

**RECEIPT FOR
UNIVERSITY OF SOUTH ALABAMA
STAFF EMPLOYEE HANDBOOK**

I, the undersigned, hereby acknowledge receipt of the staff employee handbook (reprinted November 1, 2008) for the employees of the University of South Alabama.

I understand that the University of South Alabama can, at its sole discretion, modify, eliminate, revise, or deviate from the guidelines and information in this handbook as circumstances or situations warrant. I further understand that I am required to read and become familiar with all the provisions of these policies, and my supervisor or department head will answer any questions concerning these policies.

Furthermore, I acknowledge that neither this handbook nor any provision of this handbook is or implies an employment contract or any other type of contract. I also understand that my employment is for an indefinite term and may be terminated at any time at the will of either the employee or the University.

The University of South Alabama disseminates to all Faculty, Staff and Students its security policies and procedures along with campus crime statistics and I have received a copy of the current set of these materials.

Printed Name

Signature

Date

Department

J Number

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SECTION 1.0 INTRODUCTION

This handbook has been formulated to assure that all staff employees of the University of South Alabama are informed of the personnel policies and procedures of the University of South Alabama. Staff employees are employees who occupy secretarial/clerical, crafts/trades, technical, professional and service positions. You should become familiar with these policies and procedures and keep this handbook available for use as a reference.

Department heads, other administrative personnel and faculty are not considered to be staff and the provisions of this handbook may be used as guidelines but do not necessarily apply to them. Department heads and other administrative personnel should, however, be familiar with the provisions of this handbook as they are responsible for its administration. Should issues or questions arise regarding this handbook, the department head or supervisor should contact the Human Resources Office for clarification.

Since no one handbook can answer all of the questions an employee may have, the University encourages you to contact your supervisor or the Human Resources Office if you have additional questions or want further clarification of these policies and procedures which are effective as of March 1, 1979 and revised May 1, 1984, August 1, 1986, June 1, 1993, March 1, 2000, and November 1, 2008.

The handbook is organized into ten (10) major sections:

1. Introduction
2. Major Employment Policy Statement
3. Employment
4. Attendance and Leave
5. Employee Conduct
6. Grievances and Disciplinary Actions
7. Position Classification and Salary Administration
8. Training and Development
9. Benefits and Services
10. University and Hospital Maps

The Table of Contents Section of this handbook summarizes the areas covered under each major section and indicates where they can be found in the handbook.

This handbook is a summary of the official Staff Personnel Policies and Procedures Manual, referred to as the manual. In cases of conflict, the manual will prevail.

HISTORY

With a mission of teaching, research, and service, the University of South Alabama was established in 1963 as the only major institution of higher education on the upper Gulf Coast. The University has experienced extensive growth over the four decades since its founding from an initial enrollment of 276 students in June, 1963 to over 14,000 students today.

Furthering the University's mission, in 1969 the Alabama Legislature passed a resolution establishing a medical school under the auspices of the University of South Alabama. Mobile General Hospital, later renamed the University of South Alabama Medical Center, was transferred to the University in November 1970 and three years later, the College of Medicine enrolled the charter class of 25 students. Currently, the University has graduated over 1,600 physicians, and serves more than 250,000 people annually through its physicians, hospitals and clinics.

Employing 5,800 people, the University has the largest dollar value payroll in Mobile County. As an employee of the University of South Alabama, each person has a role in making a difference for our community by enabling our University to accomplish the mission to teach, research, and serve. To learn more about the University of South Alabama please visit our web site at www.southalabama.edu

SECTION 2.0
MAJOR EMPLOYMENT POLICY STATEMENTS

2.1 EQUAL OPPORTUNITY/EQUAL ACCESS EMPLOYER

The University of South Alabama is an Equal Opportunity/Equal Access Employer. The policy of the University is to affirm and dedicate itself to a primary principle of affirmative action and non-discrimination.

To this end, Equal Opportunity/Equal Access is a policy required in actions of recruitment, employment, transfers, promotions, compensation, benefits, and other terms and conditions of employment. The University does not discriminate on the basis of race, sex, religion, color, national origin, age, disability, disabled veteran, Vietnam Era veteran, newly separated veteran or other eligible veteran status.

The University will make efforts to assure that all building and purchase contracts are with firms or contractors subscribing to Equal Opportunity/Equal Access regulations.

It is the intent of the University of South Alabama, consistent with this policy of Equal Opportunity/Equal Access, to be fair and impartial in all of its relations with employees and to recognize and respect the individual. In furtherance of this policy, the University maintains an environment ensuring utilization and reward of the individual employee's effort, achievement, and cooperation. Any questions regarding the University's Equal Opportunity/Equal Access policy should be addressed to the Assistant Vice President, Human Resources or the Manager, Equal Employment Opportunity in the campus Human Resources Office.

The University will afford each and every employee impartial treatment and a fair opportunity for advancement in the organization without prejudice, as the employee's ability and performance warrant and vacancies occur.

All administrative, management and supervisory personnel provide leadership in support of this policy.

2.2 STRATEGIC DIVERSITY PLAN

The purpose of the Strategic Diversity Plan is to define and clearly identify, within a legally sustainable structure, goals and measurable outcomes for diversity at the University of South Alabama. The University recognizes and values the contributions made by African-

American and other under-represented populations and desires to make the University an even more attractive and inclusive place for people of all races, ethnicities, faiths and cultures to study and work in a supportive, diverse community.

2.3 SEXUAL HARASSMENT OR HARASSMENT BASED ON ANY OTHER PROTECTED STATUS

Sexual harassment or other illegal harassment and/or discrimination against protected individuals or groups of a protected status is against the law, and is inconsistent with University policy. Unlawful harassment or discrimination is cause for disciplinary action, up to and including termination.

Harassment is defined as unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental disability, citizenship status, or other protected status. The University will not tolerate harassing conduct that affects tangible job or education benefits, that interferes unreasonably with an individual's work or academic performance, or that creates an intimidating, hostile, demeaning, or offensive working or learning environment.

To avoid actual or apparent conflict of interest, coercion, favoritism, or bias, University personnel may not participate in the evaluation of any other employee or student with whom such personnel have or have had an amorous relationship.

Any employee who believes that he or she is, or has been, the subject of harassment based on any protected status, or is aware of such conduct, should report such conduct immediately as outlined below.

It is unlawful and against University policy to retaliate against an employee for reporting a complaint of harassment or participating in an investigation.

A violation of the University harassment policy can lead to disciplinary action, up to and including termination.

A complaint relating to sexual harassment or harassment based on any other protected status may be filed with the Manager, Equal Employment Opportunity or with the Assistant Vice President, Human Resources or your Division Head. The complaint should be filed within 180 days of the most recent act. A thorough investigation will be conducted and appropriate action taken.

Any questions relating to the University's policy on unlawful harassment or discrimination should be directed to the Manager, Equal Employment Opportunity in the Human Resources Office.

The University will make reasonable efforts consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the complainant and the accused are treated fairly. Information about individual complaints and their disposition is considered confidential and will be shared only on a business need-to-know basis.

This harassment policy, however, shall not be used to bring frivolous or malicious complaints. If the University determines a complaint has been made in bad faith, disciplinary action up to and including termination may be taken against the person bringing the complaint.

2.4 DRUG-FREE WORKPLACE

Unlawful use of a controlled substance is prohibited on University premises, and violation of this policy can subject an employee to disciplinary action, up to and including termination. You must notify the University of any criminal drug conviction or a violation of this policy occurring in the workplace not later than five days after such conviction or violation. The University can communicate this conviction to the federal or state agency governing the employee's license or privilege to work in a certain field, and you, as a condition of employment, waive any and all claims that may arise from conveying this information to the said agency.

Copies of the drug-free workplace policy of the University of South Alabama are available in the Human Resources Office for review. The University reserves the right to identify certain job classifications that require satisfactory results of pre-employment, random and for cause drug and alcohol testing.

In addition to the University of South Alabama Drug-Free Workplace Policy, employees of the University of South Alabama Hospitals are subject to a hospital drug policy. Copies of the USA Hospitals Drug/Alcohol Policy are available in the Human Resources Office of each hospital.

2.5 RIGHTS OF MANAGEMENT

The University values the opinions of its employees made either individually or through their Department Heads about working conditions,

ways and means of completing jobs in an expeditious manner, and other matters of interest to other employees and the University.

However, the University, in recognizing and accepting its responsibility to provide the necessary atmosphere to assure quality work performance and working conditions, as well as provide quality patient care in University hospitals and physician clinics, retains the right to make decisions without prior employee consultation. Employees of the University of South Alabama, subject to notice, are free to terminate employment at any time, and may be terminated by the University at any time. This handbook does not establish any guarantee of employment for any length of time.

The University maintains exclusive discretion to exercise the customary functions of management, including, but not limited to the discretion to select, hire, promote, suspend, dismiss, assign, supervise, evaluate, and discipline employees; to determine work schedules, including hours in excess of the normal work schedule, and the size and composition of the work force; to establish, change, and abolish policies, procedures, rules, and regulations; to determine and modify position descriptions and position classifications; to establish and modify salary schedules and rates of pay and to assign merit and other salary increases; and to assign duties to employees in accordance with needs and requirements determined by the University.

SECTION 3.0 EMPLOYMENT

3.1 ELIGIBILITY GUIDELINES

3.1.1 Minimum Requirements

The minimum requirements for each position classification are established and included with each vacant position posting.

3.1.2 Age

To be employed at the University of South Alabama, staff must be at least 18 years of age.

3.1.3 Employment of Relatives

The University of South Alabama may employ relatives of current University employees, provided that such hiring conforms to the nepotism law of the State of Alabama, that such hiring does not unlawfully discriminate against other selected

candidates for the vacant position, and that an officer or employee is not permitted to initiate or participate in an institutional decision which would directly or indirectly benefit the member of his or her family, as set forth by State statute and University policy and regulation. State law requires the following:

“Nepotism in state service prohibited. No officer or employee of the state or any ...institution...shall appoint any person related to him within the fourth degree of affinity or consanguinity to any job, position or office of profit with the state or with any of its agencies. Any person related to the appointing authority within the prohibited degree shall be ineligible to serve in any capacity with the state under authority of such an appointment and any appointment so attempted shall be void.” Code of Alabama 1975, Section 41-1-5.

The President of the University or his designee must grant final approval in each case in which the University is considering hiring more than one member of a family or a relative of individuals as designated by statute or policy.

3.1.4 Immigration Form I-9

All new employees are required by the provisions of the Immigration Reform and Control Act of 1982 to complete a government form I-9. This form attests to the individual’s eligibility for employment in the United States. Certain specific documents proving eligibility for employment must be provided.

3.1.5 Former Employees

Former employees who have separated employment from the University in good standing and seek re-employment must meet all current requirements for the position under consideration. Upon re-employment, former employees will be considered as new employees and are, therefore, subject to the probationary period.

3.1.6 Hospital Employees

As a condition of employment, Hospital employees are required to meet the health requirements of the Joint Commission on Accreditation of Health Care Organizations. All such requirements will be in compliance with all applicable State and Federal laws.

3.2 EMPLOYMENT STATUS

3.2.1 Definition of Status

Your employment status reflects the number of hours worked and whether the appointment with the University is regular or temporary.

You are considered a regular employee if you have an indefinite appointment with no specific ending date and occupy a budgeted University position.

You are considered a regular full-time employee if you are normally scheduled to work a regular work week of 40 hours. As a regular, full-time employee, you are entitled to all University benefits.

You are considered a regular part-time employee if you are normally scheduled to work less than 40 hours (1.0 FTE) per work week. If you are a part-time employee who regularly works at least 20 hours (.50 FTE) per week, you are entitled to group health, dental, life and disability insurance benefits, vacation, sick leave and holidays. As a regular part-time employee, you are not eligible for tuition assistance benefits. A regular part-time employee whose FTE is less than 20 hours (.50 FTE) per week is not entitled to University benefits.

You are considered a temporary employee if you are appointed for a limited period of 12 consecutive months or less with a specific ending date. A temporary employee working half time or greater, who has completed 12 consecutive months of employment, must be transferred to a regular position or be separated. If separated following a twelve month period of temporary employment, you may not be rehired as a temporary employee for one year. Temporary employees are not eligible for University benefits.

You are considered an exempt (salaried) employee if you are not subject to the timekeeping and overtime provisions of the Fair Labor Standards Act. Exempt or non-exempt status in compliance with applicable laws, is based on salary level and the nature of your work as determined by the University.

You are considered a non-exempt (hourly) employee if you are subject to the timekeeping and overtime provisions of the Fair Labor Standards Act.

3.2.2 Probationary Period

As a new employee, you are becoming acquainted with the University, its facilities, your department and how your department relates to other departments in the University. Your supervisor will advise you of the specific practices within your department as to work schedules and the nature of your work.

For the first six months you will be on probationary status. During this time, you will have an opportunity to familiarize yourself with the University, your work related duties and your department.

During your probationary period, your supervisor will assess your work, and, if your job performance in your position is satisfactory, you will have successfully completed the probationary period.

While you are in your probationary period, you may be terminated at any time for any reason or for no reason. You will not be granted appeal rights if you are terminated; however, if you feel that you have been discriminated against on the basis of race, color, sex, age, religion, national origin, disability, disabled veteran, Vietnam Era veteran, newly separated veteran or other eligible veteran status, you may avail yourself of the grievance and appeal policy as described in Section 6.0.

