

# YOU AND UAB

## Handbook



## Welcome from the President

It is my pleasure, as president and proud alumnus of UAB, to welcome you to our world-renowned university and academic medical center. For more than five decades, the people of UAB—our faculty, staff, students, and leadership—have worked together to advance the shared goals of our campus, community and state. Today, all that dedication and hard work continues to bring record-breaking strides in all pillars of our mission.

Now you will play an important role in our continued progress. In whatever area of campus you serve, you will be helping us to collectively provide outstanding educational and service opportunities to our students (many of whom are first-generation college students); advance knowledge across many disciplines and fields; conduct research that leads to life-changing technologies and treatments for disease; improve health and healthcare access in our most underserved communities; grow a robust, innovation-based and inclusive economy for our region; and partner with and revitalize neighborhoods all around Birmingham and statewide.

At the same time, you will find the resources and support to achieve your own personal and professional goals. This Handbook provides an overview of opportunities, benefits, and responsibilities of UAB employees. If you have any questions, please feel free to consult with your supervisor or Human Resources Management about the exciting future that awaits you on our campus. I also encourage you to engage with UAB Staff Council, Faculty Senate and other groups to share your thoughts on how we can be an even better place to work, study and excel.

UAB is about individual and collective achievement, both of which are driven by our people—our greatest asset. Of all the national and global recognition we have received in recent years, among the most gratifying was ranking in Forbes as the #1 large employer in the nation. This speaks volumes about the pride, enthusiasm, and collaborative spirit we have in the work we are doing together every day.

You are now a part of that great work and we look forward to your contributions to our continued success.

Best wishes and welcome to UAB,

A handwritten signature in black ink that reads "Ray L. Watts".

Ray L. Watts, M.D.  
President | University of Alabama at Birmingham

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

(11/8/11; Reissued September 2024)

UAB remains fully committed to equal employment opportunity, nondiscrimination and the prevention of unlawful harassment in employment, education and the participation in university programs. We have long embraced equal opportunity to create a supportive environment and a campus community that allows faculty, staff and students to excel and reach their fullest potential.

We maintain and promote our core values 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 to fostering a welcoming, respectful and nondiscriminatory campus environment that values all community members.

Discriminatory harassment, whether sexual or nonsexual, 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.

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 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.

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





## 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 Hospital. Faculty members are also governed by the [UAB Faculty Handbook and Policies](#) for situations that are specific to faculty issues. Where there is duplication or a policy overlap of the same issue, the [UAB Faculty Handbook and Policies](#) will take precedence over this handbook for faculty members. All 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.

You may access all contents of the You and UAB Handbook online at [www.uab.edu/youanduabhandbook](http://www.uab.edu/youanduabhandbook).

## Welcome to UAB

### Introduction

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.



### 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 26,000 employees and an annual economic impact in the state exceeding \$7.15 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 16 graduate programs in U.S. News' Top 25, including the nation's top Master's in Health Administration program.

Research programs and patient-care services have grown along with educational programs. UAB ranks 11th 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 \$237 million, 50% increase in just five years, continuing the most successful era of research funding in UAB history.

UAB Hospital, the eighth largest hospital in the U.S. (1,207 beds), exceeds 2 million visits each year 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 Health System Structure

UAB Health System is a state-wide health system composed of several leading organizations that promote our mission of research, teaching and clinical care throughout the State of Alabama. UAB Medicine comprises the largest part of UAB Health System and includes UAB Hospital, UAB Callahan Eye Hospital, UAB Medical West and the University of Alabama Health Services Foundation, which operates The Kirklin Clinic, a host of suburban clinics, and the physicians private practice plan. UAB Medicine is also part of a strategic alliance with Ascension St. Vincent's.

In addition to UAB Medicine, UAB Health System includes the UAB Health System Corporate Office, as well as the UAB Hospital Management, LLC which is a wholly owned Alabama limited liability company with the UA Board as sole member. All new UAB Hospital employees are employed by the LLC.

UAB Health System also has affiliations with Children's Hospital of Alabama, Birmingham Veterans Affairs Medical Center, Cooper Green Mercy Health Services Authority, and Triton (VIVA Health). Outside of Birmingham, UAB Health System has an affiliation with Baptist Health System that includes Baptist Health System in Montgomery, including strategic collaborations with Infirmary Health System in Mobile and Regional Medical Center in Anniston. It also manages several rural medical centers throughout the State.

For more information about UAB Medicine, please visit [About UAB Medicine](#).

## Learning About UAB

### 1.1 Employee Orientation/Onboarding

All new faculty and staff are introduced to UAB through a general orientation or onboarding program conducted by UAB Human Resources, UAB Faculty Affairs, or UAB Medicine Human Resources.

- All employees must complete employee orientation within 30 days of their hire date.
- Orientation and Onboarding programs for faculty positions vary by school, college, and the UAB Libraries. New faculty should contact their specific unit for more information about the orientation and onboarding programs in which they are required to attend and/or participate.
- 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 Learning & Development at 205-934-3359.



## UAB Employment Categories

### 2.1 Employment Assignment Categories at UAB (Employment Status Codes)

To determine benefits eligibility, all employees are classified at the time of employment as 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.

#### Full-time Regular Employees (Assignment Category 01)

These employees work regularly 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.

