



UAHT POLICES AND PROCEDURES

The polices and procedures included in this manual apply to all employees who serve at UAHT.

MISSION, VISION, AND CORE VALUES

MISSION (REVISED April 2019)

The mission of the University of Arkansas Community College at Hope-Texarkana is to connect students and community partners to quality academic and technical education, beneficial student support services, customized business and industry training, community development endeavors, and prevailing educational opportunities through exemplary and timely educational technologies, effective content delivery methods, and efficient organizational structures in an environment of integrity and respect that fosters student success, economic improvement, and civic and cultural enrichment.

VISION (REVISED November 2008)

The University of Arkansas Hope-Texarkana envisions itself as a twenty-first century model community college. To make the vision a reality, UAHT reaches beyond traditional boundaries so that students can overcome obstacles, achieve dreams, and reach their full potential. The College empowers a network of diverse and committed individuals to work creatively and collaboratively toward shared principles and the common goal of student success. Learning environments are nurturing, accepting, personalized and student-focused. The College vows to the communities it serves to always be attentive to its mission, cohesive in its approach, and responsive to changing needs.

CORE VALUES

As a commitment to its mission and in order to pursue its vision, the following core values serve as the bridge to the College's future:

Student-focused

The University of Arkansas Hope-Texarkana values students. We are student focused in all that we do and highly committed to reaching beyond boundaries to make positive change in the lives of our students. The college fosters individual growth, encourages personal success, and provides educational opportunities in an effort to empower students to lead productive and prosperous lives and achieve their full potential.

Diversity

The University of Arkansas Hope-Texarkana values diversity. We are a dynamic community of unique and diverse individuals with shared principles and common goals. The college is a cohesive network that works to create a nurturing, accepting, and personalized campus that meets the needs of individual students as they strive to overcome obstacles and make their dreams come true.

Versatility

The University of Arkansas Hope-Texarkana values versatility. We provide opportunity to the populace in southwest Arkansas through the collaborative efforts of a dedicated administration, faculty, and staff. The college is steadfast in its labors to provide quality programs with high educational standards and unwavering in its efforts to train future workforces, to educate individual students, and to be responsive to changing societal needs.

Quality

The University of Arkansas Hope-Texarkana values quality. We are success oriented. College employees are hardworking, devoted individuals who are committed to providing quality education and who stand united and are connected through their efforts to make a difference.

Community

The University of Arkansas Hope-Texarkana values community. We are a public institution with a personal touch. The College thrives on community involvement, is responsive to community needs, and seeks overall prosperity through collaborative and cooperative ventures that expand opportunities for area residents.

INSTITUTIONAL PURPOSE

1. To provide quality university parallel courses on the freshman and sophomore level:
 - a. for students who wish to obtain Associate degrees, and
 - b. for students who will transfer to another institution.
2. To provide quality occupational courses:
 - a. for students who wish to obtain Associate of Applied Science degrees;
 - b. for students who wish to obtain Technical Certificates;
 - c. for students who wish to gain competence in employable skills; and
 - d. for employed workers who wish to upgrade their skills.
3. To provide a general education base for liberal arts and technical education.
4. To provide credit and non-credit continuing education courses.
5. To provide community service activities:
 - a. by sponsoring courses to meet the interests of various groups;
 - b. by offering facilities and professional staff to promote the civic and cultural life of the service area;
 - c. by fostering intellectual and social interaction through participation in community life, and
 - d. by providing a culture and environment that encourages lifelong learning for all members of the community.
6. To provide organized academic skills courses designed to improve skills so that success in a program may become possible.
7. To provide students with counseling, financial, and other support services important to their personal growth by recognizing that each student has his or her own needs, interests, and abilities. The College undertakes, through the above purposes, to foster and support the educational, cultural, and economic development of Southwest Arkansas. (CREATED 1996)

HISTORY

The Federal Vocational Education Act of 1963 gave Arkansas the opportunity to expand its vocational programs. Based on this the opportunity, the State Legislature of 1965 through Act 328 (Arkansas Code Annotated, section 6-51-203, et. al. as amended) authorized the State Board of Vocational Education to establish and operate post-secondary vocational-technical schools. On July 1, 1965, Hope was named the site for Red River Vocational-Technical School. The City of Hope donated 60 acres for construction of the facility, and classes began on August 6, 1966. The last graduating class of Red River Vocational-Technical School was held June 27, 1991. Red River served the Hope area well for 25 years.

The State of Arkansas 78th General Assembly in Regular Session in 1991 passed House Bill 1244 (Arkansas Code Annotated section 6-53-301 et. al. as amended) which converted 14 vocational-technical schools to technical college status under the direction of the Arkansas Higher Education Coordinating Board. Local leaders secured the inclusion of the local school, and Red River Vocational-Technical School became Red River Technical College, effective July 1, 1991. A local board was appointed. The act required that the colleges gain accreditation within eight years of the transfer or the colleges would be abolished and all assets transferred to the Department of Higher Education.

The act also provided for the expansion of educational opportunities, including college transfer and general education courses. In 1991 Red River Technical College entered into a contractual agreement with Southern Arkansas Technical University to provide a general education core of college transfer courses on the Red River campus. This arrangement continued until the summer of 1994 when North Central Association of Colleges and Schools (NCA) granted candidacy status to the College. In the fall of 1994, the College began offering college transfer and developmental courses with its own faculty.

The 1995 Arkansas General Assembly approved Act 388 (Arkansas Code Annotated, section 6-60- 102 et. al., as amended). It provided opportunities for two- and four-year institutions of higher education to explore ways to better serve the public through merging. In 1996 under this authority, Red River Technical College and the University of Arkansas System began discussions regarding a merger of the College into the UA System. The discussions led to an understanding that Red River's membership in the system would provide greater educational opportunities for the citizens of Southwest Arkansas. The merger and a name change were approved by each Board of Trustees (RRTC on April 10, 1996, and the UA System on April 24, 1996). On July 1, 1996, the College became the University of Arkansas Community College at Hope (UACCH). As per the merger agreement, the UA Board of Trustees appointed a Board of Visitors for the College on September 20, 1996.

In 2012, the College expanded its operation to include an instructional facility in Texarkana, Arkansas. The UACCH-Texarkana instructional site encompasses 22 acres.

UAHT is accredited by the Higher Learning Commission (HLC). In 1994, HLC granted Red River Technical College candidacy accreditation status and an initial four-year accreditation to UAHT in 1997. The College completed its first comprehensive Self Study in 2001 and received a ten-year accreditation from the Higher Learning Commission. The College completed a second comprehensive Self Study in 2010 and was re-accredited by the HLC through 2020.

As a public, open-admission, comprehensive community college, UAHT provides higher educational opportunities, both occupational and academic, in its service area. It is the sincere desire of the Board of Trustees, Administration, Faculty and Staff of UAHT to continue serving Southwest Arkansas by providing a trained workforce and a top quality, two-year college transfer program that will enhance the academic opportunities to many people who would not otherwise have access to reach their life's goals.

ADMINISTRATIVE ORGANIZATION

The University of Arkansas System President

The President serves as the Chief Executive Officer of the University of Arkansas System. The President is responsible for management of the affairs and execution of the policies of the University and all of its campuses, divisions, and units of administration. The President is the official administrative spokesperson for the University and the officer responsible for liaison with the General Assembly, the Governor, state offices and governmental bodies, and the federal government. The President is responsible to the Board of Trustees for prompt and effective enforcement of all laws relating to the University and of all resolutions, policies and procedures, and budgets adopted by the Board for operation of the University and all of its campuses, divisions, and units of administration. The President makes recommendations to the Board for securing the necessary personnel and the fiscal resources for the operation of the University. The President is a member of all faculties on all campuses of the University and shall have the responsibility of facilitating the promotion of goals, programs, and needs of each campus after consultation with the Chancellor. The President shall also, in consultation with the Chancellors, establish and define the duties of university-wide councils, committees, or other bodies organized to advise and assist him or her.

Chancellor

The Chancellor of the University of Arkansas Hope-Texarkana (UAHT) is appointed by the Board of Trustees upon the recommendation of the President and the Board of Visitors. The Chancellor exercises complete executive authority over the campus subject to the policies established by the Board and the President. The Chancellor is the official spokesperson for UAHT, promoting the educational excellence and general development and welfare of the College. The Chancellor defines the authority of administrative committees and officers of the College, and all projects, programs, and institutional reports on behalf of the College are subject to his or her authorization and approval.

The Chancellor is responsible to the President for enforcement of the policies and procedures, budget, and decisions of the Board of Trustees concerning UAHT and provides an annual report and any other reports requested to the President. The Chancellor attends all Board meetings to report upon the status of UAHT

upon the request of the President or any Board member.

The Chancellor makes recommendations to the Board and to the President with respect to the budget and the appointment of full-time academic personnel. The Chancellor is the official medium of communication between the President and all College personnel. The Chancellor is actively involved in short-term and long-range planning, human resource management, communications with other agencies, legislation, and finance acquisitions. The Chancellor is a member of the faculty and the campus governing body.

Vice Chancellor for Academics

The Vice Chancellor for Academics supervises the College's instructional programs and staff. Major responsibilities include managing the professional development program, conducting faculty evaluations, assisting with the curriculum development process, scheduling, revising the catalog, and providing instructional support services.

Vice Chancellor for Finance and Administration

The Vice Chancellor for Finance and Administration is the chief fiscal officer of the College and in charge of the administrative functions of the College. The duties of this position include managing College fiscal operations, planning, budgeting and accountability. The Vice Chancellor supervises accounting, billing, accounts receivable, purchasing, accounts payable, human resources, computer services, physical plant, construction, telecommunications, switchboard services, copy services and auxiliary enterprises.

Vice Chancellor for Student Services

The Vice Chancellor for Student Services is responsible for supervising activities related to retention, admissions, testing, registration, counseling, and guidance, financial aid, campus safety and security, and student activities. The Vice Chancellor is the chief disciplinary officer for the institution and handles all matters related to student disciplinary warnings and probation, suspension and expulsion. Additionally, the Vice Chancellor supervises the activities of the Enrollment Management, Student Support Services, Career Pathways Initiative programs, Campus Security, Career Technical Education Student Retention Coordinator, and the Arkansas Works Career Coaches program. The Vice Chancellor works in concert with the Vice Chancellor for Academics to plan and implement effective student advising programs and serves in an advisory role to faculty on matters of student behavior in the classroom.

Dean of Students

The Dean of Student Services provides strategic direction, leadership, and evaluation of division programs and services with the Division of Student Services. The Dean of Student Services leads efforts to establish a student culture where diversity is valued, and where students learn to respect differences, take responsibility for their actions, and exercise leadership. In addition, the dean acts as an advocate for students and assists those individuals who may need assistance in locating the right resources to solve problems or to address complaints.

Dean of Institutional Effectiveness

The Dean of Institutional Effectiveness is responsible for ensuring that the College is engaged in an ongoing quest for quality, demonstrating how well the institution is fulfilling its mission and purposes. The office oversees the collection and presentation of accurate data information to campus decision makers. The purpose is to document quality and effectiveness through a comprehensive system of planning and evaluation in all major aspects of the campus. The Dean oversees a comprehensive program of institutional research for all divisions of the College and provides data support regarding the health and development of the College as it serves the educational needs of its service area. The Dean of Institutional Effectiveness works with the Institutional Research Officer to support the daily organizational needs of the College in an effort to facilitate effective planning for the purpose of achieving the College's mission.

Director of Institutional Advancement

The Director of Institutional Advancement is responsible for the overall development, direction, and success of the College's external fund-raising and grant programs. Duties include cultivating and soliciting private gifts, conducting capital campaigns, organizing fundraising events, maintaining donor and prospective donor files, and developing long-range advancement plans. The Director of Institutional Advancement serves as the Executive Director of the UAHT Foundation.

Policy 1000: Organizational Chart

The organizational chart is a diagrammatic outline of administrative responsibility.



SHARED GOVERNANCE

To fulfill its mission, UAHT must respond to all stakeholders effectively and efficiently. The UAHT governance structures empower the College and stakeholders to independently open dialogues, engage in proven competencies, and strengthen the College through joint decision making. Shared governance utilizes the collective intelligence of the College community in planning and decision making. Shared governance structures assure accountability in processes and encourage open communications in operations. UAHT's open door policy ensures employee's skills and talents are utilized, recognized, and honored.

A. The Arkansas Higher Education Coordinating Board

This Arkansas Higher Education Coordinating Board (Board) does not have "governance" authority over specific institutions but does exercise statewide coordination authority over certain items that impact institutions. The Board consists of 12 members who are appointed by the governor and serve staggered six-year terms. The Arkansas Department of Higher Education (ADHE) serves as the administrative staff for the Board. ADHE develops and implements Board policies and procedures, reviews academic programs, administers statewide financial aid programs, contracts for support of graduate study outside of Arkansas, recommends institutional operating, capital and personal services budgets to the legislature, and collects student and course data to form a statewide data base. The authority of the Board is Arkansas Code Annotated; section 6-61-201 et. al., as amended.

B. The Board of Trustees

As a member of the University of Arkansas System, the Board of Trustees (Board) of the University of Arkansas System governs UAHT. The Board is appointed by the Governor and is composed of 10 citizens from across the state. The members come from various business, professional, and civic backgrounds and are representative of the citizens of Arkansas. The Board has a demonstrated commitment to the mission, role, and scope of the community college members of the UA System. The authority of the UA System Board is Arkansas Code Annotated; section 6-64-201 et. al., as amended.

University of Arkansas Board of Trustees site: <https://www.uasys.edu/leadership/board-of-trustees/>

University of Arkansas Board of Trustees policy statements: <https://www.uasys.edu/policies/board-policies/>

Policy 1100: Delegation of Authority to Chancellor

The Board of Trustees and President delegate to the Chancellor its authority for administering the laws and policies governing the College. The line of communication between the Board and the staff is through the office of the President and Chancellor with the understanding that the following types of decisions will be referred to the Board of Trustees:

1. Appointment of the Chancellor or successor.
2. Situations where the policy is not clear or there is no applicable general policy.
3. Matters involving major differences of opinion.
4. Establishment of salary schedules and proposed contracts to be offered to certified personnel or contracts that would otherwise bind the Board of Trustees.
5. Any other matter which the Chancellor wishes to call to the attention of the Board of Trustees.

C. Board of Visitors

The UAHT Board of Visitors (BOV), appointed by the Board of Trustees, consists of 10 representative members of the community. Its members are representative of the community. In the formation of the Board of Visitors, the System Board established it to have advisory oversight of the campus, of the budget, and the establishment of the tuition and fees. The Board of Visitors is the entity responsible

to the University of Arkansas System Board of Trustees for the expenditure of locally raised tax funds on behalf of the institution. The advisory authority of the Board of Visitors is defined in the merger approved by the University of Arkansas Board of Trustees on February 13, 1996. A complete list of the Board of Visitors, may be found www.uaht.edu and in the Office of the Chancellor.

Policy 1110: Orienting New Board of Visitors Members

It is the responsibility of the Board of Visitors, assisted by the Chancellor, to orient each new member to the BOV's functions, policies, and procedures before he or she takes office. BOV appointees are provided with a copy of the College's policies and bylaws and other selected materials pertinent to the responsibilities of being a part of the BOV. Appointees are invited to all board meetings and executive sessions and may participate in discussions. Appointees may meet with the Chancellor and any other administrative personnel to discuss services performed as a member of the BOV.

Policy 1115: Reimbursement for Expenses

Generally, Board of Visitors members serve without remuneration, except that board members may be reimbursed for travel and incidental expenditures under the same general policies as the staff. [See UAHT Policy 2020]

Policy 1125: Determining Agenda

The College Chancellor develops the Board of Visitors meeting agenda and provides information material about the agenda items. The agenda and informational materials are mailed or electronically delivered to the board members at least three (3) days prior to the meeting. Requests for placing items on the agenda must be given to the Chancellor in sufficient time to place them on the agenda and prepare backup materials.

Policy 1130: Procedures to be followed by Board of Visitors

The following procedures are followed at board meetings:

1. The Chair calls the meeting to order promptly at the appointed hour.
2. The Chair does not wait for a discussion of a motion if none is readily forthcoming, but proceeds to call the vote.
3. The Chair may discuss items under consideration without relinquishing the gavel.
4. As a general rule, verbal presentations become agenda items for later meetings.
5. Items on the agenda which require extended deliberation are taken up at special meetings.

Policy 1135: Discussion Unlimited

Discussion is unlimited so long as it applies to the matter before the BOV or the matter under discussion. A member may vote to limit discussion, and the Chairman may limit discussion to the matter before the group. The Chair may limit the time of citizens appearing before the BOV so that all who wish to be heard may have the opportunity.

Policy 1140: Adequate Information to Precede Action

Except in emergencies, the Board of Visitors should not attempt to decide upon any question before examining and evaluating any information requested that the BOV consider. The Chancellor may examine and evaluate all such information, and recommend action before the Board of Visitors makes a decision.

Policy 1145: Recorder

The Administrative Assistant of the Chancellor is the official recorder and is the official custodian of the records of the College, and performs all duties required by the Board of Visitors and all duties hereinbefore or hereinafter provided in these rules. The recorder also attests all public acts of the College, affixes thereto, when necessary, the seal of the College, and prepares and serves, or cause to be prepared and served on the members in due time, notices of all regular and special meetings of the Board of Visitors. The recorder is the custodian of the official historical records and seal of the College.

Policy 1160: Parliamentary Procedure

Unless otherwise provided in the Board's bylaws, all BOV meetings are in accordance with Roberts' Rules of Order.

Policy 1165: Voting by Member Reconsideration

No member of the Board of Visitors may vote by proxy. Every member present must vote on all questions, unless excused by the Chair. The reconsideration of a vote may be moved only by a member who voted with the majority and only at the same meeting at which the vote was taken. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular session; and the matter as thus finally decided may not be revived within a period of three months, unless by consent of a two-third majority vote of the BOV.

Policy 1185: Board of Visitors Member Code of Conduct

A Board of Visitor's member should:

1. Understand that the basic function is "advisory".
2. Refuse to "play politics" in either the traditional partisan or in any petty sense.
3. Respect the rights of College patrons to be heard at official meetings.
4. Recognize that authority rests only with the Board of Visitors in official meetings.
5. Recognize that they have no legal status to act for that Board of Visitors outside of official meetings.
6. Refuse to participate in "secret" or "star chamber" meetings, or other irregular meetings which are not official and which all members do not have the opportunity to attend.
7. Refuse to make commitments on any matter which should properly come before the Board as a whole.
8. Make decisions only after all available facts bearing on a question have been presented and discussed.
9. Respect the opinions of others and graciously accept the principle of "majority rule" in board decisions.
10. Recognize that the Chancellor should have full administrative authority for properly discharging professional duties within limits of established board policy.
11. Recognize that the Chancellor is the educational advisor to the Board and should be present at all meetings of the board, except when the Chancellor's contract and salary are under consideration.
12. Refer all complaints and problems to the proper administrative office and discuss them only at a regular meeting after failure of administrative solution.
13. Present personal criticisms of any school operation directly to the Chancellor rather than to College personnel.
14. Insist that all school business transactions be on an ethical basis.
15. Refuse to use their position on the Board for personal gain.
16. Refuse to bring personal problems into board considerations.
17. Advocate honest and accurate evaluation of all past employees when such information is requested by another college district.
18. Give the staff the respect and consideration due skilled professional personnel.

Policy 1190: Attendance at Board of Visitors Meetings

Board of Visitors meetings are open to the public.

B. FOUNDATION

Policy 1200: UAHT College Foundation

The University of Arkansas Hope-Texarkana Foundation was organized and incorporated in the State of Arkansas in February, 1992.

The Foundation operates under its constitution and is to be active in programs to support the College. A separate Foundation policy manual is maintained by the Office for Institutional Advancement.

C. GOVERNANCE POLICIES

Policy 1300: Preparation of Procedures

Where appropriate, each administrative office responsible to the Chancellor develops written plans, regulations, and procedures for their areas of responsibility. The Chancellor approves such items. All regulations and procedures must be consistent with this Policy and Procedures Manual.

Policy 1310: Policies and Procedures Manual for the University of Arkansas System

Copies of the policies of the University of Arkansas System Board of Trustees (System Board) are filed in the office of the Chancellor of the College and are accessible online at: <http://www.uasys.edu/leadership/board-of-trustees/board-policies/>

Policy 1320: Treatment of Outside Reports

It is the responsibility of the Chancellor to inform the System President of any significant reports and any action taken pursuant to recommendations from outside agencies such as auditors, fire departments, police departments, and/or health departments. The Chancellor may accept such reports through written or oral communications. The Chancellor must inform the System President within a reasonable time after receiving such reports.

Policy 1330: Copyrights

UAHT complies with the U.S. Copyright Law (Title 17, U.S. Code, Sect. 101, et seq.). The Library Director serves as the copyright officer.

Policy 1340: Identity Theft Prevention Program

Overview

The University of Arkansas System Board Of Trustees adopted an Identity Theft Prevention Program (ITP) in compliance with Part 681 of the Code of Federal Regulations implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003 and pursuant to the Federal Trade Commission's (FTC) Red Flags Rule. The purpose of this program is to establish processes at the University of Arkansas campuses to:

- A. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the ITP Program;
- B. Detect Red Flags that have been incorporated into the ITP Program;
- C. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
- D. Ensure the ITP Program is updated periodically to reflect changes in risks to students or to the safety and soundness of the student from Identity Theft.

UAHT implemented the aforementioned plan on April 22, 2015. It is on file in the office of the Vice Chancellor of Finance and Administration.

Policy 1345: Freedom of Information

UAHT ADOPTED SYSTEM POLICY 270.1 FEB 18, 2014

I. General

The University of Arkansas System is committed to compliance with the letter and the spirit of the Arkansas Freedom of Information Act ("FOIA") (Ark. Code Ann. 25-19-101 et seq.). The purpose of this policy is to provide guidelines for the handling of and responses to requests for public records under the FOIA by the System, campuses, divisions and units.

II. Scope

The scope of this policy shall be requests to inspect and copy public Records as defined by the FOIA and as interpreted by judicial decisions and opinions of the Arkansas Attorney General Counsel, subject to exemptions under the FOIA and other applicable laws.

Coordination of Requests under the FOIA

- i. The President, Chancellors and heads of divisions and other units shall Designate an official to coordinate requests to inspect and copy public records under the FOIA and to assist the requestor in identifying the appropriate custodian of such records.
- ii. Within ninety (90) days after the adoption of this policy, administrators to whom it is applicable shall furnish the President the official of the particular campus, division or unit who is responsible to coordinate FOIA requests and shall furnish other applicable policies and procedures of the campus, division or unit to assure that the coordinator can promptly seek and receive responsive records to a request under the FOIA.
- iii. The coordinator shall keep an accurate record of all FOIA requests received, including the name and contact information of each requestor, the date on which the request is received, the date on which the records are made available or copies provided, and other information demonstrating the compliance by the campus, division or unit with the FOIA for each request.
- iv. Any University employee who receives a request for public records under the FOIA shall immediately furnish such request or a copy thereof to the coordinator of the specific campus, division or unit.

I. ADMINISTRATION

Policy 1400: Emergency Management

The UAHT emergency operations plan must be followed by all College personnel. That plan is on file in the office of the Vice Chancellor for Finance and Administration.

Policy 1410: Chancellor's Function

The Chancellor is responsible to the President of the System for the total College program. The System President delegates to the Chancellor its authority for administering the policies and procedures governing the College, with the understanding that the following types of decisions will be referred to the President of the System:

- A. Appointment of the Chancellor or successor.
- B. Any other matter which the Chancellor wishes to call to the attention of the President.

The total responsibility of the Chancellor includes the development of the instructional program of the College, budget preparation, personnel administration, school community relations, and overall supervision of the College program.

The Chancellor may delegate any powers and duties entrusted by the President, but will be specifically responsible to the President for the execution of such delegated powers and duties.

In situations for which the President or System Board has provided no policy for administrative action, the Chancellor has the power to act, but all decisions are subject to the review of the President. It is the duty of the Chancellor to inform the Board promptly of all action which should be covered by policy and recommend a written board policy, if one is required.

Policy 1415: Administrative Decision Making Process

All administrative decisions are under the authority of the Chancellor with the advice of the Chancellor's Cabinet in an environment of shared governance.

Policy 1420: Acting in Absence of Chancellor

In the absence of the Chancellor, where an emergency exists or a question arises that transcends normal day-to-day operations and concerns different administrative duties, the Chancellor's designee has authority. Otherwise, the Chancellor's administrative assistant refers day-to-day matters to the appropriate administrative offices.

Policy 1430: "Open Door" Management

College senior administrators are always available to confer with the employees of the College.

Policy 1435: Preparation for Accreditation Reports

The Administration takes all necessary steps to secure and maintain the full accreditation of the instructional programs of the College by the appropriate regional and special accreditation agencies.

Policy 1440: Gifts Presented to the College

The Board of Trustees authorizes the Chancellor to accept gifts in the name of the College. The donor relinquishes all rights affecting the ultimate disposition of such gifts.

Rights not relinquished must be approved by the Board of Trustees.

Policy 1445: Campus Planning and Construction

The Board of Trustees reviews and acts on recommendations made by the College Administration regarding the selection and purchase of sites, selection of consultants and architects. The Board reviews and recommends approval of building drawings and specifications, bids on construction and contract documents, and acceptance of completed buildings.

The Chancellor of the College recommends policy and procedure, and advises the Board of Trustees on all phases of the building program, such as providing assistance and advice on the educational program, the facilities needed to carry out the program, and the development of the educational specifications and space requirements of the contemplated buildings.

Policy 1450: Soliciting on Campus

The Chancellor or his designee must give prior approval before any individual or group may solicit students or staff.

Policy 1460: Records Retention

Each division of the College develops a records retention policy that complies with federal and state laws and regulations.

Policy 1465: College Committees

The College Administration will structure a standing committee system to insure participation by all segments of the campus community.

Policy 1470: College Calendar

The College Calendar must optimize the utilization of campus facilities. All academic calendars, including summer terms. The primary consideration is the needs of students.

Policy 1475: College Catalog

The most up-to-date information related to the College catalog is on the UAHT website. [See UAHT Policy 2320]

Policy 1485: Professional Associations

The College Chancellor has discretionary power with regard to College memberships in professional associations.

II. PERSONNEL

Contact the Director of Human Resources regarding ADA Accommodations

A. EMPLOYMENT

Policy 1500: Equal Opportunity

It is the policy of the University of Arkansas Hope-Texarkana to provide equal opportunity through affirmative action in employment and educational programs and activities.

Discrimination is prohibited on the basis of race, color, religion, national origin, ancestry, citizenship, gender, age, and disability. Equal employment opportunity includes but is not limited to recruitment, hiring, promotion, termination, compensation, benefits, transfers, college-sponsored training, education, and tuition assistance. UAHT will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. UAHT will:

1. Provide reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.
2. Promote understanding and acceptance of UAHT's policy on Equal Employment Opportunity by all employees and by the communities in which the College operates;
3. Investigate thoroughly instances of alleged discrimination and take corrective action if warranted;
4. Identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy.

UAHT is committed to diversity in its workforce and calls upon all personnel to effectively pursue the policy as stated.

Equal Educational Opportunity Policy

The College provides equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, or age. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance by way of grant, contract, or loan. Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, color, religion, national origin, ancestry, citizenship, gender, age, and disability. Equal education opportunity includes admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, counseling and testing, financial assistance, placement, and athletics. The College is also committed to equal opportunities for the physically and mentally handicapped in compliance with federal regulations, Sec. 504, Rehabilitation Act of 1973 and with the ADA Law of 1990.

Student grievance appeals are handled in accordance with the student grievance policy contained in this manual. (see UAHT Policy 2330)

Policy 1502 : Compliance of Rules

The policies of the College as well as those regulations and procedures of administrative officers are incorporated in each appointment of employment executed on behalf of the College and as a part of the terms and conditions of employment. Violation of any of the aforesaid rules is a cause of disciplinary action including, but not limited to, termination of employment.

Policy 1505: Conflicts of Interest Between Employee and Contractor

UAHT ADOPTS SYSTEM POLICY - 330.1

General Purpose: It is the policy of the Board of Trustees to assure that employees of the University of Arkansas System and persons or entities contracting with the University of Arkansas System abide by laws applicable to them in performing their responsibilities and specifically that they conduct their activities in accordance with applicable law, regulations and policies governing ethical conduct and ethics in public purchasing and contracting.

Contracts and Grants Prohibited Without Review and Approval.

- The University shall not, without approval by the Chancellor, Vice President for Agriculture, Director of the Arkansas Archeological Survey, Director of the Criminal Justice Institute, or their designee, enter into, extend, amend, or renew a contract with, or award a discretionary grant to, current or former members of the Arkansas General Assembly, constitutional officer, board or commission members, state employees, the immediate family member, including the spouse, of any of (1) through (4), or any entity in which any person designated in (1) through (5) holds any position of control, or holds any ownership interest of ten percent (10%) or greater.
- The Chancellor or other appropriate official shall consult with the President prior to approving a contract with a current or former member of the Arkansas General Assembly, their immediate family member, or any entity in which such person holds any position of control or holds ownership of ten percent (10%) or greater.

Employment Prohibited Without Review and Approval

The University shall not, without approval by the Chancellor, Vice President for Agriculture, Director of the Arkansas Archeological Survey, Director of the Criminal Justice Institute, or their designee, hire the following persons:

- Members of the Arkansas General Assembly during their term of office,
- Constitutional officers during their term of office,
- Former members of the Arkansas General Assembly in any job created or enhanced by legislation in the two-year period immediately preceding the end of that person's term of office.
- Former constitutional officers in any job created or enhanced by legislation in the two- year period immediately preceding the end of that person's term of office, and
- The immediate family member, including the spouse, of members of the General Assembly, constitutional officers, and state employees.

The Chancellor, Vice President for Agriculture, Director of the Arkansas Archeological Survey, or Director of the Criminal Justice Institute shall consult with the President prior to approving the hiring of persons in categories (1) through (4) above.

Conflict of Interest Policies

The President shall assure that each campus of the University, including the Division of Agriculture, the Arkansas Archeological Survey, the Criminal Justice Institute and the University of Arkansas System Office establish conflict of interest policies applicable to employees at the campus, division of unit and to persons

or entities contracting with the University which are applicable to the campus, division or unit. All employees will complete a conflict of interest form on an annual basis. The form should require the acknowledgement of the employee by signature and appropriate supervisory review.

The policies shall assure adequate disclosure of conflicts of interest and a method for resolving such conflicts. The policies shall specifically assure that employees in purchasing, billing, collections, financial offices, and offices otherwise engaged in contracting for expenditure or receipt of funds shall not accept gifts or gratuities from persons or entities contracting with or otherwise engaged in business with the University.

The President shall further assure that policies are adopted which appropriately notify employees and persons or entities contracting with the University of this conflict of interest policy and policies adopted pursuant to it, provisions of the Ethics in Public Contracting Law and other applicable laws dealing with conflict of interest and ethical conduct of public employees and contractors.

Delegation of Authority to President

The Board delegates to the President the authority to implement this policy by University-wide Administrative Memorandum to assure appropriate disclosure and reporting to coordinate with applicable laws and regulations. The President may exempt certain contractors, employees, or classes of contractors and employees from the provisions of this policy. The President may also expand upon the provisions of this policy to accomplish its objectives.

UAHT ADOPTS SYSTEM POLICY 330.1

Policy 1510: Recruitment and Selection for Non-faculty Positions

The Chancellor selects employees for major administrative positions at the College. Other non-faculty employees are recommended by the Administrator in charge and approved by the Chancellor, who confirms employment. UAHT personnel are given an opportunity to apply for such openings. General announcements of openings are not required if internal promotions are made.

When applicants are sought, the procedures for filling openings must comply with Policy 2200.

Policy 1512: Administrative Procedure When Commendation or Criticism of Personnel is Received

Commendation

The Administration will at all times be alert to noting commendation of staff members from any source. Such commendation will be called to the attention of the Board of Visitors at the Board of Visitors meeting; official cognizance will be made and relayed to the staff member or members concerned.

Criticism

The Administration, therefore, will make every effort to communicate directly with the person or persons making criticism of personnel or programs. If the criticism is of a type that endangers the welfare or standing of the College, the President should be apprised of the situation. The Chancellor may inform the Board of Visitors of the situation so that those most directly related to the community can assist in determining the best course of action. If the criticism concerns an individual staff member, all efforts will be made to give them appropriate information. All consideration of personnel matters will be conducted in private session.

Criticism must be in writing, signed, and delivered to the Chancellor to receive formal consideration.

Policy 1515: Guide for Personnel Policies

The personnel policies for the College insure the employment of the best possible staff and the evaluation of faculty and staff in a fair and professional manner.

Policy 1518: Authorization to Offer Employment

The Chancellor is the sole authority in the hiring of personnel.

Policy 1520: Job Descriptions

The Administration maintains a current job description for each position shown on the organizational chart.

Policy 1522: Grievances

Employees have the opportunity to resolve complaints or grievances that they believe adversely affect their employment or working conditions. Reasonable efforts will be made to settle complaints or grievances as quickly as possible. Direct contact on a one-to-one basis between supervisor and employee has always been the practice of the College and thus the grievance procedure is not intended, nor will it be allowed to become a barrier to the supervisor/employee relationship.

Access to the procedure does not create any expectation of continued employment, but provides an avenue of review and resolution of internal situations.

The HR Officer is the grievance officer for employees of the College. All grievances must be filed with the grievance officer.

Informal Grievance Procedure

Employees should make every attempt to resolve problems they encounter at work informally, through discussion with the other persons involved, and in a spirit of goodwill and cooperation. An employee's supervisor or Dean should attempt to help resolve the employee's complaints and/or other problems informally, in a timely manner and with as little disruption and distress as possible.

The employee must present a grievance to his/her supervisor within five (5) workdays of the incident out of which the grievance occurred. The statement of grievance should include, at a minimum, the reason for the grievance and the proposed resolution. If the supervisor's answer is not received within two workdays, or if the answer is unsatisfactory to the person filing the grievance, the grievant shall proceed to Grievance Procedure.

Right to Appeal

Employees have the right to appeal to the next higher authority any decision made by an administrator that directly involves the employee.

Formal Grievance Procedure

If the informal procedure does not result in a resolution, the following procedure is followed.

Within three (3) workdays the grievant must submit a written statement of the facts and the resolution sought to the grievance officer.

- (1) Within five (5) workdays thereafter, the respective vice chancellor and the employee meet to resolve the grievance. The grievant may request that the meeting be taped and/or that a third person be present. If the grievance remains unresolved three (3) workdays after the hearing, the grievant may proceed to Step 3.
- (2) Within three (3) days thereafter, the grievant must submit his/her written statement of the facts and the resolution desired to the Chancellor.
- (3) Within five (5) days of receipt of the grievance, the Chancellor will have a formal meeting to resolve the grievance. If the grievance remains unresolved three (3) workdays after the hearing, the process is finalized as outlined in to Step 5.
- (4) Within thirty (30) days after the meeting with the Chancellor in which the grievance is discussed, a written decision by the Chancellor shall be issued. The decision rendered by the Chancellor is final.

Policy 1525: Bonds for Employees

The Administration carries a blanket dishonesty, destruction, and disappearance bond covering the College Chancellor and Vice Chancellor for Finance and Administration.

Policy 1528: Whistle-Blower Act

The policy of the University of Arkansas Hope-Texarkana regarding the "Arkansas Whistle-Blower Act" is consistent with Arkansas Code Annotated §§ 21-1-601 through 609.

UAHT employees are protected from discharge or retaliation if the employee reports in good faith the existence of any waste of public funds, property, or manpower or a violation or suspected violation of State law, rule, or regulation. This policy excludes federal funds, property, or manpower.

No adverse action will be taken against an employee or a person authorized to act on behalf of the employee in the following situations:

1. If an employee alleges a violation under this Act, and does so "in good faith";
2. If an employee alleges a violation under this Act, and does so "in good faith", and participates or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or in any form of administrative review; and/or
3. If an employee alleges a violation under this Act, and does so "in good faith", and has objected to or refused to carry out a directive that the employee reasonably believes violates a law, rule, or regulation adopted under the authority of the State.

An "adverse action" is defined as discharging, threatening, discriminating, or retaliating against the employee in any manner that effects his/her employment, including compensation, job location, rights, immunities, promotions, or privileges.

"Good faith" is lacking when the employee does not have personal knowledge of the waste or violation, or when the employee knew or reasonably should have known that the report is malicious, false, or frivolous.

The report of waste or violation should be made verbally or in writing to the employee's superior. If the allegation is being made against the employee's superior, the information should be submitted in the following order:

1. The appropriate Vice Chancellor at the University of Arkansas Hope-Texarkana;
2. The Chancellor of the University of Arkansas Hope-Texarkana; or
3. The President of the University of Arkansas System.

The report of such waste or violation must be made by the employee prior to any adverse action taken by UAHT. Additionally, the report is to be made at a time and in a manner that gives UAHT reasonable notice of need to correct the waste or violation.

An employee who alleges a violation of the Act, and believes that UAHT has acted adversely towards him/her because of the allegations, may utilize the UAHT Grievance Policy (Policy 2220). The employee may subsequently bring a civil action in chancery court within 180 days of the alleged violation of the "Arkansas Whistle-Blower Act." Should such civil action occur, the employee has the burden of proof in establishing that he/she has suffered an adverse action for an activity protected under the Act. Additionally, UAHT shall have an affirmative defense if it can establish that the adverse action taken against the employee was due to employee misconduct, poor job performance, or a reduction in workforce unrelated to a report made concerning violations under the Act.

Policy 1530: Personnel Categories

The term "administration" includes all members of the Chancellor's Cabinet.

Academic Deans are considered with some administrative and faculty responsibilities, due to their dual roles.

The term "faculty" includes persons performing either part time or full time teaching duties. The term

"professional non-faculty" includes non-classified positions who are not administrative.

The term "classified personnel" covers positions who are classified in the College Appropriation Act.

Policy 1533: Nepotism

UAHT ADOPTS SYSTEM POLICY 410.1

The College recognizes that potential conflicts of interest may exist when members of the same immediate family are employed by the UAHT, particularly in the same department, unit, or division. To avoid conflicts of interest which may result from such employment, immediate family members should not participate in decisions to hire, retain, promote or determine the salary of the other. It is the responsibility of the President, each Chancellor, the Vice President of Agriculture, the Director of the Criminal Justice Institute, and the Director of the Arkansas Archeological Survey to assure that an immediate family member shall not have direction or supervision of the other and shall not participate in decisions to hire, retain, promote, or determine the salary of the other.

Exceptions to this policy may be made in writing with justification by the President, each Chancellor, the Vice President for Agriculture, the Director of the Criminal Justice Institute or the Director of the Arkansas Archeological Survey. Exceptions involving immediate family members of a Chancellor, the Vice President for Agriculture, the Director of the Criminal Justice Institute or the Director of the Arkansas Archeological Survey shall be made by the President. For purposes of this policy, "immediate family member" shall mean an employee's spouse, children of the employee or his or her spouse, and brothers, sisters, uncles, aunts, nieces, nephews, or parents, whether by blood or marriage, of the employee or his or her spouse. This policy is supplementary to any provisions of applicable law. *UAHT ADOPTS SYSTEM POLICY 410.1*

Policy 1534: UAHT Policy on Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as instructor and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

Students are particularly vulnerable to the unequal institutional power inherent in the teacher-student relationship and the potential for coercion, because of their age and relative lack of maturity. Therefore, no teacher or staff member shall have a sexual or amorous relationship with any student, regardless of whether the teacher currently exercises or expects to have any pedagogical or supervisory responsibilities over that student.

In situations where a consensual romantic or sexual relationship occurs between employees where one party maintains a direct supervisory or evaluative role over the other party, those relationships must be reported to their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Should the moving of the employee cause undue hardship on other employees or divisions, the parties involved in the consensual relationship may be terminated. It is known that the existence of a preexisting marriage or consensual relationship may occur from time to time with students, teachers, and employees. This policy is not intended to discourage applications of employment or enrollment with UAHT. Such relationships must be reported appropriately to their supervisor.

UAHT implemented this policy March 31, 2023

Policy 1538: Employee Responsibility

Each employee of the College is responsible to the Board through the Chancellor and those officers appointed by the Chancellor who are in direct line of authority between the person concerned and the Chancellor.

