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1.1 EMPLOYMENT APPLICATION PROCESSING:

Applicants for full-time or part-time classified and auxiliary positions must apply in the office of Personnel from Monday through Friday between the hours of 9:00 a.m. and 4:30 p.m..

Applications are only accepted when a vacant position has been announced.

Job announcements are posted via e-mail to notify the campus of the intent to fill a position internally. The position may also be advertised via the internet or through a statewide or national newspaper publication.

All applications showing minimum qualifications are copied and sent through the campus mail to departments where a vacancy exists. A data entry test will be administered if applicable.

1.2 CLASSIFICATION AND COMPENSATION:

Classification and compensation for classified employees is determined by grades and steps as set by the Office of Personnel Management (OPM). Classified employees must begin at the entry level of the pay grade. The Personnel Office responds to concerns related to salary administration and other related classification and compensation issues.

1.3 BENEFITS ADMINISTRATION:

All regular employees, who at the time of appointment, are to be working one-half time or greater for six months or more, are eligible for most benefits through the University. The **Employment Tuition Benefit** is limited to full time (100%) appointed employees (**see Tuition Remission Policy**). Temporary employees and extra help employees are not eligible for benefits (**see Payroll Services Types of Employees**). Most of the benefits require that the employee enroll within 30 days of their initial appointment date. The employee is also given a copy of the Faculty Staff Handbook when they are enrolled in benefits.

The following benefits are available to eligible employees: major medical insurance; basic and optional dependent life insurance; long term disability insurance; long term disability insurance; optional long term disability insurance; TIAA/CREF Retirement ; Section 125 Cafeteria Plan; Vacation (nine month employees are not eligible) sick leave; holiday pay; jury duty; military leave; funeral leave; tuition benefit; workers compensation; unemployment insurance; credit union; library privileges; HYPER facility membership and reduced prices in the bookstore.

The Personnel Office provides assistance to employees who need to make changes to medical or dental coverage whether it is terminating a spouse, children;

SERVICES PROVIDED BY PERSONNEL/PAYROLL

updating coverage; adding coverage; updating claims per employee request; employee making changes on the W- 4 form, etc.

The Personnel Office conducts its annual Benefits Fairs in conjunction with the Fall Faculty Staff Seminar. The Fair includes health care providers; dental providers; credit union representatives; life insurance providers; and TIAA/CREF representatives. In addition, other benefit providers are invited to come and display their products, along with donating door prizes that can be drawn by the faculty and staff. This is a very festive and informative time for all participants.

Workers' Compensation is available for full-time, part-time, temporary and extra help employees injured on the job. Information for filing a claim is distributed through the Personnel Office (See the attachment).

1.4 ORIENTATION:

The Personnel Office conducts an orientation program designed to provide a smooth transition to the university for new staff, administrators, and faculty. The orientation program which includes a history of the university – its mission, philosophy, and governance; a review of the university's fringe benefit package; an opportunity to complete federal and state tax forms; personal data forms; insurance and retirement applications; drug free work place acknowledgement and the required I-9 forms, is structured so that all new employees will attend the session they commence work.

During the program, the new employee is given a review of basic rules and regulations of the university. In addition, the employee is properly enrolled for payroll and benefits.

The orientation program also covers the three months probationary period for staff employees. While the employee is involved in the orientation program, the supervisor remains in the office to continue the daily operations.

The Personnel Office presents an orientation session for 1st year faculty during the annual Fall Faculty Staff Seminar Program. The Vice Chancellor for Academic Affairs provides a list of new faculty to the Personnel Office. All new faculty are encouraged to attend the orientation session to ensure a smooth and orderly entrance into the UAPB workplace and to obtain vital benefits information.

The Human Resources Department keeps the faculty, staff and students abreast of the latest development in the office through the **Human Resources Newsletter** which is published quarterly. Some of the information that is contained in the newsletter is "notification of the annual payroll audit," "deadline for performance evaluations," "dental insurance rate increases." etc.

SERVICES PROVIDED BY PERSONNEL/PAYROLL

In addition to the newsletter, Human Resources communicates new information via e-mail to the campus community. This includes notification of various inter-agency training programs and dates, among which are: customer service; workplace aggression; workplace diversity; and interpersonal communication.