Employees who transfer or are promoted are not required to serve an additional probationary period in the position to which they are transferred or promoted. Normally a probationary employee will not be considered for transfer or promotion. All former employees rehired by the University also must serve the probationary period.

Time served as a temporary employee will be counted toward satisfying your probationary period as long as there is no break in service between the temporary and regular position.

3.2.3 Dual Employment

As a staff employee of the University, you may not hold more than one full-time position equivalent, inclusive of temporary employment, within the University system.

3.2.4 Outside Employment

You may work at another job outside the University, provided that your outside employment does not interfere with the performance of your job at the University; does not violate University regulations or policy, the State Ethics Laws or any other state or federal laws or regulations; does not bring discredit upon the University; and does not create a conflict of interest with your employment with the University.

Before accepting other employment outside the University, you are required to discuss it with your supervisor to make certain that it does not violate the guidelines cited above and to obtain written approval.

If the outside employment you are considering is thought to be contrary to University policy, your supervisor will so advise you.

Should you accept outside employment considered contrary to University policy, or without approval, your supervisor may initiate appropriate disciplinary action.

If you are a regular employee, you may appeal such action of your supervisor with regard to outside employment. Such appeal must be in accordance with the grievance procedure described in Section 6.0 of this Handbook.

3.2.5 Service Period

Your service period is that time period during which you have had continuous and uninterrupted service as an employee of the University and verified prior service.

3.3 CHANGE IN STATUS

3.3.1 Promotion

The University encourages you to obtain skills through experience acquired while on the job and through the educational benefit plan. The opportunity to acquire additional skills may qualify you for a more advanced position.

However, decisions regarding promotions will be based on job related factors, including, but not limited to, the ability to meet the minimum qualifications of the job and perform the essential functions, performance in the current position, and level

of related experience within current classification. When promotions occur, the new salary is subject to budgetary restrictions of the hiring department.

To apply for a promotion, you must submit an application for employment through the Human Resources Office. You must notify your supervisor of your interest in promotion prior to being referred for an interview by the Human Resources Office. Promotion can take place only if a vacant position exists at a higher salary grade level or if your position is reclassified to a higher salary grade level.

You must normally complete six months of employment, including temporary employment, in your present position before you can be considered for a promotion.

An employee who is selected for a promotion to a different department must provide a written notice of at least ten working days to his/her current department.

3.3.2 Transfer

When a vacancy exists at the same salary grade level as your current job, you may apply for a transfer to a position in a different department to increase your opportunities for additional experience and growth.

You must normally complete six months of employment, including temporary employment, in your current position to be considered eligible for a transfer. To apply for a transfer, you must submit an application for employment through the Human Resources Office. It is required that you notify your current supervisor of your interest in being considered for a vacant position if you are referred for an interview.

If you do transfer to another position, it will not affect your entitlement to benefits that you have accrued and will not be considered as a break in your service. Under normal circumstances, your salary will remain the same. However, your salary is subject to budgetary restrictions of the hiring department.

If you transfer to a different department, you must provide a written notice of at least ten working days to the department from which you are transferring.

3.3.3 Demotion

If your job performance is below standard, your supervisor will work with you to try to bring it to a satisfactory level. If your job performance does not improve, it may be determined that it is in the University's best interest for you to seek another position at a lower level; however, there is no guarantee of a lower level position or continued employment when performance is below standard. A demotion can take place only if you move to a vacant position at a lower salary grade level.

A voluntary demotion occurs when you apply for and accept a position at a lower salary grade. Your salary will be reduced as a result of a demotion. However, in all cases of demotion, the new salary is subject to budgetary restrictions of the hiring department.

3.3.4 Resignation

If you wish to resign in good standing, you are expected to provide at least 10 working days advance written notice to your Department Head or Supervisor. This does not apply to probationary employees. Normally, an employee who does not provide 10 working days notice upon resignation is not eligible for rehire.

3.3.5 Voluntary Resignation without Proper Notice

An employee will be considered to have voluntarily resigned without proper notice when the employee fails to report to work for three consecutive scheduled work days or shifts without proper notification or when, at least two weeks prior to the completion of an approved leave of absence, the employee fails to notify the supervisor of the intent to return to work.

3.3.6 Layoff and Recall

Layoff is defined as a separation of employment due to, but not limited to, abolishment of a position or positions necessitated by a shortage of funds, lack of work or a material change in the duties of the position, or an organizational change in a department or division. A staff employee will be laid off without prejudice, as a layoff is not a disciplinary action.

Employees hired on or after September 10, 2004, in grant funded positions, are excluded from the Layoff and Recall policy, as funding for such positions cannot be guaranteed beyond the grant end date. Effective August 1, 2008, this exclusion includes

other externally funded positions with a defined project scope and time line. Externally funded positions must be verified by the Business Office to ensure funding type.

Temporary employees and probationary employees will be laid off first. Any layoff of regular employees will be by formal position classification and FTE (full-time equivalent) in order of seniority within the department in which the affected position(s) is funded, with the least senior employee being laid off first. The order of lay-off will be based on the date of appointment as a regular employee at the University for all employees in the department who are assigned to the affected position classification. Seniority date may include temporary service if there was no break in service between the temporary and regular appointment. Employees will be laid off in the following order:

1. Temporary Employees
2. Probationary Employees
3. Regular Employees

If you are laid off and have completed the six-month probationary period, you will be eligible for recall from a roster maintained by the Assistant Vice President, Human Resources which identifies the last employee laid off as the first employee to be recalled. You will be recalled only if a vacancy exists in the same department, the same FTE and the same classification within 12 months from the date of lay-off. Employees who are recalled must report to work within the time period specified by the University or they will be taken off the recall roster and no longer be eligible for recall. Employees who are recalled will have any accrued, but unpaid employee benefits restored to them.

If you have been laid off and wish to be considered for positions in other departments within the University, you must complete a new employment application at the Human Resources Office on campus and/or at the hospitals. Acceptance of a position in another department will waive your right to be recalled to your old position.

3.3.7 Retirement

Please contact the Human Resources Office at least 60 days before you intend to retire in order to complete the necessary paperwork.

3.4 PERSONNEL RECORD

3.4.1 Confidentiality

The information contained in your personnel record is confidential and the contents of your file will be made known only to you, your supervisor and other appropriate persons within the University who must have access to that information to make appropriate decisions. Further, access to your personnel record may be made to other agencies, entities or individuals as required by federal or state laws and regulations and/or court orders and/or subpoenas. The information contained within your personnel record is used, for example, in evaluating your work performance, consideration for a promotion or transfer, etc.

You may contact your Human Resources Office to make arrangements to view your personnel file at any time during regular business hours. An employee may receive, upon written request, a copy of his/her personnel file at the expense of the employee.

3.4.2 Employment Verification Procedures

All outside inquiries for routine information concerning current or former employees of the University must be referred to Human Resources Office.

No information on current or former employees will be released without the employee's written authorization. With appropriate authorization, Human Resources may provide the following information by telephone or in writing:

- Date(s) of Employment
- Position Title(s)
- Resigned (Yes/No)
- Eligible for Rehire (Yes/No)

3.4.3 Reporting Changes

Please report any changes in your status such as name, address, telephone number, marital status, number of dependents, etc., to your Human Resources Office. Changes in name, address, and phone number should also be reported to your supervisor. For income tax purposes, should you need to change the number of dependents you originally listed on your W-4 Form, it will be necessary for you to obtain a new W-4 from the Payroll Office or your Human Resources Office. You should complete the new W-4 Form and return it to Payroll.

SECTION 4.0 ATTENDANCE AND LEAVE

4.1 WORK SCHEDULES

You are expected to work regularly scheduled hours established by the University and your supervisor.

4.1.1 Working Hours, Rest Periods and Meal Periods

Your starting and ending time will be determined by your Department Head or supervisor.

When working conditions warrant and your supervisor agrees, you may take up to two 15 minute breaks each day, one to be taken before the meal period, the other, after the meal period. Breaks are a privilege and are not required by law.

If you work in certain areas of the University it may not be operationally feasible to take a meal period for work related reasons. Your supervisor will notify you if this is the case. Non-exempt employees will be paid for actual hours worked.

Breaks and meal periods cannot be accumulated and are not to be used to leave early, arrive late or to extend other periods.

4.1.2 Severe Weather and Emergency Conditions

Your safety is the University's concern and should a situation arise, such as a prolonged power failure, which prevents you from performing your normal duties or other appropriate substituted duties, you may be excused as determined by Administration or official representative of the University. If it is determined that you are performing an essential service you will be so designated and notified. If you are considered essential during an emergency, contact your supervisor promptly by phone. You will be paid for an excused absence only if your supervisor has advised you not to report to work because of an emergency closing. This excused absence will be charged to administrative leave with pay.

If the University is closed for emergency purposes during the time an employee is using vacation, sick or holiday time, those days will still be charged as vacation, sick or holiday time.

4.1.3 Overtime

If you are in a non-exempt (hourly) classification, you will be paid overtime at the rate of one and one-half times your regular rate of pay for all hours worked in excess of 40 hours per work week. In lieu of overtime pay, you may be provided time off during the same work week. In the event that your supervisor determines that time off during the same work week cannot be arranged, then you will be paid overtime. The accrual of compensatory time is not permitted at the University of South Alabama. All overtime must be approved in advance by your supervisor.

The work week begins on Sunday at 12:01 a.m. and ends at 12:00 p.m. midnight on the following Saturday night. Holiday, sick time, vacation, and administrative leave are not considered hours worked when computing overtime.

4.2 TIME SHEETS, TIME CARDS AND TIME CLOCKS

The time sheet is a record of the time a non-exempt (hourly) employee works each pay period and exceptions for exempt (salaried) employees. Your pay is based upon your time sheet. You should record your time worked each day. Your time sheet will be checked by your supervisor to ensure that it is accurate.

You will be required by your supervisor to sign your time sheet at the end of each pay period.

You are personally responsible for your time sheet and/or your time record. Falsification of a time sheet and/or time record is cause for immediate termination. In areas where electronic time and attendance systems are used, clocking another employee in or out is cause for immediate termination. This also applies to the signing of another employee's time sheet or assisting in the falsification of any record relating to time actually worked.

4.3 SICK LEAVE

Sick leave is provided to protect you against loss of income during illness when you are unable to perform work duties because of illness or injury, when you must obtain health related professional services which cannot be scheduled outside regular work hours, when you must care for a seriously ill member of your immediate family for not more than three days, or when someone in your household is quarantined by a physician or medical authority because of a contagious disease. However, if the absence requires additional leave and meets the requirements of the

Family and Medical Leave Act (FMLA), the Family and Medical Leave policy (FML), Section 4.7, will apply.

Immediate family, for sick leave purposes, is defined to include the following that live in the same household: spouse, son, daughter, mother and father.

You must report your absence as soon as possible to your supervisor on the day you are absent and daily thereafter. Tell your supervisor the nature of your illness or reason for your absence and how long you anticipate you will be unable to work. Failure to communicate with your supervisor for three consecutive scheduled working days or shifts will be considered as a voluntary resignation without proper notice. Your supervisor is not responsible for contacting you if you do not report to work at the scheduled time.

Regular employees who are appointed to work 20 hours or more per week (.50 FTE or greater) accrue sick leave benefits from the first day of employment at a rate of .04615 for each hour worked up to 40 hours of work per work week. This equals 12 sick days per year if you are paid for 2,080 hours during a complete year. Example: $.04615 \times 2,080$ hours worked = 96 hours or 12 (8-hour) days sick leave. Payment of sick leave benefits for regular part-time employees is based on hours scheduled to be worked on the date that sick leave occurred. There is no limit on the amount of sick leave an employee may accrue.

Regular part-time employees appointed to work less than 20 hours per week (less than .50 FTE) are not eligible to accrue sick leave benefits. Temporary employees do not accrue sick leave benefits.

Sick leave is accrued only when you are in an active pay status which includes but is not limited to:

- Normal work hours
- Paid vacation
- Paid sick leave
- Paid jury duty
- Other paid Administrative Leave

You may receive credit for sick leave accrued while employed at another agency or institution which participates in the Retirement Systems of Alabama, provided that you resigned from that position to accept a position at the University of South Alabama. Requests for transfer (credit) may be made in writing, to the Human Resources Office,

and should include a notarized statement from the previous institution's payroll/accounting department verifying your accrued sick leave balance.

Subject to certain limitations, regular employees may convert accrued sick leave to membership service credit in the Teachers' Retirement System of Alabama for the purpose of applying for service retirement. Employees who resign or who are terminated for any reason will not be paid for any unused sick leave. If you are absent due to illness during a holiday, you will be granted holiday pay in lieu of sick pay on a day-to-day basis.

Vacation pay will not normally be granted in lieu of sick leave.

Your supervisor has the responsibility to ensure that you use sick leave for its legitimate purposes. Until your supervisor is satisfied that you have used sick time properly, your supervisor may deny approval of sick pay.

Upon request of your supervisor, you may be required to show evidence of your illness in the form of a physician's statement. The University also reserves the right to have you examined by a physician(s) of its choosing.

When there is evidence of abuse of sick leave, you will not be paid for that time taken. Additionally, abuse of sick leave is grounds for disciplinary action.

