The Board of Trustees of the University of Central Arkansas con-
vened in regular meeting on We{lnesday aJternoon, August 17, 1977, at three o'clock on the .camp\J.S in Conway, Arkansas, with the f9llowl.ng

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Upon motion made by Mr. Ahlf, Mr. Dixon was nominated Secre-

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INTRODUCTION

This handbook was designed to provide a ready source of infor-
mation on University policy and. the benefits available to a staff member of the University of Central Arkansas: It should be read carefully, for
it will provide answers to many basic questions. However, if questions still exist concerning policy, feel free to consult the appropriate super-visor, department head or the Personnel Office.

Each individual employed at UCA is an important team member,
helping to make the school a leader in providing quality education. The image that the public holds of theJ.Jniversity of Central Arkansas is formed not only by the graduates it produces, but also from each member on its staff, faculty and administration. It take·s the cooperation of all involved personnel to insure our continued growth and leadership.

The information contained in this handbook applies to all classi-
fied employees, except as exempted by Presidential designation.

EMPLOYMENT

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Temporary employees are defined as those whose period of employment is less than one year,

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Before a TRANSFER may take place, it must have the approval
of both departments heads and the proper administrative office.r. In the event of promotion or transfer, two weeks notice must be given.

The department accepting the TRANSFER or PROMOTION w ill
also accept the responsibility for any vacation, sick leave or compensa-tory time due to the employee.

HOURS OF WORK

The normal work day is from 8:00 A. M. to 12. noon, and from
12.:45

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Sick leave with pay may be taken:

(1) I! you become ill or disabled and cannot work

(2) If your cond ition requires an appointment with

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Unused sick leave will be paid to the employee at termination
on the basis of one day's pay for every four days of accrued sick leave.

FUNERAL LEAVE

A maxi.mum of three days with pay is allowable in the event of
a death in the employee ' s immediate family which is defined as: husband, wife, child, mother, father, grandparents, son-in-law, daughter-in-law, brother, sister of employee or employee ' s spouse.

If additional time off is required due to family responsibilities,
an employee may use annual vacation credit or apply for a personal leave without pay. This leave is not to exceed two weeks. Every consideration will be given to the employee in reviewing this request.

Time off for the funeral of close, not immediate family, may
be granted upon written request to your supervisor. This may be charged as vacation time or leave without pay.

Documentation may be required in the event' an employee requests
funeral leave with pay.

LEA VE OF ABSENCE WITHOUT PAY

An employee may be granted leave without pay under the follow-
ing circumstances:

(1) Extended absences that are i.n the best of interest of the University and would increase or improve an employee's
ability on the job.

(2) Absences of a personal nature which extend beyond available sick leave or vacation credits, such as illness or personal responsibilities of an urgent or pressing nature.