1.5 PAYROLL PROCESSING:

For payroll purposes, there are three types of employees: appointed, extra help, hourly, regular and semi-monthly.

Employees are paid twice a month, on a semi-monthly basis. Pay dates are on the 15th and 31st of the month. (Note: if the pay date falls on Saturday or Sunday, the payroll will be paid the preceding Friday.) For extra help hourly employees, the first pay date will be for earnings from the second half of the preceding month. The second pay date will be for earnings from the first half of that month.

In order for hourly employees to be paid, a time sheet must be submitted to the Personnel/Payroll Office prior to the cut off date for the particular hourly pay period. If the time sheet is received by the Payroll Office after the cut off date, the employee will be paid on the Overtime/Supplement Payroll.

Regular hourly employees are NOT eligible for benefits. Non-student regular hourly employees are, however, eligible for pay for university holidays, equivalent to the number of hours per day they usually work, providing they work the day before and the day after a university holiday and they work more than 20 hours per week.

All new employees must complete a W-4 from in order to be paid. In addition, the "Personnel Action Form," "An Extra Help Appointment form," "A Personnel Data Form," and "I-9 form," and the "Drug Free Workplace Certification form" must be completed by the department and the employee in order for a new employee to be placed on payroll.

The required paperwork must be received prior to the payroll cut off date for that particular month in order for the new employee to be paid on the end of the month's payroll. Those PAFs received after the payroll cut off date will be processed for the Overtime/Supplement payroll, if they are received by the 30th of the month. If an action is not received in time to process on the Overtime/Supplement payroll, it will be processed on the following pay cycle.

The second day after each pay period is the payroll office deadline. There are no provisions for paying employees outside of these pay cycles. It is the department's responsibility to insure that all appropriate paperwork is processed prior to the cut off dates in order for the employee to be paid.

SERVICES PROVIDED BY PERSONNEL/PAYROLL

Current State of Arkansas law limits the total number of hours a person in a “extra help” capacity can work in one year to 1,500 hours. It is the department’s responsibility to ensure that this provision is strictly enforced. The Personnel/Payroll Office will provide periodic notification to departments for individuals who have worked 1000 + hours, but this assistance does not eliminate the ultimate responsibility to remove people from the payroll prior to the 1,500 hours limit.

The W-4 must be completed by each employee. The W-4 designates federal and state taxing information for the employee, provides the employee’s social security number, and the address to which the employee’s W-2 will be sent if he/she leaves the services of the university. The permanent address should be used when possible. No campus residence halls may be used for the address. The information must be printed so that it can be accurately entered into the computer.

Employees should be prepared to show their social security cards in order to verify their social security numbers. The social security number will become the key to the majority of all pay and personnel actions. It is critical that this number be correct. Should a potential employee not have a social security number, provisions may be made in order to pay those employees for a short period while the social security card is being obtained.

Any time an employee has a name change, address change, or a change in federal or state taxing status, a new W-4 must be completed and filed with the Payroll Office. The employee must indicate on the W-4 if he/she wished State taxing to change. Those wishing to change address only must indicate this on the W-4. Those claiming exemption from federal tax must file a new W-4 annually.

1.6 RECORDS MANAGEMENT:

The following records are maintained and updated by the Personnel Office:

- Employee Medical and Dental Premiums/claims**
- Personnel Action and Extra Help reports**
- TIAA/CREF retirement reports**
- Flexible Spending accounts**
- Retirement loans**
- Early Retirement Agreements**
- Family Medical Leave accounts**
- Workers’ Compensation benefits**

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1.7 THE UNIVERSITY OF ARKANSAS AT PINE BLUFF CATASTROPHIC LEAVE BANK PROGRAM:

PURPOSE

This policy and the accompanying procedures establish a Catastrophic Leave Bank Program for the exclusive use of the appointed, regular, full-time, non-faculty employees of the University of Arkansas at Pine Bluff (UAPB).

POLICY

It shall be the policy of the University of Arkansas at Pine Bluff (UAPB) to permit eligible non-faculty employees to voluntarily donate approved accrued annual and/or sick leave to the Catastrophic Leave Bank Program from which aforementioned employees may request to receive catastrophic leave. The Catastrophic Leave Bank Program assists eligible non-faculty University employees through medical emergencies, injuries and illnesses upon the exhaustion of all earned sick, annual, holiday, and/or compensatory leave. The program shall be administered by the Catastrophic Leave Committee of the University. The administration of the Catastrophic Leave Bank Program shall be in accordance with Act 169 of 1991, the Arkansas Department of Finance and Administration Rules and Regulations and University policies and procedures.