Policy 1539: Legal Name

An employee’s legal name is used for the purposes of all User Principal Name (UPN) identifiers. Employees requesting a change of their legal name must make the request through Human Resources.

Policy adopted on July 30, 2024.

Policy 1540: Staff Employment

Equal Opportunity in Employment

The College does not discriminate against any individual on the basis of race, color, religion, national origin, ancestry, citizenship, gender, age, or disability in any of its programs, personnel actions, and activities. (See also: UAHT Policy 1500)

Personnel Employment

The College's personnel philosophy is based on the conviction that the well-being of the College and the well-being of its employees are synonymous. The College is dedicated to the belief that its most valuable asset is its people. The College employs people in a nondiscriminatory manner, treating everyone with respect and dignity; and applies policies and procedures in a fair, consistent, and equitable manner. The College is committed to work with, encourage, and aid the employees in realizing their full potential. Concurrently, all employees are expected to maintain prescribed work standards and to represent themselves appropriately as the College employees. The Chancellor will have the authority for all appointments.

Employee Benefits

Classified employees must work a minimum of 20 hours per week or 1,000 hours per year to be eligible for fringe benefits. All hourly employees must satisfactorily complete a 60-day probationary period prior to receiving insurance and retirement benefits, and uniforms.

Policy: 1541: Absence from Work

If an employee must miss work for any reason, the employee is responsible for notifying their immediate supervisor as soon as possible but no later than within the first hour of their regularly-scheduled time for reporting to work. If the employee does not notify the supervisor of the absence, or have someone notify the supervisor, if unable to do so, the absence will be considered unauthorized and may result in disciplinary action.

Policy 1547: Political Activity by Employees

College employees, as citizens, have the right to engage in political activity. However, no employee may involve the College’s name, symbol, property, or supplies in political activities. Employees shall avoid wearing partisan emblems or taking sides on candidates, partisan issues, and ballot propositions in the performance of their job.

The advisor of a properly constituted UAHT political club can be a partisan member.

An employee who intends to seek public office or assume a major role in a political campaign is obligated to discuss the plans with his or her supervisor. If the supervisor determines that the activity will affect significantly upon the full discharge of the employee’s responsibilities to the College, the plans must be reviewed through regular administrative channels to the Chancellor’s office for a determination of workload and salary adjustments.

Involvement which requires part or full-time services, and for which more than token compensation is received, will require reduction of work load and pay, leave of absence, or resignation depending upon the extent of the activity.

Policy 1550: University Code of Ethical Conduct
2014

UAHT ADOPTS SYSTEM POLICY 335.1 FEB 18,

I. Introduction

The University of Arkansas System recognizes that its reputation is one of its most valuable assets and is committed to maintaining the trust and confidence of both the University community and the citizens of the State of Arkansas. Therefore, the University of Arkansas System requires its employees to meet certain ethical standards.

Employees shall conduct themselves in a manner that strengthens the public's trust and confidence by adhering to the following principles:

- conduct that is beyond reproach and integrity of the highest caliber;
- honesty and fairness; and
- accountability, transparency and commitment to compliance.

II. Scope

This Code of Ethical Conduct applies to all University employees. It is intended to apply across the University at all affiliates. This Code may be amended or supplemented from time to time by the Board of Trustees.

III. Purpose

This Code of Ethical Conduct serves (1) to emphasize the University's commitment to ethical conduct and compliance with the law; (2) to set forth basic standards of ethical behavior; (3) to provide reporting mechanisms for known or suspected ethical violations; and (4) to help prevent and detect wrongdoing. Given the variety and complexity of ethical questions that may arise in the course of carrying out the University's business, this Code can serve only as a general guide. Confronted with ethically ambiguous situations, employees should keep in mind the University's commitment to the highest ethical standards and seek advice from appropriate levels of University administration so as to ensure that this commitment is honored at all times.

IV. Ethical Standards

A. Compliance with Laws, Rules, and Regulations

Obedying the law, both in letter and in spirit, is the foundation on which the University's ethical standards are built. In conducting the affairs of the University, employees must comply with applicable laws, rules, and regulations at all levels of government in the United States and in any other jurisdiction in which the University does business. Although employees are not expected to know all the details of these laws, it is important to know enough about applicable federal, state, and local laws to determine when to seek advice from appropriate levels of the University's administration.

B. Fair Dealing

Whenever they act on the University's behalf, and regardless of whether they are dealing with colleagues or third parties, employees are required to act honestly, in good faith, and with professionalism. No employee may take unfair advantage of another person through unlawful harassment, manipulation, abuse of privileged information, misrepresentation of material facts, or any other unfair practice.

C. Protection and Proper Use of University Resources

Employees owe a duty to the University to advance its legitimate interests whenever possible, and they are prohibited from taking for themselves, or members of their immediate family, opportunities that are discovered through the use of University property, information, or position without the prior written consent of the University. No employee may use University property, information, or position for improper personal gain, and no employee may directly or indirectly compete with the University.

Employees should protect the University's assets and ensure their proper and efficient use. University

facilities and equipment should not be used for unauthorized non-University business. The obligation of employees to protect the University's assets includes, but is not limited to, its proprietary information. Proprietary information can include intellectual property such as patents, trademarks, and copyrights, as well as business plans, databases, records, employment information, and any unpublished financial data and reports. Unauthorized use of this information violates this University policy.

D. Timely and Truthful Public Disclosures

Employees involved in the preparation of reports and documents (and information included therein) filed with or submitted to federal, state, and local authorities by the University are required to make disclosures that are full, fair, accurate, timely, and understandable. They may not knowingly conceal or falsify information, misrepresent material facts, or omit material facts. These same obligations also apply to other public communications made by the University.

To ensure transparency, sound business practice, and compliance with law, and because of its obligations as an organization entrusted with government and private funds, the University depends on rigorous observance of internal control, generally accepted accounting principles, financial recordkeeping and reporting policies, and on the maintenance of internal audit and compliance mechanisms. University employees must record, allocate, and document revenue, expenditures, time, effort and other information in a way that is accurate, clear, complete and timely.

V. Administration

A. In General

This Code of Ethical Conduct has been adopted by the Board of Trustees of the University of Arkansas and is to be administered at the direction of the President. Each campus or unit may implement policies that supplement this policy, but each must be approved by the President. In the event of a conflict between this policy and those of a campus or unit, this policy will control.

B. Attestation

Employees will be asked to sign a statement at the start of employment declaring that they have read, understood and will comply with this policy. Each campus or unit will establish procedures for the method of obtaining and maintaining these statements.

C. Reporting Known or Suspected Violations

Employees are required to report promptly any known or suspected violations of this Code to the University's administration, the campus or unit compliance officials, the Office of the General Counsel and/or the Internal Audit Department. No retaliatory action of any kind will be permitted against anyone making such a report in good faith. The University will strictly enforce this prohibition.

D. Accountability for Violations

If this Code has been violated, including (without limitation) by failure to report a violation or by withholding information relating to a violation, the offending employee may be disciplined, with penalties up to and including termination of employment. Violations of this Code may also constitute violations of law and may result in criminal and/or civil liability for the offending employee and the University. All employees are required to cooperate in internal investigations of possible misconduct.

VI. Guidance

All employees must work together to ensure prompt and consistent enforcement of this Code of Ethical Conduct. In some situations, it may be difficult to know if a violation has occurred. Because it is impossible to anticipate every situation that will arise, it is important to be able to approach a new

question or problem with confidence. Employees having questions about their obligations under this Code should consult the University's administration and/or the Office of the General Counsel.

January 24, 2014

Policy 1551: Use of Artificial Intelligence

Purpose

This policy outlines the acceptable use of artificial intelligence (AI) technologies within the community college setting. The policy aims to ensure responsible, ethical, and educational use of AI while protecting the rights and well-being of all members of the college community.

Scope

This policy applies to all students, faculty, staff, and visitors who use AI technology using the community college network or equipment or in connection with college-related activities, including classroom use, see Policy 2293.

Responsible Use

Users must understand the capabilities and limitations of AI technologies and use them responsibly. Students must acknowledge the use of AI tools in their work (if permitted) and ensure that the final product represents their own understanding and effort. Faculty should provide clear guidelines on the appropriate use of AI in their courses and ensure that students are aware of their responsibilities when using AI. Users should respect the intellectual property rights of others and avoid using AI to plagiarize, cheat, or engage in academic dishonesty.

Allowed Use in Courses

Instructors should include a policy in the course syllabi regarding the use and misuse of AI for student work. Courses policies must be approved through the dean and clearly articulated to students.

Privacy and Data Protection

Users must protect the privacy and confidentiality of personal information when using AI technologies.

Prohibited Use

Using AI technologies to engage in illegal activities, harassment, discrimination, or any form of unethical behavior is strictly prohibited. Deploying AI systems that pose risks to the safety, security, or well-being of individuals or the college community is not allowed.

Attempting to circumvent the college's AI use policy or any security measures related to AI technologies is prohibited.

Consequences of Policy Violation

Violations of this policy may result in disciplinary action, up to and including suspension or expulsion for students, and termination of employment for faculty and staff. The college reserves the right to restrict or revoke access to AI technologies for individuals who violate this policy.

Policy Review and Update

This policy is reviewed annually and updated when required to ensure it remains relevant and effective considering the rapid advancements in AI technologies and their educational applications.

Policy adopted on July 30, 2024.

Policy 1552: Social Media Policy

Policy Updated November 5, 2018

The University of Arkansas Hope-Texarkana welcomes and encourages the responsible and appropriate use of technology, including social media, inside and outside of the classroom. In order to ensure that social media is used responsibly at UAHT, this policy governs the publication of and commentary on social media by employees of UAHT. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as FaceBook, MySpace, LinkedIn, Twitter,

Flickr, and YouTube.

This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet as well as other policies of UAHT.

UAHT employees are free to publish or comment via social media in accordance with this policy. UAHT employees are subject to this policy to the extent they identify themselves as a UAHT employee (other than as an incidental mention of place of employment in a personal blog on topics unrelated to UAHT). While this policy does not apply to personal social media use, it is important to note that the statements and actions of employees may reflect on UAHT, and employees should be mindful of this in their personal use on social media outlets. If an employee shows behavior to compromise the integrity of his or her profession or UAHT, all College disciplinary policies apply.

Terms and Conditions:

- Professional ethical standards, such as those laid out in FERPA and HIPPA as well as copyright and trademark laws and any professional ethical policies or laws that an individual is required to observe in addition to policies of UAHT, must be followed at all times.
- UAHT employees must refrain from discussing information that has not been made public or other confidential information.
- Employees should be careful to avoid making comments that could damage the reputation of administration, faculty, staff, a student, or the college as a whole.
- Employees of UAHT cannot make comments through social media that may be seen as discriminative (this includes race, gender, sexual orientation, and the like, but also proper consideration of topics that may be considered objectionable or inflammatory should be carefully considered).
- Employees of UAHT should make it clear that the views and opinions expressed through social media are of the individual alone and do not represent the official views of UAHT. (Doing so, however, does not necessarily protect the individual or the institution from litigation).
- Privacy settings on social media platforms should be set to allow anyone to see profile information similar to what would be on the UAHT website. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access. However, one should not post anything that he or she would not want the public to see.
- Anonymous blogs, using pseudonyms or false screen names is not allowed. UAHT believes in transparency and honesty. However, one should be cautious in publishing any personal information online. One should not publish anything that is dishonest, untrue, or misleading.
- Social media site users should be familiar with the Terms of Service for the social media outlet they choose and use and respect general copyright and Fair Use Policies.
- Student information, including phone numbers, email addresses or student identification numbers, and all other information that may be considered confidential cannot be posted without the student's written permission.
- The UAHT Foundation is the only agency authorized to seek gift support using the College's name. Solicitations, including through any social media sites, must be coordinated with and approved by the Office of Student Services.
- Profile pictures for the organizations are constructed by and with the approval of the Office of Student Services and the Office of Communications.

- All non-academic groups affiliated with UAHT (e.g. student organizations) that intend to establish an online presence via social media must request permission from the Dean of Student Services and must designate their advisor and a staff member in the Office of Communications as an administrator on their social media page. Representative of the group must regularly check the social media outlet to ensure that the guidelines laid out in this policy are enforced. If organization leaders change or graduate, the organization advisor can grant access to new organization officers and members. Every effort should be made to pass along login information and administrator privileges from one organizational president to the next so that new pages do not have to be created each academic year. Organization's names should include the College's name (i.e.: Facebook: student Government Association (UAHT))
- Academic groups (e.g. classes) must request permission from the Vice Chancellor of Academics and must designate at least one faculty or staff member to ensure that this policy is enforced. All students and employees who participate in such groups must be made aware of UAHT's social media policy. Violators are subject to all college disciplinary policies.

Policy 1555: Classes During Working Hours

The preference is for employees to take class outside the regular working hours. This policy does not assume that release time from regular working hours will be automatically permitted. However, during regular working hours, employees may take no more than one course (a maximum of 5 semester hours) each semester and a total maximum of eight semester hours in an academic year (fall, spring, and summer). Approval is not automatic. Approval will not be given during working hours if the course is offered at night or outside the employee's regular working hours. Release time is not a right by a privilege that is granted at the authorized supervisor's discretion. Many factors, including but not limited to, the employee's performance, direct applications of the course work to the employee's position, overall benefit of the course work to the employee and the institution, and maintenance of office hours and functions to the students, faculty, staff, and general public are considered prior to the granting of release time. The employee must obtain the written permission of his/her supervisor(s), the appropriate Vice Chancellor, and the Chancellor. If approved to take a class during regular working hours, the employee will be required to make up the hours; hours may not be made up during lunch and break time

Policy 1557: Inclement Weather

Inclement Weather shall mean the existence of extreme climatic conditions (including but not limited to rain, hail, snow, high winds, cold, extreme high temperature or any combination thereof) by virtue of which it is not reasonable or safe to travel.

Remote Work shall mean a work alternative for employees whose job responsibilities are suited to an arrangement where the employee may work from home or another location. Remote work may be assigned by the employee's supervisor and appropriate Cabinet member based on campus policies and the duties must be measurable and quantifiable to ensure job duties are performed.

Inclement Weather Categories consist of delayed opening, early dismissal, closure, all areas open, and non-campus critical areas closed. These categories define how the overall operations of the institution are impacted during inclement weather or emergency situations.

Delayed Opening – The institution will not open for business at the normal time.

Early Dismissal – The institution will be closed for business earlier than the normal set time.

Closure – The institution will be closed for business to both employees and the public.

All Areas Open - All employees report to work but use caution on the roadways; a two-hour grace period will be allowed.

Non-Campus Critical Areas Closed - Only Campus Essential Staff should report to work and *Campus Non-Essential Staff may be asked to work remotely as designated by supervisor.

General Considerations

In the event of inclement weather, the college recognizes the need to address how such conditions may affect the overall operations of the institution. This policy is intended to provide guidance in addressing inclement weather conditions. In general, the college must continue certain operations during periods of inclement weather due to the needs of students, the requirements of ongoing activities, and other factors. With Collegiate Academy students, the college is aware of the related public schools inclement weather announcements and how it impacts the operations and responsibilities of the college. The college recognizes the need to exercise caution for the welfare of the college community, including all faculty, students, and staff, during adverse weather conditions, as set forth in this policy.

Although the college generally expects all employees to make every reasonable effort to come to work on occasions when the college is open during inclement weather, this general expectation is subject to each employee's exercise of their personal judgment and common sense regarding their personal safety under the circumstances and weather conditions. Each employee, therefore, must exercise their personal judgment on whether it is possible to report to work consistent with such considerations. Employees who do not report to work because of inclement weather conditions will be charged "annual leave" or unpaid, if unable to perform remote work. Absences due to inclement weather will be treated as an "excused absence." Extra-help hourly employees who miss work due to inclement weather will not be paid for time missed, even if the inclement weather has affected the operating status of the college for the time they are scheduled to work. Employees are responsible for notifying their supervisor in accordance with departmental policy and guidelines if they do not plan to come to work due to inclement weather.

The Campus Chief of Police, Vice Chancellor for Student Services, Dean of Texarkana Campus, Vice Chancellor for Academics will confer. The Campus Chief of Police will inform the Chancellor no later than 5:15 am of the decision. The Chancellor will communicate no later than 5:30 am to the Director of Public Relations & Marketing. The Public Announcement will be made by 6:00 am. The calling Tree will be followed.

In general, inclement weather may affect the operating status of the college in three possible ways as detailed below:

1. Delayed Opening:

During a delayed opening, college officials will publicly announce the specific time at which the college will open. All on-campus academic classes regularly scheduled to begin prior to the delayed opening time will be cancelled and will not meet; all remaining day and evening classes will commence at their regularly scheduled time. To ensure compliance with the federal definition of the credit hour, instructors are expected to make up missed class time using recorded lectures, assignments, readings, instructional materials, or other alternative forms of instruction. Asynchronous online classes will continue as scheduled. All offices and regular business operations will open at the specified delayed time.

Under a delayed opening, the delayed opening time will apply to all on-campus college classes, offices and regular business operations and will be determined with each incident of inclement weather. Employees who are not identified as "weather essential personnel" are expected to arrive at work by the designated opening time; if they do so, they will not be charged for late arrival. Employees arriving after the designated time will be charged the full amount of time that they are late, and employees who do not come to work will be charged a full day's absence (8 hours). Employees whose shift begins after the delayed opening time should report to work as regularly scheduled. Employees designated as "weather essential personnel" should report by their regularly scheduled start time regardless of the announced delayed opening, unless advised otherwise by their supervisor. "Weather or event essential personnel" arriving after their scheduled start time will be charged the full amount of time that they are late, and employees not coming to work will be charged a full day's absence. (For example, if the college delays opening until 10 am, but the employee does not come to work that day, the employee is not given credit for the 2-hour delayed opening and is required to use 8 hours of annual leave. If no annual leave is available, the 8 hours

are unpaid.)

2. Early Dismissal:

In the event of an "Early Dismissal," the College will cease all on-campus academic classes and regular business operations at a publicly announced time. In such an event, all remaining on-campus day and evening classes will be cancelled after the specified time. To ensure compliance with the federal definition of the credit hour, instructors are expected to make up missed class time using recorded lectures, assignments, readings, instructional materials, or other alternative forms of instruction. Asynchronous online classes will continue as scheduled. Normal college operations, including all academic classes and regular business operations, will commence at the regularly scheduled time on the next workday.

In the event of an Early Dismissal, the designated Early Dismissal time for on-campus college classes, offices and business operations will be determined with each incident of inclement weather. Employees who are not identified as "weather essential personnel" will be dismissed to go home and will not be charged any leave for the balance of the employee's workday. Employees who leave earlier than the designated dismissal time will be charged leave for the full amount of time that they are absent prior to the dismissal time and employees who do not come to work will be charged a full day's absence. "Weather essential personnel" are expected to remain at work as regularly scheduled, unless otherwise directed by their supervisor. Employees who have not been identified as "weather essential personnel" who have shifts beginning after the designated early dismissal time should not report to work.

3. Closure:

In the event of a "Closure," all on-campus day and evening classes will be cancelled. To ensure compliance with the federal definition of the credit hour, instructors are expected to make up missed class time using recorded lectures, assignments, readings, instructional materials, or other alternative forms of instruction. Asynchronous online classes will continue as scheduled. All offices and regular business operations will be closed. Normal college operations, including all on-campus academic classes and business operations, will commence at the regularly scheduled time on the next workday.

If inclement weather conditions warrant a decision to cancel on-campus classes and close offices and regular business operations, employees who have not been designated as "weather essential personnel" should not report to work and will not be charged any leave. "Weather essential personnel" are expected to report to work as regularly scheduled, unless otherwise directed by their supervisor.

Weekends

If inclement weather occurs during a weekend, college officials will determine if a delayed opening, early dismissal, or closure is necessary, as applicable to weekend operations. Non-weather essential personnel and "weather essential personnel" will follow the appropriate procedures (as listed above) for the respective situation.

Other Special Events

Upon the determination of the Chancellor, in consultation with appropriate College officials, certain previously scheduled special events such as concerts may be conducted during times of college closure. Essential personnel for special events will be expected to report to work as regularly scheduled, unless otherwise directed by their supervisor. In coordination with College Communications Office, the college department responsible for such events shall provide public information regarding event status.

Weather Essential Personnel

On-site essential workers are required to report to work on campus as normally scheduled during

inclement weather.

Off-site essential workers are required to report to work at their off-site location as normally scheduled during inclement weather.

Time Tracking for Essential Personnel

If an employee holds additional jobs, they are expected to report for all essential jobs during inclement weather or emergency situations if it impacts their scheduled work hours.

If an employee holds additional jobs and one or more of those jobs are non-essential, the employee is eligible for the time off on the non-essential jobs if it impacts their scheduled work hours. This will need to be entered as time off for this position.

Essential Personnel positions are and not limited to: Payroll Specialist, Controller, Maintenance Department, Campus Police, IT Department, Director of Public Relations & Marketing, Campus Safety Committee members.

Compensation for Weather - Essential Personnel

Non-exempt staff designated as weather essential personnel who report to work at their scheduled time when the college is closed due to inclement conditions will receive inclement weather pay (IP) plus payment for all hours worked during that period at an hourly rate equal to time and one-half of their current rate.

For exempt employees, no additional compensation or time off will be awarded for reporting to work during inclement weather; however, to support the safe travel of our employees, a two-hour grace period may be allowed to ensure employees can get to work or get home safely.

Extra-help hourly employees designated as weather essential personnel will receive IP if they were scheduled to work an event during the inclement weather and will also receive payment for all hours worked during that period at an hourly rate of time and one-half of their current rate.

Federal Work study will not receive inclement weather pay.

Remote Workers are individuals who are regularly scheduled to work remotely as their normal work assignments. These individuals are not eligible for time off during inclement weather, unless extenuating circumstances exist.

Clinical instructors will not receive pay as missed clinical days must be made up.

Instructions on how to process the inclement weather pay for non-exempt and extra-help hourly employees will be provided by Payroll when each inclement weather event occurs.

Departments may adjust the work schedules of employees who are designated as weather essential in response to inclement weather situations.

Any exempt or non-exempt employee who is designated as weather essential but does not work during inclement weather will not receive additional compensation and will be charged annual leave for the time missed.

Only non-exempt employees designated as weather essential personnel will receive additional compensation when the college's operating status is affected by inclement weather.

Time Tracking Assumptions:

Non-Exempt Hours Worked: Non-exempt employees must report actual hours worked through Workday time tracking.

Exempt Hours Worked: Exempt employees will not report hours worked through Workday as they are exempt.

Weekends: Same procedures and rules apply to weekends.

Eligibility: All employees (except those working remotely and work-study) are eligible for inclement weather time off if campus operations are disrupted during their normally scheduled time to work. This includes extra help and student (non-work-study) employees. Part 675.16 (a)(5) Federal Work-Study Program states “(5) A student's FWS compensation is earned when the student performs the work.”

Compensation: Inclement weather time off will be compensated for at the employee’s normal rate of pay.

Missed time not covered by Inclement weather situation time off: If an employee must miss more time than is covered by the inclement weather time off, they must enter another time off type such as annual leave.

Record Keeping: Employees will use the Request Time Off task to enter the inclement weather time off. This would apply to both exempt and non-exempt employees. Campuses may elect to mass load time off for appointed employees; however, hourly employees’ time off will need to be entered by the employee or timekeeper based on schedules impacted.

Other Special Events: Essential workers report to work as scheduled, unless directed otherwise by management.

Posting of Inclement Weather Information

The Chancellor, or his or her designee, will instruct the Office of College Relations to post appropriate inclement weather information to the college’s web. The Media Calling Tree will be followed. In the event the Director of Public Relations & Marketing is unavailable, the Public Information Specialist will notify.

Communication of Inclement Weather Information

- A member of the Campus Safety Committee will send an inclement weather message through the emergency alert system via text and email. All users will be sent the message in the UAHT Alerts System. Faculty and staff will also be notified through the Mobile Panic Button system notifications.
- The Director of Public Relations & Marketing (the Public Information Specialist will assume these duties if the Director of Public Relations & Marketing is unavailable) will post an inclement weather message to the college website.
- The Director of Public Relations & Marketing will send messages via social media.
- The Director of Public Relations & Marketing will contact local and state broadcast media and online media.

Class Cancellation

To ensure compliance with the federal definition of the credit hour, instructors are expected to substitute missed on-campus class time with other methods of instruction. Such methods may be recorded lectures, assignments, readings, instructional materials, or any other form that would be reasonable and applicable for the missed time in the course.

An instructor must provide students with the opportunity to make up any work that was due while the college is closed for inclement weather without penalty. No examinations or other major assignments for on-campus courses should be administered while the campus is closed for inclement weather. If the campus is open but inclement weather prevents a student from safely attending class, an instructor

should provide the opportunity to make up work without penalty.

If only one campus is closed while the other remains open, synchronous site to site classes may still be conducted. The class session must be recorded and made available to all students in the class on the approved campus LMS (Blackboard). Students will not be required to attend if the campus on which their class meets is closed.

A faculty member must notify his/her dean when canceling class for any reason. In addition, the faculty members must make every attempt to notify students when class is canceled. When class cancellation is known ahead of time, class assignments or substitute speaker should be arranged.

It is the responsibility of the instructor to provide written instructions in the syllabus for each on-campus course to inform students of the procedures for learning continuity when a class has been canceled.

In the event the campus is closed for reasons other than inclement weather, the Office of the Provost will provide guidance for instructors on learning continuity.

Final Examinations

In the event that the college is closed due to inclement weather or there is a weather delay or early dismissal during a final examination day, the college will reschedule any cancelled final examinations except online exams which will continue as scheduled.

Weather Emergency Procedures

Please refer to the procedures regarding weather emergency located UAHT Public Drive, Campus Safety folder.

Policy modified December 5, 2023

Policy 1560: Attendance at Commencement

Members of the Faculty and Administration are required to take part in the Commencement Day exercises in academic dress unless they have been previously excused by the Chancellor. All College employees should attend commencement exercises.

Policy 1562: Credentials

It is the responsibility of each member of the faculty and administration to keep their credentials current and on file in the office of Human Resources for advancement purposes.

Policy 1565: Obligation of Employees and Outside Employment

No full time employee of the College may engage in any outside activity which, in the judgment of the administration, is considered unethical, or interferes with their regular duties. Prior to acceptance of any employment involving time or honorarium, the individual concerned must secure the approval of his or her immediate supervisor and the Chancellor.

It is the duty of all full time employees of the College, unless otherwise specifically noted in their contracts or terms of employment, to devote their full professional services and their individual skills to the service of the College, and all employees must at all times so conduct themselves in the discharge of their duties as to reflect credit upon and to further and promote the interests of the College.

Policy 1567: Title IX TITLE IX POLICY FOR COMPLAINTS OF SEXUAL ASSAULT AND OTHER FORMS OF SEXUAL HARASSMENT
August 03, 2020 *ADOPTED*

NOTICE OF NONDISCRIMINATION UNDER TITLE IX

The University of Arkansas Community College at Hope-Texarkana (UAHT) does not discriminate on the basis of sex in the education programs and activities that it operates and is prohibited from doing so by

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and the U.S. Department of Education's implementing regulations, 34 CFR Part 106. The College's nondiscrimination policy extends to admission, employment, and other programs and activities. Inquiries regarding the application of Title IX and 34 C.F.R. Part 106 may be sent to the College's Title IX Coordinator, the U.S. Department of Education Assistant Secretary for Civil Rights, or both.

JURISDICTION AND SCOPE

Sexual harassment as defined in this policy (including sexual assault) is a form of sex discrimination and is prohibited. Title IX requires UAHT to promptly and reasonably respond to sexual harassment in the College's education programs and activities, provided that the harassment was perpetrated against a person in the United States. At the time that a formal complaint is filed, the complainant must be participating in (or attempting to participate in) an education program or activity of the College. An education program or activity includes locations, events, or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

This policy applies to allegations and complaints of sexual harassment as defined herein. All other complaints of discrimination or misconduct that do not fall within the jurisdiction of Title IX may be made through other campus procedures.

This policy shall not be construed or applied to restrict academic freedom at UAHT. Further, it shall not be construed to restrict any rights protected under the First Amendment, the Due Process Clause, or any other constitutional provisions. This policy also does not limit an employee's rights under Title VII of the

Civil Rights Act.

REPORTING

All complaints or reports about sex discrimination (including sexual harassment) should be submitted to the Title IX Coordinator:

Brian Berry, Vice Chancellor for Student Services
University of Arkansas Hope - Texarkana
Student Center office 229
P.O. Box 140, Hope, AR 71802-0140
870-722-8227
brian.berry@uaht.edu

A complaint may also be submitted to the Title IX Deputy Coordinators:

Kathryn Hopkins, Human Resource Officer
Title IX Deputy Coordinator for Employees
Administrative Complex office 125
P.O. Box 140, Hope, AR 71802-0140
870-722-8164
kathryn.hopkins@uaht.edu

Reginald Lambert, Dean of Student Services
Title IX Deputy Coordinator for Students
Student Center office 224
P.O. Box 140, Hope, AR 71802-0140
870-722-8108
reginald.lambert@uaht.edu

In addition, the U.S. Department of Education, Office of Civil Rights, may be contacted by phone at 800-421-3481 or by email at ocr@ed.gov.

Any person may report sex discrimination, including sexual harassment (whether or not the person is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

AMNESTY

UAHT encourages reporting of incidents of prohibited conduct and seeks to remove any barriers to reporting. The College recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for their own conduct. Individuals who report prohibited conduct or participate as witnesses will not be subject to disciplinary sanctions for personal consumption of alcohol and/or other substances.

The College may initiate an educational discussion with individuals about their alcohol and/or drug use or may direct these individuals to services such as counseling for alcohol and/or drug use. Amnesty will not be extended for any violations of College policy other than alcohol/drug use. The use of alcohol, drugs, and/or legally prescribed medication does not justify or excuse behavior that constitutes prohibited conduct under this policy.

FILING REPORT WITH LOCAL LAW ENFORCEMENT

In some instances, sexual harassment may constitute both a violation of this policy and criminal activity.

The UAHT grievance process is not a substitute for instituting legal action. UAHT encourages individuals to report alleged sexual misconduct promptly to campus officials AND to law enforcement authorities, where appropriate. Individuals may file a report directly with local law enforcement agencies by dialing 911. Individuals may also contact any of the following for assistance in filing a report with local law enforcement:

Hope Police Department
312 S. Washington Ste.
Hope, AR 71801
870-777-3434

Texarkana Police Department
100 N. Stateline Ave.
Texarkana, AR 75504
903-798-3130

PRESERVING EVIDENCE

It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting a criminal case. Victims and others should not alter the scene of an attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush his or her teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault (i.e., bed sheets, blankets, etc.) should be placed in a paper bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of sexual assault.

EMPLOYEES' DUTY TO REPORT TO TITLE IX COORDINATOR

In order to enable the College to respond effectively and to proactively stop instances of sexual harassment, employees must, within 24 hours of receiving information regarding a potential violation of this policy, report information to the Title IX Coordinator. Any employee who fails to promptly report a matter to the Title IX Coordinator may be subjected to disciplinary action for failing to do so. There are two categories of employees who are exempt from this requirement: (1) licensed health-care professionals and other employees who are statutorily prohibited from reporting such information and (2) persons designated by the campus as victim advocates.

OFF-CAMPUS CONDUCT

Conduct that occurs off campus that is the subject of a formal complaint or report will be evaluated to determine whether the matter falls within the College's jurisdiction under Title IX or should be referred to a different department or official within the College.

CONFIDENTIALITY

Except as compelled by law or as required to conduct a full and fair grievance proceeding in response to a formal complaint, the College will treat the information obtained or produced as part of the Title IX procedures as confidential. The College will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 CFR Part 99, or as required by law, or to carry out the purposes of 34 CFR Part 106, including the conduct of any investigation, hearing, or judicial proceedings arising thereunder.

AVAILABILITY OF COUNSELING AND ADVOCACY

Counseling and other mental health services for victims of sexual assault are available in the community

and through UAHT's contracted provider. Employees of the College may be able to seek help through the Employee Assistance Program. Community mental health agencies, such as the Southwest Arkansas Counseling & Mental Health Center and counselors and psychotherapists in private practice in the area can provide individual and group therapy. Committee Against Spouse Abuse (CASA) Women's Shelter or Domestic Violence and Rape Crisis Programs may assist with making referrals for individual counseling and support groups and in identifying non-counseling campus and community resources that may be of additional help and serve as a victim advocate upon request.

EDUCATION AND AWARENESS PROGRAMS

UAHT's Title IX Coordinator is responsible for planning and coordinating campus education and awareness programs about all forms of sexual harassment. Programs are presented regularly throughout the academic year for student organizations, academic classes, employee training and professional development, and in other settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Sexual Assault Prevention and Awareness Week.

GRIEVANCE PROCEDURE

These procedures apply to all grievances regarding conduct that may constitute sexual harassment as defined in this policy (including sexual assault) and that falls within the College's Title IX jurisdiction. All other grievances by students, employees, or third parties shall be addressed through other procedures. The College's Title IX grievance process includes formal and informal procedures that encourage prompt resolution of complaints. In most cases, the complainant's submission of a formal, written complaint to the Title IX Coordinator will initiate the formal grievance process. However, the Title IX Coordinator may also submit a formal complaint under the circumstances described below. The College will respond promptly to all formal complaints of sexual harassment.

BASIC REQUIREMENTS

The College's grievance process shall adhere to the following principles:

- All relevant evidence—including both inculpatory and exculpatory evidence—will be evaluated.
- Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- The Title IX Coordinator, investigator, hearing officers or panel members, decision-makers on appeal, persons involved with the informal resolution, and any other persons that play a significant role in the Title IX grievance process shall not have a conflict of interest or bias for or against complainants or respondents generally or for or against an individual complainant or respondent.
- The respondent is presumed to not be responsible for the alleged conduct until a determination of responsibility is made at the conclusion of the grievance process.
- The time frames for concluding the grievance process shall be reasonably prompt, as set forth in more detail in the procedures below.
- The grievance process may be temporarily delayed, and limited extensions of time frames may be granted, for good cause. In such instances, written notice to the complainant and the respondent of the delay or extension and the reasons for the action will be provided. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurring law enforcement activity; or the need for language assistance or accommodations of disabilities.
- Questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege will not be required, allowed, relied upon, or otherwise used. The College shall not consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in the capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that person's voluntary, written consent to do so for a grievance under this section.
- No party shall be restricted from discussing the allegations under investigation or to gather and

- present relevant evidence.
- A party whose participation in a hearing, investigative interview, or other meeting shall be provided with a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

INITIAL REPORT/INTAKE PROCESS

Initial Meeting with Complainant: Promptly upon receiving a report of conduct that could potentially be a violation of Title IX, the Title IX Coordinator (or designee) will contact the complainant to schedule an initial meeting to, as applicable:

- Provide a copy of this policy
- Explain the process for filing a formal complaint and provide a copy of the Sexual Harassment Complaint Form on which the complainant may, if he or she agrees to disclose the information, provide details regarding the allegation, including the name of the accused individual and the date, location, and general nature of the alleged violation of policy
- Explain avenues for resolution, including informal and formal
- Explain the steps involved in an investigation and hearing under this policy
- Discuss confidentiality standards and concerns
- Refer to law enforcement, counseling, medical, academic or other resources, as appropriate
- Discuss, as appropriate, possible supportive measures, which are available with or without the filing of a formal complaint

If the complainant requests that no further action be taken and/or that no formal complaint be pursued, the Title IX Coordinator (and/or his or her designee) will inform the complainant that retaliation is prohibited and that honoring the complainant's request may limit the College's ability to fully respond to the incident. In the event the complainant stands firm on his or her request that no further action be taken, the Title IX Coordinator will evaluate whether to file a complaint under the criteria set forth below.

FORMAL COMPLAINT PROCESS

Form and Filing of Complaint: The filing of a formal, written complaint initiates the formal grievance process and is available to any person who is participating in (or attempting to participate in) a College educational program or activity. The Title IX Coordinator (or an investigator designated by the Title IX Coordinator) will investigate the allegations in the formal complaint. Formal complaints can be filed in several ways. The complainant may utilize the form provided or may submit the complainant's own document that contains the complainant's signature (either physical or digital) and is filed with the College's Title IX Office by U.S. mail, in person, through the Title IX portal provided for this purpose, or by email. The formal complaint should set forth the allegations and request that the Title IX Office investigate the matter.

Filing by Title IX Coordinator: The Title IX Coordinator may initiate the grievance process, even where the complainant declines to file a formal complaint, if the Coordinator determines that the particular circumstances require the College to formally respond to and address the allegations. Circumstances to be considered include, among others, a pattern of alleged misconduct by a respondent and whether the complaint has alleged use of violence, weapons, or other similar conduct. The Title IX Coordinator will also consider the complainant's wishes with respect to supportive measures and desired response by the College. Where a report is made anonymously and the Title IX Coordinator files the complaint, both the complainant and respondent will receive notice of the allegations with written details and identities of the parties if known.

Consolidation of Formal Complaints: The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Dismissal of Complaint Prior to Resolution: A formal complaint must be dismissed by the Title IX Coordinator if the alleged conduct (1) does not constitute sexual harassment, as defined in this policy, even if proved; (2) did not occur in the College's education program or activity; or (3) did not occur against a person in the United States. In addition, a complaint may be dismissed if, at any time during the investigation or hearing, a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the gathering of evidence sufficient to reach a determination as to the formal complaint or any allegations therein.

Upon dismissal of a formal complaint, for any reason, the Title IX Coordinator will send simultaneous, written notice of and reason(s) for the dismissal to the parties. The dismissal decision may be appealed pursuant to the procedure for appeals set forth in this policy. Dismissal of a complaint under this Title IX policy does not preclude a complainant from pursuing a grievance through other appropriate campus procedures.

Notice of Formal Complaint: Upon receipt of the formal complaint, the Title IX Coordinator will send simultaneous notifications of the filing of the complaint to the complainant and the respondent (if known). If, in the course of an investigation, the Title IX Coordinator decides to investigate allegations about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known. The initial notice will contain the following:

- The allegations of the complaint that potentially constitute sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview (including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment under this policy, and the date and location of the alleged incident, if known)
- A copy of the Title IX policy
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process
- A statement informing the parties that they have a right to have one advisor of their choice to assist them throughout the proceedings who may be (but is not required to be) an attorney
- A statement that the parties have the right to inspect and review all evidence collected during the complaint process
- A statement that any party who knowingly makes false statements or submits false information during the grievance process will be subject to disciplinary procedures

Initial Meeting with Respondent: If a formal complaint is filed, the Title IX Coordinator will promptly schedule an initial meeting with the respondent after the written notice of the formal complaint is sent as described above. Prior to the initial meeting, the Title IX Coordinator shall provide a written notice of the date, time, location, participants, and purpose of the meeting, with sufficient time for the party to prepare to participate. During the initial meeting with the respondent, the Title IX Coordinator (or designee) will, as applicable:

- Provide a copy of this policy (if not previously provided)
- Explain avenues for resolution, including informal and formal
- Explain the steps involved in an investigation and hearing under this policy
- Discuss confidentiality standards and concerns
- Discuss non-retaliation requirements
- Inform of any supportive measures already determined and being provided to the complainant that would directly affect the respondent
- Refer to law enforcement, counseling, medical, academic or other resources, as appropriate
- Discuss, as appropriate, possible supportive measures that can be provided to the respondent

Right to Advisor: Both parties will be advised that they may be accompanied by one advisor/support person to assist them throughout the Title IX process, which can be (but is not required to be) an attorney. The advisor is not allowed to speak or otherwise actively participate during the pre-hearing interviews or

meetings. It is the party's responsibility to obtain the services of an advisor, except that the College will make an advisor available to the parties during the hearing to determine responsibility upon request. A party who wants the College to provide an advisor for the determination hearing should make a request within 15 days after the party's filing or receipt of the formal complaint. The advisor's role at the hearing is further explained below.

Emergency Removal: If, after the Behavioral Intervention Team undertakes a safety and risk analysis, the College determines that the respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment, it may remove the respondent from the College's programs or activities. In such instances, the respondent will be provided with a written notice of the reasons for the removal. Within 5 days of receiving the notice, the respondent may challenge the decision by requesting a meeting with the Dean of Student Services.