#### Full-time Temporary Employees (Assignment Category 02)

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

#### 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.

#### 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.



**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.

**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.

**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.**

**Three Twelve-hour-shift (3/12 Hour) Employees (Assignment Category 12)**

These are UAB Medicine employees who are required to regularly work three twelve-hour shifts a week and who have an indefinite appointment.

**Weekend Staff (Assignment Category 17)**

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



**Post-doctoral Scholar Trainees (Assignment Category 20 & 21)**

Post-doctoral scholars include individuals receiving a monthly fellowship paid from the Scholarships/Fellowships object code. In regard to those fellowship payments, these

individuals are not in an employer-employee relationship with UAB. Institutional funds awarded to augment training grants or qualified fellowship funds do not alter the person's status if awarded for the same purpose. A Post-doctoral scholar trainee might receive financial aid in the form of a job and the compensation for those services is paid as salary.

**Post-doctoral Scholar Employees (Assignment Category 21) (See also Assignment Category 20)**

These are individuals designated as post-doctoral scholars by their departments, paid by UAB and compensated by funds from research grants or other non-training sources. They do not receive additional funds from a monthly fellowship.

**Trainees (Assignment Category 46)**

Trainees are students or other individuals appointed for a specific period of time to participate in University approved programs. There is no employer-employee relationship with UAB. The following job titles are approved for this category: Athletic Scholar; Division Occasional Award; Graduate Student Trainee; and Non-UAB Student/Trainee. **Trainees are not eligible for any UAB benefits or privileges of employment.**

**Affiliates (Assignment Category 59)**

These are individuals that are employees of other UAB entities or companies that have a contractual relationship with UAB that require access to UAB systems to perform daily business functions. The following job titles are approved for this category: Oracle Access Only and UA System Employee. This is a non-paid assignment. **Affiliates are not eligible for any UAB benefits or privileges of employment.**

**Volunteers (Assignment Category 60)**

These are individuals who perform hours of service for UAB without promise, expectation, or receipt of compensation and/or gifts for services rendered. This is a non-paid assignment category and cannot be combined with any paid assignment category. Individuals should not be assigned to the category if they will be performing work that any employee would otherwise be compensated to perform. **Volunteers are not eligible for any UAB benefits or privileges of employment.**

**Requisition Employees (Assignment Category 99)**

This category is limited to payments to individuals to whom UAB anticipates making only one employee payment. It should not be used for additional assignments of current UAB employees or for individuals that a department anticipates paying more than once even if subsequent payments will not be made for several months. **Individuals receiving requisition payments are not eligible for any UAB benefits or privileges of employment.**

# 2

## UAB EMPLOYMENT CATEGORIES

UAB BENE FITS ELIGIBILITY														
Assignment Category	Assignment Category Code	UAB-paid Life, AD&D Insurance	Employee-paid Life, AD&D Insurance	Long-term Disability Insurance	Teacher's Retirement	403(b) Participant	403(b) Matching (Exempt Only)	457(b) Participant	Health	Dental	Vision	Flexible Spending Accounts	Vacation, Holiday, Sick Time Accrual	Educational Assistance
Full-time Regular	01	Yes	Yes*	Yes	Yes/Required	Yes	Yes	Yes	Yes	Yes*	Yes*	Yes*	Yes	Yes
Full-time Temporary	02	Yes	Yes*	Yes	Optional	Yes	No	Yes	Yes	Yes*	Yes*	Yes*	No	No
Part-time Regular	03	No	Yes*	Yes	Yes/Required (Prorated Credit)	Yes	No	Yes	Yes	Yes*	Yes*	Yes*	Yes/Prorated	No
Contingent	04	No	No	No	No	No	No	No	No	No	No	No	No	No
Students	06	No	No	No	No	No	No	No	No	No	No	No	No	No
Interns and/or Residents	07	Yes	Yes*	Yes	No	Yes	No	Yes	Yes	Yes*	Yes*	Yes*	No	Yes
Work Study Students	11	No	No	No	No	No	No	No	No	No	No	No	No	No
Three Twelve-Hour Shifts	12	Yes	Yes*	Yes	Yes/Required	Yes	Yes	Yes	Yes	Yes*	Yes*	Yes*	Yes	Yes
Weekend Staff	17	Yes	Yes*	Yes	Yes/Required	Yes	No	Yes	Yes	Yes	Yes	Yes*	Sick Time Only	No
Post-doctoral Scholar Trainees	20	Yes	Yes*	Yes	No	No	No	No	Yes	Yes*	Yes*	No	No**	No
Post-doctoral Scholar Employees	21	Yes	Yes*	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes*	No	No**	No
Trainee	46	No	No	No	No	No	No	No	No	No	No	No	No	No
Affiliate	59	No	No	No	No	No	No	No	No	No	No	No	No	No
Volunteer	60	No	No	No	No	No	No	No	No	No	No	No	No	No
Requisition Employees	99	No	No	No	No	No	No	No	No	No	No	No	No	No

\*Individual pays full premium

\*\*Please see the [Office of Postdoctoral Education \(OPE\) Handbook](#).