In no case shall the employee be granted catastrophic leave beyond the date certified by a physician as the date when the employee is able to return to work because the health of either the employee or the qualifying family member has sufficiently improved.

No employee shall be approved for catastrophic leave unless that employee has provided an acceptable medical certificate from a physician (or other as provided by A.C.A. 1121-4-201 et seq. and 6-63-602 supporting the continued absence and setting forth that the employee is, and will continue to be unable to perform the employee's duties due to a catastrophic illness of the employee or a qualifying family member. Information about the employee's assigned duties shall be made available to the physician and to the Catastrophic Leave Committee.

Catastrophic leave shall not be awarded retroactively.

DEFINITIONS:

CHANCELLOR means the executive head of the University of Arkansas at Pine Bluff.

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CATASTROPHIC LEAVE means paid leave which is transferred to a leave recipient from the University's Catastrophic Leave Bank.

CATASTROPHIC LEAVE BANK means a pool of accrued annual and sick leave voluntarily donated by employees which may be approved by the University for use by other employees.

CATASTROPHIC LEAVE COMMITTEE means the committee which reviews leave donor requests and reviews applications from employees for Catastrophic Leave and makes recommendation to the UAPB Chancellor relating to such leave.

CATASTROPHIC LEAVE BANK PROGRAM means a program approved by the Director of the Arkansas Department of Finance and Administration and established, maintained and administered by UAPB.

CATASTROPHIC ILLNESS means a medical condition of an employee or spouse or parent of the employee or a child of the employee which may be claimed a dependent under the Arkansas Income Tax Act of 1929, as certified by a physician that requires an employee's absence from duty for a prolonged period of time and which, except for the catastrophic leave program, would result in a substantial loss of income to the employee because of the exhaustion of all earned sick, annual, holiday and compensatory leave.

PROLONGED PERIOD OF TIME means a minimum of thirty (30) continuous working days in which a medical condition prevents the employee from performing his/her duties.

DEPENDENT CHILD CERTIFICATION a form that must be completed, signed and attached to the Catastrophic Leave request. If the child was acquired after the most current income tax filing, provide other proof, a birth certificate, adoption order, etc.

EMPLOYEE means a person who is regularly appointed in a non-faculty position of state service by UAPB and who is compensated on a full-time basis. A person who works less than full-time (forty hours per week) is excluded from this definition and, as such, is not eligible to participate as a donor or recipient in a Catastrophic Leave Bank Program.

LEAVE DONOR means an employee whose voluntary written request to donate accrued annual or sick leave to the UAPB Catastrophic Leave Bank has been reviewed by the Catastrophic Leave Committee and approved by the Chancellor.

LEAVE RECIPIENT means a current employee whose request has been reviewed by the Catastrophic Leave Committee and approved by the UAPB Chancellor to receive Catastrophic Leave from the University Catastrophic Leave Bank.

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SUBSTANTIAL LOSS OF INCOME means loss of salary over a continuous period where the employee will not be compensated by the University due to a medical condition and the exhaustion of all earned sick, annual, holiday and/or compensatory leave, and such medical condition is not covered and compensated by Worker's Compensation.

MEDICAL CONDITION means a personal emergency limited to catastrophic and debilitating medical situations, severely complicated disabilities and/or severe accident of the employee or a qualifying family member which cause the employee to be unable to perform their job requirements for a prolonged period of recuperation and/or require the employee's absence from duty as documented by a physician or other individual as provided in A.C.A §21-4-201 et seq. Disabilities resulting from elective surgery do not qualify for catastrophic leave.

