes are withheld from the employee's payroll disbursement across three monthly or six biweekly pay periods during the semester in which the Educational Assistance is received. The amount of the tax withheld is reportable in Box 14 of the employee's W-2.

** Taxes are withheld from the employee's payroll disbursement across three monthly or six biweekly pay periods during the semester in which the Educational Assistance is received. The amount of the tax withheld is reportable in Box 14 of the employee's W-2.

Note: Due to the complexity of the calculation of taxable educational assistance, we are not able at this time to provide a way to determine the amount of tax related to an individual employees 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.

Please visit Educational Assistance Program — HR Policy 319 for full details and other program qualifications. For additional information please contact the HR Benefits Office at 205-934-3458.

3.4.4 UAB Employee Assistance and Counseling Center: Employee Assistance Program

The UAB Employee Assistance & Counseling Center (EACC) offers free, confidential counseling and EAP services for UAB employees and members of their immediate household. The EACC's dedicated team of licensed and certified counselors and their comprehensive collection of available resources is designed to help you identify, understand, and resolve work-related and personal issues to help you achieve successful work/life integration. For more information, please visit the UAB Employee Assistance and Counseling Center or call 205-934-2281 to learn how to schedule an intake appointment.

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 HR Learning & Development or UAB Medicine 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.

Please visit Educational Assistance Program — HR Policy 319 for full details and other program qualifications. For additional information please contact the HR Benefits Office at 205-934-3458.

3.6 Services Available to all Employees

3.6.1 Transportation Options

Located in the central business district, UAB is served by several transportation options to assist in getting people to, from, and around campus. With a relatively flat campus, walking and bicycling are increasingly popular options. Low-cost rides are available within a limited area through Birmingham On-Demand. Local bus service options include MAX Transit and the bus-rapid transit system, Birmingham Xpress. If you plan to drive and park on campus, please see section.

3.6.2 Parking at UAB

Employees who want to park on campus must apply for a permit. Once submitted, visit the UAB Transportation Office located at 608 8th Street South to obtain a parking assignment. Assignments are based on work location and job classification. Fees vary according to the location assigned and are payroll deducted monthly. Electric vehicle charging is available on campus. Vehicle charging rates may apply. Please see parking on-line or call UAB Transportation at 205-934-3513 for more information.

3.6.3 Blazer Express (on-campus bus service)

The Blazer Express provides free bus service to help individuals get around UAB, along with providing transportation between Express Lots, the medical district, and campus. Riders must show their UAB One Card upon boarding. Real-time bus information is available using the DoubleMap app. Please see Blazer Express on line or call UAB Transportation at 205-934-3513 for more information.

3.6.4 Safety Escort (late-night ride service)

Late-night, on-demand van service is available at no cost to employees and students within the UAB main campus footprint through the [Safety Escort](#) program.

Between the hours of 9:00 p.m. and 5:30 a.m. rides may be requested by using the [TapRide app](#). Outside of these hours, individuals may call 205-9348772 to receive assistance through UAB Physical Security.

3.6.5 Blaze Ride (paratransit service)

Employees with documented mobility issues may gain eligibility for on-demand van service through the Blaze Ride program by contacting the ([JAB Aware Program](#). (Students seeking eligibility should contact [Disability Support Services](#).) Blaze Ride operates between 7:30 a.m. and 7:30 p.m. within the UAB main campus footprint. Rides are provided at no cost to passengers.

3.6.6 Motorist Assistance Roadside Service (MARS)

[Motorist Assistance Roadside Service \(MARS\)](#) is a free service available to all visitors, students, and employees parking on campus. MARS can jump-start a dead battery, add air to a flat tire, or assist with keys locked in a car. Service times are weekdays from 6:30 a.m. to 10:30 p.m., except for UAB holidays. For assistance call 205-975-6277.

Please see Services regarding Safety Escort, Blaze Ride, or Motorist Assistance Roadside Service (MARS). For more information, call UAB Transportation at 205-934-3513.

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.

Please see UAB Child Development Center on-line or call 205-934-7353 for more information.

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 visit AWARE on-line or contact the AWARE Coordinator at 205 975-9973.

3.6.9 Employees Discounts

All full-time and part-time regular employees are eligible for certain discounts within the University upon presentation of a valid UAB ID badge. The IJAB Perks Program provides discounts for UAB faculty and staff to a wide selection of vendors ranging from automotive to travel. Any questions or comments related to the UAB Perks Program can be emailed to perks@uab.edu.

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 31 of the preceding year. In addition, each department is responsible for recognizing their recipients in a meaningful way.

Section 4: Employment Expectations



4.1 UAB Enterprise Code of Conduct

4.1 UAB Enterprise Code of Conduct

The UAB Enterprise Code of Conduct sets forth the standards of behavior expected of all UAB community members. 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 their 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.

If you see or suspect behavior inconsistent with the code's standards, you may report your concerns to the Office of Compliance and Risk Assurance, Human Resources-Report a Concern or anonymously to the UAB Hotline, operated by a third-party contractor, Navex. Call (866) 362-9476 toll-free 24 hours a day, seven days a week or file a report on-line.

4.2 Initial Six-Month Probationary Period

The first six calendar months of employment of all non-faculty employees, both exempt and non-exempt (assignment categories 01, 03, 12, 17), are considered an initial probationary period. During the initial six months of employment at UAB an employee's performance and adherence to UAB policies and procedures will be closely monitored. During this new employment period, the supervisor will provide feedback regarding good performance as well as unsatisfactory performance. Individuals hired in a flexi/PRN position with UAB Medicine, whether exempt or non-exempt, are also subject to an initial six-month probationary period. Employees in their six-month probationary period do not have access to some benefits and privileges, to include the Problem Resolution Procedure for Non-faculty Employees.

During this time the employee will be able to learn about the assignment and will be able to determine whether they are satisfied with the position. If an employee decides that they are unhappy with the position or cannot adjust properly to the work assignment, the employee may resign with proper notice.

At the same time, the employee's supervisor will have the opportunity during the initial six months of employment to determine the employee's suitability for the position for which they are employed. If the employee's performance is not satisfactory, their employment may be terminated at any time during the initial six months probationary period. The University of Alabama at Birmingham, including UAB Medicine may terminate employees for other causes or reasons without giving notice.

Prior to or at the completion of an employee's initial six months probationary period, the supervisor should discuss with the employee the employee's performance, which may include a performance evaluation with the employee.

If the employee's job performance during the initial six months probationary period has not been satisfactory but the supervisor decides that discharge is not justified, the probationary period may be extended for up to 90 calendar days. Review sessions should be held between the supervisor and the employee during this extended initial probationary period. The review sessions should be documented and maintained within the employee's department file. At the conclusion of this extended initial probationary period, the employee will either be retained or terminated based on performance.

At the end of the initial six months probationary period, an employee is eligible to receive the full benefits and privileges according to the position, except as noted when the probationary period is extended beyond six months.

At any time after an employee has completed the initial six months probationary period, disciplinary probation may be imposed for definite periods, not to exceed 90 calendar days, in order to allow serious evaluation of the employee's continuation at UAB. Neither extended probation nor imposed disciplinary probation affects the employee's accrued benefits or access to the formal Problem Resolution Procedure for Non-faculty Employees.

4.3 Employee Records

HR Records Administration & Compliance maintains each employee's official, permanent employee file. Employees must make an appointment with HR Records Administration & Compliance to review their file. A photo ID must be presented at the time of the visit. For additional information, please visit HR Records Administration & Compliance or call 205-934-4408.

4.4 Working Hours and Attendance

Many departments operate 24-hours a day, 7-days a week. The workweek for full-time Campus employees is typically 40 hours per week measured from 12:01 a.m. Sunday through midnight the following Saturday. The workweek for UAB Medicine employees begins on Sunday at 7:00 a.m. and ends the following Sunday at 6:59 a.m. Changes to departmental work schedules will be announced to give employees as much advance notice as possible. Employees are expected to be ready to begin and report to work on time when scheduled. This includes employees working a hybrid or reduced work schedule or at a remote work location. Employees are also expected to work throughout their regularly scheduled work hours.

Employees having an urgent reason for leaving the worksite, including but not limited to the hybrid or reduced work schedule or remote work location, or who are unable to continue their workday, must receive prior authorization from their 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.

All UAB employees are subject to adherence to the [Attendance Policy - HR Policy 619](#).

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. Employees working six or more hours per shift and where work breaks are allowed, may take up to two paid, 15-minute breaks per shift and should not be accumulated to allow employees to leave work early or to extend or replace a meal period.

4.6 Timekeeping

Departments are required to use the UAB approved timekeeping system for the final submission of time. Time records are the basic source of information for payroll purposes; therefore, time worked must be reflected accurately.

Falsification of time or unauthorized submission is a serious offense and may result in termination. Time records are required to be approved by supervisors, managers, or time editors for accuracy and completeness. 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.

Supervisors and employees share the responsibility of ensuring work time is recorded accurately. Employees must accurately report time and make supervisors aware when problems arise. Supervisors are responsible for proper adherence to all policies, including but not limited time tracking and record keeping.

For Campus Kronos users, employees should certify and approve their time prior to the manager's approval. Failure to certify and approve the time record does not prevent the time from paying. However, the appropriate administration is notified of time records not approved for failing to comply with this policy.

All non-exempt employees (including any non-exempt employee who works remotely with internet access) should punch (badge) in/out using the UAB approved timekeeping system. Employees are not

allowed to work "off the clock" or work voluntarily. Employees must be compensated for all time worked.

Nonexempt employees who are required to travel to locations with no access to the internet should communicate with their supervisor or department, record their time (e.g., paper timesheet) and submit to their supervisors; the supervisors should then enter the time into the timekeeping system.

In order to be paid for the full shift, UAB non-exempt employees must record time in and out within seven minutes of shift begin and end times.

UAB Medicine employees must record time in and out within seven minutes of shift begin and end times.

These statements refer to the method of pay computation and do not imply permission to be up to seven minutes late or to leave seven minutes early.

4.7 Performance Evaluation

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 may be completed at the end of the initial six-month probationary period and during the annual performance cycle. Administration may alter evaluation timeframe as business necessity dictates. Completed performance appraisals for Campus employees (non-hospital) should be uploaded to the performance evaluation application system. For more information, please visit Performance Management - Human Resources.

Performance evaluations for UAB Medicine employees are to be completed and maintained in the UAB Medicine electronic evaluation system.

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 their 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 they:

Have been in their current position for at least twelve (12) months and is in good standing;

Meet or exceed the minimum qualifications of requirements that are listed in the job posting;

Have not received a written warning or other corrective action within the past 12 months due to performance or UAB policy violations;

Have not received unsatisfactory performance evaluation;

Are 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. In order to verify qualifications and other relevant information, a background investigation may be conducted on existing staff who become final candidates for a transfer or promotion. Access to the Problem Resolution Procedure is not available for any action taken against the employee during the 90-day interdepartmental transfer probation.

For more information on Transfers and Promotions, please visit Employee Transfer Guidelines or call the HR Service Center at 205-934-5321, or UAB Medicine Human Resources 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 contingent status or vice versa, certain policies apply. A change in employment status could impact a person's service date. Review the full content of the policy at Service Dates-HR Policy 412 or call HR Records Administration & Compliance at 205-934-4408.

4.10 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.

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. Please visit the Paid Parental Leave Policy.

For more information on general provisions concerning leaves of absence, please visit Leaves of Absence - Human Resources or call the HR Records Administration at 205-934-4408.

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 make arrangements, as needed, and attend the funeral or memorial service for members of their immediate families, including husband, wife, sponsored adult dependent, children (including 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 Other Paid Leave - HR Policy 304 or call HR Talent Performance and Relations at 205-934-4458 or 205-934-4701.

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 8:00 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 if discharged from 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

An employee who is subpoenaed to serve as a witness in court, and called to the court during their regular shift, will be paid for that time they are actively serving as a witness in court. The employee must supply a copy of the subpoena to the department. UAB will not pay an employee for time in court if they are the defendant or plaintiff in the case.

4.11.6 Paid Living Donor Leave

UAB and UAB Medicine eligible employees may receive up to four weeks paid time off as a living organ donor or one-week paid time off as a bone marrow donor. Regular part-time and Alternative Work Schedule employees will receive prorated paid time off days based on the percentage of normally scheduled work hours within a 40-hour week.

Eligible employees must meet Family and Medical Leave Act eligibility.
See [PI-DL Eligibility Requirements](#).

4.12 External Activities

External activities are activities that draw upon the knowledge, skill, or abilities an employee uses to fulfill their institutional responsibilities at UAB and that are performed for an entity outside of UAB whether foreign or domestic, and whether or not for compensation. External activities such as employment, consulting, etc., are allowed if the activity does not result in a conflict of interest or conflict of commitment that interferes with the performance of UAB responsibilities, must be compatible with the interests of UAB, and does not violate state law or policy related to use of UAB resources or facilities.

External activities must be approved in advance of performance and be performed on the employee's own time. 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.

For more information, please refer to Employment and Other External Activities - HR Policy 128, the UAB Enterprise Conflict of Interest and Conflict of Commitment Policy and the UAB Faculty Handbook and Policies as applicable

4.13 Internal Activities

Internal activities are defined as those that draw upon the knowledge, skill, or abilities an employee uses to fulfill their institutional responsibilities at UAB and are performed for another UAB organization or another unit within the same organization at UAB, the Veteran's Administration, or Children's Hospital of Alabama for a limited duration for compensation in addition to the salary and compensation attributable to the employee's appointments or assignments at UAB.

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.

4.14 Professional Public Service Activities

Professional Public Service activities are defined as activities for the groups specifically enumerated below, which are considered part of an employee's institutional responsibilities, whether or not separately compensated:

Professional studies (e.g., attendance at scientific meetings);

Seminars, lectures, performances, presentations, or continuing education sessions;

Service on review panels (e.g., participation in manuscript review, grant/ contract review, Academic program review, etc.);

Service on advisory committees; or

Service on a Board of Directors or similar governing body.

Provided to:

U.S. federal, state, or local government agencies;

Institutions of higher education, academic teaching hospitals, medical centers, or research institutions affiliated with an institution of higher education, whether U.S. or abroad;

Nonprofit/philanthropic entities, professional societies, or professional associations that are not affiliates of or affiliated with industry or other for-profit entities;

Organizations accredited or approved by the appropriate independent boards or bodies governing oversight of continuing professional education activities; or Civic groups.

Please visit the UAB Enterprise Conflict of Interest and Conflict of Commitment Policy for details.

4.15 Conflicts of Interest

UAB is committed to conducting its activities in ways that promote and maintain public trust and sets forth requirements for employees and other designated individuals in identifying and managing conflicts of interest and conflict of commitment.

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. Certain employees are required to disclose financial interests related to their institutional responsibilities.

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.

4.16 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: 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 the 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.

4.17 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 their immediate family or another UAB employee who is living in the same household.

Immediate family includes those related by blood, marriage, step relationships, in-laws, and by sharing a primary residence. Nepotism involving anyone within the "fourth degree," is prohibited which means a first cousin or closer. This includes spouses, parents (including stepparents), grandparents, great grandparents, great-great-grandparents, children (including stepchildren), grandchildren, great grandchildren, great-great-grandchildren, brothers or sisters (including stepbrothers or stepsisters), aunts, uncles, nieces, nephews, grandnieces/ nephews and corresponding in laws. For purposes of clarification, those who are married or living together, and those who share a child (regardless of marital or household status) may not engage in Nepotistic Conduct with regard to his/her or the partner's relatives as defined in this policy.

In any cases of perceived or potential conflicts with this policy, a Nepotism Management Plan must be documented by the department/appropriate supervisor(s) and submitted to the Chief Human Resources Officer through the on-line Nepotism Management Plan Request Form for approval and recordkeeping. For more information, please visit Nepotism — Human Resources.

4.18 Notification of Change of Name, Address, etc.

The HR Administrative 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 their supervisor/manager and to the human resource officer of their department.

Section 5: Compensation & Pay



5.1 Pay Transparency Nondiscrimination Provision

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

5.1 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. 41CFR 60-1.35(c).

5.2 Pay Periods and Receipt of Pay

Nonexempt employees are paid every other Friday; exempt employees are paid monthly on the last working day of each month. The bi-weekly pay period for non UAB Medicine employees ends every other Saturday at midnight; the bi-weekly pay period for UAB Medicine 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. If an employee does not have a bank account set-up, the employee can complete a debit card enrollment form and UAB will enroll the employee in an account for a Powercash Visa Payroll Card.

Employees may review itemized pay statements on-line through the UAB Self Service Applications.

5.3 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 HR Compensation 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 during the unpaid meal break. Supervisors and managers are responsible for monitoring overtime closely.

If an employee fails to adhere to the overtime guidelines, disciplinary action may be taken. Overtime provisions do not apply to exempt employees. For questions or further clarification of the FLSA, please see University Campus Overtime and Compensatory Time for Non-exempt Employees — HR Policy 213, or contact the designated HR Consultant, or HR Compensation at 205-934-5264.

5.4 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.

5.5 Wage and Salary Discrimination

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 an employee's wage and/or salary should be discussed with their supervisor.

5.6 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

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 written notice. Certain job titles such as Nurse Practitioner, Physician Assistant and Midwife are expected to give 90 calendar days written notice. Failure to provide appropriate written notice may result in an employee being considered ineligible for future employment at UAB.

When an employee resigns, they will be paid through the last day worked. If the employee has completed the initial six-month probationary period, they 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 on-line 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.

Immediate Dismissal

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 Benefit

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. The written request must be sent to HR

Talent Performance and Relations within 30 days from the employee's rehire date. Unused personal holiday time may also be reinstated unless a new accrual period has begun.

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 adjusted 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 please visit Reinstatement of Service Date - HR Policy 413 or email hrrrecords@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 they withdraw contributions or retire. 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 Re-employment of UAB Retirees policy 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 contingent 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 Teachers' Retirement, please visit www.rsa-al.gov, the HR Benefits website, or call 205-934-3458.

6.4 Retirement Due to Disability

See Section 3.1.4

6.5 Severance Pay and Benefits

For information review the Severance Pay and Benefits Policy for Nonfaculty_ Employees.

Section 7: Employment Rules and Expectations



7.1 Termination of Employment

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

The University of Alabama at Birmingham (UAB) respects the opinions of its employees about working conditions, ways and means of getting jobs done better, and other matters of employee interest. From time to time; however, UAB, like other organizations, has to make decisions without prior consultation with its employees. UAB must, therefore, maintain exclusive discretion to exercise the customary functions of management including, but not limited to, the discretion to select, hire, promote, suspend, dismiss, assign, supervise, and discipline employees; to determine the size, organizational structure and composition of the work force; to establish, change and/or discontinue policies, procedures, rules and regulations; to determine and modify job descriptions and job classifications; and to assign duties to employees in accordance with the needs and requirements determined by UAB.

If employees have questions or problems concerning their work or work environment, they should first consider discussing the issue with their supervisor or manager. If the matter cannot be resolved at the departmental level, employees may contact their assigned HR Consultant and/or HR Talent Performance and Relations at 205-934 4701.

7.2 Progressive Discipline & Coaching

UAB and UAB Medicine'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"). When appropriate, UAB will work with employees through counseling, coaching to include a progressive disciplinary process. 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 dismissal.

Documented verbal warnings should be maintained in the departmental file. A signed copy of all other documented warnings should be sent to HR Records Administration for placement in the employee's official, permanent personnel file. The following are approved progressive disciplinary steps:

7.2.1 Verbal Warning

This step may be used for first-time, less egregious policy violations.

7.2.2 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.

7.2.3 Performance Improvement Plan (PIP)

A Performance Improvement Plan (PIP) is a tool that may be used to assist in correcting unsatisfactory performance. The PIP document should identify performance issues, state the supervisor's expectations of the employee, provide a schedule for regular follow-up with the employee and a timeline with an end date for correcting the performance issue, not to exceed 90 days.

7.2.4 Imposed Probation

The PIP should also explain the consequences for failing to meet the stated expectations for improved performance. The document should be signed by the employee and their supervisor 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.

7.2.5 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.

7.2.6 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.

7.2.7 Termination/Dismissal

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 depending on the nature of the conduct.

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

7.2.8 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.

7.2.9 Additional Information

For more information regarding the progressive disciplinary process, contact the designated HR Consultant or HR Talent Performance and Relations. Also see HR policy 603.

7.3 Employee Behavior and the Working Environment

UAB seeks to maintain an environment conducive for business and where everyone is respected. UAB also expects its employees to behave in a manner consistent with the UAB Enterprise Code of Conduct and the UAB Shared Values.

In the interest of providing notice of the expectations of administration, UAB has compiled an illustrative list of offenses, which may result in disciplinary action, up to and including immediate dismissal. Since a complete list of specific offenses is impossible, the following are examples of deficiencies or violations:

- Absence without notification or reasonable cause for failure to notify. Such absences for three consecutive workdays or shifts require no further follow-up prior to termination
- Excessive absenteeism, job abandonment and/or tardiness
- Assault and or any act of fighting on UAB property or leased space

7.3.1 Conviction of a felony

- Falsifying official UAB records and documents to include but not limited to, personnel or pay records, application for employment, application for transfer, health records; badging/clocking the time record or signing the time sheet for another employee (See also separate policy.)
- Forging e-mail, such as sending an e-mail communication in someone else's name
- Immoral or indecent conduct on UAB property or leased space or conduct which brings discredit to UAB

7.3.2 Incompetence or inefficiency in patient care

- Inexcusable neglect of duties, insubordination, disobedience and/or dishonesty
- Stealing from fellow employees, patients, UAB, or others on UAB property or leased space
- Theft, misappropriation of funds, and/or unauthorized use or removal of UAB property
- Possession of firearms, knives, or other weapons and ammunition (See also separate policy.)
- Unauthorized release of confidential or official information (See also separate policy.)
- 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 (See also separate policy.)
- Leaving UAB premises or work area (including pre-approved hybrid/ alternate remote work areas) without permission during work hours; unexcused absences

7.3.3 Misuse of benefit time

- Inattention to duty and/or negligence in the performance of duty or productivity not up to standards

7.3.4 Failure to cooperate in an investigation

- Failure to disclose a conflict of interest or failure to eliminate a conflict of interest when so directed (See also separate policy.)

- **7.3.5 Failure to maintain satisfactory interpersonal relationships with co-workers and supervisors**

- Inappropriate behavior in the workplace, including, but not limited to, threatening, intimidating, coercing, or interfering with fellow employees on UAB property or leased space
- Inappropriate behavior toward, or discourteous treatment of, patients, students, visitors, or co-workers including the use of profanity and other harassing behavior
- Negligence or abuse in the use of UAB property or equipment
- Reporting to work under the influence of alcohol or drugs
- Abuse of e-mail, electronic communications, and/or computer networks
- Harassment to include Sexual harassment (See also separate policy.)
- Sleeping, wasting time, loitering or loafing during work hours
- Malicious mischief to include destruction of property and vandalism
- Violation of, or disregard for safety practices
- Violation of UAB policies and/or procedures
- For a more information, please visit Discipline & Coaching - HR Policy 603 and Termination of Employment — HR Policy 605.

7.4 Personal Appearance, Dress Code, and Uniforms

- UAB and UAB Medicine employees are required to report to their designated work location either on-site, hybrid or remote, in uniform if applicable, and to be prepared for duty at the beginning of their work period. 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. UAB Medicine 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. Depending on the job assignment, employees may be required to acknowledge their completion of training related to the protection of patient and/or student information. 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 more information about the Policy and Procedure for Alcohol and Drug Testing for Reasonable Cause, please visit Alcohol and Drug Testing for Reasonable Cause — HR Policy 634.

7.7 Smoking/Non-smoking

Smoking is not permitted in any building owned, rented or leased by UAB. For more information, please visit the Non-Smoking Policy.

7.8 Problem Resolution Procedure for Non-faculty Employees

Certain 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 the Problem Resolution Procedure for Non-Faculty Employees — HR Policy 608 and the Problem Resolution Policy Procedure -HR 608 Procedure or call HR Talent Performance and Relations at 205-934-4701.

7.9 Bulletin Boards

Bulletin boards, whether traditional or electronic, display information of interest to employees and are intended for official information. For bulletin boards in UAB or UAB Medicine locations, the department/unit head or building administrator should approve any posted material, advertisements or announcements. UAB's Solicitation Protection Policy also applies to bulletin boards. To view this policy, please visit Solicitation and Distribution Protection — HR Policy 629.

7.10 Solicitation Protection

UAB has a no-solicitation policy. For more information, please visit Solicitation and Distribution Protection — HR Policy 629.

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 policy governing the administration of inventions and discoveries is Board of Trustees Rule 509. Per Rule 509, any invention or discovery made by faculty, staff, or students at any time following their initial appointment, employment, or enrollment at UAB must be disclosed to the UAB Research Foundation; if such invention or discovery is (1) the result of research carried on by, or under the direction of, any employee of the University and/or having the costs paid from funds provided by, under the control of, or administered by, the University, or (2) made by an employee of the University and which relates to the employee's field of work, or (3) developed in whole or in part by the utilization of resources or facilities belonging to the University, then the invention or discovery shall be assigned to (owned by) the University. If the invention or discovery is required to be assigned to the University per Rule 509, UAB employees and students may not assign or grant any license, option, or other rights to any such intellectual property without a release from the UAB Research Foundation.

The policy governing the administration of copyrightable works is the UAB Copyright Policy. Under the UAB Copyright Policy, many copyrightable works created by faculty, staff or students would be owned by the individual creator, but some exceptions apply, particularly in cases in which the copyrightable work is specifically commissioned by the University, is created with outside sponsor funding or support, or is developed with substantial use of University resources. For full descriptions of the types of copyrightable works that must be disclosed and assigned to the University, please visit IJAB Copyright Policy.

Questions concerning intellectual property rights should be directed to the UAB Research Foundation at innovation@uab.edu or by calling 205-934-9911. You may also visit the Research Foundation website.

Section 8: General Employment Information



8.1 Identification Cards

8.1 Identification Cards/ONE Card

All new employees of UAB are issued a photo identification badge/ONE Card.

UAB Medicine 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 Medicine employees must wear their ONE Card in plain view, at collar/shoulder level, while on duty in accordance with the UAB Medicine dress code policy. UAB employees are encouraged to wear their ONE Card, and should, at a minimum, carry the ONE Card with them while on campus. At no time should the ONE Card be loaned out or purposefully damaged. Cards must be picked up within 30 days of being approved or the request will be canceled.

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.

UAB Medicine Personnel Support Services has the primary responsibility for issuing ONE Cards for UAB Medicine 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. Physical Security/ONE Card must be notified so the card can be deactivated

For additional information regarding the ONE Card and carding locations, please visit 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 ONE Card E-form request must be completed with appropriate departmental and building administrator approval.
- Under normal circumstances, keys will be issued within one to three days from the receipt of the approved request.
- Keys are not transferable and must not be passed from one employee to another.
- Keys must be picked up within 30 days of being requested or the request will be canceled.
- Upon termination of employment, keys must be returned to UAB Physical Security.

For more information or to obtain the necessary request forms, please visit UAB Police and Public Safety 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 their 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 UAB Printing and Mailing or call 205-934-4595.

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.

Employees should not use their personal vehicles on UAB business unless no UAB owned vehicle is available and the use of a personal vehicle has been authorized by a department administrator. Employees use personal vehicles on UAB business at their own risk. In the event of an accident, the employee's insurance is primary for liability claims. Additionally, UAB does not provide physical damage insurance coverage to employee vehicles when being used for UAB business.

The use of personal vehicles is contemplated in the UAB Vehicle Safety Management Program. Employees driving on UAB business should be familiar with the requirements of the Program. For more information, please visit the Vehicle Safety Management Program Manual 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, including its information, while it is under their control, whether on-site or when working hybrid/remote. 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, they 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.

8.6 myUAB Employee Portal

Visit the myUAB portal with links to apps, forms and personnel information. The "myHome" tab is customizable and displays your most-used tools and visited sites based on your role and responsibilities. You can also check out UAB news and events and technology resources.

UAB Environmental Health & Safety

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

Section 9: Occupational Health & Safety



Your Career is our Top Priority

9.1 Health and Safety Overview

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:

Campus Safety & Industrial Hygiene

2. Hospital Safety
3. Radiation Safety
4. Biosafety
5. Chemical Safety
6. Hazardous Materials Management
7. Environmental Management
8. Employee Health

9.2 Reporting Incidents and Unsafe Conditions

All employees are responsible for safety at UAB. Unsafe conditions and incidents must be reported to a supervisor immediately. Be aware of surroundings and safe work practices. Employees should never use potentially dangerous equipment unless properly trained, or conduct work in a manner in which safety hazards exist.

9.3 Fire Safety

All UAB employees are responsible for fire prevention. 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 IJAB Environmental Health & Safety (EH&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 911 from a UAB phone or 205-934-3535 from a non-UAB phone).

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.

P Pull the pin, A Aim at the base of the fire,

S Squeeze handle,

S 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. Please visit UAB Environmental Health & Safety 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 IJAB Environmental Health & Safety, email ehs@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 emails 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 Medicine'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

10.1 Inclement/Bad Weather Policy

There are times when severe weather in Central Alabama and beyond requires UAB and UAB Medicine to make decisions for different UAB entities, students, employees, and patients across a complex academic, research, and health care organization.

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 our 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.

Announcements will be made concerning academic and employment requirements during closings due to bad weather so students and employees are more clearly and quickly informed of whether or not they need to report for class or work during an event.

Each student and employee is assigned to a group: Green, Yellow, or Red, and these assignments are intended to address and clarify the distinction between essential and non-essential services. Members of the UAB community can check their group assignments via the WEATHER GROUP tile in the UAB app, or visit the "Check My Group" feature at uab.edu/emergency/weather.

10.1.1 GREEN GROUP or Non-Essential Services

Green group entities/functions always close when operations are canceled for weather. Academic classes are an example of these; when UAB closes, classes are canceled for faculty and students. Employees with duties considered "non-essential" during a weather closing are also part of this group and will not report.

10.1.2 GREEN GROUP or Non-Essential Services Guidelines

The following guideline should be used in reporting time for employees in the Green Group or 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.

10.1.3 YELLOW GROUP

Yellow group entities/functions may or may not close depending on the nature of the weather event and decisions by management/supervisors. This group includes entities like the Hill Student Center and UAB clinics, which may stay open or close when academic functions at the University are canceled. Employees in this group will be required to understand their unit-specific plans in addition to the global UAB plan.

10.1.4 YELLOW GROUP Guidelines

The following guidelines are to be used in reporting time for employees in the Yellow group during inclement weather or other emergency circumstances. Employees in certain areas that may stay open when academic functions at the University are canceled, need to know their unit-specific plan in addition to the global UAB plan.

Employees who are scheduled to work and do not call in to report off from work will not receive compensation and are subject to disciplinary action. 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.

10.1.5 RED GROUP or Essential Services

Red group entities/ functions never close and must continue to operate regardless of the weather UAB Hospital and the UAB Police Department are examples of these.

10.1.6 RED GROUP or Essential Services Guidelines

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 nonexempt) 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 employee in the Red group or essential services during inclement weather or other emergency circumstances.

1. Overtime rates will be paid to non-exempt employees for time worked in excess of 40 hours in one work week if applicable.
2. 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. (Policy 206.A)
3. Employees who call 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 MULTIPLE ASSIGNMENTS

People who have multiple assignments must consider each assignment:

Example: A faculty member in a health-related school like the School of Nursing who also works at UAB Hospital will be assigned to two groups: Green for their faculty appointment in Nursing and Red for the hospital appointment because UAB Hospital never closes. The faculty member will not teach class but will report to the hospital to care for patients.

A B-Alert text (maximum 140 characters) may read, "UAB to close at 11 am Monday. GREEN group CLOSED. YELLOW group follow supervisor instruction. RED remains open. Details at UAB.edu/emergency.

When a weather closing is being considered, UAB Emergency Management will provide early alerts and updates to Yellow and Red group managers/supervisors to support, help, inform, and speed along decisions to be made subsequent to the initial (GREEN group) closing announcement. The B-Alert system and UAB.

10.2.1 The B-Alert System and UAB

EDU/emergency will be utilized to communicate updates, and University Relations will share pertinent information with news media and on social media to inform audiences including clinic patients, as well as guests to campus like patrons of arts or athletics events. To register for B-Alerts, details are at uab.edu/emergency.

In the event the University is not officially closed, employees experiencing problems (icy roads, dead batter, 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.

There may be other emergencies that are not weather-related. Unless instructed otherwise, the same classifications of essential/non-essential would apply.

10.3 Worksite Visitation (Search) Policy

UAB reserves the right to search its property such as lockers, offices, desks, storage areas, computers, etc., either on or off premises. Employee's assigned access to such property must submit to random and unannounced inspections in order to ensure compliance with all institutional rules and regulations.

UAB may institute procedures for random inspection of any parcels leaving UAB buildings.

Email or other electronic communications are also subject to inspection by UAB at any time. Abuse of email and/or networks may result in disciplinary action up to and including dismissal. In addition, employees may be subject to criminal prosecution if inappropriate computer use includes criminal activity.

Except in matters in which there is reasonable cause to suspect criminal activity, employees may be given an opportunity to be present during an inspection.

Searches performed by law enforcement may be more expansive than this policy. Personal items brought into UAB owned or leased property are also subject to inspection. Alternate work locations may also be subject to this policy.

Disciplinary action, including dismissal, may result from searches and inspections.

Section 11: Contact Information and Resources



11.1 HR Benefits

11.1 HR Benefits

The HR 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 Teachers' Retirement, 403(b) & 457(b) voluntary retirement, flexible spending accounts and educational assistance. For more information, please visit HR Benefits or call 205-934-3458.

11.2 HR Compensation

HR Compensation is committed to providing guidance in the design, development and maintenance of a competitive and cost-effective pay plan throughout UAB. HR Compensation provides business units with Compensation Guidelines that cover all Workgroup A & F employees of UAB. Compensation Guidelines for Workgroup C employees are provided by UAB Medicine Human Resources. Each business unit is responsible for knowing and understanding UAB's Compensation Guidelines. Compensation Guidelines are not a binding agreement between the employee and UAB, but are intended to assist departments when making decisions relative to compensation. HR Compensation posts the Compensation Guidelines annually to their website. For more information, please visit HR Compensation or call 205-934-5264.

11.3 HR Talent Performance and Relations

HR Talent Performance and Relations believes that prevention and fair resolution of problems are critical elements of a productive, harmonious work environment. To achieve this, HR Talent Performance and Relations provides management and employees with counseling, advice, policy interpretation and collaborative solutions in an effort to create and maintain the best workplace for UAB faculty and staff. For more information, please visit HR Talent Performance and Relations or call 205-934-4701.

11.4 HR Talent Acquisition

HR Talent Acquisition provides services for employee recruitment and referrals, applicant tracking, temporary employment and employment policy interpretation for university positions. For more information regarding university recruitment, please visit HR Talent Acquisition or call 205-934-4030.

11.5 UAB Medicine Human Resources

UAB Medicine Human Resources provides assistance to UAB Medicine departments and units for recruitment, counseling and guidance to employees and managers, policy interpretation and compliance, coordination of various UAB Medicine programs.

For more information, please visit (JAB Medicine Human Resources or call 205-934-4681.

11.6 UAB Medicine Personnel Support Services

UAB Medicine Personnel Support Services assists UAB Medicine in the management of payroll time recording, position control, and I.D. badge production. For more information, please visit IJAB Medicine Personnel Support Services or call 205-934-2097.

11.7 HR Learning & Development

HR Learning & Development supports continuous learning and growth for faculty and staff at UAB. This department provides professional skills development programs and opportunities for individuals. This department also supports team development with retreat planning and facilitation, team building and consulting. For more information, please visit HR Learning & Development 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 EACC or call 205-934-2281.

11.9 HR Records Administration & Compliance

HR Records Administration & Compliance maintains all official documentation related to personnel actions throughout an individual's employment with UABAB. It is also responsible for ensuring data integrity within the official system of record by processing personnel actions, managing the Form 1-9 and E-Verify process, benefit accruals, Employment & Wage Verification, and processing FMCA & related leaves. For more information, please visit HR Records Administration & Compliance, email hmrrecords@uab.edu or call 205-934-4408.

11.10 HR Information Systems

HR Information Systems works collaboratively to develop strategies, infrastructure and processes that provide for the timely collection and dissemination of employee data and information, enhanced capacity for distributed reporting, and support of data-driven decision-making related to human resources and create training resources for HR-supported systems. For more information, please visit [HR Information Systems](#).

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, please visit Payroll or call 205-934-4523.

11.12 HR Service Center

The HR Service Center supports the mission of UAB Human Resources by providing a specific source for customers and employees to receive the guidance and information needed to navigate HR-related questions across various topics efficiently. The HR Service Center provides on-line service through our HR Connect Portal, phone, and in-person service by appointment. For more information, please visit [Contact Us - Human Resources | UAB](#) or call 205-934-5321.

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 is also available on the UAB website. 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.

Section 12: Remote Work



12.1 Hybrid and Remote Work Policy

12.1 Technology toolkit for working remotely

From time to time, you may need a remote office to help you get work done for UAB. UAB IT offers tools to help empower success, no matter where you need to work. Please note: It's a good idea to get your computer set up with these tools and become familiar with them before you are in a remote working situation.

12.1.1 Check your email

Log into Office 365 to check your email from anywhere. You can use the Outlook app on mobile or log into mail.uab.edu.

12.1.2 Instant message

Log into Office 365 to check your email from anywhere. You can use the Outlook app on mobile or log into mail.uab.edu.

12.1.3 Video conference

Use Zoom video conferencing for teleconferencing with people inside and outside of UAB.

Use Microsoft Teams for teleconferencing with anyone inside UAB.

12.1.4 Share or store files

UAB has cloud storage options — including Box and OneDrive — that are appropriate for public and sensitive data. Learn more about what to store in the cloud and where.

12.1.5 Connect securely

If you are logging in to certain UAB systems such as Secure UAB File, Insite, Report Viewer or Optidoc, you may need to use a VPN, or a virtual private network. If you are using public WiFi, you should use VPN.

If you are only accessing email and other systems that do not require VPN, you can simply use a secure WiFi network.

12.1.6 Order equipment

Through UAB's TechTools program, we offer a laptop bundle that includes a power strip, monitor, keyboard and mouse. Note: Link access is limited to approved Desktop Services customers. Contact the person in your department responsible for purchasing if you need assistance, or your department IT provider if you are not a Desktop Services customer.

12.1.7 Use 2-Factor

It's a good idea to make sure you have more than one device linked to Duo, in case you don't have one when you are working remotely.

12.1.8 Connect to your desktop

If you need to access your desktop computer remotely, you can request it through the IT Service Portal if you are a Desktop Services customer or from your department IT professional.

12.1.9 Phone forwarding

UAB Cisco phones can be set up to forward calls to another phone number. Set this up on your physical handset by pushing the "Fwd All" button from the menu and then enter the forwarding number. To turn off, push the "Fwd Off" button from the menu.

12.1.10 Microsoft Office

Access your Microsoft Office apps online at office.com/apps.

12.2 Hybrid and Remote Work Policies

UAB has a number of information security policies and guidelines in place to remain compliant with federal laws. This resource applies to all UAB employees that are fully remote or hybrid working on and off campus. Use this as a guide to ensure that you practice the appropriate procedures.

	Fully Remote	Hybrid — On-campus	Hybrid — Off-campus
Equipment	When possible use a UAB device. If not possible, use UAB Anywhere to process sensitive and restricted data. Personal devices must meet the requirements of the Minimum Security for Computing Devices Rule and Encryption Guidelines . Fully Remote employees can Request a quote for a computer to be shipped directly to the remote work location.		
Security	Access campus resources such as data and applications through UAB Anywhere . Refer to security awareness best practices .	Access campus resources securely. Refer to security awareness best practices .	Access campus resources such as data and applications through UAB Anywhere . Refer to security awareness best practices .
Connecting	Never use public WiFi. Use UAB Campus VPN or UAB Anywhere for remote work. If you are at a participating institution, you can also use eduroam .	Use UABSecure or eduroam for WiFi while on campus.	Never use public WiFi. Use UAB Campus VPN or UAB Anywhere for remote work. If you are at a participating institution, you can also use eduroam .
Data Storage	Use cloud storage. Refer to the cloud storage chart to determine which option works best for you, and to the classification chart to determine what type of data you should store and where. The storing of certain classifications of data is prohibited on devices (personal or UAB).		
Technical Support	Contact AskIT at uab.edu/techhelp or call 205-996-5555		
Updates	Connect to UAB via VPN at least once a month to get needed software and OS updates.	Connect to UAB via VPN at least once a month to get needed software and OS updates.	Connect to UAB via VPN at least once a month to get needed software and OS updates.
Virtual Meetings	UAB authorized meeting platforms are Microsoft Teams and Zoom .		



<https://www.uab.edu/it/home/tech-solutions/resources/remote-work>

Section 13: Code of Conduct



13.1 UAB Enterprise Code of Conduct

Abstract: The UAB Enterprise Code of Conduct sets forth the standards of behavior expected of all UAB community members.

Background

The University of Alabama at Birmingham (UAB) Enterprise is committed to conducting its affairs in ways that promote mutual trust and public confidence. All members of the UAB community are responsible for sustaining the highest ethical standards of excellence, integrity, honesty, and fairness and for integrating these values into teaching, research, patient care, business practices, and other services. Ethical conduct is a fundamental expectation for every UAB community member.

Scope

The UAB Enterprise consists of multiple legal entities engaging in activities in support of its tri-part educational, research and patient care mission. Recognizing that the entities pursue various lines of business, the entities comprising the UAB Enterprise will adopt the standards set forth in this Code of Conduct individually. All entities that have adopted these standards are collectively referred to here as "UAB." This Code of Conduct applies to all members of the UAB community, including faculty, staff, volunteers, contractors, agents, affiliates, and others providing services to UAB or on behalf of UAB.

Students or trainees taking courses, attending classes, or enrolled in academic programs are expected to adhere to UAB policies governing academic and non-academic conduct. These student-oriented policies support and reflect the standards of conduct expected of other members of the UAB community described in this Code of Conduct. Residents and fellows are considered to be employees for purposes of the code and are expected to uphold its standards like other faculty and staff.

Standards of Conduct

The UAB 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.

Members of the UAB community commit to the following eight standards:

1. Provide quality education, research, healthcare, business interactions, and other services

UAB is committed to providing outstanding, high-quality services to our students, patients, families, visitors, business partners, colleagues, affiliates, and the community, whether those services are provided through teaching, research, patient care, or business interactions. In performing duties, UAB community members are expected to:

- Act with high ethical and professional standards of conduct;

- Be honest in performing one's duties, with no exceptions;
- Ask questions and request assistance when information is needed to properly perform one's duties;
- Be personally accountable for one's actions and admit mistakes when they occur;
- Be aware of UAB's obligations towards all stakeholders;
- Conscientiously fulfill obligations towards all stakeholders; and
- Communicate to others ethical standards of conduct and responsibilities under this Code of Conduct through instruction and example.

UAB community members are not to:

- Fabricate information;
- Change or knowingly omit information to misrepresent events, circumstances, results, or outcomes in relevant records; or
- Take credit for another's work or work product as one's own without permission.

With respect to teaching and research, UAB community members are expected to:

- Promote academic freedom, including the freedom to discuss all relevant matters in the classroom and to explore all avenues of scholarship, research, and creative expression;
- Propose, conduct, and report research with integrity and honesty;
- Protect people and humanely treat animals involved in teaching or research;
- Undertake human subjects research only in accordance with approved protocols;
- Learn, follow, and demonstrate accountability for meeting requirements of regulatory bodies, sponsors, and partners;
- Faithfully transmit research findings;
- Protect rights to individual, UAB, and third-party intellectual property;
- Ensure originality of one's work and provide credit for the ideas of others upon which work is built;
- Be responsible for the accuracy and fairness of information reported and/or published; and
- Fairly assign authorship credit on the basis of significant contributions.

With respect to patient care, UAB community members are expected to:

- Provide the highest quality of care by reaching for excellence;

- Do the right thing, at the right time, for the right person and have the best possible result; and
- Partner innovative medicine and technology with compassionate care that is safe, effective, patient-centered, timely, efficient, and equitable.

2. Treat individuals with respect

UAB is an institution dedicated to tolerance, diversity, and respect for differences. Central to that commitment is the principle of treating each UAB community member and those we serve with respect.

UAB community members are expected to:

- Be respectful, fair, and civil;
- Value diversity of opinion and contributions of others;
- Avoid all forms of harassment, illegal discrimination, threats, or violence;
- Provide equal opportunity for access to programs, facilities, and employment; and
- Promote conflict resolution.