4.4 VACATION

If you are a regular employee and are appointed to work 20 hours or more per week (.50 FTE or greater), you will accrue vacation benefits from your initial date of employment. If you are a regular employee and are appointed to work less than 20 hours per week (less than .50 FTE), you are not eligible to accrue vacation benefits.

Vacation benefits are earned for all hours worked up to 40 hours per work week that you are considered to be in an active pay status which includes but is not limited to:

- Normal work hours
- Paid vacation
- Paid sick leave
- Paid jury duty
- Other paid Administrative Leave

Your accrual rate for vacation benefits is computed on the basis of continuous and uninterrupted active service beginning with your date of employment.

Vacation benefits will be computed as follows:

1. All regular, full-time employees with less than 37 months continuous service with the University will be entitled to earn up to 10 (8-hour) vacation days per year, based on the following formula:

$$\text{Hours worked in a work week (maximum of 40)} \times .0385 \\ = \text{hours per work week} \times 52 \text{ weeks} = 80 \text{ vacation hours.}$$

2. Regular full-time employees accrue vacation at the following rate:

Years of Continuous Service	Months of Continuous Service	Days of Vacation Accrued per Year	Accrual Rate
0 - 3	0 - 36	10	.0385
4 & 5	37 - 60	12	.0462
6 & 7	61 - 84	13	.0500
8 & 9	85 - 108	14	.0539
10 & 11	109 - 132	15	.0577
12 & 13	133 - 156	16	.0616
14 & 15	157 - 180	17	.0654
16 & 17	181 - 204	18	.0693
> than 17	205 +	20	.0770

3. The maximum amount of reimbursable vacation that an eligible employee may accrue is two times the annual rate. Once two times the annual rate has been accrued, the employee may continue to accrue non-reimbursable annual leave which will be converted and transferred to sick leave if not taken by the last day of the last pay period of the fiscal year in which accrued. Accrued annual leave in excess of two times the annual accrual amount will not be reimbursed by the institution upon termination of employment.
4. For regular, part-time employees appointed to an FTE of at least .50 (20 hours per week) vacation benefits will be earned based on hours worked not to exceed 40 hours per work week.

You may not borrow vacation time in advance; however, with the approval of your supervisor, you may take time off without pay. Accrued vacation should be used if available.

Should you be on vacation during an official paid holiday, this time will not be charged as vacation. If you request it, your supervisor may agree to extend your vacation by the time equivalent to that of the holiday.

Vacation requests are to be submitted to your supervisor and approved in advance to ensure that your absence will not interfere with the work of your department or unit.

If you are a regular, full-time or eligible, regular, part-time employee and you leave the University, you may receive vacation pay for all accrued vacation hours up to two times your annual accrual rate.

Your vacation pay is not counted as “hours worked” when calculating overtime pay.

4.5 HOLIDAYS

The University observes the following eight paid holidays:

New Year’s Day	Independence Day
Martin Luther King Jr. Day	Labor Day
Mardi Gras Day	Thanksgiving Day
Memorial Day	Christmas Day

If you are a non-exempt employee and are scheduled to work on a designated holiday you will be given an alternate day off during the same fiscal year or holiday pay in addition to pay for hours worked.

If you are a hospital employee, you will accrue up to three personal holidays per fiscal year (prorated based on date of hire). These days are provided in lieu of special holidays that are given to other University employees. You may not carry over personal holidays into a new fiscal year (October 1 - September 30) and you will not be paid in lieu of taking the time off. The personal holidays, as with vacation, must be scheduled, and approved in advance by your supervisor.

You must be at work, on approved paid leave of absence, or on an approved absence both the scheduled day before and the scheduled day after the holiday or substitute holiday to be eligible for holiday pay.

If you are a regular full-time employee, your holiday pay is computed at your base rate of pay for eight hours.

If you are a regular part-time employee, who normally works a regular schedule of less than 40 hours (1.0 FTE) per work week but more than 20 hours (.50 FTE) per work week, you are entitled to holiday pay at your base rate of pay based on FTE.

If you are a regular part-time employee who normally works less than 20 hours (less than .50 FTE) per work week, you are not entitled to holiday pay.

If you are a temporary employee, you are not entitled to holiday pay.

Your holiday pay is not counted as “hours worked” and will not be included in overtime calculations for any work week.

Should your annual vacation include a holiday period, you will receive holiday pay in lieu of annual vacation on a day-to-day basis. The holiday time will not be charged against your vacation accrual.

If you are receiving sick pay benefits when a holiday occurs, you will be paid holiday pay in lieu of sick pay on a day-to-day basis. Sick pay will not be charged on holidays.

If you are on an unpaid leave of absence, you will not be paid for a holiday which occurs during your absence.

Should you be required to work on a holiday, or if your regularly scheduled day off falls on a holiday, at the discretion of your supervisor, you may be given an alternate day off or paid at straight time for the holiday. You may be paid or given an alternate day off within the same fiscal year.

4.6 UNPAID LEAVE OF ABSENCE

If you are a regular employee, you may be granted an unpaid leave of absence, normally not to exceed one year, provided that you have been employed at the University without any interruption in service for at least six full months.

If you are a regular employee and want to take such a leave, you must submit a written request to your supervisor, in advance, providing the reason for your leave, and the beginning and ending dates of your leave.

You must also obtain approval of your Department Head prior to taking an unpaid leave.

It is your responsibility to notify your supervisor of your intent to return to work or any changes in your leave status prior to the ending date of your unpaid leave. Failure to do so will be considered as a voluntary resignation.

In unusual circumstances, consideration may be given to a request for a longer leave of absence when it is believed to be in the best interest of the University.

The benefits which you earn prior to your unpaid leave of absence remain during your leave, but no additional benefits such as holidays, vacation and sick pay are accrued or paid to you during your unpaid leave of absence. Length of service will continue to accumulate during an unpaid leave of absence and extensions, but will not be used when computing sick pay benefits, vacation benefits, or for retirement purposes.

Your group medical, dental, life and disability insurance may be continued while you are in an unpaid leave of absence status. However, you must pay the total cost of these benefits. It is your responsibility to make arrangements for payments to continue your coverages with the Payroll Office prior to beginning a leave of absence.

4.7 FAMILY MEDICAL LEAVE (FML)

The Family Medical Leave policy at the University of South Alabama is governed by the Family Medical Leave Act (FMLA) OF 1993 and The National Defense Authorization Act (NDAA) of 2008.

If you are an eligible employee, you may take leave from your job for a limited period of time to address certain family responsibilities as defined below or for your own serious health condition. The University formally establishes its family medical leave policy for the benefit of eligible employees under the following terms and conditions.

You must be a regular employee to be eligible for family medical leave. You are eligible for family medical leave if you have been employed by the University in a benefits-eligible position for at least 12 months and have worked a minimum of 1,040 hours during the 12 month period prior to the time leave would begin under this policy. Hours are calculated based upon actual hours that you worked, including overtime. All requests for family medical leave are contingent upon a determination by

the University that you are eligible for family medical leave. Exempt employees, who have at least 12 months prior service and have been employed full-time for six months meet the 1,040-hour requirement.

Family medical leave is for the birth or adoption of a child, an employee's own serious illness, for the care of a seriously ill dependent child, spouse, or parent or because of any qualifying event that occurs due to the fact that the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Eligible employees may take an unpaid leave of absence of up to 90 calendar days per rolling year, inclusive of paid sick leave and vacation. A rolling year is the twelve month period measured backward from the date an employee uses any leave under the Family Medical Leave Act (FMLA).

The University will grant an eligible employee unpaid leave for up to 90 calendar days, with appropriate medical certification, during a 12 month rolling period provided the procedures in this policy are followed and leave is requested for any of the following reasons:

1. To care for a "dependent child, spouse or parent" of the employee if that individual has a serious health condition.
2. Your serious health condition that renders you unable to perform your essential job functions; or
3. The birth or adoption of a child, or the foster care placement of a child.
4. Due to any qualifying event, because the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

The University will grant Service Member Family Leave to an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member, a total of 26 work weeks of leave, with appropriate medical certification, to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in an outpatient status, or is on the temporary disability retired list, for a serious injury or illness. This leave will only be available during a single 12-month period.

This policy and the Family Medical Leave Act are only intended to cover serious health conditions - generally those which involve three or more days incapacity from work or school, or chronic, long term, or incurable conditions. If you wish to take leave to care for family members with non-serious health conditions, you are not eligible for family/medical leave.

You are limited to a maximum of 90 calendar days per rolling year inclusive of paid sick leave and vacation (if elected) for family medical leave for any of these purposes. If the leave is for birth, adoption, or foster care placement, the leave must be completed within 12 months of the date of birth or placement for adoption or foster care.

Available leave will be calculated by determining the amount of family medical leave you have used during the current rolling year.

If a husband and wife both work for the University and are eligible for leave, they are entitled to a combined total of 90 calendar days of family medical leave for birth, adoption, foster care, to care for a parent or due to any qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. If the leave is requested for your own serious health condition, the care of the other spouse, or the care of a sick child, each spouse is entitled to up to 90 calendar days of leave.

If Servicemember Family Leave is requested, and if a husband and wife both work for the University and are eligible for leave, they are entitled to a combined total of 26 work weeks during a single 12-month period.

If you are taking leave for serious personal illness or to care for a seriously ill family member, you may take leave on an intermittent basis or by reducing your scheduled work hours. You must provide certification from the health care provider stating that the leave must be taken in this manner, that it is medically necessary and that there is a specific duration and schedule for such leave. If you are taking leave due to the active duty of a spouse, son, daughter or parent in the Armed Forces, the University may require that the request be supported by a certification. If leave is taken intermittently, it will be deducted from your entitlement to leave during the current rolling year, in minimum increments of fifteen minutes.

It is the University's responsibility to designate leave, whether paid or unpaid, as "FMLA qualifying". That designation is based on information provided by the employee. If the Human Resources Office has questions regarding the information provided, additional information may be required before classifying leave as FMLA qualifying.

All verbal or written requests for family medical leave should be initiated by contacting your immediate supervisor. If the need for family medical leave is foreseeable, you must provide notice of not less than 30 days to your Supervisor. Leave will be denied unless there is a reasonable excuse for the delay. If leave is denied due to lack of notice, you may request leave to start 30 days after proper notice is given.

If the leave is for the planned medical treatment of you or a family member, or requires intermittent or reduced schedule leave, you may be required by your supervisor to arrange a particular schedule or to reschedule appointments or treatments so as not to disrupt the operations of the department.

If the need for family medical leave is not foreseeable, you must give notice as soon as possible and practical, ordinarily within one to two working days. If you are unable to do so, notice may be given by your spouse or other family member. If the need for leave due to active duty of a family member is foreseeable, whether because the spouse, son, daughter or parent, of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide notice that is reasonable and practical.

After receiving a request for family medical leave, the Human Resources Office will provide additional information regarding leave procedures, answer questions with regard to the effects of the family medical leave, and advise as to any additional documents that may be required to complete the request for family medical leave.

The University reserves the right to require proof of necessity for family medical leave by a health care provider on the Certificate of Health Care Provider form. Certification should be provided within 15 calendar days of the date the information is requested by the University.

The University reserves the right to require a second medical opinion at its own expense. If the first and second opinions differ, the University, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the University and the employee.

The University reserves the right to request periodic recertification after 30 days or more frequently if the employee requests an extension of the leave, circumstances change during the illness or injury, or the University receives information that questions the continuing validity of the most recent certification.

Requests for additional information or questions relating to medical certification and its process should be directed to the Human Resources Office.

All medical certifications of serious health conditions are maintained on a confidential basis in the Human Resources Office. Access is limited to supervisors on a need-to-know basis. In all cases of intermittent and reduced-schedule leaves, the University reserves the right to require you to transfer temporarily to an available alternative position for which you are qualified with comparable pay and benefits that better accommodates your need for leave and/or the University's day-to-day operations.

During the 90 days of family medical leave, the following use of sick and vacation leave applies: If the purpose of the leave is your own serious illness, you will be required to use any accrued sick leave, subject to the University's sick leave policy. Thereafter, you may take accrued vacation. During maternity leave, up to six weeks of accrued sick leave must be taken, if available. However, sick leave may not be used to extend maternity leave beyond 90 calendar days. Paid sick leave will not normally exceed six weeks during maternity leave. Thereafter, you may take accrued vacation.

If the purpose of the leave is to care for a seriously ill family member, as defined by and in accordance with the University's sick leave policy, you may take up to three days paid sick leave per illness. Thereafter, you may take accrued vacation. If the purpose of the leave is the birth or adoption of a child, to care for a newborn child or the foster care placement of a child, you may take accrued vacation. If the purpose of the leave is due to the active duty of a family member, you may take accrued vacation. If the purpose of the leave is to provide care of a covered service member, in accordance with the University's sick leave policy, you may take up to three days paid sick leave per illness. Thereafter, you may take vacation.

Unless you have accrued sick leave or vacation, any family medical leave will be unpaid.

During an approved family medical leave, the University will continue to pay the employer portion of the health insurance premium. While on paid family medical leave, your portion of health insurance premiums will be deducted from your paycheck. To continue health coverage without interruption, while on unpaid family medical leave, payments should be made directly to the Payroll Office no later than the 25th of the month for the next month's coverage.