UAB HOSPITAL MANAGEMENT, LLC BENEFITS ELIGIBILITY												
Assignment Category	Assignment Category Code	UAB-paid Life, AD&D Insurance	Employee-paid Life, AD&D Insurance	Long-term Disability Insurance	403(b) Participant	403(b) Matching	Health	Dental	Vision	Flexible Spending Accounts	Vacation, Holiday, Sick Time Accrual	Educational Assistance
Full-time Regular	01	Yes	Yes*	Yes	Yes	Yes	Yes	Yes	Yes*	Yes*	Yes*	Yes
Full-time Temporary	02	Yes	Yes*	Yes	Yes	No	Yes	Yes	Yes*	Yes*	Yes*	No
Part-time Regular	03	No	Yes*	Yes	Yes	Yes	Yes	Yes	Yes*	Yes*	Yes*	Yes/Prorated
Contingent	04	No	No	No	No	No	No	No	No	No	No	No
Three Twelve-Hour Shifts	12	Yes	Yes*	Yes	Yes	Yes	Yes	Yes	Yes*	Yes*	Yes*	Yes
Weekend Staff	17	Yes	Yes*	Yes	Yes	Yes	Yes	Yes	Yes	Yes*	Sick Time Only	No
Affiliate	59	No	No	No	No	No	No	No	No	No	No	No
Volunteer	60	No	No	No	No	No	No	No	No	No	No	No

\*Individual pays full premium

## Benefits and Services Available to Eligible UAB Employees

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

### 3.1 Insurance Benefits

#### 3.1.1 Health Insurance

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

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

#### 3.1.2 Life Insurance

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

#### 3.1.3 Accidental Death and Dismemberment Insurance

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

#### 3.1.4 Long-term Disability Insurance/Retirement Due to Disability

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

Employees designated disabled by UAB's Long-term Disability Insurance carrier and awarded benefits will be placed into a "Retired Due to Disability" status.

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 qualify. 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 Employee Relations administers the program.

For more information, please visit [On-the-Job Injury \(OJI\)](#) or contact HR Employee Relations at 205-934-4701.

### 3.3 Vacation, Holidays, and Sick Time

UAB offers time off for vacation, illness or injury, personal days and designated holidays. These benefits, accrual rates and certain other differences in benefits for faculty members are specified in the [UAB Faculty Handbook and Policies](#) or at [UAB 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 Accrual
Non-Exempt Full-Time Employees*	1 through 10 years	3.70 hours	96 hours (12 work days)	192.00 hours
	11 through 20 years	5.23 hours	136 hours (17 work days)	272.16 hours
	21 or more years	6.77 hours	176 hours (22 work days)	352.08 hours
Exempt Full-Time Employees*	1 through 5 years	1.25 days	15 work days	30 work days
	6 through 15 years	1.67 days	20 work days	40 work days
	16 or more years	1.83 days	22 work days	44 work days

\*The accrual rates for part-time regular employees and Alternative Work Schedule (AWS) employees are prorated based on hours paid for non-exempt employees and assigned FTE for exempt employees. The maximums for part-time regular employees and Alternative Work Schedule employees can be as much as the maximums for full-time employees.

Senior Administrative officers and executive positions are entitled to the maximum vacation accrual benefits as soon as employed.

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.

Vacation will begin to accrue at the time of employment. 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 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 Day. If a holiday falls on Saturday, it will be observed on the preceding Friday; if the holiday falls on Sunday, it will be observed on the following Monday.

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 AWS employees are eligible to use personal holiday time as it is accrued. Once the maximum hours have been accrued, no additional accruals will be added until time is used and the balance drops below the maximum.

For 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 full-time regular or 3/12-hour, sick time will accrue at the rate of 10 days per year (6.67 hours per month or 3.08 hours per pay period). There is no maximum for the amount of sick time an employee may accrue.

Sick time may also be used for an eligible individual/dependent; spouse, sponsored adult dependent\*, parent, stepparent, parents-in law, grandparent, sibling, biological child, stepchild, sponsored dependent child, or a child placed for adoption or foster care. 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.

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.

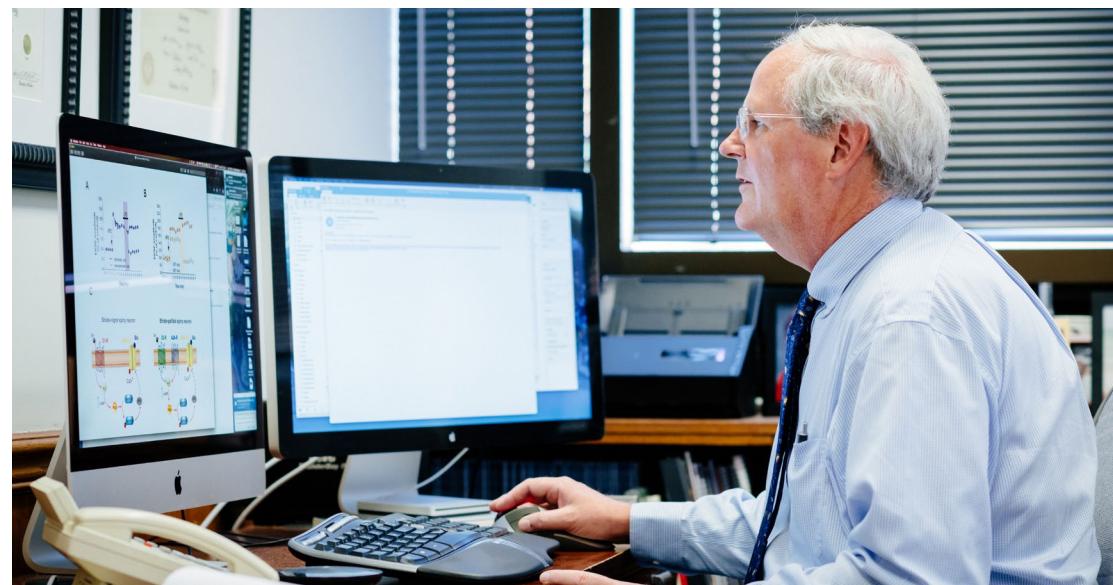
**3.4 Educational Assistance**

**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 The Employee Assistance and Counseling Center: Employee Assistance Program