CATASTROPHIC LEAVE COMMITTEE

The Catastrophic Leave Committee shall be comprised of not less than three members. Committee members, including a Chairperson/Secretary, shall be appointed by the Chancellor and shall service a length of time designated by the Chancellor. Committee members shall represent a cross-section of both administration and staff of the university. Recommendation shall be based on the majority vote of the committee. The Catastrophic Leave Committee shall be responsible for the following:

- A. Review and make recommendations to the UAPB Chancellor on written requests from University employees to donate and/or receive catastrophic leave to/from the UAPB Catastrophic Leave Bank.
- B. Determine eligibility of employees requesting and/or donating leave to the UAPB Catastrophic Leave Bank.
- C. Insure the accuracy and complete documentation of catastrophic leave request and/or donor forms and records which provide the following:
 - 1. The hours of leave donated by each employee.
 - 2. The hours of catastrophic leave awarded to each recipient.
 - 3. A monthly report listing by individual the number of donated/received days, balances of days left in the Catastrophic Leave Bank, and other additional requested information.
 - 4. The maintenance of up-to-date records to prevent recommendations that will result in a negative balance in the Catastrophic Leave Bank.
 - 5. Any other data as required by the UAPB Chancellor or the Arkansas Department of Finance and Administration.

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- 6.** The State Office of Personnel Management form must be used if available.

DETERMINING ELIGIBILITY OF CATASTROPHIC LEAVE REQUESTS

The Catastrophic Leave Committee shall review each request to donate/receive leave and ascertain that the following listed rules and guidelines are adhered to before recommending approval:

- A. The employee must be an eligible employee and be receiving compensation on a full-time basis.
- B. The employee must have been employed by the State of Arkansas in a full-time regular position for two years although the two years need not be continuous.
- C. The employee must have exhausted or is expected to exhaust all accrued annual, sick, holiday and/or compensatory leave.
- D. The employee must not have been disciplined for any leave abuse during the last two years of employment.
- E. No employee shall be eligible for approved catastrophic leave in excess of six continuous months unless it can be demonstrated that the employee has been denied disability, retirement, or Social Security benefits.
- F. No employee shall be eligible for catastrophic leave when the illness or injury is covered by Worker's Compensation until the time as such benefits have been exhausted.
- G. No employee shall be approved for catastrophic leave unless the employee has provided an acceptable medical certificate from a physician supporting the continued absence, and setting forth that the employee is and will continue to be incapacitated from performing the employee's duties to a catastrophic illness. Information relative to the employee's assigned duties, such as a functional job description, should be made available to the physician by the employee.
- H. In no case shall catastrophic leave be granted beyond the date the physician certifies that the employee is able to return to work.
- I. Catastrophic leave which could result in a negative balance in the University's Catastrophic Leave Bank shall not be approved.
- J. No employee shall be approved for catastrophic leave unless the employee is or is reasonably expected to be in leave-without-pay status. Catastrophic leave shall not be awarded retroactively.
- K.** Applications for catastrophic leave shall be reviewed on a first-filed, first considered basis. Approval does not guarantee that a catastrophic leave applicant will receive catastrophic leave should there be a zero balance in the Catastrophic Leave Bank

SERVICES PROVIDED BY PERSONNEL/PAYROLL

CATASTROPHIC LEAVE PROGRAM ADMINISTRATION

The Catastrophic Leave Program shall be administered by the Catastrophic Leave Committee for the eligible employees of UAPB.

- A. Accrued leave may only be donated to the Catastrophic Leave Program in one hour increment. Similarly, catastrophic leave may be granted in eight hour increments.
- B. An eligible employee can donate hours to the Catastrophic Leave Program if the donation does not reduce his combined accrual of sick leave and annual leave balance to less than 80 hours. This restriction does not apply to employees who are terminating or retiring.
- C. Accrued leave may only be donated to the Catastrophic Leave Bank during the month of December of each year. Retiring or terminating employees can donate during their last month of employment with UAPB.
- D. Once annual or sick leave is donated to the Catastrophic Leave Bank, no employee shall have donated leave restored to his/her accrued annual or sick leave totals.
- E. Non-faculty employees of UAPB shall only be eligible to participate in the Catastrophic Leave Bank Program established by and approved for the University.
- F. Recommendations by the Catastrophic Leave Committee shall be reviewed and approved or disapproved by the Chancellor.
- G. Employees on Catastrophic Leave will continue to accrue leave in accordance with existing state leave policies and will receive normal University benefits such as contributions to insurance, retirement, etc.
- H. Employees on Catastrophic Leave will continue to draw their normal rate of pay. Catastrophic Leave will not change an employee's increase eligibility date; however, the award of the next merit salary increase will be delayed beyond the anniversary date for the same number of work days that the employee was on leave without pay/or Catastrophic Leave.
- I. Any leave earned while an employee is on Catastrophic Leave shall, as a condition of voluntary participation in the program, be assigned to the Catastrophic Leave Bank, and any restrictions concerning the maintenance of minimum leave balances shall not apply to such assignment.
- J. An employee shall be dismissed if such employee fails to report to work promptly at the expiration of the period of approved/granted Catastrophic Leave. Nothing, however, shall prevent the University from accepting satisfactory reasons provided by the employee in advance of the date the employee is scheduled to return to work or from granting leave-without-pay status to an employee prior to or after the expiration of such Catastrophic Leave if, in the view of the Chancellor, such action is warranted and is within the rules and regulations.