3. Comply with applicable laws, regulations, and policies

UAB is committed to sustaining a culture of trust, ethics, and compliance in which legal requirements are met and individuals are comfortable raising concerns to the appropriate individuals when they have a good faith belief that actions of individuals or an entity within the UAB Enterprise are not consistent with laws, regulations, policies, or standards. Additionally, UAB leadership is committed to maintaining the community trust by ensuring appropriate actions are taken to resolve non-compliance. UAB community members are expected to:

- Learn and follow the rules, laws, regulations, contracts, and UAB policies and procedures applicable to one's UAB work or activities;
- Be proactive to prevent and detect compliance violations;
- Report suspected compliance violations through standard management channels, beginning with one's immediate supervisor, instructor, or advisor or, if not appropriate because of that individual's involvement, to a higher level of management within one's unit, department, school, or entity, to Human Resources, to a compliance officer, or to the Ethics Matters Hotline; and
- Ensure that reports of suspected compliance violations within one's area of responsibility are properly resolved.

4. Use confidential information responsibly

UAB community members are creators and custodians of various types of confidential, proprietary, and private information. Each UAB community member is required to comply with federal and state laws and regulations agreements with third parties and UAB policies pertaining to the use, protections, and disclosure of such information. UAB community members are expected to:

5. Acknowledge and appropriately manage conflicts of interest

UAB community members who are UAB faculty and staff owe their primary professional allegiance to UAB and its mission to excel in the highest levels of education, patient care, research, and scholarship. UAB community members have an obligation to be objective and impartial in making decisions on behalf of UAB. External professional activities, private financial interests, or the receipt of benefit from third parties can cause an actual or perceived conflict between UAB's interests and an individual's private interests. UAB community members are expected to:

- Accept benefits, awards, and prizes from external entities only in accordance with established UAB policies and standards;
- Disclose relationships with third parties, such as consulting, board membership, or professional services, in accordance with UAB's process to ensure objective judgment in purchasing, research, and other UAB business and to identify any potential or actual conflicts of interest;
- Adhere to any management plans created to manage conflicts of interest; and
- Ensure one's personal relationships do not interfere with objective judgment in decisions affecting UAB employment or academic progress of any UAB community member.

6. Provide a safe environment

UAB community members have a shared responsibility to ensure a safe, secure, and healthy environment for all UAB students, patients, faculty, staff, volunteers, and visitors. UAB community members are expected to:

- Promote personal safety and follow safe workplace practices, including participating in applicable education sessions, using appropriate personal safety equipment, and reporting accidents, injuries, and unsafe situations;
- Maintain security, including securing UAB assets;
- Report suspicious activities; and
- Protect the environment, including carefully handling hazardous waste and other potentially harmful agents, materials, or conditions.

7. Document, code, bill, and collect in accordance with applicable rules and regulations

As a comprehensive research enterprise and academic medical center, UAB must coordinate activities to ensure that clinical services and sponsored projects are billed appropriately and in compliance with relevant laws, regulations, and contractual obligations. UAB community members are expected to:

- Provide medically appropriate goods and services to the patients UAB serves;
- Render services within the scope of federal, state, and professional licensure guidelines and applicable staff by-laws;
- Substantiate goods and services provided with complete and accurate documentation in the medical record; and

- Accurately code and bill for services based on current payer and government standards.

Adherence to this code requires UAB community members to bring suspected violations of applicable laws, regulations, policies, and standards to the attention of the appropriate office. UAB treats every notice of suspected compliance violation very seriously and considers reports of suspected noncompliance to be a service to UAB. Reporting a compliance concern in good faith will not jeopardize one's employment. No such protection is extended to UAB community members reporting in bad faith.

UAB prohibits UAB community members from retaliating or allowing retaliation against another community member for reporting activities suspected of violating laws, regulations, contractual obligations, or UAB policy.

Confirmed violations of this Code of Conduct will result in appropriate consequences for the violators, up to and including termination of employment or other relationships with UAB.

Section 14: Sexual Harassment



14.1 Title IX Sex Discrimination, Sexual Harassment, and Sexual Violence Policy

Effective Date: 8/14/2020

Review/Revised Date: 8/26/2021

Category: Student Affairs

Policy Owner: Vice President for Student Affairs

Policy Contact: Title IX Coordinator

Abstract: The purpose of this policy is to foster an environment that respects the dignity of its students, faculty, and staff free from discrimination on the basis of sex.

I. Policy Statement

The University of Alabama at Birmingham (“UAB” or “the University”) has (“the Policy”) pursuant to and in compliance with Title IX of the Education Amendments of 1972 and its implementing regulations (collectively referred to as “Title IX”). UAB is committed to providing an environment that respects the dignity of its students, faculty, and staff, and is free from all forms of sex discrimination, sexual harassment, and sexual violence, which, among other things identified in Section V and Appendix 1 to this Policy, includes gender-based assault, harassment, exploitation, dating and domestic violence, and stalking, as well as discrimination based on sex, gender, sexual orientation, gender identity, gender expression, pregnancy, and related retaliation (collectively referred to as “Prohibited Conduct”).

The University expects individuals who live, work, teach, study within, or visit our University community to contribute positively to the environment and refrain from behaviors that threaten the freedom or respect that every member of our community deserves. Individuals who violate this Policy will be subject to corrective action up to and including termination from employment or expulsion from the University. The University will respond promptly and effectively to Reports of Prohibited Conduct and will take appropriate action to prevent its occurrence, correct and address its effects, provide Supportive Measures, and, when warranted, issue discipline for violations of this Policy.

II. Purpose

It is the responsibility of every member of the University community to foster an environment free of Prohibited Conduct. All members of the University community are encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. The University will support and assist community members who take such actions. Retaliating against an individual for making a claim of Prohibited Conduct or participating in the reporting, investigation, or resolution of a claim of Prohibited Conduct is also a violation of this Policy and constitutes Prohibited Conduct.

So that the University may continue to foster a safe and respectful climate on campus as it relates to preventing and responding to acts of Prohibited Conduct, this Policy and related procedures have been created and serve to demonstrate the University’s commitment to:

- Prohibiting acts of sex discrimination, sexual harassment, and sexual violence;
- Disseminating clear policies and procedures for responding to Prohibited Conduct of which the University has actual knowledge and jurisdiction as defined by Title IX;

- Delivering primary prevention and awareness programs and ongoing training and education campaigns to students and employees so they may identify Prohibited Conduct; understand how to report Prohibited Conduct; recognize warning signs of potentially abusive behavior and ways to reduce risks; and learn about safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of Prohibited Conduct;
- Conducting prompt, fair, and equitable investigations of Reports of Prohibited Conduct; Supporting and providing assistance to both Complainants and Respondents;
- Holding individuals who violate this Policy accountable; and
- Providing a written explanation of the rights and options available to every UAB student or employee that has been the victim of Prohibited Conduct.
- It is the intent of this Policy and its related procedures to accomplish the following:
 - Identify the Title IX Coordinator and Deputy Title IX Coordinators and describe their roles;
 - Outline how Reports of Prohibited Conduct can be made to the University and what Supportive Measures and resources are available both on and off campus to aid them, including the right of students and employees to report (or decline to report) Prohibited Conduct that potentially constitutes a crime to local law enforcement authorities;
 - Provide information about how Reports of Prohibited Conduct are received, assessed, investigated, and resolved; and Remedy the discriminatory effects of Prohibited Conduct on Complainants and others as appropriate.

III. Relevant Definitions

Actual Knowledge: UAB obtains “actual knowledge” of Prohibited Conduct when the Title IX Coordinator or a Deputy Title IX Coordinator receives a Report of Prohibited Conduct. For purposes of this Policy and its related procedures, the Title IX Coordinator and Deputy Title IX Coordinators are the only University officials who have authority to institute corrective measures under this Policy.

Complainant: An individual who is alleged to be the victim of Prohibited Conduct and is participating in, or attempting to participate in UAB’s education programs or activities or is employed by UAB.

Confidential Employee: (1) Any University employee who is a licensed medical, clinical, or mental health professional (e.g., physicians, nurses, nurse practitioners, physician’s assistants, psychologists, psychiatrists, professional counselors, and social workers, and those performing services under their supervision), when acting in that professional role in the provision of services to a patient (“health care provider”), and (2) any University employee providing administrative, operational, and/or related support to such health care providers in the performance of such services.

Confidential Employees may not report any information about an incident to the Title IX Coordinator without obtaining written permission to do so by the person who disclosed the information. Confidential Employees may have reporting obligations under state or federal law. For instance, healthcare providers are required to notify law enforcement when a victim seeks treatment for injuries related to a violent crime, including sexual assault.

Deputy Title IX Coordinators: The University has designated Deputy Title IX Coordinators who are trained to work with the Title IX Coordinator in assisting students and employees with concerns, Reports, and/or Formal Complaints of Prohibited Conduct, and directing them to needed resources. They notify the Title IX Coordinator of all concerns, Reports, and/or Formal Complaints of Prohibited Conduct they receive, and work closely with the Title IX Coordinator in investigating and promptly responding to all such concerns, Reports, and/or Formal Complaints. The Deputy Title IX Coordinators assist with identifying and providing Supportive Measures that a party may need during the investigation of a Report or Formal

Complaint. The Deputy Title IX Coordinators may serve as a designee for the Title IX Coordinator in any case where a conflict of interest exists that may prohibit the Title IX Coordinator from providing fair and impartial oversight.

Formal Complaint: An official document filed by a Complainant with the Title IX Coordinator or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting that the University investigate and resolve the alleged Prohibited Conduct. To file a Formal Complaint, a Complainant must be participating in, or attempting to participate in UAB's education programs or activities or employed by UAB. Formal Complaints cannot be made anonymously except for Formal Complaints filed by the Title IX Coordinator when the Title IX Coordinator believes that with or without the Complainant's willingness to participate in a grievance process, it would be clearly unreasonable in light of known circumstances not to address the Formal Complaint.

Preponderance of the Evidence Standard: The standard of proof used to investigate and adjudicate Formal Complaints of Prohibited Conduct. This standard requires that "it is more likely than not" that the Prohibited Conduct occurred.

Report of Prohibited Conduct: An allegation made verbally or in writing by any person alleging Prohibited Conduct against a Respondent. The person making a Report of Prohibited Conduct need not be the alleged victim of the Prohibited Conduct. Reports may be made anonymously as outlined in Section VI of this Policy.

Respondent: An individual who has been reported to be the perpetrator of Prohibited Conduct.

Responsible Reporting Officials: Designated employees who are required to notify Title IX Coordinator if, in the course of their employment, they receive a Report of Prohibited Conduct. Responsible Reporting Officials include the following:

Division of Student Affairs

VPs, AVPS, and Directors

Resident Life Coordinators

UAB Police and Public Safety Department

UAB Human Resources

Office of Diversity, Equity and Inclusion

Department of Athletics:

Director of Athletics

Senior Associate Athletic Directors

Head Coaches

Assistant/Associate Coaches

Deans, Vice-Deans, Associate Deans, Assistant Deans, Department Chairs, Vice-Chairs, and Division Directors

Responsible Reporting Officials do not have official authority to receive Formal Complaints of Prohibited Conduct or official authority to take corrective action on behalf of the University under this policy.

Student: Any person who has applied for admission to, been admitted to, or is enrolled at the University, and is pursuing undergraduate, graduate, or professional studies, whether in a full-time or part-time status, as well as any person attending classes on campus, online, or off campus. A student is also:

- Any person who is not officially enrolled for a particular term, but has a continuing relationship with the University; Any person who is admitted and participating in orientation;
- Any person who has completed an academic term and can be reasonably expected to enroll the following term; and/or
- Any person who attended the University during a previous academic term and who committed an alleged violation of the Code during the time of enrollment.

Student organization: Any group of students that has complied with the University's requirements for registration as a student organization.

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint of Prohibited Conduct or where a Report has been made but no Formal Complaint has been filed. Supportive Measures are designed to restore or preserve equal access to UAB's educational programs or activities for a Complainant or a Respondent without unreasonably burdening the other party, including measures designed to protect the safety of all parties or UAB's educational or employment environment or deter Prohibited Conduct. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class scheduled, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus and other similar measures.

Title IX Coordinator: The University has a designated Title IX Coordinator who oversees the implementation and enforcement of this Policy, including the implementation of Supportive Measures, compliance with applicable rules and regulations, and coordination of communications between campus and community partners.

The Title IX Coordinator will meet with any person, including a Complainant, Respondent, or third party, to discuss Supportive Measures, available resources, and procedural options for on-campus and off-campus reporting. Any student, faculty, or staff member who has concerns about Prohibited Conduct is encouraged to seek the assistance of the Title IX Coordinator.

Title IX Investigator: A Title IX investigator is the Title IX Coordinator, a Deputy Title IX Coordinator, or other individual designated by the Title IX Coordinator who conducts the investigation of a Formal Complaint involving a potential violation of this Policy. One or more investigators may be assigned to conduct the investigation. Investigations involving students may include assistance from the Office of Student Conduct. Investigations involving employees may include assistance from UAB Human Resources.

IV. Jurisdiction (To Whom & Where This Policy Applies)

The University has jurisdiction to address, investigate and adjudicate Reports and Formal Complaints of Prohibited Conduct when the University has control over the Respondent and the conduct occurs in the course of a UAB educational program or activity. This Policy applies to all UAB students, residents, employees, and post-doctoral researchers, and to others, as appropriate, with respect to education programs and activities occurring on University premises or property and/or in University-related activities occurring off-campus (but does not apply to University programs or conduct occurring outside the United States).

This Policy also applies to the activities of University-recognized student organizations, including, but not limited to, fraternities, sororities, social clubs, and organizations including any building owned or controlled by a recognized student organization. It also applies to persons conducting business with or visiting the University, even though such persons are not directly affiliated with the University.

This Policy applies to acts of Prohibited Conduct committed by or against students, employees, and third parties of which the University has Actual Knowledge and when:

The conduct occurs on campus or property owned or controlled by the University;

The conduct occurs in the context of the University's employment or education programs or activities, including, but not limited to, research, on-line, academic or professional conferences, or internship programs; or

The conduct occurs outside the context of the University's employment or education programs or activities, but the Complainant has to interact with the Respondent while on campus or property owned or controlled by the University or in any employment or education program or activity or where the effects of the underlying Prohibited Conduct creates a hostile environment in the Complainant's workplace or educational environment.

Even if this Policy does not apply to the Prohibited Conduct because of its location, the University will provide Supportive Measures and when possible take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

If deemed appropriate, any conduct that does not rise to the level of Prohibited Conduct under the Title IX Policy, and/or falls outside the jurisdiction of this policy, may be investigated and addressed pursuant to other applicable, non-Title IX policies, including but not limited to UAB's Equal Opportunity and Discriminatory Harassment Policy, Student Conduct Code, UAB Duty to Report and Non-Retaliation Policy, and Enterprise Code of Conduct. Alleged violations of non-Title IX policies that arise out of the same facts and circumstances as allegations of Sex Discrimination, Sexual Harassment, and/or Sexual Violence under the Title IX Policy may be investigated by the Title IX Office, in collaboration with the appropriate department (i.e. Student Conduct, Human Resources) and resolved under the appropriate procedures as described in Section VII (A) below. Under these circumstances, the relevant definitions of conduct outlined in any other applicable, non-Title IX policy will apply to the non-Title IX allegations. If the Title IX allegations are dismissed for any reason, the non-Title IX allegations may be investigated and adjudicated under any other applicable, non-Title IX UAB policies or procedures.

V. Prohibited Conduct

Under this Policy, Prohibited Conduct is defined as conduct that is deemed, by a preponderance of the evidence standard (a.k.a. more likely than not), to meet the definitions of Sex Discrimination, Sexual Harassment, or Sexual Violence as described below and in Appendix 1 to this Policy (whether defined by University Policy, or by state or federal laws). Additionally, to the extent that federal or state laws addressing gender-based conduct that could be deemed Prohibited Conduct are created or amended, engaging in such conduct (as proven by a preponderance of the evidence) shall be considered a violation of this Policy even if the definitions below have not been updated to reflect the most recent additions to or changes in the law.

A. Sex Discrimination

Sex discrimination prohibited by this Policy is defined as the exclusion from participation in, denial of benefits from, or subjection to unfavorable treatment in any University educational or employment-related program or activity on the basis of gender, sexual orientation, gender identity, or gender expression.

B. Sexual Harassment

Sexual harassment prohibited by this Policy is defined as conduct based on gender, sexual orientation,

A University employee makes submission to or rejection of unwelcome sexual conduct, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any University programs and/or activities or is used as the basis for University decisions affecting the individual (often referred to as "quid pro quo" harassment); or

Unwelcome conduct based on sex, gender, sexual orientation, gender identity or gender expression that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's educational programs or activities or creates a hostile working environment¹; or

Sexual assault, dating violence, domestic violence, or stalking as those terms are defined below.

C. Sexual Violence

Sexual Violence (which also constitutes sexual harassment under this Policy) is defined to include sexual assault, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, intimate partner violence (composed of dating violence and domestic violence), and stalking.

1. Non-consensual sexual intercourse: Any sexual intercourse whether anal, oral, or vaginal (or an attempt to commit the same), no matter how slight, with any object, by a person upon another person, and, without that person's consent or by physical force. Intercourse is vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

2. Non-consensual sexual contact: Any intentional sexual touching (or an attempt to commit the same), however slight, with any object, by person upon another person, and, without consent or by physical force. Sexual touching is any intentional contact with the breasts, buttocks, groin, or genitals; or touching another with any of these body parts; or making another touch you or themselves with or on any of these body parts; or any intentional bodily contact in a sexual manner not involving these body parts.

3. Sexual exploitation: Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- Exposing one's genitals in non-consensual circumstances;
- Exceeding the boundaries of explicit consent, such as allowing others to hide in a closet to surveil one's consensual sexual activity;
- Engaging in voyeurism ("Peeping Tom") or facilitating voyeurism by others; Non-consensual video or audio recording of sexual activity;
- Prostituting another student or employee; and/or
- Knowingly transmitting a sexually transmitted disease/infection to another individual.

4. Intimate partner violence – Dating violence: Violence committed by a person who is or has been in a social or "dating" relationship of a romantic, intimate, and/or sexual nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

5. Intimate partner violence – Domestic violence: Violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Alabama, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Alabama.

6. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

D. Related Terms

The term “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. Examples of such acts include, but are not limited to: following another person; lying in wait; engaging in excess communications, including any attempt to intentionally and repeatedly make contact with a person over their stated objections for the purpose of harassing or alarming them; or threatening a person or a person’s family, friends, or property.

Stalking includes “cyber-stalking,” a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, phones, emails, texts, or other similar devices or forms of contact.

The term “reasonable person” means a person under similar circumstances and with similar identities to the Complainant.

The term “substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

The term “consent” when describing different types of Prohibited Conduct (such as sexual assault) means a clear willingness to participate in the sexual act (e.g., clear communication through words or actions). While consent may be expressed by words or by actions, it is highly recommended that consent be expressed and obtained verbally. Non-verbal consent expressed through actions may lead to confusion and potential for misunderstandings, which may lead to a violation of this Policy. It is the responsibility of the initiator of any sexual activity to obtain consent.

Consent to any sexual activity must be freely given. Consent to a sexual act is not freely given if an individual is not capable of consenting, or if consent is obtained by force, threats, deception, or coercion. A lack of verbal or physical resistance does not grant consent. Previous consent does not grant consent to future sexual acts. Consent can be withdrawn at any time during a sexual act. Inability to give consent includes situations where an individual is:

- Incapacitated due to alcohol, drugs, or other substances including, but not limited to, prescription medication.²
- Unconscious, asleep, or in a state of shock.
- Under the age of consent as defined by the jurisdiction in which the act occurred, which, in Alabama, is less than 16 years of age.
- Mentally or physically impaired and not reasonably able to give consent.

The terms “coercion” means the use of expressed or implied threats or intimidation that would place a reasonable person in fear of immediate harm for the purpose of obtaining sexual favors. Threatening or intimidating behavior may include emotional abuse, threats to reputation, public humiliation, threats to others and possessions (including pets), or financial harm, among others.

E. Retaliation

Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity under Title IX, such as alleging Prohibited Conduct, filing a Formal Complaint, assisting or participating in an investigation, proceeding or hearing of such a Formal Complaint, refusing to participate in any manner in an investigation, proceeding or hearing under this policy or advocating for others' Title IX rights. Examples of retaliatory actions include suspension, demotion, or termination in the employment context; lowering a grade or dismissing a student from a program; or maliciously and purposefully interfering with, threatening, or damaging the academic or professional career of another individual before, during, or after the investigation and resolution of a Report or Formal Complaint of Prohibited Conduct. This Policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student, employee, or third party from filing a complaint or participating in a Prohibited Conduct related investigation or hearing.

Intimidation, threats, coercion, or discrimination, including bringing charges against an individual for violating other UAB policies that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a Report or Formal Complaint of sexual harassment, for the purposes of interfering with any right or privilege secured by Title IX constitutes retaliation.

For additional information see: UAB's Equal Opportunity and Discriminatory Harassment Policy, UAB's Duty to Report and Non-Retaliation Policy, UAB's Guide for Victims of Sexual Assault, and UAB's Sexual Harassment Guide.

VI. Reporting Incidents of Prohibited Conduct

This section provides instructions on how, when, and to whom to make a Report or File a Formal Complaint of Prohibited Conduct, as well as matters related to such reports.

A. Timeliness of Report or Formal Complaint of Prohibited Conduct

All individuals, including a Complainant or witness, are encouraged to report Prohibited Conduct regardless of when or where it occurred, as soon as possible to maximize the University's ability to respond promptly and effectively. The University may also initiate a Formal Complaint of Prohibited Conduct under certain circumstances. The University does not, however, limit the time frame for making a Report or filing a Formal Complaint. If the Respondent is no longer a student or employee at the time of the Report or Formal Complaint, or the alleged Prohibited Conduct occurred outside the United States, or if the alleged Prohibited Conduct did not occur on campus, in the context of a University education program or activity, or have continuing adverse effects on campus or in an off-campus education program or activity, the University may not be able to fully investigate nor take disciplinary action against the Respondent. In each instance, the University will still provide Supportive Measures to a Complainant designed to end the Prohibited Conduct, prevent its recurrence, and address its effects.

B. How to Make a Report or File a Formal Complaint

Any person (whether the person reporting is the person alleged to be the victim of Prohibited Conduct) may make a Report, including anonymously, of Prohibited Conduct to the persons below in person (during business hours) or by mail, by telephone, or by email using the contact information below at any time, including during non-business hours:

Title IX Coordinator:

Kasey M. Robinson Title IX Coordinator
Hill Student Center, Suite 405 1400 University Blvd.
(205) 996-1340
Kaseyr@uab.edu

Student Experience:

Dr. Mary Wallace (Deputy Title IX Coordinator) Assistant VP for Student Experience
Hill Student Center, Suite 401 1400 University Blvd.
(205) 934-4175
marywall@uab.edu

Human Resources:

Chris Driskill (Deputy Title IX Coordinator) Investigator, HR Employee Relations Administration Building, Room 215
701 20th Street South (205) 934-4458
cdriskill@uab.edu

Athletics:

Katreshia L. Verrett (Deputy Title IX Coordinator) Senior Athletics Director/SWA UAB Athletics
Bartow Arena, East Tower 310-B 617 13th Street South (205) 975-6283
kverrett@uab.edu

Office of Diversity, Equity and Inclusion:

Vacant
Administration Building, Suite 336
701 20th Street South (205) 934-0541
(205) 934-0541

For the Huntsville and Montgomery Campuses, in addition to the above, reports can also be made to:

UAB School of Medicine - Huntsville Regional Medical Campus:

W. Scott Bence (or his designee)
Executive Administrator and Assistant Dean
301 Governors Drive
Huntsville, AL 35801
(256) 539-7757
bencew@uab.edu

UAB School of Medicine - Montgomery Regional Medical Campus:

Britney Sellars (or her designee) Program Director II
2119 E. South Blvd., Suite 304
Montgomery, AL 36116
(334) 551-2004
britneyc@uab.edu

Reports can also be made to any Responsible Reporting Official listed in Section (III) above, who shall forward them to the Title IX Coordinator. If the person to whom a Report normally would be made is the Respondent, the Report may be made to another Responsible Reporting Official.

Anonymous Reports may be submitted online at: <https://www.uab.edu/titleix/> or UAB Ethics Hotline at 1-866-362-9476. In cases where the Report was made anonymously or by a third party (such as a family member, friend, roommate, advisor, or faculty member), the Title IX Policy will apply in the same manner as if the Complainant had made the initial report. The University's ability to respond to an anonymous Report may be limited and may only include the ability to provide Supportive Measures. The Title IX Coordinator or designee will make every effort to meet with the Complainant to discuss available options and on-campus and off-campus resources.

All Formal Complaints must be filed with the Title IX Coordinator. A Complainant can submit a Formal Complaint by mail or by email using the contact information above at any time, including during non-business hours. A Formal Complaint cannot be anonymous except for Formal Complaints filed by the Title IX Coordinator.

C. Emergency/Immediate Assistance

The University encourages all community members affected by Prohibited Conduct to seek immediate assistance. Doing so promptly may be important to ensure physical safety or obtain medical care or other support. It may also be necessary to preserve evidence, which can assist the University or law enforcement in responding effectively. Assistance is available from the UAB Police and Public Safety Department ("UABPD") 24 hours a day, seven days a week at (205) 934-3535. The UABPD will investigate every incident reported to them to determine if a crime has been committed. The UABPD will also inform the Title IX Coordinator of the incident. Any criminal investigation by UABPD or other law enforcement agency is independent from any investigation undertaken by the Title IX Coordinator under the Title IX Policy. Victims of Prohibited Conduct are not required to report to law enforcement to receive assistance from or pursue any options provided by UAB under this or other applicable policies.

D. Amnesty for Students

The University community views the safety of our students as a top priority. A student who is under the influence of alcohol or drugs at the time of an incident should not be reluctant to seek assistance for that reason. The University will not pursue disciplinary violations against a student or against a witness for being under the influence of alcohol or drugs (e.g., underage drinking) if the student is making a good faith Report of Prohibited Conduct or participating in an investigation of Prohibited Conduct. The Title IX Coordinator (or designee) may, however, refer a student to substance use assessment and counseling depending on the circumstances of the individual situation. Thus, for purposes of this Policy, students who report potential Prohibited Conduct or participate in an investigation of Prohibited Conduct and reveal a potential violation of UAB policy relating to drug or alcohol use may not be sanctioned for such drug or alcohol violations.

E. False Allegations or False Statements

A Report or Formal Complaint of alleged Prohibited Conduct may not be substantiated, but a lack of corroborating evidence should not discourage a person from reporting an alleged incident and seeking relief under this Policy. All Reports and Formal Complaints should be made in good faith, meaning the individual making the Report or Formal Complaint has a reasonable belief that the allegations are true and relate to a potential violation of University policy.

A Report or Formal Complaint made in bad faith is one that is intentionally dishonest, frivolous, or malicious. When a Report or Formal Complaint is made in bad faith, it may deter other individuals from filing good faith Reports, unnecessarily expend University and law enforcement resources, distract University and law enforcement officials from investigating good faith Reports, and cause harm to the alleged Respondent and the community. It is a violation of this Policy to report intentionally dishonest, frivolous, or malicious allegations of Prohibited Conduct or make a materially false statement in bad faith in the course of an investigation or adjudication of a Formal Complaint. If a Report or Formal Complaint is brought in bad faith as demonstrated by a preponderance of the evidence, disciplinary action may be taken against the person making the Report or Formal Complaint. In addition to violating this Policy, a person filing a bad faith Report or Formal Complaint may be in violation of other University policies or federal or state law.

F. Preservation of Information and Tangible Material

Preservation of information and tangible materials related to Prohibited Conduct is important for both law enforcement investigators, and campus investigations. Therefore, Complainants, Respondents, witnesses, or others reporting possible violations of this Policy are encouraged to preserve all information and tangible material relating to the incident. Examples include electronic information (e.g., emails, text messages, etc.), photographs, clothing, bedding, and medical information. In the case of medical information, prompt examination can be critical.

G. Public Awareness Events and IRB Research

Responsible Reporting Officials are not required to report information disclosed (1) at public awareness events (e.g., Take Back the Night, protests, survivor speak outs) or (2) during participation in an Institutional Review Board-approved human subject research protocol ("IRB Research"). The University may provide information about Title IX rights and about available University and community resources and support at Public Awareness Events. Institutional Review Boards may, in appropriate cases, require researchers to provide such information to all subjects of IRB Research.

H. Reporting of Crimes and Disciplinary Statistics

The University has certain reporting obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (Clery Act), with regard to incidences of sexual misconduct and violence, including issuing timely warnings as necessary. A copy of the University's annual Clery report can be found at <https://www.uab.edu/police/crime-statistics/annual-security-and-fire-safety-report>.

Reports of Prohibited Conduct made to the Title IX Coordinator may also prompt a limited disclosure to UABPD. Such disclosures will not contain the identity of the reporting party except in situations where the reporting party has consented to release their name and/or where there is an imminent threat to health or safety.

I. Mandatory Reporting of Child Abuse

Alabama law and University policy imposes a mandatory duty on all University employees to report all incidences of known or suspected child abuse. Such reports must be made to the UABPD. University Policy implementing the law also encourages students, volunteers, and representatives (as well as third-party vendors and their employees, representatives, or volunteers that contract for use of University facilities with responsibilities that involve interaction with children) to report (verbally and in writing) known or suspected child abuse to UABPD. Sexual abuse is one element of the more comprehensive term "abuse" under Alabama law as defined below in the Appendix. For child protection purposes, a child is any person under 18 years of age. A freshman student, a "dual enrolled" high school student, or a summer camp participant, among others, may fall into the category of a "child." A more complete statement of the University Child Protection Policy may be found in the **Policy on the Protection of Children on UAB Premises and in UAB-Sponsored Activities.**

J. Responsible Reporting Officials

All Responsible Reporting Officials as defined in Section III are required to notify the Title IX Coordinator if, in the course of their employment, they receive a Report of Prohibited Conduct. The Responsible Reporting Official must report all relevant available details about the alleged policy violation, including the name of the Complainant, the Respondent any witnesses, and any other relevant facts, including the date, time, and specific location of the incident forming the basis of the alleged violation.

VII. Procedures for Responding to Prohibited Conduct

This section provides an overview of the procedures the University uses to respond to Reports and Formal Complaints of Prohibited Conduct. While, the Title IX Coordinator has general responsibility for oversight of the investigation and resolution of all Reports and Formal Complaints, Deputy Title IX Coordinators and other departments (Student Affairs, Provost's Office, Human Resources, etc.) may be involved and consulted as necessary.

A. Which Procedures Apply?

The specific set of procedures used to respond to Reports and Formal Complaints of Prohibited Conduct is determined by the status of the Respondent's relationship with the University, as well as the nature of the alleged Prohibited Conduct:

- Formal Complaints of Sexual Harassment will be addressed pursuant to the Procedures for Resolution of Formal Complaints of Sexual Harassment.
- Procedures for Title IX Sexual Harassment and Sexual Violence Complaints
Sex Discrimination complaints (non-harassment) against student respondents will be addressed pursuant to the Procedures for the Resolution of Sexual Discrimination Complaints (non-harassment) against Students ("Student Procedures"). Procedures for Title IX Sex Discrimination Complaints (non-harassment) Against Students
- Sex Discrimination complaints (non-harassment) against faculty and staff respondents, as well as non-affiliates, will be addressed pursuant to the Procedures for the Resolution of Sex Discrimination Complaints (non-harassment) against Faculty, Staff, Affiliates, and Non-Affiliates ("Faculty and Staff Procedures"). Procedures for Title IX Sexual Discrimination Complaints(non-harassment) Against Faculty, Staff, Affiliates and Non Affiliates
- Formal Complaints that include allegations of both sexual harassment and sex discrimination (non-harassment) will be addressed pursuant to the Procedures for Resolution of Formal Complaints of Sexual Harassment. Procedures for Title IX Sexual Harassment and Sexual Violence Complaints

These procedures provide for a prompt and equitable response to Reports and Formal Complaints of Prohibited Conduct, including allegations of Retaliation. Resources are available for both students and employees, whether as Complainants or Respondents, to provide guidance throughout the investigation, any adjudication hearing, and ultimate resolution of Reports and/or a Formal Complaint of Prohibited Conduct.

In instances where the Respondent is both a student and an employee, the Title IX Coordinator will determine which of the procedures will apply based on facts and circumstances of a particular incident, such as which role predominates and the role most applicable in the incident and the context in which the alleged conduct occurred.

The University's ability to take appropriate action against a Third-Party will be determined by the nature of the relationship of the Third-Party to the University. The Title IX Coordinator will determine the appropriate manner of resolution consistent with the University's commitment to a prompt and equitable process consistent with federal law, federal guidance, and this Policy.³

B. Advisors

Complainants and Respondents are entitled to be accompanied and assisted by an advisor of their choice in all interactions involving the Title IX Office, including the investigation interviews, and, if applicable, a subsequent Title IX hearing. Advisors may not actively participate in the process or speak on behalf of the Complainant or Respondent except as set forth in the applicable resolution procedures. Complainants and Respondents may choose but are not required to have an attorney serve as their advisor.

C. Conflict of Interest

The Title IX Coordinator, Deputy Title IX Coordinators, Title IX Investigators, and Hearing Officers must not have a conflict of interest or bias for or against Complainants or Respondents generally or against an individual Complainant or Respondent. Whether bias exists requires examination of the particular facts of a situation. A determination of bias must be based on an objective evaluation of the available facts (i.e., whether a reasonable person would believe bias exists).

Any person exercising investigative or decision-making authority under this Policy who believes they may have a conflict of interest or bias that would prevent them from impartially exercising their authority, shall disclose the potential conflict/bias to the Title IX Coordinator (or designee) as soon as practicable after it is discovered. Arrangements will then be made to designate a conflict/bias-free alternative decision-maker in the case at issue. Furthermore, if the Complainant or the Respondent believes a person exercising investigative or decision-making authority under this Policy has a conflict of interest or bias relating to the Complainant or Respondent that would prevent the person from exercising their authority impartially, the Complainant or Respondent may make a prompt objection to the Title IX Coordinator (or designee) within five (5) business days of becoming aware of the potential conflict or bias.

If the Complainant or the Respondent believes the Title IX Coordinator has a conflict of interest or bias, such objection should be made to a Deputy Title IX Coordinator (or designee). Regardless of the time period, such objection must occur before the Title IX Coordinator (or designee) makes a final determination as to responsibility under the Policy.

If the objection as to a conflict or bias is made with respect to a Hearing Officer, or the chairperson or a member of a hearing panel, such objection must occur before the scheduled hearing. If the Title IX Coordinator (or designee) determines that the objection is reasonable, the challenged person will be replaced. The decision of the Title IX Coordinator, Deputy Title IX Coordinator, or designee regarding a challenge will be final.

Knowledge of or acquaintance with the Complainant, Respondent, or witnesses in a matter; awareness of a matter; participation as a consequence of one's official role in events surrounding a matter; and/or participation in the investigation process prior to the formal disciplinary process does not automatically result in the finding of a disqualifying conflict; however, such factors may be considered in determining whether a conflict exists.

When a Title IX Coordinator signs a Formal Complaint, that action does not place the Title IX Coordinator in a position adverse to the Respondent. In that instance, the Title IX Coordinator is initiating an investigation based on allegations of which the Title IX Coordinator has been made aware. Likewise, deciding that allegations warrant an investigation does not necessarily show bias or prejudice of the facts for or against the Complainant or Respondent.

The mere fact that a certain number of findings under this Policy result in determinations of responsibility, or non-responsibility, does not necessarily indicate or imply bias on the part of Title IX personnel.

D. Filing a Criminal Complaint and Coordination with Law Enforcement

The University encourages Complainants to pursue criminal action for incidents of Prohibited Conduct that may also be crimes under applicable federal or state laws. The University will assist a Complainant in making a criminal report and will cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process to the extent permitted by law.

The filing and processing of a Formal Complaint of Prohibited Conduct is separate from and independent of any criminal investigation or proceeding. The University will not wait for the conclusion of any criminal investigation or proceedings to begin its own investigation although the University may delay temporarily the fact-finding component of the investigation while the police are gathering evidence. Neither law enforcement's determination as to whether or not to prosecute a Respondent nor the outcome of any criminal prosecution is determinative of whether Prohibited Conduct occurred under the University's Policy.

E. Request That Prohibited Conduct Not Be Investigated

If a Complainant makes a Report of Prohibited Conduct, but requests anonymity and/or that no investigative or disciplinary measures be taken, the Title IX Coordinator will advise the Complainant that the University will consider but cannot guarantee to honor such request if the Title IX Coordinator determines it would be clearly unreasonable in light of known circumstances not to investigate the allegations. The University will conduct an intentional and thoughtful assessment and will weigh such request(s) against the University's obligation to provide a safe, non-discriminatory environment. In determining whether it can honor a request for anonymity, the Title IX Coordinator will evaluate several factors, including but not limited to the following:

- The nature and scope of the alleged Prohibited Conduct, including whether it involved the use of a weapon;
- The actual or perceived difference in authority between parties (for example, a Complainant's status as a student or employee);
- The risk posed to any individual or to the campus community by not proceeding with an investigation, including the risk of additional Prohibited Conduct;
- Whether there have been other Reports of Prohibited Conduct against the Respondent;
- Whether the Report reveals a pattern of Prohibited Conduct (e.g., via illicit use of alcohol or drugs) at a given location or by a particular group;
- The Complainant's desire to pursue investigation of the Report; The Complainant's willingness to participate in a hearing;
- Whether the University possesses other means to obtain relevant evidence;
- Considerations of fundamental fairness and due process with respect to the Respondent should the course of action include disciplinary action against the Respondent; and

- The University's obligation to investigate and to provide a safe and non-discriminatory environment.

The presence of one or more of these factors may lead the University to investigate and, if appropriate, pursue corrective action, including issuance of a Formal Complaint. The ultimate decision as to whether the request for anonymity will be honored will be made by the Title IX Coordinator. If the University determines that it cannot maintain the anonymity of the Complainant, the University will inform the Complainant prior to taking any action that would result in a disclosure of the Complainant's identity. Any such disclosures will be made on a need-to-know basis, and the Complainant will be informed as to which offices and individuals will receive the information.

If the University honors a request for anonymity, or the Complainant chooses not to respond to communications from the Title IX office, the University's ability to meaningfully investigate a Report of Prohibited Conduct or take corrective action may be limited.

VIII. Supportive Measures

The term "Supportive Measures" refers to non-disciplinary, non-punitive individualized services offered by the University as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter Prohibited Conduct. Supportive measures cannot punish or discipline the Respondent.

Supportive Measures are available to involved parties including Complainant(s), Respondent(s), and witnesses while the University is addressing, investigating, adjudicating, and responding to an allegation of Prohibited Conduct. Requests for Supportive Measures should be made to the Title IX Coordinator or a Deputy Title IX Coordinator, who serves as the point of contact for Supportive Measures and will work with the appropriate office(s) to ensure that any necessary Supportive Measures are provided.

When a Complainant makes a Report of Prohibited Conduct, the Title IX Coordinator and/or a Deputy Title IX Coordinator will contact the Complainant, if the Complainant's identity is known, to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

The Title IX Coordinator and/or a Deputy Title IX Coordinator will discuss with the Complainant which Supportive Measures may restore or preserve equal access to UAB's educational program or activity or employment without unreasonably burdening the Respondent, including measures designed to protect the safety of all parties or UAB's educational and employment environment or deter Prohibited Conduct.

If a Complainant desires Supportive Measures, UAB will make reasonable efforts to protect the Complainant's identity (including from the Respondent) unless disclosing the Complainant's identity is necessary to provide Supportive Measures for the Complainant.

The range of potential Supportive Measures includes:

- Imposition of a "No-Contact Order"; Extensions of deadlines;
- Rescheduling of exams and assignments; Providing alternative course completion options;
- Modification or change in class schedule, including the ability to drop a course without penalty or to transfer; Change in work schedule or job assignment;
- Change in student's campus housing; Leaves of absence;

- Assistance from University support staff in completing housing relocation;
- Limiting access to certain University facilities or activities pending resolution of the matter voluntary leave of absence; Providing academic support services, such as tutoring;
- Institutional resources pertaining to visa/immigrant status; Escort services;
- Increased security and monitoring of certain areas of the campus or similar measures;
- University-imposed leave, emergency removal, or separation for the Respondent; and
- Any other measure that can be tailored to the involved individuals to achieve the goals of this Policy. Additional resources the University may offer include:
 - Referral to counseling services both on and off campus;
 - Resources on and off campus for trained advocates who can provide crisis response;
 - Assistance in identifying advocacy support to obtain orders of protection within the criminal justice system;
 - Emergency numbers for on and off campus law enforcement, and, if desired, assistance with notifying law enforcement; Seeking care for injuries, STI testing, etc.;
 - Importance of and explanation of how to preserve evidence in case the alleged Prohibited Conduct is also a potential criminal act; Information about where to get a rape kit/SANE exam; and
 - Encouragement of prompt reporting of all crimes to the appropriate law enforcement agency, paired with a commitment from UAB that appropriate support will be offered in every case.

Upon the receipt of a Report of Prohibited Conduct, the University may provide reasonable Supportive Measures as appropriate to provide a safe educational and work environment and to prevent additional acts of Prohibited Conduct, even when there is no specific request for such Supportive Measures. The University may impose any measure that can be tailored to the individuals involved to achieve the goals of this Policy.

An individual's failure to comply with restrictions imposed by Supportive Measures is a violation of this Policy and basis for disciplinary action.

The Title IX Coordinator will document the basis for the decision that the University's response to a Report of Prohibited Conduct was not unreasonable in light of known circumstances and document that the University has taken measures to restore or preserve equal access to UAB's educational program or activity or employment. If Supportive Measures are not provided, the Title IX Coordinator will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

IX. Confidentiality and Privacy

The University is committed to protecting the privacy of all individuals involved in the investigation and resolution of a Report or Formal Complaint of Prohibited Conduct under this Policy. The University is also committed to providing assistance to help students, employees, third parties, and visitors make informed choices. With respect to any Report or Formal Complaint of Prohibited Conduct under this Policy, the University will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the

complaint and take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects.

A. Privacy

To protect individual privacy, the University will only share information related to a Report or Formal Complaint of Prohibited Conduct with a limited circle of University employees who “need to know” to assist in the assessment, investigation, and resolution of the Report or Formal Complaint, as well as the implementation of Supportive Measures.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”), as outlined in the University’s FERPA Policy. The privacy of an individual’s medical and related records generally is protected by the Health Insurance Portability and Accountability Act (“HIPAA”), excepting health records protected by

FERPA.

B. Confidentiality

Confidentiality exists in the context of laws that protect certain relationships, including those with medical and clinical care providers (and those who provide administrative services related to the provision of medical and clinical care), mental health providers, counselors, and ordained clergy, all of whom may engage in confidential communications under Alabama law. The University has designated individuals who have the ability to have privileged communications as “Confidential Employees.” When information is shared by an individual with a Confidential Employee or a community professional with the same legal protections, the Confidential Employee (and/or such community professional) cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information.

For example, information may be disclosed when: (1) the individual gives written consent for its disclosure; (2) there is a concern that the individual will likely cause serious physical harm to self or others; or (3) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

X. Imposition of Sanctions

A student, employee, or faculty determined to have engaged in Prohibited Conduct shall be in violation of this Policy. The specific procedures for imposing discipline depend upon the nature of the Respondent’s relationship to the University. A student, staff, or faculty member determined by the University to have committed an act of Prohibited Conduct is subject to disciplinary action, up to and including separation from the University. Third Parties or Guests who violate this Policy may have their relationship with the University terminated and/or their privileges and access to the University’s premises revoked.

Complainants and Respondents shall be treated equitably, which for a Respondent means following a grievance process before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures.

XI. Remedies

After a final determination of a finding of responsibility in addition to the imposition the Title IX Coordinator will determine what remedies may need to be implemented to restore or preserve equal access to the University’s education program or activity or employment. The Title IX Coordinator will also identify any appropriate remedies/measures to address any effects of substantiated Prohibited Conduct on the University community.

The remedies provided may be additional or the continuation of the Supportive Measures. The Title IX Coordinator may impose or extend a No- Contact Directive and impose or extend academic modifications, University housing and/or University employment modifications, as may be appropriate; impose or extend increased monitoring, supervision, and/or security at locations or in connection with activities where the Prohibited Conduct occurred or is likely to reoccur; arrange for conducting targeted or broad-based educational programming or training for relevant persons or groups; impose one or more restorative remedies to encourage a Respondent to develop insight about the Prohibited Conduct, learn about the impact of that Prohibited Conduct on the Complainant and the University community, and identify how to prevent that Prohibited Conduct in the future (including community service and mandatory participation in training, education and/or prevention programs related to the Prohibited Conduct); and/or impose any other remedial or protective measures that are tailored to achieve the goals of the Title IX Policy.

Remedies that do not impact the Respondent will not be disclosed to the Respondent unless implementation of the remedy requires notification to the Respondent (e.g., disciplinary action).

XII. Student and Employee Training and Prevention Education Programs

The University engages in comprehensive educational programming to prevent Prohibited Conduct, consisting of primary prevention and awareness programs for all incoming students and new employees, and ongoing awareness and prevention campaigns for students, faculty, and staff that include, but are not limited to the following topics:

- Identifying domestic violence, dating violence, sexual assault and stalking as Prohibited Conduct;
- Defining what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defining what behavior and actions constitute consent to sexual activity in the State of Alabama;
- Providing safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- Providing information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks; and
- Providing an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The University also provides training to students and employees to ensure they understand this Policy and the topics and issues related to maintaining an education and employment environment free from sex discrimination, sexual harassment, and sexual violence.