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

#### 3.5 Personal Educational Activities

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

1. Employee training and development includes in-service training, supervisory and managerial training and development and other activities required or encouraged by UAB.

Classes taken during work hours through 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

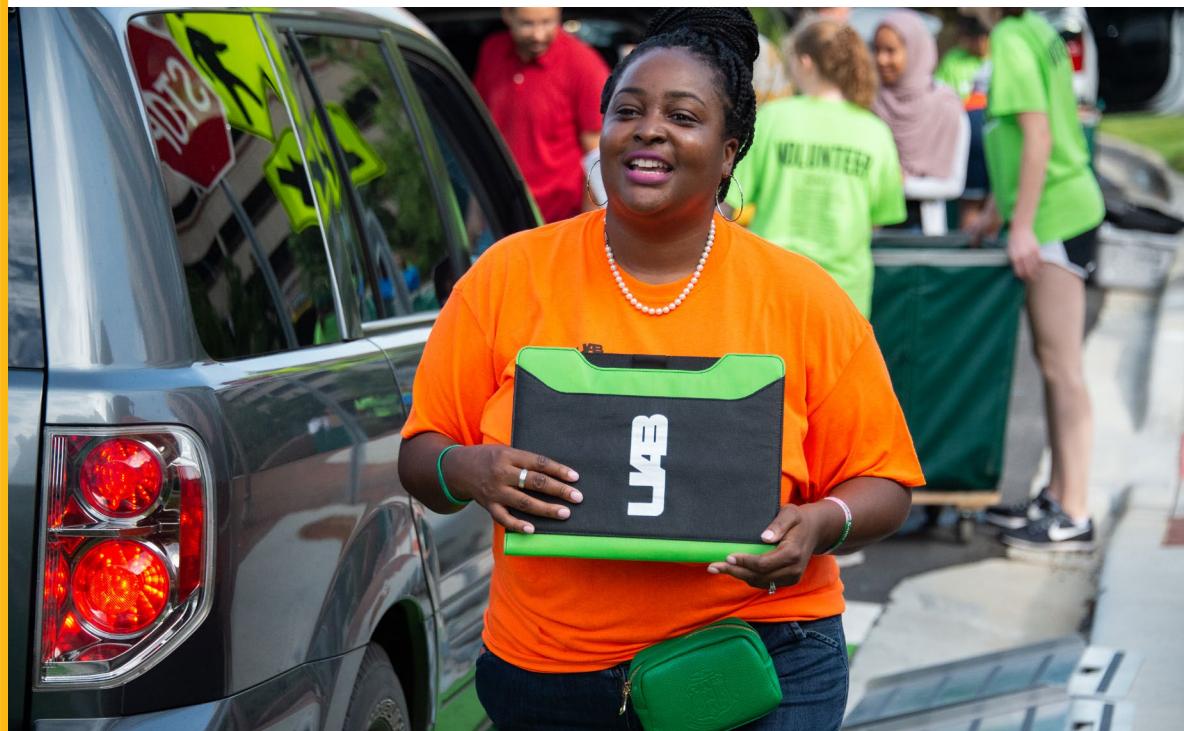
plan to drive and park on campus, please see section 3.6.2 Parking at UAB

##### 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.



#### 3.6.6 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.

#### 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 205-934-8772 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 [UAB 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.

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 Employee 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 [UAB 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](mailto: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.

## Employment Expectations

### 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 online](#).

### 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 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 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.

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

Supervisors and employees share the responsibility of ensuring work time is recorded accurately. Employees are responsible for accurately reporting their time and notifying their supervisors should a problem arise. Supervisors are responsible for proper adherence to all policies, including but not limited to time tracking and record keeping.

#### Nursing Mothers and Lactation Support

Departments are required to provide an appropriate location and give breaks, as necessary, to nursing mothers to express breast milk for her nursing child up to one year after the child’s birth. The location cannot be a bathroom and must be shielded from view, free of interruptions and readily available to the employee. Lactation locations are listed at [Office of Diversity, Equity and Inclusion - Resources](#). Employees who use work breaks to express milk must be compensated in the same way that other employees are compensated for work breaks.

#### 4.6 Timekeeping

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. 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.
- 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 Evaluations

Performance management is foundational to performance excellence for both UAB and the employee. The performance management process should include clear and specific performance expectations and goals for each employee. Supervisors should include input from employees when reviewing performance and provide periodic informal and formal feedback about the employee’s performance relative to the performance expectations. During these feedback sessions, supervisors should recognize achievements along with addressing any performance improvement needed.