During family medical leave, the University will continue to pay the basic life and disability insurance premiums. While on paid family medical leave, deductions for additional life insurance premiums will continue to be made through payroll deduction. To continue additional life insurance coverage during unpaid family medical leave, you should pay the normal premium directly to the Payroll Office no later than the 25th of the month for the next month's coverage. While on unpaid family medical leave, benefits coverage(s) will end if you fail to make the required payments within 30 days of the due date. You may prepay health insurance and additional life insurance premiums prior to commencement of family medical leave.

If you take family medical leave, you will not receive a refund of TRS retirement contributions since a return to work is anticipated.

Your anniversary date will not be affected as a result of family medical leave.

Length of service will continue to accumulate during unpaid family medical leave, but will not be used when computing sick pay benefits, vacation benefits or Teachers' Retirement benefits.

In accordance with the existing unpaid leave of absence policy, no additional vacation or sick leave accrues while you are on unpaid family medical leave. While on unpaid family medical leave you are not eligible for holiday pay.

While on family medical leave, you are only eligible for tuition reimbursement if you met the eligibility requirement at the time of registration.

Following your family medical leave, you will be returned to your same position or to an equivalent position, at the option of the University, unless you would have been terminated during your leave of absence (e.g. lay off, reorganization).

The University requires an employee returning to work to present a fitness-for-duty certification prior to reinstatement for all employees taking a family medical leave for a serious health condition. The University reserves the right to make additional medical inquiries and/or require follow-up examinations, at its expense, to ensure employees can safely perform the essential functions of the job. These medical inquiries will be conducted in accordance with the University's policy as well as State & Federal law. During a family medical leave, the University reserves the right to require you to recertify (at 30 to 60 day intervals) the medical condition that caused you to take leave.

Upon return from family medical leave, health insurance coverage that has been allowed to lapse will be reinstated with no new pre-existing conditions period; however, you will be required to serve the balance of any pre-existing conditions period that existed prior to commencement of family medical leave. Reinstatement of additional life insurance may be requested; however, you may be required to provide proof of insurability.

It is your responsibility to notify your supervisor of your intent to return to work or any changes in your leave status prior to the ending date of your family medical leave. Failure to do so may be considered as voluntary resignation.

When you notify the University that you are not returning from family medical leave, the University will terminate your health benefits and you will no longer have the right to reinstatement to the same or equivalent position. You shall be entitled to continuation of health benefits only in accordance with COBRA and the provisions of the USA Health and Dental Plan.

Requests for further information or clarification with regard to this policy, should be directed to the Human Resources Office.

4.8 MILITARY LEAVE

The University will comply with the Uniform Services Employment and Reemployment Act of 1994 (USERRA) and applicable state laws applying to military leave. In accordance with USERRA and ALA. Code § 31-12-5 (2002), regular University employees who perform service in the uniformed services (as defined by USERRA) are entitled to a military leave of absence from their university positions, subject to the limitations and restrictions set forth in federal and state laws and university policy.

Regular employees in an active full-time employment status who are ordered to active duty will receive full pay for a maximum of 168 hours per calendar year. This 168 hours per calendar year includes weekend drills as well as annual training and any other type of military duty. A copy of the orders or other satisfactory documentation of attendance must be provided to your supervisor or department head as soon as received unless precluded by military necessity.

A military leave day is normally eight hours or less based on your FTE. If your regularly scheduled work day is greater than eight hours, you will receive military leave pay for the scheduled hours, up to an annual maximum of 168 hours per calendar year. If your regularly scheduled work day is at least four hours but less than eight hours, you will receive military leave pay at your FTE as a percent of 168 hours. Employees will be paid only for the time for which they would ordinarily be scheduled to work. In no case will employees be paid for a period in excess of the time for which they are ordered to military duty. If you are in an active full-time employment status, you will be paid for up to 168 hours per calendar year for appropriate reasons, inclusive of 14 days for training.

Except as noted below concerning additional military service covered by Alabama Code Section 31-12-1, et seq., after the first 168 hours of military leave per calendar year, any additional military leave will be without pay or may be charged to vacation at the discretion of the employee.

If you are a regular employee of the University of South Alabama and you are drafted into the military service of the United States, or you volunteer to join the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, you will be granted a military leave, as required by law, without pay. You must return to work within ninety days of completion of military service.

Alabama law, Alabama Code Section 31-12-1, et seq. (the Act), extends military protections and rights under the Soldiers' and Sailors' Civil Relief Act and the USERRA to active members of the Alabama National Guard and other military reserve forces called to duty in time of war, armed conflict, or emergencies, proclaimed by the Governor or the President of the United States, and called or ordered to state active duty for a period of 30 consecutive days or more or to federally funded duty, other than training. This law does not apply to normal National Guard and reserve weekend drills, annual training, and required schools.

Retroactive to September 11, 2001, eligible employees, as defined in the Act, are eligible for the difference in pay between the lower active military duty pay and the higher public salary for the duration of the active military service, if applicable. This provision applies only to employees called into active service during the war on terrorism, which commenced on September 11, 2001.

Health insurance benefits may be continued at the election of the employee called to active military service. Contact Human Resources concerning continuation of health insurance benefits.

Any employee serving in the active military service during the war on terrorism, which commenced on September 11, 2001, shall continue to be considered an active participant in the Retirement Systems of Alabama throughout such service.

4.9 DISASTER MEDICAL TEAM (DMAT) LEAVE OF ABSENCE

If you are a regular employee of the University of South Alabama, and you are a member of a Disaster Medical Assistance Team (DMAT), upon activation, you are entitled to an unpaid leave of absence.

Should you be ordered to duty, whenever possible, please provide a copy of your orders to your supervisor two weeks in advance of the scheduled duty. Your supervisor will instruct you as to how your time sheet is to be completed. Unless you use your accrued vacation, your DMAT leave of absence will be unpaid.

The benefits which you have earned prior to your leave remain while you are on leave, but no additional benefits such as holidays, vacation and sick leave pay are accrued or paid to you during your unpaid DMAT leave. Length of service will continue to accumulate during your unpaid leave of absence, but will not be used when computing sick pay benefits, vacation benefits, or for retirement purposes.

Your group medical, life and disability insurance may be continued while you are in an unpaid DMAT leave of absence status. However, you must pay the total cost of these benefits. It is your responsibility to make arrangements for payment to continue your coverages with the Payroll Office prior to beginning an unpaid leave of absence.

4.10 ADMINISTRATIVE LEAVE

Regular employees may, with prior supervisory approval, be granted administrative leave with pay and be excused for:

Death in Immediate Family
Emergency Closing
Voting
Jury Duty
Witness Summons
Personal Disaster

4.10.1 Death In Family

Upon the death of an immediate family member, regular full-time employees will be granted paid administrative leave up to a maximum of three, eight-hour working days. Regular part-time employees will be paid administrative leave days at the regular rate of pay for the percentage of eight hours that they normally work.

Immediate family, in such instances, is defined to include the following: spouse, mother, father, sister, brother, son, daughter, mother-in-law, and father-in-law. Exceptions to the definition of immediate family member may be approved by the Division Head.

4.10.2 Emergency Closing

As previously discussed in Section 4.1.2, administrative leave with pay is granted to you if you are authorized to be absent from work due to an emergency closing. Regular part-time employees will be paid administrative leave days at the regular rate of pay for the percentage of eight hours that they normally work. If the University is closed for emergency purposes during the time an employee is using vacation, sick or holiday time, these days will still be charged as vacation, sick or holiday time.

4.10.3 Voting

The University affords all of its employees an opportunity, with prior approval of the supervisor, to exercise their right to vote. You may use up to two hours of paid administrative leave should it be impossible for you to vote either before or after your normal work day schedule.

4.10.4 Jury Duty

Should a regular or temporary employee be selected for a term as a jury member, the absence will be charged to paid administrative leave. While on jury duty, you are not expected to report to work, regardless of shift. You should provide your supervisor with your certificate from court which indicates your dates of service to ensure that you receive administrative leave.

4.10.5 Witness Summons

If you are a regular or temporary employee and are subpoenaed as a witness in a court case in which you are not a defendant or plaintiff or have a personal interest, you may be granted paid administrative leave upon presentation of a copy of the subpoena to your supervisor. If court appearance is required due to your participation as a defendant or plaintiff or other personal interest, you will not be entitled to paid administrative leave. You may, however, request vacation leave for this purpose.

4.10.6 Personal Disaster

If you must be absent because of a personal disaster, such as home destroyed, serious accident to a member of your immediate family as defined in Section 4.10.1, etc., you may be granted paid administrative leave up to a maximum of three eight-hour working days. Regular part-time employees will be paid administrative leave days at the regular rate of pay for the percentage of eight hours that they normally work.

Severe weather and other related events that impact University employees as a whole are not normally considered personal disasters.

4.11 ACCIDENT IN THE LINE OF DUTY

If you sustain a serious injury on the job, arrangements will be made for you to be treated at the USA Medical Center Emergency Room. If time is of the essence, based on the severity of the injury, the employee may be taken to the nearest emergency department. If you sustain an injury on the job that is not serious enough to warrant emergency room treatment, and you wish to be considered for on-the-job (OJI) benefits by the University, you must report to the hospital health nurse, the house supervisor (after normal business hours), USA Family Practice Center or USA Knollwood Physicians Group, for treatment.

As a full-time employee, you may receive up to 24 hours administrative leave with pay without affecting your sick or vacation leave. Part-time employees will be paid administrative leave days at the regular rate of pay for the percentage of eight hours that they normally work.

An Accident/Incident Report must be completed by your supervisor within 72 hours of an on-the-job injury. For this reason, an on-the-job injury should be reported immediately to your supervisor.

If you are covered under the University's group health insurance program, your medical expenses due to the On the Job Injury (OJI) will be covered up to the limits of the health plan. If you are not covered under the University's group plan, please contact your supervisor or the Human Resources Office. In this case, you will be billed for any medical services rendered. Medical expenses not covered by group health insurance may be reimbursed by the University, up to a maximum of \$1,000. All claims for lost wages, property damages, and/or medical expenses not paid by the University, medical insurance, or the University's group health insurance program may be filed by you with the State Board of Adjustment. Approval by the State Board of Adjustment is based upon an investigation of the accident by University officials and a determination by the State Board that the accident occurred while on-the-job. Claim forms are available in the Human Resources Office.

Claims must be filed with the State Board of Adjustment within one year of the incident date. If you believe expenses related to the incident might be incurred beyond one year from the incident date, and you have not already filed a State Board of Adjustment claim, you should file a claim with the State Board of Adjustment indicating the expenses are "to be determined." It is not the responsibility of the University to remind you of the one year time limit for filing a claim with the State Board of Adjustment.

All benefits paid by the University (reinstatement of sick leave, vacation, or temporary wage replacement payments at 66 2/3% of base salary) will cease no later than 90 days following the date of injury. If your attending physician anticipates a disability of more than 90 calendar days, the waiting period for long-term disability (LTD) benefits, you must make application for LTD benefits based upon such prognosis.

The University will require relevant medical records of injured or disabled parties and may require additional examinations and tests as deemed necessary.

SECTION 5.0 EMPLOYEE CONDUCT

The goal of the University of South Alabama is to be an outstanding educational and health care institution with the finest and most modern facilities and equipment available. To accomplish this goal, it is necessary that the University establish certain rules. As a condition of employment, you are required to abide by these rules.

5.1 SAFETY

The University of South Alabama takes measures to ensure that the University is a safe and healthy place for you to work.

If you feel that an existing situation is a safety or health hazard, please notify your supervisor.

Safety hazards include wet floors, equipment left unattended, defective or broken equipment, defective electrical outlets and appliances, etc.

Policies relating to safety are available for review within each University and Hospital department.

5.2 PERSONAL APPEARANCE, DRESS CODE, AND UNIFORMS

Use good judgment at all times regarding your personal appearance. You are expected to maintain high standards of personal cleanliness and to present a neat, professional appearance at all times.

If your job requires that you wear a uniform, in some cases it will be provided by the University; however, some departments may require employees to purchase their own.

Radical departure from conventional dress or grooming is not permitted. Dress that results in distraction of other employees, patients, students, visitors or guests, or disruption of the work of the Department, as determined by your Department Head, may be cause for disciplinary action.

Since the attitude and outlook of patients in the hospitals are important in regaining their health, hospital and clinic employees will be given specific guidelines so as to be neat, clean and dressed in a moderate, non-controversial manner. Hospital employees should refer to the Hospital Dress Code Standard.

The University reserves the right to review and revise the attire code for its employees. The final decision as to what constitutes appropriate dress is the responsibility of management.

5.3 UNIVERSITY MAIL, TELEPHONE CALLS AND FACSIMILE TRANSMISSIONS

Employees of the University are not to use the University mail system to send or receive personal mail.

When you answer the telephone, you represent the University of South Alabama. You should identify yourself and your department/unit when answering or making a call and always respond to callers in a manner that is pleasant, courteous and helpful.

Your telephone and facsimile machine are to be used for business only. Please do not impede the business operations of the University with personal phone calls. In an emergency situation, you may use the University telephones; however, for normal personal use, there are pay phones located throughout the University and hospitals. There should be no expectation of employee privacy when using the University phone system.

Use of cell phones must be held to a minimum and must not interfere with the employee's work and/or the operations of the department. The University will not be responsible to or for the employee or any third party(ies) for accidents which may occur when cell phones are used by the employee while operating a vehicle or other machinery.