Administrative leave: Nothing in this policy precludes the College from placing a non-student employee respondent on administrative leave during the pendency of the grievance process.

Supportive Measures: Supportive measures, as defined in this policy, will be based on the facts and circumstances of each situation. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. They may include, but are not limited to, the following:

- Counseling
- Extensions of deadlines or other course-related adjustments
- Modifications of work or class schedules
- Campus escort services
- Mutual restrictions on contact between the parties
- Changes in working or housing locations
- Leaves of absence
- Increased security and monitoring of certain areas of the campus

The College will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.

Informal Resolution: At any time after a formal written complaint is filed but prior to reaching a determination regarding responsibility, the College may facilitate a resolution without a full investigation and adjudication. The complainant and respondent must give their voluntary, written consent to the informal resolution process. The informal resolution process will not be utilized to resolve allegations that an employee sexually harassed a student.

Prior to commencing the informal resolution process, the Title IX Coordinator or designee must provide the parties a written notice that includes the following information:

- Notice of the allegations contained in the formal complaint, including dates, location(s), and identities of the parties
- Any agreed upon resolution reached at the conclusion of the informal complaint process will preclude the parties from resuming a formal complaint arising from the same allegations
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint
- Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

COMPREHENSIVE INVESTIGATION

If resolution of the allegations does not proceed through the informal process, the matter will proceed with a comprehensive investigation and resolution through the formal complaint processes. The Title IX Coordinator will be responsible for overseeing the prompt, equitable, and impartial investigation during the formal complaint process. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility shall rest on the College and not the parties.

Assignment of Investigator: If the Title IX Coordinator's designee is to conduct the investigation, the Title IX Coordinator will forward the complaint to the investigator and share the investigator's name and contact information with the complainant and the respondent.

Conflicts of Interest and Bias: Immediately after the identity of the person who will conduct the investigation is determined and communicated to the parties, the investigator, the complainant, or the respondent may identify to the Title IX Coordinator in writing any real or perceived conflicts of interest or bias that the person charged with conducting the investigation (including the Title IX coordinator, where applicable) may have. The Title IX Coordinator will carefully consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest or bias exists.

Overview of Investigation: Upon receipt of the formal complaint, the Title IX Coordinator/Investigator (hereinafter "Investigator") will promptly begin the investigation, which shall include but is not limited to the following:

- Conducting interviews with the complainant, the respondent, and any witnesses (including expert witnesses, where applicable) and summarizing such interviews in written form
- Visiting, inspecting, and taking photographs at relevant sites
- Where applicable, collecting and preserving relevant evidence (in cases of corresponding criminal reports, this step may be coordinated with law enforcement agencies)
- Obtaining any relevant medical records pertaining to treatment of the complainant, provided that the complainant has voluntarily authorized release of the records in writing to the investigator

Inspection and Access to Evidence: The parties may identify to the Investigator any evidence or witnesses they wish to be included as part of the investigation. Both parties will also have equal opportunity to inspect and review any evidence obtained during the investigation. The Investigator will complete the gathering of evidence as soon as practicable, which will ordinarily occur within approximately 30 days after the filing of the formal complaint.

After the gathering of evidence has been completed but prior to completion of the investigative report, the Investigator will provide to each party and party's advisor, if any, any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence (whether obtained from a party or other source), so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence will be provided in an electronic format or a hard copy. The parties will have 10 calendar days to submit a written response to the evidence, which will be considered by the Investigator prior to completion of the investigative report. The evidence will be made available for the parties to use at the hearing to determine responsibility.

Investigative Report: The investigative report shall fairly summarize the relevant evidence and must include the following items and information that is relevant to the allegations in the formal complaint:

- The dates of the Title IX Coordinator's initial receipt of a report of alleged sexual harassment against the complainant, intake meeting, and the filing of the formal complaint
- A statement of the allegation(s), a description of the incident(s), the date(s) and time(s) (if known), and location of the alleged incident(s)
- The names of all known witnesses to the alleged incident(s)
- The dates that the complainant, respondent, and other witnesses were interviewed, along with summaries of the interviews
- Descriptions or summaries of any physical or documentary evidence that was obtained (e.g., text messages, emails, surveillance video footage, photographs)
- Any written statements of the complainant, respondent, or other witnesses
- The response of College personnel and, if applicable, College-level officials, including any supportive measures taken with respect to the complainant and respondent

The Investigator shall provide a draft of the investigative report to the Title IX Coordinator for review

before the report becomes final. An electronic or hard-copy version of the final investigative report will be provided to each party (and each party's advisor) concurrently. The investigative report shall be provided as soon as practicable after the parties have submitted their written responses to the evidence (if any) and at least 10 calendar days prior to the determination hearing. The parties may provide a written response to the investigative report within 5 calendar days after receiving it.

DETERMINATION HEARING

Following the conclusion and distribution of the investigative report, a hearing will be conducted to determine the outcome and resolution of the complaint. The parties and their advisors, if any, will be notified by the Hearing Panel chairperson, or Title IX Coordinator of the date, time and location of the hearing, as set forth in the notice provisions below.

Hearing Panel: Within 3 days of the release of the investigative report to the parties, the Chancellor or his/her designee will appoint three-member Hearing Panel, which shall be composed of at least 2 faculty and/or staff members and may include (but is not required to include) one outside person who is not permanently employed by the College. The Chancellor or his/her designee will select one member of the Hearing Panel to act as the Chair. The Title IX Coordinator will provide a copy of the formal complaint and the investigative report, along with the parties' written responses to the investigative report, to each member of the Hearing Panel.

Promptly after the appointment of the members of the Hearing Panel, the Title IX Coordinator will provide concurrent written notice to the complainant and the respondent, setting forth the names of the individuals selected to serve as members of the Hearing Panel. The parties may challenge the participation of any decision-maker based on bias or a conflict of interest by submitting a written objection to the Chancellor or his/her designee within 3 calendar days of receipt of the notice. Any objection must state the specific reason(s) for the objection. The Chancellor or his/her designee will evaluate the objection and determine whether to alter the composition of the Hearing Panel. Failure to submit a timely and proper objection will constitute a waiver of the objection. Any changes in the Hearing Panel will be provided in writing to both parties prior to the date of the hearing.

Submission of Witnesses Lists: Within 5 calendar days of receipt of the notice of the Hearing Panel, both parties may provide to the Chair of the Hearing Panel a list of witnesses, if any, that they propose be called to testify and a brief description of each proposed witness's connection to and/or knowledge of the issues in dispute. Absent good cause, a party cannot include a witness on the party's pre-hearing witness list unless the witness was identified during the investigation. The Hearing Panel reserves the right to call relevant witnesses who may not have been included on a party's witness list.

Notice of the Hearing: Not less than 5 days but not more than 10 days after delivery of the notice of the initial composition of the Hearing Panel, the Chair of the Hearing Panel will provide a separate notice to the complainant, respondent, and any other witnesses whose testimony the Hearing Panel deems relevant, requesting such individuals to appear at the hearing to determine responsibility. The notice should set forth the date, time, and location for the individual's requested presence. The Hearing Panel shall provide, in its notice to the parties, the names of the witnesses that the Hearing Panel plans to call. The hearing shall be conducted promptly but no sooner than 10 calendar days after release of the investigative report.

Failure to Appear: If any party fails to appear at the hearing if requested to do so, and such party was provided notice of the hearing as set forth above, then absent extenuating circumstances, the Hearing Panel will proceed to determine the resolution of the complaint. As explained below, a party's failure to appear may impact the Hearing Panel's consideration and weight given to the non-appearing party's version of events based on another source, such as the formal complaint or a prior statement.

Option for Virtual or Separate Presence: Live hearings may be conducted with either all parties present in the same geographic location or, at the College's discretion, any or all parties and witnesses may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. Either party may request not to be in the same room as the other party. If any party makes such

a request, then both parties will be required to attend the hearing from a location or room different from where the Hearing Panel is sitting. If the hearing is virtual, or there is a request for separate rooms at a physical location, the College will ensure that all participants are able to simultaneously see and hear the party or witness answering questions. Instructions will be provided for accessibility prior to the hearing date.

Recordings: An audio or audio-visual recording will be created of the live hearing and will be made available for inspection and review at any party's request.

Advisor's Role at Hearing: The complainant and respondent may be accompanied by an advisor during the hearing to determine responsibility. A party must identify his or her advisor (if any) at least 5 days prior to the hearing. The advisor's role at the hearing shall consist of (1) providing private advice to the party he/she is supporting and (2) questioning the opposing party and other witnesses. The advisor can be anyone, including an attorney. A party may arrange for the party's advisor of choice to attend the hearing at the party's own expense. Alternatively, the College will select and provide an advisor to assist a party at the hearing to determine responsibility, without fee or charge, upon request. In either scenario, the advisor may only participate in the hearing to the extent allowed under this policy. A party who wants an advisor to be provided by the College should notify the Title IX Coordinator at least 15 days after the filing or receipt of the formal complaint.

Evidentiary Matters and Procedure: The parties, through their advisors, shall have an equal opportunity to question the opposing party and other witnesses, including fact and expert witnesses, and present other inculpatory or exculpatory evidence. Formal rules of evidence will not be observed during the hearing. The Hearing Panel will conduct the initial questioning of witnesses prior to the questioning by an advisor. The Chair of the Hearing Panel (acting alone or in consultation with other panelists) will make all determinations regarding the order of witnesses, relevancy of questions, and the evidence to be considered or excluded during the hearing and decision-making process. The Hearing Panel may, in its discretion, choose to call the Investigator for the purpose of providing an overview of the investigation and findings.

Witness Examinations by the Parties: Each party's advisor is permitted to question the opposing party and the other witnesses, so long as the questions are relevant and not duplicative of the questions posed by the Hearing Panel. The questions may include challenges to credibility. No other questioning or speaking participation by an advisor will be allowed. A party may not examine a party or witness directly; rather, a party must utilize the services of an advisor for the purpose of posing questions to another party or witness. A party not represented by an advisor may, however, submit a list of proposed questions to the Chair of the Hearing Panel and ask that the questions be posed to the opposing party or witness.

The decision-maker(s) cannot draw an inference about responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. In a circumstance where a party or witness does not participate in a hearing, the panel should weigh the facts and circumstances in determining whether to consider, and what weight to assign, any statements furnished outside the hearing process.

The Chair of the Hearing Panel will make determinations regarding relevancy of questions before a party or witness answers. If a determination is made to exclude the question based on relevancy, the Panel Chair will provide an explanation of why the question was deemed irrelevant and excluded.

The Panel Chair may disallow the attendance of any advisor if, in the discretion of the Panel Chair, such person's presence becomes disruptive or obstructive to the hearing or otherwise warrants removal. Advisors will not be permitted to badger or question the opposing party or any witness in an abusive or threatening manner. Absent accommodation for a disability, the parties may not be accompanied by any other individual during the hearing process except as set forth in this policy. College officials may seek advice from the College's Office of General Counsel on questions of law, policy, and procedure at any time during the process.

Prior Sexual Conduct: Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Confidentiality and Disclosure. To comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the grievance process is not open to the general public. Accordingly, documents prepared in anticipation of the hearing (including the formal complaint, investigative report, evidentiary materials, notices, and prehearing submissions), recordings of the hearing, and documents, testimony, or other information used at the hearing may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

Decision of the Panel and Standard of Evidence: Following the conclusion of the hearing, the Hearing Panel will confer and determine whether the evidence establishes that it is more likely than not that the respondent committed a violation of this policy. In other words, the standard of proof will be the preponderance of the evidence. This standard applies to complaints against both students and employees. In reaching the determination, the Hearing Panel will objectively and thoroughly evaluate all relevant evidence, both inculpatory and exculpatory, and reach an independent decision, without deference to the investigative report. The determination of responsibility shall be made by majority vote.

Written Determination of Responsibility: As soon as practicable following the hearing (and ordinarily within 10 days thereafter), the Panel Chair shall complete a report of the decision-maker's findings. The Panel Chair will send simultaneous notification of the decision to both parties and their advisors, where applicable, with the following information:

- Identification of the allegations potentially constituting sexual harassment under the policy
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence and the hearing held
- Findings of fact that support the determination
- Conclusions regarding the application of the College's conduct standards to the facts
- A statement and rationale for the result as to each allegation, including a determination as to responsibility using the preponderance of the evidence standard
- Any disciplinary sanctions imposed on respondent
- Whether any remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant (description of remedies is not included)
- Procedures and permissible bases for the parties to appeal

Sanctions: If the Hearing Panel determines that more likely than not the respondent committed a violation of this policy, then the Hearing Panel will determine sanctions and give consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation. Sanctions for a finding of responsibility will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this policy, or both. The range of potential sanctions is set forth in the definitions section of this policy.

Ordinarily, sanctions will not be imposed until the resolution of any timely appeal under this policy. However, if it is deemed necessary to protect the welfare of the victim or the College community, the Hearing Panel may recommend to the decision-maker on appeal that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.

Remedies: Where a determination is made that the respondent was responsible for sexual harassment, the Hearing Panel will determine any final remedies to be provided to the complainant, if any, and the Title IX Coordinator will communicate such decision to the complainant and the respondent to the extent

that it affects him/her. Remedies must be provided in all instances in which a determination of responsibility for sexual harassment has been made against the respondent. Remedies must be designed to restore or preserve equal access to the College's education program or activity. Such remedies may include the same individualized services described above as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

No Retaliation: The Title IX Coordinator will take steps to prevent any harassment of or retaliation against the complainant, the respondent, or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, and providing training for the campus community.

APPEALS

Procedure for Appeals: Both the complainant and the respondent may appeal from (1) the Title IX Coordinator's dismissal of a formal complaint or any allegations therein or (2) the Hearing Panel's determination. The appeal should be submitted in writing to the Title IX Coordinator within 5 days of receipt of the Hearing Panel's decision. The Title IX Coordinator will forward the appeal to the Chancellor. The appeal will be decided based on the written record and without deference to the decision of the Hearing Panel.

The Chancellor or his/her designee will decide the appeal. The Chancellor or designee shall make any decisions concerning appellate jurisdiction under the permissible grounds for appeal described below.

The party appealing may use the Appeal Form or the party may submit his/her own written and signed document. Acceptable means of notification include email, facsimile, hand-delivered notification, or postal delivery. The Title IX Coordinator will promptly inform the other party of the appeal.

Grounds for Appeal: The appeal from the decision of the Hearing Panel must be for one of the following reasons: (1) a procedural irregularity that affected the outcome of the decision; (2) there is new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made and that could affect the outcome of the matter; or (3) the Title IX Coordinator, Investigator(s), or Panel Member(s) had a conflict of interest or bias for or against complainants or respondents in general or against an individual complainant or respondent that affected the outcome.

Responses: Within 5 days of receipt of the appeal, the other party may submit a written statement in response to the appeal and which supports or challenges the dismissal or determination. The response should be submitted to the Title IX Coordinator, who shall provide a copy to the decision-maker and the appealing party.

Decision on Appeal: As soon as practicable after receiving the parties' written submissions (and ordinarily within approximately 10 days), the Chancellor (or designee) will issue a written decision describing the result of the appeal and the rationale for the result. The decision on appeal may uphold the decision, modify it, or remand for further factual development. The decision-maker on appeal will concurrently notify the complainant and the respondent of the decision, with a written copy provided to the Title IX Coordinator.

Employees: All non-tenure track faculty and staff members of the College without term contracts are at-will employees who may be terminated at any time, with or without cause. With regard to such faculty and staff, nothing in this Policy shall create an expectation of continued employment with the College or be construed to prevent or delay the College from taking any disciplinary action deemed appropriate (including suspension and immediate termination of employment) for any violation of state law, federal law, UA Board Policy, or College policy.

TIME PERIODS

The College will make every reasonable effort to ensure that the investigation and resolution of a complaint occurs in as timely and efficient a manner as possible.

Any party may request an extension of any deadline by providing the Title IX Coordinator or his or her respective deputies with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request.

The Title IX Coordinator may also modify timelines in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, absence of an advisor, concurrent law enforcement activity, the need for language assistance or disability accommodation and/or other circumstances that may arise.

RETALIATION PROHIBITED

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. Part 106, or this policy, or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including changes against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sex discrimination or harassment, for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. Part 106, or this policy, constitutes retaliation. However, the exercise of rights protected under the First Amendment does not constitute retaliation.

FALSE REPORTS

Willfully making a false report of sexual harassment or submitting false information during these proceedings is a violation of College policy and is a serious offense. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith. Any person who willfully makes or participates in making a false or frivolous report of discrimination, harassment, retaliation or sexual misconduct will be subject to disciplinary action. False reporting may also violate state criminal statutes and civil defamation laws.

EXTERNAL REPORTING AGENCIES

Although complainants are encouraged to resolve their grievances related to discrimination by utilizing this Complaint/Grievance Procedure, they may have the right to file a complaint directly with the following agencies. Individuals who wish to file complaints with these external agencies should make contact as soon as possible and verify any applicable time limits and deadlines.

Office of Civil Rights (OCR)
U.S. Department of Education
1999 Bryan St., Suite 1620
Dallas, TX 75201-6810
Toll Free: 1-800-421-3481
Telephone: 214-661-9600
Fax: 214-661-9587
Email: OCR.Dallas@ed.gov

NSF Grantees Only
National Science Foundation
Office of Diversity and Inclusion
2415 Eisenhower Ave.
Alexandria, VA 22314
Telephone: 703-292-8020
Fax: 703-292-9072
Email: programcomplaints@nsf.gov

EFFECTIVE DATE

The College reserves the right to make changes and amendments to this Policy as needed, with

appropriate notice to the campus community. However, the Policy in force at the time that a Complaint is filed will be the Policy used throughout the investigation, hearing, and any appeals.

RETENTION OF RECORDS

For a period of at least seven years, the College will maintain the records of:

- Each sexual harassment investigation, including any determination regarding responsibility, any recordings or transcripts, disciplinary sanctions, and remedies provided to the complainant
- Any appeal and the result therefrom
- Any informal resolution and the result therefrom
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These materials will be made publicly available on the College's website.
- Records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, along with documentation of the College's bases for its conclusion that its response was not deliberately indifferent.

Documentation pertaining to terminations, expulsions or educational sanctions may be retained indefinitely.

DEFINITIONS

Complainant: Any individual who is alleged to be the victim of conduct that could constitute sexual harassment. At the time of the filing of a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed. Any person may report sex discrimination, including harassment, whether or not the person reporting is the person alleged to be the victim of discrimination or harassment.

Consent: Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, if those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. If coercion, intimidation, threats, or physical force are used, there is no consent.

If a person is mentally or physically incapacitated so that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. Incapacitation can be due to alcohol or drugs or being asleep or unconscious. This policy also covers incapacity due to mental disability, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Brundage, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

Use of alcohol or other drugs will never function as a defense to a violation of this policy. An individual violates this policy if the individual initiates and engages in sexual activity with someone who is incapacitated, and (1) the individual knew the other person was incapacitated, or (2) a sober reasonable person under similar circumstances as the person initiating the sexual activity would have known the other person was incapacitated.

There is also no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation, and coercion that overcome resistance or produce consent.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior

based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Under Arkansas law, the age of consent varies with the degrees of assault, the age of the actor, and the relationship of the actor to the other party. For specific information, please refer to Arkansas statutes (e.g., Arkansas Code Annotated § 5-14-125, Sexual Assault in the Second Degree).

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. In addition, previous relationships or prior consent cannot imply consent to future sexual acts.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such relationship is determined based on consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Days: Refers to working days, rather than calendar days, unless otherwise specified.

Domestic Violence: The term includes felony or misdemeanor crimes of violence committed by a current spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Arkansas, or by any other person against an adult or youth victim who is protected from that person's acts under the laws of Arkansas. Under the Arkansas law on domestic abuse, "family or household members" means spouses, former spouses, parents and children, persons related by blood within the fourth degree of consanguinity, in-laws, any children residing in the household, persons who presently or in the past have resided or cohabitated together, persons who have or have had a child in common, and persons who are presently or in the past have been in a dating relationship together.

Education Program or Activity: Includes locations, events, or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by an officially recognized student organization.

Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment. The phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the College) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Party: The complainant or respondent.

Preponderance of the Evidence: A standard of proof where the conclusion is based on facts that are more likely true than not.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sanctions: The determination of sanctions to be imposed against a respondent who is found to have been responsible for violating this policy will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both. Sanctions against students may include, without limitation, expulsion or suspension from the College, disciplinary probation, expulsion from campus housing, mandated counseling, and/or educational sanctions. Sanctions against employees and other non-students may include, without limitation, a written reprimand, disciplinary probation, suspension,

termination, demotion, reassignment, revision of job duties, reduction in pay, exclusion from campus or particular activities, and/or educational sanctions deemed appropriate.

Sexual Assault: The term "sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. A nonforcible sex offense includes incest (i.e., the nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law) and statutory rape (i.e., nonforcible sexual intercourse with a person who is under the statutory age of consent). A forcible sex offense is any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent. A forcible sex offense includes:

- Forcible rape: the penetration, no matter how slight, of the vagina or anus with any part of the body or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Forcible sodomy: Oral or sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity;
- Sexual assault with an object: Using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent or physical incapacity.
- Forcible fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent or physical incapacity.

Sexual Harassment: Sexual harassment is conduct on the basis of sex constituting one of the following:

- (1) An employee of the College conditioning the provision of an aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's educational programs or activities; or
- (3) Any of the following:
 - a. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v) and this policy
 - b. "Dating violence" as defined in 34 U.S.C. 12291(a)(10) and this policy
 - c. "Domestic violence" as defined in 34 U.S.C. 12291(a)(8) and this policy
 - d. "Stalking" as defined in 34 U.S.C. 12291(a)(30) and this policy

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

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without a fee or charge to the complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment or deter sexual harassment.

Policy 1568: Policy and Procedure on Non-Title IX Complaints of Discrimination and Harassment

ADOPTED August

03, 2020

I. Policy Statement

The University of Arkansas at Community College at Hope-Texarkana is committed to providing an

environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination. Such an environment is necessary to a healthy learning, working, and living atmosphere. The College expects students, applicants for admission, employees, applicants for employment, affiliates, subcontractors, on-site contractual staff, community members, and visitors to uphold the College's commitment to nondiscrimination and harassment by conducting themselves in manner that is appropriate and consistent with this policy. Accordingly, all acts of discrimination, harassment, and retaliation are prohibited. The College will take prompt and equitable action in response to complaints about such conduct.

II. Policy Scope and Relationship to Title IX

"Discrimination" under this policy refers to action or conduct that (1) is based on race, color, sex, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability, gender identity, sexual orientation, or genetic information and (2) materially affects a term or condition of an individual's employment, education, living environment, or participation in a program or activity.

"Harassment" under this policy means detrimental action or a course of conduct that is based on one of the foregoing categories and that is sufficiently serious (i.e., severe and/or pervasive) and objectively offensive to deny or limit a person's ability to participate in or benefit from the College's programs, services, opportunities, or activities or when such conduct has the purpose or effect of unreasonably interfering with an individual's employment.

Reports and complaints regarding sexual harassment, sexual assault, relationship violence, stalking, and similar conduct should first be made to the Title IX Coordinator under the College's separate policy on sexual assault and harassment. Other forms of discrimination and harassment may be the subject of an initial complaint under this policy. In addition, this policy may be used to address complaints of sexual harassment or assault that may negatively affect the campus community but are dismissed by the Title IX Coordinator based on lack of jurisdiction. In such situations, the appropriate office will have discretion on whether to commence an investigation under this policy.

III. Offices Hearing Complaints

The Department of Human Resources is responsible for investigating complaints of discrimination and harassment against faculty, staff, and administrative employees. The Office of the Dean of Students is responsible for investigating complaints of harassment and discrimination against students. A complaint to the appropriate office, using the Complaint Form, should be made within 30 days of the act of discrimination or harassment. The time limit may be waived or extended by the Department of Human Resources or the Office of the Dean of Students if good cause is demonstrated.

IV. Investigation

After receiving the complaint, the appropriate office will explore whether the matter can be resolved informally, without disciplinary action or a finding that discrimination or harassment has occurred. If the issue can be resolved informally, no further action will be taken.

If the complaining party chooses to proceed with a formal complaint, the individual against whom the complaint is filed (i.e., the "respondent") will be instructed to provide a written response to the allegations within 5 working days of the request. The matter will then be investigated promptly.

At the conclusion of the investigation, the investigating office will issue a written determination of responsibility and provide the decision to the complaint and respondent. The determination shall also identify any sanctions or remedies that the investigator believes should be imposed. In the case of employee-respondents, the proposed sanctions and remedies shall serve as a nonbinding recommendation to the appropriate campus administrator.

The institution reserves the right to address, as an administrative matter, conduct that does not constitute a violation of this policy, but nevertheless is inappropriate in a professional work or educational environment.

V. Appeal

If a student-respondent is dissatisfied with the decision, the respondent may request that the Dean of Students convene a hearing. The request for a hearing must be made within 5 working days of the decision.

After receiving the request, the Dean of Students will promptly schedule a hearing that generally follows the procedures used for cases of student misconduct.

If an employee-respondent is dissatisfied with the decision, the respondent may appeal the matter to the Chancellor or his/her designee. A respondent who chooses to appeal must, within 5 working days of receiving the decision, deliver a written statement to the Chancellor or designee that concisely explains why the decision should be overturned or modified. The Chancellor or his/her designee may elect to convene a committee to review the allegations, consider the evidence, and make a recommendation; alternatively, the Chancellor or designee may decide the matter in the absence of a committee. The final decision shall be rendered as soon as practicable and ordinarily no later than 10 working days after receiving the written appeal.

VI. Retaliation

It is a violation of this policy to take an action against an individual because that person has opposed any practices forbidden by this policy or because that person has filed a complaint, testified, assisted, or participated in an investigation or proceeding under this policy. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's opposition, complaint, or participation. Adverse action is retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

VII. Confidentiality

The College requests confidentiality from all parties and witnesses involved in an investigation. During an investigation, it may be necessary for the investigator to provide details to individuals with a legitimate need to know about the allegations. This may include: (1) information provided to respondents to allow them to fully respond to the allegations, (2) information provided to witnesses or other people with whom investigators communicate in order to obtain or verify information; (3) where appropriate, information provided to management during or following an investigation to allow any necessary actions to be taken. In addition, the identity of the investigation participants and the details of the investigation may become known for reasons outside the control of the investigator.

VIII. False Reports

Willfully making a false report of discrimination (including discriminatory harassment) is a violation of College policy and is a serious offense. Any person who willfully makes or participates in making a false report under this policy may be subject to disciplinary action up to and including termination or expulsion.

IX. Training

All new employees should receive training on preventing, reporting, and addressing discrimination (including discriminatory harassment) within 30 days of beginning employment or enrollment. Employees must receive refresher training at least every two years.

X. EEOC and NSF Reporting

Although complainants are encouraged to resolve their grievances related to discrimination by utilizing this policy, they may have the right to file a complaint directly with the appropriate agency. The contact information for the EEOC and NSF are as follows:

Equal Employment Opportunity Commission (EEOC)
820 Louisiana St., Suite 200
Little Rock, AR 72201
Toll Free: 1-800-669-4000
Telephone: 501-324-5060
TTY: 800-669-6820
Fax: 501-324-5991

National Science Foundation (NSF)
Office of Diversity and Inclusion
2415 Eisenhower Ave.
Alexandria, VA 22314

Telephone: 703-292-8020
Fax: 703-292-9072
Email: programcomplaints@nsf.gov

Policy 1569: UAHT Policy on Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as instructor and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

Students are particularly vulnerable to the unequal institutional power inherent in the teacher-student relationship and the potential for coercion, because of their age and relative lack of maturity. Therefore, no teacher or staff member shall have a sexual or amorous relationship with any student, regardless of whether the teacher currently exercises or expects to have any pedagogical or supervisory responsibilities over that student.

In situations where a consensual romantic or sexual relationship occurs between employees where one party maintains a direct supervisory or evaluative role over the other party, those relationships must be reported to their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Should the moving of the employee cause undue hardship on other employees or divisions, the parties involved in the consensual relationship may be terminated. It is known that the existence of a preexisting marriage or consensual relationship may occur from time to time with students, teachers, and employees. This policy is not intended to discourage applications of employment or enrollment with UAHT. Such relationships must be reported appropriately to their supervisor.

Policy implemented March 31, 2023.

Policy 1570: Smoking Policy

In accordance with *ACT 734- Clean Air on Campus Act of 2009*, UAHT Campus* and related property is completely smoke-free. The term "campus" is all inclusive, meaning all college property owned or operated by UAHT. The Office of the Chancellor interprets the statutory language to prohibit smoking on or in college real property and personal property, including buildings, grounds and automobiles. Use of tobacco in all forms and E-Cigarettes campus-wide, including classrooms, labs, campus buildings, and at all class-related activities.

Enforcement: UAHT requires all employees, students and guests to strictly follow Act 734 and the UAHT Implementation Procedure. While enforcement is the responsibility of the UAHT Campus Police. However, violations may be reported to any UAHT employee who shall promptly report the same to the UAHT Campus Police.

Policy 1572: Use of Intoxicants

No employee, student, or guest may bring onto the campus or use on the campus or at any college student activity any intoxicant or harmful or illegal drugs, nor appear on campus under the influence of such. A violation of this rule is grounds for dismissal, disqualification, or eviction.

Policy 1575: Drug-Free Workplace

It is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the school/workplace is prohibited. Any student/employee violating this policy is subject to discipline up to and including expulsion or termination. The specifics of this policy are as follows:

The term "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations.

Each employee is required by law to inform the institution within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the agency's premises. A conviction means finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.

- The College must notify the U.S. Government agency within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
- If any employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the institution may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
- As a condition of employment the law requires all employees to abide by this policy. Counseling and drug treatment programs are available for students/employees.

Policy 1578: Personnel Records

Personnel records at the University of Arkansas Hope-Texarkana are handled in accordance with the existing state laws concerning public access and personal privacy. Any request to review a personnel record must be made in writing and delivered to the HR Officer. Such records are available within the context of the law, as soon as reasonably possible but no later than three (3) working days of receipt of the request. The individual whose record is reviewed will be notified prior to the release of that record. Any material which is protected by federal or state law or regulation will be removed from the record before being produced and held confidential.

Policy 1585: Appointment/Renewal and Non-renewal/Non-Reappointment of Administrative/Faculty/Professional Non-Faculty Employees

Appointment

An appointment is employment by written notice by the Chancellor of an individual in a given capacity for a specified time period. Appointments do not exceed one year. An appointment is valid only when the appointment form is approved by the Chancellor and is signed by the individual being appointed and returned to the specified official by the specified time.

Non-Reappointment

Non-reappointment means that an employee is not offered a next successive letter of appointment at the end of a stated employment period. It is affected by a written notice sent in compliance with the time limits of this policy.

Persons whose performance is not considered satisfactory will be evaluated as early as possible. They will be given direct suggestions as to how their performance falls short of institutional standards and how they can improve the quality of their work. The appropriate administrator will provide such consultation to the employee.

For appointments through June 30, 2018, termination for convenience is affected by giving written notice at least sixty (60) days in advance of the date the employment is to cease. Thereafter, termination for convenience is effected by giving written notice at least thirty (30) days in advance of the date the employment is to cease. [Language added 1/8/2019 in compliance with System Board Policy 405.4]

Employees paid by grants do not receive new letters of appointment until the grant awards are assured for the next fiscal period and may be non-renewed up until that time by the appropriate

Vice Chancellor. The actual date varies as the grant periods vary.

The individual, upon being notified that he or she will not be reappointed, may request an interview within ten (10) working days after receipt of the notice with the Chancellor. The Chancellor will, within ten working days make the final decision on the request that the decision be reconsidered. Deans, Vice Chancellors and Supervisors may be requested to participate in their individual capacities in the interview.

If the individual does not request an interview within the time limit stated above after receipt of notification of non-reappointment, the matter is considered closed.

Policy 1587: Resignations of Employment

UA SYSTEM POLICY 405.3

A faculty or staff member has a duty to give early notice of his or her resignation, including the proposed effective date of the resignation. Generally, notice should be given in written or electronic form to the individual's supervisor or to the administrative head of the department to which the individual is assigned. If notice is given verbally, the individual's supervisor or the administrative head of the department to which the individual is assigned should, as soon as practical, send a written communication to the individual acknowledging receipt of the verbal notice. The supervisor or administrative head shall give a formal response to the notice (either an acceptance or rejection) to the employee within five (5) working days of receipt of the notice of resignation. When the written acceptance of the resignation is forwarded to the individual submitting his/her resignation, the resignation becomes final.

Each campus, division or unit is responsible for establishing an appropriate process consistent with this policy for the acceptance or rejection of the resignation.

UAHT adopted UASP 405.3 on September 14, 2018

Policy 1590: Personal Appearance

Personal appearance must be appropriate to the job assignment and location. While at work, College employees are expected to dress in a manner that reflects the image of a professional. UAHT expects all employees to use good judgment and discretion in their dress and appearance.

Policy 1595: Classified Employment, Work Schedules and Evaluation

Classified Employment

Classified personnel administration is in accordance with Arkansas state laws, regulations, and guidelines provided by the State Office of Personnel Management. The number and grade of the various classified positions allocated to the College is provided by legislative act for each biennial period. Salaries for classified employees are governed by the provisions of the Uniform Classification and Compensation Act and the Higher Education Employee Classification Act.

The Chancellor is responsible for compliance with state laws, acts, and regulations governing the administration of classified personnel and is authorized to appoint, assign, transfer, suspend, promote, or dismiss classified employees within the established regulations. Specific job duties and responsibilities for classified employees must conform to job specifications and titles as prescribed by the State Office of Personnel Management.

Classified Staff Work Schedules

[Effective January 2, 2018]

College departments/offices are open 8:00 a.m. to 5:00 p.m. These hours are the normal work schedule for employees. Employees receive a one-hour lunch break scheduled with the approval of their supervisor. Special events and departments with extended hours (Hempstead Hall and Security are two examples) may require special schedules which are set by the supervisors of those departments with approval by the appropriate Vice Chancellor. Alternate schedules must be approved by the Chancellor or

designated representative. If an employee must miss work for any reason, the employee is responsible for notifying their immediate supervisor as soon as possible but no later than within the first hour of their regularly scheduled time for reporting to work. If the employee does not notify the supervisor of the absence, or have someone notify the supervisor, if unable to do so, the absence will be considered unauthorized and may result in disciplinary action. (See policy #1541.)

Classified Staff Evaluation

Arkansas State Legislative Act 101 of 1985 mandates the implementation of a performance evaluation system for all classified employees. The Chancellor is responsible for compliance with all state regulations and guidelines as published by the Arkansas Department of Higher Education, regarding the evaluation of classified employees. Staff evaluations are conducted annually.

Employment Periods

All classified staff employees (at-will positions) of the University, whether full-time, part-time, extra help or otherwise may be terminated at any time or be dismissed for cause under University procedures. Termination is effected through the giving of a notice, in writing, of that action at least thirty days in advance of the date the employment is to cease. (Board Policy 405.4.3)

Policy 1596: Working Remotely 8 ,2022

UAHT Policy Adopted March

Eligibility and Approval

All jobs are not suitable for a remote work arrangement. This policy addresses work arrangements whereby some or all work can be performed from an off-site location. The policy outlines who can work remotely or from home, how they should go about doing the work, what is expected of them, how their work will be measured, what support is available to them and the legal rights and responsibilities as remote employees.

Employees are eligible to work from home or remotely only if their job duties permit it without disrupting UAHT operations. Remote work considerations include but are not limited to the nature of the employee's job, cybersecurity or data privacy concerns, collaboration difficulties, organizational needs, equipment, or software factors outside of the institution, and internet connection. An employee may be eligible to work remotely if, among other factors, the employee's duties can be met through basic hardware and software considerations, if the employee has demonstrated sustained productivity and the ability to work independently, if UAHT anticipates that the employee can maintain the expected quantity and quality of work and if the employee's supervisor will be able to effectively monitor the employee's performance. No employee will be eligible for remote work if they employee has received a disciplinary action within the last three (3) years has demonstrated attendance problem or documented poor performance. Prior to receiving approval to work remotely, the employee and the employee's supervisor must develop an acceptable work plan that includes details regarding specific job performance goals, schedules, and deadlines. Approval to work remotely is determined based on institutional and organizational needs and the ability to serve internal and external customers with the same efficiency and effectiveness of being on-site. Approval to work remotely must be in writing, approved, and signed by a senior supervisor and a direct-level cabinet member. Approval to work from any work location outside the State of Arkansas must be in coordination with the Human Resource manager. This does not apply to remote work conducted in connection with ordinary business or vacation travel. Approval to work remotely is made on a revocable basis and will be reviewed periodically (at least annually) by the relevant supervisor, and a decision to discontinue the remote work arrangement can be made by UAHT at any time and for any reason.

Employee Responsibility

Employees working remotely must report at the end of each day the work activities that they performed grouped by time blocks ranging from 30 minutes to two (2) hours. Reports are saved in employee's personnel file for auditing purposes. Employees who record time in Workday must use the time clock in Workday when working remotely. Remote work employees use the 8-hour workday schedule. Employees must follow the work schedule, meet deadlines, and uphold high-quality standards. A general expectation

is that the employee will effectively accomplish the regular job duties. Failure to meet job expectations may lead to disciplinary action.

Performance is measured by focusing on the same metrics that apply to work done in the office. Employees are to be online and/or accessible during the 8-hour workday schedule. Correspondence from coworkers and students must be answered as quickly as possible.

While working remotely, employees must adhere to all institutional policies and practices. Institutional policies regarding conduct, confidentiality, and other institutional conditions and requirements apply regardless of location. Securing data and institutional information remotely should be of the utmost concern. All confidentiality agreements or requirements are in effect and any breaches in security protocol will lead to strict disciplinary action.

Maintenance of UAHT-owned equipment, including computers, is performed only by a UAHT authorized technician. Employees are responsible for institutionally owned equipment, including transporting equipment to designated locations. Employees working remotely are responsible for ensuring that they have adequate technology connectivity to perform all work required.

If an employee is unable to work effectively remotely for any reason (e.g., internet connection is down, cellular phone reception is unavailable or weak, construction, distractions, etc. impacting the employee's ability to work effectively and efficiently) the employee must notify their supervisor and make up the lost time, take time off, or temporarily relocate to another location.

Institutional Responsibility

No changes are made to an employee's salary during remote work. Employees working remotely remain eligible for promotion and for professional and skills development training and programs. Employees working remotely receive full company benefits, including health insurance and worker's compensation for job-related injuries that occur in the course and scope of employment. Worker's compensation does not apply to non-job-related injuries that might occur in or outside the remote location or for incidents that occur outside of work hours. It is the employee's responsibility to have a safe and secure location to work remotely and to report any job-related injuries to their supervisor as soon as possible and seek treatment from authorized medical care providers.

In compliance with the Fair Labor Standards Act, UAHT compensates non-exempt employees for time spent performing work remotely. A non-exempt employee who is working remotely **may not** work overtime (more than 40 hours in a workweek) without prior authorization from the employee's supervisor. Non-exempt employees are required to report any work completed outside the time-keeping system that exceeds then (10) minutes to his or her supervisor. UAHT complies with the Fair Labor Standards Act guidelines for overtime pay for remote work for non-exempt workers.

Supervisors are responsible for reviewing requests for working remotely on an equitable basis to employees with similar job duties. Supervisors may consider individual factors in considering whether working remotely is appropriate.

Supervisors may periodically review working remotely arrangements to verify that benefits to the employee do not disrupt campus operations or put an undue burden on other team members. Supervisors are responsible for measuring remote work to monitor accountability, collaboration, communication, and time management.

I. LEAVE

Policy 1610: Family and Medical Leave

The University of Arkansas Hope-Texarkana is covered by the federal Family and Medical Leave Act (FMLA) of 1993, which entitles "eligible" employees to a total of twelve (12) work weeks of leave during any 12-

month period for one of the following reasons:

Parental Leave

- The birth of a son or daughter, and to care for the newborn child [must be taken within twelve (12) months of the birth];
- The placement with the employee of a son or daughter for adoption or foster care [must be taken within twelve (12) months of the adoption or placement in foster care];

Medical Leave

- The care of the employee's spouse, son*, daughter*, or parent with a serious health condition; and
- A serious health condition that makes the employee unable to perform the functions of the employee's job

**Children must be either under the age of eighteen (18), or age eighteen (18) or older and "incapable of self-care" because of mental or physical disability.*

Eligibility

To be eligible for leave, an employee must have been employed by UAHT for at least twelve (12) months and have worked at last 1,250 hours during the twelve (12) month period immediately preceding the commencement of leave.