Performance appraisals should 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. 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;
- Is currently not on a disciplinary probationary status with their department.

A transfer or promotion requires an employee to serve a ninety (90) calendar day probationary period which does not affect access to benefit eligibility. 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, please visit [Employee Transfer Guidelines](#).

For more information on Transfers and Promotions, please visit the Human Resources website at [Careers - Human Resources](#) or call the [UAB 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 Leaves of Absence

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

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

Type of Leave	Maximum Time Allowed*
1. Family & Medical Leave	
a) Family-related reasons	12 work weeks
b) Military care-giver leave	26 work weeks
c) Military exigency	12 work weeks
2. Education leave leading to increased job ability	12 months
3. Personal leave (including medical when not eligible for FMLA)	12 work weeks
4. Military service	As required

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

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

#### LEAVES OF ABSENCE

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

Type of Leave	Maximum Time Allowed	One Year Continuous Service Required	Requires Prior Approval of Supervisor/ Manager/UAB Medicine Rep	Requires Written Notice 30 Calendar Days Prior to Begin Date	Requires Written Statement from Third Party	Health, Life, and Accidental Death and Dismemberment Insurance Benefits
<b>FAMILY AND MEDICAL LEAVE<sup>1</sup></b>						
<b>Family-related leave or intermittent leave for employee health condition</b>	12 work weeks	Yes	No; unless taken intermittently or reduced work schedule	Yes, when possible	Yes	Paid jointly by employee and UAB up to 90 calendar days per year with 12 months of prior service <sup>2</sup>
<b>Family-related leave for Military Caregiver</b>	26 work weeks in a single 12-month period	Yes	No; unless taken intermittently or reduced work schedule	Yes, when possible	Yes	Paid jointly by employee and UAB up to 90 calendar days per year with 12 months of prior service <sup>2</sup>
<b>Family-related leave for Military Exigency</b>	12 work weeks	Yes	No; unless taken intermittently	Yes, when possible	Yes	Paid jointly by employee and UAB up to 90 calendar days per year with 12 months of prior service <sup>2</sup>
<b>EDUCATIONAL LEAVE<sup>1</sup></b>						
<b>(Leading to increased job ability)</b>	12 months	Yes	Yes	Yes	No	Paid by Employee <sup>2</sup>
<b>PERSONAL LEAVE<sup>1</sup></b>						
<b>(Including leave for employee illness/injury and pregnancy when FMLA eligibility is not met or for family and medical reasons beyond FMLA limits)</b>	12 work weeks	Yes <sup>3</sup>	Yes	Yes	No	Paid by Employee <sup>2</sup>
<b>MILITARY SERVICE-UNPAID PORTION</b>						
<b>(Beyond 21 working days per calendar year or beyond additional days if covered by Alabama Code Section 31-12-1, et seq.)<sup>2</sup></b>	As Required, but only 21 days per year are paid by UAB unless UAB pays a portion of additional days covered by Alabama Code Section 31-12-1, et seq. <sup>2</sup>	No	No	No, if it is for emergency military leave. As much prior notice as possible should be given.	Yes; orders calling you to active duty.	Paid by Employee except that health insurance benefit continues unchanged if employee elects to maintain coverage pursuant to Alabama Code Section 31-12-1, et seq. <sup>2</sup>

1. Family and Medical Leaves of Absence (including maternity) are not automatic. Medical-related leaves will be approved only for the length of time your health-care provider certifies in writing that you are unable to perform the duties of your job or that the family member's health condition exists. Accrued sick time, vacation, and personal holiday time must be used before beginning the unpaid portion of a medical leave for a health condition of the employee. Use of accrued sick time is limited to FMLA qualifying medical conditions of the employee and for the care of a spouse, sponsored adult dependent, parent, child or child(ren) of a sponsored adult dependent.

Accrued vacation and personal holiday time must be used before beginning the unpaid portion of an Educational Leave or a Personal Leave. During a family and medical leave of absence that is being taken for family-related reasons, accrued benefit time must be used at the beginning of the leave of absence before entering a "non-paid status."

A maximum of 3 days within a calendar year may also be used to care for children, a spouse or parents who do not reside in the same household as the employee for non-FMLA qualifying conditions.

2. Contact the HR Records Administration at 205-934-4408, regarding options and specific provisions.
3. No for employee illness/injury or pregnancy.

For more information on [Assignment Categories - HR Policy 411](#) or benefits eligibility, please visit the [UAB Policy and Procedure Library](#) or call the HR Benefits Office at 205-934-3458.

#### 4.10.1 Family and Medical Leave of Absence

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

This policy does not replace the sick time policy. An employee should be placed on medical leave if the time away from the job is documented as a serious health condition.

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.

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

#### 4.11 Other Absences

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

##### 4.11.1 Bereavement Leave

Employees may be given up to three days absence (24 hours maximum) with pay per occurrence to 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 Employee 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 9:00 am to 5:00 pm but also for the entire 24 hours of each day of service (12:01 am to Midnight). Employees should notify their supervisor of impending jury duty as soon as they receive notice to serve. A copy of the notice must be provided.