5.4 ELECTRONIC MEDIA (E-mail, Voicemail, and the Internet)

All electronic media systems including voice mail, e-mail, the Internet, fax machines, hardware, software, local area networks, files, and all information composed, transmitted, accessed, received or stored in these systems are the property of The University of South Alabama. The systems are to be used for conducting University business only and the use of this equipment for personal commercial purposes or for personal financial or other gain is strictly prohibited.

These systems are not to be used for soliciting outside business ventures or for non-University related purposes.

Personal use of University computer resources is permitted only when such use is limited, does not consume a significant amount of computing resources, does not interfere with the performance of the user's job or other university responsibilities, with the work of other employees, does not interfere with the computing activity of other users, and does not violate applicable laws, rules, policies, contracts or licenses.

Certain uses of University computer resources are never permitted. These include the following;

- interfering with or otherwise inappropriately or illegally intruding on the operation of the University's computer and

telecommunications system, including but not limited to, “hacking” or “cracking”

- altering or damaging computer hardware or software
- transmitting obscene communications
- using unauthorized passwords or circumventing systems security
- broadcasting unsolicited messages (“spamming”)
- invading the privacy of another person
- using University resources for personal, commercial or financial purposes, including the sales of lecture notes or the intellectual property of others
- intentionally viewing, downloading, printing or sending unlawful material, including but not limited to, pornography, threats, or harassing communications.

Employees should never use another employee’s password to access a file or retrieve any stored communication unless authorized to do so.

The University may exercise the right to review, audit, intercept, access and disclose all matters on its systems at any time, with or without employee notice, which occur during or after working hours. Employees should have no expectation of privacy in connection with the use of these systems. Further limits (including an absolute prohibition of all personal uses of University-provided computing resources) may be imposed upon personal use in accordance with normal departmental supervisory procedures.

Abuse of any aspect or part of the electronic media systems may be grounds for disciplinary action, up to and including termination.

5.5 SMOKING AND TOBACCO USE

The University of South Alabama makes every effort to provide a safe, secure and healthy environment for its students, patients, faculty, employees and visitors. In doing so, it fully supports and complies with all applicable laws and ordinances that govern smoking in the workplace. This policy applies to all university owned, leased or operated facilities.

- **Smoking On University Campuses**
 1. Smoking is prohibited inside any facility owned or leased by the University of South Alabama, including classrooms, labs, lecture halls, libraries, offices, lounges, lobbies, hallways, equipment rooms and stairwells or exits.

2. The University designates “No Smoking Areas” within twenty-five (25) feet surrounding the outside of any University facility owned or leased. In making such designation, the University considers the following exterior locations “No Smoking Areas”: entrance-doors, covered breeze-ways, ventilating and air conditioning intake vents and windows.
3. Signs shall be posted in plain view and read: **NO SMOKING WITHIN 25 FEET OF THE BUILDING.**
4. Enforcement of the smoking policy is the responsibility of the Dean, Manager and/or Department Head in charge of the building.
5. University Hospitals and their campuses have been designated “smoke free campuses”.

5.6 COLLECTIONS AND SOLICITATIONS

To prevent interruption and interference in the daily work of the University, no solicitations, collections, distributions, benefit requests, sales activities or other similar actions are allowed for any purpose while you are on University premises. It is the position of the University that preventive action of this type is necessary to ensure that the normal work flow of the University is not interrupted; and, to ensure that patients and their families visiting the hospitals are protected from anything that may impede the progress of the patient.

The annual United Way Campaign, Life South Blood Drive, and the Annual Fund are the only solicitations which are sanctioned by the University. Other fund-raising events solely for the benefit of the University may be approved by the President.

5.7 GARNISHMENTS

The University is required by state law to honor garnishments against an employee’s wages. The Assistant Vice President, Human Resources or his/her designee will notify an employee when a garnishment order is received and will advise the employee of the total amount due and the starting date of the salary deduction. The amount of salary to be deducted is determined by law or court decree and will be taken on a regular basis until the total debt is satisfied.

The University does not allow collection agencies or other entities to contact employees with regard to personal indebtedness during work hours.

5.8 SECURITY AND PACKAGE/LOCKER INSPECTIONS

The University has a goal to protect its employees and the University by having Police/Security Personnel to assist in providing an effective security program. You should immediately report to your supervisor or to the Police/Security Office any suspicious person or circumstance which comes to your attention.

You can assist in the effectiveness of the security program by observing the rules of your Department and the University with regard to the proper safeguard of property.

The University reserves the right to inspect employee lockers and work areas at any time without notice.

In addition, employees entering or leaving the University or Hospitals with a package, box, bag, sack, or bundle may be required to have authorization from an appropriate supervisor and/or to allow inspection of those packages. It is the employee's responsibility to request permission from his/her supervisor to carry a package out of a University or Hospital building.

Refusal to allow inspection of the contents of your locker or package will be grounds for disciplinary action, up to and including termination.

5.9 BULLETIN BOARDS

Each Department has a bulletin board to keep you current on University policies and notices that are related to your work. Your supervisor will show you its location. Only those notices approved by the Department Head may be posted on the Department Bulletin Board. Removal of notices will be made only by an employee designated by the supervisor or Department Head.

It is your responsibility to make a periodic check of this board for notices of importance to you concerning the University and policy matters which may affect your work and well-being.

The official bulletin boards of the Hospitals contain notices of events or changes related to the Hospitals and are controlled by the Administrator of the Hospitals.

The Human Resources Office bulletin board is reserved for the posting of federal and state laws.

On campus, general purpose bulletin boards are located in the Student Center, the Administration Building and Library. Guidelines for postings on these boards may be obtained at the Information Desk in the Student Center.

5.10 CONFIDENTIAL INFORMATION

While you are an employee of the University, you may have occasion to deal with information such as student records, employee records, financial information, patient information and other sensitive information which is confidential in nature. It is expected that you will respect the confidentiality of information by not discussing it with anyone except your supervisor. Should you have doubts as to whether the information you deal with is confidential, ask your supervisor for guidance.

All student records are presumed to be confidential unless determined otherwise by the appropriate University official. All University employees will abide by the regulations regarding privacy and security of student records as issued by the Department of Education and mandated by the Family Education Right & Privacy Act (FERPA), as well as any other applicable federal, state or local law.

Information concerning a patient's condition is also confidential. You are not to discuss a patient's condition with the patient, the patient's family, other employees, or any other person not directly concerned with the care of the patient. Only authorized hospital staff are permitted to indicate the condition of a patient.

All University employees will abide by the regulations regarding privacy and security of health information as issued by the Department of Health and Human Services and mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as well as any other applicable federal, state, or local law. All hospital employees are required to sign a "Confidentiality Agreement" upon employment.

Any employee who violates record confidentiality is subject to disciplinary action up to and including termination.

5.11 GIFTS

You may not solicit any gifts for personal gain, under any circumstances, from outside vendors, applicants, patients and their families, or visitors.

5.12 VISITORS

Please refrain from receiving personal visitors, children, or pets while you are on duty. Similarly, you are asked not to visit your friends in other departments while they are on duty. You are expected to follow the Hospital visiting regulations when visiting patients. Visiting is to be done on your own time.

5.13 POLITICAL ACTIVITY

You may not participate in any political activity while acting in the status of a representative of the University.

5.14 STATE ETHICS LAW

The University of South Alabama and its employees who are covered by the State Ethics Law, pursuant to the statute, are required to follow those provisions. An infraction relating to State Ethics Law may be grounds for disciplinary action, up to and including termination. With regard to information relating to the State Ethics Law, please consult the Assistant Vice President, Human Resources.

Employees who meet criteria established by the State Ethics Commission will be required to complete and submit a *Statement of Economic Interests* form annually.

5.15 SCIENTIFIC MISCONDUCT

The University fosters a research environment. Employee misconduct associated with research activities will result in disciplinary action, up to and including termination.

Scientific misconduct includes fabrication, falsification, plagiarism or other practices not commonly accepted in the course of conducting or reporting research.

Allegations of scientific misconduct should be made in writing to the Department Chairperson and/or the Dean of the College. An inquiry into the facts will be conducted and appropriate action taken.

5.16 COPYRIGHT POLICY

The University of South Alabama supports full adherence to applicable intellectual property laws and recognizes the value of this system in furthering its mission of teaching, research and service.

The creation and dissemination of knowledge through all means of tangible expression advances the professional development of faculty, broadens educational opportunities for students, enhances the University's reputation and resources, and furthers the public good. Tangible expression of works by members of the University community results in copyright protection of those works.

This policy is designed to promote tangible creative expression of works to preserve academic tradition regarding scholarly works, to provide for equitable distribution of rights, revenues and other benefits arising from copyrights, and to establish guidelines for the management of copyrightable works made by members of the University of South Alabama community.

You can obtain a copy of this policy by accessing the following web site: www.southalabama.edu/otd/copyright.html.

5.17 ANIMAL WELFARE POLICY

The responsible use of animals is an essential part of the research, education and service missions of the University of South Alabama. It is the University community's responsibility to ensure that these animals are used and cared for in a humane way. If you observe or are informed about inhumane or inappropriate care or use of an animal at the University, you should report the problem to the University so that action can be taken. You may address your concerns to the Chair of Comparative Medicine.

5.18 CAMPUS CRIME STATISTICS

The University of South Alabama's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by the University; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You **may** obtain a copy of this report by contacting the University Police Department or by accessing the following web site: <http://www.southalabama.edu/police/clerv.html>.

5.19 WORK PLACE VIOLENCE

A goal of the University is to provide employees with a safe work environment. Threats, intimidation, threatening behavior, acts of violence,

or any related conduct which disrupts the work environment, or interferes with the University's ability to provide quality services will not be tolerated. Any employee who makes threats, exhibits threatening behavior, acts of intimidation or engages in violent acts on University premises will be subject to disciplinary action, up to and including termination.

Safety and security in the workplace requires the cooperation of all employees. Employees are responsible for notifying their supervisor or department head of any threats which are witnessed, or received, or any behavior they have witnessed which is regarded as threatening or violent, when the behavior is job related or might occur on University premises.

University of South Alabama prohibits employees, students, and visitors from possessing any firearm or any components which can readily be assembled into a firearm while on University/hospital premises, with the exception of the USA Police Department. Any such weapon or firearm will be confiscated and violation will be subject to the appropriate legal and/or disciplinary action, up to and including termination of employment.

Questions relating to this policy may be referred to your Human Resources Office. If you have a concern which you feel requires immediate action, please contact the Police/Security Department at the appropriate site.

5.20 PHOTO IDENTIFICATION CARDS AND PARKING PERMITS

As an employee of the University, you are provided with a photo identification card to be shown on request as proof of your eligibility to use University facilities and for security purposes.

If you are employed at one of the hospitals, you are required to wear a University issued hospital photo identification card when you are on duty. These cards are of a specific size, color and type; and are furnished by the hospitals at no charge to you. Failure of hospital employees to wear a photo identification card will result in disciplinary action.

If you lose your I.D. Card, please report the loss as soon as possible to the Human Resources Office and to the University Police Department/Security.

Authorization to park a vehicle on campus is reflected by a parking hang tag which is displayed on the mirror of the vehicle. The hang tags

are purchased in the Student Accounting Office after presenting a valid campus I.D. card and completing a vehicle registration card. If you lose your parking permit, please report the loss as soon as possible to University Police and a replacement parking permit will be issued upon payment of the replacement fee.

5.21 BILLING COMPLIANCE PLAN

The University's Billing Compliance Plan establishes a framework for legal billing compliance by the USA Hospitals and Health Services Foundation.

This Plan requires that University employees promptly report situations in which they suspect violations of the Billing Compliance Plan or other policies or procedures or federal or state laws such as the Federal False Claims Act. It is a violation of the Federal False Claims Act to knowingly submit, or cause another person or entity to submit, false claims for payment of government funds.

The False Claims Act has the "qui tam" provision, commonly referred to as the "whistleblower" provision. This allows a private person with knowledge of a false claim to bring a civil action on behalf of the U. S. Government. Qui Tam lawsuits are typically brought by employees or former employees of healthcare facilities that submit false claims.

The federal False Claims Act also contains provision that protects the whistleblower from retaliation by his employer. This applies to any employee who is discharged, demoted, suspended, threatened, harassed or discriminated against in his employment as a result of the employee's lawful acts in furtherance of a false claims action.

Unlawful and/or unethical behavior as regards health services operations, including but not limited to billing related matters is grounds for disciplinary action up to, and including termination.

Employees may contact the Billing Compliance Officer to raise questions or receive guidance concerning third party billing requirements or regulatory issues. Situations of possible non-compliance will be fully and independently reviewed.

Employees involved in the delivery of, and/or billing for health services are subject to an annual review regarding governmental sanctions, debarment and exclusion.

SECTION 6.0 GRIEVANCES AND DISCIPLINARY ACTIONS

6.1 GRIEVANCES AND APPEAL PROCESS

The University of South Alabama provides a means for you, as a regular employee who has completed the probationary period, to appeal disciplinary actions, including termination, suspension, or demotion when used as a disciplinary action, that you feel are unjust or to submit a grievance for any working condition that results in inequities or other situations which have a negative effect on morale. The University, in its sole discretion, reserves the right to determine whether an action is a management right as outlined in Section 2.5 of this Handbook and, therefore, not subject to grievance and/or appeal, including but not limited to, layoffs, written warnings and performance evaluations.