SERVICES PROVIDED BY PERSONNEL/PAYROLL

- K. In the event an employee on Catastrophic Leave is terminated, retires, or returns to work prior to the expiration of previously approved Catastrophic Leave, all unused Catastrophic Leave shall be returned to the Catastrophic Leave Bank.
- L. Any changes in the UAPB Catastrophic Leave Bank Program policies, procedures, or rules shall be submitted to and approved by the Arkansas Department of Finance and Administration Director prior to implementation.
- M. The Catastrophic Leave Bank Program does not create any expectation or promise of continued employment.
- N. The decision of the Chancellor shall be final and binding. Nothing, however, shall prevent the Chancellor from taking into account the impact on the University's operation in granting or denying Catastrophic Leave or in modifying previously approved Catastrophic Leave.
- O. These records are subject to audit by the Arkansas Department of Finance and Administration and the Division of Legislative Audit.
- P. An employee cannot donate or restrict his/her leave to a specific employee.
- Q. Approved donations of leave shall be transmitted to the UAPB Catastrophic Leave Bank by submission of an approved donor form.

PROHIBITION OF COERCION

No employee of the University of Arkansas at Pine Bluff shall directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten or coerce any other employee for the purpose of interfering with any such employee with respect to donating, receiving or using annual or sick leave. Any such instance shall be described and reported in writing to the Chancellor. All written reports of such instances shall be investigated thoroughly, and appropriate disciplinary action shall be taken on any violation that is substantiated.

SUPPLYING FALSE INFORMATION AND/OR ABUSE OF CATASTROPHIC LEAVE

- A. Any employee who knowingly and/or purposefully provides false information to the Catastrophic Leave Committee in an attempt to gain approval of Catastrophic Leave time may be dismissed or receive some other type of disciplinary action.
- B. Any employee who knowingly abuses the use of approved Catastrophic Leave time for the purpose of monetary gain, recreational pleasures, or any such actions that are deemed contrary to the basic intent of the Catastrophic Leave Bank Program may be dismissed or receive some other form of disciplinary action.

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CERTIFICATION

Certification for the University of Arkansas at Pine Bluff to Implement an Institutional Catastrophic Leave Bank Program

I, **LAWRENCE A. DAVIS, JR.** hereby certify that the University of Arkansas at Pine Bluff will abide by the Rules and Regulations of the Department of Finance and Administration regarding the establishment of a Catastrophic Leave Bank Program. Attached are the full particulars of the institution's program. I hereby request that this program be reviewed and approved by the Director of Finance and Administration. I agree that this program will not be implemented prior to receipt of a letter of authority from the Director of the Department of Finance and Administration which authorize the implementation of this program. I further agree that any proposed changes to this program will be submitted to the Director of the Department of Finance and Administration for approval prior to the implementation of such changes.

LAWRENCE A. DAVIS, JR.
Chancellor

DATE

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1.9 OTHER SERVICES

The Classification and Compensation section of the Personnel Office is responsible for the following:

1. managing the Human Resources database system
2. maintaining database for personnel profile troubleshooting
3. defining positions and assigning wages in the system for all personnel
4. processing time sheets – extra help and overtime
5. processing position requests
6. coordinating performance evaluation system
7. coordinating the CLIP Program and processing requests
8. advertising classified position vacancies
9. responding to external employment and salary surveys
10. campus liaison for Inter-Agency Training Program
11. preparation and submission of biennial personal services requests
12. verifying employment
13. coordinating the year-end employment notification process
14. interpreting personnel policies and procedures