Spouses who are both employed by the College are entitled to a total of twelve (12) weeks of leave – rather than twelve (12) weeks each – for the birth or adoption of a child or for the care of a sick parent. However, each spouse would be entitled to twelve (12) weeks for their own serious health condition or the care of a child or spouse. Each employee is entitled to FMLA for the care of his/her own parent only. Nevertheless, the husband and wife are limited to a combined total of twelve (12) weeks for this purpose regardless of which parent or the number of parents involved.

Notice of Leave

Anyone requesting a leave of absence covered under FMLA should contact his or her supervisor and the HR Officer and complete the proper leave request forms. Where the need for leave is foreseeable, the request must be submitted at least thirty (30) days prior to the requested beginning of a leave of absence. Failure to give at least thirty (30) days' notice of foreseeable need for a leave of absence may delay the start of such leave until thirty (30) days after the date the notice is received by the College.

If the need for a leave is not foreseeable, the employee must provide at least verbal notification to his/her supervisor within three (3) days of learning of the need for leave. In such an event, the employee must submit a written request for leave to the Office of Human Resources as soon as practicable after giving verbal notice.

Requests for FMLA must be supported by a certificate issued by a health care provider and contain the following information:

- The date on which the serious health condition commenced;
- The probable duration of the condition;
- The appropriate medical facts within the knowledge of the health care provider regarding the condition;
- If the leave is to care for a family member, the certification must contain a statement that the eligible employee is needed to care for the family member and the estimated time required. If the leave is due to the employee's illness, a statement that the employee is unable to perform the functions of the position must be included.

Note: If an employee submits a complete certification signed by a health care provider, the College may not request additional information from the employee's health care provider. However, a health care provider representing the employer may contact the employee's health care provider, with the employee's

permission, for purpose of clarification and authenticity of the medical certification. UAHT reserves the right to a second or third medical certification at the College's expense. UAHT further reserves the right to require re-certification of the continuance of a serious health condition at thirty (30) day intervals. Re-certification may also be required if:

- An employee requests an extension of leave;
- Circumstances described in the original certification have changed significantly;
- UAHT receives information that casts doubt upon the continuing validity of the certification; or
An employee is unable to return to work because of the continuation, recurrence, or onset of a serious health condition.

Intermittent Leave

Generally, FMLA leave is taken in a single block. Under certain circumstances, however, FMLA leave may be taken on an intermittent or reduced work schedule basis. A Parental Leave of Absence may be taken intermittently or on a reduced work schedule basis if the employee and the College can agree on the schedule requested by the employee.

A Medical Leave of Absence may be taken intermittently or on the reduced work schedule basis if the requesting employee produces the required certification that there is a medical need for a leave of absence and that the medical need is best accommodated through an intermittent leave or reduced work schedule.

If medical leave is requested on an intermittent or reduced work schedule basis, the College may, at the discretion of management, transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Any such transfer will be to a job that offers pay and benefits that are equivalent to those available in the employee's regular job.

FMLA Leave is Unpaid

Employees on approved FMLA leave of absence will be required to use any earned, unused vacation and sick days during the approved leave of absence. All employees on approved FMLA leave of absence will not receive pay for lost time other than earned, unused vacation or sick days. Compensatory time off may not be counted as part of the twelve (12) week FMLA entitlement. However, an employee may request to use his/her compensatory time for an FMLA reason.

Return to Work

An employee returning from a leave taken because of his/her own health condition must provide certification from his/her health-care provider that he/she is able to return to work. An employee on an approved leave of absence will have the right to return to his/her regular job provided he/she returns within ninety (90) days of the date on which the leave began. An employee has the right to request an extension not to exceed ninety (90) days after initial leave ceased. Requests must be received by the Office of Human Resources two weeks prior to the initial leave end date.

Employees will not lose any seniority or other benefits that were accumulated before FMLA leave was taken. Employees will not, however, be entitled to discretionary raises, promotions, other benefits that become available during the period of leave. Any exception granted by the Chancellor becomes effective upon the employee's return to work. Benefit accruals, such as vacation, sick leave, or holiday benefits, and contributions to the employee's retirement plan will be suspended during leave and will resume upon return to active employment.

UAHT will not hold a position for an employee who does not return to work after the leave has expired, unless that employee has requested and has been granted an extension.

Exemption for Certain Employees: Salaried employees in the highest-paid ten percent (10%) of the College

workforce are not guaranteed job restoration if returning such employees to work would cause substantial and grievous economic injury to the College. However, these employees will still be entitled to continuation of health benefits throughout the leave period. UAHT will notify employees in writing at the time leave is requested or at such time as the College determines that the employee qualifies for this exemption. If the leave has already begun, the employee will be given the option of deciding whether or not to return to work after receiving the notice. An employee who will not be restored will remain an employee of UAHT during the duration of his/her leave.

Health Insurance Benefits

An employee on FMLA leave will continue medical insurance coverage at the College's expense. The employee will be responsible for payments of his/her voluntary insurance premium(s) on the same day such payment would be required if payment were made by payroll deduction. Where the need for a leave of absence is foreseeable, the employee will be asked to sign an agreement before the leave of absence begins that discloses the amount that the employee must remit on a timely basis to retain the coverage, and indicates that the employee understand his/her voluntary insurance premium payment obligations. If the FMLA leave is not foreseeable, this agreement must be signed as soon as possible after the leave begins.

An employee's failure to pay premiums within thirty (30) days of the due date for such premiums will result in the loss of his/her voluntary insurance coverage.

If an employee does not return to work at the end of an approved FMLA leave, he or she may be required to repay the College for the insurance premiums the College paid during the leave.

Policy 1611: Family and Medical Leave Act – Calculation of Leave [System Policy 425.2 effective July 1, 2020]

The Family and Medical Leave Act (FMLA)¹ enables eligible employees to take up to 12 work weeks of unpaid, job-protected leave within a 12-month period for specified family and medical reasons. As part of its strategic commitment to update and harmonize the leave program for faculty and staff at the various campuses, division and units ("campuses"), the University of Arkansas System is aligning the calculation of this 12-month time period among the system campuses to a "counting forward" 12-month period, measured from the date of the employee's first use of FMLA leave for a qualifying event. As allowed by law, some have been measuring leave by calculating leave measured backward from the first use of FMLA leave; others, have been using a fixed 12-month period, e.g. January 1 through December 31. The uniform, and for some new, method of calculating FMLA-qualifying leave, effective on July 1, 2020, will provide employees with greater transparency into the process and establish a more efficient method to administer leave.

This UASP fulfills the federal requirement to provide 60-days' notice of the change to all employees. In keeping with federal guidelines, any employee who takes FMLA between now and June 30, 2020, may do so using either the existing method for their campus or the "counting forward" method (if not already used), whichever method provides the greatest benefit to him or her. Employees who are currently on approved FMLA leave during the current fiscal year will continue through the end of the established FMLA period. No additional action needs to be taken unless additional FMLA leave is requested.

For more information, please see your human resource contact at your campus, division or unit.

Policy 1615: Holiday Schedule and Pay 2020

UAHT ADOPTS SYSTEM POLICY 435.1 July 13,

Holiday Scheduling

Each campus is responsible for scheduling 11 official holidays for each fiscal year. In the absence of an established holiday schedule, the following shall be recognized as the official holidays: Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Day, the Friday of Spring Break (in lieu of Presidents' Day/Daisy Gatson Bates Day), Memorial

Day and employees' birthdays. Subject to the Governor's approval, the Friday following Thanksgiving shall also be a holiday.

Winter Break

Because many campuses ordinarily close for the entire week between Christmas Eve and New Year's Day, employees will be charged annual leave for any days during that period not covered by regular holidays, deferred holidays or additional holidays declared by the governor. Deferred holidays are one or more of the traditional holidays referenced above that the campus has designated for use for other use (i.e. Friday of Spring Break, Fall Break and/or Winter Break).

At the discretion of each campus and subject to Section IV, university employees in non-exempt positions may work additional hours during the month of December, which maybe substituted for annual leave on those days when the university is officially closed, which are not covered by holidays. Specific instructions will be sent to employees and department leave representatives annually.

Holiday Leave Banked as Annual Leave (Workday)

Beginning July 1, 2020, when an employee is required to work a scheduled holiday the hours worked will be accrued as annual leave that will be charged when the leave is used. These hours will appear on an employee's leave report in their annual leave (vacation) total, and use of such hours should be scheduled in accordance with Section V. below.

Also, effective July 1, 2020, if a campus holiday schedule defers use of a traditional holiday such as Presidents' Day or employees' birthdays for other use (i.e. Friday of Spring Break, Fall Break and/or Winter Break), those deferred holidays will likewise accrue as annual leave and will appear on an employee's leave report in their annual leave total. Employees are responsible for not using accrued leave that is deferred under a campus holiday schedule in advance of its intended purpose. If an employee uses all annual leave, including banked holidays, before the scheduled campus holiday occurs, the employee will be required to take leave without pay and will not be authorized to work additional hours to make up time for those days. Subject to any other limits on leave pay-out, if an employee ends employment before the scheduled use of banked holiday leave occurs, the employee will be paid for the unused leave. Unused banked holidays will be included in the cumulative annual leave that can be carried forward at the end of each year.

Holidays Occurring on the Weekend

When a holiday (except December 25) occurs on a Saturday, the preceding Friday is observed; when December 25 occurs on a Saturday, the following Monday is observed. When a holiday (except December 24) occurs on a Sunday, the following Monday is observed; when December 24 occurs on a Sunday, the preceding Friday is observed.

Other Holiday Work

Employees who are assigned a work schedule that requires them to work on a regularly-scheduled holiday may be granted time off on another date that is convenient for them and the department. If the workload in the department makes it difficult to arrange an alternate day to observe a holiday, the employee may be paid for the holiday at his/her regular pay rate in accordance with provisions of the Fair Labor Standards Act.

Part-time Employees and Student Workers

UAHT MODIFIED POLICY ON November 8, 2022

Full-time employees are eligible to observe these holidays at full pay. Appointed employees who work less than full-time, but half-time or more, will receive holiday pay proportionate to the time worked. For example, for an employee that works half-time, holiday pay will be at a rate equivalent to four hours. To

receive holiday pay, employees must be in a paid status (not on leave without pay) on the employee's normally scheduled workday before the holiday and the normally scheduled workday after the holiday.

In the absence of different arrangements (see below) on the campus level, non-student, hourly employees who regularly work 20 or more hours per week are eligible for pay for university holidays at a rate proportionate to the number of hours the employee regularly works, provided the hourly employee works his/her scheduled day before and after the holiday.

In the absence of different arrangements on the campus level, student hourly workers are paid only for hours actually worked. An hourly worker is considered a student, and therefore not eligible for holiday pay, if the individual is taking six or more undergraduate credits or five or more graduate credits.

UAHT Different Arrangements

Part Time workers may be eligible for holiday pay if they meet the following criteria:

- Regularly work 20 or more hours per week on a regular schedule.
- Not employed in an adjunct or faculty/instructor type position.
- Not a student worker.
- Normally scheduled to work on the day in which a holiday falls.
- Actively works their normally scheduled workday and schedule prior to and immediately following the holiday.
- Will receive only the number of hours in holiday pay in which they are normally scheduled to work that day.

CLARIFICATION RELATED TO EMPLOYEES WHO ARE NOT ELIGIBLE AND DO NOT RECEIVE HOLIDAY PAY

Adjunct Instructors

Adjunct instructors/Nursing Clinical instructors do not receive holiday pay.

- The Adjunct instructor semester work schedule is in line with the semester work schedule of FT instructors and are not scheduled to work Holidays.
- Adjunct instructors who teach online, are not scheduled to work holidays.
- Federal and State holidays are nonscheduled work days for Adjunct instructors.

Adjunct Nursing Clinical Instructors

Adjunct Nursing Clinical instructors do not receive holiday pay.

- Clinical instructors are paid hourly and are at liberty to set their own instruction days each week to the benefit and convenience of the student(s) and are not required to work specific days and hours.
- Clinical instructors understand that the entire course (instruction hours) must be completed within a certain time frame.
- Clinical instructors understand they are not to schedule any instruction days on Federal and State holidays which corresponds with the Campus Calendar.

Work-Study Student Workers

Students employed via Federal Work-study are not eligible for Holiday Pay.

Religious Holidays

In instances where a religious holiday occurs outside of the published holiday schedule for the University, Supervisors shall make efforts to accommodate an employee's request to be away from work for religious holiday observances. However, nothing shall obligate the University to make accommodation if, in accommodating the request, it would result in undue hardship on the University.

Supervisors shall consider the following factors in accommodating religious holidays:

Whether the accommodation creates greater risks to health or safety; whether expenses to the University will increase by accommodating the request; whether meaningful work can be provided under the circumstances in which the employee will be working; and whether supervision can be provided if deemed necessary.

Religious holidays shall be accommodated by:

Adjusting the work schedule of the employee to the extent that it does not significantly impact the rights of other employee; or allowing the employee to exchange another holiday for the religious holiday. The unscheduled religious holiday and the substitute holiday shall occur in the same calendar year.

If the religious holiday cannot be accommodated by the above, the employee shall use vacation leave, or, if necessary and appropriate, unpaid leave. Authorization by the employee's supervisor must be granted in advance via the appropriate leave request procedures.

FACULTY PAY AND SALARY CONVERSIONS

The purpose of Faculty and Pay Salary Conversions is to establish pay options for to 11 -month employees and to set the method for salary conversion between nine months to 12 months, and compensation for summer employment. The following provisions are subject to Board of Trustees Policy 435.3, which addresses compensation for administrators with tenured academic appointments.

Nine- to 11 -month employees (on one-half time or greater appointments) may elect to have their annual salaries paid in 12 equal installments, provided that no monthly installments under such an agreement shall commence earlier than the first day of the month in which said employee begins work. An election of this nature must be made pursuant to policies applicable to each respective campus.

When the employment period of a faculty member is changed from nine months to 12 months, his/her 12-month salary will be 125 percent of his/her nine-month salary. When the employment period of a faculty member is changed from 12 months to nine months, his/her nine-month salary will be 80 percent of his/her 12-month salary.

Annual salary increases for all faculty personnel will be computed on a basis of employment and an adjustment will then be made for persons on 12-month appointment, using a factor of 1.25 on the increase.

Summer Employment

Employees may be compensated for summer work as follows:

- A. Employees may be compensated for teaching during the summer on a per course basis.
- B. Employees on nine-month appointments who are assigned additional summer employment may be compensated for any such employment (including any responsibilities for research, teaching or service) on a basis proportionate to their previous nine-month salary.
- C. Total compensation for summer employment may not exceed 33 1/3 percent of the previous nine-month salary and is subject to applicable line-item maximum restrictions.

Policy 435.1 Revised March 18, 2021
UAHT ADOPTED UASP 435.1 ON MARCH 30, 2021

Policy 1630: Annual Leave – Vacation

Classified employees who work twelve months and for a minimum of 1,000 hours per year in a regular salary position accrues annual leave. Full-time classified employees accrue leave at the rates shown in the timetable listed below. Employees who work less than full-time but more than 1,000 hours per year accrue annual leave in the same proportion as time worked. For example, employees who work half-time would receive half of the annual leave accrual shown on the following timetable.

Annual Leave Accrual Timetable

Years of Employment	Monthly	Annually
Through 3 Years	1 Day	12 Days
3 Through 5 Years	1 Day	2 15 Days
5 Through 12 Years	1 Day	4 18 Days
12 Through 20 Years	1 Day	6 21 Days
Over 20 Years	1 Day	7 22.5 Days

1. Through 3 years: Employees must have completed three (3) full years of employment before movement to the next higher accrual rate.
2. 3 through 5 years: Employees must have completed three (3) full years of employment and be starting their fourth (4th) year.
3. 5 through 12 years: Employees must have completed five (5) full years of employment and be starting their sixth (6th) year.
4. 12 through 20 years: Employees must have completed twelve (12) full years of employment and be starting their thirteenth (13th) year.
5. Over 20 years: Employees must have completed twenty (20) full years of employment and be starting their twenty first (21st) year.

Accrual rates will change on the first day of the month following eligibility for the next higher accrual rate.

All Annual Leave is cumulative; however, no employee shall have over 30 days (240 hours) accumulated on December 31st of each year. Accrued leave may exceed 30 days during the calendar year, but those days in excess of 30 will be forfeited if not used by December 31st of each year.

Years of employment may be continuous state employment or an accumulation of years of service when the employee was out of State service for a time. Effective July 1, 1975, prior service is established in completed years of service only. Service prior to July 1, 1975, will be established in completed years and months of service.

An employee may not earn annual leave when on leave without pay for ten (10) or more cumulative days within a calendar month.

An employee may request to use accrued annual leave at any time. Vice Chancellors or the Chancellor may grant the leave request at such time that will least interfere with the efficient operation of the College.

Annual leave is granted on the basis of work days, not calendar days. Non work days, such as holidays and weekends, are not charged as annual leave.

Annual leave must be earned before it can be used. Employees will accrue half their monthly accrual of annual leave if employed on the first (1st) working day of the month and work through the 15th of that month. Employees will accrue half their monthly accrual if employed on the 16th of the month and

work through the last working day of that month. (If the 16th falls on a weekend or holiday, accrual begins on the first (1st) working day, thereafter.) Annual leave will accrue biweekly.

Employees will not borrow from anticipated future accruals and may not use annual leave accrued by other employees.

The minimum annual leave amount an employee can use is one (1) hour. No smaller amounts shall be authorized or used.

Employees continue to earn annual leave at their normal accrual rate when on annual or sick leave. All compensatory time should be used before the use of annual leave. Employees transferring without a break in service, between State agencies and/or State supported institutions of higher education which are covered by these policies shall retain all accumulated annual leave.

Accumulation of compensatory time off may not exceed 240 hours. Compensatory time off must be taken prior to termination of employment. Termination date shall not be extended for the purpose of compensating in wages for unused time off.

Each unit must request authorization from the campus chief fiscal officer prior to paying overtime. An employee who is authorized to work overtime hours shall be paid at the rate of one and one-half times the employee's regular hourly rate for each hour of over-time work.

See Policy 1637 regarding payment of leave upon termination.

*UAHT adopted UASP 435.1 Holiday Pay and Schedule on June 29, 2016.
<http://www.uasys.edu/leadership/board-of-trustees/board-policies/>*

Policy 1631: Annual Leave for Academic and Other Non-classified Employees
UAHT ADOPTS SYSTEM POLICY

420.1

The purpose of this policy is to establish procedures for the accrual and use of annual leave, also called vacation leave, for academic and other non-classified employees at any campus, division or unit of the University of Arkansas System.

Accrual

General Rule: Except as provided in the Exceptions to the General Rule of this policy, eligible employees whose titles are listed in the appropriation acts as 12-month non-classified positions will receive 22.5 days of annual leave from the on-set of employment, earned at a rate of 15 hours per month of service, with accrual at the end of each month. While administrative duties cannot be limited to a five-day, 40-hour week, for purposes of annual leave the normal work week shall be considered Monday through Friday.

Exceptions to General Rule: Employees hired or transferred after June 30, 2021, into non-exempt, non-classified positions paying an hourly wage will accrue annual leave on the same basis and at the same rate as employees holding classified positions.^[1]

Employees holding non-classified positions for which annual leave accrual is addressed in special appropriation language will accrue leave on the basis and at the rate provided in the special appropriation language.

Eligibility

Except as provided in the Exceptions to General Rule of this policy, annual leave is granted to all non-classified, non-student employees on 12-month appointments of one-half time or more, with part-time employees earning leave in proportion to the time worked. An employee whose period of employment is

scheduled to be changed from a 12- month basis to a nine-month basis must take all accrued, unused vacation before the end of the 12-month period. An employment period shall not be extended for the purpose of paying an employee for unused vacation, and neither shall lump-sum terminal payment be made unless an employee terminates employment with the University.

Employees who are employed pursuant to employment contracts or appointment letters that exclude annual leave as a benefit are not eligible for annual leave. However, any such contract or appointment letter excluding annual leave must be either approved by the President or executed pursuant to a Chancellor-approved campus policy that specifically identifies the position categories that do not accrue leave.

Use of Annual Leave

Use of accrued annual leave may be requested by an employee at any time. The appropriate supervisor will grant the request when it will least interfere with the efficient operation of the department. Annual leave shall not be taken before it is accrued.

Annual Leave Carryover Limit

Annual leave is cumulative; however, no employee may have in excess of 30 days on December 31 of each year. During the calendar year accrued leave may exceed 30 days, but those days in excess of 30 will be lost if they are not used before December 31 of each year. An exception may be made when an end-of-year vacation is postponed for the convenience of the University. Any such exception must be approved by an appropriate University official.

Other Limitations

Annual leave may not be accumulated while an employee is on leave without pay or on catastrophic leave. Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the University, the amount due the employee or his or her estate from accrued annual leave or holiday leave, not to exceed 30 working days inclusive of holidays, shall be included in the final pay to the employee. No employee receiving such additional compensation shall return to University employment until the number of days for which he or she received additional compensation has expired.

Annual Leave for Graduate Study

Annual leave for graduate study may be granted to otherwise eligible employees under the following terms:

1. Accrued leave with pay may, if used for graduate study, be accumulated for two calendar years preceding the date of the leave if it is used by January 1 of the third year.
2. Permission to carry over such credit must be requested in writing by the employee and approved by the President in advance of the commencement of vacation accrual.

The President may approve a modified application of the regulation where circumstances warrant not to exceed the earned annual leave for two years.

Policy 420.2 Revised May 27, 2021

UAHT ADOPTED

UASP 420.1 ON MARCH 8, 2022

Policy 1635: Sick Leave Classified employees [System policy 420.3 amended May 21, 2020]

SICK LEAVE

Definition

Sick leave is a benefit available to University employees who are employed half-time or greater and on at least a nine-month appointment period. Paid sick leave is not granted as vacation leave and can be used only when: (1) the employee is unable to perform the employee's regular duties because of sickness or injury or (2) for treatment by or consultation with a licensed health care provider.

Sick leave may also be granted to employees due to the death or serious illness of a member of the employee's immediate family. Immediate family shall mean the employee's parent, sibling, spouse, child (including an adoptive child), grandparent, grandchild, in-law, or any individual acting as a parent or guardian of the employee. Serious illness for the purpose of this policy includes pregnancy- and maternity-related health conditions.

Requests for Sick Leave

An employee shall be required to furnish to his or her supervisor a certificate from an attending health care provider for five or more consecutive days of sick leave and may be required to furnish a certification for purposes of the Family and Medical Leave Act (FMLA) for a serious health condition that continues for three or more consecutive days. An employee may also be required to provide a medical certification for other absences under a campus, division or unit attendance policy reviewed by the Office of General Counsel. A certificate from a Christian Science practitioner listed in the Christian Science Journal may be submitted in lieu of a physician's certificate.

Each campus, division, or unit is authorized to establish and enforce policies requiring employees to make timely notification to supervisors in the event that unscheduled sick leave is required, and regarding return-to-work procedures.

Requests for sick leave shall be submitted in advance, unless the circumstances make this impracticable. In that event, a request for sick leave must be submitted within two days after the employee returns to work.

Sick Leave Accrual

An eligible, full-time (100%) employee accrues sick leave at the rate of eight hours for each complete month of service, up to a maximum annual carryover of 960 hours. Eligible employees working less than full time accrue sick leave in the same proportion to time worked.

Sick leave may not be accumulated during a leave without pay when such leave totals ten or more days within a calendar month.

When an employee is laid off due to budgetary reasons or curtailment of University activities and within six months again becomes an employee of the University, accrued sick leave may be restored to his/her credit.

Use of Accrued Sick Leave

General

Sick leave is granted on a basis of work days and not calendar days. It is deducted from the employee's accrued sick leave in increments of not less than one-fourth hour. Non- workdays such as weekends and holidays falling within a period of sick leave are not charged as sick leave.

Sick leave may be granted only for a period when the employee is in an appointed status. For the purpose of this policy, academic employees who are in pay status during the summer term will be considered to be in appointed status. For academic employees on less than a 12-month appointment, sick leave that begins during the Spring Semester shall not extend into the Summer Session and may resume in the Fall Semester if the employee is otherwise eligible for sick leave and has received a benefits eligible appointment for the Fall Semester.

Absence due to illness or disability, except in case of leave for pregnancy- or maternity- related health conditions, is charged first to sick leave, and next to any remaining available leave in the order dictated

by payroll procedures.

Worker's Compensation and FMLA

An employee who is absent from work due to a temporary occupational injury or illness and who is entitled to Worker's Compensation Benefits may, upon proper application, utilize their accrued sick leave as a supplement to Worker's Compensation so as to receive weekly benefits from both sources equal to but not in excess of their normal weekly pay at the time of the injury or onset of illness. This option, when exercised, will reduce the employee's accrued sick leave on a basis proportional to the sick leave pay being claimed. An employee receiving Worker's Compensation benefits for a permanent disability is also eligible to utilize accrued sick leave.

Sick leave shall run concurrently with leave taken under the Family and Medical Leave Act.

Maternity-Related Health Conditions

Sick leave may be taken for pregnancy- and maternity- related health conditions and will be treated as any other leave for sickness or disability except that: (1) no health care provider certification will be required for the first four weeks following the birth of the child, and (2) the employee taking leave for a pregnancy- or maternity- related health condition may elect to take leave of absence without pay without exhausting accumulated annual and sick leave. Upon return from leave the employee will be given the same or comparable position to the one occupied prior to the leave. The employee is expected to provide the employee's supervisor as much notice as possible prior to beginning leave for a pregnancy- or maternity-related health condition, and at least two weeks' notice prior to returning to work from pregnancy- or maternity- related leave. Both notices must be in writing.

Payment for Accrued Sick Leave at Retirement

In compliance with Arkansas Code 21-4-501, classified employees who retire from the University are eligible for payment of a portion of accrued sick leave in the employee's final pay. For the purpose of determining eligibility for accrued sick leave payout, classified employees whose employment is voluntarily terminated will be considered to have retired when: (1) as of the date of termination the sum of the employee's age and continuous years of service with the University is at least seventy (70) and immediately prior to termination the employee has completed ten (10) or more consecutive years of service with the University; (2) as of the date of termination the employee is age 65 or older and immediately prior to termination has completed five (5) or more consecutive years of service with the University; or (3) the employee has retired under an early retirement agreement approved by The Board of Trustees of the University of Arkansas.

Academic and non-classified employees who retire receive no payment or other compensation for accrued sick leave.

Temporary Provisions

1. This policy supersedes and replaces the sick leave policies set out in Board Policies 420.1 and 420.2.
2. The standard for determining eligibility for accrued sick leave payouts to Classified employees in Section V. of the policy is effective June 30, 2019.
3. Those 2-year campuses that currently pay academic and non-classified employees for accrued sick leave may continue doing so until June 30, 2019.
4. For those campuses with current practices not consistent with this Policy, the President may make individual exceptions, through December 31, 2019, for final pay of accrued sick leave for retiring employees.

Leave Policies for Academic and Other Non-Classified Personnel

1. Military Leave:

Twelve-month employees who are members of the Nation Guard or any of the Reserve branches of any of the Reserve branches of the Armed Forces of the United States shall be granted a maximum of two weeks leave annually plus necessary travel time for annual training requirements. Such leave shall be granted without loss of pay and in addition to regular vacation time. Nine-month academic and administrative employees are expected to take any two weeks military leave during the three months they are not under contract to the University. Each employee who requests military leave shall furnish a copy of his/her orders to the appropriate vice president or vice chancellor. An employee who is drafted or called to active duty in the Armed Forces of the United States or who volunteers for military service shall be placed on extended military leave without pay and upon application within 90 days after the effective date of his/her release from active duty shall be reinstated to the position vacated or to an equivalent position at no loss of seniority or any of the benefits and privileges of employment. An employee who enlists or re-enlists for a second consecutive tour of military duty shall forfeit his/her re-employment rights.

Military personnel called to duty in emergencies by the Governor or by the President of the United States shall be granted leave with pay not to exceed 30 working days after which leave without pay will be granted. This leave shall be granted in addition to regular time.

2. Court and Jury Leave:

Any employee serving as a witness, juror, or party litigant shall be entitled to regular University compensation in addition to any fees paid by the Court for such services and such absences shall not be counted as annual leave.

In cases where service as a witness can be handled by having the involved attorney take a deposition or statement, it is preferred. Depositions or statements which involve the University may be taken during duty hours. All others should be handled as off-duty time.

Employees who are accepted by the court as expert witness and paid a fee in excess of the normal witness fee shall take annual leave for the time required for such testimony.

Where service on a jury would substantially interfere with the execution of the University work schedule, the chief administrative officer of the campus may petition the judge in writing for exemption from service. However, if exemption is denied or if no response is received prior to the date jury duty is to begin, the individual must report for jury duty.

An employee who is summoned to serve on jury duty shall not be subject to discharge from employment, loss of sick leave or vacation time, or any other form of penalty as a result of his/ her absence from employment due to such jury duty, upon giving reasonable notice to his/her employer of such summons.

3. Leave-of –Absence Without Pay

The President of the University is authorized to grant leaves-of absence without pay for a period not to exceed one year.

4. Vacation Leave for Graduate Study:

Vacation leave for graduate study may be granted to otherwise eligible employees under the following terms:

1. Accrued vacation with pay may, if used for graduate study, be accumulated for two calendar years preceding the date of the leave if it is used by January 1 of the third year.
2. Permission to carry over such credit must be requested in writing by the employee and approved by the President in advance of the commencement of vacation accrual.

The President may approve a modified application of the regulation where circumstances warrant not to exceed the earned vacation allowance for two years.

Policy 1636: Leave for Participating in Children’s Educational Activities (CEAL) Adopted

All state employees shall be entitled to eight (8) total hours of leave, regardless of the number of children, during any one (1) calendar year for the purpose of engaging in and traveling to and from the educational activities or interscholastic activities of a child.

Child: A person enrolled in prekindergarten through grade 12, including a home-schooled student, who is of the following relation to a state employee:

1. Natural child
2. Adopted child
3. Stepchild
4. Foster child
5. Grandchild
6. Ward of the state employee by virtue of the state employee’s having been appointed the person’s legal guardian or custodian
7. Any other legal capacity where the state employee is acting as a parent for the child.

Child includes a person who meets the criteria above but is over eighteen (18) years of age and:

1. Has a developmental disability; or
2. Is declared legally incompetent.

Developmental Disability: A disability of a person that

- (A)(1) Is attributable to mental retardation, cerebral palsy, spina bifida, Down syndrome, epilepsy, or autism; (2) Is attributable to any other condition of a person found to be closely related to mental retardation because the condition results in an impairment of general intellectual functioning or adaptive behavior similar to that of a person with mental retardation or requires treatment and services similar to that required for a person with mental retardation; or (3) Is attributable to dyslexia resulting from a disability described in (A)(1) or (A)(2);
- (B) Originates before the person attains the age of twenty-two (22) years;
- (C) Has continued or can be expected to continue indefinitely; and
- (D) Constitutes a substantial handicap to the person’s ability to function without appropriate support services, including, but not limited to, planned recreational activities, medical services such as physical therapy and speech therapy, and possibilities for sheltered employment or job training.

Educational Activity: Any school-sponsored activity including without limitations:

1. Attending a parent-teacher conference;
2. Participating in school –sponsored tutoring of the child;
3. Participating in a volunteer program sponsored by the school in which the child enrolled;
4. Attending a field trip with the child;
5. Attending a school-sponsored program or ceremony in which the child is participating;
6. Attending a graduation or homecoming ceremony in which the child is participating;
7. Attending an awards or scholarship presentation in which the child is participating;
8. Attending a parents’ or grandparents’ breakfast in which the child is participating;
9. Attending a classroom party in which the child is participating;
10. Attending a school committee meeting of the school in which the child is enrolled;
11. Attending an athletic, music, or theater program in which the child is enrolled; and
12. Engaging in any of the activities listed above that are connected with a prekindergarten program.

Home-schooled student: A student legally enrolled in an Arkansas home school.

Interscholastic activity: An activity between schools subject to regulation of the Arkansas Activities Association that is outside the regular curriculum of a school district, including without limitation an athletic activity, a fine arts program, or a special interest club or group; and taught by an individual with a minimum of a high school diploma.

Prekindergarten: means an education and child development program that is designed to prepare children who are at least three (3) years of age for an academic kindergarten program.

Resident school: The school to which the student would be assigned by the resident school district in which the home-schooled student's parent resides.

State Agency: An agency, bureau, board or commission of any branch of state government and all state-supported institutions of higher education,

State Employee: full-time employee of the State of Arkansas or a branch, department, board, bureau, commission, or state-supported institution of higher education.

A home-schooled student shall not participate in interscholastic activities at a public school other than the student's resident school.

Children's Educational Activities Leave that is unused may not be carried over to the next year. Children's Educational Activities Leave is not compensable to the state employee at the time of retirement.

Revised July 22, 2015

Policy 1637: Payment for Unused Sick Leave Policy and Procedures

The University of Arkansas Hope-Texarkana pays all classified employees of the College for unused sick leave as prescribed in the Arkansas Code Annotated 21-4-501 through 21-4-505.

Minimum Qualifications:

1. The program is not available to an employee who is on leave without pay; receiving disability insurance benefits; or receiving worker's compensation.
2. The Eligible Employee must be employed on a full-time basis.
3. On the effective date of an Eligible Employee's retirement or death he/she shall be:
 - a. Age 55 or older; and
 - b. Have a minimum of 15 years of continuous full-time employment with the University of Arkansas. Employment with the University of Arkansas includes employment with Red River Technical College or Red River Vo-Tech and employment with other University of Arkansas System institutions.

Employees who meet the Minimum Qualifications are compensated as follows:

1. if the employee has accumulated at least fifty (50) days, but less than sixty (60) days of sick leave, the employee shall receive an amount equal to 50 percent (50%) of the number of accrued sick leave days (rounded to the nearest day) times fifty percent (50%) of the employee's daily salary.
2. if the employee has accumulated at least sixty (60) days, but less than seventy (70) days of sick leave, the employee shall receive an amount equal to sixty percent (60%) of the number of accrued sick days (rounded to the nearest day) times sixty percent (60%) of the employee's daily salary.
3. if the employee has accumulated at least seventy (70) days, but less than eighty (80) days

- of sick leave, the employee shall receive an amount equal to seventy percent (70%) of the number of accrued sick days (rounded to the nearest day) times seventy percent (70%) of the employee's daily salary.
4. if the employee has accumulated at least eighty (80) or more days of sick leave, the employee shall receive an amount equal to eighty percent (80%) of the number of accrued sick leave days (rounded to the nearest day) times eighty percent (80%) of the employee's daily salary.
 5. The employee's daily salary will be determined by dividing the employee's annual salary by two hundred sixty (260) days.
 6. In no event shall an employee, or beneficiary, receive an amount that exceeds seven thousand five hundred dollars (\$7,500) upon retirement or death of an employee.

Policy 1638: Lump Sum Termination

Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the State, the amount due the employee or their estate from accrued and unused annual leave shall be paid to the employee or their estate in a lump sum. (This lump sum must not exceed thirty (30) days of annual leave inclusive of holidays). However, employees are encouraged and should use the accrued and unused annual leave prior to termination, resignation, or retirement when circumstances allow.

No employee receiving such additional compensation shall return to State employment until the number of days for which they received the additional compensation has expired. However, the employee may reimburse the agency which made the lump sum payment for the number of days paid but not yet expired and return to State employment. Such reimbursement will result in the appropriate number of days being reinstated to the employee's accrued annual leave.

State employees who retired under the Early Retirement Incentive Program, ACT 187 of 1987, are not eligible to accept further employment in which the State is the employer. Such retired employees may not enter into consultant contracts with the State.

Subchapter 2 of Chapter 4 of Title 21 of the Arkansas Code (The Uniform Attendance and Leave Policy Act), provides the authority for this section of the leave policy. As such no State employment is exempt from this Section. All State agencies, boards, commissions, institutions of higher education, constitutional offices and those others listed in Section 4113 of these policies shall be covered by this Lump Sum Termination Pay Policy.

Policy 1639: Other Pay at Termination of Employment

When you leave UAHT employment, the amount due to you for accrued, unused time off will be determined based on eligibility following these policies: comp time (following Policy 1690), sick time (following Policies 1635 and 1637), holidays (Policy 1615), and annual leave (up to thirty days or 240 hours) (following Policies 1631 and 1638).

Text updated: Any final salary and eligible accrued, unused time off will be paid to you as a lump sum, typically in your final paycheck, on the next regularly scheduled pay date.

If you receive payment for unused leave, you may not return to employment with UAHT or with any other state agency or institution until the number of days for which you received the additional compensation has expired.

If you have any unpaid debts to UAHT at the time of your termination, UAHT will withhold an amount from your final paycheck to cover these debts. Should final pay or unused time off balances be insufficient to cover amounts owed, such arrears will be owed to UAHT.

UAHT Adopted this policy on December 12, 2022

Policy 1640: Bereavement

Bereavement leave is granted without loss of pay in the event of a death within the immediate family. Immediate family includes spouse, children, parents, grandparents, grandchildren, brothers, sisters, mother-in-law, father-in-law, or any individual acting as a parent or guardian of an employee. Bereavement leave may not exceed three (3) workdays per occurrence. All other days missed for bereavement are charged to sick or annual leave, as described in Policy #1635, or to leave without pay. *Policy 1640 is superseded by UAHT Policy 1635 (UA System Policy 420.3) effective May 21, 2020.*

Policy 1645: Workers' Compensation

Employees who are absent from work due to a temporary occupational injury or illness and who are entitled to Workers' Compensation benefits may utilize their accrued sick leave as a supplement to such benefits.

The combination of Workers' Compensation benefits and sick leave pay shall not exceed the employee's normal pay period salary.

The College follows the regulations provided by the State of Arkansas on Workers' Compensation.

Policy 1650: Maternity Leave

Maternity leave is treated as any other leave for sickness or disability. However, the employee may elect to take leave of absence without pay without exhausting accumulated annual and sick leave. See policy #1660 for information regarding leave without pay.

Policy 1651: Accommodations Pertaining to Pregnancy, Childbirth, or Related Medical Conditions

I. Policy Statement

- A. It is the policy of the University of Arkansas Community College - Hope Texarkana to provide equal access and opportunity to Qualified Employees in compliance with the Pregnant Workers Fairness Act, 42 U.S.C. §§ 2000gg – 2000gg-6, and other laws that prohibit sex discrimination and protect pregnancy rights. The college prohibits discrimination based on pregnancy, childbirth, or related medical conditions in all aspects of the application process and the employment relationship.
- B. The college will provide Reasonable Accommodations to the Known Limitations related to the pregnancy, childbirth, or related medical conditions of a Qualified Employee, unless the accommodation would impose an Undue Hardship on the operation of the business of the college.
- C. The college will not require a Qualified Employee affected by pregnancy, childbirth, or related medical conditions to accept an accommodation other than any Reasonable Accommodation arrived at through the Interactive Process.
- D. The college will not deny employment opportunities to a Qualified Employee if such denial is based on the need of the college to make Reasonable Accommodations to the Known Limitations related to the pregnancy, childbirth, or related medical conditions of the Qualified Employee.
- E. The college will not require a Qualified Employee to take leave, whether paid or unpaid, if another Reasonable Accommodation can be provided to the Known Limitations related to the pregnancy, childbirth, or related medical conditions of the Qualified Employee.
- F. The college will not take adverse action in terms, conditions, or privileges of employment against a Qualified Employee on account of the employee requesting or using a Reasonable Accommodation to the Known Limitations related to the pregnancy, childbirth, or related medical conditions of the

employee.