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

#### 4.11.5 Witness in Court

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 [PLDL 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 they do 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 (PPSA)

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 Leave for External, Internal Activities, and Professional Public Service Activities**

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

**4.16 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.

**4.17 Political Activities of UAB Employees**

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

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

**4.18 Nepotism**

UAB employees may not interpret policy and procedures or make any work-related decisions regarding hiring, promotion, salary, job assignment, performance evaluation, discipline, termination, or any other issue affecting another member of 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 online [Nepotism Management Plan Request Form](#) for approval and recordkeeping. For more information, please visit [Nepotism – Human Resources](#).

**4.19 Notification of Change of Name, Address, etc.**

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

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

The UAB 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](mailto:perks@uab.edu).

## Compensation & Pay

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

### Pay Transparency Nondiscrimination Provision

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41CFR 60-1.35(c)

#### 5.1 Pay Periods and Receipt of Pay

Non-exempt employees are paid every other Friday; exempt employees are paid monthly on the last working day of 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 online through the UAB Self Service Applications.

Additionally, all employees, regardless of exemption status, are expected to thoroughly review their pay statements each pay period to confirm the accuracy of recorded hours worked, personal information, and all deductions—both standard and voluntary—such as those pertaining to health insurance and retirement plans. It is the employee's responsibility to report any discrepancies immediately.

#### 5.2 Shift Differential

A shift differential is paid to compensate non-exempt employees for working during evening and night hours. Job Classifications eligible for shift differential and the amount of differential is determined by HR Compensation in conjunction with the appropriate administrative official. Shifts are defined as follows for the specified entities:

### Policy 204.A UAB Non-Hospital

Employees eligible for shift differential must work 4 or more hours on the evening shift (B Shift) or night shift (C Shift). If an employee works less than 4 hours, the worked time is classified as day shift (A shift).

The standard evening shift (B shift) starts at 3:00 p.m. and ends at 11:00 p.m. The night shift (C shift) starts at 11:00 p.m. and ends at 7:00 a.m.

To allow departments flexibility, the shift worked is determined and paid based on the majority of hours worked in the shift. "Majority of hours" means a number of whole hours greater than one-half (including meal breaks). Whichever shift has the majority of worked hours, all of the hours are considered that shift and will receive shift differential pay accordingly. If the worked hours are equally split between two shifts, the hours are equally divided into the related shifts and will receive shift differential pay accordingly.



### Policy 204.B UAB Medicine

Shift differential is paid to affected UAB Medicine employees for hours worked between 2:30 p.m. and 8:00 a.m. the following day. The following guidelines are used in computing shift differential payments:

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

#### 5.3 "Standby" Pay

"Standby" is when an employee is required to remain on the premises during a period other than their usual working hours. Non-exempt employees will be paid their regular pay rate or one-and-one-half times the regular rate if standby combined with regular hours worked exceed 40 hours in a work week.

During emergency periods, employees may be “relieved from duty” for specified periods of time. Employees “relieved from duty” will not be paid for that time. Standby pay is used only when absolutely necessary and requires approval from Hospital Administration or the University equivalent position.

#### **5.4 24-Hour Duty**

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

If the sleep time is interrupted by a call back to work, the interruption will be counted as hours worked. If the sleep time is interrupted to a point that the employee cannot get at least five hours of sleep, the entire period will be counted as hours worked. All hours worked for employees on 24-hour duty will be reported as regular hours or overtime for hours greater than 40 in the work week. The decision to place an employee on “24-hour duty” is made by the employee’s supervisor or department head and requires the approval from Hospital Administration or the University equivalent position.

#### **5.5 On-Call**

Employees designated as on-call are required to remain available and reachable while off premises in the event of an emergency or operational need. During on-call periods, employees are expected to adhere to all applicable workplace standards, policies and procedures, as if they were actively on duty. The employee must be available via phone or pager within the department specified response time.

Non-exempt employees placed on-call receive a set rate that is defined by HR Compensation. If the employee is called in, they will be paid for each call-in at the regular rate of pay for actual time worked or two hours, whichever is greater. Hours worked in excess of 40 hours in a work week will be paid at the overtime rate.

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

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

#### **5.6 Overtime Hours**

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

#### **5.7 Payroll Deductions**

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

#### **5.8 Wage and Salary Determination**

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.

#### **5.9 Salary Adjustments**

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

## Terminating Employment

### 6.1 Termination of Employment

#### Resignation

An employee who resigns from UAB will be expected to give at least 14 calendar days written notice if in a non-exempt position and 30 calendar days written notice if in a exempt (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 [online exit survey](#) and arrange for the conversion or transfer of benefits.

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

#### 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 Benefits

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

The original service date and accrued sick time may be reinstated by request of the employing department if an employee returns to work within 60 calendar days following a voluntary separation. This request must be made within 30 days from the employee's rehire date. Unused personal holiday time may also be reinstated unless a new accrual period has begun.

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

Sick time, vacation, personal holiday, eligibility for merit increases and all other benefits or privileges of employment based on length of service will accrue from the 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 [hrmrecords@uab.edu](mailto:hrmrecords@uab.edu) or call 205-934-4408.

### 6.3 Mandatory Retirement Program

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

For members of Teachers' Retirement January 1, 2013 or later, vesting occurs when a member has completed 10 years of creditable service. A member may retire at age 62. Eligible police officers may retire at age 56.