XIII. Free Speech and Academic Freedom

The University is committed to free and open inquiry and expression for all members of its community. The University is dedicated to the promotion of lively and fearless freedom of debate and deliberation, but also to the protection of that freedom when others attempt to restrict it.

In cases of Prohibited Conduct, the protections of the First Amendment and applicable state law must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom (e.g., classroom lectures and discussions) and in all other education programs and activities (e.g., speakers on campus; campus debates, school plays and other cultural events; and student newspapers, journals, and other publications). In addition, free speech rights apply to the speech of students, faculty and staff. Title IX is intended to protect students and employees from sex discrimination, not to regulate the content of speech. To establish a violation of Title IX, the harassment must be sufficiently severe, pervasive, and objectively offensive that it effectively denies

This Policy shall be implemented in a manner that recognizes the importance of rights to freedom of speech and expression.

XIV. Resources

Below is a link to a listing of available resources:

Resources for Victims of Sexual Assault, Dating/Domestic Violence, and Stalking.

Appendix 1

For purposes of the Title IX Sex Discrimination, Sexual Harassment, and Sexual Violence Policy, conduct that is deemed, by a preponderance of the evidence (which means more likely than not the alleged conduct occurred) to be gender-based and meet the definitions of any of the types of Prohibited Conduct identified in Section (V) above and in the legal definitions set forth below (whether defined federal or by state laws, as amended from time to time), constitutes a violation of this Policy. A person whose gender-based conduct violates the federal or state criminal statutes as established by a preponderance of the evidence need not be criminally charged or convicted for their conduct to be deemed a violation of this Policy. Additionally, to the extent that federal or state criminal laws addressing gender-based conduct that could be deemed Prohibited Conduct are created or amended, engaging in such conduct (as proven by a preponderance of the evidence) shall be considered a violation of this Policy even if the definitions below have not been updated to reflect the most recent additions to or changes in the law.

INTIMATE PARTNER VIOLENCE: DATING OR DOMESTIC VIOLENCE

Federal Law:

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

i. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

ii. For the purposes of this definition—

1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

2. Dating violence does not include acts covered under the definition of domestic violence. 34 C.F.R. § 668.46(a)

Alabama Law: N/A

INTIMATE PARTNER VIOLENCE: DOMESTIC VIOLENCE

Federal Law:

A felony or misdemeanor crime of violence committed—

1. By a current or former spouse or intimate partner of the victim;

2. By a person with whom the victim shares a child in common;

3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which

the crime of violence occurred. 34 C.F.R. § 668.46(a)

Alabama Law:

First Degree Domestic Violence – Ala. Code § 13A-6-130(a)

A person commits the crime of domestic violence in the first degree if the person commits the crime of assault in the first degree pursuant to Section 13A-6-20 or aggravated stalking pursuant to Section 13A-6-91, or burglary in the first degree pursuant to Section 13A-7-5 and the victim is a current or former spouse, parent, step-parent, child, step-child any person with whom the defendant has a child in common, a present household member, or a person who has or had a dating relationship with the defendant.

Second Degree Domestic Violence – Ala. Code § 13A-6-131(a)

A person commits the crime of domestic violence in the second degree if the person commits the crime of assault in the second degree pursuant to Section 13A-6-21; the crime of intimidating a witness pursuant to Section 13A-10-123; the crime of stalking pursuant to Section 13A-6-90; the crime of burglary in the second or third degree pursuant to Sections 13A-7-6 and 13A-7-7; or the crime of criminal mischief in the first degree pursuant to Section 13A-7-21 and the victim is a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant.

Third Degree Domestic Violence – Ala. Code § 13A-6-132(a)

A person commits domestic violence in the third degree if the person commits the crime of assault in the third degree pursuant to Section 13A-6-22; the crime of menacing pursuant to Section 13A-6-23; the crime of reckless endangerment pursuant to Section 13A-6-24; the crime of criminal coercion pursuant to Section 13A-6-25; the crime of harassment pursuant to subsection (a) of Section 13A-11-8; the crime of criminal surveillance pursuant to Section 13A-11-32; the crime of harassing communications pursuant to subsection (b) of Section 13A-11-8; the crime of criminal trespass in the third degree pursuant to Section 13A-7-4; the crime of criminal mischief in the second or third degree pursuant to Sections 13A-7-22 and 13A-7-23; or the crime of arson in the third degree pursuant to Section 13A-7-43; and the Complainant is a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating relationship.

STALKING

Federal Law:

Stalking is:

i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

1. Fear for the person's safety or the safety of others; or
2. Suffer substantial emotional distress.

ii. For the purposes of this definition—

1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
34 C.F.R. § 668.46(a)

Alabama Law:

First Degree Stalking – Ala. Code § 13A-6-90(a)

A person who intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm is guilty of the crime of stalking in the first degree.

Second Degree Stalking – Ala. Code § 13A-6-90.1(a)

A person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct is guilty of the crime of stalking in the second degree.

SEXUAL ASSAULT OFFENSES – SEXUAL ASSAULT, RAPE, STATUTORY RAPE, SEXUAL CONTACT, SODOMY & OTHER SEXUAL OFFENSES

Federal Law:

Sex offenses are any sexual act directed against another person, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent. Sexual Assault is an offense that meets the definition of rape, fondling, incest, or statutory rape. 34 C.F.R. § 668.46(a)

Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. 34 C.F.R. § 668.46, Appendix A

Statutory rape is sexual intercourse with a person who is under the statutory age of consent. 34 C.F.R. § 668.46 Appendix A

Alabama Law:

Alabama law includes definitions of the following in its sexual offenses category: rape, sodomy, sexual misconduct, sexual torture, sexual abuse, indecent exposure, enticing a child to enter vehicle, house, etc. for immoral purposes, sexual abuse of a child less than 12 years old. The following are definitions that apply to the Alabama sexual offense statutes (some of which are set forth below):

Sexual Intercourse. Such term has its ordinary meaning and occurs upon any penetration, however slight; emission is not required.

Sexual Contact. Any touching of the sexual or other intimate parts of a person done for the purpose of gratifying the sexual desire of either party. The term does not require skin to skin contact.

Mentally Defective. Such term means that a person suffers from a mental disease or defect which renders him incapable of appraising the nature of his conduct.

Incapacitated. The term includes any of the following:

1. A person who suffers from a mental or developmental disease or disability which

renders the person incapable of appraising the nature of his or her conduct.

2. A person is temporarily incapable of appraising or controlling his or her conduct due to the influence of a narcotic, anesthetic, or intoxicating substance and the condition was known or should have been reasonably known to the offender.

3. A person who is unable to give consent or who is unable to communicate an unwillingness to an act because the person is unconscious, asleep, or is otherwise physically limited or unable to communicate.

Forcible Compulsion. Use or threatened use, whether express or implied, of physical force, violence, confinement, restraint, physical injury, or death to the threatened person or to another person. Factors to be considered in determining an implied threat include, but are not limited to, the respective ages and sizes of the victim and the accused; the respective mental and physical conditions of the victim and the accused; the atmosphere and physical setting in which the incident was alleged to have taken place; the extent to which the accused may have been in a position of authority; domination, or custodial control over the victim; or whether the victim was under duress. Forcible compulsion does not require proof of resistance by the victim.

First Degree Rape – Ala. Code § 13A-6-61

a. A person commits the crime of rape in the first degree if he or she does any of the following:

1. Engages in sexual intercourse with another person by forcible compulsion.
2. Engages in sexual intercourse with another person who is incapable of consent by reason of being incapacitated.
3. Being 16 years or older, engages in sexual intercourse with another person who is less than 12 years old.

Second Degree Rape – Ala. Code § 13A-6-62

a. A person commits the crime of rape in the second degree of being 16 years old or older, he or she engages in sexual intercourse with another person who is 12 years old or older, but less than 16 years old; provided, however, the actor is at least two years older than the other person.

Statutory Rape -

In Alabama, it is illegal for an adult (someone 18 or older) to have sex with a minor (someone younger than 16), even if the sex is consensual. See AL definition of consent.

First Degree Sexual Abuse – Ala. Code § 13A-6-66

a. A person commits the crime of sexual abuse in the first degree if he or she does any of the following:

1. Subjects another person to sexual contact by forcible compulsion.
2. Subjects another person to sexual contact who is incapable of consent by reason of being incapacitated.

Second Degree Sexual Abuse – Ala. Code § 13A-6-67

a. A person commits the crime of sexual abuse in the second degree if he or she does any of the following:

1. Subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old.
2. Being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.

Sodomy. Any sexual act involving the genitals of one person and the mouth or anus of another person. Ala. Code §13A-6-61.

First Degree Sodomy – Ala. Code § 13A-6-63

a. A person commits the crime of sodomy in the first degree if he or she does any of the following:

1. Engages in sodomy with another person by forcible compulsion.
2. Engages in sodomy with a person who is incapable of consent by reason of being incapacitated.
3. Being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.

Second Degree Sodomy – Ala. Code § 13A-6-64. A person commits the crime of sodomy in the second degree if:

being 16 years old or older, he or she engages in sodomy with another person 12 years old or older, but less than 1 years old; provided however, the actor is at least two years older than the other person.

Sexual Torture – Ala. Code § 13A-6-65.1

a. A person commits the crime of sexual torture if he or she does any of the following:

1. Penetrates the vagina or anus or mouth of another person with an inanimate object by forcible compulsion with the intent to sexually torture, sexually abuse, or to gratify the sexual desire of either party.
2. Penetrates the vagina or anus or mouth of a person who is incapable of consent by reason of being incapacitated, with an inanimate object, with the intent to sexually torture sexually abuse, or to gratify the sexual desire of either party.
3. Penetrates the vagina or anus or mouth of a person who is less than 12 years old with an inanimate object, by a person who is 16 years old or older with the intent to sexually torture, sexually abuse, or to gratify the sexual desire of either party.
4. By inflicting physical injury, including, but not limited to, burning, crushing, wounding, mutilating, or assaulting the sex organs or intimate parts of another person, with the intent to sexually torture, sexually abuse, or to gratify the sexual desire of either party.

Indecent Exposure – Ala. Code § 13A-6-68

a. A person commits the crime of indecent exposure if, with intent to arouse or gratify sexual desire of himself or herself, or of any person other than his or her spouse, he or she exposes his or her genitals under circumstances in which he or she knows the conduct is likely to cause affront or alarm.

Enticing Child to Enter Vehicle, House, Etc. for Immoral Purposes – Ala. Code § 13A-6-69

a. It shall be unlawful for any person with lascivious intent to entice, allure, persuade, or invite, or attempt to entice, allure, persuade, or invite, any child under 16 years of age to enter any vehicle, room, house, office, or other place for the purpose of proposing to such child the performance of an act of sexual intercourse or an act which constitutes the offense of sodomy or for the purpose of proposing the fondling or feeling of the sexual or genital parts of such child or the breast of such child, or for the purpose of committing an aggravated assault on such child, or for the purpose of proposing that such child fondle or feel the sexual or genital parts of such person.

Sexual Abuse of a Child Less than 12 Years Old – Ala. Code § 13A-6-69.1

a. A person commits the crime of sexual abuse of a child less than 12 years old if he or she, being 16 years old or older, subjects another person who is less than 12 years old to

sexual contact.

School Employee Having Sexual Contact with a Student Under the Age of 19 Years
- Ala. Code § 13A-6-82

1. A person commits the crime of a school employee having sexual contact with a student under the age of 19 years if he or she is a school employee and engaging in sexual contact, as defined by Section 13A-6-60, with a student, regardless of whether the student is male or female. Consent is not a defense to a charge under this section. The crime of a school employee having sexual contact with a student is a Class C felony.
2. A person commits the crime of a school employee soliciting a sex act with a student under the age of 19 years if he or she is a school employee and solicits, persuades, encourages, harasses, or entices a student to engage in a sex act including, but not limited to, sexual intercourse, sodomy, or sexual contact, as defined by Section 13A-6-60. The crime of soliciting a student to perform a sex act is a Class A misdemeanor.

SEXUAL EXPLOITATION

Federal Law: N/A

Alabama Law:

Distributing a Private Image with Intent to Harass, Threaten, Coerce, or Intimidate the Person Depicted – Ala. Code § 13A-6-240. A person commits the crime of distributing a private image if he or she knowingly posts, emails, texts, transmits, or otherwise distributes a private image with the intent to harass, threaten, coerce, or intimidate the person depicted when the depicted person has not consented to the transmission and the depicted person had a reasonable expectation of privacy against transmission of the private image.

Sexual Extortion – Ala. Code §13A-6-241. A person commits the crime of sexual extortion if he or she knowingly causes or attempts to cause another person to engage in sexual intercourse, sodomy, sexual contact, or in a sexual act or to produce any photograph, digital image, video, film, or other recording of any person, whether recognizable or not, engaged in any act of sadomasochistic abuse, sexual intercourse, sodomy, sexual excitement, masturbation, breast nudity, genital nudity, or other sexual conduct by communicating any threat to injure the body, property, or reputation of any person.

Possession and Possession with Intent to Disseminate Obscene Matter Containing Visual Reproduction of Persons Under 17 Years of Age Involved in Obscene Acts – Ala. Code § 13A-12-192.

1. Any person who knowingly possesses with intent to disseminate any obscene matter that contains a visual depiction of a person under the age of 17 years engaged in any act of sadomasochistic abuse, sexual intercourse, sexual excitement, masturbation, breast nudity, genital nudity, or other sexual conduct shall be guilty of a Class B felony. Any transfer of the visual depiction from any electronic device to any other device, program, application, or any other place with storage capability which can be made available or is accessible by other users, is prima facie evidence of possession with intent to disseminate.
2. Any person who knowingly possesses any obscene matter that contains a visual depiction of a person under the age of 17 years engaged in any act of sadomasochistic abuse, sexual intercourse, sexual excitement, masturbation, breast

FONDLING

Federal Law: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or

permanent mental incapacity. 34 C.F.R. § 668.46 Appendix A

Alabama Law: See Alabama definition of Sexual Abuse.

INCEST

Federal Law:

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. 34 C.F.R. §

668.46 Appendix A

Alabama Law:

1. A person commits incest if he marries or engages in sexual intercourse with a person he knows to be, either legitimately or illegitimately: A person commits incest if he marries or engages in sexual intercourse with a person he knows to be, either legitimately or illegitimately:

- a. His ancestor or descendant by blood or adoption; or
- b. His brother or sister of the whole or half-blood or by adoption; or
- c. His stepchild or stepparent, while the marriage creating the relationship exists; or
- d. His aunt, uncle, nephew or niece of the whole or half-blood.

2. A person shall not be convicted of incest or of an attempt to commit incest upon the uncorroborated testimony of the person with whom the offense is alleged to have been committed. Ala. Code § 13A-13-3

SEXUAL HARASSMENT OR GENDER-BASED HARASSMENT

Federal Law:

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature, is also prohibited. When a student sexually harasses another student, the harassing conduct creates a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. Indeed, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe.

See April 4, 2011 Dear Colleague Letter, <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>; and Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties (January 2001), <https://www2.ed.gov/offices/OCR/archives/pdf/shguide.pdf>.

Alabama Law: N/A

14.2 Equal Opportunity and Discriminatory Harassment Policy

Effective Date: 09/11/2020

Review/Revised Date: 09/11/2020

Category: Ethics and Integrity

Policy Owner: Compliance and Risk Assurance

Policy Contact: University Compliance Coordinator

POLICY STATEMENT

The University of Alabama at Birmingham (UAB) hereby reaffirms its policy of equal opportunity in education and employment.

Abstract: UAB is committed to equal opportunity in education and employment and the maintenance and promotion of nondiscrimination and prevention of discriminatory harassment in all aspects of education, recruitment, and employment of individuals throughout the university.

EQUAL EMPLOYMENT OPPORTUNITY

The University of Alabama at Birmingham is expressly committed to maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals at all levels throughout UAB. UAB policies, in addition to state and federal law, prohibit, and will not tolerate, discrimination in any personnel actions, UAB programs, and UAB facilities on the basis of race, color, religion, sex, national origin, disability unrelated to job performance, veteran status, or genetic or family medical history. In addition, UAB prohibits, and will not tolerate, discrimination against individuals on the basis of their sexual orientation, gender identity or gender expression. UAB also complies with the Age Discrimination in Employment Act which prohibits employment discrimination against persons 40 years of age or older and the Age Discrimination Act which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance. UAB will not tolerate any conduct by an administrator, supervisor, faculty, or staff member which constitutes any form of prohibited discrimination. All personnel actions, programs, and facilities are administered in accordance with UAB's equal opportunity commitment and affirmative action plan.

UAB will state its position as an equal opportunity/affirmative action employer in all solicitations and advertisements for employment vacancies placed by, or on behalf of, UAB. UAB will broadly publish and circulate its policy of equal employment opportunity by including a statement in all media communication and printed matter for employment purposes. Further, UAB will consider, through appropriate established procedures, complaints of any individual who has reason to believe that he or she has been affected by prohibited discrimination. See also the "Complaints" section below.

EQUAL EDUCATION OPPORTUNITY

As an institution of higher education and in the spirit of its policies of equal employment opportunity, UAB hereby reaffirms its policy of equal educational opportunity. UAB prohibits, and will not tolerate, discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, or genetic or family medical history. Complaints by

any applicant or student who has reason to think he or she has been affected by discrimination will be considered through appropriate established procedures. See also the "Complaints" section below. This policy must be included in all student handbooks and catalogs. The following summary statement may be printed in other UAB publications:

The University of Alabama at Birmingham prohibits discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status or genetic or family medical history.

Discriminatory Harassment Policy

In keeping with its commitment to maintaining an environment that is free of unlawful discrimination and in keeping with its legal obligations, UAB prohibits unlawful harassment based on any of the identified protected classes (and discourages conduct that, while not unlawful, could reasonably be considered unwelcome). Discriminatory harassment of any kind is not appropriate at UAB, whether it is sexual harassment or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, genetic or family medical history, or any factor that is a prohibited consideration under applicable law. At the same time, UAB recognizes the centrality of academic freedom and its determination to protect the full and frank discussion of ideas consistent with the subject matter of the course. Thus, discriminatory harassment does not refer to the use of materials about or discussion of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, or genetic or family medical history for scholarly purposes appropriate to the academic context, such as class discussions, academic conferences, or meetings.

Free Speech and Academic Freedom

The University is committed to free and open inquiry and expression for members of its community. The University is dedicated to the promotion of lively and fearless freedom of debate and deliberation but also to the protection of that freedom when others attempt to restrict it.

In cases of alleged discrimination or harassment, the protections of the First Amendment and applicable state law must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom (e.g., classroom lectures and discussions) and in all other education programs and activities (e.g., speakers on campus; campus debates, school plays and other cultural events; and student newspapers, journals, and other publications). In addition, free speech rights apply to the speech of students, faculty and staff. UAB's EEO policy is intended to protect students and employees from discrimination and harassment, not to regulate the content of speech. In order to establish a violation under this policy, the harassment must be sufficiently severe, pervasive and objectively offensive that it effectively denies a person equal access to participate in or benefit from an education program or activity or creates a hostile work environment.

Moreover, in regulating the conduct of its students, its faculty and its staff to prevent or redress discrimination prohibited by this policy, great care must be taken not to inhibit open discussion, academic debate, and expression of personal opinion, particularly in the classroom. Nonetheless, speech or conduct of a harassing, sexual, or hostile nature that occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited harassment if it is sufficiently severe, pervasive and objectively offensive as defined herein and (1) is reasonably regarded as non-professorial speech (i.e., advances a personal interest of the student or faculty member as opposed to furthering the learning process or legitimate objectives of the course), or (2) lacks an accepted pedagogical purpose or is not germane to the academic subject matter.

A. Definitions and Description of Prohibited Conduct

1. Sexual Harassment

Sexual Harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when the conditions outlined in (a) and/or (b), below, are present.

Gender-Based Harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined in (a) and/or (b), below, are present.

a) Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any University programs and/or activities or is used as the basis for University decisions affecting the individual (often referred to as "quid pro quo" harassment); or

b) Such conduct creates a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, and/or pervasive and objectively offensive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the University's education or employment programs and/or activities. Conduct must be deemed severe, and/or pervasive and objectively offensive. In evaluating whether conduct is sufficiently severe, and/or pervasive and objectively offensive to create a hostile environment, the University will consider the totality of known circumstances, including, but not limited to:

The frequency, nature and severity of the conduct;

Whether the conduct was physically threatening;

The effect of the conduct on the Complainant's mental or emotional state;

Whether the conduct was directed at more than one person;

Whether the conduct arose in the context of other discriminatory conduct;

Whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or University programs or activities; and

Whether the conduct implicates concerns related to academic freedom or protected speech.

A hostile environment can be created by pervasive conduct or by a single or isolated incident, if sufficiently severe. A single incident of Sexual Assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

See: UAB's Sex Based Harassment Resources.

All Formal Complaints, of sexual harassment that meet the definition of sexual harassment in UAB's Title IX Sexual Violence, Sexual Misconduct and Sexual Harassment Policy will be subject to the Procedures for Sexual Harassment Complaints found here: UAB Title IX. These procedures apply to the informal resolution, investigation and adjudication of sexual harassment complaints. A Formal Complaint of Sexual Harassment is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment. Formal Complaints of sexual harassment cannot be anonymous except for formal complaints filed by the Title IX Coordinator when the Title IX Coordinator believes that with or without the complainant's desire to participate in a grievance process, a non-deliberately indifferent response to the allegations requires an investigation.

2. Discriminatory Harassment of a Non-Sexual Nature

UAB's policy also prohibits discriminatory harassment of a non-sexual nature, which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, sex, national origin, disability unrelated to job performance, veteran status, age over 40, genetic or family medical history, or other status protected by applicable law and that

Has the effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or

Has the effect of unreasonably interfering with an individual's work performance or a student's academic performance.

UAB also adopts these principles with regard to discrimination or discriminatory harassment on the basis of sexual orientation, gender identity and gender expression.

Prohibited behavior includes non-academic remarks or actions of a non-sexual nature that are severe or persistent or pervasive and objectively offensive sufficient to limit or deny an individual of their rights to employment or educational opportunities or access to activities or benefits of the institution.

3. Applicability of Policy

In determining whether the conduct at issue is sufficient to constitute discriminatory harassment in violation of this policy, the conduct will be analyzed from the objective standpoint of a "reasonable person" under similar circumstances.

All harassing conduct prohibited by this policy, whether committed by faculty, staff, administrators, or students, is strictly prohibited and will bring prompt and appropriate disciplinary action, including possible termination of employment or permanent expulsion from UAB. This policy shall apply to any UAB-sponsored event or program, whether on or off campus, or other situations in which an individual is acting as a member of the UAB community.

The level of discipline imposed will depend upon the severity and pervasiveness of the conduct, which may be determined by the existence of prior incidents of harassment or discrimination. Depending upon the severity of the offense, however, a single violation of this policy may be sufficient for termination of employment or expulsion from the University.

B. Prohibition Against Retaliation

Retaliation against an individual who, in good faith, complains about or participates in an investigation of an allegation of discrimination or harassment is prohibited. Any individual who feels he or she has been retaliated against, or has been threatened with retaliation, should report that allegation immediately to the Office of the Vice President for Diversity, Equity and Inclusion or to the Office of the Chief Human Resources Officer. See also UAB's Duty to Report and Non-retaliation Policy

C. False Accusations

Anyone who knowingly makes a false accusation of discrimination, harassment, or retaliation will be subject to appropriate sanctions. However, failure to prove a claim of discrimination, harassment, or retaliation by a preponderance of the evidence standard following a good faith investigation does not, in and of itself, constitute proof of a knowing, false accusation.

Complaints

Prior to seeking a formal resolution, an individual is encouraged to resolve an allegation of discrimination or harassment through the Informal Resolution Procedure outlined below. The Informal Resolution Procedure is never appropriate for allegations of sexual violence.

A. Informal Resolution Procedure

(NOTE: Procedures similar to the following informal process are also included in UAB's "Problem Resolution Procedure for Nonfaculty Employees" and in the UAB Faculty Handbook and Policies.)

Although none of the actions set forth below is required before an individual is eligible to file a formal complaint, UAB encourages use of these mechanisms for informal resolution of the complaint. This list is not exhaustive. Actions taken using any of these mechanisms do not necessarily constitute a finding of discrimination or harassment.

- One-on-one Meeting. The person making a complaint is encouraged to meet with the person whose behavior is considered discriminatory to discuss the situation and to seek resolution.
- Intervention by Supervisor, Manager, or Department/Unit Head. The person making a complaint is encouraged to contact his/her supervisor to request assistance with resolving an allegation of discrimination or harassment.
- Facilitated Conversation. If one-on-one meetings or intervention by departmental officials as indicated above do not resolve the discrimination or harassment allegation, the individual making the complaint may contact the appropriate office to request the assistance of a "facilitator." Facilitated conversations allow the parties involved to discuss the relevant issues in order to seek mutually agreeable solutions.

Individuals may contact the following "facilitators" for assistance with any aspect of the Informal Resolution Procedure:

- Staff employees may contact their assigned HR Consultant or HR Employee Relations. Faculty may contact the Office of the Provost, their assigned HR Consultant, or HR Employee Relations. Students may contact the Office of the Vice President for Student Affairs. Faculty, staff, and students may contact The Office of the Vice President for Diversity, Equity and Inclusion
- Faculty, staff and students may contact the Title IX Office regarding instances of sex based harassment. Faculty, staff and students may contact the ADA Compliance Officer regarding instances involving disability discrimination.
- Faculty, staff, mentored graduate students, and postdoctoral fellows ("visitors") may contact the University Ombudsperson Office for guidance on ways to effectively engage in informal resolution.

Should the above informal procedure fail to resolve the matter satisfactorily, a complaint may be filed by Staff, Faculty, and Students through the Formal Complaint and Resolution Procedure below.

B. Formal Complaint and Resolution Procedure

If one chooses to proceed with a formal complaint, the complaint must be submitted in writing to one of the following, as appropriate:

Staff and Faculty

HR Consultant/HR Employee Relations
Office of the Chief Human Resources Officer
Office of the Provost
Office of the Vice President for Diversity, Equity and Inclusion
Title IX Office (for complains involving sex based harassment)

Students

Non-academic Conduct Officer
Disability Support Services (for disability discrimination)
Office of the Vice President for Student Affairs
Title IX Office (for complaints involving sex based harassment)
Office of Diversity, Equity and Inclusion Age Act Coordinator (for complaints involving age discrimination)

To the extent possible, all complaints will be handled confidentially and addressed in accordance with relevant UAB policy. The complaints will be referred to the appropriate area for review and investigations will be conducted in a timely manner. In instances where staff, faculty and student issues overlap, the areas listed above will confer and/or work collaboratively to resolve the issue.

All individuals may use the procedures without penalty or fear of retaliation.

Also, any inquiries or complaints concerning the application of the Americans with Disabilities Act (ADA); Title VII of the Civil Rights Act of 1964; Executive Order 11246, as amended; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973; or other legislation and its implementing regulations as they relate to the University of Alabama at Birmingham should be directed to one of the officials listed above.

Potential Disciplinary Action

A violation of this policy may result in disciplinary action up to and including termination or expulsion from the University

Overall Implementation

The Office of the Senior Vice President for Finance and Administration, Office of the Provost, and Office of the Vice President for Diversity, Equity, and Inclusion are responsible for submitting revisions to be considered for this policy.

Section 15: Sexual Assault



15.1 Sexual Misconduct Policy

Policy Statement

The University of Alabama at Birmingham (the “University” or “UAB”) is committed to providing an environment that respects the dignity of its students, faculty, and staff and is free from sexual misconduct which, among other things identified below, includes gender-based assault, harassment, exploitation, dating and domestic violence, stalking, as well as discrimination based on sex, sexual orientation, gender identity, and gender expression, and related retaliation (collectively referred to as “Prohibited Conduct.”). The University expects individuals who live, work, teach, study within, or visit this community to contribute positively to the environment and refrain from behaviors that threaten the freedom or respect that every member of our community deserves. Individuals who are found to be in violation of this Policy will be subject to corrective action up to and including termination from employment or expulsion from the University. The University will respond promptly and effectively to reports of Prohibited Conduct and will take appropriate action to prevent its occurrence, to correct and address its effects and when necessary, to issue discipline for violations of this Policy.

Purpose

Violence, including sexual misconduct, is a serious offense, and such actions are subject to any combination of conduct sanctions. Certain conduct prohibited by this Policy may also be a crime under Alabama law or federal law. Consistent with federal law, including Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in employment and education program and activities, the University has developed this comprehensive Policy.

It is the responsibility of every member of the University community to foster an environment free of Prohibited Conduct. All members of the University community are encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. The University will support and assist community members who take such actions. Retaliation against an individual for making a claim of Prohibited Conduct or having participated in the reporting, investigation or resolution of a claim of Prohibited Conduct is also a violation of this Policy and constitutes Prohibited Conduct.

So that the University may continue to foster a climate of respect and security on campus as it relates to preventing and responding to acts of sexual misconduct, this Policy and related procedures have been created and serve to demonstrate the University’s commitment to:

- Prohibiting the acts of sexual misconduct: sexual harassment, sexual assault, sexual exploitation, and other forms of sex or gender-based discrimination, as well as the acts of stalking, dating violence, and domestic violence;
- Disseminating clear policies and procedures for responding to acts of sexual misconduct and interpersonal violence reported to or reasonably known to the institution;
- Delivering primary prevention and awareness programs and ongoing training and education campaigns to students and employees so they may identify what behavior constitutes sexual misconduct and interpersonal violence; understand how to report such misconduct; recognize warning signs of potentially abusive behavior and ways to reduce risks; and learn about safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual

assault, or stalking against a person other than such individual; and

- Conducting prompt, fair, equitable and independent investigations.
- Supporting and providing assistance to both Complainants and Respondents
- Holding individuals who violate this Policy accountable
- Providing a written explanation of the rights and options available to every student or employee that has been the victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the offense occurred on or off campus.

It is the intent of the procedures to accomplish the following:

- To identify the Title IX Coordinator and Deputy Title IX Coordinators and describe their roles as it relates to Title IX and the Clery Act.
- To outline how students and employees can report sexual misconduct to the University confidentially or privately and what resources are available both on and off campus to aid them, including employees' and students' rights to notify local law enforcement and the right to also decline to notify such authorities.
- To provide information about how complaints are assessed, investigated and resolved.
- To outline the University's means to take all reasonable steps to identify sex or gender-based harassment, prevent recurrence of any harassment, and to correct its discriminatory affects on the complainant and others, if appropriate.

Scope

This Policy applies to all students, residents, employees, including faculty staff, and post-doctoral, and to others, as appropriate, with respect to activities occurring on University premises or property and University-related activities occurring off-campus, including University programs outside the United States, that substantially effects the University's community interest. This Policy also applies to the activities of recognized student organizations, including, but not limited to, fraternities, sororities, social clubs and organizations. It also applies to persons conducting business with or visiting the University, even though such persons are not directly affiliated with the University. Likewise, reports of Prohibited Conduct committed by a University student or employee at a location other than University property may be covered under this Policy. Conduct under this Policy is prohibited regardless of sex, gender identity, gender expression, or sexual orientation.

This Policy pertains to acts of Prohibited Conduct committed by or against Students, Employees and Third Parties when:

- the conduct occurs on campus or property owned or controlled by the University
- the conduct occurs in the context of a University employment or educational program or activity, including, but not limited to, University-sponsored study abroad, research, on-line, or internship programs; or
- the conduct occurs outside the context of a University employment or educational program or activity, but has continuing adverse effects on or creates a hostile environment for students,

employees or third-parties while on campus or University property owned or controlled by the University or in any employment or education program or activity.

The University recognizes that discrimination and harassment related to a person's sex can occur in connection with misconduct related to a person's sexual orientation, gender identity, or gender expression, race, color, ethnicity, national origin, religion, age, disability, or other protected class. This conduct is also a violation of state and federal law and University Policy. Under these circumstances, the University will endeavor to coordinate the investigation and resolution efforts of sexual misconduct complaints with the investigation and resolution of complaints of discrimination or harassment based on other protected classes. Even if the Policy does not apply to the conduct because of its location, the University will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

The accompanying Procedures for the Resolution of Sexual Misconduct Complaints against Students ("Student Procedures"), describe the investigation and conduct process that applies when a current undergraduate, graduate, or professional student at UAB (including a student on leave) is accused of sexual misconduct. If a UAB faculty or staff member, or other person doing business with UAB is accused of sexual misconduct, the investigation and conduct processes described in UAB's Procedures for the Resolution of Sexual Misconduct Complaints against Faculty, Staff, Affiliates, and Non-Affiliates ("Faculty and Staff Procedures") apply.

Free Speech and Academic Freedom

The faculty and other academic appointees, staff, and students of the University enjoy free speech protections. This Policy is intended to protect members of the University community from discrimination, not to regulate protected speech. This Policy shall be implemented in a manner that recognizes the importance of rights to freedom of speech and expression.

Prohibited Conduct

Sexual Misconduct

For purposes of this Policy, conduct that is deemed, by a preponderance of the evidence standard (more likely than not), to meet the definitions of any of the types of sexual misconduct identified in the chart below (whether defined by University Policy, or by state or federal criminal laws), is Prohibited Conduct. In addition, to the extent federal or state criminal laws addressing gender-based conduct that could be deemed Prohibited Conduct are amended, it will be considered a violation of this Policy if an individual engages in such conduct (as proven by a preponderance of the evidence), even if the definitions below have not been updated to reflect the most recent federal or state language.

Sexual misconduct may occur between people of the same or different gender. Sexual misconduct can include both intentional conduct and conduct that results in negative effects, even if those negative effects were unintended. Sexual misconduct can also include retaliation in connection with a Complainant's allegations under this Policy.

Intimate Partner Violence: Dating Violence

UAB

Any act of violence or threatened act of violence against a person with whom the individual is or has been involved in a romantic or intimate relationship. This includes threats, assault, property damage, and violence or threat of violence to one's self or to the family members or pets of the romantic or intimate partner when used as a method of coercion, control, punishment, intimidation, or revenge. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

FED

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. For the purposes of this definition—
 - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence 34 C.F.R. § 668.46(a)

Intimate Partner Violence: Domestic Violence

UAB

See FED definition.

FED

1. A felony or misdemeanor crime of violence committed—
 - a. By a current or former spouse or intimate partner of the victim;
 - b. By a person with whom the victim shares a child in common;
 - c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
 - e. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. 34 C.F.R. § 668.46(a)

AL

First Degree Domestic Violence- ALA. CODE § 13A-6-130(a)

A person commits the crime of domestic violence in the first degree if the person commits the crime of assault in the first degree pursuant to Section 13A-6-20 or aggravated stalking pursuant to Section 13A-6-91, and the victim is a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant.

Second Degree Domestic Violence - ALA. CODE § 13A-6-131(a)

A person commits the crime of domestic violence in the second degree if the person commits the crime of assault in the second degree pursuant to Section 13A-6-21; the crime of intimidating a witness pursuant to Section 13A-10-123; the crime of stalking pursuant to Section 13A-6-90; the crime of burglary in the second or third degree pursuant to Sections 13A-7-6 and 13A-7-7; or the crime of criminal mischief in the first

degree pursuant to Section 13A-7-21 and the victim is a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant.

Third Degree Domestic Violence - ALA. CODE § 13A-6-132(a)

A person commits domestic violence in the third degree if the person commits the crime of assault in the third degree pursuant to Section 13A-6-22; the crime of menacing pursuant to Section 13A-6-23; the crime of reckless endangerment pursuant to Section 13A-6-24; the crime of criminal coercion pursuant to Section 13A-6-25; the crime of harassment pursuant to subsection (a) of Section 13A-11-8; the crime of criminal surveillance pursuant to Section 13A-11-32; the crime of harassing communications pursuant to subsection (b) of Section 13A-11-8; the crime of criminal trespass in the third degree pursuant to Section 13A-7-4; the crime of criminal mischief in the second or third degree pursuant to Sections 13A-7-22 and 13A-7-23; or the crime of arson in the third degree pursuant to Section 13A-7-43; and the victim is a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant.

Stalking

UAB

Course of conduct that may be considered stalking (see FED definition) includes, but is not limited to:

- Following;
- Lying in wait;
- Excess communication, of any type, including any attempts to intentionally and repeatedly make contact with a person over their stated objections for the purposes of harassing or alarming them; or
- Threats to the individual or threats to the individual's family, friends, or property

FED

Stalking is:

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - a. Fear for the person's safety or the safety of others; or
 - b. Suffer substantial emotional distress.
2. ii. For the purposes of this definition—
 - a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. 34 C.F.R. § 668.46(a)

AL

First Degree Stalking- ALA. CODE § 13A-6-90(a)

A person who intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm is guilty of the crime of stalking in the first degree.

Second Degree Stalking - ALA. CODE § 13A-6-90.1(a)

A person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct is guilty of the crime of stalking in the second degree.

Sexual Assault Offenses-Sexual Assault & Sexual Exploitation, Fondling, Incest, Rape & Statutory Rape

Sexual Assault/Sexual Contact/Sexual Exploitation

UAB

Sexual Assault means any sexual act directed against another person, forcibly or against that person's will; or, if not forcibly, where the victim is incapable of giving consent.

Sexual assault also includes, but is not limited to, non-consensual sexual intercourse or sexual contact, incest rape, including statutory rape, and sexual exploitation.

Non-consensual sexual intercourse means any sexual intercourse whether anal, oral, or vaginal (or an attempt to commit the same) however slight, with any object, by a person upon another person, and, without that person's consent or by physical force. Intercourse is vaginal penetration by a penis, object, tongue, or finger; anal penetration

by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

Non-consensual sexual contact means any intentional sexual touching (or an attempt to commit the same), however slight, with any object, by person upon another person, and, without consent or by physical force. Sexual touching is any intentional contact with the breasts, buttocks, groin, or genitals; or touching another with any of these body parts; or making another touch you or themselves with or on any of these body parts; or any intentional bodily contact in a sexual manner not involving these body parts.

Sexual exploitation taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- Exposing one's genitals in non-consensual circumstances or inducing someone to expose their genitals;
- Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to be witness to one's consensual sexual activity;
- Engaging in voyeurism (Peeping Tom) or facilitating the voyeurism of others;
- Non-consensual video or audio recording of sexual activity;
- Prostituting another student; and/or
- Knowingly transmitting a sexually transmitted disease/infection or HIV to another individual.

FED

Sexual Assault is an offense that meets the definition of rape, fondling, incest, or statutory rape (see FED definitions below)
34 C.F.R. § 668.46(a)

AL

Alabama law includes definitions of the following in its sexual offenses category: rape, sodomy, sexual misconduct, sexual torture, sexual abuse, indecent exposure, enticing a child to enter vehicle, house, etc. for immoral purposes, sexual abuse of a child less than 12 years old. Refer to AL definitions below for those.

First Degree Sexual Abuse – ALA. CODE § 13A-6-66

1. A person commits the crime of sexual abuse in the first degree if:

- a. He subjects another person to sexual contact by forcible compulsion; or
- b. He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.

Second Degree Sexual Abuse - ALA. CODE § 13A-6-67

1. A person commits the crime of sexual abuse in the second degree if:

- a. He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or
- b. He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.

First Degree Sodomy – ALA. CODE § 13A-6-63

1. A person commits the crime of sodomy in the first degree if:

- a. He engages in deviate sexual intercourse with another person by forcible compulsion; or
- b. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
- c. He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.

Second Degree Sodomy – ALA. CODE § 13A-6-64

1. A person commits the crime of sodomy in the second degree if:
 - a. He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
 - b. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.

Sexual Torture – ALA. CODE § 13A-6-65.1

1. A person commits the crime of sexual torture:
 - a. By penetrating the vagina or anus or mouth of another person with an inanimate object by forcible compulsion with the intent to sexually torture or to sexually abuse.
 - b. By penetrating the vagina or anus or mouth of a person who is incapable of consent by reason of physical helplessness or mental incapacity with an inanimate object, with the intent to sexually torture or to sexually abuse.
 - c. By penetrating the vagina or anus or mouth of a person who is less than 12 years old with an inanimate object, by a person who is 16 years old or older with the intent to sexually torture or to sexually abuse.

Indecent Exposure - ALA. CODE § 13A-6-68

1. A person commits the crime of indecent exposure if, with intent to arouse or gratify sexual desire of himself or of any person other than his spouse, he exposes his genitals under circumstances in which he knows his conduct is likely to cause affront or alarm in any public place or on the private premises of another or so near thereto as to be seen from such private premises.

Enticing Child to Enter Vehicle, House, Etc. for Immoral Purposes – ALA. CODE § 1313A-6-69

1. It shall be unlawful for any person with lascivious intent to entice, allure, persuade, or invite, or attempt to entice, allure, persuade, or invite, any child under 16 years of age to enter any vehicle, room, house, office, or other place for the purpose of proposing to such child the performance of an act of sexual intercourse or an act which constitutes the offense of sodomy or for the purpose of proposing the fondling or feeling of the sexual or genital parts of such child or the breast of such child, or for the purpose of committing an aggravated assault on such child, or for the purpose of proposing that such child fondle or feel the sexual or genital parts of such person.

Sexual Abuse of a Child Less than 12 Years Old – ALA. CODE § 13A-6-69.1

1. A person commits the crime of sexual abuse of a child less than 12 years old

if he or she, being 16 years old or older, subjects another person who is less than 12 years old to sexual contact.

School Employee Having Sexual Contact with a Student under the Age of 19

Years - ALA. CODE § 13A-6-82

- A person commits the crime of a school employee having sexual contact with a student under the age of 19 years if he or she is a school employee and engaging in sexual contact with a student, regardless of whether the student is male or female. Consent is not a defense to a charge under this section.
- As used in this section, sexual contact means any touching of the sexual or other intimate parts of a student, done for the purpose of gratifying the sexual desire of either party. The term includes soliciting or harassing a student to perform a sex act.

Fondling

UAB

See FED definition

FED

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. 34 C.F.R. § 668.46 Appendix A

AL

n/a

Incest

UAB

See AL & FED definitions

FED

Sexual intercourse between persons who are related to each other within the degrees
Wherein marriage is prohibited by law.
34 C.F.R. § 668.46 Appendix A

AL

A person commits incest if he marries or engages in sexual intercourse with a person he knows to be, either legitimately or illegitimately:

- a. His ancestor or descendant by blood or adoption; or

- b. His brother or sister of the whole or half-blood or by adoption; or
- c. His stepchild or stepparent, while the marriage creating the relationship exists; or
- d. His aunt, uncle, nephew or niece of the whole or half-blood.

A person shall not be convicted of incest or of an attempt to commit incest upon the uncorroborated testimony of the person with whom the offense is alleged to have been committed.

Ala. Code § 13A-13-3

Rape

UAB

See FED and AL definitions below.

FED

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

34 C.F.R. § 668.46 Appendix A

AL

First Degree Rape – ALA. CODE § 13A-6-61

1. A person commits the crime of rape in the first degree if:
 - a. He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
 - b. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
 - c. He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

Second Degree Rape– ALA. CODE § 13A-6-62

1. A person commits the crime of rape in the second degree if:
 - a. Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
 - b. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.

Statutory Rape

UAB

See FED and AL definitions

FED

Sexual intercourse with a person who is under the statutory age of consent.

34 C.F.R. § 668.46 Appendix A

AL

In Alabama, it is illegal for an adult (someone 18 or older) to have sex with a minor (someone younger than 16), even if the sex is consensual. See AL definition of consent.

Harassment & Sexual Harassment

UAB

Sexual Harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when the conditions outlined in (1) and/or (2), below, are present.

Gender-Based Harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined in (1) and/or (2), below, are present.

1. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any University programs and/or activities or is used as the basis for University decisions affecting the individual (often referred to as "quid pro quo" harassment); or
2. Such conduct creates a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University's education or employment programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. In evaluating whether a hostile environment exists, the University will consider the totality of known circumstances, including, but not limited to:
 - The frequency, nature and severity of the conduct;
 - Whether the conduct was physically threatening;
 - The effect of the conduct on the Complainant's mental or emotional state;
 - Whether the conduct was directed at more than one person;
 - Whether the conduct arose in the context of other discriminatory conduct;
 - Whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or University programs or activities; and

Whether the conduct implicates concerns related to academic freedom or protected speech.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of Sexual Assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

See: [UAB's Equal Opportunity and Discriminatory Harassment Policy](#), [UAB's Guide for Victims of Sexual Assault](#), and [UAB's Sexual Harassment Guide](#).

FED

N/A

AL

N/A

Retaliation

Retaliation includes threats, intimidation, reprisals, and/or adverse employment or education actions against a person based on their report of Prohibited Conduct or participation in the investigation, report, remedial, or disciplinary process provided for in this Policy.