II. **Scope of Application**

- A. This policy applies to all Applicants seeking employment with the college and college employees.
- B. Except as described in specific college policies, the policies and procedures concerning accommodations for pregnancy, childbirth, or related medical conditions for Applicants and employees are coordinated by Human Resource Department, contact information is as follows:

Kathryn Hopkins,
Human Resources Director
870-722-8164
kathryn.hopkins@uaht.edu

III. **Definitions**

- A. The term "**Applicant**" means any individual pursuing employment with the college by submitting appropriate application materials for a specific, vacant position.
- B. The term "**Essential Functions**" means job activities that are determined by the employer to be essential or core to performing the job. A function may be essential because, for example, the position exists to perform the function; there are a limited number of employees available who could perform the function; and/or the function is highly specialized, and the incumbent is hired for special expertise or ability to perform it.
- C. The term "**Interactive Process**" means collaboration and communication between the employer (college officials) and employee to explore, discuss and determine the appropriate Reasonable Accommodation(s), if any. The employer and employee are expected to engage in the Interactive Process in a "good faith" manner.
- D. The term "**Known Limitation**" means physical or mental condition related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions that the employee or employee's representative has communicated to the college.
- E. The term "**Qualified Employee**" means an employee or Applicant who, with or without Reasonable Accommodation, can perform the Essential Functions of the employment position, except that an employee or Applicant shall be considered qualified if—
 - 1. any inability to perform an Essential Function is for a temporary period;
 - 2. the Essential Function could be performed in the near future; and
 - 3. the inability to perform the Essential Function can be reasonably accommodated.
- F. The term "**Reasonable Accommodation**" means a modification, exception or a change to how things are customarily done in a position, practice, policy or the work environment that enables a qualified person an opportunity to be considered for a position, perform the Essential Functions of a position, or enjoy the same benefits and privileges of employment as are enjoyed by similarly situated Applicants or employees. The college's obligation under the Pregnant Workers Fairness Act is to provide *Reasonable* Accommodation for pregnancy, childbirth, or related medical conditions, not necessarily the individual's preferred accommodation.

Examples of Reasonable Accommodations may include, but are not limited to, making existing facilities readily accessible to and usable, job restructuring, part-time or modified work schedules, acquisition or

modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, auxiliary aids and services, and other similar accommodations.

- G. The term "**Undue Hardship**"^{vi} means an action requiring significant difficulty or expense when considered in light of a number of factors, such as the nature and cost of the accommodation needed; the effect or impact of the accommodation upon the unit or department and its operation; the college's size, financial resources, and the nature of its structure or operation. Undue Hardship also refers to an accommodation that is unduly extensive, substantial, or disruptive, or one that would fundamentally alter the nature of the position. Undue Hardship is determined on a case-by-case basis.

IV. **Confidentiality**

- A. Medical information obtained in connection with a request for Reasonable Accommodation shall be maintained by the Human Resource (HR) ADA Coordinator in files separate from the individual's personnel file. Such information should be restricted to a need-to-know basis. The Human Resource (HR) ADA Coordinator may share certain information with an employee's supervisor or other college official(s) as necessary to make appropriate determinations on a Reasonable Accommodation request. Employees receiving such information in connection with the Reasonable Accommodation process must keep the information confidential.
- B. The fact that a Reasonable Accommodation has been requested or approved and information about functional limitation is also confidential.
- C. Employees are not required nor encouraged to disclose medical information or information about an impairment(s) to their supervisors.

V. **Accommodation Requests**

A. **Employees**

- 1. **Request Process.** An employee seeking Reasonable Accommodation for pregnancy, childbirth, or related medical conditions should submit the Accommodation Request Form and the Medical Statement Forms to the HR ADA Coordinator. The accommodation request will not be processed without the completed Accommodation Request Form. In most instances, the Medical Statement Form will be required, as well.ⁱⁱⁱ

If an employee notifies a supervisor of a need for a Reasonable Accommodation for a pregnancy, childbirth, or related medical condition,^{iv} the supervisor should inform the employee that the college has established procedures for determining Reasonable Accommodations on a case-by-case basis and refer the employee to the HR ADA Coordinator. Questions regarding an employee's medical condition should be left to the college's HR ADA Coordinator.

- 2. **Assessment of Limitation.** The HR ADA Coordinator will determine whether the employee has a Known Limitation related to pregnancy, childbirth, or related medical conditions by evaluating medical information received as necessary to make that determination. The HR ADA Coordinator will contact the medical provider if additional information is needed to determine if the individual has a Known Limitation or to assist in determining an effective Reasonable Accommodation.

In the event the HR ADA Coordinator determines it is appropriate to obtain an independent medical opinion concerning the limitation for which the accommodation is sought, the college will bear the cost of the independent medical evaluation. Failure to cooperate in obtaining an independent medical evaluation may result in cancellation of the request for accommodation.

- 3. **Interactive Process.** The HR ADA Coordinator will facilitate the Interactive Process with the employee, the appropriate supervisor(s), and other college officials, as appropriate.

4. **Documentation.** At the conclusion of the Interactive Process, the HR ADA Coordinator will ensure that the outcome of the process is documented and will work with the employee's supervisor and the employee regarding the implementation of any Reasonable Accommodations that are approved.^v In the event that a requested accommodation is not approved because it would constitute an Undue Hardship, the HR ADA Coordinator will document the basis for that determination in consultation with the supervisor.

The Department (Supervisor) is required to provide a statement supporting Undue Hardship to the HR ADA Coordinator.

B. Applicants

1. An Applicant requesting a Reasonable Accommodation in the application/selection process should submit an Accommodation Request Form to the HR ADA Coordinator. The form should be submitted prior to the posting closing date and as soon as possible prior to the interview to allow enough time to process the request. The Applicant may or may not need to submit medical documentation to determine if the Applicant is an individual with a Known Limitation or to assist in determining an effective accommodation.
2. Applicants needing assistance or information, may contact kathryn.hopkins@uaht.edu, 870-722-8164.
3. If the request is made to someone with responsibility for the hiring process, that person should refer the Applicant to the HR ADA Coordinator.

VI. Records

Primary documentation pertaining to the Reasonable Accommodation request for Applicants seeking employment and employees will be kept in the Human Resource Department.

VII. Training

All first-time supervisors or newly hired supervisors are expected to participate in Workday training concerning accommodations for pregnancy, childbirth, or related medical conditions within the first three months of beginning employment and will receive a copy of this Policy at that time. Supervisors/managers are expected to receive refresher training at least every three years.

VIII. Administrative Review

- A. An employee or Applicant may request an administrative review of a denial of an accommodation request under this policy by Vice Chancellor of Finance and Administration.
- B. The administrative review may be based only on one or more of the following reasons:
 1. If the decision is contradictory to college policy or applicable law; or
 2. The Interactive Process did not substantially comply with the guidelines in this Policy.
- C. The request for review must be submitted within ten (10) business days after employee or Applicant has received the official decision notice in writing. The reviewing administrator shall communicate his or her decision in writing and the decision is final and not subject to further appeal.
- D. An employee or Applicant can contact the HR ADA Coordinator with any questions about the administrative review process.

IX. **Complaint**

Any Applicant or employee who believes that he or she has been discriminated against on the basis of pregnancy, childbirth, or related medical conditions or retaliated against due to an accommodation request should contact Vice Chancellor for Finance and Administration at cheryl.shaw@uaht.edu. Any supervisor or other administrator who receives a written or oral complaint of discrimination, harassment or retaliation concerning pregnancy, childbirth, or related medical conditions shall promptly notify Vice Chancellor for Finance and Administration at cheryl.shaw@uaht.edu.

X. **Limitations**

- A. Nothing in this policy shall be construed as creating rights or obligations in excess of any requirements of applicable law and regulations.
- B. Any questions regarding interpretation of this policy and procedures can be referred to Human Resource Department.

These are examples of possible accommodations but the type received is based on the particular facts of each individual (case-by-case basis). Reasonable Accommodations do not include personal use items needed to accomplish daily activities (e.g., eyeglasses, hearing aids, prosthetic limbs, or a wheelchair).

¹A determination of Undue Hardship should be grounded in careful analysis, and not based on improper attitudes toward the individual's Known Limitation. Nor can Undue Hardship be based on the fact that provision of a Reasonable Accommodation might have a negative impact on the morale of other employees. However, an Undue Hardship may exist where provision of a Reasonable Accommodation would be unduly disruptive to other employees' ability to work.

¹The Medical Statement Form will be required, unless the Known Limitation is obvious or visible and the request corresponds with the limitation. Employees may consult with the HR ADA Coordinator as to whether the Medical Statement Form is required for their request.

¹The employee or Applicant does not need to use the words, "Reasonable Accommodation," but may simply state that they need an adjustment, modification, assistance or change at work due to a Known Limitation; or in the application process due to the nature of their Known Limitation.

¹A supervisor, employee, or Applicant can request to revisit an approved accommodation for possible adjustments at any time by contacting the HR ADA Coordinator.

Policy Adopted December 5, 2023

Policy 1660: Leave Without Pay

Employees may not take leave without pay until all their annual leave has been exhausted, except in the cases of maternity leave, agency disciplinary leave without pay, or in conjunction with a workload plan developed pursuant to policy 4080. In the case of maternity leave, such employee may elect to take leave without pay, without exhausting accumulated annual and sick leave. (See Policy 1650.)

In case of disciplinary leave without pay, the agency may place an employee in a leave without pay status in accordance with the agency's written and publicized personnel policies. (See Policy 1675, leave without pay for military service and/or for the purpose of specialized training.)

Vice Chancellors or the Chancellor may grant continuous leave without pay.

An employee who accumulates ten (10) days of leave without pay during any one (1) calendar

month loses the leave accrual (annual and sick) for that month only. The annual leave that is lost due to leave without pay is based on the rate of accrual authorized for that employee.

Employees may continue to participate in agency or institution group insurance programs during the period of leave without pay. Employees who choose this option must pay the total cost (employee deduction and employer matching) of the coverage unless the employee is receiving Workers' Compensation benefits. In cases of Workers' Compensation related leave without pay, agencies are required to remit the employer's matching portion of the coverage.

Employees may be fully reinstated in insurance programs when they return to duty.

The employee will be reinstated with full rights at the end of the period of leave without pay. An employee who is on leave without pay and returns within the required six (6) months continues to earn credited service toward the next rate in the leave accrual schedule just as the employee who had never gone on leave without pay. A returning employee's leave accrual rate will not be affected by periods of leave without pay, nor will the time of entitlement to a change in leave accrual rate be adjusted because of leave without pay. If the position the employee left is no longer available due to a budgetary reduction in staff, the employee will have no rights and cannot be reinstated.

The employee's Increase Eligibility Date will not change; however, the award of the next merit salary increase will be delayed beyond the anniversary date for the same number of work days as the employee was on leave without pay.

Employees may be dismissed if they fail to report to work promptly at the expiration of the period of leave without pay; however, the agency or institution may accept satisfactory reasons provided by the employee in advance of the date to return to work and extend the leave period accordingly.

Policy 1665: Court and Jury Leave

Any employee who serves as a witness, juror, or party litigant in any civil or criminal court proceeding is entitled to receive normal and full compensation. If the employee provides reasonable notice to the College of the required proceedings, the employee is not subject to discharge from employment, loss of annual or sick leave days or accrual rates, or any other form of penalty.

Court and jury leave is not considered annual leave.

Employees who work night shifts and are required to serve in court during the day may take court and jury leave on the night shift of the day on which they served.

Policy 1670: Education Leave

A permanent employee who is given out-service training may be granted education leave by the Chancellor on the following conditions:

1. The employee agrees to continue in the service of the College for a period of time as statutorily required or, in the absence of a specific law, at least twice the length of the course of training.
2. Any employee who does not fulfill these obligations is required to pay the College the total cost, or a proportionate share of the cost, of the out-service training and compensation paid during the training period.
3. A written contract setting forth all terms of the agreement is signed by the employee and a representative of the institution.

The employee retains all rights in the position held at the time when leave was granted or in one of comparable security and pay.

Policy 1675: Military Leave and Re Employment of Veterans

Subchapter 3 of Chapter 4 of Title 21 of the Arkansas Code – Policy with respect to treatment of military leave or re-employment of returning veterans of active service in branches of U.S. Armed Forces will be in compliance with P.L. 93 508 (December, 1974) as amended by P.L. 94 286 (May, 1976), also known as the Veterans' Re Employment Rights Statute. To assure uniform application of veteran re employment rights, refer questions pertaining to these policy statements in writing to the Office of Personnel Management.

Permanent, full time state employees who are members of the National Guard or any of the reserve branches of the U.S. Armed Forces will be granted leave at the rate of fifteen (15) working days per calendar year, plus necessary travel time for annual training purposes.

Military leave for annual training will be granted without loss of pay and shall be in addition to regular vacation time.

The employee must attach a copy of their military orders to each request for military leave.

Active Duty for Military Service

A permanent, full time employee who is drafted or called to active duty in the Armed Forces of the United States or who volunteers for military service, shall be placed on extended military leave without pay; all unused sick leave at time of military leave will be reinstated at the time the employee returns. However, all unused annual leave must be paid to the employee before starting the period of leave without pay except in cases when the employee is returning to active duty for training.

Active Duty for the Purpose of Specialized Training

In cases where an employee volunteers or is ordered to active duty for the purpose of special training, the employee will be placed on leave without pay for the period of training unless the employee elects to use accrued annual leave. This leave is given in addition to annual military training. The employee retains eligibility rights including accumulated annual leave (unless the above option has been exercised) and any sick leave not used at the time the employee begins the training. The employee does not accumulate annual or sick leave during the leave without pay period, and the annual leave accrual rate will be calculated as though there had been no period of absence.

When the employee is released from active duty, they shall be reinstated to the position vacated or an equivalent position for which they are qualified in the same agency or its successor in interest.

This reinstatement right shall be valid only if the employee seeks re employment, by application, within 90 days of their release from active duty; except in the case of an employee ordered to an initial period of active duty in a branch of the military reserves for training of not less than three (3) consecutive months. These returning Reservists are entitled to reinstatement rights for a period of

31 days after release from active duty, subject to the same terms and conditions as returning veterans. In both cases, this eligibility for re-employment rights may be extended by provisions stated in the Veterans' Re Employment Rights Statute.

The reinstated employee will not lose any seniority rights with respect to leave accrual rates, salary increases, Reduction in Force policies, or other benefits and privileges of employment.

Former employees returning to the College after military service, but who extended their enlistment or re-enlisted for additional military service beyond the initial period for more than a period of four (4) years (or five (5)), when re-enlistment was at the request of the military) will lose all reinstatement rights and will be considered a rehire.

Permanent, full time College employees who are called to active duty in emergency situations as declared by the Chancellor shall be granted leave with pay. The period of leave with pay will not exceed thirty (30) working days. Periods beyond the thirty (30) day limit may be charged to annual leave at the employee's option and, if necessary, to leave without pay.

Military leave for emergency situations is granted in addition to annual military leave for training purposes and normal vacation time.

Policy 1680: Transfer of Leave Between State Agencies and/or Institutions of Higher Education

When an employee transfers between State agencies and/or institutions of higher education which are covered by these policies, the unused portion of their annual and sick leave is transferred.

The employee's leave accrual rate will not change.

The amount of leave transferred may not exceed the accrual limits established in this policy. (See Policy#1630 and Policy#1635)

The receiving agency will be responsible for verifying the employee's accrued leave with the relinquishing agency.

Policy 1681: Off-campus Assignments

SYSTEM POLICY 455.1

In consultation with the Chancellor, the Vice President for Agriculture, or the Chief Executive Officer of the respective unit, the President of the University is authorized to reassign staff members from the campus, Division or unit to duties elsewhere for the benefit of the University
UAHT ADOPTED UASP 455.1 ON MARCH 30, 2021

Policy 1685: Leave and Attendance Recordkeeping Requirements

The University of Arkansas Hope-Texarkana maintains leave and attendance records in the Human Resources Office.

Policy 1690: Compensatory Time

SYSTEM POLICY 440.8 ADOPTED JUNE 21, 2016

Pursuant to UASP 440.8 Payment and Compensatory Time for Overtime Work, and in accordance with Appropriation Acts and Ark. Code Ann. 6-63-308, the College is authorized to pay overtime in critical circumstances, to employees who are non-exempt under the Fair Labor Standards Act ("FLSA").

Nevertheless, Ark. Code Ann. 19-4-1612(a) provides: "It is the policy of the State of Arkansas that overtime pay for state employees is the least desirable method of compensation for overtime work."

In the event an employee who is non-exempt under the FLSA must work overtime, every effort must be made to grant the employee compensatory time off rather than make payment for the overtime work. Compensatory time is accrued at the rate of one and one-half hours for every hour of work performed in excess of 40 hours in any workweek. For employees whose normal work period is a 40- hour workweek, the maximum accumulation of compensatory time may not exceed 240 hours. If employees exceed the maximum hours in accumulated compensatory time, they must be compensated in cash payment for any hours in excess of the maximum. Compensatory time must be taken prior to termination of employment. The termination date shall not be extended for the purpose of compensating in wages for unused time off.

If the department head, Dean, Vice Chancellor, or Chancellor determines that granting compensatory time off to the employee creates a hardship, then monetary compensation for the overtime work may be authorized. The department must request authorization from the campus chief fiscal officer prior to paying overtime. An employee who is authorized to work overtime hours shall be paid at the rate of one and one-half times the employee's regular hourly rate for each hour over over-time work.

Supervisor approval must be granted in advance of an employee's working overtime hours, and documentation of the reasons for approval must be retained for audit purposes within the supervisory office granting such approval. Employees who work overtime without obtaining express, advance approval may be subject to disciplinary action, including, but not limited to, termination of employment.

UAHT adopted Board policy UASP 440.8 June 21, 2016

Policy 1691: Employee Participation in Events

UAHT hosts a wide variety of community events to heighten awareness of the institution's programs which benefit students and the institution. Employees of UAHT are considered the face of the institution and demonstrate an invaluable role when serving at UAHT events.

The attendance of events within normal work hours requires supervisor approval. Approval may be granted or denied based upon the needs of the employee's role and/or department for that period. Standard employee pay will cover the event within work hours for exempt, non-exempt, and hourly employees.

When the event is considered a campus wide event where all staff and faculty are expected to attend, such as graduation, the event will be communicated as such. Employees unable to attend must request approval from supervisor in writing for absence requests to these events. Due to graduation occurring

outside normal work hours, participating non-exempt employees should utilize *flex time when possible. If unable to accommodate flex time, comp time may be granted. Part-time employees will be paid the standard hourly pay based on hours recorded on timecard, not to exceed 29 hours in a workweek.

Supervisor approval must be obtained for non-exempt employees who participate in other UAHT events hosted outside normal work hours. Flex time should be used when possible. For events where an employee's job duties fall within the scope of the event and the event occurs outside normal work hours, non-exempt employees should utilize *flex time when possible. If unable to accommodate flex time, comp time may be granted. Part-time employees will be paid the standard hourly pay based on hours recorded on timecard, not to exceed 29 hours in a workweek.

Other philanthropic activities for which UAHT employees participate such as a cancer walk or other fundraising initiatives which benefit non-profits are strictly voluntary, and no remuneration will be provided. These types of activities are considered optional and assist in furthering worthy causes in the communities in which we live.

*Flex time is a scheduling arrangement that permits variations in an employee's starting and departure times but does not change the total number of hours worked in a week. In the week in which the event occurs, time may be flexed at any time during the week, even the day of the event. If flex time cannot occur during the week the event occurs, the employee will be granted comp time. Flex time cannot carry over to future weeks.

UAHT Adopted this Policy on November 8, 2022

J. **WAGES and SALARIES**

Policy 1700: Speaker's Honorarium

For engagements outside the service area an employee may accept an honorarium. If an honorarium is received, the College is not responsible for any expenses.

Normally an honorarium should not be accepted by an employee within the service area; however, if the organization before which the speaker appears insists on paying an honorarium, it is recommended that the honorarium be put into a scholarship fund. Travel expenses may be reimbursable.

Major presentation or a series of speeches or engagements must be approved by the Administration. The employee may accept payment for such services. For such an engagement the College will not reimburse for travel expenses incurred.

The foregoing regulations are not intended to apply in cases of consultant fees nor payment for professional services. The College may furnish travel expenses but will not provide other expenses, that is, lodging and meals.

Policy 1710: Paychecks

UAHT deposits employee pay bi-monthly directly to a financial institution that receives electronic transfers. Employees must complete a direct deposit form specifying the financial institution(s) and the account(s) to which they want their paychecks deposited. Employees receive their pay stub electronically.

Policy 1715: Compensation and Related Benefits

The Administration regularly evaluates the College salary guidelines to determine that they are adequate to attract, hold, and fairly compensate the caliber of personnel essential to fulfill the mission of the College.

Salary guidelines for entry-level full-time, part-time and substitute faculty are kept in effect at all times. The guidelines for full-time faculty members encourage professional growth and award payment to

those with advanced training. The guide provides for the granting of sufficient credit to attract those who have proved their qualifications.

The Chancellor will keep the President fully apprised of salary trends and schedules.

POLICY 1725: Offset of Amounts Due to the University by an Employee

SYSTEM POLICY 405.2

Purpose

The purpose of this policy is to establish procedures for the University to set off amounts due to the university by an employee against any amounts due and payable to the employee. This Board Policy shall be reflected in faculty, staff, and student handbooks, and other campus publications as appropriate.

Offset Right and Limitations

The University shall have the right to set off against any amounts due and payable to an employee, including a student employee, those liquidated amounts due and payable by the employee to the University for any reason. Amounts owed by the employee may include, but are not limited to, parking charges and fines, rent, tuition, fees, and other charges. The University may apply the offset, and then pay the net amount remaining to the employee in full satisfaction of his or her wages or other amount due as follows:

- If the amounts owed by the employee to the University were the result of money advanced to the employee or misappropriation by the employee of money or personal property belonging to the University, the University may set off amounts owed to the University against all wages or other money owed to the employee.
- In all other cases of offsets against an employee's wages, the University may only set off amounts owed the University against those wages which are above the statutory minimum hourly wage.
- If the amounts owed to student employees constitute payments for work-study or are student loans under a program guaranteed or established by the U.S. Government, any set off shall be subject to laws and regulations governing those programs.
- The University may also set off amounts owed to the University against any other sums owed to an employee.

Repayment Plans

Subject to the above limitations, each Chancellor, through the business officers of that campus, may develop a repayment plan with an employee for successive offsets so that the entire amount owed to the University is not set off on a single occasion; provided, however, that no such plan shall be developed in the instance of any final settlement of accounts, such as where a final check for wages for a terminating employee may be involved.

UAHT ADOPTED

UASY 405.2 ON March 30, 2021

UAHT MODIFIED POLICY ON July

28, 2021

Policy 1730: Salary Guidelines

Advancements in salary will not be automatic with each year's experience. Advancement will be contingent upon completion of each year of satisfactory work performance and professional growth. All salary increases are contingent upon adequate funds being available to the College.

Determination of salaries for all personnel is the discretion of the Administration within limit of State of Arkansas rules.

The administrative staff is not included in the entry-level salary guide. All other College personnel are on the classified or instructional entry-level salary schedules as established by the College.

The Chancellor's salary is set directly by the President and Board of the System. Other administrative salaries are approved by the Chancellor.

All salary structures are established by the Chancellor.

Salaries are adjusted and appointment letters rewritten for all faculty who submit, not later than September 1, evidence of units of College work completed which cause a change of column on the salary schedule. Notification of intent to change through summer work must have been filed with the Vice Chancellor for Academics prior to May 1 of the same year, thus providing time to adjust the budget in the salary category.

The Administration may withhold a salary increment to any faculty member who fails to make satisfactory professional improvement after having been notified in writing of areas needing improvement.

It is understood that in particular instances and for special reasons the Administration may deviate from the guidelines.

Policy 1735: Payroll Deductions

Payroll deductions for retirement and income tax are made automatically by the Office of Human Resources. Arrangements can also be made for deductions for credit union, annuities, health insurance, etc., as authorized by law and as authorized by each individual employee and approved by the Chancellor or designated College representative.

Policy 1740/: Social Security

All employees of the College are, by law, subject to Social Security. Deductions are made from the employee's salary for contribution to this fund. Contribution to FICA is fixed by law.

Employees who are full time students currently enrolled in College classes are exempt from coverage by agreement with the Social Security Commission.

Policy 1745: Garnishments or Attachments

An employee will be notified by the Office of Human Resources upon their receipt of a request for garnishment. A proposed garnishment schedule will be presented to the employee for review. Repeated garnishments or salary attachments shall be brought to the attention of the Chancellor.

Policy 1750: Career Service Recognition Payments

UAHT Policy Revised January

14, 2022

All service in a classified or non-classified position or positions (except faculty positions) may be counted toward the eligibility requirements for Career Service Recognition Payments. It is not required that state service be continuous to establish eligibility.

Classified and non-classified employees (excluding faculty) become eligible for annual Career Service Recognition Payments upon completion of ten (10) or more years of service in a classified or non-classified full-time position or positions with an agency or institution of higher education of the State of Arkansas. Payments will be made according to the following schedule:

10 through 14 years of state service	\$800.00
15 through 19 years of state service	\$1,000.00
20 through 24 years of state service	\$1,200.00
25 or more years of state service	\$1,500.00

Payments are made in the last pay period of the month in the employee's career service credit date. Career Service payment is subject to federal income tax, regular social security, state income tax,

and other mandated withholdings. Withholdings such as retirement contributions or any miscellaneous deductions do not apply to these checks.

If an employee has state service other than his or her employment at UAHT, he or she must request that the agency or institution of higher education where he or she was previously employed complete a Proof of Prior Service Form and return it to the UAHT Office of Human Resources. Only full-time, non-faculty service may be used to determine eligibility for the Career Service Recognition Payments.

Policy 1755: Compensation for Academic Deans and Directors

Academic deans and directors of programs normally receive additional pay (stipend and extra time for reporting early) for their administrative duties. If an academic dean or director no longer holds their administrative position, the salary will be adjusted to that of a teaching position commensurate with their degrees and experience. Directors who report early and teach in Summer II during regular hours receive pay only for the days the class meets prior to the report date.

Policy 1760: Receiving Payment for Tutoring

Instructors may not accept payment for tutoring students. Use of College equipment or facilities for tutoring must be approved by the academic dean and the Vice Chancellor for Finance and Administration.

[Policy revised December 7, 2018]

Policy 1770: Extra Pay for Extra Assignments

SYSTEM POLICY 440.2

Compensation for extra assignments are established by the Administration and in accordance with UASP 440.2 Extra Compensation for Faculty, Non-Classified or Classified, Exempt Employees. Personnel cannot be paid for teaching or performing other duties that occur during the regular work schedule, shall not interfere with the regular duties, must be approved prior to performance of the work, cannot be paid by state grant funds or federal funds without sponsoring agency authorization, must be consistent with any applicable state and federal laws and regulations and with any applicable accreditation standards or criteria, cannot result in a conflict of interest, cannot be used for speeches or public appearances, cannot exceed the line item maximum salary for the position, and extra compensation cannot exceed twenty (20) percent of his/her annual salary.

UAHT adopted UASP 440.2 on June 21, 2016

<http://www.uasys.edu/leadership/board-of-trustees/board-policies/>

Policy 1780: Policy Time and Effort Certification for Federally Funded Projects

UPDATED NOV 14, 2012

An employee, who performed work on a federally sponsored project including federally funded sub-awards received from other institutions, industry, or States, must have certification that their effort, documented by payroll distributions, is reasonable.

The following individual areas:

- Employee performing the job
- Employee's immediate supervisor
- Supervisor's division head/administrator must comply with these requirements based on these definitions:
 - Effort is the time spent on any activity by an individual and is expressed as a percentage of the individual's College Effort. This is not based on a forty hour work week.
 - College Effort is the total effort for which an individual is compensated by the College.
 - Effort Certification is the affirmation by the individual with direct knowledge or a suitable means of verification that the work was performed, stating that salaries and wages distributed to sponsored programs as direct charges are reasonable in relation to total

College work performed over the monthly certification period. Effort reporting is expressed as a percentage of total College effort.

E. BENEFITS

Policy 1800: Early Retirement

UAHT ADOPTS SYSTEM POLICY

430.3

The voluntary early retirement program ("the Program") of the University of Arkansas ("the University") is made available to eligible non-tenured faculty and staff, classified and non-classified, who meet qualifications set forth hereinafter ("Eligible Employees"). Under the terms of the Program and Eligible Employee will receive certain benefits in exchange for his/her immediate retirement.

Participation in the Program is voluntary and is not mandated upon either Eligible Employees or the University. Participation in the Program is not an entitlement but may be made available to Eligible

Employees only when: a savings to the University can be demonstrated which the Board of Trustees of the University of Arkansas ("the Board") determines will provide for more efficient operation of the University; and the terms and circumstances of the retirement would not be detrimental to the University and its programs including, but not limited to, sufficient financial and staffing resources available to the department, campus, and unit from which the individual is retiring.

Policy 1810: Retirement Program

The College participates in membership in the University of Arkansas Retirement Plan ("RP"). Effective July 1, 2016, new employees shall participate in the RP in accordance with Board Policy 425.5 "University of Arkansas Retirement Program." Membership in a college sponsored retirement plan is compulsory for all full-time employees

Part-time employees are not eligible for benefits; however, they are eligible to make contributions to a Supplemental Retirement Plan through a 403B or 456B program.

Policy 1815: Employee Fringe Benefits

UAHT Policy Revised June 29,

2016

The College makes available to all full-time employees and their dependents group health/hospitalization insurance and an appropriate life insurance policy.

Other employee benefits for full-time staff members include leaves of absence as described in other policy provisions, tuition waivers, and others as approved by the Board of Trustees or Chancellor.

All hourly employees must satisfactorily complete a 60-day probationary period prior to receiving insurance and retirement benefits.

Policy 1825: Tuition Exemption/Waiver

SYSTEM POLICY 440.1 ADOPTED DECEMBER 5,

2016

Eligibility

All full-time active employees, not on leave without pay other than workers compensation, military or family medical leave, employed as of the final day of regular registration in any particular session or semester, their spouses, and their dependent children (as defined by the Internal Revenue Service) are eligible.

Surviving spouses, who have not remarried, and dependent children of deceased employees who died while in the full-time employment of the University of Arkansas are also eligible. All enrollees must meet normal admissions requirements, and audits should be on a space available basis only. For employees hired after May 1, 2017, eligibility as described above shall begin with the final day of regular registration

following continuous employment in a full-time position with the University for one complete fall or spring semester.

Resident Status

University employees whose appointment for pay purposes is for half-time or greater shall be considered in-state residents for tuition and fee purposes. Similarly, such employee's spouse, children under the age of eighteen, and children who are dependent upon the employee for support (as defined by the IRS) and are full-time students at the University of Arkansas shall also be considered as residents for fee purposes.

Transferability

The tuition waiver benefit is available to any employee, employee's spouse, or employee's dependent children at any on-campus unit of the University of Arkansas regardless of the site of employment. Individual units may also allow tuition waivers in specified off-campus classes when enrollment in the class in which enrollment is sought already has sufficient student enrollment by full-fee paying students to meet the minimum enrollment (as established by the offering unit) to recover the costs of offering the class.

Waiver benefits are applicable to tuition only. Waiver benefits are applicable to web based or distance education courses offered through any campus unit of the university of Arkansas or through eVersity. All applicable fees are to be paid in full for any enrollment. The waiver benefit is applicable to credit classes only.

Extent of Waiver*

*Updated May 23, 2023

Employees may take up to 90 undergraduate semester credit hours at UAHT and receive a 90% tuition discount. Book rental and parking fees will be waived.

Spouses and dependent children may take up to 90 undergraduate semester credit hours at UAHT and receive a 70% tuition discount at UAHT. A student may not receive discounts as both an employee and as a spouse or dependent child of an employee.

Employee and spouse enrollment at reduced rates shall not exceed six (6) semester credit hours per semester.

The tuition discount is applicable to UAHT for credit courses and covers tuition. The tuition discount does not apply to non-credit courses, independent study courses or private instruction courses. Not all courses and program are covered. Employees, spouses and dependents may have to meet certain prescribed criteria for specialized courses and programs. The employee will be responsible for applicable fees and supplemental costs. Parking fee will be waived and any book rental fees. Spouses and dependent children will be responsible for all applicable fees, books and supplemental costs.

This policy does not assume that release time from regularly scheduled work hours will be automatically permitted. Many factors are considered prior to the granting of release time, including but not limited to, employee's performance, direct applications of the course work to the employee's position, overall benefit of the course work to the employee and the College, and maintaining office hours, functions and services to the students, faculty, staff, and general public. All requests for release time must be approved by the supervisor and the cabinet member with oversight of the unit or functional area. It is preferred for employees to take courses not during normally scheduled work time.

Not all courses and programs are covered. Employees, spouses and dependents may have to meet certain prescribed criteria for specialized courses and programs.

Employees, spouses and dependents who wish to attend other UA System campuses should consult the current Board Policy 440.1 and the System wide Policy and procedure 445.1 concerning tuition waivers.

Original policy effective May 1, 2017; updated policy effective December 10, 2021. Changes made May 23, 2023.

TUITION OR REGISTRATION – FEES REMISSION

The following guidelines are in furtherance of Board Policy 440.1, which extends educational benefits at reduced rates to full-time employees and their spouses and dependent children.

Guidelines

A. Employee Enrollment and Work Assignment Responsibility

1. Employee enrollment at reduced rates shall not exceed eleven (11) semester credit hours per semester.
2. All enrollment at reduced rates shall be approved by an authorized supervisor. Employees should submit UASP 445.1 Employee Request For Registration Fee Discount – Form.
3. This policy does not assume that release time from regular working hours will be automatically permitted. Release time is not a right by a privilege that is granted at the authorized supervisor's discretion. Many factors, including but not limited to, the employee's performance, direct applications of the course work to the employee's position, overall benefit of the course work to the employee and the institution, and maintenance of office hours and functions to the students, faculty, staff, and general public are considered prior to the granting of release time. All requests for release time must be approved by the authorized supervisor and may be subject to additional approval requirements established by the campus or unit.
4. Exceptions to A.1. may be granted by the Chancellor upon recommendation of the employee's authorized supervisor and the Vice Chancellor for Academic Affairs; if such exceptions are for enrollment at a campus or unit other than the site of employment, the chief executive officer of the receiving unit, or designee, must also approve the exception.

B. Spouse and Dependent Enrollment

Spouses and dependent children establish eligibility using the UASP 445.1 Request For Registration Fee Discount For Spouse/Dependent Of Employee – Form. The form is for use in approving employment enrollment and establishing spouse and dependent eligibility.

C. Employees Enrolled in Degree programs Prior to May 1, 2017

Employees continuously enrolled in a degree program at reduced rates under UA System Board Policy 440.1 prior to May 1, 2017, will receive their original discount level as long as they remain continuously enrolled in the degree program. Continuous enrollment is defined as a degree-seeking student who completes at least three credit hours in a given calendar year.

UAHT adopted UASP 440.1 and UASP 520.6 on June 21, 2016, and UASP 445.1, established April 29, 2016 & revised December 5, 2016. <http://www.uasys.edu/leadership/board-of-trustees/board-policies/>

D. PROCEDURES and SERVICES

Policy 1900: Information Technology

Information Technology (IT) services the institution to further education and administrative functions at UAHT. The purpose of this policy is to ensure the integrity, reliability, and performance of UAHT systems and network, ensure that users utilize campus IT facilities in a fair and equitable manner with respect for the rights of the community at large, ensure that all IT systems and networks are used for their intended purposes, to provide for a secure and safe computing environment, and to establish sanctions and processes for addressing violations.

Computing resources include all computers and software owned by the College, any communications hardware and software provided by the College for the purpose of accessing its computers, and any computer network governed in part or whole by the College. Anyone using or accessing the campus IT

system is subject to the provisions of this policy. Individuals who use personally owned equipment while connected to the institutional network are subject to the provisions of this policy while connected to the network.

Any member of the community who violates this policy is subject to disciplinary action and possible legal action under the Federal Electronic Communications Privacy Act. This statement of policy is not meant to be exhaustive. If there is a question about what is or is not considered an acceptable use of computer resources, the Chancellor is the final authority.

Purpose of Information Technology Systems

The purpose of UAHT Information Technology Systems is to provide and maintain computing, networking, and telecommunications technologies to support the education and work of students, faculty, and staff. UAHT respects the rights of users to express their own opinions in their personal communications using computer systems. To preserve the security, availability, and integrity of UAHT computing resources, and to protect all users' rights to an open exchange of ideas and information, this policy sets forth the responsibilities of each member of the UAHT community relative to the use of these resources. To accomplish these ends, this policy also supports the resolution of complaints raised under this policy.

Every user of campus IT Systems must be aware that violations of this policy may result in revocation of access, suspension of accounts, disciplinary action, or prosecution, and that evidence of illegal activity will be turned over to the appropriate authorities. Each UAHT community member is responsible for reading and observing this policy and all applicable laws and procedures.

The computing, networking, and telecommunications technologies established or maintained by UAHT are the property of the institution, as are any software licenses purchased with college funds. The computer records created or maintained by employees and contained in these systems – including documents, email, listserv archives, text messages, and voice mail – are the property of UAHT.

The policies described herein are those that the college uses in the normal operation of IT facilities and network. This policy does not waive any claim that UAHT may have ownership or control of any hardware, software, or data created on, stored on, or transmitted through UAHT IT systems and networks.

PII: Personally Identifiable Information

FERPA: Family Educational Rights and Privacy Act

HIPAA: Health Insurance Portability and Accountability Act

GDPR: General Data Protection Regulation

GLBA: Gramm Leach Bliley Act

FOIA: Freedom of Information Act

System Use

Access to UAHT IT Systems is a privilege. Every member of the UAHT community is expected to exercise his or her privilege responsibly. Because it is impossible to anticipate all the ways in which individuals can damage, interrupt, or misuse UAHT computing facilities, this policy focuses on the following rules:

1. All systems, devices, and users connected to UAHT information technology resources must use system security and management tools (patch management tools, antivirus, etc.) provided by IT Services to protect campus infrastructure. Any exceptions to this policy must be made in writing to the Chief

Information Officer/Director of Information Technology. Written exceptions are not required for the instruments, control devices, and other systems or devices using embedded operating systems. To have a safe and secure cyber environment, the following rules are required to be followed or implemented:

- i. Every system, device, or user connected to the College's resources and using College resources must be part of the Active Directory System.
 - ii. Every user must have a unique account to use College resources.
 - iii. Every device and system owned by UAHT, used for research purposes, and used by faculty or staff to perform College business must contain an endpoint security solution provided and managed by IT Services.
2. The use of UAHT IT Systems must be consistent with UAHT priorities:
- i. Private, restricted, Personally Identifiable Information (PII) or confidential information is not stored on user devices, including workstations, laptops, servers outside of the data center, removable media, and portable hard drives at any time. Private, restricted, PII, or confidential information can only be stored encrypted.
 - ii. Users should not abuse the privilege of minimal personal and incidental use of UAHT IT within the guidelines of the policy. Furthermore, users should not use campus IT resources, including servers, storage systems, network devices, or cloud-based applications to save or host non-campus-related data or personal information.
 - iii. UAHT attaches the greatest priority to uses that support the academic, research, and business functions of the College. The use of the network for entertainment purposes constitutes the lowest of its priorities and may be preempted should the diversion of resources to a higher priority be deemed necessary. To maintain these priorities, the College reserves the right to limit the number of resources an individual user consumes.
 - iv. A number of actions are specifically forbidden:
 1. Engaging in illegal peer-to-peer file-sharing or other illegal downloading;
 2. Selling access to UAHT computing resources;
 3. Malicious activities, intentionally denying or interfering with any network resources, including spamming, bombing, jamming, and crashing any computer;
 4. Using or accessing any UAHT IT System, or reading or modifying files, without proper authorization;
 5. Sending chain letters;
 - v. Users must respect the purpose of and abide by the terms of use of online media forums, including but not limited to social networking websites, mailing lists, chat rooms, and blogs.
 - vi. Computing and technology resources may not be used to express a personal political opinion to an elected official unless the opinion is within the scope of the employee's regular job duties, or the opinion is requested by an elected official or public entity. Computing and technology resources may not be used to engage in lobbying an elected official on a personal opinion if the employee is not a registered lobbyist for the campus. Any political communication must be consistent with the University of Arkansas Board of Trustees Policy 465.1 and UA System Policy 465.1. It is illegal to engage in activities prohibited by federal or state law or to intentionally override or avoid the security and system integrity procedures of the campus. This policy complies with Act 504 of 2023 of the Arkansas Code Annotated and UASP 285.1. Any campus personnel who violate UASP 285.1 or the College's policy on use of technology resources is subject to disciplinary action and account privileges may be removed or deactivated from one or all College computing systems. Depending on the severity of the violation, disciplinary action may include suspension or termination.
 - vii. UAHT information resources should not be used for activities unrelated to appropriate College functions, except purely incidental.
 - viii. UAHT information resources should not be used for commercial purposes, including advertisements, solicitations, promotions, or other commercial messages, except as permitted under UAHT policy. Any such permitted commercial use should be properly

related to college activities, consider proper cost allocations for government and other overhead determinations, and provide for appropriate reimbursement to the College for taxes and other costs the College may incur by reason of the commercial use. The University's Vice Chancellor for Finance and Administration determines permitted commercial uses.