A leave of absence without pay must

sick 7ula637 0 0 8.6 xe6 0.337 r166.7 374.16 Tm0.267 0.263 0Tj o07.06 374.16 Tm (pay)Tj 10.8018 04.167.28 Tm (ore)Tj0Tj o07.06 Tj 0.326 0.326 0.337 rg -0.031 Tc4350.77 407.27.84 Tm (which)Tj EMC E2.5 rg 10.0131 0PTm nd crediwou336 363m (avn82 0 0 8.6 345.66.7 374.16 16 98 Tm (0.02637 rE0.26o9o/4 8.6 451.22 396.25 407.28 Tm (as)Tj 407.28 Tm (il.337 rg9 10.80370.17 .326 0.326 4 T6195 0 0 ET BT /Suspect <</Conf 0 >9T7 r166.7 374. 0.263 0 4 T6195 0 0w5 4407.28 Tm8Tm (which)026536 4 T6195 0 0no74.16 Tm (must)Tj 9.8909 0 4 T6195 0 0b167.28 Tm (ore)Tj0Tj o07.06 T532and)Tj 9.616339 4 T6195 0 0gra 46.84 Tm (b063ng)Tj 10.57272C E2.5 rg 10in407.28 Tm .275 rg 10.435.24 E2.5 rg 10exc7.28 Tm 6 Tm (of)Tj 0.267 0.263 0Tm (which)49093 E2.5 rg 10.0131 0Tm 7.275 rg 10.3826 0 E2.5 rg 10.ne7.28 Tm (8337 rg 10.752.00 4 T6195 0 0year25 Tm (nature.)Tj 0.326 0. (bey.337 rg 10.8782 0 3 0 0 0E 450.49sponsibil 0.337 rg 10.2564 0 3 0 0 04 439.44 Tm (on)Tj 0.267 0.263 0.275 rg 10.23573713 0 0 07 407.28 Tm Tm (of)Tj 0 Tc 757 0 3 0 0 0w39.44 459j 0.71 Tm8T6 0.400.275 Td10i84 Tm ((2))Tj 0.267 0.263 0.275 r232and)Tj 9.6173 3 0 0 0374.16 Tm (without)Tj 0.326 0.326 0.337 rg 10.0122 0 3 0 0 06 374.16 Tm561337 rg 10.056430 3 0 0 0st 3928 Tm 6 Tm (of)Tj 0.267 0.ula6.275 rg 10.4 T65 3 0 0 0do74.16 Tm133as)Tj 10.48.65 3 0 0 0no74.16 5 Tm (an)Tj 0.326 0.326 1(as)Tj 10.4696 8 3 0 0 06 rticipat16 Tm (a.71f)Tj 0 Tc55 Tm8 3 0 0 0in407.28 T80370.17 .326561..273 0 0 0an4.16 Tm0.267 0.263 0Tj o07.06 0.337 rg 10.Tj EMC 30..27g 10.0131 006 374.16 Tm (cre 0 30..27g 10(avn82 0 0 8.6 345.66.7 374.16 16 98 Tm (0.02637 rE0.26o9o/4 8.6 451.22 396.25 407.30..27g 10)Tj 407.28 Tm (il.337 rg9 credits,)Tj 0.267 0.263 41and)Tj 9.6Tm 507.30..27g 10benefi74.16 5 Tm (an)Tj 0.326 0.326962275 rg 10.2357 0 030..27g 10 98gram28 Tm 6 Tm (of)Tj 0.267 0.263195275 rg 10.2 8.95 030..27g 10whe7.84 Tm06 374.16 Tm 4j E10 30..27g 10(avn82 0 0 8.6 345.66.7 374.16 16 98 Tm (0.Tm (A)Tj 0.396 0.7 r37337 rg 10.0273 0 .30..27g 10)Tj Tm 6 Tm (of)Tj 0.267 0.263990ng)Tj 10.561.70 30..27g 10 407.28 Tm (il.337 rg9 1m (6.275 rg 10.498.707.30..27g 10bearsponsibili26and)Tj 9.5j E80 030..27g 10an4.16 Tm0m (ore)Tj0Tj o07.06 T5ness)Tj 10.5487 0 030..27g 10.0131 0PTm nd)Tj 9.6195 0 0(ab35ss)Tj 10.56.6 2 30..27g 10(avn82 0263184437 rg 10.Tj E.2732 0.37g 10bur.7731 0PT78Tj 077nd)7966 0.326 0.337 rg 0 Tc 6.6 0 32 0.37g 10- Tm (nature.)Tj 0.326 0.363 0.275 r 0.337 rg 10.T T69 32 0.37g 10.0131 006 36Tm (which)T76.32732 0.37g 10expens.25 Tm (nTm (of)Tj 0.267 0.263 57and)Tj 9.6257 0 32 0.37g 10Thisponsibil173275 rg 10.25 T82732 0.37g 10w5 4407.2m0m (ore)Tj0Tj o07.06 T133as)Tj 10.373399732 0.37g 10no74.16 (b06(as)Tj 10.75426an32 0.37g 10exclud42a407.06 Tm (pay)Tj xe6 0.33 0.275 rg 10.4j E0an32 0.37g 10anponsibil 03275 rg 10.442ediwo2 0.37g 10e 450.49131 0Tm 90275 rg 10.454299732 0.37g 10o 396.25 Tm (an)Tj 0.326 0.326 0.275 rg 10.506339 42 0.37g 107 407.28 TmTm nd)Tj 9.6195 0 0(a747f)Tj 0 Tc5326 0 2 0.37g 10w5374.16 Tm (without)Tj 0.326 0.326)Tj

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The retiree may be re-employed on a year to year basis by
request of the President to the Board of Trustees.