Other Important Concepts and Relevant Definitions

Consent: Clear, voluntary permission, which cannot be inferred by the absence of verbal or physical resistance. A lack of consent results from forcible compulsion or incapacity to consent. Forcible compulsion is a physical force or a threat, whether expressed or implied, that places a person in fear of immediate serious physical injury or economic harm to him/herself or a third party.

A person is deemed incapable of providing consent if, at the time of the act, the person:

- is under the age of 16;
- suffers from a mental impairment, whether temporary or permanent, which renders them incapable of appraising the nature of his or her conduct (e.g., age, disability, or temporary impairment due to drug or alcohol consumption); or
- is physically helpless (e.g., unconscious), asleep, or in a state of shock.

Consent can be withdrawn by either party at any point. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional or psychological pressure, intimidation, or fear. Consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. For purposes of this Policy, the issue is whether the Respondent knew, or should have known, that the activity in question was not consensual. Engaging in sexual activity with a person who you know to be incapacitated, or reasonably should know to be incapacitated, violates this Policy.

Incapacitation: The inability, temporarily or permanently, to give consent because the individual is mentally or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring.

With incapacitation, an individual lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation may also result from the use of alcohol and/or drugs. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation or may already be incapacitated include, but not limited to, slurred speech or word confusion, vomiting, stumbling, bloodshot, glassy or unfocused eyes, being disoriented, confusion as to time, place, etc., loss of consciousness, odor of alcohol, combativeness, or emotional volatility.

Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual's:

- Decision-making ability;
- Awareness of consequences;
- Ability to make informed judgments; or
- Capacity to appreciate the nature and the quality of the act.

Evaluating incapacitation also requires an assessment of whether a Respondent was aware or should have been aware of the Complainant's incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the Respondent's position.

With regard to alcohol, there are multiple levels of effect, along a continuum:

- The lowest level is impairment, which occurs with the ingestion of any alcohol. A synonym for impairment is "under the influence."
- The next level of intoxication, also called drunkenness, is similar to the state's drunk driving limit.
- Incapacity is a higher level of alcohol consumption.
- The highest level is overdose, or alcohol blood poisoning, which may lead to coma or death.

Student: Any person who is admitted, or enrolled at the University of Alabama at Birmingham, and is pursuing undergraduate, graduate, or professional studies, including full-time and part-time status, as well as any person attending classes on campus, online or off campus.

- Any person who is not officially enrolled for a particular term, but has a continuing relationship with the University.
- Any person who is admitted and participating in orientation is considered a "student."
- Any person who has completed an academic term and can be reasonably expected to enroll the following term.
- Any person who attended the University during a previous academic term and who committed an alleged violation of the Code during the time of enrollment.

The term "student organization" or "organization" means any group of students that has complied with the University's requirements for registration as a student organization.

Complainant: an individual who is reported to be or alleges that they were the victim of an offense that violates this Policy.

Respondent: an individual who has been accused of an offense under this Policy or is reported to have violated this Policy.

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Confidential Employee: (1) Any University employee who is a licensed medical, clinical or mental health professional (e.g. physicians, nurses, physician’s assistants, psychologists, psychiatrists, professional counselors and social workers, and those performing services under their supervision), when acting in that professional role in the provision of services to a patient who is a University student (“health care provider”), and (2) any University employee providing administrative, operational and/or related support for such health care providers in the performance of such services. These resources do not report any information about an incident to the Title IX Coordinator without a victim’s permission. Off-campus counselors and health care providers will also generally maintain confidentiality and not share information with the University unless the victim requests disclosure and signs a consent or waiver form. However, these resources may have reporting obligations under state or federal law. For instance, healthcare providers and certain other individuals are required to notify law enforcement when a victim seeks treatment for injuries related to a violent crime, including sexual assault. Similarly, all University employees are required to notify law enforcement when they receive a report of sexual abuse of a minor.

Responsible Employee: A University employee who has the authority to address sexual misconduct, who has the duty to report incidents of sexual misconduct, or who as a member of the University the Complainant could reasonably believe such individual has such authority or duty.

In addition, the following who, in the course of employment, receive a report of Prohibited Conduct from any other person affiliated with the University shall notify the Title IX Coordinator or designee:

- UAB Police
- UAB Human Resources and Human Resources Partners
- Managers and Supervisors, including Deans, Department Chairs, and Directors
- Faculty
- Resident Advisers

Preponderance of the Evidence: This standard of evidence means that an investigation or hearing panel must determine whether a complaint of sex discrimination is “more likely than not” to have occurred. This standard applies for all complaints of sex discrimination, including sexual harassment and violence. This is different than the standard used in criminal complaints, which is considered the highest standard of evidence, “beyond a reasonable doubt.”

Title IX Coordinator: University representative charged with ensuring the University’s overall compliance with Title IX and related University Policy.

Deputy Title IX Coordinators: individuals located in Student Advocacy Rights and Conduct (Emily Feinstein), Athletics (Derita Ratcliffe), Human Resources (Robert Barnes), and the Office of Diversity, Equity and Inclusion (Dr. Paulette Patterson Dilworth), who are trained to assist students and employees in their departments with complaints or concerns about sexual misconduct, and direct them to the resources they need. They report all complaints and concerns to the Title IX Coordinator, and work closely with the Title IX Coordinator in promptly responding to a person’s concerns. The Deputy Coordinators can help with interim measures that a complainant may need during the investigation of a complaint. The Deputy Title IX Coordinators may serve as a designee for the Title IX Coordinator in any case where there is a conflict of interest that would prohibit the Title IX Coordinator from providing fair and impartial oversight.

Title IX Investigator: University official(s) charged with investigating a Title IX complaint.

Reporting Incidents of Violence and Sexual Misconduct

This section provides an overview of the procedures the University uses to respond to reports of Prohibited Conduct. While the Title IX Coordinator has general responsibility for oversight of the reporting process and investigation of a report, Deputy Coordinators and other departments may be involved and consulted as necessary.

Timeliness and Location of Incident

All individuals, including a Complainant or witness, are encouraged to report Prohibited Conduct regardless of when or where it occurred, as soon as possible to maximize the ability to respond promptly and effectively. The University may also initiate a complaint of Prohibited Conduct. The University does not, however, limit the time frame for reporting. If the Respondent is no longer a student at the time of the report, or if the conduct did not occur on campus, in the context of an education program or activity of the University, or have continuing adverse effects on campus or in an off-campus education program or activity, the University may not be able to fully investigate nor take disciplinary action against the Respondent. In each instance, the University will still provide any fair and reasonable support and resources to a Complainant designed to end the Prohibited Conduct, prevent its recurrence, and address its effects.

A. How to Make a Report.

Any person may make a report, including anonymously, of Prohibited Conduct to the Title IX Coordinator, Human Resources, or the Office of Diversity, Inclusion and Equity:

Title IX Coordinator:

Dr. John Jones, III
VP Student Affairs and Interim Title IX Coordinator
Hill Student Center, Suite 401
1400 University Blvd.
(205) 996-0132

Student Advocacy, Rights and Conduct

Emily Feinstein
Director, Student Advocacy Rights and Conduct
Hill Student Center, Suite 303
1400 University Blvd.
(205) 975-9509
Human Resources:
South
(205) 934-4458

Athletics:

Derita Ratcliffe (Deputy Title IX Coordinator)
Senior Associate Athletic Director/SWA
Bartow Arena
617 13th Street South
(205) 975-6283

Office of Diversity, Equity, and Inclusion:

Dr. Paulette Patterson Dilworth
VP Diversity, Equity and Inclusion
Administration Building 320B
701 20th Street South
(205) 934-0451

For the Huntsville and Montgomery Campus, in addition to the above, reports can also be made to:

UAB School of Medicine - Huntsville Regional Medical Campus:

W. Scott Bence (or his designee)
Executive Administrator and Assistant Dean
(256) 539-7757
bencew@uab.edu

UAB School of Medicine - Huntsville Regional Medical Campus:

Todd A Smith (or his designee)
Director of Administration and Fiscal Affairs
(334) 284-7542
tbsmith@uab.edu

Reports can also be made to any Responsible Employee, or to another appropriate office such as Student Affairs or the Office of Provost. Reports shall be sent to the Title IX Coordinator. If the person to whom a report normally would be made is the Respondent, reports may be made to another Responsible Employee.

Anonymous reports may be made submitting online at UAB Ethics Hotline at 1-866-362-9476.

With respect to anonymous reports, depending on the level of information available about the incident, the University's ability to respond to an anonymous report may be limited.

In cases in which the report was made anonymously or by a third party (such as a family member, friend, roommate, adviser, or faculty member), the Title IX Policy will apply in the same manner as if the Complainant had made the initial report. The Title IX Coordinator or designee will make every effort to meet with the Complainant to discuss available options and on-campus and off-campus resources

B. Emergency/Immediate Assistance

The University encourages all community members affected by sexual misconduct to seek immediate assistance. Doing so promptly may be important to ensure the person's physical safety or to obtain medical care or other support. It may also be necessary to preserve evidence, which can assist the University or law enforcement in responding effectively. Assistance is available from the UAB Police Department (UABPD) 24 hours a day, 7 days a week at (205)934-3535. The UABPD will investigate every incident reported to them to determine if a crime has been committed. The UABPD will also inform the University Title IX Coordinator of the incident. Any criminal investigation by UABPD or other law enforcement agency is independent from any disciplinary investigation undertaken by the Title IX Coordinator under the Title IX Policy. Victims of sexual violence are not required to report to law enforcement in order to receive assistance from or pursue any options provided by UAB.

C. Amnesty

The University community views the safety of our students as a top priority. A student who is under the influence of alcohol or drugs at the time of an incident should not be reluctant to seek assistance for that reason. The University will not pursue disciplinary violations against a student (or against a witness) for their improper use of alcohol or drugs (e.g., underage drinking) if the student is making a good faith report of Prohibited Conduct. The Title IX Coordinator (or designee) may, however, refer a student to substance abuse counseling depending on the circumstances of the individual situation. Thus, for purposes of this Policy, as applied to UAB, individuals who report potential Prohibited Conduct or participate in an investigation of Prohibited Conduct and reveal a potential violation of UA policy relating to drug or alcohol use may not be sanctioned for such violations.

D. Prohibition on Retaliation.

It is illegal and a violation of the University's Title IX Policy to retaliate against a person for filing a complaint of sexual misconduct or for cooperating in a sexual misconduct investigation. Any person who retaliates against a person for reporting sexual misconduct, filing a sexual misconduct complaint, or participating in a sexual misconduct investigation is subject to disciplinary action up to and including expulsion or termination from the University.

E. Public Awareness Events and IRB Research

Responsible Employees are not required to report information disclosed (a) at public awareness events (e.g. Take Back the Night, protests, survivor speak outs) or (b) during a student's participation in an Institutional Review Board-approved human subject research protocol ("IRB Research"). The University may provide information about Title IX rights and about available University and community resources and support at Public Awareness Events. Institutional Review Boards may, in appropriate cases, require researchers to provide such information to all subjects of IRB Research.

F. Reporting of Crimes and Disciplinary Statistics

The University also has certain reporting obligations under the Clery Act, with regard to incidences of sexual misconduct and violence, including issuing timely warnings as necessary. A copy of the University's annual Clery report can be found at <https://www.uab.edu/police/crime-statistics>

G. Mandatory Reporting

In addition to reports of sexual misconduct or violence, Alabama law and University policy imposes a mandatory reporting duty of known or suspected child abuse on certain individuals, including all University employees, who must report to the UABPD. University Policy implementing the law also encourages students, volunteers, and representatives as well as third-party vendors and their employees, representatives, or volunteers that contract for use of University facilities with responsibilities that involve interaction with children) to report (orally and then in written form) known or suspected child abuse to UABPD. Sexual abuse, which is one element of the more comprehensive term "abuse" under the Alabama law, includes actual or attempted rape, molestation, sexual exploitation, etc. For child protection purposes, a child is any person under 18 years of age. A freshman student, a "dual enrolled" high school student, or a summer camp participant, among others, may fall into the category of a "child."

Confidentiality and Privacy

The University is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under this Policy. The University also is committed to providing assistance to help students, employees, third Parties and visitors make informed choices. With respect to any report under this Policy, the University will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects.

Privacy and confidentiality have distinct meanings under this Policy:

Privacy: Privacy means that information related to a report of Prohibited Conduct will be shared with a limited circle of University Employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. All Employees who are involved in the University's response to reports of Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law.

The privacy of Student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), as outlined in the University's FERPA Policy. The privacy of an individual's medical and related records generally is protected by the Health Insurance Portability and Accountability Act ("HIPAA"), excepting health records protected by FERPA.

Confidentiality: Confidentiality exists in the context of laws that protect certain relationships, including with medical and clinical care providers (and those who provide administrative services related to the provision of medical and clinical care), mental health providers, counselors, and ordained clergy, all of whom may engage in confidential communications under Alabama law. The University has designated individuals who have the ability to have privileged communications as “Confidential Employees.” When information is shared by an individual with a Confidential Employee or a community professional with the same legal protections, the Confidential Employee (and/or such community professional) cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

Requests of Confidentiality

If a Complainant wants to inform a Responsible Employee but also wants to maintain confidentiality and/or request that no investigative or disciplinary measures be taken, the Responsible Employee or Title IX Coordinator will advise the Complainant that the University will consider the request but cannot guarantee that the University will be able to honor the request. The University will weigh such a request against the University’s obligation to provide a safe, non-discriminatory environment. There will be times when the University may not be able to honor a request in order to comply with this obligation. In determining whether it can honor a request for confidentiality, the following factors will be considered:

- the nature and scope of the alleged conduct, including whether the reported misconduct involves the use of a weapon;
- the respective ages and roles of the Complainant and Respondent;
- the risk posed to any individual or to the campus community by not proceeding, including the risk of additional violence;
- whether there have been other reports of misconduct by the Respondent;
- whether the report reveals a pattern of misconduct (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group;
- the Complainant’s wish to pursue disciplinary action;
- whether the University possesses other means to obtain relevant evidence;
- considerations of fundamental fairness and due process with respect to the Respondent should the course of action include disciplinary action against the Respondent; and
- the University’s obligation to investigate and to provide a safe and non-discriminatory environment.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action. The ultimate decision as to whether the request for confidentiality will be honored will be made by the Title IX Coordinator. If the University determines that it cannot maintain confidentiality, the University will inform the Complainant prior to starting an investigation and will, to the extent possible, only share information with those individuals responsible for the investigatory and disciplinary processes.

If the University honors a request for confidentiality or decision not to participate in an investigation, the University's ability to meaningfully investigate the incident or pursue conduct action against the Respondent(s) may be limited.

Other Important Concepts and Relevant Definitions

Consent: Clear, voluntary permission, which cannot be inferred by the absence of verbal or physical resistance. A lack of consent results from forcible compulsion or incapacity to consent. Forcible compulsion is a physical force or a threat, whether expressed or implied, that places a person in fear of immediate serious physical injury or economic harm to him/herself or a third party.

A person is deemed incapable of providing consent if, at the time of the act, the person:

- is under the age of 16;
- suffers from a mental impairment, whether temporary or permanent, which renders them incapable of appraising the nature of his or her conduct (e.g., age, disability, or temporary impairment due to drug or alcohol consumption); or
- is physically helpless (e.g., unconscious), asleep, or in a state of shock.

Consent can be withdrawn by either party at any point. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional or psychological pressure, intimidation, or fear. Consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. For purposes of this Policy, the issue is whether the Respondent knew, or should have known, that the activity in question was not consensual. Engaging in sexual activity with a person who you know to be incapacitated, or reasonably should know to be incapacitated, violates this Policy.

Incapacitation: The inability, temporarily or permanently, to give consent because the individual is mentally or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. With incapacitation, an individual lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation may also result from the use of alcohol and/or drugs. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation or may already be incapacitated include, but not limited to, slurred speech or word confusion, vomiting, stumbling, bloodshot, glassy or unfocused eyes, being disoriented, confusion as to time, place, etc., loss of consciousness, odor of alcohol, combativeness, or emotional volatility.

Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual's:

- Decision-making ability;
- Awareness of consequences;
- Capacity to appreciate the nature and the quality of the act.

Evaluating incapacitation also requires an assessment of whether a Respondent was aware or should have been aware of the Complainant's incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the Respondent's position.

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- Incapacity is a higher level of alcohol consumption.
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- Student: Any person who is admitted, or enrolled at the University of Alabama at Birmingham, and is pursuing undergraduate, graduate, or professional studies, including full-time and part-time status, as well as any person attending classes on campus, online or off campus.
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Responsible Employee: A University employee who has the authority to address sexual misconduct, who has the duty to report incidents of sexual misconduct, or who as a member of the University the Complainant could reasonably believe such individual has such authority or duty.

In addition, the following who, in the course of employment, receive a report of Prohibited Conduct from any other person affiliated with the University shall notify the Title IX Coordinator or designee

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- UAB Human Resources and Human Resources Partners
- Managers and Supervisors, including Deans, Department Chairs, and Directors
- Faculty
- Resident Advisers

Preponderance of the Evidence: This standard of evidence means that an investigation or hearing panel must determine whether a complaint of sex discrimination is “more likely than not” to have occurred. This standard applies for all complaints of sex discrimination, including sexual harassment and violence. This is different than the standard used in criminal complaints, which is considered the highest standard of evidence, “beyond a reasonable doubt.”

Title IX Coordinator: University representative charged with ensuring the University’s overall compliance with Title IX and related University Policy.

Deputy Title IX Coordinators: individuals located in Student Advocacy Rights and Conduct (Emily Feinstein), Athletics (Derita Ratcliffe), Human Resources (Robert Barnes), and the Office of Diversity, Equity and Inclusion (Dr. Paulette Patterson Dilworth), who are trained to assist students and employees in their departments with complaints or concerns about sexual misconduct, and direct them to the resources they need. They report all complaints and concerns to the Title IX Coordinator, and work closely with the Title IX Coordinator in promptly responding to a person’s concerns. The Deputy Coordinators can help with interim measures that a complainant may need during the investigation of a complaint. The Deputy Title IX Coordinators may serve as a designee for the Title IX Coordinator in any case where there is a conflict of interest that would prohibit the Title IX Coordinator from providing fair and impartial oversight.

Title IX Investigator: University official(s) charged with investigating a Title IX complaint.

Interim Protective Measures and Support

The University provides a range of support services for survivors of sexual misconduct, including interim measures. Interim measures are available to provide for the safety of the Complainant and the campus community while the University is investigating an allegation of sexual misconduct. Requests for interim measures can be made by or on behalf of the Complainant to the University Title IX Coordinator. The Title IX Coordinator will work with the appropriate office(s) to ensure that any necessary interim measures are promptly provided.

The range of Interim Protective Measures includes:

- Access to counseling services and assistance in setting up initial appointments, both on and off campus
- Resources on and off campus for trained advocates who can provide crisis response
- Imposition of a campus “No-Contact Order”
- Advocacy support to obtain orders of protection within the criminal justice system
- Rescheduling of exams and assignments
- Providing alternative course completion options

- Change in class schedule, including the ability to drop a course without penalty or to transfer sections
- Change in work schedule or job assignment
- Change in student's campus housing
- Emergency numbers for on and off campus law enforcement, and how the University can assist in notifying law enforcement if desired
- Assistance from University support staff in completing housing relocation
- Limiting access to certain University facilities or activities pending resolution of the matter
- Voluntary leave of absence
- University and community sexual assault response resources
- How to seek care for injuries, STI testing, etc.
- Importance of and explanation of how to preserve evidence in case the behavior is also a potential criminal act
- Where to get a rape kit/SANE exam
- Encouragement of prompt reporting of all crimes to the appropriate law enforcement agency, paired with a commitment from UAB that appropriate support will be offered in every case
- Providing academic support services, such as tutoring
- Institutional resources pertaining to visa/immigrant status
- University-imposed leave, suspension, or separation for the Respondent
- Any other measure which can be tailored to the involved individuals to achieve the goals of this Policy.

Upon the receipt of a report of sexual misconduct, and until any investigation into the report has been completed, the University will provide reasonable protective measures and interim support to provide a safe educational and work environment and to prevent additional acts of sexual misconduct, even when there is no specific request for protective action.

The University may impose any measure that can be tailored to the parties involved to achieve the goals of this Policy.

An individual's failure to comply with restrictions imposed by interim measures is a violation of this Policy and a basis for disciplinary action.

Title IX Review

A. Role of the Title IX Coordinator.

The Title IX Coordinator oversees the University's centralized review, investigation, and resolution procedures for reports of sexual misconduct and coordinates the University's compliance with Title IX.

The Title IX Coordinator can be contacted by telephone, e-mail, or in person during regular office hours. The Title IX Coordinator can provide information related to campus and community resources and describe the options available to address concerns related to sexual misconduct.

The duties and responsibilities of the Title IX Coordinator also include training, education, climate assessments, and the oversight of procedures that are designed to promptly and equitably end sexual misconduct, prevent its recurrence, and address its effect on persons and the University community as a whole. The Title IX Coordinator will:

- Oversee the investigation and resolution of all reports of sexual misconduct;
- Ensure prompt and equitable resolutions that comply with all requirements and timeframes specified in the University's complaint procedures;
- Conduct climate checks to track and monitor sexual misconduct allegations on campus; and,
- Coordinate all training, education, and prevention efforts.

The Title IX Coordinator will meet with any person, including a complainant, respondent, or third party, to discuss interim measures, resources, and procedural options for on-campus and off-campus reporting. Any student, faculty, or staff member who has concerns about sexual misconduct, including sexual assault, discrimination, or harassment, is encouraged to seek the assistance of the University's Title IX Coordinator.

The Title IX Coordinator oversees the initial response and assessment of reports of sexual misconduct through the University's sexual misconduct resolution procedures.

B. Procedures for Responding to Prohibited Conduct.

The specific procedures used for reporting, investigating and resolving Prohibited Conduct will be determined by the status of the respondent's relationship with the University:

- Complaints against student respondents will be resolved by the Procedures for the Resolution of Sexual Misconduct Complaints against Students.
- Complaints against faculty and staff respondents, as well as non-affiliates, will be resolved by the Procedures for the Resolution of Sexual Misconduct Complaints against Faculty, Staff, Affiliates, and Non-Affiliates.

Both processes are guided by the same principles of fairness and respect for all parties. The procedures provide for prompt and equitable response to reports of Prohibited Conduct. Resources are available for both students and employees, whether as complainants or respondents, to provide guidance throughout the investigation and resolution of a sexual misconduct complaint.

In instances where the Respondent is both a student and an employee, the Title IX Coordinator will determine which of the procedures will apply based on facts and circumstances of a particular incident, such as which role predominates and the role most applicable in the incident.

The University's ability to take appropriate action against a Third-Party will be determined by the nature of the relationship of the Third-Party to the University. The Title IX Coordinator will determine the appropriate manner of resolution consistent with the University's commitment to a prompt and equitable process consistent with federal law, federal guidance, and this Policy.

Imposition of Sanctions

A student, employee, or faculty determined to have engaged in Prohibited Conduct shall be in violation of this Policy. The specific procedures for imposing discipline depend upon the nature of the Respondent's relationship to the University. A student or employee determined by the University to have committed an act of Prohibited Conduct is subject to disciplinary action, up to and including separation from the University. Third Parties or Guests who violate this Policy may have their relationship with the University terminated and/or their privileges and access to the University's premises revoked.

Training and Prevention Education Programs

The University engages in comprehensive educational programming to prevent Prohibited Conduct. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees, and ongoing awareness and prevention campaigns for students and faculty that

- Identify domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Define what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Define what behavior and actions constitute consent to sexual activity in the State of Alabama;
- Provide safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- Provide information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks; and
- Provide an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The University also provides training to students and employees to ensure they understand this Policy and the topics and issues related to maintaining an education and employment environment free from harassment and discrimination.

Other Information Related to Reporting Sexual Misconduct

A. Adviser

Complainants and Respondents may be accompanied by one adviser throughout the investigation and any hearing process. An adviser is a support person who is present to provide support to a complainant or respondent throughout an investigation and/or hearing. An adviser may not speak, write, or otherwise communicate with an investigator, hearing officer or panel on behalf of the Complainant or Respondent. Advisers who do not abide by these guidelines may be excluded from the process. Consistent with the University's obligations to promptly resolve sexual misconduct complaints, the University reserves the right to proceed with any meeting or interview, regardless of the availability of the party's selected adviser.

B. Conflict of Interest

Any person exercising authority under this Policy who believe they may be unable to exercise that authority impartially in any case shall excuse themselves from the matter and will be replaced with another person. If the Complainant or Respondent believes a person exercising authority under this Policy has a personal, professional, or financial involvement with the Complainant or Respondent that

would prevent the person from exercising their authority impartially, they may make a prompt objection to the Title IX Coordinator. If the Title IX Coordinator determines that the objection is reasonable, the challenged person will be replaced with another person. Knowledge of or acquaintance with the Complainant, Respondent or witnesses in a matter, awareness of a matter, participation as a consequence of one's official role in events surrounding a matter, and/or participation in the investigation process prior to the formal disciplinary process, will not automatically be grounds for disqualification. The decision of the Title IX Coordinator regarding a challenge will be final.

C. Filing a Criminal Complaint and Coordination with Law Enforcement

The University encourages complainants to pursue criminal action for incidents of sexual misconduct that may also be crimes under Alabama law. In general, the University will notify the UABPD of allegations of sexual violence. The University will also assist a complainant in making a criminal report and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process to the extent permitted by law.

The filing and processing of a complaint of sexual misconduct is separate from and independent of any criminal investigation or proceeding. The University will not wait for the conclusion of any criminal investigation or proceedings to begin its own investigation although the University may delay temporarily the fact-finding component of the investigation while the police are gathering evidence. Neither law enforcement's determination as to whether or not to prosecute a respondent nor the outcome of any criminal prosecution is determinative of whether sexual misconduct occurred under the University's Policy.

D. False Allegations

The University prohibits an individual from knowingly filing a false complaint or making misrepresentations of sexual misconduct. A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct. If an investigation results in a finding that a person who has accused another of sexual misconduct has acted maliciously or has recklessly made false accusations, the reporting party will be subject to appropriate sanctions.

E. Preservation of Information and Tangible Material

Preservation of information and tangible materials related to sexual assault is essential for both law enforcement investigators and campus disciplinary investigations. Therefore, Complainants, Respondents, witnesses, or others reporting possible violations of this Policy are encouraged to preserve all information and tangible material relating to the incident. Examples include electronic information (e.g. e-mails, text messages), photographs, clothing, bedding, and medical information. In the case of medical information, prompt examination can be critical

Resources and Options

Below is the updated image listing of available resources and options.

Sexual Assault, Dating/ Domestic Violence, and Stalking Seek an Advocate

Rape Response (24-Hour Assistance)

(205) 323-7273 or (800) 656-HOPE

YWCA Central Alabama

(205) 322-9922

UAB Office of Student Advocacy, Rights and Conduct

(205) 975-9509

UAB Student Counseling Service

(205) 934-5816

UAB Employee Assistance & Counseling Center

(205) 934-2281

UAB Office of VP Diversity, Equity & Inclusion
(205) 934-0541

Seek Medical Assistance
Rape Response (24-Hour Assistance)
(205) 323-7273 or (800) 656-HOPE

UAB Student Health & Wellness Center
(205) 934-3580

UAB Emergency Department
(205) 934-7387

UAB Urgent Care Center
(205) 801-5251

St. Vincent's Emergency Department
(205) 212-6001

Contact Law Enforcement
UAB Police
Non-Emergency
(205) 934-4434

Emergency
(205) 934-3535

Birmingham Police Department
(205) 328-9311

Jefferson County Sheriff's Office
(205) 325-1450

Inquire About UAB Policies or Procedures
UAB Office of Student Advocacy, Rights and Conduct
(205) 975-9509

UAB Human Resources
(205) 934-4458

HSF/UAB Health System HR
(205) 731-9626

Callahan Eye Hospital HR
(205) 325-8609

Title IX Coordinator
(205) 934-4175

Title IX Deputy Coordinator
(205) 975-9509

Ask for Remedies
UAB Office of Student Advocacy, Rights and Conduct
(205) 975-9509

UAB Human Resources
(205) 934-4458

HSF/UAB Health System HR

(205) 731-9626

Callahan Eye Hospital HR

(205) 325-8609

Housing Changes

Class Reassignment

No Contact Order

Extension on an assignment

Other, based on situation

Speak with Someone Confidentially

UAB Student Counseling Services

(205) 934-5816

Rape Response (24-Hour Assistance)

(205) 323-7273 or (800) 656-HOPE

UAB Student Health & Wellness Center

(205) 934-3580

UAB Employee Assistance & Counseling Center

(205) 934-2281

Campus Clergy or Chaplains

For more information or to submit a complaint, visit the UAB Community Standards and Accountability webpage: <https://www.uab.edu/students/accountability/>. To submit a Title IX complaint, visit the UAB Title IX webpage: uab.edu/titleix

To submit a complaint with the US Department of Education Office of Civil Rights, visit the OCR webpage: ed.gov/OCR

Section 16: Equal Employment Opportunity



16.1 Equal Employment and Discriminatory Harassment Guidance

See Section 14.2 for the complete Equal Opportunity and Discriminatory Harassment Policy.

16.1 Policy Statement

The University of Alabama at Birmingham (UAB) hereby reaffirms its policy of equal opportunity in education and employment.

Equal Employment Opportunity

The University of Alabama at Birmingham is expressly committed to maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals at all levels throughout UAB. UAB policies, in addition to state and federal law, prohibit, and will not tolerate, discrimination in any personnel actions, UAB programs, and UAB facilities on the basis of race, color, religion, sex, national origin, disability unrelated to job performance, veteran status, or genetic or family medical history. In addition, UAB prohibits, and will not tolerate, discrimination against individuals on the basis of their sexual orientation, gender identity or gender expression. UAB also complies with the Age Discrimination in Employment Act which prohibits employment discrimination against persons 40 years of age or older and the Age Discrimination Act which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance. UAB will not tolerate any conduct by an administrator, supervisor, faculty, or staff member which constitutes any form of prohibited discrimination. All personnel actions, programs, and facilities are administered in accordance with UAB's equal opportunity commitment and affirmative action plan.

UAB will state its position as an equal opportunity/affirmative action employer in all solicitations and advertisements for employment vacancies placed by, or on behalf of, UAB. UAB will broadly publish and circulate its policy of equal employment opportunity by including a statement in all media communication and printed matter for employment purposes. Further, UAB will consider, through appropriate established procedures, complaints of any individual who has reason to believe that he or she has been affected by prohibited discrimination. See also the "Complaints" section below.

Equal Education Opportunity

As an institution of higher education and in the spirit of its policies of equal employment opportunity, UAB hereby reaffirms its policy of equal educational opportunity. UAB prohibits, and will not tolerate, discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, or genetic or family medical history. Complaints by any applicant or student who has reason to think he or she has been affected by discrimination will be considered through appropriate established procedures. See also the "Complaints" section below. This policy must be included in all student handbooks and catalogs. The following summary statement may be printed in other UAB publications:

The University of Alabama at Birmingham prohibits discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status or genetic or family medical history.

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.

Reaffirmation of Equal Opportunity and the Prevention of Discriminatory Harassment Policy by President Ray L. Watts (11/8/11; Reissued September 2022)

The University of Alabama at Birmingham (UAB) remains fully committed to equal employment opportunity, affirmative action, nondiscrimination and the prevention of unlawful harassment in employment, education and the participation in university programs. We have long embraced diversity and equal opportunity as core values that encourage the type of supportive environment and campus community that allows faculty, staff, and students to 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 for diversity and equal education and 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. The University seeks to ensure that all aspects of employment, education and program participation remain free from unlawful discrimination and harassment. All University employees are expected to comply with this policy and any actions involving faculty, staff and students are initiated and administered in compliance with our commitment to federal/state laws and Executive Orders with respect to nondiscrimination and affirmative action. All UAB employees holding administrative, managerial and supervisory positions are required to ensure that this policy is fully implemented by enforcing only valid, position-related requirement decisions for employment, promotions, and work assignments and to ensure that progress continues with regard to nondiscrimination and equal opportunity.

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. I urge each member of our University community to join me in supporting these principles and ensuring that our core values of embracing diversity, showing mutual respect, and exhibiting fair and equitable treatment at UAB, remain intact, every day.

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

16.2 Affirmative Action/EO

Affirmative action is a set of positive steps that UAB takes to promote equal employment opportunity. The affirmative action program allows UAB to identify potential problems in hiring, especially when it comes to hiring qualified women, minorities, persons with disabilities, Vietnam-era veterans, and disabled veterans.

Every year, UAB does a self-analysis to determine the status of women, minorities, persons with disabilities, and veterans at all levels of the organization. This self-analysis considers census data and availability of qualified minorities, women, persons with disabilities, and veterans in the recruiting arena, then compares that to the number of minorities, women, persons with disabilities, and veterans working at UAB.

If there is a problem identified, UAB then makes a good faith effort to eliminate practices that may be discriminatory and take pro-active measures, including recruitment and other outreach methods to encourage qualified minorities, women, persons with disabilities, and veterans to consider job opportunities at UAB.

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable

and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of, race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.

Disability Self ID Form

The invitation to self-identify is for protected veterans and individuals with disabilities. Please click on the link below to voluntarily self-identify your status. Submission of this information is strictly voluntary, and refusal to provide it will NOT subject you to any adverse treatment.

Veteran Self ID Form

The invitation to self-identify is for protected veterans and individuals with disabilities. Please click on the link below to voluntarily self-identify your status. Submission of this information is strictly voluntary, and refusal to provide it will NOT subject you to any adverse treatment.

Race/Gender Self ID Form

As a matter of institutional policy as well as applicable law, UAB is required to keep records and perform certain analyses of applicants and employee pool by race, ethnicity and gender.

Federal/State Posters

<https://www.ipf.uab.edu/dei/institutional-equity/equal-opportunity-and-affirmative-action>

Section 17: Hostile Work Environment



17.1 Hostile Work Environment Guidance

See Section 14.2 for the complete Equal Opportunity and Discriminatory Harassment Policy.

17.1 Hostile Work Environment

UAB's EEO policy is intended to protect students and employees from discrimination and harassment, not to regulate the content of speech. In order to establish a violation under this policy, the harassment must be sufficiently severe, pervasive and objectively offensive that it effectively denies a person equal access to participate in or benefit from an education program or activity or creates a hostile work environment.

Nonetheless, speech or conduct of a harassing, sexual, or hostile nature that occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited harassment if it is sufficiently severe, pervasive and objectively offensive as defined herein and (1) is reasonably regarded as non-professorial speech (i.e., advances a personal interest of the student or faculty member as opposed to furthering the learning process or legitimate objectives of the course), or (2) lacks an accepted pedagogical purpose or is not germane to the academic subject matter.

b) Such conduct creates a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, and/or pervasive and objectively offensive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the University's education or employment programs and/or activities. Conduct must be deemed severe, and/or pervasive and objectively offensive. In evaluating whether conduct is sufficiently severe, and/or pervasive and objectively offensive to create a hostile environment, the University will consider the totality of known circumstances, including, but not limited to:

- The frequency, nature and severity of the conduct;
- Whether the conduct was physically threatening;
- The effect of the conduct on the Complainant's mental or emotional state;
- Whether the conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;
- Whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or University programs or activities; and
- Whether the conduct implicates concerns related to academic freedom or protected speech.

A hostile environment can be created by pervasive conduct or by a single or isolated incident, if sufficiently severe. A single incident of Sexual Assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

UAB's policy also prohibits discriminatory harassment of a non-sexual nature, which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, sex, national origin, disability unrelated to job performance, veteran status, age over 40, genetic or family medical history, or other status protected by applicable law and that

- Has the effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or
- Has the effect of unreasonably interfering with an individual's work performance or a student's academic performance.

17.2 Hostile Environment

Hostile environment harassment is unwelcome sexual conduct that is serious, persistent, or pervasive and affects another person's ability to perform their job. This type of environment is intimidating, threatening, and abusive.

There are many types of harassment that could occur in the workplace. Listed below are just a few types of harassment that you need to be aware of and recognize:

- Sexual Harassment
- Racial and or Ethnic Harassment
- Disability-based Harassment
- National Origin Harassment
- Hostile Environment
- Gender-based Harassment
- Age-based Harassment
- Sexual Orientation Harassment
- Religion based Harassment
- Any other factor that is prohibited consideration under applicable law

Note about **Hostile Environment harassment**: In general, simple teasing, offhand comments and isolated incidents are not usually considered harassment, however if the behavior is perceived to be offensive or becomes frequent or severe it could create a hostile work environment.

Your employees have the right to perform their duties in an atmosphere that is free of harassment and discrimination.

The key to preventing harassment is to maintain a culture of respect, professionalism and civility with an appreciation for diversity where everyone can excel.

<https://www.uab.edu/dei/images/odei/documents/UAB-Harassment-Prevention-Resource-Guide.pdf>

Section 18: Immigration Laws Applicable to all Employees



18.1 Immigration Reform and Control Act – HR Policy 418

Effective Date: 05/01/2009

Review/Revised Date: 10/17/2022

Category: Human Resources

Policy Owner: CHRO

Policy Contact: Executive Director Human Resources - Records Administration

Abstract: This policy details UAB's adherence to the Immigration Reform and Control Act of 1986 and explains the requirements for completing the Employment Verification I-9 form.

18.1 Immigration Reform and Control Act HR Policy 418

All new employees, regardless of assignment category, are required by the Immigration Reform and Control Act of 1986 to complete Employment Eligibility Verification Form I-9 on the first day of employment. The Form I-9 can be completed before the first day of work if the offer of employment has been extended and accepted.

Each newly hired employee must present either an original document which establishes both employment authorization and identity or an original document which establishes employment authorization and a separate original document which establishes identity.

The Employment Eligibility Verification Form I-9 must be retained by the University and must be made available to officers of the Department of Homeland Security, the Office of Special Counsel or the Department of Labor when requested.

The Form I-9 attests, under penalty of perjury, that the specified documents have been reviewed and that the individual is indeed eligible for employment in the United States. If the necessary documents have been lost, the newly hired individual must complete Section 1 and then has three business days to present evidence of application for replacement documents. The University representative then completes Section 2 of the form, making the notation that the documentation was a receipt. The I-9 Form should be updated within 90 days or immediately upon presentation of the original documents.

The signed Form I-9 must be forwarded for appropriate administrative review. No appointment, as an employee, may be processed by Human Resource Records without the completed Form I-9.

The Form I-9 may be obtained from HR Records Administration or by accessing the Human Resources website for a printable version. The entire form, including the Lists of Acceptable Documents and the Instructions for completing the form must be printed. All pages of the Form must be presented to the employee.

Nothing in this policy precludes or amends the University's required procedures to secure labor certification for aliens or to register aliens with the International Student and Scholar Services office.

Questions concerning I-9 procedures should be directed to the appropriate Employment Office or to HR Records Administration.

Date Issued: 06/87

Section 19: Policy



19.1 Data Access Policy

Effective Date: 12/1/2017

Review/Revised Date: 6/30/2022

Category: Information Technology

Policy Owner: VP Information Technology/CIO

Policy Contact: Director - Security Risk Management and IT Compliance

Abstract: This policy governs the way in which University employees are authorized to access and interact with sensitive and restricted/PHI institutional data (as categorized by UAB's Data Classification Rule). This policy complements recently revised and developed IT security policies and rules, including the Data Protection and Security Policy, Data Classification Rule, and Data Protection Rule.

Introduction

The University of Alabama at Birmingham (UAB) shall manage access to Sensitive and Restricted/Protected Health Information (PHI) Institutional Data in order to ensure that such access is authorized and based on the principles of least privilege and need to know, that its use is appropriate, and that authorized access complies with UAB policies, standards and rules and relevant state and federal laws.

Scope

This policy outlines requirements for granting and revoking access to Sensitive and Restricted/PHI Institutional Data. This policy applies to access to Sensitive and Restricted/PHI Data maintained by the University or party (ies) acting on the behalf of the University.

Data that is classified as Public can be accessed by and distributed to any entity.

Requests for records by the public are outside of the scope of this policy and shall be handled by University Relations and facilitated by the University of Alabama System Office of Counsel. This policy also does not apply to situations in which the University is legally compelled to provide access to information. Such requests shall be the responsibility of the University of Alabama System Office of Counsel.

Policy statement

Data Stewards Approve Access to Sensitive and Restricted/PHI Institutional Data

Access to Sensitive and Restricted/PHI Institutional Data is approved by UAB-designated Data Stewards, whose roles and responsibilities are defined by Section 3.1 of UAB's [Data Protection Rule](#).

- Data Stewards shall grant access in compliance with the UAB Data Security and Protection Policy and all relevant regulations (e.g. [FERPA](#), [HIPAA](#) and [GLBA](#)).
- Data Stewards shall grant access only to those employees, affiliates, and systems that need the access to perform their job duties or mission and have a legitimate need to know.
- In the event that a Data Steward is not designated, the data in question is owned by the dean, vice president, or head of the unit that creates/owns the data.

Vice Presidents Retain the Right to Approve All Access to SSN Data

Per the UAB [Data Classification Rule](#), Social Security Numbers (SSNs) are classified as Restricted/PHI Data. Therefore, access to SSN data shall not be granted unless approval has been provided by a University Vice President or a Vice President's designee.

UAB Health System Retains the Right to Approve All Access to HIPAA/PHI Data

Appropriate access is provided/controlled according to established policies and procedures within UAB/UABHS HIPAA [covered entities](#). Access shall be granted based on the need-to-know and the minimum necessary standards.

Data Stewards are Responsible for Procedures for Requesting, Approving, and Revoking Access

Data Stewards shall ensure that procedures for access to Sensitive and Restricted/PHI Institutional Data are documented and implemented. Procedures may vary per Data Steward or Data Users group. However, all procedures shall include sufficient tracking for requests, approvals, and revocations, and such tracking must be auditable.

Only Authorized Users Shall Access Sensitive and Restricted/PHI Institutional Data

All access by individuals to Sensitive and Restricted/PHI Institutional Data shall be controlled by reasonable measures to prevent access to and/or distribution of said data to unauthorized users.

Data Users Shall Use Sensitive and Restricted/PHI Institutional Data Responsibly

Data Users must maintain the confidentiality and integrity of data in accordance with all applicable laws, the UAB [Data Protection and Security Policy](#), the [Data Classification Rule](#) and [Data Protection Rule](#).

Data Stewards May Delegate Approval Responsibilities to a Trusted Designee

A Data Steward may delegate the ability to approve access to Sensitive and Restricted/PHI Institutional Data to individuals in designated roles. Approved documented procedures must exist that allow a trusted designee to grant access for employees that have certain pre-approved roles and responsibilities based on their job requirements and need to know. Data Stewards retain the responsibility for ensuring that all access to Sensitive and Restricted/PHI Institutional Data is authorized, appropriate, and complies with relevant legal requirements and University policies, standards, and rules. The responsibility for owning and protecting the data does not transfer to designees.

External Third-Party Access to Restricted/PHI Institutional Data Shall be Governed by Contractual Agreement

Individual contractual agreement or memoranda of understanding (MOU), if the third party is a governmental organization, shall govern access to Sensitive and Restricted/PHI Institutional Data by external parties. Such contractual agreements shall be approved through the University contract office.

Exception

Exceptions may be granted in cases where security risks are mitigated by alternative methods, or in cases where security risks are at a low, acceptable level and compliance with minimum security requirements would interfere with legitimate academic or business needs. To request a security exception, complete the Information Security Exception Request Form.

Non-compliance

Confirmed violations of this policy will result in consequences commensurate with the offense, up to and including termination of employment, appointment, student status, or other relationships with UAB.

Maintenance

This policy will be reviewed by UAB's Information Security Office periodically, or as deemed appropriate.

Appendix A: UAB Institutional Data Stewards by Data Type (Designations based on UAB Records Retention Schedule)

Student Education Records	Provost and VP of Student Affairs
Administrative Records	VP for Financial Affairs & Administration
Athletics	VP for Financial Affairs & Administration
Legal	Office of Counsel
Financial Data	VP for Financial Affairs & Administration
Employee Data	VP for Financial Affairs & Administration
Public Relations Data	Chief Communications Officer
Sponsored Research	VP for Research & Economic Development
Patient Records (Electronic Patient Health Information)	Student Health Services: VP of Student Affairs Academic: Provost HIPAA Data: Senior-most VP/Director/Manager
Personally Identifiable Information (PII)	Students: Provost Faculty & Staff: VP for Financial Affairs & Administration
Departmental Records	Administrative: Senior-most VP/Provost
Financial Aid Records	VP of Student Affairs
Facilities Information	VP for Financial Affairs & Administration
Alumni and Development Data	VP of Development and Alumni
Payment Card Information	VP for Financial Affairs & Administration
Police Records	VP for Financial Affairs & Administration

19.2 Acceptable Use of Computer and Network Resources Policy

Effective Date: 7/1/2020

Review/Revised Date: 6/30/2022

Category: Information Technology

Policy Owner: VP Information Technology/CIO

Policy Contact: Director - Security Risk Management and IT Compliance

Abstract: UAB computer and network devices may only be used for work related to the university or for other approved activities. If these resources are used for destructive, disruptive or illegal activities, the right to use these resources may be revoked.