Participants in Teachers' Retirement contribute a percentage of earnable compensation, subject to limitations established by the federal and state government. Employee contributions are tax deferred for federal income tax purposes. Federal taxes will be paid by the employee when 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 [Reemployment 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](http://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](#).

## Employment Rules and Expectations

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 Employee Relations](#) at 205-934-4701.

### 7.2 Progressive Discipline

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:

#### Verbal Warning

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

### **Written Warning**

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

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

### **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.

### **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.

### **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.

### **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 HR Employee Relations.

### **Demotion**

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

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

### **Additional Information**

For more information regarding the progressive disciplinary process, contact the designated HR Consultant or HR Employee 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](#). Although this is not an all-inclusive list, the following are examples of deficiencies or offenses for which progressive disciplinary actions may be appropriate and which may result in discharge:

1. Examples of offenses which generally require discipline, and which may result in discharge are as follows:

- Absenteeism.
- Failure to record work time accurately.
- Failure to report an accident or injury to a patient, student, visitor, or self.
- Failure to report to work on time.
- Leaving UAB premises or work area without permission during work hours; unexcused absences.
- Malicious mischief.
- Misuse of sick time privileges and benefits.
- Neglect of duty or inattention to duty.
- Negligence in the performance of duty or productivity not up to standards.
- Sleeping during work hours.
- Violation of, or disregard for, safety practices.
- Wasting time, loitering, or loafing at work.
- 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.)
- Failure to maintain satisfactory interpersonal relationships with co-workers and supervisors.
- Gambling on UAB premises.
- Inappropriate behavior in the workplace, including, but not limited to, horseplay and 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 statements.
- Negligence or abuse in the use of UAB property or equipment.
- Poor management practices and/or inattention to duty.
- Reporting to work when suffering from alcoholic or drug-related hangover.
- Misconduct in the workplace.
- Abuse of e-mail, electronic communications, and/or computer networks.
- Sexual harassment. (See also separate policy.)
- Violation of UAB policies or procedures.

2. The following occurrences are cause for immediate discharge without notice or without pay in lieu of notice. Since a complete list of specific offenses is impossible, discharge is not limited to the situations described below:

- Absence without notification or reasonable cause for failure to notify. Such absences for three consecutive work days or shifts require no further follow-up prior to termination.
- Any act of fighting on UAB property or leased space
- Conviction of a felony
- Falsifying personnel or pay records, including application for employment, application for transfer, or health records; badging/clocking the time record or signing the time sheet for another employee
- Immoral or indecent conduct on UAB property or leased space or conduct which brings discredit to UAB
- Incompetence or inefficiency in patient care
- Inexcusable neglect of duties, insubordination, disobedience, or dishonesty
- Theft, misappropriation of funds, and/or unauthorized use or removal of UAB property

- Possession of firearms, knives, or other weapons and ammunition
- Unauthorized accessing of, and/or release of, confidential or official information
- Unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs, controlled substances, or alcoholic beverages during the employee's work period, whether on the premises of UAB or at any other site where the employee is carrying out assigned UAB duties.

For a more information, please visit [HR Policy 603](#) and [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 Employee 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 [UAB Copyright Policy](#).

Questions concerning intellectual property rights should be directed to the UAB Research Foundation at [innovation@uab.edu](mailto:innovation@uab.edu), or by calling 205-934-9911. You may also visit the [Research Foundation](#) website.

## General Employment Information

### 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 cancelled.

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 his or her UAB address. Inappropriate use of the UAB campus mail system for personal purposes is unauthorized and may result in disciplinary action. For more information, please visit [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 while it is under their control. Employees are not permitted to use UAB equipment for personal reasons. If an employee is deemed careless, malicious or willfully destructive of UAB equipment or loses UAB and/or patient's property, 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.