3. No Impersonations

- i. Using UAHT IT System to impersonate someone else is forbidden.
- ii. Users must use their own login ID and password. Access to any UAHT IT System using another user's logon credentials is fraudulent and prohibited by this policy.
- iii. Mail or postings from UAHT IT Systems must not be sent anonymously. Users must not conceal their identity under any circumstance when using UAHT IT Systems.
- iv. Users are responsible for the use of their logon credentials and are presumed to be responsible for any activity carried out under their IT system accounts.
- v. To forestall potential abuse, users must keep their credentials private and not allow others to use them. UAHT IT Systems are designed so that log on credentials create an audit trail for important business processes. Sharing logon credentials with others circumvents this vital aspect of system integrity.

4. Proper Authorization:

- i. Use of UAHT IT systems is restricted to authorized UAHT faculty, staff, alumni, and students.
- ii. The administrator of UAHT IT Services is the responsible authority, which grants authorization for system use and access.
- iii. Users must not permit or assist any unauthorized person to access UAHT IT systems.
- iv. Guests of UAHT may use the guest wireless network.
- v. Users must not access or attempt to access data on any UAHT IT system they are not authorized to access.
- vi. Users must not make or attempt to make any deliberate, unauthorized changes to data on a UAHT IT system.

5. Honor the Privacy of Others

- i. Personal e-mail and electronic files maintained on UAHT equipment and personal Web pages are part of a comprehensive electronic information environment. This environment creates unique privacy issues involving federal and state laws and institutional policies.
- ii. Users have the right to expect that their legitimate uses of UAHT IT Systems are confidential. UAHT users who invade the privacy of others may have their access suspended and may also be subject to institutional disciplinary action through appropriate channels and legal procedures.
- iii. Users must not access the contents of files of another user without authorization from that user or direct supervisor, dean or administration.
- iv. Users must not intercept or monitor any network communications not explicitly meant for them.
- v. Systems administrators identify categories of data, which will be managed as confidential on particular IT systems, and they will make all reasonable efforts to maintain the confidentiality of that data. However, limited risks do apply to confidentiality, for example to technical limitations, software bugs, and system failures. Systems administrators will take reasonable steps to inform users of the limits to confidentiality for their respective UAHT IT systems. Users are expected to become familiar with those limits and risks of confidentiality and to manage their confidential data accordingly. Confidentiality of data must comply with the State of Arkansas Freedom of Information Act. [see Policy 1901]
- vi. Unauthorized users must not create or use programs, hardware, or devices that collect information about other users without their knowledge and consent. Software on UAHT IT Systems is subject to the same guidelines for protecting privacy as any other information-gathering project at the College. Further, users may not disclose private

information that they discover while accessing UAHT IT Systems, even if that access is for legitimate use.

- vii. Sensitive data must be encrypted before transmission via email or other forms of digital transmission. Caution must be taken if the transmission of sensitive data is required.

6. No Threats to Infrastructure

- i. The UAHT Chief Information Officer/Director of Information Technology is authorized to investigate alleged or apparent violations of UAHT IT policy or applicable law involving IT systems and/or network using whatever means appropriate. The Director maintains a log and incident reporting of all such incidents.
- ii. Users must not extend the UAHT network without explicit permission from IT Services. The unauthorized use of routers, switches, modems, wireless access points, and other devices can impact the security and stability of the network and is strictly prohibited. All use of network addresses or other address spaces as contracted by the University must be registered with IT Services
- iii. Users must not use UAHT IT Systems to attack computers, accounts, or other users by launching viruses, worms, Trojan horses, or other attacks on computers at UAHT or elsewhere.
- iv. Users must not perform unauthorized vulnerability scans on systems.
- v. Anomalous (unusual or unexpected) computing activity that is illegal or wasteful of UAHT IT Resources or that violates the terms of use of the licenses and agreements through which UAHT obtains or uses UAHT IT Resources is prohibited.
- vi. Users who have extraordinary bandwidth needs should work with campus personnel to address these needs.
- vii. Because of the rapid pace of technological change, UAHT Chief Information Officer/Director of Information Technology has extraordinary powers to interpret this rule and may apply it to any activity not identified here that threatens 1) the health of the UAHT network, systems, or applications or 2) the integrity of data including personal information about users.

7. No Violation of Federal, State Laws or University Policies

- i. Users must adhere to licensing agreements that the College has with its vendors. All use of UAHT IT systems and network must be consistent with all contractual obligations of the College, including limitations defined in software and other licensing agreements. Users are not authorized to download and install unapproved software without prior authorization and approval from IT Services. Approved software can be located and installed via the Software Center. It is always incumbent on each UAHT user to ensure that their use of the software remains in compliance with the UAHT license.
- ii. Possession of a copy of UAHT-licensed software does not imply personal ownership or unrestricted use of that software.
- iii. Users who leave UAHT must relinquish any college licensed software, and, consistent with the College's Intellectual Property Policy, all UAHT-owned data.
- iv. Departing employees are not entitled to remove, destroy or copy any of the business-related documents entrusted to their care or created by them during their employment unless otherwise permitted by UAHT.
- v. Without specific authorization by the system administrator, users must not remove any college-owned or administered equipment or documents from an IT system.
- vi. Users must not violate copyright laws. Such violations include, but are not limited to, illegal peer-to-peer file sharing and unauthorized downloading of copyrighted content (like movies, songs, TV shows, and other broadcasts).
- vii. Users must not use UAHT computing resources to harass others or to publish libelous statements. Various types of harassment, including sexual or racial, are proscribed by other college policies.
- viii. Users of UAHT IT Systems are subject to all federal and state obscenity laws. The use of college resources to access pornographic materials for non-work purposes may result in disciplinary action, up to and including termination.

- ix. Users must not use UAHT email or other technology for intentional, non-incident acquisition, storage, and/or display of sexually explicit images or to send unsolicited commercial email or sexually explicit email as defined in Arkansas's Unsolicited Commercial and Sexually Explicit Electronic Mail Fair Protection Act.
- x. Users must not use UAHT IT Systems (e.g. e-mail, social media, blogs), without specific authorization, to imply UAHT support (as opposed to personal support) for any position or proposition.
- xi. Users must observe all applicable policies of external or off-campus data networks when using such networks.

Data Access

UAHT exercises its right of access to the digital information of users only in the following circumstances:

- a. Those instances where the College has a legitimate "need to know." Examples include those where there is reasonable suspicion that: a user is using email to threaten or harass someone; a user is causing disruption to the network or other shared resources; a user is violating university policies, laws, or another user's rights; a student is engaged in academic dishonesty, or a faculty or staff member is in violation of any institutional policy addressing research misconduct. "Need to know" access will be conducted by IT staff only after securing the approval of the General Counsel. If access provides evidence of a violation of law, this policy, or other institutional policies, the results of such access may be shared with other appropriate officials of UAHT.
- b. Those instances in which UAHT must comply with a Freedom of Information Act request, a subpoena, or a discovery request.
- c. Those instances in which an employee is absent from work and access to specific computer records are critical to continuing the College's work during their absence.
- d. Those instances in which access to institutional information is required for Technical Staff to carry out their administrative practices – e.g., backing up files, cleaning up trash or temporary files, searching for rogue programs, or conducting routine systems maintenance. This restriction does not apply to the collection of audit trails and usage logs. There are times, however, in the regular course of their jobs, when Technical Staff may encounter private or personally identifiable information. In this event, UAHT IT staff are responsible for keeping that information secure and must not divulge it to anyone unless they believe a breach of law or policy has occurred. Technical Staff are regularly reminded of this responsibility.

Reporting and Compliance

- 1. Incidents that violate this policy may or may not require an immediate response. Those that pose an immediate danger to persons, systems, or property will be addressed by the appropriate UAHT personnel. Whether or not an incident requires an immediate response, violations of this policy may result in revocation of access, suspension of accounts, disciplinary action, or prosecution. Evidence of illegal activity will be turned over to the appropriate authorities.
- 2. Any violations of this policy should be reported by e-mail to the UAHT Chief Information Officer/Director of Information Technology.
- 3. Users must not conceal or help to conceal or "cover-up" violations by any party. Users are expected to report any evidence of an actual or suspected violation of this policy to the systems administrator of the personnel most directly involved. In case of doubt, the report should be made to the UAHT Chancellor or Vice Chancellors.

Policy Modified on July 10, 2024

Policy 1901: Cybersecurity: Data Classification and Protection

UAHT classifies data according to risk to the University of Arkansas Community College at Hope-Texarkana and assigns responsibilities and roles applicable to data governance. This policy applies to all UAHT data and to all UAHT faculty, employees, students, contract personnel, vendors, volunteers, and official visitors.

Information concerning UAHT projects, confidential employee information, information concerning the UAHT programs, proprietary information of UAHT, sign-on and password codes for access to UAHT computer systems, and protected information is considered confidential information under this policy. UAHT identifies three (3) types of data caretakers:

Data Custodian(s): The Information Technology (IT) Department maintains a secure centralized data center(s) where all backups are maintained in compliance with state and federal regulations.

Data Owner(s): Individuals responsible for the accuracy, privacy, and security of UAHT data under their purview.

Data Governance Committee: The Chief Information Officer and Dean of Institutional Effectiveness evaluate and classify data in accordance with the definitions in this policy and the standards specified in the Data Classification Standard procedures.

UAHT is committed to a secure information technology environment. Safeguards determine the level of risk associated with data and assign data classifications to levels in determination of the extent to which technical, administrative, and physical controls are applied to protect data from theft, alteration, loss of integrity, and /or misuse. Proper data security handling is implemented commensurate with the sensitivity of the data and the risk to UAHT. The College ensures encryption of at least 128-bit protection from threats to the confidentiality, integrity, and availability of UAHT data.

Data is classified as:

- i. High Risk: the loss of confidentiality, integrity or availability of data that could result in a significant or catastrophic impact to individuals, mission, assets, or operations of UAHT.
- ii. Moderate Risk: the loss of confidentiality, integrity or availability of data that could seriously impact individuals, mission, assets or operations of UAHT.
- iii. Low Risk: the loss of confidentiality, integrity or availability of data that could result in a minimal impact to individuals, mission, assets or operations of UAHT.

The Data Governance Committee evaluates and classifies data according to the definitions in this policy and the standards specified in the Data Classification Standard procedures. The Data Governance Committee may classify specific data elements at a higher level than identified in the procedure classifications.

It is the intent of this policy to ensure that UAHT records are maintained in accordance with applicable statutory and policy requirements and provide guidance to campus employees as to appropriate time frames for retention of campus records. All information is kept in line with appropriate controls and standards commensurate with its data classification and the protections outlined in Data Protection Standard procedures. Data may contain elements from multiple classifications and/or data sets resulting in either a high or moderate risk data classification. In such cases, protections prescribed by federal law take precedence.

Data Protection Standards establish a minimum baseline for data classification across UAHT. Each department/business unit identifies a qualified Data Owner(s) for all data sets controlled by the department. The Data Owner(s) is responsible for working with Data Custodians to assure that the data is classified appropriately.

- UAHT will provide training to ensure that Data Owner(s) understand their responsibilities and to enhance consistent classification of data.
- Each Data Custodial must identify the major system(s) where their data resides, classify those systems according to the classifications defined in UAHT Policy, and document this classification in a hard copy and electronic format to ensure that appropriate controls are implemented.
- Storage and retention of data must comply with federal and state records management policies.
- Data Custodians must review data classification(s) annually.

Data Element Classifications

i. High Risk:

- Information protected from unauthorized disclosure by legislation such as FERPA, HIPAA, or industry standards such as Payment Card Industry Data Security Standard (PCI DSS); information referenced in Arkansas State Law. An individual's last name and the individual's first name or first initial, in combination with and linked to any of the following elements, if the element is not publicly available information and is not encrypted, redacted, or altered in a manner that renders the element unreadable.
- Personal Identifiable Information (PII) other than directory information such as:
 - Social Security Numbers.
 - Driver's license numbers and state resident/personal identification.
 - Financial account numbers (including credit or debit card numbers, and bank account numbers) and associated security codes or passwords granting access to an individual's account.
- Student educational records regulated under FERPA in conjunction with identifying references such as Social Security numbers of student identification numbers (excluding directory data).
- Information and/or documentation if released would significantly impair the ability to secure the UAHT data, operations, and facilities.
- UAHT information that is statutorily exempt from public records request per Arkansas State Law.

ii. Moderate Risk:

- Information that is proprietary or for use by members of the UAHT community, such as project plans, email reports, and procedure document plans.
- Student educational records without identifying references.
- FERPA-related information not specifically classified as high risk.
- Directory information for employees who have chosen to withhold their personal information.
- Information for internal purposes or exchanged pursuant to contracts not considered high risk, such as drafts.
- Donor or other third-party partner information maintained by UAHT.
- Proprietary financial, budgetary or personnel information not explicitly authorized for public release.
- Emails and other communications regarding internal UAHT matters which have not been specifically approved for public release.
- Unpublished research data not considered high risk.

iii. Low Risk:

- Published "white pages" directory information.
- UAHT approved maps, website press releases, or brochures intended for public use.
- UAHT approved course catalogs and timetables.
- UAHT approved press releases, institutional statements, and other reports filed with federal or state authorities and generally available to the public.

Policy Adopted July 10, 2024

Policy in compliance with UA System Policy UASP 285.1

Policy 1902: Cybersecurity: Data Inventory

Data sets maintained by UAHT are assigned risk categories, locations, retention standards, compliance regulations, and data owners and custodians.

PII: Personally Identifiable Information

FERPA: Family Educational Rights and Privacy Act

HIPAA: Health Insurance Portability and Accountability Act

GDPR: General Data Protection Regulation

GLBA: Gramm Leach Bliley Act

FOIA: Freedom of Information Act

Confidential Information: information concerning UAHT projects, confidential employee information, information

concerning the UAHT programs, proprietary information of UAHT, sign-on and password codes for access to UAHT computer systems, and protected information. Please see "Data Classification and Protection" for risk element classifications.

Data Custodian(s): IT Department maintains a secure centralized data center(s) where all backups are maintained in compliance according to state and federal regulations.

Data Owner(s): individuals responsible for the accuracy, privacy, and security of the UAHT Data under their purview.

Data Governance Committee: Chief Information Officer and Dean of Institutional Effectiveness evaluates and classifies data according with the definitions in this policy and the standards specified in the Data Classification Standard procedures.

Admissions Data (High Risk)

Admission Data includes recruitment, enrollment, contact information, and some financial information.

Storage Location: Poise, Microsoft OneDrive, Docubase, and Workday

Retention Standard: Student data and related information, forms, reporting, and services are permanently maintained unless superseded by governing state and federal guidelines.

Compliance Regulation: Admissions data may contain information considered PII and which is regulated by FERPA, HIPPA, GDPR.

Data Owner(s): Office of Enrollment Management and Registrar's Office

Data Custodian: Chief Information Officer/Director of Information Technology, exceptions Docubase is a third-party and Workday is maintained through the U of A System.

Financial Aid Data (High Risk)

Financial Aid Data may include enrollment, contact information, and financial information.

Storage Location: Poise, Financial Aid Server, Docubase, Microsoft OneDrive, and Workday

Retention Standard: Student data and related information, forms, reporting, and services are held for the duration of federal, state, and UA System guidelines.

Compliance Regulation: Financial Aid data may contain information considered PII and which is regulated by FERPA, HIPPA, GDPR.

Data Owner(s): Office of Enrollment Management and Registrar's Office

Data Custodian: Chief Information Officer/Director of Information Technology, exceptions Docubase is a third-party and Workday is maintained through the U of A System.

Student Education Records (High Risk)

Student Education Records include grades, instructor communications, enrollment, contact information, and financial information.

Storage Location: Poise, Microsoft OneDrive, Docubase, and Workday

Retention Standard: Student data and related information, forms, reporting, and services are permanently maintained unless superseded by governing state and federal guidelines.

Compliance Regulation: Student Education Records may contain information considered PII and which is regulated by FERPA, HIPPA, GDPR.

Data Owner(s): Registrar's Office

Data Custodian: Information Technology Director, exceptions Docubase is a third-party and Workday is maintained through the U of A System.

Finance and Billing Data (High Risk)

Financial and Human Resource Records include banking information, accounting ledgers, payroll data, and other financial records.

Storage Location: Poise, Microsoft OneDrive, and Workday

Retention Standard: Student data and related information, forms, reporting, and services are permanently maintained unless superseded by governing state and federal guidelines.

Compliance Regulation: This data is regulated by FERPA, HIPPA, GDPR, and GLBA.

Data Owner(s): Business Office and Human Resources
Data Custodian: Chief Information Officer/Director of Information Technology, exceptions Workday is maintained through the U of A System.

Internal Business Documentation and Communication (Moderate Risk)

Internal Business Documentation and Communication includes typical communications regardless of the medium and documentation used to carry out business operations and that contains proprietary information.
Storage Location: Microsoft OneDrive and Outlook
Retention Standard: The data set is maintained by UAHT personnel for five years unless superseded by governing state and federal guidelines.
Compliance Regulation: This data is regulated by FERPA, HIPPA, FOIA, and GLBA.
Data Owner(s): UAHT Personnel
Data Custodian: Chief Information Officer/Director of Information Technology

Academic Assessment Instruments (Moderate Risk)

Academic Assessment Instruments include tests, quizzes, lab results, and other instructional assessments.
Storage Locations: Microsoft OneDrive, Blackboard, and ASAP server
Retention Standard: The data set is regulated by UA System policy and FERPA unless follow-up, distribution, or reports requires additional retention.
Compliance Regulation: This data is regulated by UA System policy and FERPA.
Data Owner(s): Academics
Data Custodian: Chief Information Officer/Director of Information Technology. Exception: Blackboard is maintained by a third-party.

Internal Developed Applications and Source Code (Moderate Risk)

UAHT has developed internal applications and integrations. The unintentional disclosure of source code or unauthorized access to an application represents mainly an operational risk through potentially some high-risk data could be assessed by using parts of the source code maliciously. The systems on which applications run have limited access.
Storage Locations: Secure centralized data center(s)
Retention Standard: Student data and related information, forms, reporting, and services are held for the duration of federal, state, and UA System guidelines.
Compliance Regulation: This data is regulated by FERPA, HIPPA, GDPR, and GLBA.
Data Owner(s): Student Services (historical RAIL records and ASAP degree plans) and Academics.
Data Custodian: Chief Information Officer/Director of Information Technology

Instructional Course Content, Excludes Assessments (Low Risk)

Data found in courses including instructional materials and other course content that may be shared within Academics and public.
Storage Locations: Microsoft OneDrive, Blackboard, Simple Syllabus
Retention Standards: The data set is maintained for one year unless follow-up, distribution or reports require additional retention.
Compliance Regulation: This data is regulated by UA System policy and FOIA.
Data Owner(s): Academics
Data Custodian: Chief Information Officer/Director of Information Technology. Exception: Blackboard and Simple Syllabus are maintained by a third-party.

Community Relations and Directory Information (Low Risk)

Community Relations and Directory Information includes published website content, press releases, brochures, "white pages" directory information, approved maps, calendars, institutional statements, and other reports filed with federal or state authorities and generally available to the public.
Storage Locations: Web Server, Microsoft OneDrive
Retention Standards: Time frame necessary to provide services and requested information.
Compliance: This data regulated by FERPA, HIPPA, GDPR
Data Owner(s): Office of Communications

Data Custodian: Chief Information Officer/Director of Information Technology, exceptions BlueHost hosts website and backups.

Policy Adopted July 10, 2024

Policy in compliance with UA System Policy UASP 285.1

Policy 1903: Cyber Security: Passwords

The purpose of this policy is to establish a standard for the creation of strong passwords, the protection of those passwords, and the Multi-factor Authentication requirements and applies to all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any UAHT facility and/or has access to the UAHT network.

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in a compromise of UAHT's entire network. As such, all UAHT employees (including contractors and vendors with access to UAHT systems) are responsible for taking the appropriate general steps, as outlined below, to select and secure their password:

- All equipment and software default passwords must be changed when installed.
- All user-level passwords (e.g., email, web, desktop computer, etc.) cannot reuse the past ten (10) passwords.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- Ensure passwords are only reset for authorized users.
- All user passwords must conform to the guidelines described below.
- UAHT will leverage Azure Active Directory's Password Protection feature to enforce custom banned words such as "Ironhorse", "UAHT", and names from other members institutions from being used as passwords.
- Microsoft Defender's Threat Analytics feature will flag and notify of any suspicious password related activities – including Sign-In and User Risk analytics that automatically blocks login attempts from malicious IPs as well as attacks that appear to be password spraying or stuffing.
- Multi-factor Authentication (MFA) is required on all users' accounts.

Passwords are required to be a minimum of eight (8) characters in length and cannot be identical to the previous ten (10) passwords utilized. Passwords cannot be the same as a User ID, cannot be a dictionary word, banned word, or proper name, and cannot be displayed when entered or transmitted in the clear or plaintext outside the secure location. Passwords must contain a combination of uppercase, lowercase, numbers, and symbols.

Passwords no longer needed must be deleted or disabled immediately, including but not limited to when a user retires, quits, is reassigned, released, dismissed or when a contractor no longer is needed to perform their duties. When a password is no longer needed employees must notify his or her immediate supervisor to submit a work order requesting deletion of security requirements.

The IT department confirms MFA settings and password resets that require proof of ID. If an employee cannot access the system to reset a password the Dean or Supervisor must submit a helpdesk requesting password reset after confirming the employee's identity. Face to face meetings using zoom or other visual meeting software is permitted for those not physically on campus.

Password protection standards require that passwords not be shared with anyone, including administrative assistants, secretaries, IT employees, and/or supervisors. All passwords must be treated as sensitive, confidential UAHT information. Passwords should never be revealed over the phone, in an email, in front of other people or family members, or to co-workers or supervisors. Employees should never hint at the format of a password ("my family name"). Passwords should never be revealed on a questionnaire or security form and should not be written down and stored in an office or in a file on any unencrypted computer system.

UAHT may perform password cracking or guessing on a periodic or random basis during annual security testing. If a password is guessed or cracked the user is required to change the password.

Access to the UAHT networks via remote access is controlled by using a Virtual Private Network whereby the password and User ID is required, and a multifactor authentication.

Application developers must ensure their programs contain the following security precautions:

- Should support authentication of individual users, not groups.
- Should not store passwords in clear text or in any easily reversible form.
- Should provide some sort of role management, such that one user can take over the function of another without having to know the other's password.
- Should support Remote Authentication Dial-In User Service (RADIUS), and with Lightweight Directory Access Protocol (LDAP) security retrieval, SSO via SAML wherever possible.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Policy Adopted on July 18, 2024

Policy 1904: Digital Communications and Electronic Information

Digital communication saves time, saves money, and is often the fastest, most effective method of communication among members of the UAHT community. Digital communication can be easily abused and what seems useful and pertinent to one student or employee might appear as "spam" to another. The purpose of this policy is to address issues of built and/or group communications.

This policy establishes standards for the electronic transmission of sensitive and business-critical data and the controls that the users will employ to protect the security and privacy of sensitive and business-critical electronic data. This policy also addresses rules and responsibilities while using UAHT's digital communications. This policy applies to email, instant messaging, voice mail, file transfer, and any other technology that transmits sensitive and business-critical data electronically.

Under this policy, College business is work performed as part of an employee's job responsibilities, or work performed on behalf of the College by faculty, staff, volunteers, students, trainees, and other persons whose conduct, in the performance of work for the College, is under the direct control of the UAHT, whether or not they are paid by the institution. Sensitive data is a blanket term used to designate classes of data with a high level of security that the UAHT is legally or contractually required to protect. Sensitive data may also be referred to as protected information or personally identifiable information.

Sensitive and business-critical data that are to be transmitted electronically must be transmitted in a manner that protects them against unauthorized access and ensures their integrity. When the circumstances allow, electronic transmission of sensitive and business-critical data, the following reasonable and appropriate security measures must be implemented:

1. All use of email and other communication methods and tools must be consistent with UAHT policies and procedures of ethical conduct, safety, compliance with applicable laws, and proper business practices.
2. Any faculty member, staff member, or student may develop a mailing list or otherwise communicate electronically with those with whom they have a supervisory, collaborative, or instructional relationship.
3. It is unacceptable to use the UAHT's electronic communication resources (in any form)
 - a. To send unauthorized mass communication of any type
 - b. To send rude, obscene, harassing, or illegal material, or material that in any way conflicts with the regulations of the institution
 - c. To send any material that in any way conflicts with state or federal law
 - d. To send/receive individually identifiable health information, social security numbers, passwords, or any other confidential information via the Internet or non-UAHT email addresses

- e. To perform an operation or activity that degrades the performance of the UAHT's IT systems and network
- f. To send e-mail with the intent of disrupting communication or other system services
- g. To send broadcast e-mail or listserv/group communications to users without proper institutional or divisional approval
- h. To intentionally distribute messages that contain viruses, worms, or other malicious code

The University of Arkansas Hope-Texarkana voluntarily collects and maintains electronic information and files from users. These files are collected and maintained to facilitate the processing of student, employee, and alumni records. All record keeping is done in strict compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34cfr part 99).

Policy Adopted on July 10, 2024

Policy 1905: Mobile Device Policy

Purpose

UAHT implements necessary controls, technologies, and devices to secure information systems and critical data in UAHT infrastructure. Mobile devices are an inevitable part of our daily lives, and they are used to conveniently perform UAHT business-related activities and provide access to UAHT data. However, mobile devices have fewer security controls to keep UAHT systems and data secure. UAHT developed this policy to define the best practices and principles to secure individual devices, university systems, and data.

Scope

This policy applies to every mobile device—university-owned or personal—accessing UAHT systems and data to perform university business by university employees.

Sensitive Data: Sensitive data is a blanket term used to designate classes of data with a high level of security that the University is legally or contractually required to protect. Sensitive data refers to any element of data that is uniquely or in aggregate protected by federal regulations (ex: HIPAA, FERPA), categorized as PII or PHI, or any other data that has been identified as business-critical or business-sensitive data, such as financial records or intellectual property of UAHT.

Mobile Devices: Mobile devices are smartphone or tablet type devices that typically run Apple IOS or Android operating systems. These often very portable devices include some form of internet connectivity (Wi-Fi and/or Cellular) and are used to perform various functions such as reading and responding to emails, providing access to various enterprise applications, and interacting with various documents.

Policy

This policy is intended to ensure all employees follow safe computing practices when using mobile devices. Users are encouraged to apply these best practices to all mobile devices, including those that are not used for accessing campus data, to minimize risks and data loss associated with lost or stolen devices. UAHT understands and respects that the use of personal devices to access campus data is a personal choice that happens to provide significant benefit to the campus and the community served. UAHT does, however, have an obligation to this same user community that access to campus data and resources is done in a safe and secure manner. Employees choosing to opt-out of this set of identified best practices or employees that have devices that can not comply with the best practices identified below must not access campus data from their mobile devices.

To ensure compliance with UA System policies, UAHT policies, laws, and regulations, employees using mobile or personal devices to perform UAHT business, functions, and tasks or accessing and processing university data must implement the following security best practices and device settings to protect the security of their mobile devices and campus data:

1. Sensitive or business-critical data must not be stored on the mobile device.
2. If the device supports encryption, it must be enabled.
3. All applications must be installed from official application repositories.
4. Auto-updates must be enabled for the mobile devices operating system and all applications running on the device.

5. Device screen must be locked with a passcode, fingerprint, face recognition, or similar method.
6. Device auto-lock must be enabled.
7. If the device supports "Remote Wipe" this functionality must be enabled to permit the end-user to erase a lost or stolen device.

Additionally, some mobile devices provide additional security features that may be beneficial to end-users, such as "Find My Device (Phone)." UAHT encourages end-users to weigh the benefits of enabling such capabilities (such as recovering a lost device). UAHT can in no way use these additional features for administrative oversight on personally owned devices.

In the future, employees who wish to continue to access UAHT IT resources and data via mobile devices may be required to install a 3rd party software application to safeguard campus data and monitor compliance with these best practices. Should campus require this 3rd party software for data access, employees will be provided advanced notice of the installation requirement and at no time will UAHT have the capability to technically or administratively compel users to install this software on personally owned devices. However, users who choose not to install the software will not be granted access to campus IT resources from their mobile devices. Further, should the need for a 3rd party software application be required, campus will clearly articulate any necessary access permissions and administrative functions the software permits.

Users uncertain whether their devices are in compliance with these requirements or those that have further questions are encouraged to contact the IT Assistance Center for additional help.

Attempting to knowingly circumvent the security best practices and device settings mandated in this policy may result in revocation of access, suspension of accounts, and disciplinary action.

Policy Adopted September 7, 2021

Policy 1910: Parking

Faculty and staff must register their vehicles with the Office of Human Resources at no charge. Parking permit must be attached to a window of the vehicle and clearly visible to campus security.

Faculty and staff may park in any parking space that is not reserved for visitors or the disabled. All reserved parking on campus is painted in yellow or blue. Parking in areas designated for the disabled or in any undesignated area may result in the vehicle being towed from the campus.

Courtesy and common sense by employees in parking will avoid accidents, personal injury, damages to the vehicle of the employee, and to the vehicles of other employees or students. Any employee who damages another automobile while parking or leaving should immediately report the incident, along with the license numbers of both vehicles and any other pertinent information to Campus Security. If warranted, a police officer will be called to prepare a police report for insurance purposes.

UAHT does not assume any liability for any loss or damages an employee may sustain in the College parking lots.

Policy 1915: Keys

Key Issuance

Keys are issued and controlled by the Human Resource Officer. Vice Chancellors, directors, or deans must submit key requests to the Human Resource Officer. Duplicate keys may be secured from the Maintenance Department only through the request from Human Resource Office.

- Master keys are issued to administrators, police/public safety, and select physical plant personnel only.
- Sub-master keys are issued only to persons authorized by directors and deans.
- Building entrance keys are issued only to full-time personnel with a demonstrated need for after-hours entrance to a building.
- Room keys are issued only to personnel who have a continuing need for access to such rooms.
- Deans may provide an extra key for occasional use by subordinates. Deans assume all

- responsibility for the use of an extra key.
- Keys issued to companies from the private sector that are working at the College must be authorized and specified in writing by the Vice Chancellor for Finance and Administration.
- Keys will be delivered only to the person who requests the key.
- Keys may not be sent through campus mail.

Any person who knowingly makes or duplicates a College key in any unauthorized manner is subject to disciplinary action by the College.

Key Return

Upon termination, or when an individual's need for a key no longer exists, all College keys must be returned to the Human Resources Officer. Key may be returned during the Exit Interview and faculty/staff final paychecks will be held until all keys are returned.

Lost or Stolen Keys

The appropriate Vice Chancellor, director, or dean must be notified immediately if a key is lost or stolen. The individual losing the key and/or the department who authorized the issuance of the key is held responsible for the key and is assessed any necessary re-keying costs.

Policy 1920: Benevolence Fund

The UAHT Benevolence Fund is handled through the UAHT Office of Human Resources. HR collects funds through payroll deduction or donation and administers payment of bills. Requests for donations to the Benevolence Fund are sent out by the Office of Human Resources annually, or as needed.

Illness – A flower arrangement or plant will be sent to hospitalized (excluding routine testing) staff/faculty members, Board of Visitors, UA Board of Trustees, and UA System Administrative Personnel, in the event of hospitalization (excluding routine testing) or to those who are required to have hospital related surgery as an outpatient.

Death – Flowers/plants will be sent in the event of death of a staff/faculty member; children of staff/faculty member; spouse of staff/faculty member, and mother, father, mother-in-law, father-in-law, or grandchild of staff/faculty member, or UAHT retiree. College employees will also send flowers or a plant in the event of a death of a member/spouse of the Board of Visitors, UA Board of Trustees, and UA System Administrative personnel.

Cards will be sent to family members that are not covered under the above policy. It is incumbent upon each department to notify the office of Human Resources regarding an illness or death in a staff/faculty member's family for cards or flowers to be sent

Adjunct faculty are not covered under the above policy. Each department is responsible for ordering and payment of flowers or sending cards to their adjunct faculty.

Policy 1925: Awards

The College presents two annual awards to employees for exemplary service and one alumni award:

Spirit of Excellence in Service Award

The Spirit of Excellence in Service Award recognizes, encourages, and rewards the staff member who has brought credit to the University of Arkansas Hope-Texarkana through his or her exemplary efforts in applying the spirit and skills necessary to perform services for the college, community, state, or nation in areas of public interest.

All full-time, non-faculty personnel (excluding Cabinet members and the current Spirit of Excellence in

Service Award Committee) employed for a minimum of two consecutive years at UAHT and are in good standing are eligible for nomination for the award.

All employees (excluding the Spirit of Excellence in Service Award committee) may nominate eligible employees for this award. All recognized clubs may submit a nomination, also.

The Spirit of Excellence in Service Award Committee consists of:

- Human Resources Officer – Standing Committee Chair, non-voting
- Faculty Senate secretary
- Previous year's recipient of Outstanding Faculty Member award
- Member of Professional Staff – rotated by tenure
- Member of Clerical Staff – rotated by tenure
- Member of Maintenance Staff – rotated by tenure
- Previous year's recipient of Staff Recognition Award

If a position on committee becomes available or committee member is unable to serve, the committee chair has the discretion to appoint a new member of committee.

Faculty of the Year Award

The members of the faculty senate make nominations in the spring semester and vote.

Alumnus of the Year Award

The College also recognizes a former student by giving an Alumnus of the Year award. Academic Leadership seeks nominations from the College and community and selects the recipient in the spring semester. The recipient of the award is announced at the spring employee luncheon and recognized at the spring graduation ceremony.

Policy 1930: Professional Growth

In order to promote in service training and professional growth, University of Arkansas Hope-Texarkana cooperates with organizations and committees with objectives of improving education. Staff members are encouraged to attend worthwhile educational and professional meetings and to participate actively on professional committees.

The Administration encourages within reasonable budgetary limits, participation of faculty members in professional activities which will enhance the program of the College. Dues for individual membership in professional organizations, societies, etc., are paid by the individual faculty and staff members.

F. TRAVEL

Policy 2000: Travel

The College recognizes the need for travel to promote professional development, student instruction, attendance at educational and professional meetings, service on committees and perform official college functions. Administrative procedures are published which delineate the methods and process for travel approval, allowances, and reimbursements. Travel and reimbursements are in accordance and compliance with approved State and College travel regulations and procedures.

Administrative procedures which delineate the process for travel approval, allowances, and reimbursements are located on the campus intranet.

The Chancellor is the Travel Administrator for the College and has the authority to delegate that responsibility to other employees. The Chancellor has delegated Executive Vice Chancellor and the Vice Chancellor of Academics as Travel Administrators. The Travel Administrators are responsible for insuring that all travel reimbursements are made in compliance with State regulations.

College employees may use their personal vehicle for travel on official college business if no College vehicle is available. Exceptions to this policy may be made only by the Chancellor or by supervising Vice Chancellor. If a college vehicle is available and an employee chooses not to use it, the reimbursement rate will be reduced to the mileage amount charged to departments for the use of a college car or mini-van. The maximum mileage reimbursement will be determined by the shortest major highway route. Employees using their personal vehicle on College business must have a valid driver's license and be properly insured.

Policy 2004: Travel Procedures

UNIVERSITY OF ARKANSAS HOPE-TEXARKANA TRAVEL POLICIES AND PROCEDURES November 1, 2017

I. REIMBURSEMENT POLICY:

Funds are budgeted for travel based on the need to perform official College functions and the availability of funds. Reimbursement for travel is in accordance with state and college travel regulations and procedures.

II. REGULATIONS AND PROCEDURES: Requesting Process:

- A. Submit a Request for Leave Form approved by the appropriate administrator and the Chancellor of the college. Requests should be submitted at least five (5) days prior to the travel when possible. Persons travelling should include personnel assuming their duties in their absence and an estimated cost of the trip. Whenever possible, a college vehicle will be assigned for an approved trip. An electronic Request for College Vehicle form should be submitted simultaneously with the Leave Form. Priorities for college vehicles will be given to trips based on the number traveling, miles to be driven and vehicle suitability. All things being equal, vehicles will be assigned on a first come basis.

B. Traveling:

Meals & Lodging: The actual cost of meals is reimbursed on a TR-1 Form if overnight lodging is required. The maximum allowance for meals is the amount listed in the most current Federal Travel Directory published by GSA. The maximum is only allowed if a travel day begins before 6:00AM and ends after 6:00PM; however, reimbursements are made based on actual receipts not per diem amounts. (<http://www.gsa.gov/portal/content/104877>)

There will be no reimbursement for meals when overnight lodging is not required.

College and/or state policy require receipts for meals, lodging, registration fees, or any miscellaneous travel expense. Reimbursements will not be made for these items without valid receipts (meal receipts must be itemized showing what items were ordered and cannot be handwritten). Also, no reimbursement will be allowed to any employee for personal entertainment, valet service, flowers, laundry, cleaning, lounge charges, handwritten tips, tips exceeding 15%, or personal phone calls.

Use of Personal Vehicle: The reimbursement for use of a personal vehicle is the rate per mile set by the Arkansas Department of Finance and Administration. If a College vehicle is available

and an employee chooses not to use it, the reimbursement rate will be reduced to the mileage amount charged to departments for the use of a college car or mini-van. Per UAHT Policy 2000, the use of a personal vehicle for college business must be approved. List mileage for personal vehicle use on the Request for Leave Form and note that is for personal vehicle use. Attach the Request for Leave Form to the TR-1 Form to show that permission was granted to use a personal vehicle. The maximum mileage allowed will be determined by the shortest major highway route. Any vicinity mileage claimed must be listed separately on the TR-1 form. All employees using their personal vehicle on college business must have a valid driver's license and be properly insured.

Use of a College Vehicle: College vehicles should be used if available. Use of college full-size vans requires 5 or more persons traveling to the same area unless approved in advance.

All employees are expected to adhere to the area speed limit and other applicable laws in college vehicles. The college assumes no responsibility for fines.

If it becomes necessary to purchase oil or repairs, a receipt is required and recorded under the incidentals section on the TR-1 form.

Never leave an unattended college vehicle unlocked!

All college vehicles have a travel packet that includes a gas card with instructions, a vehicle key, and a travel log. All travelers must adhere to the following procedures when using a college vehicle:

- Reserve college vehicles using the electronic form on the Intranet.
- Pick up travel packet from the Business Office; travelers should pick up the packet during regular Business Office hours.
- Before starting your trip, record the odometer reading displayed in the travel log.
- Before returning the vehicle, make sure the fuel level is more than one half full; if not, fill up the vehicle prior to its return to campus.
- Return the vehicle to the Staff parking lot between the Admin building and the Student Success building.
- Upon return to campus, complete the travel log, including the ending odometer reading.
- Leave the travel packet inside the locked vehicle.
- Place the key in the drop box located outside the back Admin north entrance. (Entrance closest to business office.)
- Departments will be charged \$.30 for car or mini-van and \$.35 for truck or full-size van

Common Carrier Transportation: Travelers by commercial airlines will utilize coach accommodations except in those instances where first class accommodations would be more economical for the college. Instances where first class fare is utilized will require a coach non-availability certificate from the airline as support for reimbursement.

When common carriers are needed to transport employees, the Business Office will make employee's travel arrangements and have the college billed direct for these expenses. Employee's may make their own arrangements and request reimbursement on a TR-1 form.

C. Reimbursement Process:

All requests for travel reimbursement must be made on a TR-1 form. A copy of the approved leave form and receipts for lodging, registration etc. must be attached to the TR-1 form.