INTRODUCTION

The computing resources at the University of Alabama at Birmingham (UAB) support the academic and administrative activities of the University and the use of these resources is a privilege that is extended to members of the UAB community. As a consumer of these services and facilities, users have access to valuable University computing resources, to restricted and sensitive data, and to internal and external networks. Consequently, it is important for users to conduct themselves in a responsible, ethical, and legal manner.

SCOPE

This policy applies to all users of UAB's computing resources and is intended to prohibit certain unacceptable uses of computers, mobile devices, and network resources and facilities, while also educating users about their individual responsibilities.

POLICY STATEMENT

No one shall use any University computer or network resource without proper authorization. No one shall assist in, encourage, or conceal from authorities any unauthorized use, or attempt at unauthorized use, of any of the University computing, network, and information technology resources.

No one shall knowingly endanger the security of any University computing, network, and information technology resources, nor willfully interfere with others' authorized computer usage.

No one shall use the University's communication facilities to attempt unauthorized use, nor to interfere with others' legitimate use, of any computing, network, and information technology resources anywhere.

No one shall connect any computer to any of the University's networks unless it meets technical and security standards set by the University administration.

All users shall share University computing resources in accordance with policies set by the University for the computers involved, giving priority to more important work and cooperating fully with the other users of the same equipment.

No one without authorization shall use any University computing, network, and information technology resources for non-University business. University information technology resources are provided for UAB purposes in support of UAB's mission. While incidental personal use is anticipated and acceptable, this use should never limit or interfere with the UAB business use of resources.

No one shall share any password for University computing, network, and information technology resources to any unauthorized person, nor obtain any other person's password by any unauthorized means. Sharing of individually assigned BlazerID and passwords is not permitted.

No one shall share any password for University computing, network, and information technology resources to any unauthorized person, nor obtain any other person's password by any unauthorized means. Sharing of individually assigned BlazerID and passwords is not permitted. Only system administrators are authorized to issue passwords for systems access.

No one shall misrepresent his or her identity or relationship to the University when obtaining or using University computing, network, and information technology resources privileges.

No user will leverage unauthorized access to read, alter, or delete any other person's computer files or electronic mail. This rule applies regardless of whether the operating system of the computer or device permits these acts.

No one shall copy, install, or use any software or data files in violation of applicable copyrights or license agreements, including, but not limited to, downloading and/or distribution of music, movies, or any other electronic media protected by said license agreements, copyrights, or other forms of legal protection.

No one shall create, install, or knowingly distribute malware, spyware, or other surreptitiously destructive or malicious programs on any University computer or network facility, regardless of whether any demonstrable harm results. Examples of such malicious software include, but are not limited to, computer viruses, Trojans, worms, key loggers, programs that provide unauthorized remote access, and ransomware.

Only authorized parties shall modify or reconfigure any University computing, network, and information technology resources.

No one shall store Restricted/PHI or Sensitive information in computers, portable devices or transmit Restricted/PHI or Sensitive information over University networks without protecting the information appropriately via VPN.

Users shall take full responsibility for data that they store in University computers, portable devices and transmit through network facilities. No one shall use University computers or network facilities to store or transmit data in ways that are prohibited by law or University policy, standards, and rules. Users shall not transmit any communications that are harassing or discriminatory as outlined in the Equal Opportunity and Discriminatory Harassment Policy, the Title IX Sex Discrimination, Sexual Harassment, and Sexual Violence Policy, and the Freedom Of Expression and Use Of UAB Facilities Policy.

Users shall take full responsibility for data that they store in University computers, portable devices and transmit through network facilities. No one shall use University computers or network facilities to store or transmit data in ways that are prohibited by law or University policy, standards, and rules. Users shall not transmit any communications that are harassing or discriminatory as outlined in the Equal Opportunity and Discriminatory Harassment Policy.

Those who publish web pages or similar information resources on behalf of the University shall take full responsibility for what they publish. Said parties shall respect the acceptable use conditions for the computer on which the material resides, and they shall obey all applicable laws and University policies, standards, and rules. They shall not publish commercial advertisements without prior authorization. References and links to commercial sites are permitted, but advertisements, and especially paid advertisements, are not allowed. Users shall not accept payments, discounts, free merchandise or services, or any other remuneration in return for placing anything on their web pages or similar information resources.

Users of University computers shall comply with the regulations and policies of mailing lists, social media sites, and other public forums through which they disseminate messages.

System administrators shall perform their duties fairly, in cooperation with the user community, University administration, University policies, and funding sources. System administrators shall respect the privacy of users as far as possible and shall refer all disciplinary matters and legal matters to appropriate authorities.

UAB email and other electronic messaging technologies are intended for communication between individuals and clearly identified groups of interested individuals, not for mass broadcasting. Such messages are defined as the same or substantially the same e-mail message sent to more than one person without prior evidence that they wish to receive it. No one shall use University facilities to

distribute mass broadcast messages to UAB community members that are unrelated to UAB business without prior authorization. The University reserves the right to discard incoming mass mailings and spam without notifying the sender or intended recipient.

For its own protection, the University reserves the right to block communications from sites or systems that are involved in extensive spamming or other disruptive practices, even though this may leave University computer users unable to communicate with those sites or systems.

Any witnessed or suspected security violations must be reported immediately to the Information Security Office in the Office of the Vice President for Information Technology and to the dean or administrative unit head. Specific procedures for reporting a security violation are located on the [Information Security web site](#).

EXCEPTION

Exceptions may be granted in cases where security risks are mitigated by alternative methods, or in cases where security risks are at a low, acceptable level and compliance with minimum security requirements would interfere with legitimate academic or business needs. To request a security exception, complete the [Information Security Exception Request Form](#).

NON-COMPLIANCE

Confirmed violations of this policy will result in consequences commensurate with the offense, up to and including termination of employment, appointment, student status, or other relationships with UAB.

MAINTENANCE

This policy will be reviewed by UAB's Information Security Office periodically, or as deemed appropriate.

IMPLEMENTATION

The Vice President for Information Technology is responsible for the oversight and implementation of this policy, including the overall procedures related to its implementation and management.

19.3 Data Protection and Security Policy

Effective Date: 2/22/2017

Review/Revised Date: 6/30/2022

Category: Information Technology

Policy Owner: VP Information Technology/CIO

Policy Contact: Director - Security Risk Management and IT Compliance

Abstract: Data (electronic) created at UAB must be protected and maintained in accordance with all applicable federal and state laws and university policies.

INTRODUCTION

UAB electronic information assets (data) must be protected and maintained in accordance with all applicable federal and state laws and university policies. The intent of this policy is to provide a framework to ensure that electronic data, in all forms, are adequately protected. This policy specifically outlines:

- The roles and responsibilities of the UAB community for data protection and security;
- Additional requirements associated with the use and maintenance of systems containing sensitive information.

SCOPE AND APPLICABILITY OF POLICY

Managing and protecting data are responsibilities shared by all members of the UAB community (i.e., all individuals (faculty/staff/students/visitors), schools, departments, affiliates, and/or other similar entities within the UAB, including employees of contracted or outsourced non-UAB entities). This policy applies to all UAB data and systems including, but not limited to, centralized institutional systems, departmental/unit systems, systems created or operated by third party vendors under the direction of UAB, and UAB data in any system.

POLICY STATEMENT

All members of the UAB community should protect their data and data under their control and periodically review all applicable data security, confidentiality, and acceptable use policies. The following rules and policies apply to data classification and protection:

- Institutional Data must be classified according the UAB Data Classification Rule.
- University Data must be protected according to the UAB Data Protection Rule.
- Health System data must be protected according to the UAB HIPAA Policies.

Any information system that stores, processes or transmits institutional data must be secured in a manner that is considered reasonable, appropriate, and compliant with university policies and Federal and State Laws. The required level of security depends on the nature of the data, as defined in the [UAB Data Classification Rule](#).

Risk Assessment

Deans and administrative unit heads (in conjunction with UAB Information Technology) are responsible for ensuring the assessment and periodic review of the business processes and technical risks associated with implementing any planned, proposed, or existing electronic information system or data collection system. Risk assessments must identify specific procedures to minimize risks and the impact of potential breach/compromise of data.

Other Data Security Policies at UAB

Other data security policies implemented at UAB (campus-wide or locally by/for a specific department, school, or system) may be more restrictive than this UAB-wide policy but may not be less restrictive. Each university department/unit is responsible for implementing, reviewing, and monitoring internal policies, practices, etc. to assure compliance with this policy.

Incident Reporting and Management

Any suspected breach or compromise of sensitive or restricted data must be reported immediately to the Information Security Office in the Office of the Vice President for Information Technology who will inform the dean or administrative unit head. Specific procedures for reporting a suspected or actual breach/compromise of data are located on the Information Security web site. Upon receiving the report, the Information Security Office will be responsible for conducting or coordinating the investigation, making or assessing recommendations for corrective action, reporting the incident to the Executive Computer Incident Response Team (ECIRT) and other administrative units as needed, and maintaining documentation of the incident.

Exception

Exceptions may be granted in cases where security risks are mitigated by alternative methods, or in cases where security risks are at a low, acceptable level and compliance with minimum security requirements would interfere with legitimate academic or business needs. To request a security exception, complete the exception request.

NON-COMPLIANCE

Confirmed violations of this policy will result in consequences commensurate with the offense, up to and including termination of employment, appointment, student status, or other relationships with UAB.

MAINTENANCE

This policy will be reviewed by the UAB's Information Security Office periodically or as deemed appropriate.

IMPLEMENTATION

The Vice President for Information Technology is responsible for the oversight and implementation of this policy, including the overall procedures related to its implementation and management.

(Replaces policy dated March 19, 2007)

19.4 Email Use Policy

Sending Spam or Mass Emails

No one shall use University facilities to distribute spam messages without prior authorization. Such messages are defined as the same or substantially the same e-mail message sent to more than one person without prior evidence that they wish to receive it. The University reserves the right to discard incoming mass mailings and spam without notifying the sender or intended recipient. See UAB Acceptable Use Policy.

Forwarding

Automatic email forwarding to a non-UAB IT account is permissible, but be sure you understand the risks and policies that affect you. Storage or forwarding of Restricted/PHI data is not permitted in uab.edu email. However, if you receive an email containing Restricted/PHI information and you have configured your mailbox to forward to a third party; this will lead to a breach of this information. Also, UAB IT encourages faculty, students and staff not to automatically forward email to non-UAB accounts because of the lack of security oversight of those types of services; data protection concerns around FERPA and HIPAA; and the desire to guarantee the best possible supported user experience on campus.

- If you choose to set up email forwarding, please note: Any UAB message, regardless of location, is subject to UAB open records.
- Any phishing remediation resulting from forwarding messages will be charged back to the individual, not the department.
- Information forwarded to third parties, outside of UAB contracts, could constitute an unauthorized disclosure of restricted information. You are liable for these disclosures.
- It is a violation of UAB HIPAA policy to forward email containing sensitive information or Protected Health Information to public email systems.

Termination of accounts

Students

A UAB student's grace period for use of your accounts ends one year after the last semester the student attended classes. Your Office 365 account provides access to email, any documents or files you have stored in Office 365, and online Office applications. You can keep your email address for life, learn more about Blazer for Life.

Employees

A UAB employee's grace period for use of your accounts ends three months after your date of termination. Your Office 365 account provides access to email, any documents or files you have stored in Office 365 and online Office applications.

19.5 Phones

VoIP

UAB IT offers a voice over internet protocol solution, known as VoIP, which offers clear audio quality, voicemail-to-email capability and other new features. The Cisco telephone service relies on internet connections rather than traditional phone lines. The VoIP phone system creates redundancies to ensure we have better backups and provides more updated features.



Cisco 7841

[User Guide](#) | [Video Tutorial](#)



Cisco 8861

[User Guide](#) | [Video Tutorial](#)

Remote VoIP

UAB IT has made it possible for you to use your 8861 or 7841 Cisco phone for remote work. Additional equipment may be required; follow the link in the instructions for information on ordering.

- Follow the instructions for the 8861 phone [here](#).
- Follow the instructions for the 7841 phone [here](#).

Jabber

You can also install the Jabber app to make and receive calls on your VoIP phone on your mobile device. [Learn more](#).

Costs

UAB academic and business units will not be charged for the initial cost of replacing old phones with new Cisco VoIP phones, but the monthly charge for telephones may vary, depending on the type of phones being replaced.

Cell Phones

For information about cell phones, visit [UAB's Telecommunications page](#). You must be on VPN or the campus network to access this link.

Current Telephone Set Options	Monthly Cost
VoIP Telephone Set Options	Monthly Cost
CISCO model 8861 10 line display telephone	\$14.00
CISCO model 7841 5 line display telephone	\$8.00
CISCO model 8832 conference telephone	\$22.00

19.6 Drug-Free Workplace Policy – HR Policy 633

Effective Date: 3/1/1992

Review/Revised Date: 3/1/1992

Category: Human Resources

Policy Owner: CHRO

Policy Contact: Executive Director Human Resources - Talent Performance & Relations

Abstract: This policy defines the rules and regulations on maintaining a drug-free workplace at UAB.

Policy 633 - Drug-Free Workplace Policy

Date Issued: 10/80

Date Revised: 9/18

For complete text of this policy, go to:

[Drug-Free Campus and Workplace Policy.](#)

19.7 Substance Abuse Program

Recovery and renewal through service, research and collaboration

Since 1973, Community Justice Programs has been committed to developing programs in response to current and emerging challenges facing the community within justice and behavioral health systems. By connecting research and communities, we create better health for all.

Community Justice Programs

Offering comprehensive case management, support and advocacy to individuals with behavioral health needs at all points of the justice system continuum.

Learn More

Programs

Adult

[READ MORE](#)

Adolescent

[READ MORE](#)

Family Wellness

[READ MORE](#)

Recovery Support Services

[READ MORE](#)

<https://www.uab.edu/medicine/substanceabuse/programs/adult>

<https://www.uab.edu/medicine/substanceabuse/programs/adolescent-programs>

<https://www.uab.edu/medicine/substanceabuse/programs/family-wellness-court>

<https://www.uab.edu/medicine/substanceabuse/programs/recovery-support-services>

Beacon Recovery

Outpatient and Intensive Outpatient substance abuse treatment for adults and adolescents ages 13-18.



19.8 Safety and Accident Rules

General and Occupational Safety at the University of Alabama at Birmingham (UAB) is governed by federal, state, and local standards, including University Policies and University Standard Operating Guidelines/Procedures. The office of Environmental Health and Safety (Campus Safety) is responsible for the day to day accident prevention, inspection, and program oversight. However, each and every individual, whether faculty, staff, student, or visitor on our campus shares a role in overall occupational safety.

Program Requirements

The basis for the General and Occupational Safety program at UAB is provided for by University Policies and Guidelines/Procedures.

Applicable Codes & Standards

The University of Alabama at Birmingham is governed by the Occupational Safety and Health Administration standards. It is important to note that these codes are not all-inclusive and that other codes and standards may also apply. Some of these include, but are not limited to:

- Occupational Safety and Health Administration (OSHA)
- Environmental Protection Agency (EPA) • National Fire Protection Administration (NFPA)
- American National Standards Institute (ANSI)
- National Institute for Occupational Safety and Health (NIOSH)

General Safe Work Practices Program

The General Safe Work Practices Program at UAB involves numerous activities, programs, and procedures to help ensure that our campus is a safe place to work, live, and play. These program areas include: accident prevention, training, education, and risk assessment to properly mitigate hazards. The following information is provided as a general guideline for activities associated with general safety. Additional information may be obtained by contacting Environmental Health and Safety at 205-934-2487 or <https://www.uab.edu/ehs/>. Links are provided throughout this document.

Accident and Injury Reporting

Procedures for Reporting

- Employees should report on-the-job accidents as soon as possible to their immediate supervisor. This reporting should occur whether or not medical treatment is necessary.
- When an accident occurs, the employee's supervisor or lead employee should investigate the accident. The area where the accident occurred should be viewed and statements should be obtained from any witnesses. Questions regarding the accident/incident report should be directed to the Risk Management office.
- Environmental Health and Safety (EHS) shall review all Workers Compensation claims and shall investigate those where a hazard is present, where appropriate safety procedures were not followed or where personal protective equipment was not used or was defective.
- The Risk Management office may forward other claims (property loss, visitor accidents) and incident reports to Campus EHS for review and investigation.
- If the incident resulted in, or had the potential to result in, a serious injury or property loss, it should be reported to EHS.
- If any action is necessary resulting from the investigation conducted by EHS, the findings will be forward to the appropriate supervisor and/or department head.
- EHS shall investigate chemical spills/releases and fires. Summary data of these events plus the total number of OSHA reportable accidents will be included in an end-of-year summary report and shall go to the University Safety Committee.

Supplemental Forms: Incident reporting form Risk Management

<https://riskmgt.hs.uab.edu/forms.html>

19.9 COVID 19 Checklists for Employees/Students and Supervisors

This guidance may change as we receive new or additional guidance from the CDC, Alabama Department of Health, Jefferson County Department of Public Health and/or University officials.

Employees/Students who are symptomatic, have a close contact exposure, or receive a positive COVID diagnosis

- **Report:** To determine whether testing or work restrictions are necessary, update UAB Healthcheck. Once this action is taken Employee Health/Student Health will provide guidance on next steps. Close contact is defined as being within 6 feet of the COVID positive person for greater than 15 minutes.
- **Notify:** Notify your supervisor (or their designee) and provide (1) the last date you were on campus, (2) the location where you worked on campus.
- **Isolate:** If you have are symptomatic, have a close contact exposure, or have received a positive COVID diagnosis, you should not return to campus until Employee Health/Student Health has released you to do so. Supervisors/Departmental Leadership

Report and Isolate: If you receive notice that an employee/student is symptomatic, has a close contact exposure, or has received a positive COVID test, direct the employee/student to update their GuideSafe™ Exposure Notification App. Ask the employee/student to go home.

- **Notify:** When an employee/student with the department tests positive for COVID 19, supervisors **may** announce this to their department using the messaging below, but no names or details are allowed to be given. Even if a Positive Employee/Student has self-disclosed to others, supervisors should not confirm or discuss the identity of a positive employee/student. Supervisors can inform their department that close contacts will be notified individually and that if they were not individually contacted, then they are not considered close contacts. Where a departmental structure is in place this should be undertaken by the organization or executive administrator and chair who should also communicate with other units which may share the space. The identity, circumstances, and/or condition of the COVID positive employee/ student cannot be disclosed to other employees or students.
- **Assist with Contact Tracing:** UAB Employee Health and UAB Student Health conduct contact tracing to identify “close contacts” of the positive employee/student and will communicate directly with supervisors to identify and communicate with these individuals in order to provide guidance regarding appropriate next steps. Close contact is defined by being within 6 feet of the positive employee/student for greater than 15 minutes. Supervisors should cooperate with Employee Health/Student Health in identifying and communicating with close contacts of positive employees/students, if requested. The identity of the positive employee/student cannot be disclosed to the close contacts or other employees/students. No details of the positive employee’s/student’s circumstances or condition are to be shared with close contacts or other employees/students. In accordance with CDC and ADPH guidance, contact tracing does not occur without a confirmed positive test.

Clean: Contact building services (GRP-covid19resp@uab365.onmicrosoft.com). In the case where a departmental structure is in place the department should do this. Determine whether enhanced cleaning of affected work spaces and/or communal areas is necessary only for a

positive COVID-19 test result. Your organization or executive administrator/chair can assist with this determination, if needed and they may also consult occupational medicine. If additional enhanced cleaning occurs, communicate back to the department that the area has been cleaned. Specialist areas such as laboratories will not be cleaned unless requested.

Helpful information

Building Services: GRP-covid19resp@uab365.onmicrosoft.com

Occupational Medicine: occmed@uab.edu

Link to Healthcheck www.uab.edu/healthcheck

SAMPLE EMAIL FOR NOTIFICATION OF COVID-19 POSITIVE EMPLOYEE/STUDENT

The welfare and safety of our employees and students during this time is our primary concern. I am writing to inform you of a recent development relating to COVID-19.

We recently learned that one of our valued [employees/student] within [name of the unit or department] has tested positive for COVID-19. We cannot generally share any personal information about this individual or information regarding his/her condition, but we have already communicated with those in close contact with the individual to alert them to possible exposure. If you have not been contacted as one of the close contacts, then you have not been identified as one. We believe it is important you know about this development so you may pay even closer attention to your health and any coronavirus symptoms you experience.

As a reminder, UAB already has enhanced cleaning protocols in place. If it is determined that someone who is symptomatic or who has tested positive for COVID-19 has accessed a portion of a campus facility, building services will clean the potentially affected area. If you see cleaning, it does not necessarily mean you are a close contact or have been exposed. As stated above, you will be contacted by the appropriate officials if you are considered a close contact.

This is not a time to panic. It is, however, a time to be attentive and engaged regarding the steps we need to take as a community during this public health crisis. Stopping the spread of COVID-19 has become a social responsibility for all us. It is critical that we comply with the University's safety and health guidelines. This includes wearing a mask/face covering at all times when on campus except at a workstation/private office that is in an enclosed space where no other personnel are present and practicing social distancing. Additionally, before starting work and before you leave any room in which you have been working, you must wipe down all work areas with sanitizing wipes. This includes shared space or equipment (e.g., copiers, printers, computers, keyboards, mouse, phone, equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

In closing, if you feel ill and/or are exhibiting any possible COVID-19 symptoms, you should update your Healthcheck. Once you complete the form it will indicate whether you need to be tested and provide appropriate guidance if testing is necessary. [Employee Health/Student Health] will follow up with you about the results and next steps.

End sample email

As information about the novel coronavirus and COVID-19 continues to develop, UAB HR will update this guidance as needed, and UAB will continue to update the resources related to COVID-19 linked above. Any questions related to this Guidance should be directed to UAB HR Employee Relations.

19.10 Promotion and Transfers

The **TRANSFER WITH PROMOTION** document reason is used when an employee is transferring to another organization to a job classification that is a **higher pay grade** than their current job classification.

Note: The current organization creates the document and reassigns the document to the new organizations Requestor. The new Requestor should be able to locate the document by reviewing the list of documents for their requestor name, by the document number or the employee's name, identification number, or Social Security Number. For instructions on how to reassign ACT documents, click here.

Also used when a faculty member transfers to another organization with an associated higher faculty rank. May or may not involve a change in salary.

The new organization requestor should complete or update the following forms/tabs: **ADDRESS/PHONE** (campus information only), **SCHOOLS AND COLLEGES, ASSIGNMENT, SALARY, and LABOR SOURCE.**

UAB HR Officer → HR Transactions → ACT → Find Window

https://www.uab.edu/humanresources/home/images/M_images/Organizational_Learning_Development/PDFS/ACT/Transfer-With-Promotion.pdf

Employee Transfer Guidelines

UAB recognizes that employee motivation, productivity and retention are dependent upon people working in jobs that are well suited to their interests and therefore provide 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. Career moves should be carefully planned and will depend upon the employee's successful performance and demonstrated success in creating a solid and stable work history.

Managers are encouraged to be supportive of employees who have the desire to enhance their skills or develop new competencies and should be prepared to assist the employee in investigating opportunities.

Transfer Eligibility

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;
- Has not received a written warning, suspension, imposed probation, or an unsatisfactory performance evaluation within the past 12 months;
- Meets or exceeds the minimum qualifications or requirements that are listed in the job posting.

Early Transfers

Exceptions to the 12-month waiting period are rare and managed on a case-by-case basis.

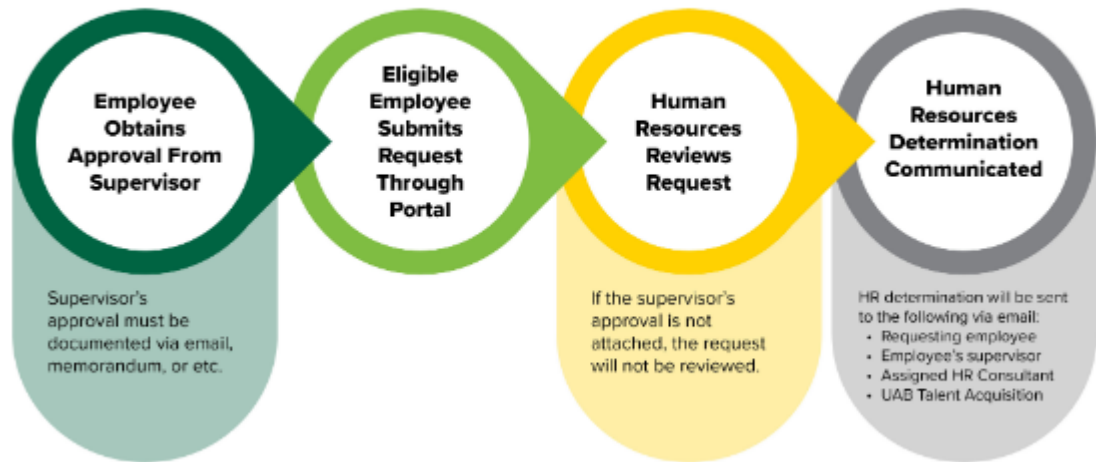
Employees wishing to apply for a position before completing twelve (12) months of continuous service may request an exception by completing the Early Transfer Request Form. Prior to submitting the form, the employee must discuss and receive written approval from their supervisor to request an early transfer. Additionally, a copy of the written approval must be uploaded and attached to the form. If no supervisor approval is attached, the request will not be reviewed. Once a completed form is submitted, the request will be reviewed for consideration. Human Resources will make the final decision.

An employee making a request who is currently in their initial six-month probationary period, a 90-day transfer probationary period or serving an imposed probation as part of a corrective action may not be considered.

Early Transfer Request Form

<https://us.core.resolver.com/#/go/accept/privacypolicy>

Early Transfer Request Process



19.11 Travel

Overview

Useful Links

Allowability.

<https://www.uab.edu/financialaffairs/traveling/allowability>

Entertainment General Expenditure Guidelines.

<https://www.uab.edu/financialaffairs/policies/entertainment>

Entertainment/Business Meals.

<https://www.uab.edu/financialaffairs/policies/entertainment>

Expenditure Matrix.

<https://www.uab.edu/financialaffairs/forms/expenditure-guidelines-matrix>

Approved Birmingham Area Hotels

<https://www.uab.edu/financialaffairs/procedures/hotel>

The rules regarding travel costs vary depending upon the legal relationship of the traveler to UAB. Before making any commitments for UAB to fund an individual's travel costs, it is essential that the traveler be properly classified in the context of that particular trip. Though many of the rules are similar, the documentation and procedural requirements are quite different. Please use the tabs on the left to properly identify the employee traveling, and view the related content. All reimbursements must have a completed W9 on file before reimbursements will be made.

Notice:

Effective October 1, 2023, UAB is implementing several changes related to Oracle Payment Request used to process travel reimbursements. See additional information here.

Effective immediately, all domestic travel must be approved by the traveler's supervisor via a Travel Pre-Approval Form prior to committing related expenses.

Traveling

Resources

[» UAB Travel Portal](#)

[» UAB P-Card](#)

[» RezDesk Training](#)

Coming to UAB: Prospective Employees

In [Coming to UAB: Prospective Employees](#) you will find information to organize travel for both current and prospective employees.

Employee

In [Employee](#) you will find information to organize travel for current, including moving allowance, in- and out-of-state travel, and overseas travel on behalf of UAB.

Independent Contractor

In [Independent Contractor](#) you will find general information regarding traveling on behalf of UAB as an Independent Contractor, and the procedures you should take.

Student

In [Student](#) you will find information on requirements for student travel, what UAB will pay, and the procedures for student travel.

Trainee

In [Trainee](#) you will find information on requirements for trainee travel, and restrictions. UAB Trainees are individuals who are either receiving monthly fellowship payments under an active fellowship assignment, or properly identified as trainees on a sponsored training grant.

Volunteer

In [Volunteer](#) you will find procedures, and restrictions to travel as a volunteer on behalf of UAB.

Moving/Relocation Allowance.

<https://www.uab.edu/financialaffairs/traveling/employee/moving-relocation-allowance>

Per Diem Travel.

<https://www.uab.edu/financialaffairs/traveling/employee/per-diem-travel>

Domestic Travel.

<https://www.uab.edu/financialaffairs/traveling/employee/domestic-travel>

International Travel.

<https://www.uab.edu/financialaffairs/traveling/employee/foreign-travel>

19.12 Police and Public Safety

Welcome to the UAB Police Department

Thank you for visiting the UAB Police and Public Safety website. UABPD is dedicated to promoting a safe environment for more than 21,000 students and over 26,000 employees. We are committed to serving the UAB community professionally, effectively and caringly. Our philosophy of community policing integrates crime prevention, problem resolution and community involvement in an unprecedented manner, allowing us to provide the support and service deserved by UAB guests, students and employees. The men and women of UABPD firmly believe in our mission and vision statements and are truly committed to providing a safe and secure environment for all students, faculty, staff, patients, visitors and guests. We hope that you will find the information on our website to be helpful and informative and if you have any questions or need additional information, please contact us at (205) 934-4434. If you have an emergency, please contact UABPD at (205) 934-3515 or call 911.

Vision Statement

"This Department will be the vanguard of safety for our University community by 'Doing anything for anybody at any time!'

Mission Statement

"To provide high quality accessible service to the University community that helps foster safety and security on campus by being responsive to the changing needs of our customers."



Employment with the UAB Police Department

For more information, please contact Mrs. Wonica Williams, UABPD Personnel Generalist, at (205) 934-4631 or wonica@uab.edu.

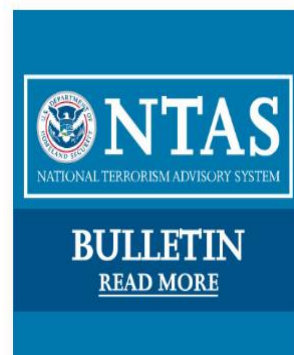
[Employment with UAB Police](#)



Clery Act Statistics/Residential Fire Safety Report

This report follows the guidelines mandated by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act.

[The Clery Report](#)



National Terrorism Advisory System

The National Terrorism Advisory System (NTAS) is designed to communicate information about terrorist threats by providing timely, detailed information to the American public.

[Read the NTAS Bulletin](#)

Emergency

911

Non-Emergency

(205) 934-4434

Police and Public Safety

1117 14th Street South

Birmingham, AL 35205

(205) 934-3535

The University of Alabama at Birmingham is committed to providing a safe and secure environment for all students, faculty, staff, patients and visitors. Located in the city of Birmingham, UAB is part of a greater urban community. Within campus boundaries, there is a mixture of public and private property. Our campus boundaries are I-65; 10th, 11th, 12th, Avenues South; 22nd Street South and 2nd Avenue South. Overall, the campus consists of approximately 636 acres and 216 academic, residential, and recreational buildings, which translates into nearly 16 million square feet of functional building space.

A city within a city, UAB has over 21,000 students and more than 26,000 employees. Campus residence halls can accommodate over 2,500 students. There are also numerous visitors who come to campus. During special events, the number of visitors can exceed 50,000.

UAB is an open and vibrant campus. Except for residence halls, which are locked twenty-four hours per day, and some research areas, University facilities are open to the public during regular business hours. At other times, facilities are locked and only persons authorized or the individual departments within the building may have access to the facility.

UAB Facilities maintains University buildings and grounds with a concern for safety and security. Its staff regularly inspects the campus, evaluates lighting, and makes repairs affecting safety and security hazards such as broken windows and locks. The UAB Police & Public Safety Department and other departments assist Facilities by reporting potential safety and security hazards.

No campus is isolated from crime; however, UAB has taken responsibility to employ a variety of security measures to protect the campus community. All persons who come to campus are expected to obey all laws and institutions and department rules related to the use of each facility. Those who fail to comply are subject to arrest and/or disciplinary action through the institutional policies.

Safety Tips.

<https://studentorgs.uab.edu/police/resources/safety-tips>

The UAB Police and Public Safety Department offers the following safety tips.

Personal Safety Considerations

In recent months, the U.S. has experienced civil unrest across various jurisdictions. Due to continued sociopolitical issues, there remains a potential for further unrest. To reduce risk, the UAB Police and Public Safety Department recommend that individuals within our UAB community, implement basic security measures to increase personal safety.

Crime Prevention

The UAB Police & Public Safety Department's Crime Prevention Specialist is the driving force for coordinating the UAB community crime prevention program. Through regularly scheduled seminars, presentations, and community meetings, combined with the deliberate and constant interaction of uniformed and plain clothes officers within the campus community, crime prevention efforts, under the concepts of "Community Policing," is stronger than ever. One of our most successful programs is the "Campus Watch" program. This program was planned, developed, undertaken, and is now continuously evaluated by the Crime Prevention Specialist. Mirrored off of municipal Neighborhood Watch programs, "Campus Watch" directly involves the entire UAB community in an effort to thwart and effectively deter opportunistic crime in and around the UAB campus and its buildings and property. This unit reports to the Office of Professional Standards Division Commander.

In addition, the Crime Prevention Specialist coordinates our Civilian Response to Active Shooter Events (CRASE) training. CRASE provides strategies, guidance and a plan for surviving an active shooter event. Topics taught in the course include the history and prevalence of active shooter events, civilian response options, medical issues and considerations for conducting drills. CRASE is built and designed on the Avoid, Defend, Deny (ADD) strategy developed by ALERRT in 2004.

The training is free, last approximately 45-60 minutes (depending on Q&A afterwards), and everyone who attends classes or works on campus can benefit from this training.

For questions or comments, please contact:

(205) 934-4649

Things you could be doing to prevent a crime from occurring.

<https://studentorgs.uab.edu/police/resources/crime-prevention>

Report Suspicious Activities.

<https://studentorgs.uab.edu/police/resources/crime-prevention>

Report suspicious behavior immediately to the UAB Police Department.

<https://studentorgs.uab.edu/police/resources/crime-prevention>

19.13 Dangerous Weapons and Firearms Policy

Knowing what to do if a violent intruder is on campus could save your life. And knowing what to do right now could prevent campus violence and protect you from it.

“As our hearts go out to the campuses across our nation who have experienced tragic violence, we are reminded about the importance of our ongoing, diligent efforts to prevent and prepare for the possibility of violence,” said UAB Chief of Police Daryl Green. “I encourage all members of the UAB community to take full advantage of the important safety resources we offer and play an active role in keeping UAB safe.”

UAB performs well in safety statistics in large part due to secure facilities, the latest technology and a nationally accredited police force supported with analysis, training and communication. But the daily news reminds us that bad things happen, and preparation is essential.

As part of the overall campus safety plan, UAB provides active-shooter training and other resources to prepare students and employees to help prevent violence and protect themselves and the campus community.

“UAB Police and Public Safety personnel train regularly with key campus partners to respond to the possibility of campus violence, including full-scale active shooter drills,” said UAB Police Sgt. Marvin Hart, who oversees Civilian Response to Active Shooter Events (CRASE) training for employees and students. “UAB Police officers receive 16 hours of advanced law enforcement rapid-response training to make sure they are prepared for an active-shooter incident on campus.”

CRASE provides guidance and a plan for surviving an active-shooter event that employs a strategy of Avoid, Deny, Defend (ADD), and hundreds of students, faculty and staff already have participated this year.

The training is free and can be customized for academic, administrative or clinical groups, large or small. Contact Sgt. Hart at 205-934-4229 or mhart1@uab.edu to learn more.

An open public session is planned 1 p.m. Nov. 30 in the Hill Student Center. Room size limits participation to 80 for this event, so register online using the UAB Campus Calendar.

“We are committed to keeping our campus safe and encourage everyone on campus to participate in this important training,” Hart said.

Several other resources are available in an emergency:

- Update your B-Alert profile to ensure timely alerts

UAB’s Emergency Management Team uses its B-Alert emergency-notification system to communicate any threat to campus through voice calls, SMS text messages and emails. Ensure your contact information is up to date at uab.edu/balert.

- **Use your GPS-enabled panic button app connected to UAB Police**

The personal security app RAVE Guardian has an emergency feature that turns your smartphone into a personal panic button that calls 911 or UAB Police, depending on your proximity to campus, and can share your location with UABPD. The app and service is free to everyone with a uab.edu address; download it now.

- **Call from a Help Phone**

Familiarize yourself with the Help Phones located on your daily routes; they are a direct link to the UAB Police Department and are monitored 24 hours a day.

- **Share concerns about possible threats to prevent violence**

One of UAB's best defenses is the timely observation of a student or employee. Call 911 to report an imminent threat to safety. Situations and behaviors of concern that are clearly not emergencies can be reported to UAB's Behavioral Threat Assessment and Management team or reported through the Rave Guardian app.

Learn more about and access these and other safety resources at uab.edu/safety.

Don't forget, UAB Student Counseling Services and the UAB Employee Assistance Counseling Center are available to students and employees who need them.

According to UAB policy, no firearms, ammunition, or dangerous weapons are allowed in buildings or any UAB facilities at any time. A gun permit does not authorize an employee, student, patient or visitor to bring firearms into any UAB facility under any circumstance.

19.14 Employer Approval in Handshake Policy

Guidelines:

UAB Career Services terms and conditions are preconditions for recruiting at UAB, with the sole consequence for noncompliance being revocation of permission to recruit at UAB. A handshake account will need to be established first.

[Join Handshake](#)

Terms

The University of Alabama at Birmingham (UAB) strives for open access and connections between students and employers. However, UAB reserves the rights to accept or deny any positions or recruiting organizations (Employer) based upon internal criteria. Additionally, UAB may deny or remove access rights for organizations that do not meet the criteria listed below.

UAB Career Center offer Employers the opportunity to post openings for internship and jobs, to manage On-Campus Recruiting, and to register for Career Services events via the Handshake System. Prior to receiving full access to Handshake, or other programs and services offered, you must indicate that you have read, understood, and agree to terms and conditions of the agreement outlined below.

UAB Career Center reserve the right to deny access and participation to any recruiter, vendor, employer, school, or organization from participating in any event or activity. This includes, but is not limited to:

- On-campus or off-campus recruiting events
- Career expos, internship/job fairs
- Informational sessions
- Access to Handshake or other position posting platforms

Employers and vendors are not allowed to take photos of UAB-sponsored events without prior, proper written consent.

All internship/job opportunities are posted at the discretion of UAB Career Center leadership. The following positions will not be posted:

- Positions that appear to discriminate against applicants on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, and veteran status.
- Positions that require any form of monetary commitment from students prior to employment.
- Positions within the adult entertainment industry.
- Positions that do not comply with Equal Employment Opportunity (EEO) standards.

Employers will reasonably address complaints regarding workplace conditions made by students.

An Employer will provide information to UAB Career Center regarding student complaints. In turn, UAB Career Center will provide reasonable assistance to the Employer in addressing such complaints.

Employers will reasonably address concerns with a student's behavior or performance with the student.

The Employer should provide information regarding its concerns with student behavior or performance to UAB Career Center. In turn, UAB Career Center will provide reasonable assistance to Employer in addressing such concerns.

An Employer will not look to UAB for any costs associated with a student position or the Employer's participation in UAB programs. This includes any expenses associated with a workplace injury, claims against the Employer due to the actions of the student, or with regard to any claims, actions or damages arising out of the conduct of Employer or Employer's agents, employees, or representatives.

The University of Alabama at Birmingham Career Center departments abide by the National Association of Colleges and Employers (NACE) Principles for Professional Practice. By participating in UAB events/services, an Employers agree that they will adhere to applicable federal and state EEO laws, regulations, standards and guidelines as well as the appropriate principles set forth by NACE. <http://www.naceweb.org/principles>

Handshake is a modern platform for your company to get connected with our talented UAB students and alumni. It allows you and your recruiting team the ability to:

- Post positions when you select UAB Career Center
- Manage your postings, interview schedules, events, register for career fairs
- Engage with students and alumni in the UAB Handshake community

[Join UAB Handshake Community](#)

Helpful Tips:

- Once you have signed up, please allow 24 hours for new accounts to be activated, be sure to monitor email as you will be asked to confirm your request within a 24 hours period of creating an account.
- After you have created your company profile, your account will be approved within 2-3 business days
- Once your account has been approved, you will be able to log in to Handshake and post jobs, register for career fairs, etc.
- Please see the Employer Handshake Guide for assistance

For immediate assistance, contact Brandon Wright btwright@uab.edu, UR-HireABlazer UR-HireABlazer@uab.edu, or call 205-934-4324.

Engineering – Desland Robinson DeslandRobinson@uab.edu

Collat School of Business – Andreia Stechman Astechma@uab.edu Amber Anderson

19.15 Inclement and Bad Weather Policy – HR Policy 616

Effective Date: 6/1/2016

Review/Revised Date: 9/1/2022

Category: Human Resources

Policy Owner: CHRO

Policy Contact: Executive Director Human Resources - Talent Performance & Relations

Abstract: This policy defines how severe weather closings impact different positions at UAB.

There are times when severe weather in Central Alabama and beyond requires UAB and UAB Medicine to make decisions for different UAB entities, students, employees, and patients across a complex academic, research, and health care organization.

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 our 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.

Announcements will be made concerning academic and employment requirements during closings due to bad weather so students and employees are more clearly and quickly informed of whether or not they need to report for class or work during a weather event.

Each student and employee is assigned to a group: Green, Yellow, or Red, and these assignments are intended to address and clarify the distinction between essential and non-essential services. Members of the UAB community can check their group assignments via the WEATHER GROUP tile in the UAB app, or visit the "Check My Group" feature at uab.edu/emergency/weather.

GREEN GROUP or Non-Essential Services

GREEN group entities/ functions always close when operations are canceled for weather. Academic classes are an example of these; when UAB closes, classes are canceled for faculty and students. Employees with duties considered "non-essential" during a weather closing are also part of this group and will not report.

GREEN GROUP or Non-Essential Services Guidelines

The following guideline should be used in reporting time for employees in the Green group or 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.

YELLOW GROUP

YELLOW group entities/ functions may or may not close depending on the nature of the weather event and decisions by management/supervisors. This group includes entities like the Hill Student Center and UAB clinics, which may stay open or close when academic functions at the University are canceled. Employees in this group will be required to understand their unit-specific plans in addition to the global UAB plan.

YELLOW GROUP Guidelines

The following guidelines are to be used in reporting time for employees in the Yellow group during inclement weather or other emergency circumstances. Employees in certain areas that may stay open

when academic functions at the University are canceled, need to know their unit-specific plan in addition to the global UAB plan. Employees who are scheduled to work and do not call in to report off from work will not receive compensation and are subject to disciplinary action. 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.

RED GROUP or Essential Services

Red group entities/ functions never close and must continue to operate regardless of the weather. UAB Hospital and the UAB Police Department are examples of these.

RED GROUP or Essential Services Guidelines

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 employee in the Red group or 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. (Policy 206.A)
- Employees who call 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.

MULTIPLE ASSIGNMENTS

People who have multiple assignments must consider each assignment:

Example: A faculty member in a health-related school like the School of Nursing who also works at UAB Hospital will be assigned to two groups: Green for their faculty appointment in Nursing and Red for the hospital appointment because UAB Hospital never closes. The faculty member will not teach class but will report to the hospital to care for patients.

A B-Alert text (maximum 140 characters) may read, "UAB to close at 11 am Monday. GREEN group CLOSED. YELLOW group follow supervisor instruction. RED remains open. Details at uab.edu/emergency"

When a weather closing is being considered, UAB Emergency Management will provide early alerts and updates to Yellow and Red group managers/supervisors to support, help, inform, and speed along decisions to be made subsequent to the initial (GREEN group) closing announcement. The B-Alert system and uab.edu/emergency will be utilized to communicate updates, and University Relations will share pertinent information with news media and on social media to inform audiences including clinic patients, as well as guests to campus like patrons of arts or athletics events. To register for B-Alerts, details are at uab.edu/emergency.

In the event the University is not officially closed, employees experiencing problems (icy roads, dead batter, 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.

There may be other emergencies that are not weather-related. Unless instructed otherwise, the same classifications of essential/non-essential would apply.

Date Issued: 10/80

19.16 Employee Discounts - HR Policy 414

Effective Date: 1/1/2016

Review/Revised Date: 8/3/2022

Category: Human Resources

Policy Owner: CHRO

Policy Contact: Executive Director Human Resources – Benefits

Abstract: This policy details discounts available to UAB employees upon presentation of a valid UAB ID badge, to include the UAB Perks Program.

All full-time and part-time regular employees are eligible for certain discounts within the University upon presentation of a valid UAB ID badge. The UAB Perks Program, www.uab.edu/perks, provides discounts for UAB faculty and staff to a wide selection of vendors ranging from automotive to travel. Any questions or comments related to the UAB Perks Program can be emailed to perks@uab.edu.

Date Issued: 10/80

19.17 Personal Benefit

Effective Date: 10/11/2007

Review/Revised Date: 8/3/2022

Category: Financial Affairs

Policy Owner: CHRO

Policy Contact: Executive Director Human Resources – Benefits

Abstract: It is against UAB policy for employees to receive special benefits as a result of making travel reservations, arrangements for functions at UAB, or for making purchasing decisions. This policy describes the type of purchases that are considered UAB gifts and those that are of a personal nature, which cannot be reimbursed by the university.