This process may also be used in a situation where there are allegations that an individual has been discriminated against or has been retaliated against for reporting or assisting with or participating in an investigation of discrimination or harassment based on race, sex, religion, color, national origin, age, disability, disabled veteran or Vietnam Era veteran, newly separated veteran or other eligible veteran status. In such event, if the individual against whom such allegations have been made is either in the first or second step of the grievance and appeal process, the employee should contact the Human Resources Office to institute a grievance.

Employees in their probationary period may only appeal if they feel they have been discriminated against based on race, sex, religion, color, national origin, age, disability, disabled veteran, Vietnam Era veteran, newly separated veteran or other eligible veteran status or retaliated against for making or assisting in anyway with such a claim.

6.1.1 First Step

If you are considering initiating a grievance or appeal, you must first discuss the matter with your Department Head. If you decide to proceed with a grievance or appeal, you should state your case, in writing, to your Department Head and state the adjustment desired. This should be done within 10 working days of the occurrence. Your Department Head will provide you with the decision to grant or deny your request, in writing, within 10 working days following receipt of your appeal.

6.1.2 Second Step

If your grievance is not resolved to your satisfaction with your Department Head at the first step, you may appeal, in writing, to your Dean or Hospital Administrator within 10 working days of the response to step one. The Dean or Hospital Administrator will provide you with the decision to grant or deny your request, in writing, within 10 working days following receipt of your appeal.

6.1.3 Third Step

If your grievance is not resolved in step two, you may appeal, in writing, to your Division Head or Hospital Administrator within 10 working days of the response to step two. The Division Head or Hospital Administrator will provide you with the decision to grant or deny your request, in writing, within 10 working days following receipt of your appeal.

6.1.4 Final Step

If your grievance is not resolved in step three, you may request, in writing, within 10 working days of the response to step three, the Assistant Vice President, Human Resources to schedule a hearing before the Staff Grievance and Appeal Committee.

A hearing before the committee is a non-adversarial proceeding and attorneys are not allowed to participate on either side. You may select another University employee who is both willing and able to arrange his/her work schedule accordingly to represent you in the grievance/appeal hearing.

The committee's recommendations are presented to the Vice President for Financial Affairs for a final decision. The Assistant Vice President, Human Resources will advise the concerned parties of the decision and assist in any personnel action required.

6.2 DISCIPLINARY GUIDELINES

Disciplinary guidelines have been established by the University of South Alabama so that employees will be accorded a process of progressive discipline. Progressive discipline should be viewed as a constructive means for improving employee performance. Progressive discipline allows a supervisor to clearly explain areas of unsatisfactory job

performance to employees, to outline action steps for improvement and to establish a time table for follow-up to review progress. However, progressive disciplinary action becomes more serious with each occurrence.

The supervisor has the authority to determine an appropriate corrective measure through disciplinary action for any violation of conduct. If an employee fails to observe the accepted norm of behavior or job performance, the supervisor may issue either a verbal or written warning. Failure by the employee to improve areas of concern or behaviors as outlined in counseling sessions(s) may result in additional, more serious disciplinary actions such as suspension and/or termination.

The guidelines on the following pages are examples of violations and the degree of disciplinary action that may be taken for each one. The University reserves the right to change the particular type of discipline noted on the listed guidelines, due to the extent and severity of a particular offense. In some instances, even though previous violation of policy has not occurred, the severity of the offense may result in disciplinary action, up to and including termination.

Written warnings will be made a part of the employee's personnel file. Oral and written warning may not be appealed. A layoff is not a disciplinary action and is not subject to appeal.

To the extent allowed by applicable law, during the course of an investigation alleging employee misconduct, a background investigation may be conducted without authorization from the employee.

6.2.1 Felony Charges

If you, as a regular or temporary employee of the University, are charged with a felony offense, you will be suspended without pay pending the disposition of the charge. A temporary employee who is charged with a felony offense shall be suspended without pay pending disposition of the charge or the ending date of the employee's temporary appointment, whichever is earlier. You are responsible for notifying your supervisor if you are charged with a felony offense.

If you are suspended without pay because of a felony charge, and are otherwise eligible for benefits, you may continue to participate in the group medical, dental and life insurance programs. You are responsible for making arrangements with the Payroll Office to pay the total monthly premium costs for these benefits.

If you are convicted of a felony offense, you shall be immediately terminated. The University maintains the right to discipline notwithstanding disposition of the criminal charge.

If you are found not guilty of the felony offense as charged, you shall be reinstated with back pay for the period during which you were suspended without pay pending disposition of the charge, with no break in service and you shall retain accrued vacation and sick leave benefits. A temporary employee shall be reinstated with backpay until the ending date of the employee's temporary appointment.

DISCIPLINARY GUIDELINES

OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Absence from work without approval	Written Warning	Written Warning to 3 Days Suspension	Termination	
Breach of ethics – unauthorized access to or release of information, talking about patients, release of University confidential information, etc.	Suspension or Termination	Termination		
Charged with a felony or equivalent	Suspension Without Pay Pending Outcome			
Conviction of a felony or equivalent	Termination			
Failure to follow policy & procedures	Written Warning	Suspension/ Termination	Termination	
Falsification of a record	Written Warning or Termination	Termination		
Falsification of time sheet or time record	Termination			
Fighting	Suspension or Termination	Termination		
Gambling on University premises	Suspension	Termination		
Immoral conduct or indecency	Termination			
Improper conduct – disruptive, discourteous, or disrespectful	Written Warning or Suspension	Termination		
Intentional withholding of material information	Termination			
Insubordination	Suspension or Termination	Termination		
Interference with or failure to participate in an investigation	Termination			
Loitering during working hours	Written Warning	Suspension	Termination	

DISCIPLINARY GUIDELINES (continued)

OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Making a false statement or dishonesty	Termination			
Misuse or abuse of University property	Written Warning	Termination		
Possession or drinking of alcoholic beverages or abuse of drugs or other intoxicating agents on University premises (Drug Free Workplace Policy)	Suspension or Termination	Termination		
Refusal to allow security personnel to inspect contents of packages, etc.	Suspension or Termination	Termination		
Scientific misconduct	Suspension or Termination	Termination		
Sexual or other unlawful harassment	Suspension or Termination	Termination		
Sleeping on duty	Termination			
Soliciting or canvassing without authorization on University premises	Written Warning	Termination		
Stealing	Termination			
Tardiness	Written Warning	Written Warning	1-5 Days Suspension	Termination
Unacceptable appearance	Written Warning	Suspension	Termination	
Unauthorized absence from work station	Written Warning	1-3 Days Suspension	Termination	
Unauthorized use of property of patient, guest, fellow employee or University	Written Warning or Suspension	Termination		
Unauthorized possession of fire arms or explosives on University premises	Termination			
Unauthorized consumption or use of food	Written Warning	Termination		

SECTION 7.0 POSITION CLASSIFICATION AND SALARY ADMINISTRATION

The University of South Alabama has established a staff position classification and salary plan consisting of staff classifications at the University and the hospitals.

Staff positions are assigned position classification titles and salary ranges and have corresponding written classification specifications which describe the general duties and responsibilities of the position classification and the established minimum training and experience requirements.

Procedures have been established to classify new positions and to reclassify existing ones when there is a significant change in essential functions and responsibilities. Salary rates for each classification are reviewed periodically. New employees whose training and experience exceed the minimum qualifications for the position may be hired above the minimum salary with proper approval.

All position classifications have been assigned exempt or non-exempt status under the provisions of the Fair Labor Standards Act. Non-exempt personnel must be given equal time off in the same work week or must be paid one and one-half times their regular hourly rate for all hours worked over 40 hours in the regular work week. The accrual of compensatory time (comp time) is not permitted under any circumstance at the University of South Alabama. Additionally, work should be performed on the jobsite and not at home.

In some cases, there are special pay provisions for promotions, working different shifts and responding to being called back to work.

If you are promoted to another position at a higher level, you may be eligible to receive up to a 10 percent salary increase or the minimum salary of the new position classification, whichever is higher. If your training and experience substantially exceed the minimum qualifications for the position, you may be eligible to receive a promotional salary increase greater than 10 percent, not to exceed the maximum hire rate of the new position. However, in all cases of promotion, transfers or demotions, the new salary is subject to budgetary restrictions of the hiring department.

If you are a hospital employee and are regularly scheduled to work an evening (3 p.m. -11 p.m.) or a night (11 p.m. - 7 a.m.) shift, you may be paid a shift differential.

If you are a non-exempt employee and are called back to work outside your normal work schedule, you shall receive a minimum of three hours pay or pay for the actual hours worked, whichever is greater.

SECTION 8.0 TRAINING AND DEVELOPMENT

8.1 GENERAL POLICY

It is the policy of the University of South Alabama to encourage its employees to develop in their jobs so that they may improve job performance and qualify for more advanced positions. To further this policy, the University offers an educational benefit plan and in-service programs.

8.2 EDUCATIONAL BENEFIT PLAN

If you are a regular, full-time (1.0 FTE) employee and have satisfactorily completed six months of employment prior to the last day of regular registration, you are eligible to receive a tuition refund for up to five credit hours per semester. The courses must be taken at the University of South Alabama and you must be admitted to the University by the Office of Admissions.

To receive a tuition refund, you must receive at least a C for courses taken while classified as an undergraduate or graduate student.

If you are a non-exempt employee, all time off during working hours, including time spent in traveling to and from class, must be made up during the same work week; vacation time may be used for this purpose with the approval of your supervisor.

In order to not interfere with the daily operations of the department, all time off to attend classes during working hours is at the discretion of your supervisor.

You will be required to pay all tuition and fees at the time of registration. The tuition refund policy provides reimbursement for tuition, and applicable part-time fees. This policy does not cover lab fees, books, application fees or on-line technology fees. You will be reimbursed for tuition and covered fees at the end of the semester in which the course(s) was completed.

Tuition assistance is also available to the spouses and unmarried dependent children of employees who are eligible for the educational benefit. A dependent's reimbursement is limited to 50% of the cost of tuition only for all credit courses successfully completed at the University of South Alabama. Qualified individuals must receive a minimum grade requirement of *D* for undergraduate course(s) and *C* for graduate course(s).

For tuition assistance purposes, eligible dependents are defined as follows:

1. Spouse
2. Unmarried children under 25 years of age at time of registration

The term children is defined as follows:

1. The employee's own or legally-adopted children
2. Step-children, foster children, and other children who are legal dependents of the employee and who are unmarried and under age 25.

Regular, full-time employees qualify for the Educational Benefit Program as employees and may not file for reimbursement as a spouse or dependent. If both parents are employed by the University, only one may receive tuition assistance for their dependent children.

Following completion of the course(s), a tuition refund form must be completed and forwarded to your Department Head for processing along with a copy of the final grade report.

Application forms for tuition reimbursement are available in the Human Resources Office on campus and at each hospital. Forms are also available online at www.southalabama.edu/humanresources/forms.

8.3 PERFORMANCE EVALUATION

The University of South Alabama has established a performance evaluation program to improve employee morale, job effectiveness, and job satisfaction through objective measurement and constructive counseling. The University reserves the right to modify/enhance the performance evaluation process as necessary.

8.3.1 Procedure and Timing

At least once a year you will be evaluated by your supervisor on how you are performing the duties of your job.

This evaluation will cover both your strengths and weaknesses. Your supervisor will work with you to correct any weaknesses in your work.

8.3.2 Evaluation Factors

Your work will be evaluated on 10 factors:

1. **Quantity of Work** – Performs required amount of work; effectively uses work time to achieve goals/objectives.
2. **Quality of Work** – Produces work that is thorough, accurate, and neat.
3. **Knowledge of Job** – Demonstrates competency and understanding to perform duties; learns and retains instructions.
4. **Initiative** – Works/acts within established direction and guidance; self-reliant.
5. **Adaptability** – Adjusts to changing duties, procedures, supervisors, and work environment; responds professionally to constructive criticism and suggestions.
6. **Attention to Duty** – Concentrates on work and manages necessary and unnecessary interruption(s).
7. **Dependability** – Reliable in doing work; follows instructions and stays on task; meets deadlines.
8. **Attendance/Punctuality** – Demonstrates consistency in attendance; (consider frequency of non-FMLA qualifying absences and tardiness).
9. **Judgment** – Makes accurate decisions independently (within the scope of the job); analyzes problems and suggests effective solutions.
10. **Communication/Teamwork** – Offers assistance, is courteous, and works well with supervisors, co-workers, employees, students, patients, visitors, etc.; demonstrates trust, mutual respect, and helps to maintain a cooperative and professional work environment.

Your supervisor will use a progressive rating scale which offers both a descriptive term and a numerical value. The numerical value on a scale of 1 to 5 will be indicated for each rating factor. The descriptive terms used are defined as follows:

1. **Unsatisfactory:** Employee is not meeting performance requirements. Immediate corrective action and/or improvement is mandatory to maintain employment.

2. **Needs Improvement:** Employee is not consistently meeting performance requirements. Performance at this level is only temporarily acceptable. Immediate improvement is expected and necessary.
3. **Achieves Objectives:** Employee consistently performs the requirements in a successful, competent manner.
4. **Commendable:** Employee frequently exceeds expectations by performing at a level above the requirements.
5. **Exemplary:** Employee's performance far exceeds requirements. Exceptional results are consistently produced.

