

## 3. EXPECTATIONS OF EMPLOYEES

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### 3.1 ATTENDANCE

There will be times when it will be necessary for employees of the UA System Office to be absent from work due to illness or personal reasons. The UA System Office supports employee needs in this regard, but, must also keep business needs in mind. Employees should follow departmental guidelines in regard to reporting work absences. In general, employees who need to be absent or tardy to work for any reason are responsible for notifying their supervisor or department head as soon as possible once they determine they will be absent. Employees should request the appropriate leave in accordance with UA System Office policy. The UA System Office reserves the right to require additional information from employees as deemed necessary.

Any employee who is absent for three (3) consecutive, scheduled work days without notifying an appropriate supervisor may be subject to disciplinary action up to and including discharge.

#### **Excessive Absenteeism**

Individual departments have the authority and responsibility to define excessive absenteeism for their employees. Management should keep records to ensure that consistent standards are applied to all employees in the department. Employees who are determined to be excessively absent may be subject to progressive discipline. The UA System Office HR Department should be consulted prior to management taking disciplinary action with an employee regarding excessive absenteeism.

### 3.2 CONFIDENTIALITY

The UA System Office makes every effort to protect the private information of its employees, and that of the faculty, staff, and students of the System campuses.

While complying with governmental reporting and record keeping requirements, the UA System Office strives to ensure that all personal and job-related information regarding employees is handled in a secure, confidential, and appropriate fashion. Therefore, employees should not participate in or allow the unauthorized access, use, review, disclosure, dissemination, alteration, or destruction of confidential information. Such confidential information includes, but is not limited to:

- Information from student records in violation of any System campus policy on confidentiality of student records and/or the Family Educational Rights and Privacy Act (FERPA);
- Information from employee records in violation of the UA System Office's Personnel File Privacy Policy or State or Federal laws;
- Information from internal discrimination/harassment/retaliation/Title IX/other investigations when such information is required to be kept confidential and shared only on a need-to-know basis;
- Any personally identifiable health information relating to the past, present, or future physical or mental health condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual, in violation of state or federal law.

- Any other System information that is not public information or subject to an open-records request (including but not limited to information contained in drafts and other non-final reports, privileged information, proprietary research or other trade information, etc.).

Employees must sign a confidentiality agreement at the time of hire.

### **3.3 PROFESSIONAL APPEARANCE**

As representatives of the UA System, employees are expected to maintain high standards of personal cleanliness and to present a neat, professional appearance. While some positions may require stricter standards than others, all employees are required, at a minimum, to wear appropriate business casual attire that is suitable for customer interaction. Conservative, properly fitted apparel and a clean, neat appearance are required at all times.

Employees who do not meet a professional standard may be sent home to change into acceptable attire, in which case accrued annual leave will be used to offset the employee's absence. If accrued annual leave is not available, the employee will not be paid for the time taken to change clothing and return. Repeated violations of this policy could be cause for disciplinary action. Reasonable accommodations will be made where required.

In addition, recognizing that some individuals may have sensitivity or allergic reactions, wearing or using fragrances and/or scents in the UA System Office is discouraged. Employees who are concerned about a co-worker's use of fragrances or scents are expected to discuss their concerns directly with that individual in a sensitive and discreet manner. If such a discussion is not feasible, employees should bring the concern to their supervisor or the Department of Human Resources.

### **3.4 DRUG-FREE WORKPLACE**

The unlawful or illegal manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee of the UA System Office while he or she is at work or at another site where the employee is carrying out assigned duties, is prohibited. No employee may report to work while under the influence of alcohol or any other illegal substance.

The possession, distribution or consumption of alcoholic beverages or controlled substances is not permitted on the worksite or other UA System Office property during working hours, unless such occurs in the course of authorized business or special UA System Office function that includes alcoholic beverages or where consumption was otherwise approved by an employee's supervisor, provided however only modest consumption shall be permitted. Notwithstanding the foregoing, any UA System Office employee required to drive a vehicle during or after such a function is prohibited to consume

times. It applies to buildings and all related grounds such as entrances, exits, patios, sidewalks, stairways, parking areas, and any vehicles on the grounds, regardless of ownership.

Smoking includes inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, e-cigarette, or pipe. Tobacco products include all forms of tobacco including cigarettes, cigars, pipes, water pipes (hookah), smokeless tobacco products, electronic cigarettes and other vapor-producing products.

Employees who fail to comply with this policy may be subject to correction action as defined by the UA System Office Department of Human Resources. Visitors/non-employees who refuse to comply may be asked to leave the premises.

### 3.6 **WORKPLACE VIOLENCE**

The UA System Office will not tolerate threats of violence, acts of violence, harassment, intimidation, retaliation or any other form of disruptive behavior from employees or from other individuals in the workplace. Violations of this policy will lead to disciplinary actions up to and including termination of employment and/or the involvement of appropriate law enforcement authorities as needed.

Employees who commit acts of violence outside the workplace, but which are directed at the UA System Office, may also be in violation of UA System Office policy and will be dealt with appropriately.

### 3.7 **PROHIBITED CONDUCT**

Workplace violence includes, but is not limited to the following:

- a) Physical assault, with or without weapons;
- b) Oral or written statements that imply or suggest violence;
- c) Verbal abuse or other disruptive behavior, depending upon the nature and severity of the conduct;
- d) Gestures, utterances, behavior or expressions that communicate a direct or indirect threat of violence;
- e) Intimidation or implied threats or acts that cause a fear of harm in another individual;
- f) Behavior that a reasonable person may interpret as being violent or so traumatic that it interferes with others' ability to effectively function in their work environment;
- g) Violent acts that result in property damage or sabotage of equipment, files, reports or other records;
- h) Relationship or partner violence (i.e. abusive behavior occurring between two individuals in an intimate relationship). This may include physical violence, sexual, emotional, and psychological intimidation, verbal abuse, stalking and other forms of control;
- i) Bullying or repeated and/or severe aggressive behavior likely to intentionally hurt, control or diminish another person, physically, mentally or emotionally;
- j) Enlisting, coercing, or asking others to do the above acts.

The above list is illustrative only and not exhaustive. **No form of workplace violence will be tolerated.**



Office's position that, in addition to the mandated statutory reporting requirements for certain individuals and entities, all UA System Office personnel who have a reasonable cause to suspect that a child is being abused or neglected must immediately make a report, regardless of the setting or circumstances of the potential abuse or neglect. Neither Alabama law nor any UA System Office policy allows you to delegate the duty to report child abuse or neglect.

This policy should not be viewed as limiting any legal, ethical, and/or professional reporting obligations any UA System Office employee may have separate and apart from this policy. If UA System Office employees are subject to additional reporting obligations, the UA System Office employees should comply with those obligations as well as this policy.

### **Forms of Child Abuse and Neglect**

No form of child abuse, whether physical, emotional, or sexual, will be permitted or tolerated under any circumstances whatsoever. Child abuse is morally and legally wrong. It can come in many forms.

person or persons responsible for the same. However, you should not delay making a report to gather this information. Do not directly question or solicit information from the child or from the person suspected of improper behavior. That is not your role; the role of investigation lies with city, county, state or other appropriate officials.

2. In addition to making an oral report, you must also complete a Child Abuse or Neglect Report Form found on the UA System Office's [website](#) and deliver the same to the nearest UA System campus Police Department.

Employees should contact the Office of Risk Management or the Office of Counsel for additional guidance

- Sales of items to raise funds for non-UA System Office related organizations or entities
- E-mail solicitations
- Commercial or personal business sales

Solicitation, canvassing, vending, peddling, or distribution by non-employees on UA System Office property is strictly prohibited.