PERSONAL BENEFIT

It is against UAB policy for UAB employees to receive Special Benefits as a result of making lodging or travel reservations/expenses or other arrangements/expenses for functions funded by UAB. However, in 1998, the State Legislature passed a law permitting public employees to use "frequent flyer miles" for personal use even if those miles were earned on UAB business travel, but only if the benefit was individual in nature and not able to be transferred to another individual or to UAB.

It is also against UAB policy for UAB employees to receive Special Benefits as a result of purchase decisions.

Public monies cannot be expended for the personal benefit of an individual. Examples of "individual" include: employees, retirees, students, recruits, lecturers. Therefore, purchases of a personal nature cannot be reimbursed or paid by UAB. Examples of purchases of "a personal nature" include: the framing of a diploma or professional license, a briefcase for an individual, an award banquet or reception for an employee or retiree, greeting cards or gifts (holiday, birthday, sympathy, get well, retirement, personal cell phones, PDA's, computers and books, etc.), flowers, a personal trophy, a personal plaque, or a gift awarded to an individual. Institutional awards by the UAB President or by the UAB Office of Human Resource Management, and associated ceremonial events, are allowable under some limited circumstances.

UAB travel forms or other UAB expenditure requests should not be processed for costs associated with employees providing consulting or other individual services for which UAB does not directly receive the income (or if there is no income involved and UAB does not receive direct benefit).

Items paid for by UAB should not be personalized (monogrammed or engraved with name or initials). Nameplates for desks or doors are exceptions to this rule, as well as business cards and stationary. Also, see the discussion in this section regarding Uniforms.

Traffic violations, parking tickets, or other fines cannot be reimbursed.

The following items are not considered gifts:

1. An item that costs \$4 or less and:
 - a. Has the UAB logo clearly and permanently imprinted on the gift, and
 - b. Is one of a number of identical items you widely distribute

Examples include pens, desk sets, and plastic bags and cases.

For additional detail, please reference the IRS publication below.

<http://www.irs.gov/publications/p463/ch03.html>

19.18 Time Tracking and Recordkeeping – HR Policy 208

Effective Date: 11/01/2020

Review/Revised Date: 8/3/2022

Category: Human Resources

Policy Owner: CHRO

Policy Contact: Executive Director Human Resources – Compensation

Abstract: This procedure states the process and requirements for tracking and recording nonexempt employees' time.

Departments are required to use the UAB approved timekeeping system for the final submission of time. Time records are the basic source of information for payroll purposes; therefore, time worked must be reflected accurately. Falsification of time or unauthorized submission is a serious offense and may result in termination. Time records are required to be approved by supervisors, managers, or time editors for accuracy and completeness.

Supervisors and employees share the responsibility of ensuring work time is recorded accurately. Employees must accurately report time and make supervisors aware when problems arise. Supervisors are responsible for proper adherence to all policies, including but not limited time tracking and record keeping.

For Campus Kronos users, employees should certify and approve their time prior to manager's approval. Failure to certify and approve the time record does not prevent the time from paying. However, the appropriate administration is notified of time records not approved for failing to comply with this policy.

All non-exempt employees (including any nonexempt employee who works remotely with internet access) should punch (badge) in/out using the UAB approved timekeeping system. Employees are not allowed to work "off the clock" or work voluntarily. Employees must be compensated for all time worked. Non-exempt employees who are required to travel to locations with no access to the internet should communicate with their supervisor or department, record their time (e.g., paper timesheet) and submit to their supervisors; the supervisors should then enter the time into the timekeeping system. In order to be paid for the full shift, UAB non-exempt employees must record time in and out within seven minutes of shift begin and end times. Hospital employees must record time in and out within seven minutes of shift begin and end times. These statements refer to the method of pay computation and do not imply permission to be up to seven minutes late or to leave seven minutes early.

Date Issued: 10/80

Section 20: UAB My Health Rewards



20.1 UAB My Health Rewards Guidance

What is My Health Rewards?

All UAB, UAB Hospital, UAB LLC, UA Health Services Foundation, UAB Health System and Cooper Green benefit-eligible employees enrolled in a 2023 medical plan can now earn up to \$350 for healthy behaviors throughout the year.* This outcomes-based initiative rewards participants for completing age/gender specific screenings, participating in care-management programs, making healthier decisions and staying active. Log in to My Health Rewards to see a full list of point-eligible activities and key behaviors.



If you are a benefit-eligible employee but not on a 2023 medical plan, you can opt in to view the My Health Rewards portal to see a list of upcoming onsite Employee Wellness events, explore discounts on health related items, and view past Wellscreens results.

How do I get involved?

- Activate your account at uab.edu/myhealthrewardslogin.
- On a 2023 medical plan? Review to earn points and complete activities/key behaviors
- Not on a 2023 medical plan? View discounts on healthy items and see what's happening with UAB Employee Wellness.

My Health Rewards Spotlight

MHR Fitness Discounts

My Health Rewards program participants can purchase discounted fitness trackers, including FitBit and Garmin devices, and other discounted wellness products like juicers, steamers, smart scales, fitness equipment and more.

Visit the online store in the **My Health Rewards portal**; select the "What's Happening" icon on the homepage and click on the MHR store banner.





Mobile App for MHR Available

The mobile app for My Health Rewards is available, which means eligible users can start earning points for steps and exercise tracked through their Apple Watch or Apple iPhone device.

Users who link their Apple Watch/iPhone, Fitbit, Garmin or Misfit step-tracking device to their My Health Rewards account will earn points for both steps taken and any exercise completed — with the opportunity to earn up to 100 points per week.

In addition to the daily physical activity points, My Health Rewards users also earn points for completing their UAB Healthcheck requirement that has been mandated for all campus employees. Users receive a maximum 15 points per week for completing the daily UAB Healthcheck. Log in to My Health Rewards today to learn how to download the mobile app and link an Apple device to start earning points.

Your health data is held in compliance with the Health Insurance Portability and Accountability Act (HIPAA), the laws governing personal health information. Your biometric health screening results will be kept confidential. It will never be shared with Human Resources, your provider, or your supervisor. UAB will receive aggregate data that summarizes UAB as an anonymous whole, not with individual results.

Section 21: Office Space



21.1 Space

21.1 Space

The INSITE Space Management System provides an institution-wide view of managed space at UAB. INSITE serves as a central repository for space inventory, tracking space-related attributes, room ID and numbers, organization assignment, architectural room use, and area. It is also utilized to track Grant information, space occupants and functional usage. Assignment of this information through the space survey is a key component in the calculations of Facilities & Administrative cost recovery.

Additional uses of INSITE:

- Maintenance of Building Codes Database
- Origination and Maintenance of University floor plans library
- Request for Floor Plan Review
- Assignment of official room numbers
- Prepare and Publish Space-related reports

Space Survey

UAB conducts its annual space survey to compile and maintain the space inventory so that the information may be used by both UAB internal agencies and external agencies. The institution's ability to manage space and report space information is dependent on the accuracy of the information collected in this space survey.

INSITE Space Survey Manager is the online tool used for the survey. Space surveys are distributed via email.

The 2023 Annual Space Surveys for non-academic units should be completed no later than September 30, 2023.

The 2023 Annual Space Surveys for academic units should be completed no later than November 30, 2023.

21.2 Working in Office Environments

Removing barriers and creating a more efficient footprint brings additional benefits. Open office environments can enhance workplace flexibility and provide the agility to meet evolving business needs. Infusing a workplace with natural daylight helps achieve sustainability and wellness initiatives. However, achieving strategic goals and supporting a firm's mission, brand message, and culture often play a more significant role. By improving collaboration and communication, flattening hierarchies, and eliminating siloes, open environments can catalyze the innovation businesses seek.

21.3 Office Etiquette

Open Office Etiquette & Rule 1

Every person in the co-working space wants to accomplish their work tasks. Do not start having conversations if you think that the other person might be busy with work.

The best way to know if the other co-worker is free for conversation is just by simply asking a question if you could interrupt or not.

Open Office Etiquette & Rule 2

All your co-workers are busy working to get their work done in the co-working space or open office space.

If you wish to listen to music, podcasts or videos, then you must prefer using headphones rather than loudspeakers of your mobile.

In case you have to take important calls, try to sift some other area so that your co-worker does not get distracted. Try to avoid having very loud conversations when you are in the common area of the co-working space.

Open Office Etiquette & Rule 3

Make sure that you have your meetings in conference rooms, meeting rooms, or private office space so that other co-workers don't get distracted.

Prefer booking a designated area if you are planning to organize meetings with your clients in the co-working space.

If you go unplanned and organize meetings in the open plan seating arrangement, then you might end up as the major source of distraction for your co-workers at the open office space.

Open Office Etiquette & Rule 4

Try to keep your work desk clean and mess-free. Since you will be working with people sitting just beside your work desk in the common area on occasion, it's best if you keep your working space as clean and tidy as possible.

There's a high possibility of spilling your work desk's mess on the co-worker's desk who is sitting beside your chair. Maintain and customize your work desk to leave a strong and positive impression on your co-workers in the open office space.

Open Office Etiquette & Rule 5

One of the major ground rules is respecting your co-worker's space. Even if you are working beside a lot of people in the co-working space, don't try to indulge in their matters and respect their space.

Make sure that you have all the necessary item needed to accomplish your work tasks so that you do not have to borrow from co-workers. If you need to borrow any item, first get permission from the co-worker.

Open Office Etiquette & Rule 6

Along with respecting the space of your co-workers, you must also respect their privacy. You must not evade their privacy by eavesdropping on calls or checking out co-worker's desk.

If you have completed your work tasks of the day, you can take a walk or go to the relaxing zones of the co-working space. If you wish to talk to a coworker, then you must first get permission.

Open Office Etiquette & Rule 7

A co-working space has an open plan seating arrangement in the common area. Most people are working together in the common area on their hot desks or dedicated desks.

Make sure that you do not carry any strong-smelling perfumes, deodorants, lotions, or food. Any strong-smelling item can easily spread in the common area of the co-working space and distract coworkers.

Open Office Etiquette & Rule 8

In case you are sick, then you must avoid going to work in the open office space. There will be a high risk of spreading germs if you work in a common area of the workspace.

Moreover, if you are suffering from a cold, then your sneezing and coughing might be a major distraction in the workspace. So, the best option is to stay at home if you feel sick. But if it's an emergency and you can't take a day off, then you must maintain good hygiene and sanitize your work desk.

Open Office Etiquette & Rule 9

There might be a possibility that you might be getting distracted due to another coworker in the open office space.

In this case, try to approach the coworker politely and address your concern. If you feel uncomfortable approaching the person directly, you can talk to the manager of the co-working space to look into the matter.

Try to avoid engaging in arguments and fights due to such matters and handle them calmly.

Open Office Etiquette & Rule 10

If a coworker approaches you regarding a problem, try to avoid having arguments and manage the matter calmly. Try to solve the matter or take the help of the manager of the co-working space.

You must keep yourself aware of the perks which are available to the members of the co-working space. You can even approach a manager to know if you are permitted to access the wireless network, free coffee or any other amenity at the co-working space.

Section 22: Diversity Career Resources



Your Career is our Top Priority

22.1 Minority, Student Veterans, LGBTQIA+, Disability, and Women Resources

The UAB Career Center seeks to empower you in your career search by celebrating your unique identities, preparing you for an increasingly diverse and global workforce, and advocating for your individual needs. Diversity in the workplace will continue to increase into the next century as employers have begun to recognize the value-added to their organizations when diverse candidates are hired. The following resources only touch the surface of what's available. For tailored assistance with your career journey, stop by and meet with a Career Consultant today!

Minority Resources

- Diversity.Employers .com
- Diversity.Inc.cm
- BlackWorld.com
- Asian Career Network
- Black Career Network
- All Diversity
- Asian MBA
- iHispano
- Employ_Diversity
- GoinGlobal
- Idealist

Student Veterans

- Veterans Employment Center
- Veterans Job Search
- usajobs.gov
- 100,000 Jobs Mission
- Feds hire vets
- ClearanceJobs.Net
- HireVeterans.com
- Civilianjobs.com
- GI Jobs Magazine
- HireHeroesUSA.org
- vetjobs.com
- TAOnline.com
- National Resource Directory
- Military.com (monster Veteran Employment Center)
- Let's Go Solar

Women Resources

- Career Women
- Hire Tech Ladies
- Power to Fly
- Women Who Code
- Women for Hire
- Levo League
- Career Contessa

LGBTQIA + Resources

- Out of Work
- Pro-Gay Jobs
- Out and Equal

Disability Resources

- Disability Job Exchange
- Recruit Disability
- Careers with Vision/National Industries for the Blind
- Disabled Person
- Ability/JOBS
- Getting Hired
- Think Beyond the Label Jobs Board
- Equal Opportunity Publications
- Employer Assistance and Resource Network

Section 23: UAB Holiday Schedule



23.1 UAB Designated Holidays

Regular full-time employees in Workgroups A and F (Faculty) receive nine designated holidays and three personal holidays in 2023. Due to special requirements, the holiday policy for regular full-time employees of UAB Hospital and UAB Police Department (Workgroup C) will receive 12 personal holidays, instead of the nine designated and three personal holidays. As in 2022, part-time employees will accrue holidays on a prorated basis and holidays may be scheduled at any time during the year with the supervisor's approval.

Check your workgroup assignment at uab.edu/knowyourgroup.

Friday, December 30, 2022 & Monday, January 2, 2023
New Year's Holiday

Monday, January 16, 2023
Dr. Martin Luther King Jr. Day

Monday, May 29, 2023
Memorial Day

Monday, June 19, 2023
Juneteenth

Tuesday, July 4, 2023
Independence Day

Monday, September 4, 2023
Labor Day

Thursday-Friday, November 23-24, 2023
Thanksgiving Holidays

Monday-Tuesday, December 25-26, 2023**
Christmas Holiday

Monday-Tuesday, January 1-2, 2024**
New Year's Holiday

**Employees will receive extra holidays on December 26 and January 2 for the 2023 holiday season. Employees of UAB Hospital, UAB Police, UAB Call Center and units who receive personal holidays instead of designated ones will have two days added to their holiday banks, and they should check with their supervisors regarding staffing.

Section 24: Office Meetings



Your Career is our Top Priority

24.1 Office Meetings

24.1 Stand-Up. First, let's start with: "What is a standup meeting?" According to The Scrum Guide, "the daily scrum is a 15-minute time-boxed event for the development team" to plan for the next 24 hours.

If you're familiar with standups, then you probably already know that the 3 daily standup questions are:

- What did you do yesterday?
- What will you do today?
- Anything blocking your progress?

On the surface, the purpose of these questions may seem straightforward:

The team gets on the same page in terms of who completed specific tasks. You discover:

- What still needs completion?
- Based on yesterday's results, do our plans change today?
- The team gets a clear picture of if they're on track to complete the sprint goal.
- Teammates get a chance to help each other by removing blockers/impediments.

But the 3 standup questions provide non-obvious and unique benefits/insights that most teams miss.

If you avoid the mistakes above and follow best practices, standups can transform from a nuisance to a productive way to get everyone on the same page. Many teams we've spoken to are diligent about staying on track, and their standup meetings usually last less than 10 minutes.

#1: Misalignment

Discussing things that are not related to other people's work in any way. Or perhaps something that only applies to 1 other teammate in a 6 person standup.

#2: Too Lengthy

There are a few reasons why standups can last too long: Folks could engage in tangential conversations/water cooler chat (instead of work-focused updates).

#3: Problem-Solving During the Standup

Teammates could engage in problem solving or get into elaborate discussions during standup meetings (instead of afterwards).

#4: Inconvenient Meeting Time

The daily scrum may be scheduled at an inconvenient time that is disruptive (i.e. just as you're coding and making progress on a difficult problem).

#5: Standups Can Make Introverted Folks Uncomfortable

While some folks overshare information, others are more introverted, and don't feel comfortable speaking in front of a large group.

#6: Not Listening to Teammates

Instead of listening to someone's update, it's common for teammates to rehearse what they'll say when their turn comes after the next person. You can miss out on valuable information by not paying attention to other people's updates.

#7: Skipping Standups

Not having an established daily standup routine and consistent meeting cadence (i.e. same place, same time) can lead to people skipping/forgetting about standups.

#8: Not Raising Blockers

Team members may be too embarrassed or uncomfortable to raise the blockers/impediments they need help with. And facilitators often miss this.

Schedule for UAB Career Center Meeting Time, Day(s), and Location:

Time: 0900

Days: Monday – Thursday

Location: The meeting is in-person in front of the UAB Career Center Conference Room Table.

Meeting Protocol: Stand-Up to provide an update to both leaders and co-workers.

24.2 Friday Virtual Stand-Up. If you've worked in an office, the chances are you've run a virtual standup, but maybe not an async standup.

But standing in front of your webcam following the same meeting routine over and over again doesn't work. Especially when you're in different time-zones or more on the introverted side.

When you switch to virtual or async standups, you must rethink your approach to those daily meetings.

A virtual standup (or remote standup) is a meeting you hold in real time using a digital conferencing tool, like Zoom or Teams. These meetings typically follow the same format as an in-person standup, for example, by asking the three standard daily questions.

Benefits and pitfalls of virtual standups

The advantage of remote standups is that they're similar to in-person standups. If you're familiar with those, switching to virtual is straightforward. You also unchain everyone from the office. That means you can continue your standup ritual even when people are working from home.

The disadvantage of remote standups is that... they're similar to in-person standups. While switching is easy, you'll bring along the same problems of regular standups and introduce a few new ones. For example, you may find that:

- ☹ Standups go way past the 15-minute limit too often
- 🗣 Extroverts talk too much and crowd out introverts
- ☹ People's workflows are interrupted disrupting focus
- ☹ Team members are less able to enjoy flexible working hours
- 📅 Synchronous virtual standups damage work-life balance for anyone outside of the team's dominant time zone

Schedule for UAB Career Center Friday Meeting Time, Day(s), and Location:

Time: 0900

Days: Friday

Location: The meeting is on Zoom for the UAB Career Center Team.

Meeting Protocol: Participants must join the meeting on Zoom to participate in the virtual Stand-Up to both leaders and co-workers.

24.3 UAB Career Center Monthly Meeting. Holding a monthly meeting is an effective way of communicating with the team to make decisions, solve problems, craft business strategies, monitor performance, and other things that need to be discussed. Sometimes it is the only time when everyone can sit down and discuss matters of utmost importance for the team and for the organization.

So, what is the key to an effective monthly meeting? Here are some points to consider to fully utilize it to its maximum potential.

Prepare a meeting agenda and stick to it.

As much as possible, keep it precise and focused. Allot an appropriate length of time for each subject. Send a copy of the meeting agenda to each participant at least three days before the day of the meeting. This ensures they will have an idea on how the meeting will run and are able to prepare for it. For more helpful tips on how to prepare a meeting agenda, you may refer to this article.

Keep the meeting to as small a group as possible.

If you are handling a big group with different concerns and involvements in a project or to a performance indicator, separate meetings should be scheduled. Limit the attendees of the meeting depending on the prepared agenda for that particular meeting.

Start and end on time.

Strictly follow the topics and times indicated on the program of the meeting. If there are other subjects that come up during the discussion, the group may choose to discuss them, especially if an issue is of utmost importance. Alternatively, the team may decide to talk about them at the next meeting or to hold a special meeting to discuss a specific issue.

Record what has been discussed.

It is imperative to document the proceedings of the meeting. This article will guide you on the proper way of taking down the minutes of the meeting. Afterwards, send a copy to all attendees to ensure that they are reminded of all the actions taken during the meeting. It is also useful when making a follow-up on the tasks assigned during the meeting.

Monthly meetings are an important vehicle where vital decisions are made for the organization. Everyone should realize its importance – organizers and participants alike. Both parties need to understand and do their part to make the meetings as a productive and fruitful as they should be.

Schedule for UAB Career Center Monthly Meeting Time, Day(s), and Location:

Time: 0900

Days: Varies

Location: The meeting is in-person at the UAB Career Center Conference Room Table.

Meeting Protocol: The designated facilitator for the month host, set the agenda, and run the meeting with all UAB Career Center Employees on various topics to collaborate and synchronize on requirements.

24.4 UAB Career Center Employer Relations Monthly Meeting. The monthly meeting focuses on Employer Relations requirements to focus efforts to meet operational requests.

Schedule for UAB Career Center Employer Relations Monthly Meeting Time, Day(s), and Location:

Time: 0900

Days: Varies

Location: The meeting is in-person in the Associate Director of Employer Relations Office.

Meeting Protocol: The Associate Director of Employer Relations host and facilitates the monthly meeting with a set agenda and run the meeting with the UAB Career Center Employer Relations Team on various topics to collaborate and synchronize on requirements.

24.5 UAB Career Center Career Education Monthly Meeting. The monthly meeting focuses on Career Education requirements to focus efforts to meet operational requests.

Schedule for UAB Career Education Meeting Time, Day(s), and Location:

Time: 0900

Days: Varies

Location: The meeting is in-person at the UAB Career Center Conference Table.

Meeting Protocol: The Associate Director of Career Education host and facilitates the monthly meeting with a set agenda and run the meeting with the UAB Career Center Career Education Team on various topics to collaborate and synchronize requirements.

24.6 UAB Career Center Think Tank Weekly Meeting. The weekly meeting focuses on providing an opportunity for the team to throw out innovative and creative ideas to streamline processes and procedures to make things more efficient.

Schedule for UAB Career Center Weekly Meeting Time, Day(s), and Location:

Time: 1500

Days: Friday

Location: The meeting is a Zoom meeting for UAB Career Center participants.

Meeting Protocol: The Director or Associate Director(s) host and facilitates the weekly meeting with the UAB Career Center Team on various topics to formulate ways to efficiently and cost-effectively accomplish operational requirements in a collaborative and innovative session.

Section 25: Office Communication and Purpose



25.1 Handshake

The UAB Career Center uses systems and platforms to streamline processes and procedures in assisting students and alumni to obtain their career objectives and goals.

25.1 Handshake. Handshake is the UAB Career Center's online recruiting system that allows companies to post jobs, register for career events, and connect directly with students and alumni. Handshake is the #1 way college students find jobs.

25.2. Big Interview. Big Interview is a paid interview coaching service. It's used primarily by university students looking to land their first job. Proven, step-by-step job interview preparation system to land your dream job and salary, regardless of your experience. Looking for big interview for higher education?

25.3 Focus 2 Assessment. FOCUS 2 will guide you through a reliable career and education decision making model to help you choose your major at your college and make informed decisions about your career. Focus 2 Self-Assessment Focus 2 assists you in discovering and learning about career options related to your personal attributes.

25.4 Salesforce. Salesforce's customer relationship management (CRM) software breaks down the technology silos between departments and helps you build strong, lasting customer relationships. It provides customer relationship management (CRM) software and applications focused on sales, customer service, marketing automation, e-commerce, analytics, and application development.

25.5 Steppingblocks. Steppingblocks is an analytics company that provides workforce and education analytics on over 130 million individuals in the U.S with the goal of creating a confident ecosystem of students, education institutions, and employers by understanding impact at scale.

25.6 LinkedIn. LinkedIn is the world's largest professional network on the internet. You can use LinkedIn to find the right job or internship, connect and strengthen professional relationships, and learn the skills you need to succeed in your career. You can access LinkedIn from a desktop, LinkedIn mobile app, or mobile web experience.

25.7 CS Assist. CS Assist is a resource mailbox that's assigned to a physical location, such as a conference room, an auditorium, or a training room. After an administrator creates room mailboxes, users can easily reserve rooms by including room mailboxes in meeting requests. The UAB Career Center use the CS Assist shared email to assist students, alums, and staff with their inquiries to the UAB Career Center at careercenter.uab.edu.

25.8 HireABlazer. HireABlazer is a resource mailbox that allows Employers affiliated with UAB to connect, collaborate, and inquire to the UAB Career Center's Employer Relations Team. We invite you to contact us at hireablazer@uab.edu or (205) 934-4324 to learn more about the UAB Career Center Employer Relations.

25.9 Group Me. GroupMe is a messaging app that lets users send direct messages and group messages from mobile devices without message limits or fees. The UAB Career Center use GroupMe as a collaboration platform for interacting with the team from scheduling events to quick updates on status of events.

25.10 Microsoft Outlook. One of the biggest advantages of using MS Outlook is that it can serve the purpose of both, a stand-alone application and also a multi-user software. It can be used by an individual as an email client-server and also by an Organization which requires shared features like a mailbox, calendar, appointments, etc.

25.11 Microsoft Teams. Microsoft Teams is the premier hub for collaboration and teamwork. With the customizability and extensibility of Teams, there are multiple ways organizations can organize Teams to cater and support the different shapes and routines of their individual teams and departments as needed.

Section 26: Project Management System



26.1 Trello

26.1 What Is Trello?

Trello is a popular project management tool that lets you create and manage tasks, whether that be a team project or just your own personal list of chores. You can set deadlines, leave notes on projects and tasks, and assign tasks to other project collaborators. Trello uses a Kanban Board view to let you easily visualize how the progress of the project is going.

Trello is widely known for being one of the easiest project management tools to pick up and start using. Its no-nonsense design makes for a short learning curve. Trello is also free, to an extent. For the purpose of creating and managing small-scale projects with a small team, the free version should be enough. You can always upgrade to a paid tier later if you decide you need more for your project.

26.2 How to Use Trello

Trello offers many different features that allow you to create and manage tasks in different ways. We'll introduce each main feature, and break each one of them down individually.

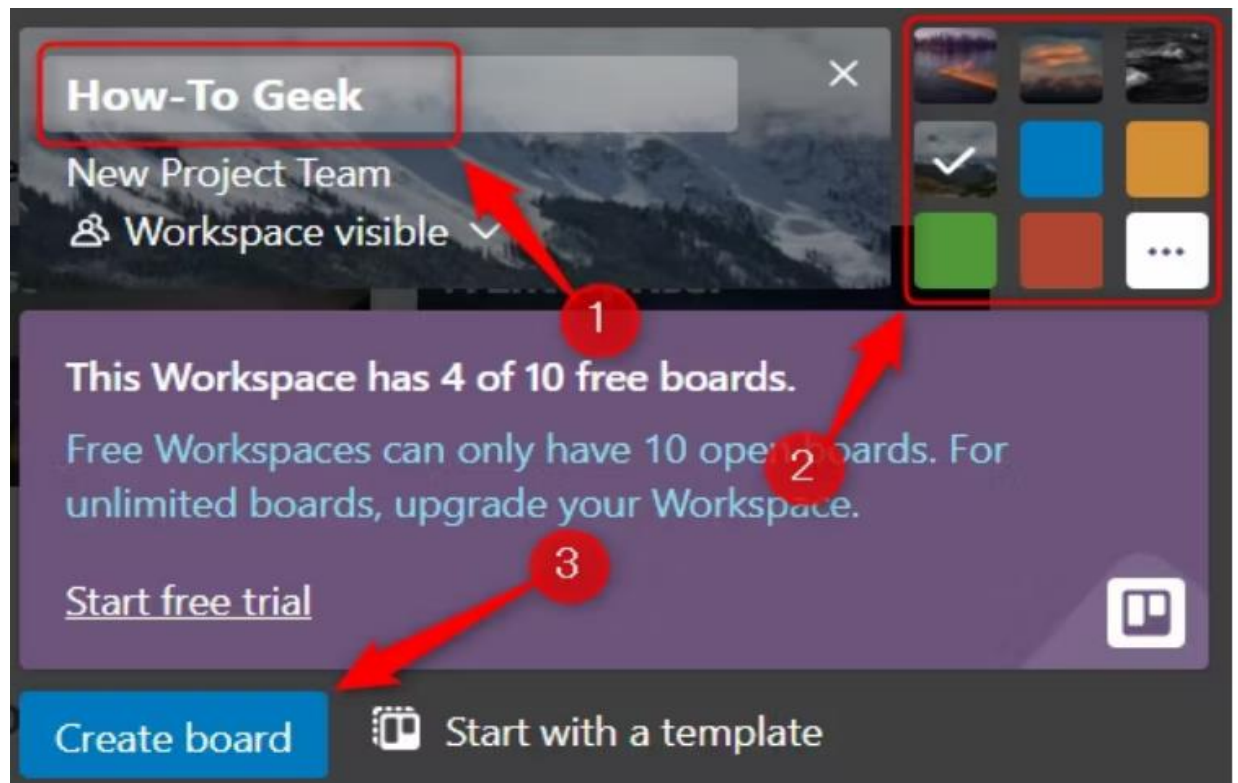
Create Boards to Manage Projects

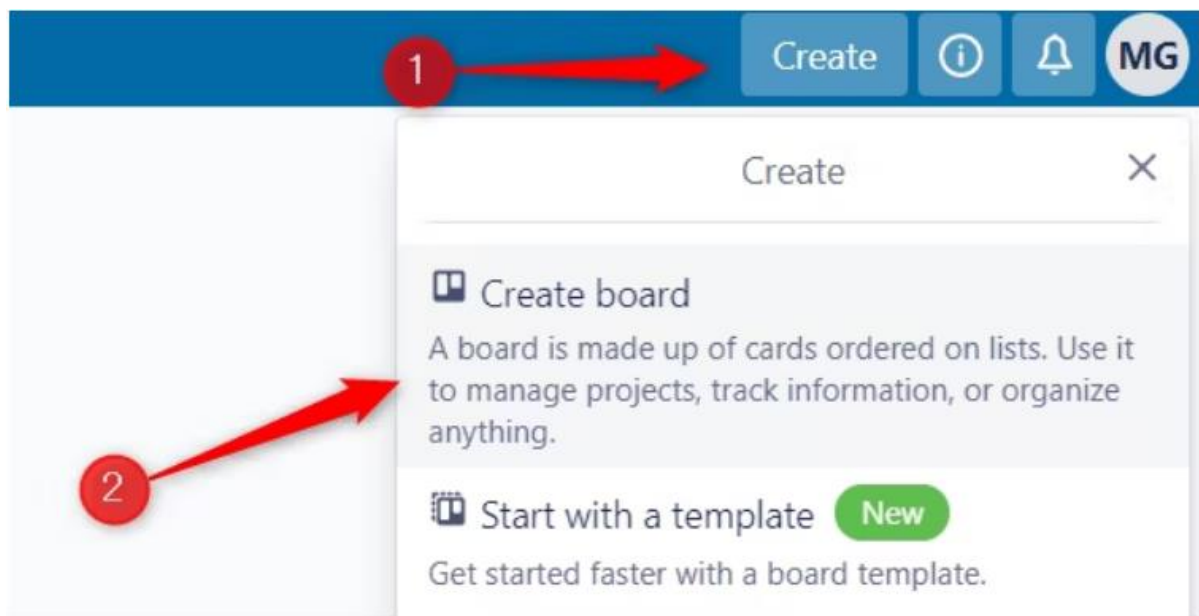
Trello boards are a place where you create and organize all of the details of a project, such as the tasks that make up the overall project, task deadlines, roadmaps, and so on. Boards are also where you invite your team to collaborate on your project.

So, when you create your account, the first thing you're going to want to do is to create a board for your project. The free tier lets you create up to 10 boards per workspace.

To create a board, log in to your account and then click "Create" in the top-right corner of the window. Next, click "Create Board" from the drop-down menu that appears.

A small window will appear. Here, give your board a name, choose a theme for it, and then click "Create Board."

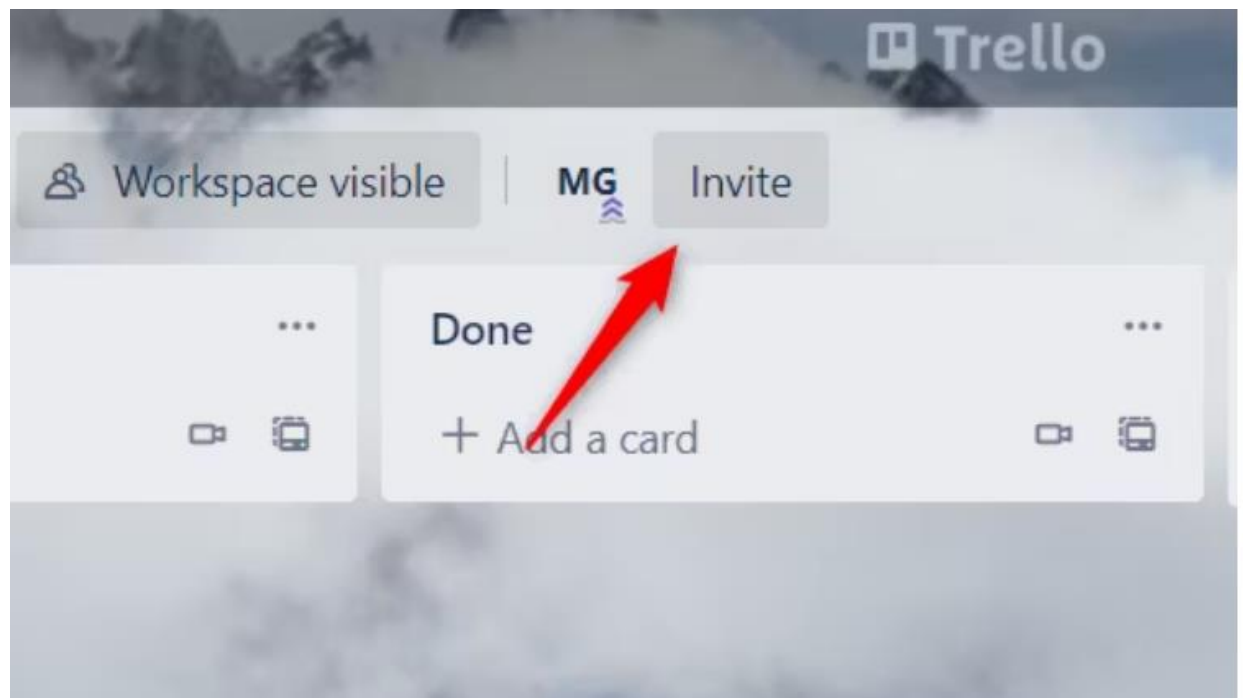




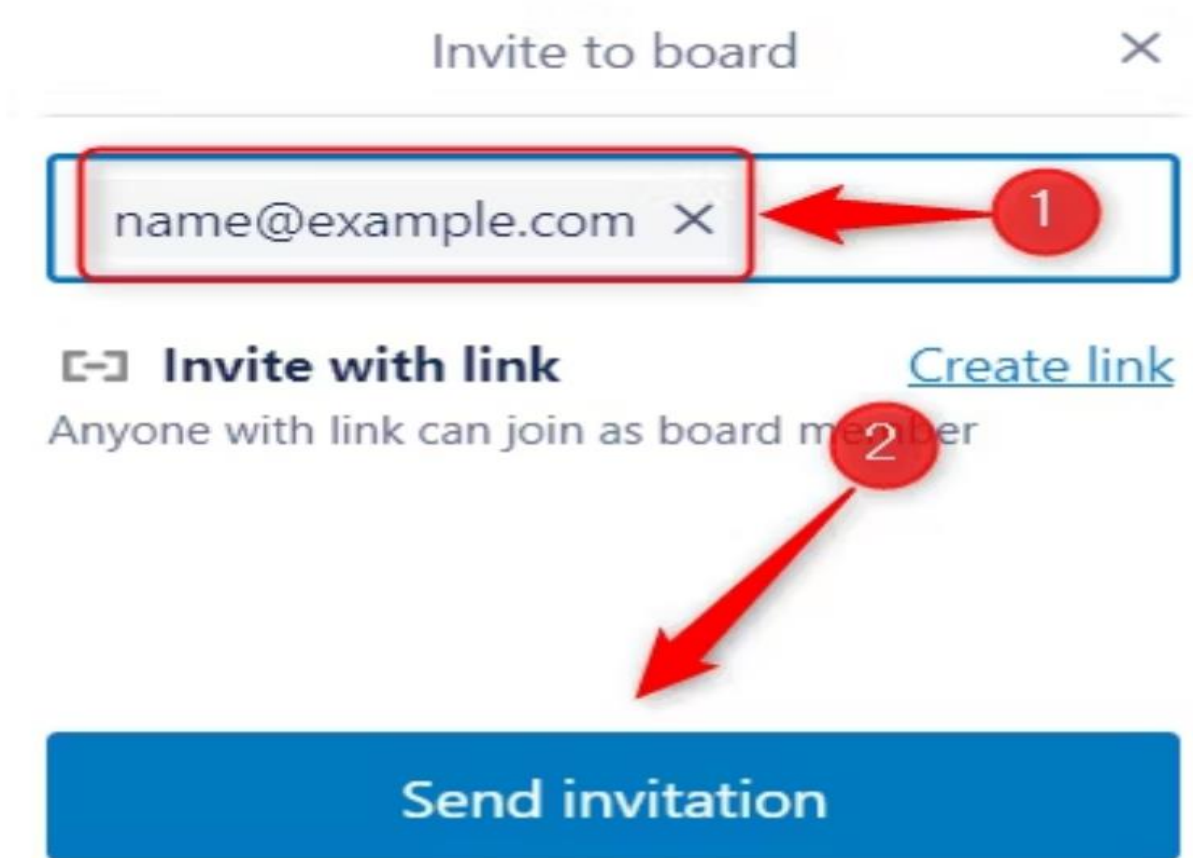
Invite Members to Collaborate

If your Trello board is for personal use, you can skip this step. If you want others to have access to your board, such as other members of your organization, you'll need to send them an invite.

To invite someone to collaborate with you on your project, click the "Invite" button in the board's header menu.



A pop-up window will appear. Enter the email of the person you want to invite in the text box and then click the blue "Send Invitation" button. You can also create a unique link and share it to give people access to the board.

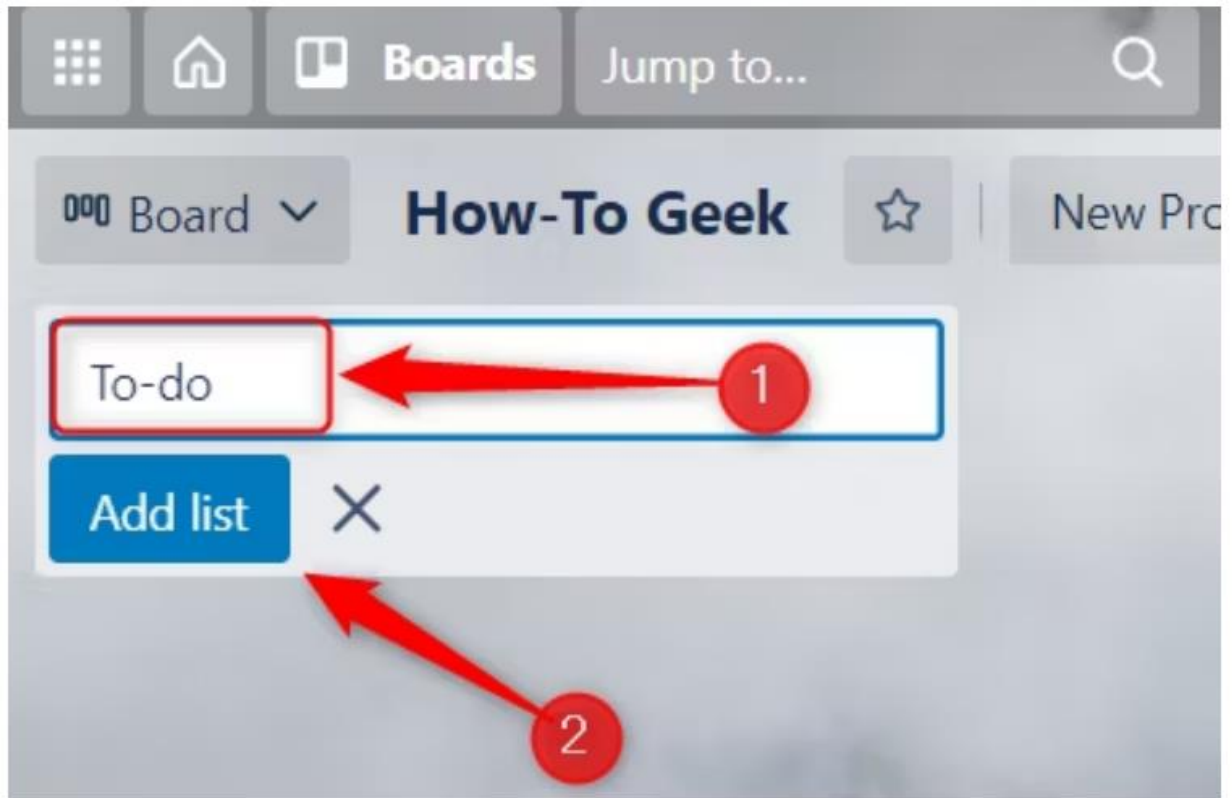


They'll receive an email and can follow the instructions to join your board.

Add Lists for Better Task Organization

Once you've created the board (and added members if you want), it's time to add all the details of the project. Before you can start creating new tasks, though, you'll need to create a "List." Think of lists as your project roadmap. Your roadmap doesn't have to be complicated---it can be something as simple as "To-do," "In Progress," and "Done."

If your board is brand new, you'll see a text box in the top-left corner of the window with a blue "Add List" button under it. Type the name of your list in the text box and then click that button.



Once your first list is created, a gray "Add Another List" button will appear to the right of your list. Click it to create another list.

You can create as many lists as necessary for your project. The more involved your project is, the more lists you may need. If you ever need to rearrange your lists, it's as simple as clicking and dragging them to a new location.

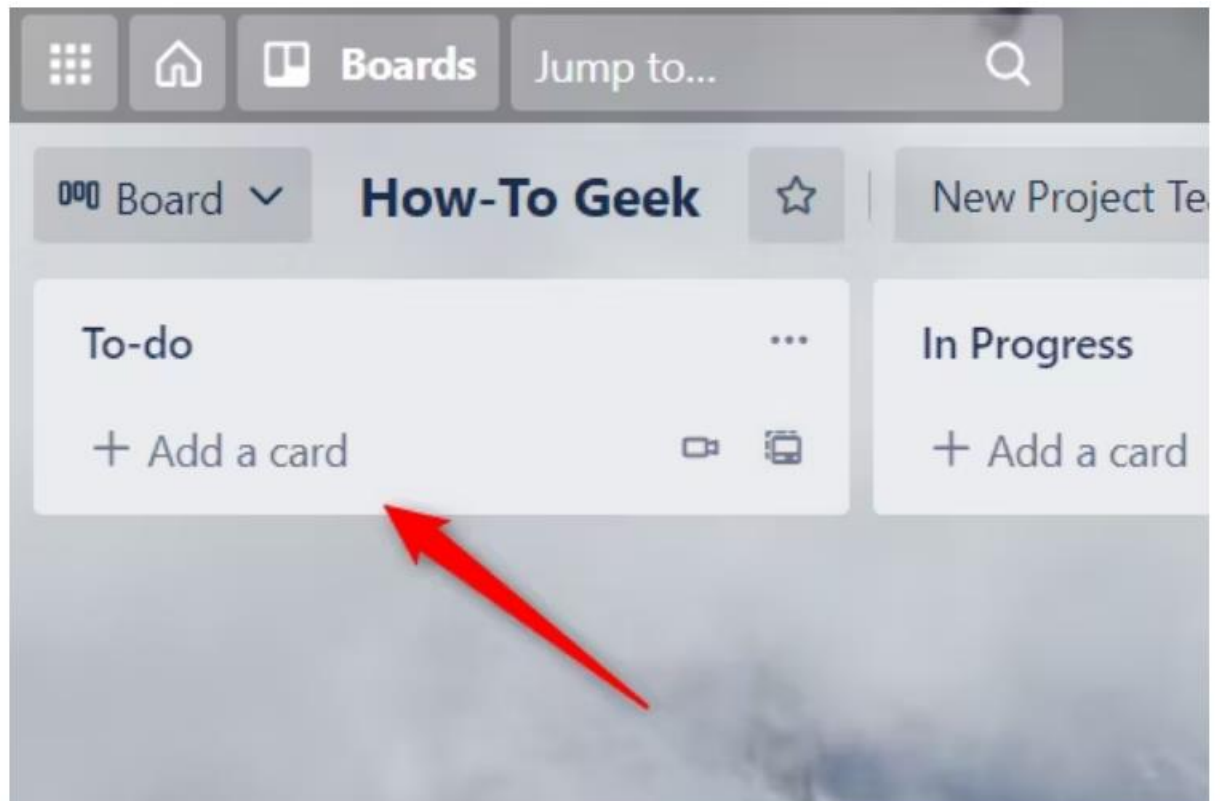
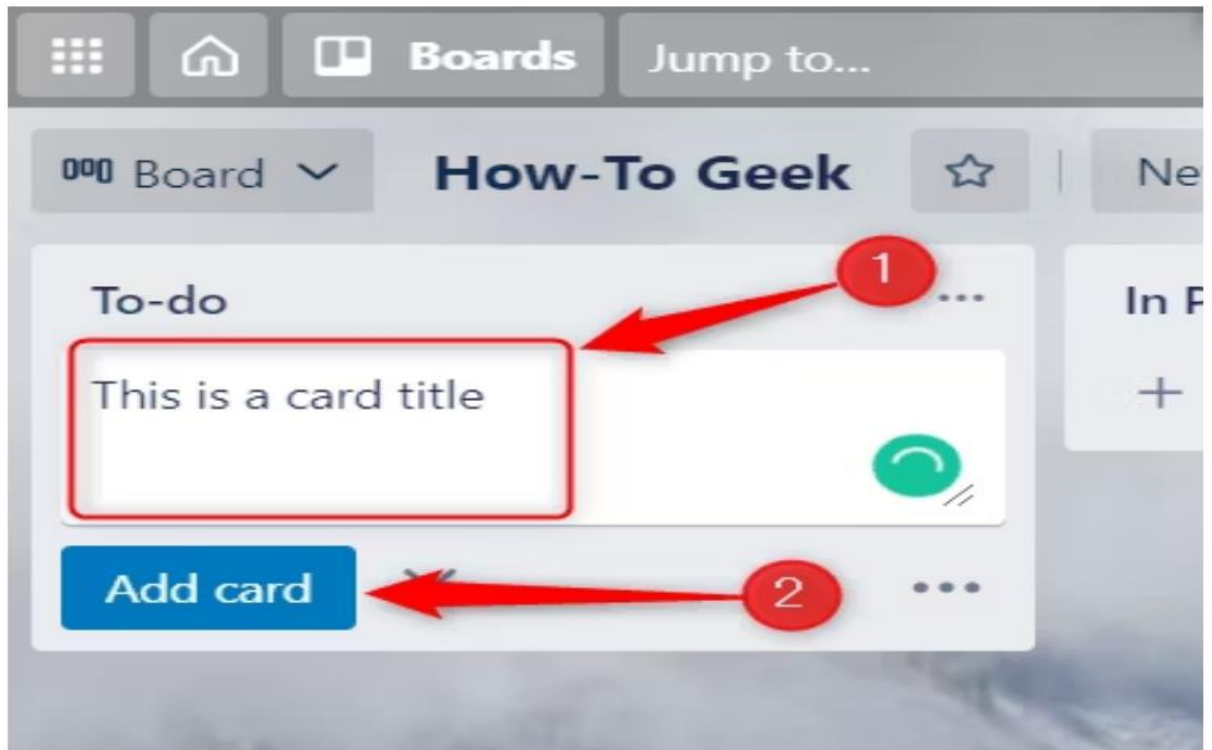
Once your lists are ready, you can start adding tasks to them.