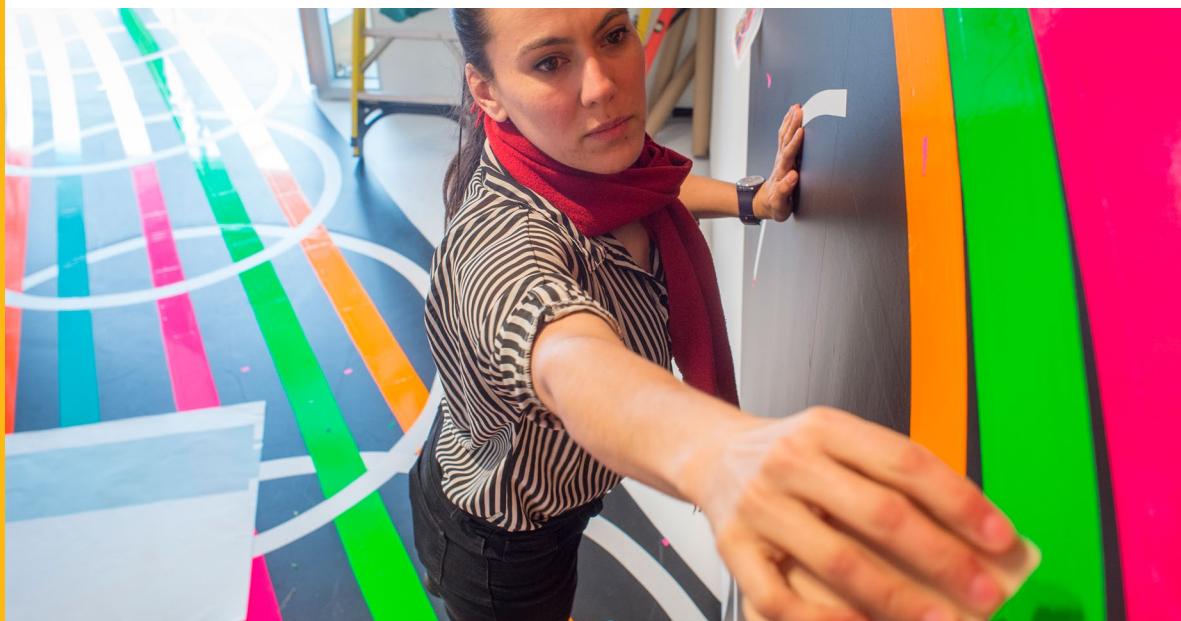
## Environmental Health & Safety

The [UAB 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.

### 9.1 Health and Safety Overview

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

1. 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 [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 and 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 [UAB Environmental Health and Safety](#), email [ehs@uab.edu](mailto: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](http://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.

#### Unusual Circumstances

##### 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 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](http://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](http://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](http://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](http://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.

#### 10.2 Worksite Visitation 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 to 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.

## Contact Information and Resources

### 11.1 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 [Benefits](#) or call 205-934-3458.

### 11.2 Compensation

HR Compensation is committed to providing guidance in the design, development and maintenance of a competitive and cost-effective pay plan throughout UAB. 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. Compensation posts the Compensation Guidelines annually to their website. For more information, please visit [Compensation](#) or call 205-934-5264.

### 11.3 Employee Relations

HR Employee Relations believes that prevention and fair resolution of problems are critical elements of a productive, harmonious work environment. To achieve this, Employee 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 [Employee Relations](#) or call 205-934-4701.

### 11.4 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 [Talent Acquisition](#) or call 205-934-4030.

### 11.5 UAB Medicine Human Resources

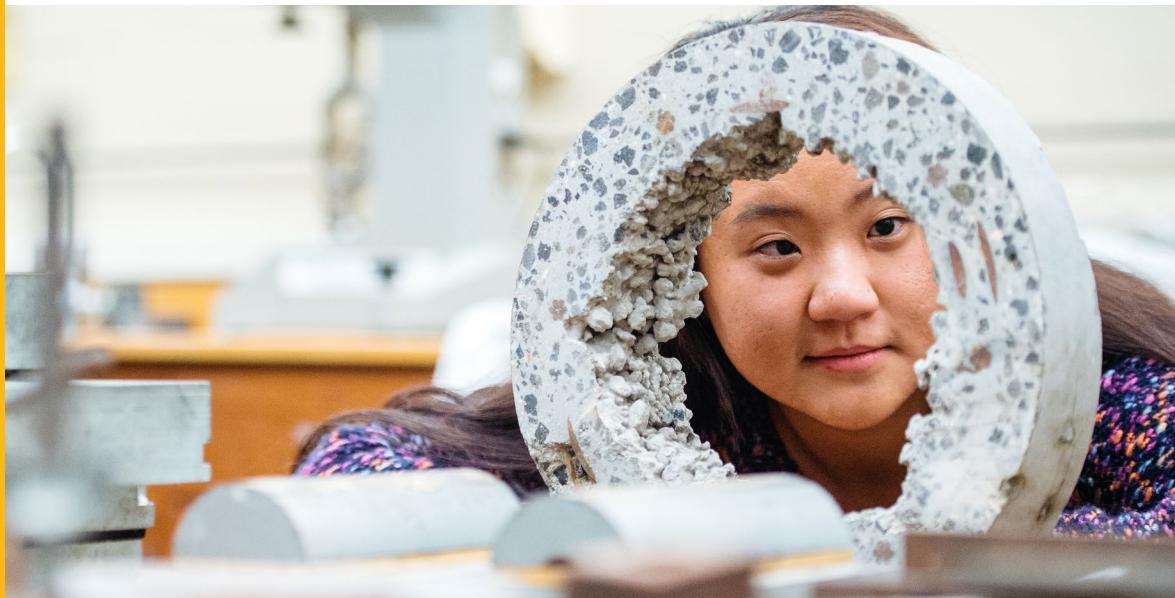
UAB Medicine Human Resources provides assistance to UAB Medicine departments and units for recruitment, counseling and guidance to employees and managers, policy interpretation and compliance, coordination of various UAB Medicine programs. For more information, please visit [UAB Medicine Human Resources](#) 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 [UAB Medicine Personnel Support Services](#) or call 205-934-2097.

**11.7 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 [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 UAB. It is also responsible for ensuring data integrity within the official system of record by processing personnel actions, managing the Form I-9 and E-Verify process, benefit accruals, Employment & Wage Verification, and processing FMLA & related leaves. For more information, please visit [HR Records Administration & Compliance](#), email [hrmrecords@uab.edu](mailto:hrmrecords@uab.edu) or call 205-934-4408.

**11.10 Human Resource Information Systems**

HR Technology & Data Systems provides Management Information Reports from HR Systems as well as maintenance of custom developed software. 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 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 online 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.

# 11

## Contact Information and Resources

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.

### NOTES

# YOU AND UAB

## Handbook