SAFETY AT WORK

Everything possible is done to provide safe working conditions,
but the prevention of accidents is largely a matter of individual careful-ness. Accidents are often the result of someone's carelessness. Horse-play and practical jokes are strict.Ly prohibited and may be grounds for dismissal. When conditions that seem unsafe are observed and not readily correctable, report them immediately to your supervisor.

ON-THE-JOB INJURIES

When a University employee is injured through an accident
arising out of and in the course of employment, he I she is to report the accident immediately to his .'her supervisor and go without delay to the Student Health Center in Ber_nard Hall.

Injuries sustained at night or on weekends when the Student
Health Center is closed will be treated at the Conway Memorial Hospital emergency room. Supervisors will instruct those workers on procedures for securing treatment.

Supervisors and workers should not hesitate to call an ambulance
when there is evidence of serious injury to a fellow employee. The d river should be directed to take the employee to the nearest hospital emergency
room.

IN ALL CASES INVOLVING ON-THE-JOB INJURY, EMPLOYEES
AND SUPERVISORS ARE REMINDED THAT GOOD JUDGEMENT MUST BE THE GUIDING FACTOR IN DETERMINING WHERE THE INJURED IS TO REPORT FOR E MERGENCY TREATMENT.

Additional treatment related to on-the-job injuries shall also be
furnished at the facilities listed above. However, if authorized University personnel deem it advisable, the injured may be referred elsewhere for further treatment at the University's expense. Any referral for outside treatment must be based on ~edical need only, not. on the injured party's personal preference. The Personnel Office should be notified that a re-ferral has been made. THE UNIVERSITY MAY OR MAY NOT ASSUME RESPONSIBILITY FOR INJURY -RELATED EXPENSES INCURRED AS A RESULT OF TREATMENT FURNISHED AT UNAUTHORIZED MEDICAL FACILITIES.

As soon as the employee 's physical condition permits, he/she
should file a notariz_ed statement with the Vice President for Public Af-fairs describi.ri.g the circumstances of the accident.

The statement should answer the questions of

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m3ury, the University will file a report of the accident with the Arkansas State Workmen's Compensation Commission.' In such ca;es, the Univer-sity will work closely with the employee and supervisor in filing the claim.

The Personnel Office will be glad to furnis1?- detailed information
on procedures to be followed in cases of on-the-job injury.

SOCIAL SECURITY

All University empl~yee~ are covered by the Fede.ral Old Age,
Survivors, and Disability Insurance System. Three basic types of bene-fits are available under this Social Security program: Old age, survivors and disability insurance benefits. Under the law, the employee and the

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Within five (5) working days from the date of the written deci-
sion, the employee must notify the Director of Affirmative Action or Di-rector of Persorinel of his /her intent to continue to Step 3.

Step 3.

If the grievance is a question concerning possible discrimination,
the Director of Affirmative Action will notify the appropriate individuals and the Grievance Council will convene, within ten (10) working days of Notice of Intent. The council will be made up of one person of adminis-trative rank chosen by the President' s Administrative Council; two clas - sified employees, and, two faculty employees elected at large by their appropriate groups. One individual chosen

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to the circulation staff members by riame and indicate their status as a registered patron.

Employees of the University will use their I. D. cards to
identify themselves when checking out books.

Children of employees under seven years of age should be
escorted by an adult when using library facilities.

Employees and / or other family members not returning books
within the allotted time will be subject to the. usual library fines and will be expected to reimb~rse the University for any lost or damaged books.

ATHLETIC EVENTS AND RECREATJONAL ACTIVITIES

Employees are eligible to apply for a swim pass by contact-
ing the Jeff Farris Health and Physical Education Center.

A swim pass may be obtained for the employee, spouse and dependent children. Children must be accompanied by a parent, or a responsible adult faculty /staff member and are limited to the use of the swimming

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There are no restrictions to enrolling for courses scheduled after working hours.

1. The employee's supervisor must request of the president that the em-

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should notify my s upervisor and the Personnel Office when there are changes in my personal information.

I should call my supervisor when I am ill and cannot come to work.