Create and Manage Tasks

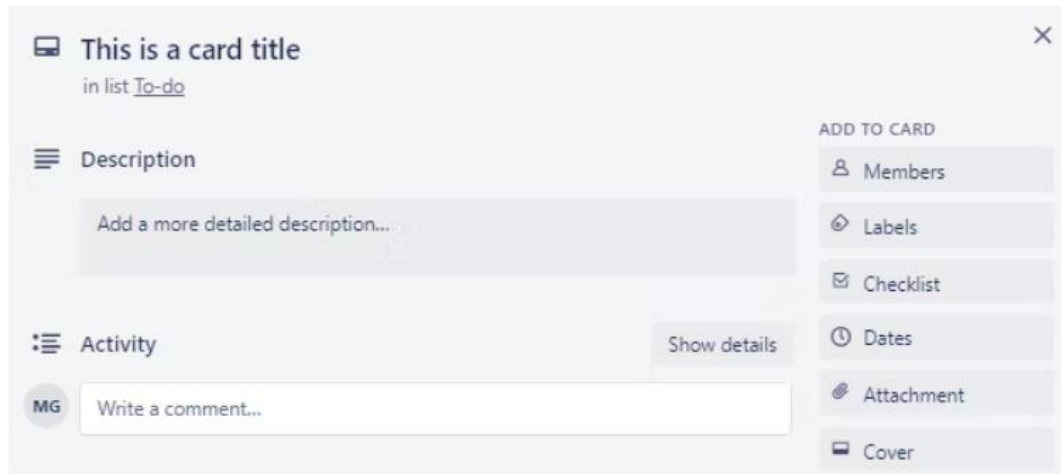
In Trello, your tasks will be created on "Cards." Think of cards as sticky notes. It's where you'll write down everything you need to know about a specific task.

You can create a card under any of your lists. Simply click "Add a Card" under the list you would like to add the card to.

In the text box that appears, give your card a title. Make it something memorable so you can immediately recognize the task. After that, click the blue "Add Card" button.



Your card is now created. If you click the card, a pop-up window will appear. Here, you can add additional details to the card, such as giving the task a more in-depth description, adding a checklist for the task, setting a deadline, uploading attachments, and so on.



Depending on your progress on the task, you may want to move it to a different list. For example, if you've finished the task, you may want to move it to "Done." To do so, just click and drag the card over to the list you want to drop it in.

Power Up Your Board With Power-Ups

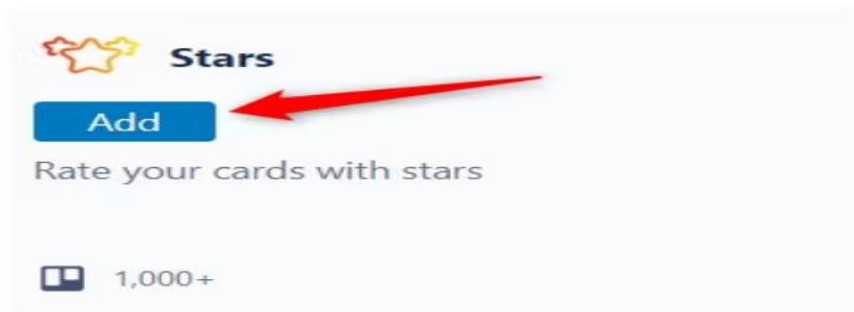
Trello offers what it calls "Power-Ups." These are essentially add-ons and integrations. Trello offers a very large library of Power-Ups with features ranging from adding a calendar view, integrating your board with popular apps like Slack, Gmail, MailChimp, Giphy, and OneDrive, and a hundred other cool things.

Previously, you could only add one Power-Up per workspace if you were using Trello's free tier. That's gone now--Trello lets you use an unlimited amount of Power-Ups for free. However, Trello does state that some of their Power-Ups provided by their partners still require a paid subscription.

The instructions to properly add and configure the Power-Ups depend on what you're adding. Each Power-Up is different, so follow the on-screen instructions to get everything set up.

To add Power-Ups, you'll need to go to Trello's Power-Ups page, find the one you want, and then click the blue "Add" button under it.

Power-Ups



Trello is one of the most popular project management software currently available---and for good reason. It's easy to use, has a clean interface, and its free tier lets you get a lot done. If you'd like to evaluate other tools, Microsoft Planner, Asana, and Jira are all great alternatives. Check them all out to discover which works best for you.

Section 27: UAB Career Center Director



27.1 UAB Career Center Director Role

Reports to: Assistant Vice President of Student Experience

The Director of the UAB Career Center provides dynamic leadership and oversight, ensuring effective support to students, alumni, faculty, and employers in career development, exploration, and employment pursuit. This role is pivotal in setting the strategic direction, budgeting, and operational planning while fostering collaboration across campus. The Director establishes community partnerships, oversees career readiness programs, and maintains strong employer relations. Analyzing service impact and expanding services are vital aspects of this role.

Responsibilities:

Strategic Leadership – 50%

- Sets the strategic direction for the department, encompassing budgeting, programming, and personnel management.
- Provides management direction to department leaders, including hiring, development, performance feedback, coaching, and evaluation.
- Collaborates with deans, department chairs, and faculty to ensure department alignment with college and departmental needs.
- Develops community partnerships with potential employers for UAB students, identifying areas for growth.
- Supervises department leaders and fosters a diverse, inclusive, and collaborative team.
- Encourages personal and professional growth among team members.
- Tracks, analyzes, and assesses the impact of department services.
- Plans, implements, and oversees the development of new services in collaboration with division and department leadership.

Career Readiness Programs – 30%

- Oversees career advising, workshops, courses, events, and programs.
- Develops partnerships with business, government, and industry representatives to expand academic opportunities.
- Facilitates employer relations, hosting numerous employers each semester.

Community Engagement – 10%

- Represents the university as the main point of contact, connecting students, alumni, and prospective employers.
- Ensures UAB's presence and branding among employers, enhancing opportunities for students.
- Maintains relationships with academic departments, faculty, staff, and external partners.
- Actively builds strong relations to increase communication regarding industry trends and career development opportunities.

Budget Oversight – 5%

- Prepares the annual operating budget, ensuring responsible management of all career service accounts.

27.2 Career Data Analytics Graduate Intern Role

Reports To: Director, UAB Career Center

UAB Career Center provides career services to students and alumni at the University of Alabama at Birmingham. The team is comprised of 8 full-time staff members and 12 student employees. UAB Career Center is excited to announce the opportunity to serve as a Career Data Analyst - Graduate Assistant. Career Data Analyst - Graduate Intern will actively support all data and assessment career-oriented needs of the UAB Career Center, including First Destination Survey (FDS), Career Readiness Assessments, and monthly and annual reporting. This role will report directly to the Director. The Career Data Analyst - Graduate Intern must meet the requirements for acceptance into the University of Alabama at Birmingham Graduate School and be enrolled as a full-time graduate student (12 credit hours) upon employment.

Responsibilities:

The Career Data Analyst - Graduate Intern will contribute to the work of the UAB Career Center within the Division of Student Affairs by collecting, preparing, and analyzing data focusing on career-related outcomes and the impact of Student Affairs-related programs and services:

- Collect, prepare, and analyze data on studies of retention rates, graduation rates, career readiness, and FDS outcomes for students, focusing on career readiness and the impact of Student Affairs-related programs and services.
- Develop reports from existing UAB databases on variables of undergraduate career readiness and understand their needs for student programming.
- Administer, analyze, and report on results of student, employer, and faculty surveys obtained from UAB survey efforts, emphasizing student career readiness and experiential learning dynamics that predict future positive career outcomes.
- Collaborate with the Office of Assessment and Planning and Institutional Effectiveness and Analysis on general research projects related to undergraduate retention rates, graduation rates, and career outcomes.
- Perform analysis of university data for routine and ad hoc reports.
- Automate processes to make the office more efficient.

Section 28: UAB Career Center Employer Relations



28.1 Associate Director of Employer Relations Role

REPORTS TO: DIRECTOR, UAB CAREER CENTER

The Associate Director of Employer Relations is responsible for developing and operationalizing a cohesive strategy to significantly expand and foster employer relationships in the UAB Career Center in the Division of Student Affairs at the University of Alabama at Birmingham. The Associate Director will provide an increasingly diverse array of meaningful career connections for students with employers to contribute to post-graduate employment success of UAB graduates. In collaboration with the Director, the Associate Director will develop and execute employer engagement strategies that increase student's career opportunities. This position is responsible for creating, monitoring, and evaluating career events in the UAB Career Center.

RESPONSIBILITIES:

LEADERSHIP – 40%

- Supervise one (1) coordinator of alumni and employer relations, student-employees
- Oversee and increase the number of students participating in career fairs, and on-campus interviews.
- Ensure the provision of meaningful career experiences for students and employers.
- Manage the career management platform.
- Engage and support the Employer Advisory Board.
- Work with Assistant Director of Employer Recruitment to execute outreach in key target markets.

PROGRAM AND EVENT MANAGEMENT – 40%

- Working with the Director, develop and implement career networking programs to introduce new organizations to the campus community and build brand awareness of recruiting initiatives.
- Support outreach for specialized networking events by recruiting and securing employer participation.
- Collect and report relevant recruiting and hiring data to support office trending analysis, reports and student learning.
- Assistance in the staffing of employer on-campus events such as career fairs, information sessions, networking events, and other employer/student connecting programs.
- Manage the on-campus interview program periodical employer events.

SPECIALIZED PROJECTS/OTHER RESPONSIBILITIES – (15%)

- Research and stay informed on hiring practices, employment trends and other labor-related issues, shares lessons learned with entire UAB staff.
- Assist in the review and approvals job postings, informational session requests, and on-campus recruitment requests.
- Participate in University events including orientations, open house and other functions to promote and represent the University Career Center.
- Assist the career team in other projects as assigned.

28.2 Coordinator of Employer and Alumni Relations Role

REPORTS TO: ASSOCIATE DIRECTOR OF EMPLOYER RELATIONS

The Coordinator of Alumni and Employer Relations is responsible for employer development and alumni engagement, with a focus on cultivating new relationships and connections with organizations, alumni, parents, and other friends of the university to increase and expand the number of quality internships and job opportunities for UAB students. The coordinator is responsible for identifying and tracking Alums who come back to campus as recruiters for the UAB Career Center. The coordinator is committed to growing the UAB network of employers. In addition, this position provides direct support to the Associate Director of Employer Relations and UAB Career Center programs.

RESPONSIBILITIES:

ALUMNI ENGAGEMENT - 50%

- Captures all relevant Alumni data and maintains the Alumni database.
- Serve as a resource and liaison to alumni of all departmental academic programs and the National Alumni Society.
- Identifies, cultivates, and engages Alumni support for departmental initiatives concerning professional placement.
- Plans, coordinates, and executes strategies to develop Alumni relationships.
- Plans and executes all direct mail, electronic, and web-based communications with Alumni.
- Manage the department's LinkedIn and other relevant alumni and career networking platforms.
- Coordinates all alumni events and outreach.
- Create and maintain communication with alumni.

EMPLOYER ENGAGEMENT – 50%

- Determine employer needs and manage the logistics of the on-campus recruiting program including interviews, employer information sessions, and job fairs.
- Serve as both a resource and liaison between recruiters and students.
- Demonstrate up-to-date knowledge of appropriate university information related to programs, faculty, students, and alumni.
- Directly supports the Associate Director of Employer Relations with employer events and career fairs.

OTHER RESPONSIBILITIES

- Assisting in supervising Employer Relations Assistants and Social Media Team
- Managing HireABlazer email by utilizing Salesforce
- Developing communications and marketing for all UAB Career Fairs for students and employers

28.3 Employer Relations Assistant Role

The UAB Career Center is seeking enthusiastic and motivated individuals to join our team as Employer Relations Assistants. In this role, you will provide vital support in developing and maintaining relationships with employers to enhance career opportunities for UAB students. The Employer Relations Student Assistants will work closely with the Employer Relations team to facilitate employer engagement and foster connections between employers and students.

RESPONSIBILITIES:

- Assist in the coordination and execution of career fairs, employer information sessions, on-campus interviews, and other employer engagement events.
- Conduct research to identify potential employers and cultivate relationships with existing and new employer partners.
- Collaborate with the Employer Relations team to develop marketing materials and promote career events and opportunities to students.
- Assist in the maintenance of the employer database, ensuring accurate and up-to-date information.
- Provide exceptional customer service to employers, addressing inquiries, and resolving any issues or concerns.
- Support employer outreach initiatives through email, phone calls, and in-person meetings as needed.
- Contribute to the creation and implementation of strategies to expand employer participation and strengthen employer relationships.
- Assist with tracking and analyzing employer engagement metrics and prepare reports for the Employer Relations team.
- Stay informed about industry trends, employer needs, and job market developments to better support employer engagement efforts.
- Collaborate with other team members on special projects and initiatives related to employer relations and career services.
- Reports directly to Associate Director of Employer Relations
- Willing to collaborate with Peer Career Advisors in various projects and roles

QUALIFICATIONS:

- Currently enrolled as a student at the University of Alabama at Birmingham (UAB).
- The ideal applicant will possess a strong willingness to be coached professionally by career center staff members.
- Strong interpersonal and communication skills, with the ability to effectively engage with employers, students, and staff.
- Excellent organizational skills and attention to detail, with the ability to manage multiple tasks and prioritize effectively.
- Professional demeanor and ability to represent the UAB Career Center in a courteous and professional manner.
- Familiarity with career development resources and job search strategies is preferred.
- Proficient in using Microsoft Word
- Self-motivated and proactive, with the ability to work independently and as part of a team.
- Reliable and punctual, with a commitment to fulfilling assigned responsibilities within deadlines.
- Ability to maintain confidentiality and handle sensitive information in a professional manner.
- Previous experience in customer service, event planning, or marketing is a plus.

28.4 Social Media and Marketing Team Role

As a content creator with the UAB Career Center, you have the opportunity to shape our online presence, engage our audience, and drive our brand's narrative across various social media platforms.

RESPONSIBILITIES:

- **Content Creation:** Craft engaging and visually appealing content for social media posts, including but not limited to blog posts, images, and videos. You'll be the driving force behind our captivating online narrative.
- **Content Strategy:** Stay abreast of industry trends, emerging technologies, and platform updates to ensure our content remains fresh, relevant, and aligned with our goals.
- **Platform Management:** Share and publish curated content across all relevant social media platforms, optimizing each piece for maximum engagement and reach.
- **Collaboration:** Collaborate closely with team to synergize content and visuals, ensuring a cohesive and compelling brand image.
- **Publication Workflow:** Work in tandem with the social media manager to prepare and schedule posts, ensuring timely and consistent delivery of content.
- **Innovation:** Continuously seek out new and creative ideas to enhance our social media presence, always striving to differentiate our brand in the digital sphere.

REQUIREMENTS:

- Proven experience in content creation for social media.
- Proficiency in creating diverse content types.
- Strong knowledge of social media platforms and their best practices.
- Creative flair and an eye for design aesthetics.
- Excellent communication and collaboration skills.
- Ability to adapt to a fast-paced environment and meet deadlines.
- Strong passion for staying updated on industry trends and emerging technologies.

28.5 Employer Relations Responsibilities. Develop and implement employee relations policies and procedures. Provide guidance and support to managers and employees on employer relations issues.

28.5.1 Employer Engagement and Relationship Development. The UAB Career Center presents the Employer Engagement Program, a comprehensive partnership opportunity tailored to engage HR personnel, recruiters, talent acquisition professionals, and on-campus recruiters. The program aims to bridge the gap between academia and industry, presenting an excellent opportunity to tap into a pool of potential candidates while contributing to the success of the UAB Career Center.

28.5.1a. Engagement Opportunities. There are many opportunities to assist employers in engaging with students to support their employer agenda and to assist the student with their career aspirations. The Employer Relations Team support employers and students by serving as a liaison for UAB by hosting Career Fairs, setting up Tabling opportunities for employers, facilitate Employer Meeting requests, and are available to address employer concerns to assist both employers and students reach a desirable employee and career path.

28.5.1a.1. Tabling. Tabling offers employers a dedicated space on campus to market their organization and opportunities. Tables are set up on campus in a high traffic area during peak hours for maximum student interaction.

28.5.1a.2. Workshops. Next-generation campus recruiting event ideas take a different approach and emphasize: active outreach, active pitching to students, two-way conversations about what the company offers, and what the student wants. In recent years, recruiters have gotten creative with how they reach students in an increasingly remote and social media-driven world with both in-person campus and electronic workshops.

28.5.1a.3. On-Campus Interviews. On-Campus Interviews (OCI) is the term used for when employers come to campus to conduct interviews with selected students. Campus interviews are a time-tested method for publicizing jobs and internships, generating resumes, identifying candidates, and interviewing them in an efficient, low-cost, and structured process.

28.5.1b. Career Fairs. The Employer Relations Team plan and coordinate every aspect of Career Fairs for the UAB Career Center that brings multiple employers and students together in one place focused on a particular group of professions. The UAB Career Center Employer Relations facilitate both in-person and virtual Career Fairs: On-Campus Career Fair, Health Care Expo, Government & NonProfit Career Fair, and UAB TechConnect Computer Science Networking Career Fair.

28.5.1b.1. In-Person. Attending a Career Fair in-person provides an opportunity for employers and recruiters to give information to potential employees on the spot. A Career Fair is a great opportunity for an employee to connect with multiple employers at one time in a single location.

28.5.1b.2. Handshake Admin. The Employer Relations Team serves as administrators typically to manage the recruiting team and brand while supporting the team's recruiting efforts. They can control user roles and access to Handshake, as well as manage the company profile and branding.

28.5.1b.3. Cost. The UAB Career Center charge fees to private sector employers for in-person careers during the academic year. Employers receive a table and two chairs, free-parking, breakfast, lunch, and access to UAB students actively looking for employment.

28.5.1b.4. HSC Venue Coordination (ballroom, tables, etc.). The UAB Career Center Employer Relations Team coordination with the Hill Student Center Operations Department to requisition for Ballrooms, an Employer Lounge, and pertinent equipment for each in-person career fair hosted in the Ballrooms located on the 3rd Floor of the Hill Student Center.

28.5.1b.5. Parking Coordination. The UAB Career Center Employer Relations Team coordinates with UAB Transportation to reserve parking spaces for employers attending Career Fairs at the Hill Student Center. Special event parking is the arrangement of parking for activities that do not occur on a daily basis when a request is received in writing by noon on the Friday before the event is to occur.

28.5.1b.6. Catering. The UAB Career Center Employer Relations Team coordinates with the Blazer Catering Co. or Sodexo to provide employers with an onsite catered breakfast and lunch meal during the Career Fair. Blazer Catering Co. or Sodexo has a variety of menus to fit a wide range of budgets and tastes.

28.5.1b.7. Know Before You Go. To have recruiters prepared to tackle any question and problem presented at the Career Fair, a handout with vital information to be successful can be beneficial for employers supporting the event. When you know what to do, it's more likely that you'll give a good and lasting first impression and even find employees.

28.5.1b.8. Policies. Employee relations policies are the guidelines that define how employers and employees interact in the workplace. They cover various aspects of the employment relationship, such as communication, performance, feedback, discipline, recognition, diversity, and dispute resolution.

28.5.1b.9. Evaluation. Evaluations are often seen as documentation of past performance. Some businesses are even using them as a vehicle for reviewing employee development. Completed properly, they can lead to an improved understanding of personal and professional goals.

28.5.1c. Virtual. Virtual career fairs play a key role in helping companies ace staffing without compromising on talent quality, cost, or hiring targets. Virtual events accommodate a global audience spanning in thousands in an online setting with benefits including brilliant branding impact, cost and time savings, engagement, marketing, and distraction-free communication.

28.5.1c.1. Handshake Admin. Designate staff members and/or student workers to field and assist with technical issues or questions from employers and students on the day of your virtual fair. Make sure your staff and student workers have employer and student Handshake accounts and access to your fair for testing and troubleshooting.

28.5.1c.2. Cost. The bottom line is that a virtual career fair is a lot less expensive than a traditional in-person career fair. Because career fairs held on a virtual recruiting platform don't require travel, a venue, or non-virtual swag, they cost a fraction of the price right off the bat. Employers participating in virtual career fairs at UAB do not incur an expense for participating in a UAB Career Center virtual career fair.

28.5.1c.3. Policies. Handshake has built an innovative solution to help employers engage with students in a virtual fair environment. Within this tool, Handshake supports 1:1 video chats and large-group video events between employers and students during the virtual career fair.

28.6 Communications and Marketing. Effective communication in the workplace is an integral part of an efficient and successful business. It ensures everyone understands duties and responsibilities, helps build quality client and employee relationships, and keeps employees engaged and productive. The Employer Relations Team is integral in communicating about events through its various social media platforms and marketing campaigns to generate student interests for events.

28.6.1 Email. Employers communicate with the UAB Career Center Employer Relations Team through HireABlazer. HireABlazer is a resource mailbox that allows Employers affiliated with UAB to connect, collaborate, and inquire to the UAB Career Center's Employer Relations Team.

28.6.2 Marketing. Marketing is a critical part of any business plan and involves understanding the importance of consumer relations, communication, and the various stakeholders involved. The UAB Career Center Employer Relations Team collaborates with Marketing & Advertising, expand its marketing reach through Instagram and Facebook, and maintains a professional presence on YouTube and LinkedIn to get information out to students and alumni pertaining to Career Services.

28.6.2.1a. Social Media. There has been considerable speculation about how the rise of social media could transform the college recruiting process and seriously impact college career center operations. Given the growth of social media in recent years, it was deemed appropriate to see if sentiments toward social media had changed, and, most especially, to document whether and how social media is being employed by college career center professionals. The UAB Career Center Employer Relations Team has over 4200 followers on its Social Media platforms to date.

28.6.2.1b. Email Communication. Employers communicate with the UAB Career Center Employer Relations Team through email at HireABlazer (UR-HireABlazer@uab.edu) and using the UAB Career Center CS Assist (careercenter@uab.edu) resources mailboxes.

28.6.2.1c. Employer Communications. The focus on employer communications is bigger than ever before. The main goal of every employer relations strategy is to improve relationships and collaboration in the workplace. **The Employer Relations Team employer communications** build relationships with employers and expand our network of employers.

28.7 Employer Relations Systems Platforms. Employer Relations utilize systems and platforms to bring processes and procedures into the 21st Century pertaining to modernization and to collaborate with Faculty and Staff.

28.7.1 UAB Career Center Instagram. Instagram is a photo and video sharing social networking service owned by American company Meta Platforms. The UAB Career Center Employer Relations Social Media & Marketing Team manage the "UAB Career Center" Instagram page with 4210 followers.

28.7.2 Zoom. Zoom is a web conferencing platform that is used for audio and/or video conferencing. The Employer Relations Team use Zoom to participate in internal UAB Career Center Meetings and external meetings with employers, staff, and faculty.

28.7.3 Salesforce. Salesforce is a suite of digital tools used by UAB to more effectively communicate and engage with prospective students, enrolled students, faculty, staff, alumni, and other key constituents. Salesforce is UAB's enterprise constituent relationship management system & program. The UAB Career Center Employer Relations Team use handshake to make those critical connections in Employer and Alumni Relations.

28.7.4 Trello. Organize anything, together. Trello is a collaboration tool that organizes your projects into boards. The UAB Career Center Employer Relations Team organize projects for full-time and student staff in boards to clearly communicate and monitor tasks.

28.7.5 Canva. Canva is a graphic design platform that is ideal for use in education to create beautiful projects and posts on your social media platforms. The UAB Career Center Employer Relations Social Media & Marketing Team use Canva to make creative and student-centered exciting posts to the UAB Career Center's social media platforms.

28.7.6 UAB Career Center Facebook. Facebook is a social networking website where users can post comments, share photographs, and post links to news or other interesting content on the web, chat live, and watch short-form video. The UAB Career Center Employer Relations Social Media & Marketing Team manage the "UAB Career Center" Instagram page with 2000 followers



Section 29: UAB Career Center Career Education



Your Career is our Top Priority

29.1 Associate Director of Career Education Role

The Associate Director of Career Education and Advising is responsible for providing direction, leadership, and innovative concepts in the UAB Career Center. Through both initiative and collaboration, the Associate Director is responsible for the career education, professional development, and the innovation element of the department. The Associate Director develops and executes innovative career and professional development programs in collaboration with the Director. In addition, the Associate Director is responsible for creating, monitoring, and evaluating programming in the UAB Career Center.

The Associate Director supervises three Assistant Directors on the Career Education Team, providing leadership, coaching, mentoring, guidance, strategic planning, performance evaluation, and ensuring each team member stays focused on their personal and professional goals. The Associate Director also oversees the hiring, training, orientation, and supervision of students in the Peer Career Advisor and Career Closet programs.

With excellent communication skills, the Associate Director works professionally with both internal and external constituents, collaborates as an excellent teammate with a sound work ethic, and is dedicated to career exploration and student development.

The Associate Director manages multiple platforms including Focus 2 Career Readiness and Educational Planning Assessment, Big Interview, Handshake, and the career readiness Canvas course. The Associate Director also oversees two career development courses, UNIV 200: Job Search Essentials and UNIV 300: Career Mapping. This includes assigning the instructor, following the CLSS production calendar, editing and confirming the courses, and making needs-based changes.

The Associate Director updates the Career Center's Career Guide, manages assigning and tracking career education workshops, fulfills Career Center Canvas Course integration requests, solicits edits to the Handshake resource library, as well as other career and professional development resources.

The Associate Director maintains membership in several professional associations including the National Career Development Association (NCDA), the Career Leadership Collective, Student Affairs Administrators in Higher Education (NASPA), National Association of Colleges and Employers (NACE), Southern Association of Colleges and Employers (SoACE), and the Alabama Association of Colleges and Employers (AACE), which provide professional development opportunities, networking, conference and workshop attendance, journal articles, and up to date information on current trends, best practices, and innovation in career services.

29.2 Assistant Director and Career Consultant, College of Arts and Sciences Role

The Associate Director of Career Education, Career Consultant manages a student caseload in the College of Arts and Sciences by assisting students with all aspects of career and professional development. The Assistant Director conducts resume and cover letter reviews, job search and interview coaching, provides guidance regarding career planning and networking, and familiarizes students with career education and experiential learning resources provided through the UAB Career Center. The Assistant Director develops and facilitates innovative career development workshops in the classroom, promotes experiential learning resources, and connects students to opportunities related to their academic major and career interests.

The Assistant Director conducts outreach to faculty and staff to promote the offerings from the UAB Career Center that benefits students in their career exploration. The Assistant Director collaborates with the academic departments to plan, execute, and market career development events and outreach programming.

The Assistant Director is the instructor for career development courses, UNIV 200: Job Search Essentials and UNIV 300: Career Mapping and employs creative ways to teach and engage students on career management and exploration. Additionally, in efforts to guide students in their career exploration, the Assistant Director understands how to use Focus 2, Big Interview, Handshake, and the career readiness Canvas course.

With excellent communication skills, the Assistant Director works professionally with both internal and external constituents, collaborates as an excellent teammate with a sound work ethic, and is dedicated to career exploration and student development.

The Assistant Director hires, trains, and supervises the Peer Career Advisor team, designs, distributes, and promotes the Career Center Insider student newsletter, and is the center's liaison for conducting Multiple-Mini Interview (MMI) preparation for students interested in medical school.

The Assistant Director maintains membership in several professional associations including the National Career Development Association (NCDA), National Association of Colleges and Employers (NACE), Southern Association of Colleges and Employers (SoACE), and the Alabama Association of Colleges and Employers (AACE), which provide professional development opportunities, networking, conference and workshop attendance, journal articles, and up to date information on current trends, best practices, and innovation in career services.

29.3 Assistant Director and Career Consultant, School of Nursing and School of Education

The Associate Director of Career Education, Career Consultant manages a student caseload in the School of Education and the School of Nursing by assisting students with all aspects of career and professional development. The Assistant Director conducts resume and cover letter reviews, job search and interview coaching, provides guidance regarding career planning and networking, and familiarizes students with career education and experiential learning resources provided through the UAB Career Center. The Assistant Director develops and facilitates innovative career development workshops in the classroom, promotes experiential learning resources, and connects students to opportunities related to their academic major and career interests.

The Assistant Director conducts outreach to faculty and staff to promote the offerings from the UAB Career Center that benefits students in their career exploration. The Assistant Director collaborates with the academic departments to plan, execute, and market career development events and outreach programming.

The Assistant Director is the instructor for career development courses UNIV 200: Job Search Essentials and UNIV 300: Career Mapping and employs creative ways to teach and engage students on career management and exploration. Additionally, in efforts to guide students in their career exploration, the Assistant Director understands how to use Focus 2, Big Interview, Handshake, and the career readiness Canvas course.

With excellent communication skills, the Assistant Director works professionally with both internal and external constituents, collaborates as an excellent teammate with a sound work ethic, and is dedicated to career exploration and student development.

The Assistant Director manages the UAB Career Closet, and hires, trains, and supervises the Career Closet Assistant.

The Assistant Director maintains membership in several professional associations including the National Career Development Association (NCDA), National Association of Colleges and Employers (NACE), Southern Association of Colleges and Employers (SoACE), and the Alabama Association of Colleges and Employers (AAACE), which provide professional development opportunities, networking, conference and workshop attendance, journal articles, and up to date information on current trends, best practices, and innovation in career services.

29.4 Assistant Director and Career Consultant, School of Public Health and School of Health Professions

The Associate Director of Career Education, Career Consultant manages a student caseload in School of Public Health and the School of Health Professions by assisting students with all aspects of career and professional development. The Assistant Director conducts resume and cover letter reviews, job search and interview coaching, provides guidance regarding career planning and networking, and familiarizes students with career education and experiential learning resources provided through the UAB Career Center. The Assistant Director develops and facilitates innovative career development workshops in the classroom, promotes experiential learning resources, and connects students to opportunities related to their academic major and career interests.

The Assistant Director conducts outreach to faculty and staff to promote the offerings from the UAB Career Center that benefits students in their career exploration. The Assistant Director collaborates with the academic departments to plan, execute, and market career development events and outreach programming.

In efforts to guide students in their career exploration, the Assistant Director understands how to use Focus 2, Big Interview, Handshake, and the Career Readiness Canvas Course. With excellent communication skills, the Assistant Director works professionally with both internal and external constituents, collaborates as an excellent teammate with a sound work ethic, and is dedicated to career exploration and student development.

The Assistant Director maintains membership in several professional associations including the National Career Development Association (NCDA), National Association of Colleges and Employers (NACE), Southern Association of Colleges and Employers (SoACE), and the Alabama Association of Colleges and Employers (AACE), which provide professional development opportunities, networking, conference and workshop attendance, journal articles, and up to date information on current trends, best practices, and innovation in career services.

29.5 Peer Career Advisors Role

POSITION OVERVIEW

The Peer Career Advisor (PCA) role provides a tremendous opportunity to make a difference in the lives of students achieving their career readiness goals. This is a comprehensive overview of the PCA position duties listed using the National Association of Colleges and Employers (NACE) Career Readiness Competencies (Updated 2021). There are eight competencies identified, they are Career & Self Development, Communication, Critical Thinking, Equity & Inclusion, Leadership, Professionalism, Teamwork, and Technology. These competencies are skills and attributes PCAs and other students should develop to support their overall career success.

Peer Career Advisors (PCAs) are trained and supervised paraprofessionals who provide career assistance to other students through the UAB Career Center. Responsibilities of Peer Career Advisors include instructing and mentoring peers in career-readiness strategies such as critiquing resumes, conducting practice interviews, assisting peers with job search strategies, providing guidance with career exploration, giving in-person presentations, and promoting the UAB Career Center.

PCA MAJOR RESPONSIBILITIES

There are many PCA tasks and responsibilities. This overview will broadly cover and outline them, such as handling career coaching appointments, managing post-appointment notes, providing event support to Career Fairs and Employer Events, and assisting with other assigned tasks.

Each PCA is expected to actively participate in all onboarding, training, and in-service activities and attend and actively participate in regular and special PCA Team meetings

CAREER COACHING APPOINTMENTS

During each academic term, the PCAs are available for scheduled and walk-in appointments Monday through Friday from 9:00 a.m. to 4:00 p.m. Exceptions include but are not limited to, holidays and any other days when the University is closed.

There are two types of appointments: the scheduled 30-minute appointment and the non-scheduled walk-in appointment. Scheduled appointments start and end at the top and bottom of each hour. We allow up to 30 minutes with each student to assist them during the walk-in appointment.

The 30-minute time frame with the student includes the introduction, an explanation of the support they are requesting, your coaching, conversations about the next steps, additional resources (such as the Career Center Canvas Course and the Handshake Resource Library), and completing the appointment survey. It is the PCA's responsibility to manage time with each appointment.

REQUIRED QUALIFICATIONS

- Rising UAB Sophomore, Junior, Senior, or Graduate student with a 3.0 minimum overall GPA
- Must be Federal Work-Study eligible/or awarded Work-Study
- Matriculating UAB full-time graduate or undergraduate during employment
- Strong interpersonal skills and a high level of professionalism
- The ability to communicate concisely and effectively, both verbally and in writing

WORK SCHEDULE AND COMPENSATION

This position will require a work schedule of approximately 8-14 hours per week during the academic semester. PCAs are responsible for providing proof of their work-study award for the current term/semester of employment. Wages range from \$12 to \$14 per hour.

29.6 Career Closet Assistants Role

POSITION OVERVIEW

As a Career Closet Peer Career Advisor, you will play a vital role in supporting student's career development journey. The Career Closet is a valuable resource that provides professional attire and accessories to students who may need them for interviews, networking events, or career fairs. Your main responsibility will be to manage the operations of the Career Closet, assist students in selecting appropriate attire, and provide career advice and guidance to help them succeed in their professional endeavors. If you are passionate about career development, fashion, and mentoring, we encourage you to apply for this rewarding position.

KEY RESPONSIBILITIES

CAREER CLOSET MANAGEMENT

- Oversee the daily operations of the Career Closet, including organization, maintenance, and cleanliness.
- Inventory management: Track available items, restock as needed, and ensure clothing items are in excellent condition.
- Create an accessible and welcoming environment for all students seeking assistance at the UAB Career Closet.

STUDENT ADVISING

- Provide personalized and confidential career advice to students and alumni regarding professional attire and overall presentation.
- Assist students in assembling complete outfits, that align with their career objectives or events, including clothing, accessories, and footwear.

CAREER CENTER EVENTS

- Participate in career-related events, fairs, and workshops to promote the Career Closet services and engage with students.

DESK ASSISTANT

- When not taking appointments be available as a front desk assistant, helping students check in for appointments, answering phones, and responding to emails.

QUALIFICATIONS

- Must be awarded federal work-study.
- Rising UAB Sophomore, Junior, Senior, or Graduate student with a 3.0 minimum overall GPA
- Matriculating UAB full-time graduate or undergraduate student during employment
- Strong presentation/public speaking skills/experience
- Strong interpersonal skills and a high level of professionalism
- The ability to communicate concisely and effectively, both verbally and in writing
- Proficiency in Microsoft Word, Adobe Acrobat, Google Docs, and video conference software
- Must be available to work a minimum of 10 hours per week.

WORK SCHEDULE AND COMPENSATION

This position will require approximately 10-15 hours of work per week during regular business hours, with some flexibility to accommodate student schedules. You must provide proof of a work-study award for the current semester. Pay starts at \$11 an hour.

29.7 Career Education Responsibilities. The Career Education and Readiness Team perform a myriad of tasks to provide students with industry-specific assistance equipping them to pursue meaningful careers.

29.7.1 Career Development Programming. Career development is the progression of short-term steps to achieve long-term professional goals. Effective career development requires a thoughtful approach: decide on a career goal, then map out the experience, competencies, and connections you'll need to get there. It often requires careful planning and taking intentional steps. Career development is all about finding tangible goals to work toward. The UAB Career Education Team supports faculty and students through appointments and workshop requests to achieve career requirements.

29.7.2 Establish and Build Relationships with Academic Department. The UAB Career Education Team establishes relationships with faculty and staff across UAB and in the College of Arts and Sciences, School of Nursing and School of Education, and the School of Public Health and School of Health Professions. Networking is creating beneficial relationships with peers and professionals who (usually) share your interests—employers, professors, academic aids, or potentially anyone you meet.

29.7.3 Written and Electronic Communications. Communication is simply the act of transferring information from one place, person, or group to another. Every communication involves (at least) one sender, a message and a recipient. The UAB Career Center Education Team communicate through multiple means at UAB: workshops, tabling, collaborations with other departments, student affairs engagements, student engagements, phone, and email to provide support.

29.7.4 Career Coaching. Career coaching aims to empower professionals by helping them make informed decisions about their trajectory. It's a solution-based approach to career decisions. The UAB Career Education Team uses student-employee Peer Career Advisors to assist students and alums with scheduled appointments to prepare and achieve career goals.

29.7.5 Process Workshop Requests. One of the primary purposes of a career center is to help people choose a career through workshops and individual counseling sessions. Faculty and Staff must process a "Workshop Request Form" to the UAB Career Center Education Team so an expert Career Consultant can prepare a valuable workshop experience for the requestor.

29.7.6 Career Development Workshops. As a college student, taking career advice in particular can help you feel more equipped upon graduation. During this time, it's important to focus on your career aspirations, plan for the future, and consider any suggestions that can help propel your advancement in your chosen field. The UAB Career Education Team can help you better prepare and ensure you're ready for any professional opportunities post-graduation.

29.7.7 Student Career Coaching Appointments. The UAB Career Center Education Team trains student Peer Career Advisors to assist students and alums with multiple Career Services appointments. You can schedule an appointment to meet with a UAB Career Center team member. Log into Handshake and select the "Career Center" tab. Then click the "Appointments" box to get started. The Appointments feature in Handshake allows you to manage your connections with students both virtually and in person through your teams' desired medium. You are also able to quickly report out on those connections to develop actionable data.

29.7.7.1a. Resume Reviews. Once you've completed your resume, it's a good idea to have it reviewed by a member of the Career Center staff. They can provide feedback on formatting, content, and other areas that can help you improve your resume and make it stand out to potential employers.

29.7.7.1b. Navigating Handshake. Handshake is the #1 place where students find jobs and get hired. Learning how to navigate Handshake before attending a virtual career fair will give you the confidence you need to make an impression on employers and get hired.

29.7.7.1c. Interview Coaching. Interview coaching is an invaluable resource that can help you navigate the tricky waters of job interviews with ease and grace. There is no doubt that job interviews can be nerve-racking and stressful for anyone. But with the right support and guidance, you can turn that stress into confidence.

29.7.7.1d. Career Planning. Career planning refers to the strategy a person uses to determine career goals and the path to achieve those goals. The process integrates various activities, including steps for self-improvement and the process of meeting these goals. The importance of career planning can't be overemphasized.

29.7.7.1e. Job and Internship Search Coaching. One-on-one discussions with a trained PCA can help expand your knowledge of various job search strategies to grow your job search opportunities. A job search coach is a professional who helps individuals looking to do any of the following: make a change in their career, overcome obstacles in their job search process, develop professional skills and determining the jobs that match your interests and abilities.

29.7.7.1f. Multiple Mini Interview (MMI) Preparation. MMIs are thought to better handle the biases of interviewers, more accurately predict academic performance, and assess non-cognitive skills like interpersonal skills, professionalism, critical thinking and ethical decision making. Candidates rotate through a circuit of stations where they are asked a question or posed a scenario. Interviewees are given a short time to prepare before delivering their response. Interviewers remain at the same station assessing the same question or scenario. We simulate the MMI environment as closely as possible and tailor the questions and scenarios based on the field

29.7.7.1g. Curriculum Vitae Review. CV is short for curriculum vitae, which is Latin for "course of life." It refers to a short document in which job candidates describe their work experience, education, and other qualifications – in other words, a resume. There is no length limit for an academic CV, while there is widespread agreement that a normal CV/resume should usually not exceed one page.

29.7.7.1h. LinkedIn and Networking. There are more than 800 million members on LinkedIn in 200 countries. LinkedIn can assist students and alums to network for a specific job. Learning how to navigate this resource can be beneficial in obtaining the job you are seeking.

29.7.7.1i. Career Closet. The Career Closet is open to current students in need of business professional outfits for job and internship interviews and other professional development opportunities. Before visiting, please schedule a Career Closet Consultation appointment using your student profile in Handshake. When scheduling your Career Closet consultation, we invite you to include your preferences in advance so that if we are unable to meet your needs immediately, we may be able to offer an alternative to accommodate you and take note of inventory gaps for our next clothing drive.

29.8 Hire and Train Student Staff. The UAB Career Center Career Education Team is responsible for hiring student staff to assist with appointments. The Assistant Director, Career Consultants responsible for Peer Career Advisors, and the Career Closet Assistants are responsible for posting jobs on Handshake, interviewing, hiring, training, and developing selected student employees while serving as their direct manager. These direct managers are accountable for ensuring timecards are processed timely for pay for student employees.

29.9 On-Campus Tabling. Tabling effectively educates and engages the campus community about the UAB Career Center's organization and philanthropy. Sometimes, the table is provided by the venue, other times you need to bring your own with QR Code Signs, sign-up sheets as a back-up, banner(s), tablecloth(s), pens, business cards, collaborating materials, brochures, giveaways, info on upcoming events, etc.

29.10 Monthly Outreach to Academic Departments. To fulfill the mission of educating Faculty, Staff, and students on career pathways, we create innovative ways to academic, personal, and professional enhancement for a diverse body of learners through intentional and inclusive collaboration between university and community partners. We are committed to fostering an equitable and welcoming environment for our stakeholders, including university campuses and community partners. It is important for the Career Education Team to provide Faculty, Staff, and Students with information on Career Services to educate these stakeholders on how our services can benefit and enhance their career objectives,

29.11 Monthly Career Insider Newsletter. Newsletters are among the best ways to get information to faculty, staff, and students. The newsletter offers direct contact with our target audience within the University of Alabama at Birmingham system and a platform for marketing career services to members.

29.12 Canvas. The UAB Career Center Canvas Course is an interactive course designed to guide you through instructional content and interactive activities to build on your career-readiness and competencies. Currently, the course offers six informative modules to deepen and broaden your knowledge about resources offered by the UAB Career Center, develop a clear plan of action to excel in your future career, and refine your resume and interview skills.

29.12.1 Canvas Administrator. The admin role in Canvas is a role that allows users to search for, view, and in some cases add / edit / remove users and content to a Canvas course site without having to be enrolled into the course roster. Admin access is typically reserved for those people at UAB who support schools or departments with many courses.