In addition to the annual regularly scheduled performance evaluation, your supervisor may, at any time, review and rate you for:

8.3.3 Special Recognition

When your work for a single assignment or over a specific time period is exceptional, you may receive a special evaluation.

8.3.4 Significant Change in Performance

When your performance has changed significantly, you may receive a special evaluation.

8.3.5 Performance Re-evaluations

1. Employees who received a number rating below a three (3) on the Annual Performance Evaluation, will require a full-re-evaluation on all factors on the evaluation form within ninety (90) days. Supervisors will provide the employee with goals and objectives, and monitor their job performance over the ninety (90) day period.
2. Deficiency evaluations may be used in conjunction with the progressive disciplinary process. Failure to improve the performance up to a satisfactory level within the ninety (90) days re-evaluation period may result in disciplinary action, up to and including termination.

8.3.6 Termination

If you terminate your employment with the University, your supervisor may prepare a narrative describing your overall work performance for inclusion in your permanent file.

SECTION 9.0 BENEFITS AND SERVICES

9.1 GROUP HEALTH AND DENTAL INSURANCE

The University offers a group health and dental insurance plan to you and your eligible dependents to provide, or assist you in paying for medical expenses incurred for professional services, medical services, dental services, hospitalization, surgery, prescription drugs and medical supplies. The cost of this program is shared by you and the University.

You are eligible to participate in the group health and dental plan if you are appointed to work a schedule of 20 hours or more per week (.50 FTE or greater and are a regular employee.

Eligible dependents include your lawful spouse and unmarried children from date of birth to 19 years of age. An unmarried child, who is a full-time student at an accredited college or university, may be insured through the age of 25. Step-children who permanently reside in your home and legally adopted children are considered eligible dependents and will require proof of eligibility. Parents and other relatives are not eligible for dependent coverage, even though you may contribute to their support.

Your coverage will be effective on the first day of the month coincident with or following your date of employment. Pre-existing conditions are first covered after a 270-day waiting period. Specific questions and details relating to the Plan may be obtained in the Human Resources Office. This is intended only as a reference to the health program, and does not supersede any agreements which define the group health and dental program.

9.2 GROUP LIFE INSURANCE

You are eligible to participate in the group life insurance program if you are a regular employee and are normally scheduled to work at least 20 hours or more per week.

Group Term Life and Accidental Death and Dismemberment insurance are included in the Basic Group Life Insurance Plan. The amount of life insurance for which you are eligible is determined by your base pay, exclusive of over-time pay, shift differential pay, etc. Accidental Death and Dismemberment Insurance in an amount equal to the Basic Life insurance is also provided. These benefits are provided at no cost to you.

In addition to the Basic Group Term Life Insurance and the Accidental Death and Dismemberment coverages provided, your spouse and eligible dependents are each provided with \$5,000 of term life insurance at no cost to you. Eligible dependents are your unmarried dependent children from live birth to age 19 or to age 25 for full-time students as previously defined in Section 9.1.

An Additional Group Term Life Insurance Plan is offered to all regular employees eligible for the basic plan. This plan provides all eligible employees an opportunity to purchase additional amounts of term life insurance over and above the amount provided under the Basic Plan. Additional coverage must be medically underwritten. If approved, eligible employees may purchase, at their own expense, additional term life insurance in an amount equal to 1, 2, or 3 times the amount provided under the Basic Plan. Please consult the Human Resources Office for further information concerning this program.

9.3 GROUP LONG TERM DISABILITY INSURANCE

The University provides, at no cost to the employee, a Basic Long-term Disability Plan to all active regular employees appointed to work 20 hours or more per work week (.50 FTE or greater). This plan provides for a 66 2/3% income replacement benefit (maximum \$10,000 monthly) in the event of qualifying disability.

Benefits are payable from the 91st day of disability and may continue for a maximum payment period determined by age at the time of disability. For employees under age 60, benefits may be paid to age 65; for employees age 60 through 64 when disability occurs, benefits are payable for five years; and for employees age 65 or older, benefits are payable for one year or to age 70, whichever is later. Should you need to file a claim, you may do so through the Human Resources Office, at your earliest convenience to ensure that your benefits will be paid to you at the end of each month during the period of disability.

9.4 RETIREMENT PROGRAM

As an employee of the University of South Alabama, you are covered by Social Security. Regular employees who are scheduled to work 20 hours or more per work week (.50 FTE or greater) are also required under Alabama law to participate in the Teachers' Retirement System of Alabama. As permissible, regular employees may convert accrued sick leave to membership service in the Teachers' Retirement System of Alabama for the purpose of applying for service credit.

Up to four years of prior active military service, for which no other benefit is received, may be purchased for credit toward your retirement. The cost to purchase is minimized, provided the purchase is made within 12 months of enrollment in the Teachers' Retirement System of Alabama.

A temporary employee who transfers into a regular position and who has worked 20 hours or more per work week (.50 FTE or greater) may purchase this eligible temporary employment to be applied as creditable service in the Teachers' Retirement System.

In addition, the University of South Alabama offers its regular and temporary employees a salary reduction plan to purchase tax-sheltered annuities through 403(b) and/or 457(b) plans. If you elect to participate, your total gross income will be reduced by an amount not to exceed the limit allowable under Section 403(b), 457(b) and 415(e) of the Internal Revenue code as amended. You will owe income taxes on the annuity benefits for the year in which they are received.

You may contact your Human Resources Office for further information regarding retirement programs.

9.5 FLEXIBLE SPENDING ACCOUNTS PLAN (SOUTHFLEX)

The University offers its regular employees appointed to work a schedule of 20 hours or more per work week (.50 FTE or greater) a flexible spending accounts plan that allows the use of pre-tax dollars to pay for eligible dependent/child care expenses and/or eligible health care expenses which are not reimbursed by insurance. This program increases disposable income by reducing the amount of taxes withheld from your paycheck.

You may enroll within 30 days of obtaining eligibility or during an annual open enrollment (for the following plan year).

The annual deposit maximum is \$5,000 each for both the Dependent Care Account and the Health Care Account. The minimum annual deposit in each account is \$100. Any funds remaining in the account(s) after final expenses for the year have been submitted will be forfeited. This is intended only as a reference to the flexible spending accounts plan, and does not supersede any agreements which define the plan.

Contact your Human Resources Office for further information regarding SouthFlex.

9.6 LONG-TERM CARE INSURANCE

Long-Term Care insurance is an employee-paid benefit plan designed to help protect your assets and retirement savings from the high cost of long-term health care services. Benefits provided include home health care, assisted living facility and nursing facility care and respite care. Information concerning this benefit is available in the Human Resources Office.

9.7 HOSPITAL SERVICES DISCOUNT

A twenty-five percent (25%) discount is provided by the University of South Alabama Hospitals to each faculty and staff employee and their eligible dependents who are covered by a single or family contract with the University's group health plan or who are covered by their spouse's single or family contract with any other group medical insurance carrier through another employer. The Hospital Services Discount applies to any inpatient or outpatient hospital charges for services rendered that are not covered or paid by the employee's or spouse's medical insurance carrier.

The discount does not apply to professional physician services rendered by a physician but only for hospital services such as, but not limited to, diagnostic x-rays and lab work, emergency room treatment, private rooms, telephone charges and other hospital services.

9.8 PAYROLL DEDUCTIONS

The University allows for payroll deductions from the wages and salaries paid to employees for benefits premiums, voluntary contributions and dues.

Payroll deductions will be made at least monthly and be remitted to the appropriate recipient as specified by the employee.

Payroll deductions will only be made when the number of requesting/participating employees is equal to or greater than 50 for a single recipient.

9.9 DIRECT DEPOSIT OF PAY CHECKS

Direct deposit is the quickest, most reliable, and safest method of payment.

As a condition of employment, all employees hired on or after January 1, 2009 are required to participate in payroll direct deposit.

Employees hired prior to January 1, 2009 are considered to be grandfathered, but may elect to participate in direct deposit at any time. Once a grandfathered employee elects direct deposit, they are no longer considered grandfathered for this purpose. Employees pay will be deposited each payday into their account of choice at any bank that is a member of the National Automated Clearing House Association (NACHA).

The first deposit will occur on the second payday after the “Authorization Agreement for Automatic Deposit of Payroll Checks” is received and processed by the Payroll Office. You can obtain this form in the Human Resources office or on the Payroll office website located at www.southalabama.edu/financialaffairs/payrollaccounting.

If information on an established bank account number is not provided, the University will establish a debit account at USA Federal Credit Union for the purpose of direct deposit of payroll checks.

9.10 EMPLOYEE SERVICE RECOGNITION

The University realizes the contributions employees make to this institution through their loyalty and dedication. This program is designed to recognize and express appreciation to regular full-time and part-time faculty, staff, and administrative employees who have completed five (5) or more years of service, with additional service awards upon completion of each subsequent five (5) year period.

In addition to the Employee Service Recognition Program, the USA National Alumni Association administers the Christie Miree Outstanding Employee Service Award. This award is presented annually to employees who have displayed outstanding service and dedication to the University. Eligible recipients must be regular full-time employees who have completed at least one year of service and have satisfactory current performance evaluations.

9.11 COUNSELING SERVICES

The University offers Counseling Services to all benefits-eligible employees. This program is designed to enhance employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Services include assessment, counseling, educational programs and referral. Services are confidential and are offered at no cost to employees. For further information, call the Employee Assistance Program (EAP) Counselor at 461-1346.

9.12 FACILITIES

An important aspect of working at the University of South Alabama is the availability of numerous and varied facilities and services.

Facilities at the University of South Alabama serve many purposes. The University, as an educational institution, provides facilities to its students, faculty and staff.

9.12.1 LIBRARY

The Library is located on the main campus. In order to use the Library, you may be required to identify yourself as an employee with your identification card. A valid I.D. card must be presented in order to check out materials.

9.12.2 BOOKSTORE

The Campus Store and the Health Sciences Store offer discounts to faculty, staff, and eligible family members on most of the merchandise carried in the stores. Eligible family members include your spouse and dependent children who are full-time students and under 25 years of age. A valid I.D. Card must be presented in order to receive the employee discount.

9.12.3 PARKING AREAS

Parking areas are provided for the use of students, faculty and staff of the University. You must have a parking permit properly placed on your vehicle indicating authorization for use of a designated parking space.

Parking areas are not to be used for distribution, solicitation, benefit sales or other activities of a similar nature, by employees of the University.

The University assumes no liability for loss or damage to automobiles or their contents while parked on University premises.

9.12.4 GOLF COURSE AND SWIMMING POOL

For your leisure enjoyment, you may use the University Golf Course and Swimming Pool.

You may use the Golf Course, Driving Range and Pro Shop by paying the posted fee. The Golf Course and its facilities are operated on a semi-public basis with membership enrollment available.

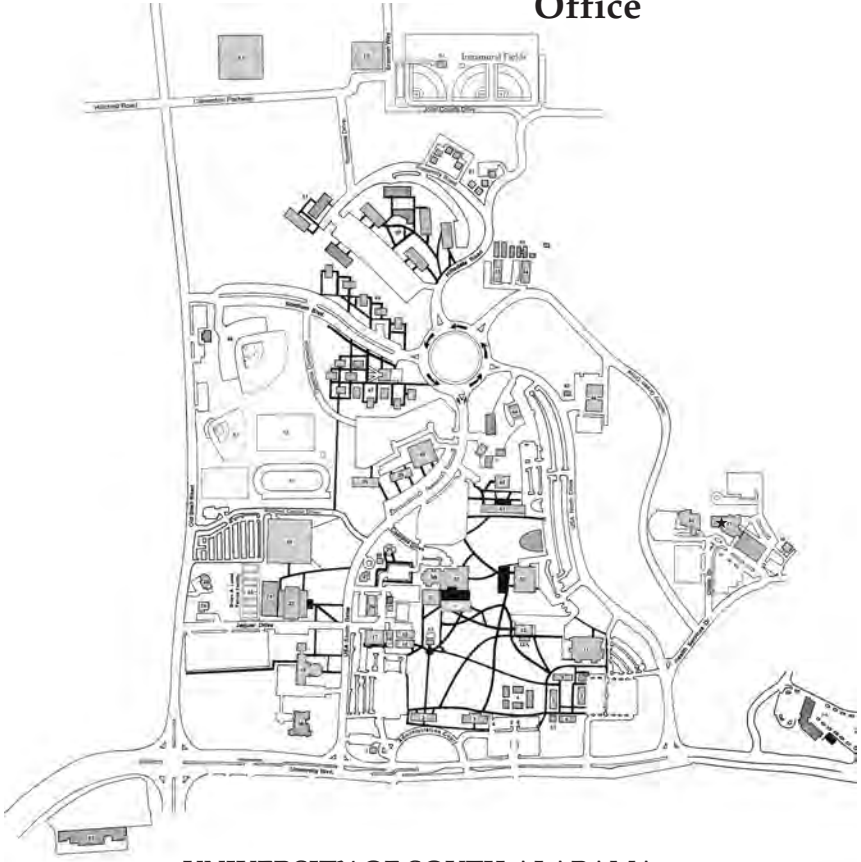
The swimming pool on the campus is available for use by employees.

9.12.5 STUDENT RECREATION CENTER

For recreation and leisure activities, you may use the University Recreation Center located on the University Campus. You may purchase family memberships for eligible members of your immediate family. Eligible family members include a spouse and dependent children between the ages of 17 and 22 years of age.