I should report all accidents or injuries to my supervisor at once.

A revised Academic Freedom, Tenure and Promotion Policy
was distributed to -:rrustees: Adoption of this policy will be considered at a later meeting of the Board .

. Mr. Dixon made a motion that an approximately fifteen foot
easement on university property located on College Avenue be granted to the City o~ Conway. A second to this moti~n was made by Mr. Ahlf and passed by unanimous vote.

At a meeting of the Board on April 6, 1977, an expenditure of
$46, 000 was approved for replacing the roof of the Administration Building. Mr. Ahlf made a motion that an additional $16, 700 be ap - proved for this project and furth!'!rmore that the low bid in the amount of $62, 770 for replacing the roof on the Adminis~ratiop Building and submitted by Mike Barrow, North Little Rock, be accepted. A second to this motion was made by

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30 .. Andre McNeil, Part-time Instructor in Business, fall semester, 1977 @ a total salary of. $825. 00.

31. Bob Mitchum, Part-time Instructor in Business, fall semester,
1977@ a total salary of $1000. 00.

32. Ruth Ann Williams, Part- time In structor in Business Education,
fall semester, 1977@ a total salary of $1650. 00.

33. David Easley, Assistant Instructor and Assistant Football Coach,
effective August 15, 1977 through December 31, 1977 for a total
salary of $3, 000. 00 plus room and board.

34. Rebecca Anderson, Part-t ime Instructor in Health Education, ef-
fective August 15, 1977@ $444. 44 per month.

Resignations:

l. Ricky Burks, Instructor of Accounting, effective May 15, 1977.

2. Deborah Ann Roller, Instructor of Nursing, effective May 15, 1977.

3. Billy McNew, Public Safety Officer I, effective August 5, 1977.

4. Calvin Terry, Public Safety Officer I, effective August 20, 1977.

Adjustments:

l. James Ed Smith, Public Safety Officer 11, change 1977-78 salary
from $8, 450. 00 to $8, 918. 00.

2. Cleo Hensley, Public Safety Officer ll, change 1977-78 salary from
$8, 008. 00 to $8, 450. 00.

3. John Tyrrell, Public Safety Officer II, change 1977-78 salary from
$8,008.00 to $8,450.00.

4. Bill Wood, Public Safety Officer I, change 1977- 78 salary from
$6, 786. 00 to $7, 150. 00.

5. Tommy G. Smith, change title from Director of. Information to Acting
Director of Admissions and change monthly salary from $1, 400. 00 to
$1, 458. 16 effective August 1, 1 977.

6. Mark C\andler, Instructor of Sociology, effective August 15, 1977,
change monthly salary from $1, 388. 88 to $1, 444. 44.

7. Tamara Paulson, Instructor of Foreign Languages, effective August
15, 1977, change monthly salary from $1, 21 6. 66 to $1, 327. 77.

8. Michael T. Battista, effective August 15, 1977, change rank from
Instructor of. Mathematics to Assistant Professor of. Mathematics
& change monthly salary from $1, 388. 88 to $1, 444. 44. This is a
one -year appointment.

9. Sidney T. Mitchell, change appointment date from August 15, 1977
through May 15, 1978 to August is·, 1977 through June 30, 1978;
change title from Associate Professor of Education to Associate Pro-fessor of Education, Coordinator of Early Childhood Education and Director of the Early Childhood Training Project; and, change
monthly salary from $1, 813. 88 to $1, 833. 33.

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10. Margaret Hays, effective August 15, 1977 change rank from Assistant Instructor of Nursing to Instructor of Nursing, and
change monthly salary from $879. 16 to $1, 000. 00.

Upon motion made by Mrs. Hammans, seconded by Mr. Ahlf
and passed by unanimous vote, open meeting was declared.

Appointments, resignations, and adjustments as approved in
executive session were approved in open meeting upon motion made by Mrs. Hammans, seconded by Mr. Ahlf, and passed by unanimous vote.

Following discussion relative to the original Student Center
bond issue (1959), Chairman Johnson requested a report on a research of actions relative to the original bond issue on the Student Center Build-ing and the arrangements for meeting the bond obligations and Student Center operation expenses.

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Mr. B. W. Horton, Vice