29.12.2 Process Career Center Canvas Course Integration Requests. The UAB Career Center is now providing UAB faculty and instructors with the opportunity to integrate student career readiness components into existing course content through Canvas modules. To assist with integrating career content within the classroom, the UAB Division of eLearning and Professional Studies (eLearning) and the UAB Career Center in the Division of Student Affairs have designed a series of modules that UAB faculty and instructors can add to their existing Canvas courses.

29.13 Career Readiness Courses. The UAB Career Center has in-person and online classes to help support your career development while earning course credit. Career readiness training, or 21st-century skills training, provides instruction in nontechnical skills integral to success in the workplace. This training teaches "soft," or noncognitive, skills such as teamwork, critical thinking, professionalism, conflict resolution, digital literacy, and communication.

29.13.1 UNIV 200 Job Search Essentials. This course is an elective online course that teaches the basic, essential skills necessary to be competitive in your post-graduation job search. The modules build on one another and culminate into a final project that is built using a LinkedIn account.

29.13.2 UNIV 300 Career Mapping. This course helps you achieve career success by building key skills sought by employers and graduate school admission committees today. This course provides an interactive exploration into setting career goals and arriving successfully at your destination. UNIV 300, Career Mapping, is an elective course taught in a blended format. Half of the sessions will be covered in class, and the other half will be covered online via Canvas

29.14 Handshake Resource Library Documents. The resource library lets you view university news, industry news, and career search best practices. 1. To view items in this section, click on the Career Center tab at the top of the page. 2. Click on Resources. 3. Browse various items posted here and find one that interests you! You can scroll through all of them as well. 4. Use the search bar to find specific resources like recorded programs, employer partners, and business card templates, etc. To access the Resource Library in Handshake, click Resources under the Communicate Category in the left navigation panel.

29.15 UAB Micro-Internship Program. Micro-Internships are short-term, paid, professional assignments that are similar to those given to new hires or interns. These projects enable Career Launchers to demonstrate skills, explore career paths, and build their networks as they seek the right full-time role.

29.16 Blazer Beginnings Orientation. UAB's orientation program is required for all new students (freshmen, transfer, or non-traditional), so you should plan for it early.

29.17 Systems and Platforms. Career Education utilize systems and platforms to bring processes and procedures into the 21st Century pertaining to modernization and to collaborate with Faculty and Staff. Blazer Beginnings gives you a chance to meet other new students, learn about support services, and get help registering for classes.

29.17.1 Canvas. Canvas is a web-based learning management system, or LMS. It is used by learning institutions, educators, and students to access and manage online course learning materials and communicate about skill development and learning achievement.

29.17.2 Big Interview. The UAB Career Center has launched a new interview practice platform designed to help students, faculty and staff improve their interview skills and career readiness through training and practice. Big Interview replaces the previous system, Interview Stream. Faculty members can seamlessly integrate Big Interview into their classes. The platform allows instructors to create assignments that require students to practice interviews on the platform and can use built-in features for tracking student activity and performance on assignments.

29.17.3 Handshake. Handshake is UAB's online recruiting system that allows students 24/7 access to search for jobs, apply for on-campus interviews, gain access to Career Center resources, and the ability to schedule appointments. Peer Career Advisors and Career Closet Assistants can assist customers during their scheduled appointments.

29.17.4 Trello. This tool efficiently organizes projects by creating boards for tasks. Cards are placed on the boards and assigned to teammates. Due dates are specified, and files, photos, and videos can be attached. The UAB Career Education Team uses Trello when facilitating meetings and assigning tasks to staff and student employees.

29.17.5 Zoom. Zoom is a communications platform that allows users to connect with video, audio, phone, and chat. Zoom is a video conferencing platform that can be used through a computer desktop or mobile app. It allows users to connect online for video conference meetings, webinars, and live chat.

29.17.6 Focus 2 Career Assessment. Focus 2 Career is a self-paced career and educational planning assessment tool. It will enable you to self-assess your career-relevant personal qualities and explore career fields and areas of study that are most compatible with your assessment results.



Section 30: UAB Career Center Administration



30.1 Office Services Specialist III Role

REPORTS TO: DIRECTOR, UAB CAREER CENTER

- Primary Location: University
- Job Category: Clerical & Administrative
- Employee Status: Regular
- Shift: Day/1st Shift
- Work Grade: 265
- Pay Scale: \$15.00 – \$21.15

RESPONSIBILITIES:

This position is under minimal supervision, performs department specific office and clerical duties of a moderately complex nature. Work consists of maintaining department databases, records and files, gathering and interpreting data to construct detailed reports, and monitoring department budgets. Directs the work of other clerical employees in a lead capacity. Manages departmental and divisional human resources related procedures, issues, and handles confidential information.

FINANCIAL OPERATIONS – 50%

- Manage UAB Career Center Budget
- Approve, Manage, and Complete Staff Expenditure Requests (Accounts Payable)
- Manage Contracts and Renewals
- Act as Accounts Receivable for Career Center Revenue
- Manage Job Location & Development Grant

HUMAN RESOURCES OPERATIONS – 35%

- Departmental Student Hiring Compliance
- Student Employee Hiring Compliance for Division of Student Affairs
- Provide Supervision, Training, & Professional Development for Student Admin. Assistants

OFFICE OPERATIONS – 15%

- Student Administrative Assistants (Front Desk Assistants) Role
- Appointment & Walk-In Support
- Written and Electronic Communications
- Maintain Staff & Student Staff Directories
- Submit Work-Order Office Maintenance Requests
- Support Full-Time Staff On-Boarding
- Schedule Meetings for Staff
- Order Business Cards
- Maintain Office Supplies
- Maintain Employee Polo Inventory
- Order Staff Name Badges

QUALIFICATIONS:

High School diploma or GED and four (4) years of related experience required.

30.1.1 Provide Supervision, Training, and Professional Development. Oversee administrative operations in the UAB Career Center leading providing direct supervision for the Front Desk Assistants.

30.2 Student Administrative Assistants (Front Desk Assistants) Role

REPORTS TO: DIRECTOR, UAB CAREER CENTER

- Primary Location: University
- Job Category: Clerical & Administrative
- Employee Status: 11 Student Federal Work-Study
- Shift: Day/1st Shift
- Pay Scale: \$10.00 – \$11.00 per hour

DESCRIPTION:

The Student Administrative Assistants are vital to the UAB Career Center. The individuals in this role will be the first face students, alumni, employers, and more see when stepping into the UAB Career Center. The perfect candidate must possess the desire to help all who encounter the UAB Career Center, have the capacity to multi-task, and have the ability to communicate professionally.

MAJOR TASKS & FUNCTIONS

- Greet and help visitors of the UAB Career Center
- Schedule, confirm, and check-in appointments
- Administer post-appointment surveys
- Answer all incoming calls, transfer calls, and take messages as needed
- Respond to student emails in a timely manner
- Maintain an organized email inbox
- Understand and navigate Handshake
- Be knowledgeable of all Career Center resources
- Distribute mail and packages upon their arrival
- Assist staff members with project management
- Facilitate information tables as needed
- Maintain a neat and organized office area
- Assist with Career Fairs and other Career Center Events
- Complete projects as assigned

SKILLS

- Excellent knowledge of public relations; expertise in verbal and written communication skills; ability to handle complaints; familiar with dealing with a cross-section of people; be courteous; socializing abilities
- Flexibility with work hours; excellent at personal time management; disciplined attitude; dependable
- Organizational skills and attention to detail; ability to multi-task; ability to assist with events

QUALIFICATIONS:

- Students applying must be Work-Study Eligible
- Minimum Cumulative GPA 2.8
- All Majors can apply
- Must be a freshman, sophomore, junior, or senior
- Must be able to work 16-20 hours per week

APPLICATION REQUIREMENTS:

- Submit a resume (Word docx or PDF)
- Submit your class schedule (screenshot)
- Submit work-study verification (screenshot of financial award)

30.3 Office Administration (Front Desk) Responsibilities. In this section, you will look in-depth into administrative tasks, objectives, and operations performed to maintain administrative support in the UAB Career Center.

30.3.1 Appointment & Walk-In Support. For check-ins to be successful, monitor Handshake's Check-in Kiosk on the iPad to ensure the Kiosk remains active throughout the day. Cheerfully greet students and staff with their requests for navigating Handshake. It is imperative to be knowledgeable about other resources at UAB that may be able to more appropriately support the students' requests. Additionally, the OSSIII will assist with printing copies for other divisional departments and student resumes, providing general information, and career closet support as needed.

30.3.2 Establish and Build Relationships. Maintaining and establishing professional collaborative relationships with the staff and student body is pivotal in achieving administrative customer service success. Personal connections with managers, leaders, coworkers, and customers increase employee engagement and performance.

30.3.2.1a. Intermittently Provide Technical Support to Employers. On occasions where the Employer Relations team is experiencing high volumes of requests from employers, the OSSIII can provide support to the team by intercepting basic employer phone calls and messages regarding Handshake account troubleshooting and payment remittance. The OSSIII processes all credit card transactions and check deposits, and it is the responsibility of the OSSIII to ensure employers receive the documentation needed for their accounting records. The employer populations are divided between external employers and internal employers. External employers typically have questions regarding access to Handshake and payment remittance issues. Internal employers typically have questions regarding accessing Handshake as an "employer," as well as payment remittance issues. Note that all internal transactions between UAB departments should be processed via journal entry by the OSSIII.

30.3.2.1b. Provide Technical Support to Students. All student inquiries about navigating Handshake and engaging with the UAB Career Center should be answered by the OSSIII and student administrative assistant team. This includes how to schedule appointments, register and attend UAB Career Center events, access resources in Handshake, and where to locate other pertinent resources.

30.3.2.1c. Connect with University & Divisional Staff. The OSSIII should develop strong relationships with other divisional staff, UAB Human Resources and UAB Financial Affairs. Developing strong relationships with directors and administrative staff to ensure there is compliance around I-9 Forms and to provide support with student employee hiring procedures and other financial operations. Making connections with UAB Workflow approvers can be essential to expediting approvals or as a resource for when questions arise. Upper-level approvers are located in UAB Human Resources and UAB Financial Affairs. There are different departments within each of these divisions and having strong relationships with each area is vital to the success of the OSSIII role.

30.3.3 Written and Electronic Communications. The administration team receives inquiries through email and by phone. Each response is a reflection on the UAB Career Center and should be handled with professionalism. Training to student administrative assistants on professional communication should be provided.

30.3.3.1a. Manage Career Center Email Account Correspondence. The UAB Career Center email account CS Assist at careercenter@uab.edu inquiries should receive correspondence within 24 to 48 hours of submission to ensure customers are receiving timely and responsive support. Email correspondence should be sorted and forwarded to the appropriate team member if no response from the administrative team is applicable.

30.3.3.1b. Manage Incoming Phone Calls to Career Center. Phone calls consist of internal and external employers, parents of students, students, and vendors. Occasionally people arrive to the Career Center phone line by accident. The OSSIII and student administrative assistants should be able to answer all student and parent inquiries and redirect all other calls to the most appropriate person. The OSSIII should be knowledgeable about employer inquiries and be able to answer any of their questions, specifically Handshake troubleshooting and payment remittance. Vendors can also be assisted by the OSSIII, as it usually pertains to their services being compensated. Phone communications can help build the foundation for strong relationships between the Career Center and internal and external stakeholders. The UAB Telecommunications quick guide is a helpful resource for learning the basic functions of the phones utilized at UAB.

30.3.4 Maintain Staff & Student Staff Directories. Directories allow for student employees and full-time staff to have quick access to contact information. Maintain up to date contact information for student employees and provide this to Career Center staff. Maintain up to date contact information for full-time staff and provide to Career Center staff.

30.3.5 Submit Work-Order Office Maintenance Requests. As maintenance issues arise, the OSSIII should submit work order request to UAB Facilities Management via the online request form. This is to ensure proper function of the office space.

30.3.6 Support Full-Time Staff Onboarding. Support in full-time staff onboarding during the candidate selection process and after the candidate has been selected. During the selection process, the OSSIII will support in scheduling on-campus interviews, arranging hotel accommodations, issuing travel reimbursements, creating agendas for interviews, and ensuring all search committee members are informed. After the candidate is selected, support in completing the ACT document, applying for parking through UAB Transportation, submitting the OneCard, and Key Request Form, setting up their office space, and ensure the new employee has materials needed to comfortably integrate into the Career Center team. Initially order name badge, business cards, purchase memberships to Career Center standard professional organizations, connect to Oracle, provide and update directories, connect to P-Card training, connect to Onboarding Trello Board, and other resources.

30.3.7 Schedule Meetings for Staff. Support staff by coordinating meetings between parties as requested. Most scheduling occurs on behalf of the Director.

30.3.8 Office Supply Management. Maintain office supply inventory as needed and reach out to other staff to determine any additional supply requests.

30.3.8.1a. Maintain Office Supplies. Supplies include cleaning materials, hand sanitizer, disinfectant spray, notebooks, sticky notes, pens, highlighters, etc.

30.3.8.1b. Order Business Cards. Periodically ensure staff have an adequate supply of business cards and maintain stock in the lobby area.

30.3.8.1c. Maintain Employee Polo Inventory. Career Center full-time and student employees receive Polos to wear during Career Center events. Maintain stock of Polos in various sizes so they are readily available for new staff to receive as needed. Polos are purchased from Club Colors, a UAB approved vendor.

30.3.8.1d. Order Staff Name Badges. Name badges should be provided to all Career Center full-time staff and student employees. They are ordered from Taylor Communications, a UAB approved vendor.

30.3.8.1e. Manage UAB Career Center Equipment. Track and maintain updated records in UAB's surplus management system. When something is sent to surplus, it should be labeled, and IT should be informed if it is a computer or iPad. UAB IT will first remove the hard drive, destroy it, and remove the device from contract. Laptops should be checked out when taken home by staff members so that it is always known where the UAB-owned property is at all times.

30.4 Manage UAB Career Center Budget. UAB utilizes the RCM (Responsibility Center Management) budget model to allocate and budget financial resources. The fiscal year starts on October 1 and ends on September 30. On October 1, the budget amounts for each object code line are adjusted based on the Director's request to the Vice President of Student Affairs. All expenditures should align with the budget amounts provided to each object code. The OSSIII should ensure and enforce staff to make purchases that are within the Career Center budget. The October 1 transaction download can be used to build the Career Center's budget spreadsheet for the fiscal year. All expenditures should be broken down by team – Administration, Career Education, Employer Relations, and Student Employee Salaries. Each team receives an allotted budget each year as determined by the Director. Associate Directors of Career Education and Employer Relations oversee the expenditure requests of their team.

30.4.1 Provide Account Reconciliation for Four Ledgers. Account reconciliations are the process of checking financial records with account transactions and balances to identify any irregularities or outstanding supporting documentation for an expenditure. In the event of an audit, the OSSIII should be able to produce the purpose, date, amount, and vendor of each transaction by providing the monthly account reconciliation where the transaction occurred and all supporting documentation. Account reconciliations should be completed by the 15th day of the following month of the statements' close. To submit a monthly account reconciliation, the OSSIII will create a transaction download from Oracle and email the information to the Director, Student Affairs Director of Finance and Operations, and the Student Affairs Financial Assistant. There are 5 Career Center accounts: General account ledger, salaries, Job Location and Development grant, cost-sharing account, and employer engagement program account. Reconciliations are established by the transaction download function in Oracle.

30.4.2 Provide Account Reconciliations for Credit Card Transactions. Provide Account Reconciliations for Purchasing Card Transactions. Purchasing Card (P-Card) is the UAB term for a University owned credit card. P-card transactions will be reconciled via Oracle using the payment request function. Supporting documentation will be uploaded into OnBase. All P-Card transactions should be reconciled in Oracle no later than 2 days after the post date. The Financial Affairs webpage offers training instructions on this process. Staff members will have individual P-Cards and are responsible for reconciling these charges in Oracle. The OSSIII should enforce the 2-day deadline for the reconciliations for all staff.

30.4.3 Create Monthly Budget Reports. It is the goal of the Director to provide transparency regarding the Career Center's budget and expenses to create an environment where each team member holds a fiduciary responsibility to maintain expenditures that align with the strategic plan for the Career Center, budget allocations, and UAB purchasing policies. Monthly budget reports are completed for the general ledger account only. After the account reconciliation has been completed, an object code balance report should be produced and emailed to the Director with any additional notes from the OSSIII. A balance report indicates all revenues and income balanced with YTD expenditures. Reviewing the balance determines the amount of remaining funds for the fiscal year. The Career Center budget spreadsheet should be updated and summary reports produced for presentation at Monthly Team Meetings.

30.4.4 Provide Director with Annual Budget Report & Recommendations. Annually, the Director has a budget hearing with the Vice President of Student Affairs and the Assistant Vice President of Student Experience. It is the duty of the OSSIII to provide support to the Director in ensuring all fiscal year expenditures are accounted for and in compliance with UAB expenditure policies.

The OSSIII should use knowledge of expenditures to provide any budget line-item changes that need to occur to ensure the allotted budget amounts more accurately reflect Career Center expenditures.

30.5 Approve, Manage, and Complete Staff Expenditure Requests. Approve, Manage, and Complete Staff Expenditure Requests. The OSSIII should review all expenditure requests prior to staff members making the purchase unless the staff member is traveling at a conference. Staff should submit a Request for Expenditure document to be reviewed, and the OSSIII will return with approval or changes to the request. Staff will be responsible for reconciling their own P-Card transactions and submitting supporting documentation to the OSSIII to maintain the Career Center's financial records to be used for completing general ledger account reconciliations. The employee will be responsible for reimbursing the University for any charges that are made out of compliance with UAB purchasing policies.

30.5.1 Administer Accounting Policy Training to Staff. To avoid non-compliant expenditures, the OSSIII should provide annual accounting policy training to staff in due diligence. All staff should be made aware that UAB Financial Affairs purchasing card training must be completed prior to obtaining an individualized purchasing card. The OSSIII should provide support to staff as they navigate this process.

30.5.2 Administer Travel Policy Training to Staff. All travel occurs during annual travel to conferences during the months of November – March. Occasionally, summer travel to conferences will be permitted. The OSSIII should provide annual conference travel training prior to registration for conferences. Travel training should be administered in accordance with UAB travel policies.

30.5.3 Renew Professional Memberships for Staff Annually. NACE and SoACE are tier memberships that are purchased for University-wide staff. Renew annually and add new employees as needed. Other memberships are individually purchased. Staff can purchase their own memberships using their P-cards, and the OSSIII should provide support to staff as needed.

30.5.4 Issue Travel Reimbursements. Process travel reimbursements using detailed/itemized receipts. The receipts must substantiate the bill was indeed paid in full by the traveler. An itemized receipt is always required, regardless of the cost of the expenses. However, if the employee has exhausted every means of obtaining a copy of the itemized receipt, you may produce a memo that has to be approved by the Director.

30.5.5 Event Coordination Support. From reserving the perfect space to managing cost and budget, administration assist in the planning and coordination of special events for the UAB Career Center to include catering, set up, and tear down.

30.5.6 Career Closet & Tablecloth Dry Cleaning Catering Support. The Career Closet houses a variety clothing that students can use for interviews, career fairs, and other business and job-related purposes. UAB students who need professional attire for professional interviews or events may borrow items such as button-down shirts, blouses, blazers, pants, skirts, ties, and suits, from the UAB Career Closet for free. The UAB Career Center coordinates with Scott Smith of Spin Cleaners, approved vendor, for a pick up and drop off of the clothes.

30.5.7 Support Divisional Expenditure Requests. As a public institution and a steward of public and private funds, the UAB Career Center Administration is responsible for properly utilizing the UAB Career Center funds. When Administration approves a UAB expenditure request, the signer of the request represents that he or she considers the expenditure appropriate regarding UAB policies and procedures, UAB goals, and responsible management of UAB. Administration coordinates with the contact for these requests: Controller's Office, (205) 996-1277.

30.6 Manage Contracts and Renewals. The Career Center typically has 5 contracts that should be tracked and renewed pursuant to the product's relevance to Career Center services. Some contracts are multi-year agreements, while others are a 1-year term. Other contracts may arise. Allow 25 days for

30.6.1 Ensure Vendor Compliance. Vendors must remain in compliance with iSupplier, UAB's vendor portal that enables suppliers the ability to maintain purchasing and accounts receivable addresses and contact information as well as retrieve UAB purchase orders. Vendors providing services that include a technology component should be submitted to UAB IT for review prior to renewing or establishing a contract. If the vendor does not provide a Fee-for-Services agreement, the OSSIII should use the UAB agreement template to create a legal contract.

30.6.2 Handshake (Stryder Corp.) Contract Submission & Payment. Contract Submission & Payment. Handshake is renewed on a multi-year contractual basis. This contract has an information technological component. Payment is always remitted to Stryder Corporation by October 31 annually. Early payment is acceptable by October 1.

30.6.3 Focus 2 (Career Dimensions, Inc.) Contract Submission & Payment. Focus 2 is renewed on a multi-year contractual basis. This contract has an information technological component. Payment is always remitted to Career Dimensions, Inc. by May 31 annually. Early payment is acceptable.

30.6.4 What Can I Do With This Major Payment. What Can I Do with Major does not have to be submitted as a contract and can be submitted with a P-Card payment because it is a subscription. It should be renewed annually along with other contracts.

30.6.5 Big Interview (Skillful Communications) Contract Submission & Payment. Big Interview is renewed on a multi-year contractual basis. This contract has an information technological component. Payment is always remitted to Skillful Communications by May 31 annually. Early payment is acceptable.

30.6.6 The Publishing Group Contract Submission. The Publishing Group creates a Career Guide for the Career Center with content produced by the Career Center, and the Guide is compensated by employer sponsorship of advertisements. Since the Guide is provided to students, all content must be reviewed by the contracts department and approved. The agreement is annual.

30.6.7 Submit Other Departmental and Divisional Contracts & Payments. On occasion, the OSSIII may be prompted to assist in submitting contracts for vendor services and payment remittance for Divisional events.

30.7 Act as Accounts Receivable for Career Center Revenue. Career Center revenue is generated through Career Fairs, Networking Events, and the Employer Engagement Program. Payees are internal and external employers. Transactions are recorded by Handshake.

30.7.1 Deposit checks and electronic payments. Credit card transactions are processed through Touchnet. The electronic payment information is downloaded from Touchnet and added into an electronic deposit slip and emailed to the Financial Operations Center. Checks are recorded in Handshake and credited to the employer. Handshake automatically sends a receipt to the registrant. Check payments are recorded in a deposit slip with receipts generated from Handshake, placed into a secure bag, and delivered to the Financial Operations Center in-person. Copies of all deposits should be kept for financial records.

30.7.2 Issue External Refunds. Refunds can be processed for external employers by the same method of payment. Touchnet provides 90-days for transactions to be refunded directly back to the credit card the purchase was made from. The refund should be recorded as a negative amount on the deposit slip and emailed to the Financial Operations Center. If the refund is requested after the 90-day period, the OSSIII will process the refund as if it was originally a check payment. Checks from external employers require the OSSIII to obtain a W-9 from the employer. Then the UAB Non-iSupplier Set Up Request form should be sent to iSupplier. Upon approval, the OSSIII can submit a payment request in the Other Refunds payment type. Refunds should be recorded in Handshake and copies kept for financial records.

30.7.3 Produce Revenue Reports. Revenue reports should be created for each Career Center event where employers pay for attendance. Determine the profits and losses from each event and email the calculations to the Associate Director of Employer Relations and the Director.

30.7.4 Complete Journal Entries for Internal Payments & Refunds. Internal employer payments should only be processed via Journal Entry in Oracle. The OSSIII coordinates with Employer Relations to obtain the account string for internal employers. Once the journal entry has been processed, it should be recorded in Handshake. Documentation for the journal entry should be saved and sent to each internal employer for all departments' financial records. Refunds for internal employers can be processed the same way.

30.7.5 Create Accounts for Additional Grant. Goods and services may be charged to a Grant account; please note that each grants has different contract terms regarding what can be purchased, and the budget for each grant varies. Please refer to your grant contract to see the allowability for your specific grant. For more information, contact Grant Accounting (contact information can be found in the Financial Accounting department). The GA module utilizes an account string consisting of five segments that are commonly referred to as the PTAOE. The combination of the first three segments constitutes the account structure, and all five segments together make up the charging instructions. The GA Account String consists of the Project, Task, Award, Organization, and Expenditure Type. The Project, Task, and Award make up the account structure, and the complete PTAOE Account String makes up the charging instructions. To request Oracle GL and GA grant related income accounts contact Financial Accounting at (205) 934-9330. **The UAB Career Center** employee salaries are covered using grant funds in the UAB Career Center.

30.7.5.1a. Log Expenditures for Grants. Several reporting mechanisms are available to users of the Administrative System's GA end-user responsibilities. Official monthly reports are system-delivered to Award Managers via the UAB Report Viewer. Additionally, users with UAB GA end-user responsibilities can run ad-hoc reports as needed. In general, two types of reports are available to users of the UAB GA END USER responsibility: System-delivered Reports and Ad-Hoc Reports. In addition to the system-delivered and ad-hoc reports, the Expenditure Inquiry form is available to assist users in collecting, managing, and reporting transactional data. Expenditure Inquiry is a feature available on the UAB GA End User menu. It provides a powerful search function to query expenditures for a project using the project number and various parameters. Search results can easily be exported into Excel. Learn more about Expenditure Inquiry by contacting Financial Accounting at (205) 934-9330. Administration manages and logs expenses for grants in the UAB Career Center

30.8 Departmental Student Hiring Compliance. UAB student employees are enrolled and attending UAB as students with an active employee assignment. The Office of Financial Aid certifies a Work Study students' eligibility and refers the student to the department(s) requesting student employees. The employment of other students as student assistants and graduate assistants is handled by the individual departments. UAB student employee assignments are established via the processing of a "New Hire" ACT document in the Oracle Administrative System. Student employees are typically assigned as a 06 student assignment category. The UAB Career Center ensure student hires are hired, employed, and paid adhering to UAB student hiring policy.

30.8.1 Work-Study Balance Tracking. Supervisors should monitor a student's work-study balance to avoid any overages. After a student has exhausted his or her allotted work-study funding, any additional work and pay will be the sole responsibility of the employer.

30.8.2 Administer Student Employee Time Keeping & Direct Deposit Training. All employees are required to set up a direct deposit account. Employees may enter and maintain their direct deposit information via the Oracle Self Service Applications responsibility. UAB Campus nonexempt employees utilize the Kronos Timekeeping System in order to track the actual hours worked daily on their UAB Campus primary assignment.

30.8.3 Collect & Organize New Hiring Paperwork. Getting off to the right start begins before someone walks in the door. Successful onboarding can improve faculty and staff engagement, motivation and retention. The resources below are designed to assist managers during the onboarding process at UAB. The Records Administration & Compliance department also maintains all documentation related to personnel actions throughout an individual's employment with UAB.

30.8.4 Submit Student Employee ACT documents. The ACT Document Attachment System offers UAB ACT document preparers a user-friendly way to submit ACT document attachments easily and securely to the Records Administration & Compliance department.* Upload ACT document attachments by following the instructions below: Log in to the ACT Document Attachment System below using your Blazer ID and password, then click ACTButton, Add Enter the ACT document number, the name of the employee the ACT document request is for, the "deliver to" person (if known) and the attachment type, then browse to locate the document on your computer you would like to attach Click ACTButton Save.

30.8.4.1a. On-Boarding. Onboarding refers to the methods companies use to integrate new employees into the workplace by informing them of their organization's existing practices and operations. Getting off to the right start begins before someone walks in the door. Successful onboarding can improve faculty and staff engagement, motivation and retention. The resources are designed to assist managers during the onboarding process at UAB: Phases of Onboarding, Tools for Onboarding, and related UAB policies and procedures.

30.8.4.1b. Off-Boarding. Offboarding helps employees leave your company. It's a process with steps to reduce security risks and make a smooth transition for both departing employees and their remaining teams. Offboarding an employee is always a challenging task. The first thing you should do is contact your HR Consultant or Employee Relations — they will be able to guide you through the process. In addition, the resources below are designed to assist managers during the offboarding process at UAB: Offboarding Dos & Don'ts, Tools and Skills, and Related UAB Policies and Procedures.

30.8.4.1c. Merit Increases. A merit increase is a base pay rate increase awarded to an individual based on the performance of their job duties during a defined performance review period. All merit increases must align with individual performance. Performance of 'Meets Expectations' or above should be reflected for those receiving a merit increase. Completed performance evaluations are required

30.9 Student Employee Hiring Compliance for Division of Student Affairs. A work study student's hourly rate must be at least minimum wage. Please keep in mind that students are awarded a total sum of work-study funds for the academic year and an increase in the hourly rate will decrease the hours per week a student may be eligible to work. Employers are responsible for making sure that the student's hours worked are submitted by TEL document in the Oracle database system. A student may submit his/her own time using their Blazer ID but are not allowed to approve their own TEL documents. Remember that this employee is a STUDENT. Be sure that the student's work schedule will not interfere with classes and studying.

30.9.1 Track, Administer, & Ensure I-9 Compliance for All Divisional Student Employees. The purpose of Form I-9 is to ensure employers are only hiring people who are legally allowed to work in the United States. I-9/E-Verify process for all new campus hires, explore the frequently asked questions below. Visit the HR I-9 Process page for additional materials and resources to assist in managing I-9 and E-Verify compliance for your department. Section 1 must be completed NO LATER THAN the first day of work. Section 2 must be completed by the Dept. Representative. You can provide the employee with the approved documents list. The employee must be allowed to choose which documents to present for Section 2 of the Form I-9. We must not request specific documents or reject acceptable documents because we prefer others. NO LATER THAN 2 business days after the first day of work and approved/submitted by HR Records no later than 3 business days after the first day of work. The UAB representative who examines the original documents presented by the employee must complete and sign Section 2. Employees must present original documents. The only exception is that you employee may present a certified copy of a birth certificate. The UAB Career Center Administration process student-hire I-9s for Student Affairs.

30.10 Manage Job Location & Development Grant & Other Grants.

The Job Location and Development Grant is provided to UAB by the U.S. Department of Education annually. It is in the amount of \$75000.00 and has a match requirement of 20%. The UAB Career Center receives the benefit of this grant. The purpose of the grant is to locate and develop job opportunities for UAB Students. The JLD grant requires data collection and justification of the funds used to be reported on Section F of UAB's Fiscal Operations Report and Application to Participate (FISAP) in the Federal Work-

study program report submitted to the U.S. Department of Education by September 30th annually. Other grants are awarded to the UAB Career Center intermittently. In the case of a new grant, the OSSIII should thoroughly review the requirements and terms of the award to ensure compliance with all expenditures incurred with the grant funds. A new account for each grant will need to be completed and submitted to UAB Office of Sponsored programs and approved prior to making any expenditures.

30.10.1 Ensure Annual Creation of New Grant Account & Cost Share Account.

The JLD grant and cost share account receive new account Grant Account (GA) numbers annually. The OSSIII should ensure the new accounts are created by checking with the Financial Aid Office Director in regards to the JLD account. The OSSIII can complete the Cost Share Account form should be submitted to the Grant Accountant for that year. The Grant Accountant will create the account and submit a journal entry to move over the 20% match amount required, which is \$18750.00. The account should be established by June 30th, so salary allocations can be added to the appropriate accounts.

30.10.2 Allocate Staff Salaries to Meet JLD Expenditure Requirements.

The UAB Career Center uses salaries of employees who are on the Employer Relations Team and the Director to fulfil JLD requirements because of their respective job functions in supporting student hiring off-campus. The OSSIII will enter salary allocations to use the proper amount of funds for each account by July 15th. Adjustments will be made to the allocations by October 15th to account for merit increases and adjustments to fringe benefits

30.10.3 Quarterly Collect Data for JLD Grant Report Submission Annually.

Utilize Handshake to download quarterly data for jobs posted. Send mail merge emails with link to the JLD survey created in Qualtrics to request the following information from the employers:

- Name of Person completing the survey
- Name of the Company
- Number of students hired
- Date(s) or time range of when students were hired
- Median salary of students hired
- Median hours students hired worked

Outreach should be completed quarterly to maintain consistent communication with employers hiring and to make access to the information easier for the employer.

30.10.4 Prepare Section F of the FISAP Report for U.S. Department of Education.

The section F of the report should be submitted to the Financial Aid Office Director in a memorandum format, signed by the UAB career Center Director. The information will be ordered as follows. Note the numbers of the report can change.

Following is the information for Section F in the annual FISAP report:

20. Total expenditures for the JLD program_____
21. UAB expenditures for the JLD program _____
22. Number of Students for whom job were located or developed:_____
23. Total earnings of the students in Field 22 above:_____

30.10.5 Ensure Staff Complete Semi-Annual Effort Reporting.

Staff whose salaries are funded by the JLD grant are required to complete semi-annual effort reporting via Oracle. The OSSIII should ensure staff are aware of this requirement and provide training resources.

30.10.6 Submit Statement of Economic Interest to Alabama Commission of Ethics Annually.

The OSSIII is required to submit a Statement of Economic Interest to the Alabama Commission of Ethics annually via their online form. This is required because of the OSSIII's engagement with state appropriations.

30.11 Systems and Platforms. Administration utilize systems and platforms to bring processes and procedures into the 21st Century pertaining to modernization and to collaborate when supporting both Students and Staff.

30.11.1 Handshake. Handshake is UAB's online recruiting system that allows students 24/7 access to search for jobs, apply for on-campus interviews, gain access to Career Center resources, and the ability to schedule appointments. Front Desk Assistants assist customers with the kiosk check-in process and assist customers with scheduled Career Closet appointments.

30.11.2 Trello. Trello. This tool efficiently organizes projects by creating boards for tasks. Cards are placed on the boards and assigned to teammates. Due dates are specified, and files, photos, and videos can be attached. The UAB Career Center Office Services Specialist III facilitates meetings and assign tasks to staff and student employee Front Desk Assistants.

30.11.3 Zoom. Zoom is a communications platform that allows users to connect with video, audio, phone, and chat. Zoom is a video conferencing platform that can be used through a computer desktop or mobile app. It allows users to connect online for video conference meetings, webinars, and live chat.

30.11.4 Oracle. The Oracle Administrative System is an integrated suite of HR and Finance modules used for UAB administrative operations and record keeping. It is a web-based system that includes a Self-Service Application that allows all UAB employees to manage their own personal information including direct deposit accounts and tax withholdings, and to view and print personal employee assignment data, current pay slips, employment verifications and W2 forms. To update your personal information, follow the Admin Systems Self Service link for step-by-step instructions on using the UAB Self-Service Applications. HR staff are available to provide assistance with employee Self Service responsibilities weekdays from 8:30 a.m. to 5 p.m. For assistance with using the Oracle Administrative Systems, follow the Admin Systems Training link for more information on training and support.

30.11.5 Kronos. UAB Campus nonexempt employees utilize the Campus UKG Kronos Timekeeping System in order to track the actual hours worked daily on their UAB Campus primary assignment.

30.11.6 ACT Document Attachment System. The ACT Document Attachment System offers UAB ACT document preparers a user-friendly way to submit ACT document attachments easily and securely to the Records Administration & Compliance department.

30.11.7 Contracts Management System. The University Contracts team oversees the contract review process and administers the Contract Management System (CMS), which serves as the central repository for UAB's contracts. Departments are responsible for entering the contract information into CMS, along with the requested contract and all other necessary documents (e.g., departmental routing sheet and other supporting documents, such as a Vendor Disclosure Statement, if applicable). University Contracts will then coordinate the central review of the contract in order to be signed by the appropriate board signatory. Individual faculty members and employees are not authorized to sign on behalf of the University, or to bind the University in any manner. Individuals who are not authorized, and who enter into an unauthorized agreement, may be held personally liable for the cost of the goods or services purchased.

30.11.8 Campus Learning System. Employees will be able to visit this central website to browse training opportunities, register for classes, track their training histories, and more. The UAB Campus Learning System is a learning management system that provides faculty and staff with online training tools and resources 24 hours a day, 7 days a week. UAB students are limited to research courses only (EH&S, IACUC, IRB, HIPAA, etc.). To register for a class: Go to the Campus Learning System, Login with your BlazerID or XIAS account, Note: If you need a XIAS or Sponsored Access Account to complete any required training, please contact campuslearning@uab.edu, UAB Employees should use the Campus Learning System. The XIAS/Sponsored Access Account is only for non-UAB employees, Search for EH&S or the course name (e.g., Shipping with Dry Ice) at the top of the page), Click on the course title you want and then click on "Enroll". Once you are registered for a class, it will be available from the Home/Welcome page.

30.11.9 Surplus Management System. The Surplus Property System allows departments to complete online requests to dispose of property. Department requests are restricted to equipment that is affiliated with organizational access. Both tagged and non-tagged items can be requested for surplus. For questions, email surplus@uab.edu.

Section 31: UAB Other Career Centers



Your Career is our Top Priority

31.1 Collat School of Business Career Center

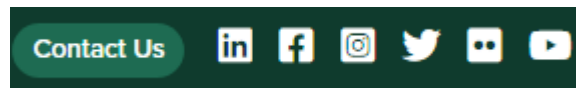
The Collat Career Center provides students and alumni with collaborative and innovative programs focused on career and professional development in preparation for life after Collat. Top-ranked business school with innovative programs emphasizing real-world application. Set in Alabama's most vibrant business community. Association to Advance Collegiate School of Business (AACSB) accredited.

Location

Collat School of Business
710 13th Street South
Birmingham, Alabama 35233

Phone

(205) 934-8800



Career Center Services

- Career Advising
- Resume Development
- Job Search Assistance
- Interview Coaching
- Networking Guidance
- Business Career Fair and other Networking Events



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Assistant Director, Student Engagement

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31.2 School of Engineering Career Center

The Engineering Career Center is housed in EEC 254 and provides a hub for engineering students seeking career advising, industry networking opportunities, and job search assistance. Our team helps develop engineering students as young professionals and supports employer recruiting efforts at UAB. Services provided through the Engineering Career Center are open to all UAB Engineering students and alumni.

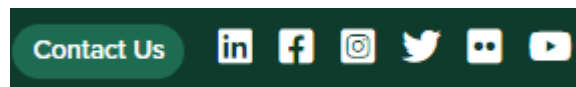
Location

School of Engineering
Hoehn Engineering Building, Suite 101
1075 13th Street South
Birmingham, Alabama 35294-4440

Engineering Career Center
254 Suite of the Education & Engineering Complex (EEC)
Birmingham, Alabama 35294-4440

Phone

(205) 934-8400



Career Center Services

- Career Advising
- Resume Development
- Job Search Assistance
- Interview Coaching
- Networking Guidance
- Engineering Career Fair and other Networking Events



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31.3 UAB's Office of Postdoctoral Education Ph.D. Career Services

Career and professional development are important parts of your postdoctoral and graduate student training. At UAB's Office of Postdoctoral Education (OPE), we aim to offer a variety of programs and services to help you make the most of your tenure here. The resources on this page are relevant at all stages of your professional development and time at UAB.

Location

UAB Office of Postdoctoral Education
Lister Hill Library Room G10
1700 University Blvd
Birmingham, Alabama 35233

Phone

(205) 975-7021



Career Center Services

Explore Your Options:

- Overview
- Self-Assessments
- Professional Development Opportunities
- Office of Professional Studies and Experiential Learning (OPSEL)
- Graduate School Development Opportunities
- OPE Courses
- Job Simulations

Write Your Application Materials

- Overview
- Curriculum Vitae (CV)
- Academic Positions
- Non-Academic Positions
- UAB Career Center



Britney Blackstock

Director of Career Services

brfields@uab.edu

(205) 934-6809

Section 32: UAB Career Center Professional Memberships



32.1 National Association of Colleges and Employers (NACE)

The UAB Career Center Staff are members of the seven professional organizations indicated below. Being a member of a professional association can set you apart from the competition when searching for new jobs and support your career by allowing you to advance your skills and knowledge. Joining professional associations shows that you are committed to your industry and are dedicated to continuous growth and learning within your career field.

32.1 National Association of Colleges and Employers (NACE). NACE is the leading source of information on the employment of the college educated, and forecasts hiring and trends in the job market; tracks starting salaries, recruiting and hiring practices, and student attitudes and outcomes; and identifies best practices and benchmarks.

32.2 Southern Association of Colleges and Employers (SoACE). The Southern Association of Colleges and Employers is organized exclusively to create a common understanding between individuals in career services and college relations focused on the career development and employment of the college educated to: Promote and foster relationships among the constituents.

32.3 National Career Development Association (NCDA). The National Career Development Association (NCDA) provides professional development, publications, standards, and advocacy to practitioners and educators who inspire and empower individuals to achieve their career and life goals.

32.4 Career Leadership Collective (CLC). The Career Leadership Collective is a thought-partner and consulting group for colleges and universities globally. They assist upper administrators and career leaders to systemically weave career and future preparation into the fabric of the campus experience.

32.5 Alabama Association of Colleges and Employers (AACE). AACE is committed to bridging the gap between industry and education in the State of Alabama by developing meaningful partnerships and opportunities for collaboration. AACE has served the Alabama community by facilitating meaningful career development and recruitment dialogue between employers and higher education institutions.

32.6 Alumni Career Services Network (ACSN). The Alumni Career Services Network (ACSN) supports alumni career services professionals at colleges and universities throughout the nation in enhancing their professional and personal development through shared knowledge and peer networking. Collectively, the ACSN seeks to increase awareness of alumni career services as a profession and to facilitate interaction amongst alumni career services professionals at their respective institutions.

32.7 National Association of Student Personnel Administrators (NASPA). NASPA is a network of more than 15,000 members at 2,100 institutions coming together to support each other, overcome expanding challenges, and center student success in the evolution of higher education. With a vast and diverse network at your fingertips, you'll be able to easily seek out expertise about new developments in the field, find advice and assistance for your own career journey, and build relationships with other student affairs professionals as mentors, colleagues, and friends.

Employee Handbook Acknowledgement Form

The Employee Handbook describes important information about the University of Alabama at Birmingham and the UAB Career Center. I should consult the Human Resources Department regarding any questions that need to be answered in the handbook. I have entered into my employment relationship with the UAB Career Center voluntarily and acknowledge that there is no specified length of employment. Accordingly, neither I, nor the UAB Career Center can terminate the relationship at will, with or without cause, at any time. Furthermore, I acknowledge that this handbook is neither a contract nor a legal document, as there is no violation of applicable law.

Since the information, policies, and benefits described herein are subject to change, I acknowledge that revisions to the handbook may occur. All changes are communicated through official notices. Revised information may supersede, modify, or eliminate existing policies. Only the University of Alabama at Birmingham has the authority to adopt any revisions to the procedures referred to in this handbook.

I have received the UAB Career Center Employee Handbook. Further, it is my responsibility to read and comply with the policies contained in this handbook and any revisions to it.

Please sign and date this form and turn it in to your supervisor in the UAB Career Center within 48 hours of your arrival for employment in the department. You can also email this completed form to the UAB Career Center at careercenter@uab.edu.

Employee's Printed Name

Employee's Signature

Date Signed by Employee

Acknowledgments

Many people have been essential and encouraging on the road to writing this UAB Career Center Employee Handbook. We wish to acknowledge:

Brandon Wright, the UAB Career Center Director, for his innovative idea to develop the UAB Career Center Employee Handbook. Brandon envisioned an Employee Handbook comprised of policies, procedures, working conditions, and behavioral expectations of a University of Alabama at Birmingham employee in the UAB Career Center. The UAB Career Center Employee Handbook is the brainchild of Brandon. He is a respected leader in the Career Services Field at the collegiate and state levels and a balanced supporter of his team in completing this project.

To Victoria Enyinda Petty, Associate Director of Employer Relations, and Eleanor Portwood, Coordinator of Alumni and Employer Relations, for their Employer Relations contributions and expertise contained in the UAB Career Center Employee Handbook. Your contribution during a demanding Career Fair Season and succession planning did not go unnoticed. Thank you for balancing your requirements and being a team player.

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A special recognition to Malee Jacobs Galloway, Office Services Specialist III, who contributed to the UAB Career Center Employee Handbook in a big way while processing student hires I-9 requests for the division of Student Affairs while executing her day-to-day career services responsibilities impeccably. Her vast contribution to the UAB Career Center will benefit staff and students. Thank you for taking the time and effort to transmit years of knowledge and expertise to the team.

Major Vejometric Joyce Wheeler "V.J.", U.S. Army Career Skills Program Intern is a strategic and future focused leader who served as the Action Officer to develop the UAB Career Center Employee Handbook. With over 29 years of leadership experience, the UAB Career Center benefitted from her dedication and commitment to project completion while motivating and encouraging the team throughout the project.

I cannot thank the contributors enough for their support and dedication. The successful completion and outcome of this undertaking could not have been possible without the guidance and support of these Career Services professionals. It required a lot of time and effort from each individual involved. Their contributions are sincerely appreciated and gratefully acknowledged.

Student-Centered Focused Career Services



Blaze into Your Career with our Team's Career Services Expertise!



Appointments –

Schedule time to meet with experts and build your career

Resources –

Read curated content from your career center

Experiences –

Track your internship or co-op experiences

Surveys –

Answer questions from your career center