★ **Human Resources Office**

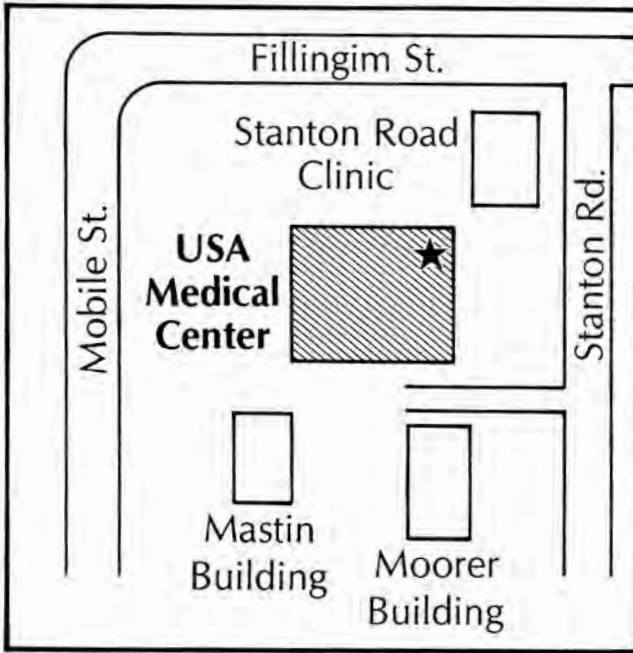


UNIVERSITY OF SOUTH ALABAMA

LEGEND

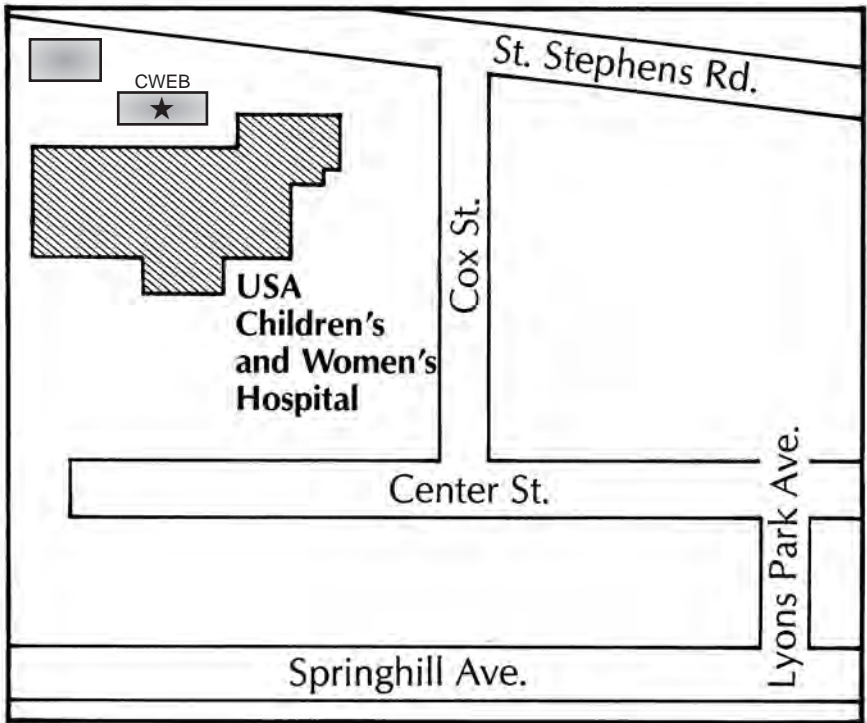
Administration Building (AD)	2	Humanities (HUMB)	41
Frederick Palmer Whiddon		Instructional Laboratory (ILB)	3
Alpha East Extension (AEE)	61	Intramural Fields	22
Alpha Hall East (AHE)	6	Intramural Field House (IFH)	59
Alpha Hall South (AHS)	5	Jaguar Track	37
Alumni Hall (AH)	29	Library (LB)	33
Archaeology Labs (ARC1, ARC2)	43	Life Sciences Building (LSCB)	12
Archaeology Museum (ARCM)	9	Life Sciences Lecture Hall (LSLH)	12A
Alfred and Lucile Delchamps		Laboratory of Molecular Biology (LMB)	54
Arts, Visual (VAB)	4	Maintenance	46
Baptist Campus Ministries	20	Medical Sciences (MSB)	11
Beta Residence Halls	49	Meister Hall (Mh)	62
Bookstore/Post Office (BKST)	31	Mitchell Center (MC)	60
BMA Dialysis Unit (BMA1)	36	Mitchell College of Business (MCOB)	18
Building 1375 (B1375)	53	Mobile Townhouse (MTH)	27
Campus Police Office	1	Molecular Research Center (MRC)	55
Central Medical Services Administration (College of Medicine)	8	John W. Laidlaw Performing Arts Center (PAC)	56
Central Plant	44	Physical Education (HPE)	23
Chemistry (CHEM)	42	Psychological Clinic (PTCL)	19
Charles M. Baugh Biomedical Library (CBBU)	7	Seaman's Bethel Theater (SBT)	28
CIS Classroom Building (CSCB)	16	Soccer Field	52
Computer Service Center (CSC)	17	Softball Field	65
Delta Residence Halls	50	Stanky Field (STAD)	48
Electrical Engineering (EEB)	38	Student Center (SC)	32
Engineering Building (EGCB)	39	Student Recreation Center (SRC)	24
Engineering Laboratory (EGLB)	40	Swimming Pool (SWI)	13
Epsilon Residence Halls	51	Technology & Research Park I&II (TRPI&II)	64
Faculty Court East (FCE)	14	Technology & Research Park III (TRPIII)	35
Faculty Court South (FCS)	25	Technology & Research Park IV (TRPIV)	34
Faculty Court West (FCW)	15	Telecommunications Building (TEL)	45
Food Services, Cafeteria	30	The Grove	63
Gamma Residence Halls	47	Transportation Services (TSB)	10
Greek Row	21	University Commons (UCOM)	57
		Varsity Tennis Courts (VTC)	25

★ Human Resources
Office

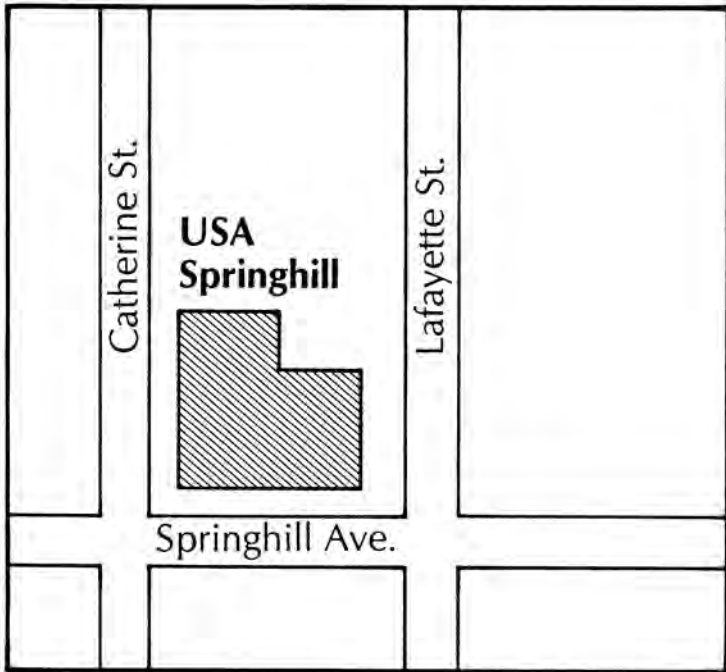


USA Medical Center
2451 Fillingim Street
Mobile, Alabama 36617-2293

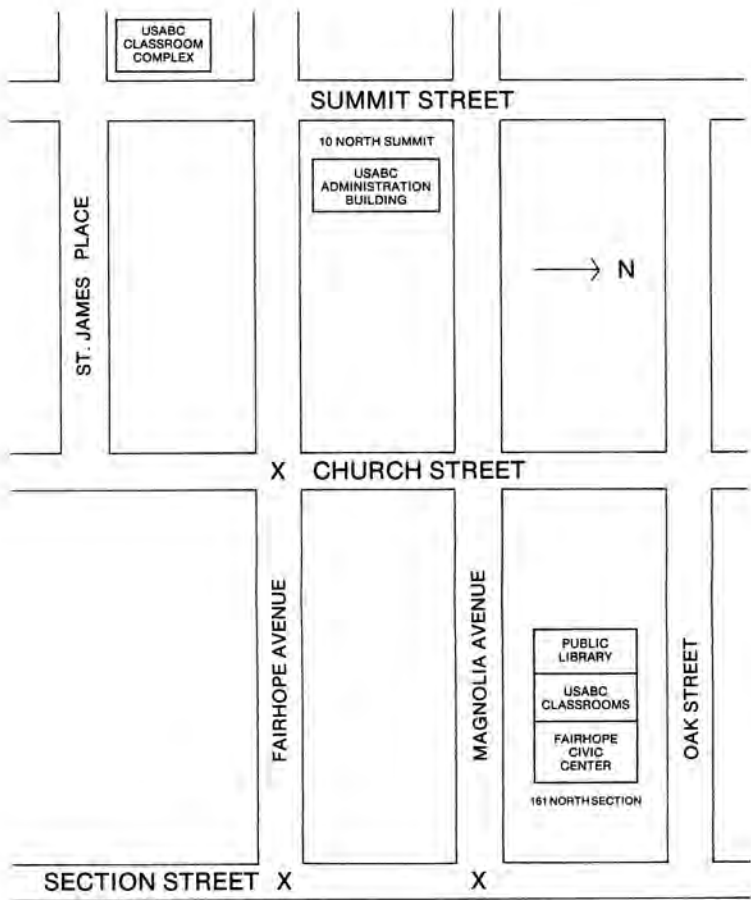
★ Human Resources
Office



USA Children's and Women's Hospital
1700 Center Street
Mobile, Alabama 36604-3491



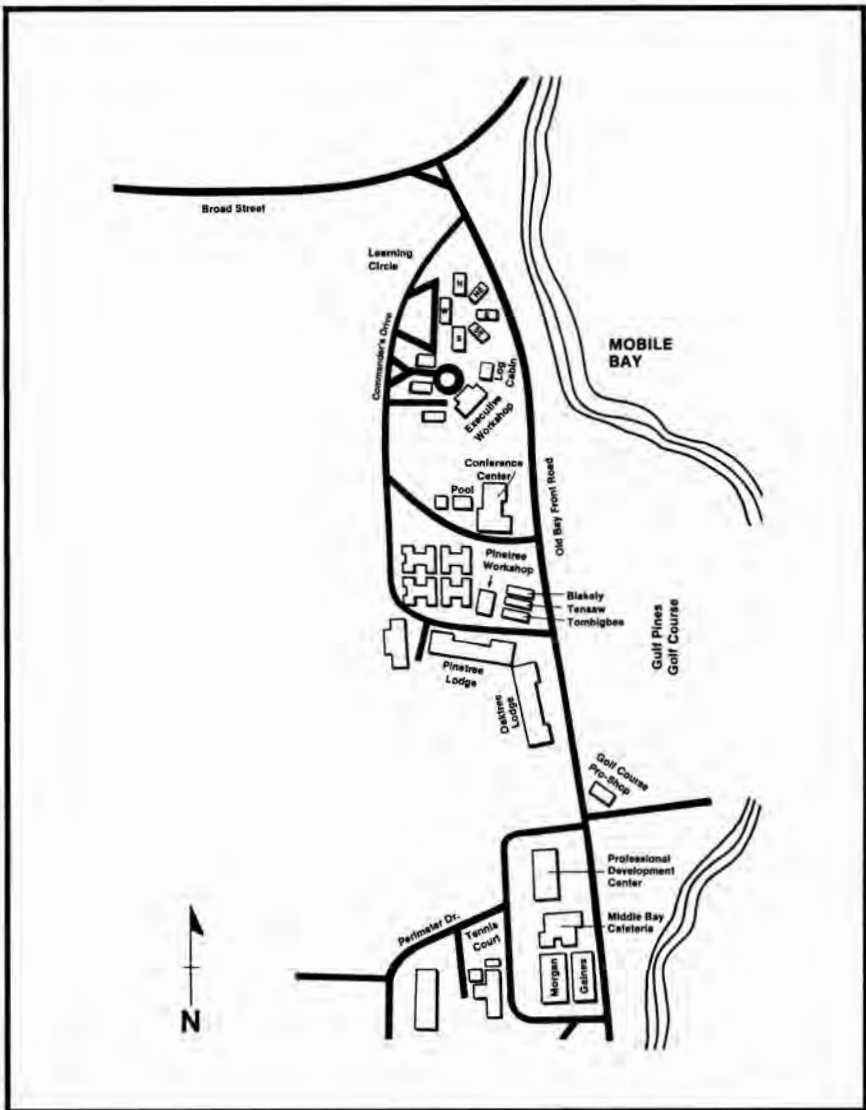
USA Springhill
1504 Springhill Avenue
Mobile, Alabama 36604-3273



DOWNTOWN FAIRHOPE

X = TRAFFIC LIGHT

USA Baldwin County
 10 N. Summit Street
 Mobile, Alabama 36652-2520



USA Brookley Center
 201 Old Bay Front Road
 Mobile, Alabama 36615-1427