All TR-1 forms are turned in to the appropriate Vice Chancellor for approval. All information must be

completed and the form must be signed by a Travel Supervisor or the Travel Administrator. The approved TR-1 form must be submitted to the Business Office to process reimbursement.

The College Vice Chancellors are the only approved Travel Supervisors for the college. Questions pertaining to travel regulations or procedures should be directed to the Travel Supervisors or the Business Office.

The Chancellor is the Travel Administrator for the College and must approve all out of state travel.

The official station for most employees is the campus location at which their permanent office is located either the Hope or Texarkana campus. Employees unsure of the official station or of any other information requested on the TR-1 should contact the Business Office.

When travel by private vehicle is approved, reimbursement will be made by the official mileage shown on the current Arkansas Highway map. The Business Office has current Arkansas maps. Vicinity mileage must be listed separately on the TR-1. No reimbursement for the use of a private vehicle can be made without the license number of that vehicle listed on the TR-1.

Out of State travel reimbursements must have a copy of the approved Leave Request attached to the TR-1 reimbursement form.
UAHT MODIFIED POLICY ON
July 28, 2021

Policy 2010: Use of College-Owned Vehicles

College-owned vehicles are available for approved trips. All college employees who drive on College business must complete an Arkansas State Vehicle Safety Program form that authorizes the College to check the employees driving record. Employees with excessive points on their driving record may not drive College vehicles. All employees are expected to adhere to the area speed limits and other applicable laws. The College assumes no responsibility for traffic fines. College vehicles are not available for use for groups outside the College.

Policy 2020: Travel Expenses for Non-college Personnel

The Chancellor may authorize travel expense reimbursements of persons, other than College employees, who are called upon to contribute time and services to the College.

V. FACILITIES and EQUIPMENT

Policy 2100: Use of College Facilities

UAHT ADOPTS SYSTEM POLICY - 705.1

University facilities, grounds, and other resources (collectively "facilities") exist for the purpose of fulfilling the University's broad educational objectives, including its primary educational mission of teaching, research, and public service; promoting a robust exchange and critical evaluation of diverse viewpoints; and fostering economic development and community involvement. When not required for its organized educational programming or official functions, University facilities may be made available for extracurricular use to colleges, departments, and other organizational units of the University; to organizations composed exclusively of faculty and staff; to organizations that exist solely for the benefit of the University; and to recognized student organizations with the approval of the faculty advisor.

When a facility is not in use for a regularly scheduled educational activity or for an extracurricular activity by one of the University organizations listed above, pursuant to policies or procedures tailored to the educational objectives of the University adopted by each campus or unit, such facilities may be made available for use by individual or informal groups of students as part of their overall educational experience, or by other persons or entities if such use serves institutional objectives. For example, it is an objective of the University to provide opportunities for University and broader communities to see and hear leaders from throughout the state, nation, and world. Speeches and debates by or on behalf of candidates for office may be scheduled in University facilities under arrangements that allow reasonable opportunities

for opposing candidates or points of view, although campaign fundraising is not permitted and University imagery shall not be used for campaign advertising. It must be made clear that the University does not support or oppose the views or candidacies of such individuals. Any such use is secondary to and shall not interfere with the primary purposes and functions to which University facilities are dedicated.

Members of the campus community may engage in expressive activities in outdoor campus areas, subject to reasonable time, place and manner restrictions to be defined by each campus, unit or division. Any such restrictions will be described in a published campus, unit or division policy, must be consistent with constitutional requirements and Arkansas Code section 6-60-1005, and must be reviewed by the Office of General Counsel.

SYSTEM POLICY - 705.1 Adopted May 23, 2019

Policy 2105: Community Use of College Facilities

UAHT facilities may be used to further the educational, cultural and recreational needs of the community. Facilities may be made available to organizations and groups for these purposes if such use does not interfere with College functions and if such use is consistent with the objectives of the College as determined by the Chancellor or his designee.

Fees may be charged by the College that offset any additional costs incurred through the use of the College facilities by community groups. Fees may vary according to the nature of and use of the facilities, equipment and services needed.

Any exceptions to this procedure are only with the approval of the Chancellor.

Policy 2107: Alcohol Service on College Property

The purpose of this policy is to describe conditions under which alcoholic beverages (i.e., wine, beer, and distilled spirits (liquor)) can be served, distributed, or consumed on the campus of UAHT. Alcoholic beverages must be legally produced and commercially available beverages. All other beverages having an alcohol content are strictly prohibited. This policy is applicable to all events held on property under the ownership or control of the University of Arkansas Community College at Hope-Texarkana, including all faculty, staff, organizations, departments, groups, guests, college-sponsored events of UAHT, as well as events held by non-College entities.

The purchase, service, possession distribution, and consumption of alcoholic beverages is restricted on UAHT property except as authorized below:

1. The purchase, service, possession, distribution, and consumption of alcoholic beverages in facilities under the control of UAHT and on the campus grounds must in all respects comply with all applicable state and federal laws, in addition to all UAHT policies.
2. All events sponsored by any entity of UAHT that involve service of alcoholic beverages and occur on college property must be registered with the Office of Institutional Advancement a minimum of two (2) weeks prior to the date of the event. The request will be reviewed to ensure the proposed event meets the requirements of state law and UAHT policy. There are no standing approvals. Requests must be submitted on the Alcohol Service Event Registration Form.
3. Service of alcoholic beverages is only permitted at college-approved locations under the authorization of the Office of Institutional Advancement.
4. Alcoholic beverages are not permitted to be sold or served at any event held on UAHT property by a non-College entity, unless specifically allowed by other provisions of this policy.
5. Alcoholic beverages are not allowed inside any academic classroom spaces.
6. Guest lists are required to be kept on file for events involving alcoholic beverages.
7. Events involving alcoholic beverages must be private events and not open to the public. Access to the event must be controlled throughout the event.
8. Events involving sale or service of alcoholic beverages by non-College entities must provide for indemnification of UAHT against all risks of liability associated with service of alcoholic beverages.

Non-College entities must provide liability insurance coverage by the licensee, with UAHT as an additional insured, in an amount that is satisfactory to UAHT, and with a certificate of insurance furnished to UAHT prior to the event. No events may be publicized until a written agreement has been executed by authorized representatives of the parties. Admission must be by invitation to specific invitees, not general ticket sales.

The service of all alcoholic beverages must abide by the following guidelines:

1. No person under the age to 21 may serve, distribute, purchase, possess, or consume any alcoholic beverages anywhere on the UAHT campus or on property owned or controlled by UAHT.
2. No person of any age may serve or sell alcoholic beverages to a person under the age of 21 years of age.
3. Alcoholic beverages may not be purchased with state or federally appropriated funds. Expenditures for the purchase of alcoholic beverages may not be charged to general university funds.
4. Alcoholic beverages must be served by an insured caterer with an Arkansas Alcoholic Beverage Control (ABC) license, which has been previously approved as a UAHT vendor. All bartenders are required to sign and have on file with the vendor the ABC-issued Alcoholic Beverage Server Awareness Form prior to serving alcoholic beverages.
5. Alcoholic beverage service must take place only after 4:30 p.m. on weekdays and after 12:00 p.m. on weekends. Alcoholic beverage service should begin no more than two (2) hours before and must cease 30 minutes prior to the end of the scheduled event.
6. Non-alcoholic beverages and non-salty foods must be available and displayed when serving alcoholic beverages. The food must be available before the alcoholic beverage distribution begins and replenished throughout the event as needed. Water must be one of the non-alcoholic beverages provided.
7. Bring-Your-Own-Beverage (BYOB) is strictly prohibited.
8. Participants may not remove alcoholic beverages from the event.
9. There can be no self-service stations for alcoholic beverages.
10. Notification of the legal drinking age must be posted at any event where alcoholic beverages are present.
11. Alcoholic beverages may not be served at any UAHT events which are designed primarily for students, regardless of age or classification.
12. Alcoholic beverages are not allowed at student registered or sponsored events. Events where alcoholic beverages will be served should not be held in areas on UATH property where students not attending the event may be present.

UAHT Adopted this Policy on November 8, 2022

Policy 2109: Usage of UAHT Equipment

I. Overview and Definitions

UAHT is responsible for safeguarding all equipment. Custody and proper use of equipment is the responsibility of the various departments where the property is assigned. All UAHT employees have stewardship responsibilities for property assigned and are required to use good judgment in the use of all equipment.

For purposes of this policy, equipment includes capitalized equipment, low value equipment, and low value – high risk equipment, located on or off campus. Equipment also includes other items purchased, leased, or rented by or for UAHT, or loaned or donated to or for UAHT, or otherwise made available for use by UAHT, that may be used or sold.

II. Appropriate Use

UAHT equipment may only be used in the conduct of official business. Equipment may not be rented,

loaned, or otherwise furnished to any person, group, or organization for personal use or for private use that is not formally authorized by the Office of Institutional Advancement and the Business Office.

UAHT equipment and other resources may not be used for any purpose that is illegal, unethical, dishonest, damaging to the reputation of UAHT, likely to subject the UAHT to liability, or otherwise contrary to UAHT policy.

III. Ownership and Control; Donations; Title

UAHT owns and controls: (1) all equipment purchased with UAHT funds, regardless of the funding source (unless stipulated otherwise by the funding source), regardless of the unit or person that ordered or possesses the item, and regardless of the particular budget expensed; and (2) all equipment received as a gift, donation, or contribution, regardless of which unit received or possesses the item, and regardless of whether the gift, donation, or contribution was solicited or not. Further, this policy applies to equipment leased or rented by or for UAHT or loaned or otherwise made available for use by UAHT.

All donated, contributed, or gifted property must be reported to the office of Institutional Advancement and the Business Office.

Although title to equipment purchased with grant or contract funds may not be legally vested with UAHT, UAHT shall exercise the responsibilities of ownership for such equipment.

Department heads may appoint designees under their supervision to be responsible for equipment; however, the department head is primarily responsible for all equipment assigned to the department.

IV. Loss, Theft, Damage, or Improper Use; Reporting Obligations

Employees observing or otherwise aware of the apparent theft, misappropriation, abuse, misuse, illegal use, unethical use, dishonest use, or use of UAHT equipment that is damaging to the reputation of UAHT or in violation of policy should report such incidents promptly. Additionally, all lost or damaged UAHT equipment must be immediately report to the Department Head and the Vice Chancellor of Finance and Administration or designee.

Arkansas Code Annotated (ACA) § 25-1-124 requires the report of loss of public funds or property to one thousand dollars or more in one calendar year, including without limitation: apparent unauthorized disbursements of public funds or the apparent theft or misappropriation of public funds or property. Additionally, any required reporting under these provisions shall be made within five business days of the date the public employee learns of the loss of public funds. A public employee with supervisory fiduciary responsibility over all fiscal matters who purposely fails to report the loss within five business days is guilty of a Class A misdemeanor. The Vice Chancellor for Finance and Administration or designee will report losses to applicable state agency, UASYS Internal Audit, and other responsible parties.

All stolen UAHT equipment must also be immediately reported to the UAHT Campus Police. UAHT Campus Police will report all incidents to the Vice Chancellor for Finance and Administration or designee, who will be responsible for monitoring for patterns of inadequate control of equipment. As needed, reports of apparent patterns of inadequate control of equipment to the department head of the custodial department, along with Vice Chancellors, and work with the department to develop and implement adequate controls as needed.

Employees may be accountable to both civil and criminal authorities and to UAHT for acts that constitute violations of federal, state, or local law or UAHT policies. UAHT may proceed with disciplinary action whether or not civil or criminal proceedings have been instituted against the employee. UAHT disciplinary proceedings may not be abated or subject to challenge solely on the grounds that the civil or criminal charges have been dismissed or reduced.

Restitution will be required for theft or damage done to UAHT property or for the improper disposal of UAHT equipment.

Employees may anonymously report any known or suspected abuse, theft, or damage of UAHT equipment to UA System Internal Audit Fraud Hotline: 866-252-9838.

UAHT Adopted this Policy on July 11, 2023

Policy 2110: Collection for Breakage or Damage

All loss, breakage, or damage to College property that is deemed the responsibility of a student or user under policy 2105, as determined by the College, is charged to the individual or group in a fair and equitable manner.

All funds collected for loss, breakage, or damage to College property are deposited in the Business Office. These funds are College funds and must be recorded and accounted for in accordance with all College policies and procedures.

Policy 2115: Use of College-Owned Property by Staff

Employees may not use College supplies, tools, or equipment for personal use.

Policy 2116: Hoverboard & Skating (inline, skateboards) UAHT Policy Adopted February 1, 2016
Hoverboards, self-balancing boards/scooters, electronic skateboards, electric bicycles, Segways, and similar devices are not permitted in any building on the UAHT campuses. These types of devices cannot be used, carried, stored, or charged in any UAHT building.

The following rules apply to the use of hoverboards (and similar devices), roller skates, inline skates, scooters, and skateboards (hereinafter referred to as "skating") on the UAHT campuses:

1. At all times pedestrian traffic will have the right-of way.
2. At no time are roller skates or inline skates to be worn inside buildings on the UAHT campuses.
3. Skating is not to occur on sidewalks, walking trails, handrails, walls, benches, and raised surfaces.
4. Any person engaging in any skating activity assumes and is solely responsible for any property damage and/or any personal injury to himself or herself or to any third parties which arises out of any skating activity. This includes, but is not limited to, any property damaged at the College.
5. Any person choosing to engage in any skating activity of any kind assumes all risks associated with such activity.

Policy 2120: Disposal of College Property

College personal property not required for school purposes may be disposed of upon authorization of the Chancellor in keeping with applicable state and federal statutes, utilizing Marketing and Redistribution policy 25-08-106.

Policy modified on July 30, 2024

Policy 2125: Transfer of Equipment

All interdepartmental transfers must be approved by the Vice Chancellor for Finance and Administration.

Policy 2130: Research and Publications by Staff

UAHT is not designated by the Arkansas legislature as a research institution. There are no policy provisions to encourage research or publication by personnel and no monetary stipend is permitted. The Chancellor's Cabinet is authorized to approve the use of College equipment and facilities for personnel conducting

research that does not interfere with instruction or constitute more than nominal expenses to the College.

Policy 2135: Naming Buildings

Policy adopted January 8, 2019

When a College building is to be named in honor of some individual, the name is in memory of a person who, during his or her lifetime, gave significant service to the College. The only exceptions are:

- (1) The Board of Visitors endorses in principle the naming of a building for an individual who, from his or her personal resources has made a substantial contribution, in relation to total costs, toward construction of said building; and
- (2) The Board of Visitors considers without prejudice and when circumstances warrant the naming of a building for an emeritus faculty or staff member who has spent a large part of his or her professional career in the service of the College and who, during a certain period of service, made noteworthy contributions to the progress and welfare of the College.

VI. ACADEMICS

Policy 2200: Recruitment and Selection of Faculty

Faculty are hired through a committee process. Vacancies are advertised through a variety of media, including internal notification, local and state newspapers, and professional publications, including a list of qualifications and duties. The interview committee is established by the Vice Chancellor for Academics in consultation with the appropriate dean. The HR Officer is responsible for scheduling interviews and checking references. Interview committees consist of, but are not limited to, the VC for Academics, the appropriate Dean, and the HR Officer.

Applicants for full-time faculty positions must perform a teaching demonstration for the interview committee. An across-campus audience of faculty, staff, and students are invited to observe and comment. Attendees to teaching demonstrations must complete an evaluation form. Teaching demonstration evaluation results are shared with the interview committee.

Interview committee members make a recommendation to the Chancellor. The Chancellor notifies the HR Officer of the decision to hire. Candidates offered a faculty position are notified by telephone and letter. Candidates not offered a faculty position are notified by letter. All applications are kept on file for one year from the date of the hiring decision.

Before any commitments are made to the prospective employee, if employed elsewhere, the employer will be contacted for their recommendation and approval of employment by the College.

When an applicant for a position at the College is being considered for employment, the employer will not be contacted until the applicant gives their consent. However, the College retains the right to contact the present employer prior to offering employment.

Guidelines for Faculty Qualifications

UAHT employs competent faculty members qualified to accomplish the mission and goals of the institution. In determining acceptable qualifications of its faculty, UAHT uses the guidelines established within the Higher Learning Commission. The Commission's Handbook states that a "qualified faculty" consists of "people who by formal education and tested experience know what students must learn."

In general, UAHT faculty will hold a degree at least one level above that of the program in which they are teaching.

Faculty teaching general education and/or coursework which will transfer into a baccalaureate program should hold a master's degree with 18 graduate semester hours in the discipline taught.

Faculty teaching in associate of applied science degree programs must hold at least a baccalaureate

degree in their teaching field or a closely-related field, unless, in specific trade and industrial fields, it can be demonstrated that baccalaureate trained faculty are not available. Faculty teaching in a certificate level program should hold an associate's degree in their teaching field or a closely-related field with a minimum of two years directly-related work experience. Faculty members teaching developmental education courses are expected to hold at least a baccalaureate degree and must possess formal education and/or experience which uniquely qualify them to teach adult and underprepared learners.

Any faculty teaching in an accredited program must also meet the minimum education and/or licensure requirements of the program's accrediting agency.

Policy 2210: Appointment Letters

Returning faculty members receive appointment letters only after salary budgets are finalized for the next year. Appointment letters specify amounts and terms of employment. All appointment letters are approved by the Chancellor and state that those signing the appointment letters agree to abide by all College policies. The Chancellor is authorized to make changes to the terms of the appointment letters.

Signed and return appointment letters indicate acceptance of employment.

Faculty must notify the Administration before May 1 of their intention to qualify for salary advancements based on additional education. Official transcripts are required as documentation of program completion.

Efficient personnel administration dictates a procedure that will make it possible to give assurance of employment at as early a date as possible. Therefore, the Administration will limit the time allowed for indicating acceptance of employment by those to whom an appointment letter has been offered. This applies to those being offered an appointment letter for the first time and to those currently in the employment of the College.

Policy 2220: Sale of Material to Students

Direct sales of books, instruments, lectures, notes, or other similar materials to students is prohibited.

POLICY 2221: Selling of Textbook and Class Material

In keeping with the University Code of Ethical Conduct 335.1 "No employee may use University property, information, or position for personal gain", complimentary and desk copies of textbooks or class materials may not be resold for personal profit. Unwanted textbooks should be disposed of through the following recommendations:

- Extra copies of currently adopted textbooks should be kept in the Deans office for use by adjunct and full time faculty who have been assigned these courses.
- Review copies of textbooks may be maintained in a division/departmental library/location for other faculty to examine for future adoption or as a resource
- Books may be reviewed by and donated to the college Librarian or to Student Support departments who maintain textbooks and resource materials for students.
- Humanitarian efforts may be arranged through a campus textbook donation to non-profit organizations.

Policy 2223: Children and Other Visitors in Class

Visitors, including children, who are not registered for classes are not permitted in the classrooms and/or laboratories. The College is committed to maintaining an atmosphere that contributes to its educational mission and the safety, health, and well-being of all students, employees, and other persons on campus. Maintaining student-focused learning environments is paramount to that commitment. This policy is based primarily on the concern for the safety of children, and secondarily on maintaining constructive learning environments. Prearranged tours, coordinated programs for children, and college-sponsored field trips are not prohibited by this policy. Public school students who are enrolled in college classes are governed by student conduct policies applicable to all students.

Policy 2225: Academic Freedom and Responsibility

UAHT adopts the American Association of University Professors statement on academic freedom:

1. The teacher is entitled to full academic freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the Institution.
2. The teacher is entitled to freedom in the classroom in discussing the subject, but should be careful not to introduce controversial matter which has no relation to the subject.
3. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When they speak or write as a citizen, they should be free from institutional censorship or discipline, but the special position in the community imposes special obligations. As a person of learning and an educational officer, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not an institutional spokesman.

Policy 2235: Faculty Performance Review

Once each year, prior to contract preparation, the Vice Chancellor for Academics and the appropriate Division Deans administer a review of all faculty's performance (both full time and adjunct faculty). In order to arrive at a more accurate evaluation, the following items may be examined: (1) student evaluations, (2) peer evaluations, and (3) administrative evaluations. The Vice Chancellor for Academics reviews applicable data and division deans' recommendations and provides the Chancellor with one of the following recommendations: (1) Retain the instructor; or (2) Do not retain the instructor.

UAHT follows a faculty evaluation schedule that ensures that all stakeholders provide information on a faculty member's performance:

Faculty Evaluations during the first two (2) years of employment with the College:

Year 1 Evaluations

- A. Student
- B. Peer
- C. Self
- D. Administrative

Year 2 Evaluations

- A. Student
- B. Peer
- C. Self
- D. Administrative

Faculty Evaluations after two (2) years of employment with the College (on a rotating plan each fall)

Year 1: A. Student Evaluation
B. Self-Evaluation
C. Peer Evaluation

Year 2: A. Student evaluation
B. Self-Evaluation
C. Administrative Evaluation

Faculty who receive unsatisfactory evaluations are given a stated amount of time to correct deficiencies. The time usually will be one year or less. If the dean or vice chancellor deems it necessary, a faculty member can be placed on a written improvement plan at times other than the annual review.

A faculty member may receive a satisfactory evaluation that notes certain areas of improvement

expected by the next evaluation. If sufficient improvement is not demonstrated by the next evaluation, the instructor may receive an unsatisfactory rating for failure to adequately respond to supervisor requests. Faculty members who receive unsatisfactory ratings for failure to adequately respond to supervision may appeal to the Chancellor.

The annual review includes full-time faculty and adjunct faculty. The review process is monitored continuously with checkpoints each semester as the evaluations are made and will be evaluated each year.

Policy 2240: Faculty Effort/Teaching Load UAHT adopted UASP 440.2 on June 21, 2016

A full-time teaching load at UAHT is 15 credit hours or 30 points per semester in the fall and spring semesters and 6 credit hours in the summer. Overloads are not awarded in a given discipline until all faculty within that discipline have a full teaching load. Deans may approve faculty members for a one course overload per term. Overloads beyond one per term must be authorized by the VCA. Pursuant to UASP 440.2 Extra Compensation for Faculty, Non-Classified or Classified, Exempt Employees, faculty cannot be paid for teaching or performing other duties that occur during the regular work schedule, shall not interfere with the regular duties, must be approved prior to performance of the work, cannot be paid by state grant funds or federal funds without sponsoring agency authorization, must be consistent with any applicable state and federal laws and regulations and with any applicable accreditation standards or criteria, cannot result in a conflict of interest, cannot be used for speeches or public appearances, cannot exceed the line item maximum salary for the position, and extra compensation cannot exceed twenty (20) percent of his/her annual salary.

Once full teaching loads are assigned to all faculty in a given discipline, the opportunity to teach overload classes may be extended to full-time instructors based upon the recommendation of the academic dean.

Situational overloads may occur from time to time for a specialist in a particular area. Special consideration may be given to these program needs.

A point system is used to determine overload and adjunct faculty compensation. An instructor is required to attain 150 student semester credit hours (the number of students x the number of credit hours of each class) in order to qualify for overload pay. The student semester credit hours are calculated on the official "census date" enrollment.

A full institutional load for all faculty is 30 points per semester based upon the following formula:

Total Points= (Number of credit hours taught) + (Number of contact hours taught)

- A. one point for each credit hour taught
- B. one point for each lecture hour taught
- C. one point for each laboratory hour taught

This is the equivalent of counting labs at a 2/3 rate for courses with 3 lecture and 3 lab hours. Overload compensation is \$250.00 per point above 30 points if an instructor has the minimum student semester credit hours in any given semester. Individual instruction performance classes are paid at \$150 per student and individual instruction for non-performance classes are paid at \$150 per student.

Part-time/adjunct faculty compensation is \$250 per point.

Payment for overload and part-time/adjunct employment will be made bi-weekly starting with the next payroll scheduled 10 or more days after census day or on a single payroll near the end of the semester. Instructors of part-time/adjunct classes will not receive their final payment until grades and assessment information have been submitted to the Registrar and Deans.

Exceptions to this policy must be approved by the UA System President.

UAHT adopted UASP 440.2 on June 21, 2016

<http://www.uasys.edu/leadership/board-of-trustees/board-policies/>

Policy 2245: Office Hours and Student Conferences

Full-time faculty must establish and maintain a minimum of ten (10) office hours a week for student-initiated conferences. Office hours must be included on the faculty member's course syllabi and posted on the faculty member's office door. Faculty should be available for additional private and small group conferences at the request of students. Posted office hours must be conducive to students' schedules and approved by the academic deans.

Policy 2255: Substitute Instructors

Division faculty or appropriate professional staff assume the duties of faculty members absent for a period of one week or shorter without compensation. When absences are for more than one week, or when a class cannot be staffed with a faculty or staff member, a substitute instructor may be employed for the duration of the absence. Such compensation will be prorated based on the number of class periods taught and the point value of the course.

Policy 2260: Professional Staff and Non-division Faculty as Adjunct Faculty

SYSTEM POLICY 440.2

Staff members and faculty members outside the division of instruction who are invited to teach a UAHT credit or non-credit course must possess the appropriate credentials to teach the course. Before inviting a staff member or faculty member from another division to teach, the appropriate academic dean or director must obtain the approval of the employee's supervisor and vice chancellor. Proof of this approval must be provided to the VCA before the employee can be listed as the instructor of a course. Professional staff members cannot be paid for teaching a course during their established work schedule. Staff members who are approved to teach and who teach a credit course outside of their work schedule will be compensated at the overload rate (current overload rate X point value of the course), per Policy 4340: Faculty Effort/Teaching Load and UASP 440.2 Extra Compensation for Faculty, non-Classified or Classified, Exempt Employees. Full-time faculty from another division will be compensated per UASP 440.2 if the assignment constitutes an overload. Except in extreme cases, a professional staff member or faculty from another division will not be approved to teach more than 1 course per semester. Senior Administrators shall not be eligible for extra compensation for teaching a class. The maximum amount which may be paid to an employee as extra compensation is twenty (20) percent of his/her annual salary.

UAHT adopted UASP 440.2 on June 21, 2016

<http://www.uasys.edu/leadership/board-of-trustees/board-policies/>

Policy 2270: Selection of Materials for the Library

UAHT endorses the Library Bill of Rights of the American Library Association and asserts that the responsibility of the College library is:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
4. To provide materials representative of the many religious, ethnic and cultural groups, and their contributions to our American heritage.
5. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the uses of the library.

Specific Criteria

In selecting from the hundreds of thousands of books and items of instructional materials which have been published, including several hundred new titles each year, the Director of the Library will solicit suggestions from instructors, from persons in the trades or professions, and should welcome suggestions from students and others in the community

The College Library follows UAHT Donation Policy 1440 when it receives material donations.

Challenged Materials

Any member of the community who questions why a material was selected for inclusion in the Library must notify the Library Director. The Library Director may rely upon the assistance of UAHT faculty and others in response. A final decision as to whether to remove or include material is made by the Chancellor.

Policy 2280: Textbook Rental Program

The UAHT Bookstore is an auxiliary department that supports the University of Arkansas Hope-Texarkana by providing textbooks and required educational supplies through a student rental text program. The UAHT Bookstore will buy required textbooks and supplies and offer them for a flat rental fee for all course hours registered. The textbook rental program provides students the opportunity to pay a per credit hour fee to rent textbooks that would otherwise have to be purchased by the student. The goal of the UAHT Bookstore is to provide a predictable cost that students can budget for accordingly. Consumables required for a course will not be an additional or unanticipated cost for the student. Rental fees will be evaluated annually to ensure the lowest possible cost for the student.

The UAHT Foundation will also offer supplies for sale. A limit of \$150.00 in charges for non-academic items will be allowed per semester for charges against pending Financial Aid on a student's account.

Student Procedures:

1. Only students actively enrolled in UAHT courses will be eligible to rent textbooks. A current student ID is required for participation in the textbook rental program.
2. Students will not be required to rent textbooks but may purchase or rent their own textbooks from an external vendor.
3. Students who choose to rent textbooks will be charged \$20.00 (twenty dollars) per credit hour registered for the 2015-2016 academic year. This charge excludes sales tax. If no book or educational materials are required for a class, no charge will be applied.
4. The rental fee is non-negotiable.
5. If students choose to participate, they will be charged for all course hours registered, resulting in an "all-in" or "all-out" decision except for the no-book-required courses.
6. Textbook rental fees will be applied at the time of checkout.
7. Textbook rental fees will be charged each semester even if the student is renting the same textbook for a different course section (such as is common in Nursing courses).
8. Bookstore charges and Textbook Rental Fees are required to be paid upon receipt of the books/instructional supplies unless financial aid is posted and pending on the student's account.
9. For financial aid recipients, all bookstore charges, including UAHT Foundation purchases, will be processed before the first refund check is distributed to the student.
10. If a student drops a course by the tenth class day and returns the required materials in acceptable condition as determined by UAHT staff by the tenth class day, the student's account will be credited the rental fee for those course hours dropped.
11. Credit for textbook rentals will not be issued after the tenth class day. Just as a student reserves a seat in a classroom rendering it unavailable for another student to use, and tuition is due for that reservation, the student is similarly responsible for textbook rental fees.

12. If a student adds a course after renting, payment is due when the new course books are received, unless financial aid is pending as described above.
13. Bookstore charges will not appear on a student's account until the following business day.
14. Rental textbooks are due back to the Library on the Hope campus by the last day of final exams each semester. Textbooks must be returned in good condition as determined by UAHT staff.
15. Rental textbooks not returned, or not returned in good condition as determined by UAHT staff, will be converted from a rental to a sale and charged to the student at the replacement cost.
16. Rental textbooks can be returned to the Texarkana campus during set rental return days at the end of each semester, typically during Finals Week. These dates/hours will be posted in the Texarkana Classroom Building.
17. Students may receive a reward, such as a T-shirt, when returning all rental textbooks in good condition for that semester to inventory.

Internal Procedures:

Textbooks to be rented will be housed in the Library. Library staff will:

- Order the books, codes and instructional supplies through the Purchasing Department.
- Place the inventory bar code sticker in each rental book.
- Distribute the books to students each semester.
- Receive books back from students placing them back into inventory.

Business Office staff will receive payment from students or place on the student's bill if financial aid is pending and adequate. Books will be charged at the rental fee until returned. Replacement costs will be charged after a five (5) business day grace period.

IT Staff will include the ISBN 10# for inventory and on the receipt sticker placed on the book. Financial aid staff will package financial aid information.

Academic Affairs will inform Library staff of required textbooks and materials to be purchased.

Policy 2290: Course Development

New courses, redesigned courses, and modifications to course delivery are the responsibility of faculty and must be approved by the Curriculum Committee, the Vice Chancellor for Academics, and the Chancellor. If required, curriculum changes are also submitted for approval to the Arkansas Higher Education Coordinating Board, the University of Arkansas Board of Trustees, and the Higher Learning Commission.

Faculty may create a new course, redesign an existing course, or make modifications to a course delivery format under the following conditions:

1. The request to develop the course is made in writing by the content area Dean with approval from the Vice Chancellor for Academics at least one semester prior to offering the new or modified course. The request must justify developing or modifying the course and must include a proposed course syllabus.
2. Before a new or modified course can be scheduled or offered, the completed course will be evaluated and approved by a committee chaired by the content area dean and three faculty members appointed by the chair of the Curriculum Committee. In the case of the development of a hybrid or online course, the course will be evaluated and approved by a committee chaired by the content area Dean and including the Distance Education Coordinator and three

faculty members appointed by the Distance Education Coordinator. In all cases, any weak areas identified in the evaluation must be addressed before the course is approved.

3. The course must be presented for Curriculum Committee, VCA, and Chancellor approval after the evaluation committee approval.

Policy 2291: Faculty Compensation for Course Development

Faculty, with the exception of those employees with titles of dean, vice chancellor, chancellor or chief executive officer, will earn a course load point equivalent to restructure the curriculum of an existing course(s) or for the development of a new course under the following conditions:

1. The request to restructure comes from the division dean with the approval of the Vice Chancellor for Academics and all requirements of Policy 2290 Course Development are met.
2. The completed course becomes the property of the University of Arkansas Hope-Texarkana and its contents may be used by all UAHT faculty in the discipline.
3. Overload pay will be awarded after the course has been approved by the review committee and, if applicable, by the Curriculum Committee. Pursuant to UASP 440.2 Extra Compensation for Faculty, Non-Classified or Classified, Exempt Employees, the maximum amount which may be paid to an employee as extra compensation is twenty (20) percent of his/her annual salary, unless authorized by the President and cannot exceed 125% of annual line item maximum salary for the position.
4. College funds will not be used for extra compensation for such scholarly activities as research, research consultation and collaboration, or creative works considered part of normal faculty duties.

UAHT adopted UASP 440.2 on June 21, 2016

<http://www.uasys.edu/leadership/board-of-trustees/board-policies/>

Policy 2292: Course Syllabi

UAHT faculty are required to use the current standardized syllabus format developed by the College. All syllabi are prepared by full-time faculty and provided to adjunct faculty. Copies of syllabi from each division are provided to the division deans, the VCA, and are posted on the College's public drive every semester. Each instructor is required to have an official syllabus for every course taught.

All syllabi must be approved by the Curriculum Committee. The Curriculum Committee determines that syllabi contain student learning objectives that are clearly stated, describe a learning process, and are able to be evaluated and measured.

Policy 2295: Supplementary Class Activities

UAHT encourages supplementary activities such as field trips and attendance at professional functions, on and off campus, in all instructional areas where it is determined that appropriate educational value may be obtained.

College funds may be used to encourage such activities where the educational value is deemed to be commensurate with the expense involved.

All field trips must have the written approval of the Vice Chancellor for Academics or designated representative.

In the case of classes where field trips are a continuing and regular class activity, a general continuing approval may be secured. Request must be accompanied by a contemplated schedule of trips for each semester. Appropriate transportation vehicles must be reserved and funds must be budgeted for the class activity.

VII. STUDENT SERVICES

Policy 2320: Student Policies

The College establishes policies and procedures for students related to academic programs, student conduct, admission, student services, organization, financial aid, and other topics. These policies and procedures are published in the College Catalog. [See UAHT Policy 1475]

Policy 2325: Senior Citizen Waivers

Persons 60 years of age or older seeking admission must meet generally applicable admission and academic standards, and are subject to probation, suspension, and dismissal policies applicable to all other students.

Persons 60 years of age or older who are accepted for enrollment without paying registration fees are not entitled to any College services or benefits, other than classroom instruction. Such persons are not entitled to reduced student-rate admission to athletic or University events, and similar services and benefits for which fee paying students are eligible.

Tuition for students age 60 and older is waived only for courses organized to grant credit. With the exception of parking and technology fees which all students must use in order to take classes, all general student fee charges are waived on a space-available basis in existing classes. Individuals enrolled under this policy must pay all program specific fees that may be required. Tuition and fee waivers do not apply to independent study courses or private instruction courses.

UAHT adopted UASP 520.12 on June 21, 2016.

<http://www.uasys.edu/leadership/board-of-trustees/board-policies/>

Policy 2326: Tuition and Fees for Non-Traditional Documented Immigrants

Under Ark. Code Ann. § 6-60-215, a student may be classified in-state for purposes of tuition and fees if the student satisfies one (1) of the following requirements:

- (a) The student personally holds or is the child of a person who holds a Federal Form I-766 United States Citizenship and Immigration Services-issued Employment Authorization Document, known popularly as a work permit;
- (b) The student has verified that he or she is a resident legally present in Arkansas and has immigrated from the Republic of the Marshall Islands; or
- (c)(i) The student's request for an exemption under Deferred Action for Childhood Arrivals has been approved by the United States Department of Homeland Security. (ii) The student's exemption shall not be expired, or shall have been renewed.

In addition, the student must satisfy the following requirements:

- (a) Resided in this state for at least three (3) years at the time the student applies for admission to a state-supported institution of higher education; and
- (b) Either: (i) Graduated from a public or private high school in this state; or (ii) Received a high school equivalency diploma in this state.

The student will submit appropriate documentation to the Office of the Registrar showing they qualify for in-state tuition under Ark. Code Ann. § 6-60-215. The documentation will be placed in the student's permanent file and the Office of the Registrar will enter the student's tuition status as in-state in the student information system.

UAHT adopted UASP 520.8 on June 11, 2019.

Policy 2330: STUDENT COMPLAINT/APPEALS/GRIEVANCE POLICY

In accordance with its mission, the College promotes and maintains a supportive learning environment within which students can optimize their personal, academic, and professional development. The aim of the Student Complaint/Appeals/Grievance Policy is to provide fair and equitable processes which enable students' academic and administrative concerns to be addressed as quickly as possible at a level as close to the source of the decision-making as possible.

While all grievances directed to College personnel by students are considered important and are addressed by the respective employee and/or department, only formal, written student complaints, filled out on an official Student Complaint Form, and filed with the appropriate Vice Chancellor's office are considered official student complaints. Any student who has a grievance must make a reasonable, good faith effort to resolve the matter through the informal procedure before initiating an official complaint. Official student complaints are documented and investigated, with their resolution or disposition recorded and maintained for no less than three years.

Information about official student complaints is shared with the College's accrediting agency, the Higher Learning Commission (HLC). Individual identities of students are shielded without the express permission of the complainants that they may be shared. The purpose of sharing official complaints with the accrediting agency is to establish that the College processes complaints in a consistent and timely manner that demonstrates fairness and attention to student concerns. The HLC may, at any time, review complaints and look for patterns that suggest problems with institutional quality or with factors related to the College's accreditation status.

To assure students that their grievances are considered under due process, rapidly, and in a non-threatening atmosphere, the College's policy is to address all grievances and appeals informally before embarking on a formal student complaint.

STUDENT COMPLAINT LOG

Formal student complaints are recorded in a log to meet the requirements on student complaints of The Higher Learning Commission of the North Central Association of Colleges and Schools and federal law based upon The Department of Education regulation 34 CFR Ch. VI 602.16(a)(1)(ix); and the U.S. Code at USC 1099b(1)(5)(I)(1999). The log includes all complaints made formally, in writing, filed on the Official Student Complaint Form, signed by the student, and addressed to and submitted to the appropriate Vice Chancellor's office. Log entries on student complaints include:

1. The date of the grievance or appeal, and the date the complaint was formally submitted
2. The initials and title of the person entering information into the log
3. A designation of the type of action
4. The nature of the issue
5. The steps taken to resolve the grievance, appeal, or complaint
6. The final decision
7. Any referrals the student has made to any outside agency
8. Any external actions initiated related to the complaint
9. Additional comments applicable to the situation

The complaint log is reviewed annually by the appropriate Vice Chancellors upon the completion of the Summer I academic session. The Vice Chancellors ascertain whether or not the complaints follow any particular precedents and whether or not direction or staff development may be in order to mitigate subsequent complaints. The Vice Chancellors complete an aggregated annual report from the Student Complaint Log. The review of the complaint log is a process the College uses to address institutional quality.

STUDENT GRIEVANCES AND APPEALS

Students are required to make a good faith effort to address their grievances through an informal grievance process. The College follows an appeals process in certain instances, including a due process format for formally resolving issues. Neither informal grievances, nor appeals are considered a student complaint for the purposes of meeting the requirements on student complaints of The Higher Learning Commission. The Vice Chancellors have the discretion to include student grievances and appeals in the Student Complaint Log. Although appeals are not considered a formal complaint, appeals committees at all times operate under due process.

VIII. FINANCE & ADMINISTRATION

Policy 2400: Budgeting

SYSTEM POLICY 370.1, ADOPTED FEB 18, 2014

I. Purpose

Budgeting is an essential control mechanism for the effective management of any organization. In view of this, it is the purpose of this policy to provide clear and specific responsibility for proper budget management and control for the University of Arkansas System (System) governed by the Board of Trustees of the University of Arkansas. All funds available to the University will be budgeted on a fiscal year basis.

II. Submission of Budget

A. Campuses or units (such as the Division of Agriculture, Criminal Justice Institute, and System Administration) are to submit budgets to the President and Board of Trustees on an annual basis at a meeting designated by the Board prior to the start of each fiscal year.

B. On a quarterly basis, campuses or units will prepare a report comparing actual amounts to the budget in a format specified by the Vice President for Finance for the System. The report will include an Executive Narrative explaining budget adjustments and significant variances between actual and budgeted amounts.

C. The approval of a budget does not waive statutory, policy or other restrictions for expending funds.

III. Budget Controls

A. Control amounts will be established in the accounting system for campuses or units that will enable the Chief Financial Officer (CFO) to monitor compliance with authorized spending levels. Controls must include position control, which is a part of the personnel budget process. Control amounts must also be budgeted for transfers, both mandatory and non-mandatory, and the use of fund balances.

B. Each CFO of the campus or unit shall develop appropriate internal controls and procedures and insure that established control limits are not exceeded without prior approval by the head of the campus or unit or his/her designee.

IV. Budget Revisions

A. Upon approval of the annual budget by the Board of Trustees, these budgets become the basis of operations for each of the campuses or units. As changes in the basic budget assumptions occur throughout the year (changes in enrollment, state forecasted general revenues, etc.), campuses or units may make budget adjustments to reflect those changes. However, any proposed material adjustment must be submitted to the President for review and approval. The materiality standards are as follows and represent cumulative adjustments during the fiscal year:

1. Revenues

a. Tuition, Fees, State Revenues, Local Sales Tax: 10%

b. All other revenues: 25%

2. Expenditures

a. Compensation and Fringe Benefits: 5%

b. All other expenditures: 10%

B. All budget adjustments (deemed both material and non-material) to the line items enumerated in the quarterly financial reports to the Board of Trustees will be explained in an Executive Narrative.

January 24, 2014

Policy 2405: Purchasing Philosophy

All purchases and other procurements of equipment or services are processed through one central purchasing office designated by the Chancellor. All acquisitions and transactions must be effectively

monitored. All decisions in awarding contracts or purchase orders must be made without prejudice or favoritism. Awards are made on the objectively determined merits of each acquisition action.

State purchasing laws are followed in all transactions. The responsibility and authority for purchases and contractual agreements is the responsibility of the Chancellor. Purchase commitments that would result in a conflict of interest are not allowed.

Policy 2407: Contracting Authority (ADOPTED SYSTEM POLICY 300.1 9/26/2016)

UA SYSTEMWIDE POLICIES AND PROCEDURES SYSPOLICY 300.1, ADOPTED SEPTEMBER 26, 2014

CONTRACTING AUTHORITY

I. Purpose

Board Policy 300.1 addresses the delegation of the authority to execute contracts on behalf of the Board of Trustees, including contracts for the benefit of a campus, division, or unit ("campus") of the University of Arkansas. This UASP prescribes further requirements for the review of contracts and the delegation of contracting authority under Board Policy 300.1.

II. Contract Requirements

- A. Forms of Contracts. The term "contract" means an agreement or understanding that purports to bind the Board of Trustees or a campus, division or unit ("campus"), regardless of the name assigned to the document or agreement, and includes a lease, license, purchase order, memorandum of understanding, letter of intent, term sheet or other form of agreement or commitment. All contracts shall be in writing.

Each contract shall be in the name of the Board of Trustees of the University of Arkansas and shall indicate the campus for which the contract is applicable. A campus shall not make contracts (other than agreements between campuses) only in the name of a campus. Deviations from this requirement may be allowed under unusual circumstances, but any deviation must be approved in advance by the General Counsel's Office.

III. Legal Review Requirement

- A. Requirement. Except as described in the following sub-section, all contracts (including contracts with governmental entities not part of the University of Arkansas System) shall be reviewed by the General Counsel's Office or by an attorney designated by the General Counsel's office. Review shall occur before the contract is signed. The General Counsel's Office should be involved early in the process of drafting contracts to avoid delays or complications arising from required revisions.
- B. Legal Review Exceptions. The following do not require legal review, provided that these exceptions do not apply to contracts requiring the signature of the President, the Chief Financial Officer or the Chairman of the Board of Trustees.
- (1) An unmodified form of contract approved by the General Counsel's Office or by an attorney designated by the General Counsel's Office.
 - (2) Agreements between or among University of Arkansas System campuses.

- (3) Standard purchase orders and similar standard contracts for routine purchases as defined in Section IV(C) of this UASP, when the contract or purchase order utilizes terms and conditions approved by the General Counsel's Office. Services contracts requiring legislative review are not included in this exception and must be reviewed by the General Counsel's Office.

C. Legal Review Process. The following process shall be followed for legal review of contracts.

- (1) Contracts shall be submitted to the General Counsel's Office for review by transmitting a signed and fully completed legal review form (a sample of which is attached to this UASP as Attachment A) together with a copy of the contract and any purchase order and other terms referred to in the contract. To expedite the review, any documents, terms or conditions referred to in the contract or necessary to understanding the contract should also be submitted. Usually, the contact person should be the person who would be most familiar with the substance of the contract, the need for it and the history of the negotiations.
- (2) If the General Counsel's Office suggests changes to the contract the changes shall be either incorporated in the contract or further discussed with the General Counsel's Office and with the contracting parties. If the suggested changes from the General Counsel's Office are not accepted or are revised in the course of the contract negotiations, the final version of the contract must be reviewed by the General Counsel's Office prior to signature.
- (3) Each campus shall develop procedures for assuring prompt and accurate transmission of a contract and legal review form to a member of the General Counsel's Office situated on campus or to the General Counsel's Office in the System Administration office, and to assure that the review process is followed by the campus.
- (4) In its discretion, the General Counsel's office may require a reference copy of executed contracts.

IV. Delegation of Authority

- A. Absence of President and Chief Financial Officer. In the simultaneous absence or unavailability of the President and the Chief Financial Officer, the authority delegated to them by Board Policy 300.1 may be exercised by the General Counsel, the Vice President for University Relations, or the Vice President for Academic Affairs.
- B. General Delegation of Contracting Authority. Within the limits and on the conditions set herein and in Board Policy 300.1, the Chancellor or campus chief executive officer, and the Vice Chancellor for Finance of each campus are each authorized to contract in the name of the Board of Trustees of the University of Arkansas in the normal course of campus operations.
- C. Procurement Officials. Within the limits established in Section V of this UASP, purchase orders and similar contracts for routine purchases may be signed by campus purchasing officials (as designated under State purchasing law) when the purchase order utilizes terms and conditions approved by the General Counsel's office or the contract is in a form approved by the General Counsel's office. For the purposes of this UASP, "routine purchases" means purchases of commodities or services regularly acquired for use in the day-to-day operation and maintenance of a campus and does not include services contracts requiring legislative review or contracts for construction or other capital improvements. Each Chancellor or chief executive officer shall require that campus purchasing officials under their supervision have adequate procedures in place to assure that each invitation for bid or request for proposal contains a notice setting forth certain

contractual provisions or conditions that the campus will require and/or prohibit and also that contracts resulting from the purchasing process will be subject to legal review as required by this UASP prior to the award or issuance of a purchase order.

D. Exceptions to General Delegation of Authority. The delegations of authority in the preceding sub-sections do not grant authority for a Chancellor or chief executive officer, Vice Chancellor for Finance, or Procurement Officials to approve, sign modify or amend any of the following:

- (1) A commitment or a contract to expend in excess of \$2,500,000 to build or renovate a facility.
- (2) A method of finance proposing to expend in excess of \$2,500,000 to build or renovate a facility.
- (3) A commitment to initiate or expand an academic program.
- (4) A commitment or contract to continue expenditures of University funds after the termination or expiration of the underlying contract.
- (5) An athletics related employment contract paying over \$100,000 annually or that has a term greater than three years.
- (6) A binding contract or other instrument affecting title to real property, such as a contract to buy or sell real property, a deed, an easement or a right of way. This exception does not apply to real property lease, rental or license contracts, which are separately addressed below. Signature authority for offer letters expressly stating that they are subject to Board of Trustees approval and other contingencies recommended by the Office of the General Counsel may be delegated.
- (7) A contract for sponsored research or corporate sponsorship that exceeds \$2,500,000.
- (8) A contract for non-human research for a term greater than five years.
- (9) A document to open a bank account or an account with an investment or brokerage firm.
- (10) A lease, rental or license of real property held by the Board with a term greater than two years.
- (11) Any other lease, rental or license of real property held by the Board, regardless of the term, where the lease is for a purpose other than residential use or campus-related programs or activities.
- (12) A lease or rental of real property to the Board where the term of the lease or rental exceeds two years.
- (13) A lease of real property to the Board where payments over the term of the lease will exceed \$500,000.
- (14) Any other contract for an amount exceeding \$10,000,000 or exceeding ten years in duration;
- (15) Any document that requires the signature of the President or Chief Fiscal Officer under applicable state or federal law or other Board policies.
- (16) Any document described in Section VI below.

E. Restriction of Authority. No employee may execute any contract purporting to be on behalf of the Board or a campus or other component unless he or she has been delegated signature authority to do so pursuant to Board policy or this UASP. No contract signed by a person without signature authority delegated by the President pursuant to this policy or

other systemwide policies, policies of the Board of Trustees of the University of Arkansas, or applicable law shall be binding upon the campus or the Board of Trustees of the University of Arkansas.

V. Delegation by Chancellors and Chief Executive Officers

- A. Limits on Delegation. In the absence of a specific subdelegation by the President pursuant to Section IV(B), the Chancellor or campus chief executive officer is the only campus official authorized to sign the following:
- (1) A commitment or contract to expend in excess of \$1,000,000 to build or renovate a facility.
 - (2) A contract not within the scope of Section V(A)(1), the amount of which exceeds \$250,000 individually or \$250,000 in the aggregate when involving connected transactions
 - (3) A method of finance proposing to expend in excess of \$1,000,000 to build or renovate a facility.
 - (4) Sponsored research or corporate sponsorship contracts in excess of \$1,000,000.
 - (5) Any other contract specifically designated by the President or Board of Trustees with such limitations as specified by the President or Board of Trustees.

Contracts that are limited to execution by the Chancellor or campus chief executive officer may only be executed at the campus after the President or Chief Financial Officer has been notified of the proposed contract. Notification can be accomplished by providing a copy of the proposed contract and a copy of an executed General Counsel's legal review form. Upon execution, a copy of the contract, along with the executed General Counsel legal review form, shall be sent via electronic mail by the campus to the System's General Counsel Office.

- B. Subdelegation of Contracting Authority. Authority to contract in the name of the Board may be subdelegated, or the dollar limits on authority set forth in this UASP may be modified, only by written authorization of the President. Every such request will be directed to the President with such justification as the President may require and will designate the position to which authority is to be delegated and the scope of delegated authority or dollar limit to be modified. Each Chancellor or chief executive officer, or a campus officer designated by the Chancellor or chief executive officer, shall maintain a record of approved subdelegation requests. The request shall be made on the form attached to this policy as Attachment B.

Subdelegation of contracting authority beyond the level of Vice Chancellor, Associate Vice Chancellor, Dean or Director will require special justification.

- C. Research and Sponsorship Applications, Proposals and Certifications. The authority to review, approve, and sign applications or proposals for sponsored research programs and corporate sponsorship contracts is delegated to the Chancellor, campus chief executive officer and vice chancellor for finance, and may be specially delegated pursuant to Section V(B) of this UASP to the campus vice chancellor for research or an individual holding a comparable position, or a designee.

Contracts or grants for research and sponsored programs often contain certifications that the recipient is in compliance with applicable federal laws and regulations. Any such certification shall be signed by the Chancellor or chief executive officer, Vice Chancellor for Finance, Vice Chancellor for Research (or comparable position), or other campus official to whom this authority has been specially delegated pursuant to Section V(B) of this UASP.

VI. Services Contracts Requiring Legislative Review

Placing services contracts on the agenda of the Legislative Council for its review and appearing at meetings of the Legislative Council or other appropriate committees of the Legislature reviewing such contracts shall be the responsibility of each Chancellor or chief executive officer or his/her designee.

VII. Miscellaneous Documents for Which Signatory Authority is not Delegated

Under applicable state or federal law or policies of the Board of Trustees, certain documents or authorizations continue to require the signature of the President or Chief Fiscal Officer. Among these are the following:

- A. Powers of attorney authorizing an individual or firm to take specific limited action on behalf of the University, excepting limited powers of attorney for purposes of customs clearance in a form approved by the General Counsel's Office or for purposes of prosecuting patent applications on behalf of the University in the United States Patent and Trademark Office.
- B. Documents in probate proceedings in which the University is a beneficiary such as an entry of appearance and waiver of notice or a receipt of distribution, which may be signed only by the President, Chief Financial Officer or by an attorney employed by the Office of the General Counsel.

Attachment A - Legal Review Form

Attachment B - Request to Delegate Contracting Authority

September 17, 2021 (Revised)

July 31, 2019 (Revised)

May 8, 2017 (Revised)

June 6, 2016 (Revised)

April 29, 2016

Attachment A

UNIVERSITY OF ARKANSAS LEGAL REVIEW FORM

The following information is submitted to the General Counsel's office for contract review pursuant to University Systemwide Policies and Procedures 300.1:

1. Campus, Division or Unit: _____
2. Other Contracting Party or Parties: _____

3. Brief Description of Subject Matter of Contract: _____

4. Amount: \$ _____
5. Research or Sponsored Program: _____(Yes) _____ (No)
6. Contact Person: _____ Phone: _____
7. Has the proposed transaction been reviewed for compliance with Arkansas procurement requirements? _____

Signature of Contact Person

Date

The above contract has received legal review and is acceptable for signature () or () is returned with comments and/or suggested revisions. Comments: _____

General Counsel's Office*

Date

* For contracts for the purchase of commodities or services, as defined by the Arkansas Procurement Law in which the single year contract amount exceeds \$75,000, this signature certifies that the contract has been reviewed in accordance with the requirements of Ark. Code Ann. § 19-11-219(b)(1), and, where necessary, changes have been proposed to make the contract consistent with the requirements of Arkansas law and University policy.

Attachment B

REQUEST TO DELEGATE CONTRACTING AUTHORITY

This form must be signed by the Chancellor (or chief executive officer of a unit or division) or the Vice Chancellor for Finance and Administration and should be sent to the Vice President for Finance or the Vice President for Administration. The delegation number will be assigned by the Vice President for Finance or the Vice President for Administration after approval by the President and a numbered copy will be returned to the requesting official for transmission to the person occupying the position to which delegated authority has been given.

Delegation No._____

Official Requesting Delegation:

Position(s) to Which Authority is to be Delegated and the Current Occupant of Position(s):

Contracting Authority to be Delegated:_____

Justification for Delegation:_____

Limitations on Delegated Authority, if any: _____

Signature of Requesting Official: _____

Title:_____ **Date:**_____

Action by the President

Pursuant to University Systemwide Policies and Procedures 300.1, the above request for a delegation of contracting authority is hereby approved effective _____ (Date)

President

Policy 2410: Official Functions

The College is authorized to establish an Educational and General Budget for "official functions" for funding specific institutional expenditures. The Chancellor or designated representative must approve all "official functions" expenditures. Authorized expenditures are categorized as:

1. Official Institutional (In-House) Committees and Advisory Groups - Working luncheons and dinners for a restricted number of staff members, internal committees, and advisory groups who are required to attend essential meetings during a meal period or outside of normal duty hours.
2. Official External Committees, Advisory Groups, and Guests
 - a. Meals for unpaid educational advisory groups from area business, industry, and the private sector, and appropriate staff members who are required to attend advisory meetings.
 - b. Meals for state officials, representatives of accrediting agencies, official guests of the College, and appropriate staff members when required to attend these functions.
3. Receptions, Honors, and Awards
 - a. Meals, receptions, and other expenses (e.g., plaques, certificates, pins, and other mementos) related to events recognizing donors, volunteers, employees, and others to whom the College is indebted. This includes service awards for dedicated employees who have served the College for a particular length of service.
 - b. Expenses related to recognition events for outstanding students and student groups.
 - c. Expenses for special honors ceremonies, e.g., registered nursing graduate pinning ceremonies.
4. Faculty and Staff Functions
 - a. Meals in conjunction with annual orientation sessions for faculty and staff to include official guests.
 - b. Meals for special events for employees and official guests when attendance is required.
 - c. Expenses for selected staff to represent the College at education-related events within the community.
5. Student Functions
 - a. Refreshments, snacks, and other minor expenses for "College Day" guests and other groups of prospective students visiting the campus for tours, special educational events, or student activities.
 - b. Refreshments and other expenses for special meetings of student organizations.
6. Official Board
 - a. Meals served in conjunction with special meetings and committee meetings of the Board of Visitors, to include Board members, selected College officials, and official guests.
 - b. Luncheon and/or dinner official functions attend by a Board member(s) and College official(s).
7. Miscellaneous - Meals and other expenses for prospective new employees from out of town and selected staff during the interview process.
8. In no case will official functions expenditures be permitted for:
 - a. Expenses for individuals related to membership in local clubs, social, or community organizations.
 - b. Dues for individuals to professional organizations.
 - c. Christmas cards or other similar printed greetings to institutional constituents.
 - d. Meals or expenses for groups or visitors to the campus not sanctioned by the institution or in any way unrelated to institutional business.

The Chancellor shall monitor expenditures for official functions to ensure compliance with this policy. Periodic reports listing each official function with a breakdown of expenditures for that month will be provided to the Chancellor by the Executive Vice Chancellor for Administration and Student Services.

Policy 2415: Financial Accounting and Reporting

I. Purpose

The purpose of this policy is to: (a) identify financial accounting and reporting requirements as prescribed by Arkansas law; (b) provide a general description of required accounting standards; (c) define the type and frequency of mandatory financial reports; and (d) prescribe the responsibilities for administration of the financial accounting and reporting function within the University of Arkansas System (System). This policy establishes financial accounting and reporting standards and responsibilities for the System.

II. General

A. The System has determined that the financial accounting and reporting requirements shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP) for state and local governments, which is defined as accounting principles issued by the Governmental Accounting Standards Board (GASB) and shall incorporate, as much as possible, the provisions of the Financial Accounting and Reporting Manual for Higher Education published by the National Association of College and University Business Officers. With the exception of modifications necessitated by the Appropriations Act and/or other state statutes or federal laws, the financial accounts of the System and its campuses and the Division of Agriculture, Criminal Justice Institute, Archeological Survey, System Administration, and Clinton School of Public Service (units) must be maintained and presented in formal financial reports in accordance with GAAP.

B. Responsibility for the supervision and coordination of financial accounting and reporting within the System is assigned to the Vice President for Finance for the System who will:

1. Direct the preparation and publication of the University of Arkansas System Audited Annual Financial Statements;
2. Issue such directives as are deemed necessary to ensure that the financial accounting and reporting provisions are maintained in accordance with GAAP, the Appropriations Act, and other applicable state and federal laws and regulations, and that directives from the Board of Trustees are complied with in a consistent and effective manner throughout the system;
3. Prescribe the minimum content of quarterly financial reports;
4. Direct the preparation and distribution of other reports as required;
5. Approve any external contracts related to modifying the financial reporting process within the University of Arkansas System.

C. The chief financial officer (CFO) of each campus or unit is directly responsible for the effective performance of the financial accounting and reporting duties assigned to them. The CFO is responsible for assuring campus compliance with accounting standards and reporting requirements, including establishing and documenting a system of internal controls for the campus or unit. Any unusual or questioned accounting issues should be referred to the Vice President for Finance for determination and final approval of the appropriate treatment.

III. Financial Accounting

A. The financial accounting model of the System and its campuses and units is based on the principles and practices of fund accounting only in regard to internal reporting purposes and reporting to the State Higher Education Coordinating Board. Fund accounting is a methodology by which resources are classified in accounting records and internal reports according to purposes and limitations as to use imposed by sources outside the System, or as directed by the Board of Trustees.

B. Campus or unit CFOs are responsible for maintaining the official financial records of the campus or unit and is the central office of accounting control for all fiscal transactions of that campus or unit.

1. It is the responsibility of the campus or unit CFO to instruct and assist other accounting personnel on their campus concerning the records of financial transactions maintained by departments and similar administrative units.

2. It is the responsibility of each accounting administrator to keep such records as are necessary to furnish accurate information on revenues, transfers, other credits, expenditures, other charges, and encumbrances. Records maintained by the accounting administrator should be those necessary to supplement business office records in accordance with System, state and federal retention requirements.

C. Monthly departmental accounting is intended to provide up-to-date financial information for departmental officials and to ensure that expenditures and/or encumbrances do not exceed budget allocations.

IV. Annual Financial Report

A. The System will publish annually a complete financial report in accordance with GAAP as defined by GASB. The audited financial statements will be included in the Comprehensive Annual Financial Report (CAFR) for the State of Arkansas.

B. It is the responsibility of the Vice President for Finance for the System to determine the content and format of presentation, establish the timetable, review and approve the reports submitted by the campus or unit CFOs, prepare the system combined statements, and publish and distribute the consolidated report. While the report is a joint effort of the System Finance and the business offices of the campuses and other institutions or units, the Vice President for Finance has the authority to direct and/or make any material changes deemed necessary to campus or unit financial information in order to ensure the University of Arkansas System's financial reporting is timely, accurate, consistent and in compliance with GAAP. When a material change is deemed necessary in any campus or unit financial reporting information, the Vice President for Finance will inform the President in writing of the reasons for making the change and seek his/her concurrence and approval for the change. The Vice President for Finance will also inform the campus Chancellor or the unit head and the respective CFO of the material change.

V. Other Financial Reports

Internal financial reports considered essential for effective administration by the various campuses and units and those external reports required by outside agencies will be prepared under the direction of the campus or unit CFO. Such reports issued at the System level will be prepared under the direction of the Vice President for Finance.

VI. Auditing

Financial accounts and reports are subject to audit by the Arkansas Division of Legislative Audit and external audit firms hired by the Board of Trustees Audit Committee, the Internal Audit Department and other federal audit agencies.

January 24, 2014

Policy 2420:

Policy 2425: Collecting and Depositing Money

All funds received by any department or student organization must be delivered to the Business Office daily. Checks received by the Business Office must be restrictively endorsed upon receipt. After funds are receipted and deposits prepared, the deposit must be reviewed and approved by a supervisor prior to the bank deposit. All funds are deposited with the banks daily.

Policy 2430: Investment of Surplus Funds

The Chancellor is authorized to establish the necessary bank accounts for all operating, capital, restricted, auxiliary, and revolving funds, and is further authorized to invest all funds available that are not needed to meet current cash flow requirements. All cash must be processed utilizing strict documentation and standard accounting procedures.

Policy 2435: Payment of Expenses

All College expenses are paid by check or warrant signed by at least two Administrators as authorized by the Board of Trustees. Each supporting voucher must include the budget account against which the warrant or check is drawn and must be accompanied by appropriate invoices.

Policy 2445: Student Club and Organization Accounts

All student club and organization fundraising activities must be submitted for approval to the Vice Chancellor for Student Services' office. Funds received from these activities must be deposited in compliance with Policy 2425. All requests for purchases from student club and organization accounts must be approved by the Dean of Student Services and then submitted to the Business Office.

Policy 2450: Tuition and Fees

SYSTEM POLICY 520.4 ADOPTED JUNE 21, 2016

The Chancellor reviews the tuition and fee schedule annually as part of the budget approval process. Recommendations for changes to the tuition and fee schedule are approved by the Board of Trustees and remain in effect until revised by the Board of Trustees or the System President for program-specific fees or credit offerings are off-campus sites. Approved tuition and fee schedules must be published.

All tuition and fees must be paid in full, or definitive arrangements made with the Vice Chancellor for Finance and Administration and Student Services, prior to attending any class. No refund of student fees is made unless the student officially withdraws at the office of the Registrar. When a student officially withdraws from the College, tuition is refunded according to the approved refund schedule.

No refunds are given for community service and continuing education course once classes have begun.

Official withdrawal must be made in person or by written statement from the student.

UAHT adopted UASP 520.4 on June 21, 2016. <http://www.uasys.edu/leadership/board-of-trustees/board-policies/>

Policy 2451: Section 702 of the Veterans Access, Choice and Accountability Act Tuition

SYSTEM POLICY 520.7, ADOPTED NOVEMBER 20, 2015

FEES FOR MEMBERS OF ARMED FORCES AND DEPENDENTS

For the purpose of tuition and fees applicable for all programs of study, including distance learning programs, effective July 1, 2015, all campuses of the University of Arkansas System shall classify a student as in- state or resident, if the student meets any of the following criteria regardless of his or her residence:

1. A veteran who was honorably discharged or released from a period of not less than ninety (90) days of active duty in the military, naval, or air service within three (3) years before the date of enrollment in a program of study;
2. A dependent¹ or spouse of a veteran under paragraph
3. A member of the armed forces.
4. A spouse of a member of the armed forces.
5. A dependent of a member of the active duty armed forces, when the member of the armed forces:
 - a. is stationed in the State of Arkansas pursuant to permanent change of station (PCS) military orders;
 - b. is continuously domiciled in Arkansas for at least six consecutive months before entering active military service and who maintains Arkansas as the permanent home of record while on active military duty, or
 - c. demonstrates a change of bona fide domicile from another state to Arkansas at least twelve consecutive months prior to separation, discharge, or retirement from active military duty. This provision is forfeited if the military person does not return to Arkansas within 36 months after separation, discharge, or retirement from active duty.
6. A veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill– Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of Title 38 of the United States Code, who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
7. A spouse or child using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. §3319) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
8. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. §§3311(b)(9)) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
9. A person who initially met the requirements set forth in paragraphs 6, 7, or 8 will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school even if he or she is outside the 3-year window or enrolls in multiple programs. For purposes of a student who is eligible for in-state tuition solely under sections 6, 7, or 8 above, that person must have enrolled in the school prior to the expiration of the three year period following discharge or death described above in sections 6, 7 or 8 and must be using educational benefits under either Chapter 30 or Chapter 33 of Title 38 of the United States Code.

¹ For the purpose of this policy, dependents are unmarried children who are legal dependents of the military person as defined by the IRS.

10. A member of the armed forces or "covered individual" as identified in Section 702 of the Veterans Access, Choice and Accountability Act of 2014.

Students who meet the above qualifications will be charged the appropriate in-state tuition rate based on their address at the time of enrollment (Hempstead County or Out-of-County).

November 20, 2015 (Revised) May
21, 2015 (Revised) January 18,
1985 (Revised) January 1, 1975

Policy 2455: Insurance Coverage

The Vice Chancellor for Finance and Administration reviews and makes recommendations on personal health, accident, and liability insurance for the next fiscal year to the Chancellor.

Malpractice and accident insurance is required for students enrolled in certain program. The premium is paid by the students.

Policy 2460: Weapons Policy

Adopted by UAHT January 18, 2018

Except as permitted by law, including, but not limited to, Ark. Code Ann. § 5-73-322(g), possession, discharge or other use of weapons including, but not limited to, firearms, firearm ammunition, air pistols, air rifles, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles, bows, arrows, nunchucks, tasers or other electrical stun devices, visible body armor and similar equipment, shields, smoke canisters, or any other such weapons of any description on any grounds, buildings, or vehicles owned or operated by the College. Further, storage of any weapon, including handguns, is prohibited at any such location, except that a concealed handgun may be stored in a licensee's locked and unattended motor vehicle. Possession of any tear gas type products in personal use quantities for the purpose of self-defense is permissible. The use of tear gas type products for other than self-defense is prohibited.

The carrying of concealed weapons by licensed concealed carry holders with enhanced certification is addressed in detail by [UA System Policies and Procedures 290.1](#). Excluded locations for campus concealed carry are described in the attached Appendix. Violation of this policy may be punishable by disciplinary action, which may include suspension, or expulsion from the College.

IX. PUBLIC RELATIONS

Policy 2500: Communication with the Public

The College Relations Office is responsible for disseminating information about the College through various communications media. All calls to the College from media sources should be reported to this office. UAHT recognizes the public's right to information regarding the College and acknowledges the importance of good communications between the College and the community.

The public may express their opinions, needs, wants, requirements, and aspirations to the Board of Visitors or the College Administration in writing or in person.

The Chancellor or the designated representative is authorized to speak for the College as the official College spokesperson.

Policy 2501: Public Assembly and Freedom of Expression Areas

At institutions of higher education providing a forum for the exchange of ideas, even difficult and unpopular ideas, is a key mission. The College hopes that debates will be conducted with respect and civility and will strive to provoke thought rather than anger. Because the mission of UAHT is education, the campuses are not a public forum open for assembly and expression of free speech in the same manner as public streets, sidewalks, and

parks.

The College remains firmly committed to affording each member of the community the opportunity to engage in peaceful and orderly protests and demonstrations in areas designated as free expression areas. However, these activities must not disrupt the operation of the college. In order to achieve this objective, while at the same time insuring that the institution fulfills its educational mission, the College has the responsibility to regulate the time, place, and manner of expression. Through such regulation, order within the College community can be preserved, College property can be protected, and a secure environment for individuals to exercise freedom of expression can be provided.

In support of free speech and the exchange of ideas, the area in front of the Rapert Library on the Hope campus and the fountain in front of the Campus Center at the Texarkana campus are designated as free expression areas for limited public forums such as speeches and demonstrations. These areas are available on a first-come, first-served basis to individuals or organizations for free speech purposes without registration or reservation from 7:30 a.m. to 9:00 p.m., Monday through Friday. No amplification equipment may be used and no structure(s) may be erected. All other areas of campus must be reserved following the established facilities use policy. Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in the designated free expression areas and the area around the fountain in front of the Student Center on the Hope campus. The distribution of commercial materials and publications is covered by the Campus Solicitation Policy and is prohibited. The college maintains a position of neutrality as to the content of any speech, demonstration, or written material on the campus under this policy.

Policy 2505: Community Services and Continuing Education

UAHT recognizes community service as one of the purposes of community colleges. For the College to contribute to the educational and cultural needs of the students and the community, it must provide a comprehensive educational program above and beyond formalized classroom instruction. The broad objective of community services at the University of Arkansas Hope-Texarkana is to heighten the quality of living in the community at large and to seek overall prosperity through collaborative and cooperative ventures that expand opportunities for area residents.

The College welcomes programs of public events to enrich and supplement the College curriculum for the benefit of the students and the community at large. Programs may include lectures, forums, fine arts, programs, film series, exhibits, and other cultural activities.

The College encourages community organizations to present additional cultural programs on the campus.

Policy 2515: Staff Participation in Community Activities

The University of Arkansas Hope-Texarkana can best perform its mission of being a community college if members of the staff assume individual responsibility for participation in some type of community activity. Therefore, the administration encourages such participation so long as the staff member's professional responsibilities are not impaired.

Policy 2520: Public Performance by Students

Public performance by College-sponsored student groups is endorsed and encouraged with the reservation that such participation not interfere unduly with other educational requirements established at the College and that students will not be exploited.

Participation before community groups and the attendant preparation and necessary travel for such a performance must be approved by the Administration.

Policy 2525: Contests for Students

The Administration is empowered to evaluate each contest in which the students or the College is invited to participate.

Two criteria will be used as guides to determine approval or disapproval:

- Is the contest one that has high and worthy objectives?
- Would the sanctioning of participation by University of Arkansas Hope-Texarkana students assure education value commensurate with the effort to be expended by the students and by the College?

Policy 2540: Citizens Advisory Committees

College patrons will be invited to serve as members of advisory committees formed for the purpose of improving the offerings of the College. The Board, recognizing the value of close communication with business and industry, recommends that committees be organized and used wherever practical.

Policy 2550: Representing the College

Members of the faculty and staff may be appointed by the Chancellor to represent the College. No such appointee or delegate may commit the College to any policy or action, without the approval of the Chancellor.

X. Councils and Committees

General

Definitions

1. Standing Committee - a standing committee is a permanent committee with a defined purpose whose membership includes elected/selected persons and may include ex-officio persons. The establishment of standing committees must be approved by the Chancellor.
2. Ad hoc Committee - an ad hoc committee is a temporary committee established to perform a given task or activity for a specified period of time. Membership is determined by the person or group originating the committee.
3. Ex-officio - ex-officio refers to membership on a committee by virtue of position or office held.
4. Council - a council is a permanent assembly which meets at regular intervals and whose membership is entirely ex-officio. A council may be legislative, advisory, or consultative in nature.

General Rules for Standing Committees

1. A quorum is a simple majority of the voting membership. Official business may not be conducted without a quorum.
2. Ex-officio members of committees shall be voting members unless otherwise stated.
3. Members may send substitutes when personal attendance is not possible. Substitutes may participate in all aspects of the meeting with the exception of voting.
4. If members consistently fail to attend scheduled meetings the chairperson may institute measures to have them replaced.
5. Elected/selected members who wish to resign from a committee should do so in writing to the chairperson.
6. All meetings are open to College personnel, and non-members are welcome to attend.

Chancellor's Cabinet

Purpose

The Chancellor's Cabinet functions as a campus-wide leadership team. The purpose is to share information and ideas, and to rely upon the expertise of the members to make decisions consistent with the mission of the College. The Chancellor's Cabinet leads the campus in shared governance and makes recommendations and decisions that affect the campus as a whole.

Membership

Membership on the Chancellor's Cabinet represents the administrative structures of the College, including the UAHT Chancellor, the Vice Chancellor for Academics, the Vice Chancellor for Finance and Administration, the Vice Chancellor for Student Services, the Assistant to the Chancellor for Institutional Advancement, the Dean of Institutional Effectiveness, and the Director of Hempstead Hall.

Meetings

The Chancellor's Cabinet meets bi-weekly during the academic year, and at other times as required.

Academic Leadership

Purpose

Academic Leadership is the academic administrative team at UAHT. Academic Leadership's primary responsibility is to lead the College in the development and delivery of credit and non-credit instruction. Academic Leadership provides a communication link among the separate instructional divisions. Academic Leadership also leads the faculty in the assessment of student learning. Finally, Academic Leadership serves as the conduit for the execution of the academic goals and objectives outlined in the College's Strategic Plan.

Membership

The membership includes the Vice Chancellor for Academics (who serves as the chair), all instructional deans, the Library Director, Dean for Institutional Effectiveness, all other direct reports as needed, and the administrative assistant to the Vice Chancellor for Academics.

Meetings

Academic Leadership meets regularly as scheduled during the academic year, at other times as required. Meetings are open to guests, and all AL agendas and minutes are available on the public drive.

Curriculum Committee

Purpose:

The responsibility of the Curriculum Committee is to approve or disapprove proposals regarding instructional matters, curriculum, and program changes.

Voting Members

Rotating Members

Two representatives from each academic division serving rotating terms, elected in August of each academic year; terms run August to July.

Permanent Members

- Registrar
- Dean of Student Services
- Dean of Enrollment Management
- One representative from Finance and Administration appointed by the VCFA

- Faculty Senate President (cannot simultaneously represent his/her academic division)
- Dean of Institutional Effectiveness
- Director of Business and Industry Relations/Continuing Education
- Library Director

Ex-Officio Members (non-voting)

- Vice Chancellor for Academics
- Vice Chancellor Finance and Administration
- Vice Chancellor for Student Services
- Advertising and Publications Coordinator

Meeting

- Curriculum Committee meets twice during the fall semester and twice during the spring semesters.
- Requests for special meetings are directed to the Curriculum Committee Chair. All requests will include the proper documentation.

Policies and Procedures:

- Curriculum Committee elects its chair each August at its initial meeting from among the permanent, ex-officio, and out-going members.
- The Assistant to the VCA is Curriculum Committee's permanent recording secretary.
- Curriculum Committee members serve two-year terms.
- Any UAHT employee may present a curriculum proposal. Proposals must be presented through the affected academic division. All required documentation must accompany the proposal.

(UPDATED Aug 17, 2012 by Curriculum Committee)

Student Services Council

Purpose

The major purpose of the council is to provide a communication link among the student services areas.

Membership

The membership includes Dean for Student Services (who serves as the Chair), the Registrar, the Dean of Enrollment Management, the Director of Student Support Services, the Director of Career Pathways, and all counselors.

Meetings

The council meets regularly as scheduled during the academic year and at other times as required.

Faculty Senate

Purpose

Faculty Senate is an internal governance body that serves as the voice of all faculty members. The Senate's purpose is to serve as a direct line of communication to the administration on all instructional issues and concerns, including but not limited to, curriculum and academic rigor of classes and programs. Faculty Senate assists in setting standards in oversight of academic support services and various campus policies. Any faculty member can submit items for consideration on the Faculty Senate agenda and members can make recommendations regarding any entity on campus.

Membership

Membership in Faculty Senate includes all faculty members. Faculty Senate officers are chosen by the Faculty Senate members.

Meetings

Monthly during the academic year, and at other times as required.

Admissions Appeals Committee

Purpose

The primary purpose of the Admissions Appeals Committee is to review written appeals from students who do not meet regular admissions standards. Upon review and/or personal interview, the committee determines acceptance or denial of the appeal based on majority vote.

Membership

The Admissions Appeals Committee is composed of two (2) members chosen by the Vice Chancellor for Student Services. One is a non-admission staff person and the other is a member of the faculty. Ex-officio members are the Registrar and Dean of Enrollment Management.

Length of Membership Term

The length of term for the faculty members is two (2) years, with staggered appointments so that one (1) new member is selected each year. Members may serve consecutive terms.

Officers

The Registrar serves as both chairperson and secretary of the Committee.

Meetings

All meetings are called by the chairperson and are based on submission of admissions appeals.

Financial Aid Appeals Committee

Purpose

The primary purpose of the Financial Aid Appeals Committee is to review appeals from students who have been denied financial aid, are eligible to appeal, and have done so in writing. Upon review of the written appeal and supporting documentation, the committee determines acceptance or denial of the appeal based on majority vote.

Membership

The Financial Aid Appeals Committee is composed of 3 members, the Financial Aid Director (who serves as the Chair), the Dean of Enrollment Management, and the Financial Aid Officer.

Officers

The Director of Financial Aid serves as both chairperson and secretary of the Committee.

Meetings

All meetings are called by the chairperson and are based on submission of admissions appeals.

Behavioral Intervention Team (BIT)

Purpose:

The BIT at the University of Arkansas Hope-Texarkana is created to provide a caring, confidential program of identification for incidents that are perceived as disruptive, threatening or violent and to respond to these incidents in a manner that is suitable for protecting the UAHT community and providing students with the greatest chance for success.

Any employee of UAHT who has concern for the well-being or safety of a student or employee of the College community, or who has reason to believe that a student or employee may pose a direct threat to themselves or the College community, may refer a student or employee to the BIT for an individualized assessment. To refer someone to BIT, the employee should complete and submit the BIT

Referral Questionnaire found on the UAHT website.

The Goals of the BIT are the following:

- Provide designated referral points to where behaviors of concern can be referred
- Collect input from multiple sources, providing more comprehensive data for analysis
- Assess potential disruption, threats, and violence utilizing a specific, objective process for evaluation and intervention
- Minimize or eliminate disruption to the teaching-learning process, the community and college operations through early intervention and support

Membership:

- UAHT Safety Team
 - Dean for Student Services (chair)
 - ADA Counselor
 - Director of the Texarkana Campus
 - Mental Health Services when needed (Southwest Arkansas Mental Health Services)
 - Four campus representatives as appointed by the Chancellor's Cabinet

Student Government Association

The Student Government Association provides a forum for formal student governance at UAHT. The Student Senate is composed of elected representatives of the student body:

Executive Officers: President, Vice President, Secretary/Historian, Treasurer, and Parliamentarian.

The Student Government Association Constitution includes policies and procedures and is revised as new situations arise within the student body. The Student Government Association has faculty advisors who act as liaisons between the association and the College administration. The Student Government Association, like all student organizations, is funded via allocations from the student activity fee.

ⁱThese are examples of possible accommodations but the type received is based on the particular facts of each individual (case-by-case basis). Reasonable Accommodations do not include personal use items needed to accomplish daily activities (e.g., eyeglasses, hearing aids, prosthetic limbs, or a wheelchair).

ⁱⁱA determination of Undue Hardship should be grounded in careful analysis, and not based on improper attitudes toward the individual's Known Limitation. Nor can Undue Hardship be based on the fact that provision of a Reasonable Accommodation might have a negative impact on the morale of other employees. However, an Undue Hardship may exist where provision of a Reasonable Accommodation would be unduly disruptive to other employees' ability to work.

ⁱⁱⁱThe Medical Statement Form will be required, unless the Known Limitation is obvious or visible and the request corresponds with the limitation. Employees may consult with the HR ADA Coordinator as to whether the Medical Statement Form is required for their request.

^{iv}The employee or Applicant does not need to use the words, "Reasonable Accommodation," but may simply state that they need an adjustment, modification, assistance or change at work due to a Known Limitation; or in the application process due to the nature of their Known Limitation.

^vA supervisor, employee, or Applicant can request to revisit an approved accommodation for possible adjustments at any time by contacting the HR ADA Coordinator.

Policy Adopted December 5, 2023