



[Faculty Resources Home](#)

[UAMS Home](#)

[Academic Affairs Home](#)

[Colleges](#)

- College of Medicine
- College of Nursing
- College of Pharmacy
- College of Health Related Professions
- College of Public Health
- Graduate School

[Helpful Links](#)

[FAQs](#)

[Campus Directory](#)

[Intranet](#)

[Contact Us](#)

## Faculty Resources

### 4. UAMS Employment Policies, Procedures and Services

[Affirmative Action](#) (Admin Policy 4.5.01)

[Americans with Disabilities Act](#) (Admin Policy 3.1.12)

[Anti-Discrimination](#) (Admin Policy 3.1.10)

[Basic Code of Conduct](#) (Admin Policy 4.4.01)

[Bookstore Services](#) (Admin Policy 11.1.07)

[Campus Motor Pool Vehicle Checkout](#) (Admin Policy 11.1.06)

[Career Service Recognition Award](#) (Admin Policy 4.2.08)

[Compensatory Time](#) (Admin Policy 4.2.02)

[Drug-Free Workplace](#) (Admin Policy 4.4.05)

[Excess Effort Hours](#) (Admin Policy 4.2.11)

[Flex Schedules](#) (Admin Policy 4.2.03)

[Garnishment and Salary Liens](#) (Admin Memorandum 440.9)

[Garnishment and Salary Lien Procedure](#) (Admin Policy 4.3.09)

[Keys Requests and Transfers](#) (Admin Policy 11.1.04)

[Personal Data Change](#) (Admin Policy 4.5.15)

[Post Employment Medical Screening](#) (Admin Policy 4.5.18)

[Substance Abuse](#) (Admin Policy 4.4.06)

[Travel and Reimbursement](#) (Admin Policy Section 8.4)

[UAMS ID Badge Issuance and Replacement](#) (Admin Policy 11.3.05)

[Use of University Facilities](#) (Admin Memorandum 715.1)

[Use of Roofs and Exterior Walls](#) (Admin Memorandum 720.1)

[Workplace Violence Prevention Plan](#) (Admin Policy 11.3.07)

A complete listing of Employment Policies in the UAMS Administrative Guide may be found at <http://uams.edu/AdminGuide/index.html#Human%20Resources>



[Print this Section \(PDF 1,433KB\)](#)

12/05/2005



## ***UAMS ADMINISTRATIVE GUIDE***

**NUMBER: 4.5.01**

**DATE: 09/14/00**

**REVISION:**

**SECTION: HUMAN RESOURCES**

**AREA: EMPLOYMENT**

**SUBJECT: AFFIRMATIVE ACTION**

### **PURPOSE**

The purpose of this policy is to inform all departments within the University of Arkansas for Medical Sciences (UAMS) of the commitment to do more than ensure employment neutrality with regard to race and gender. We will take affirmative action and/or make additional efforts to recruit, employ, and promote qualified African Americans, Hispanic, Asian Americans, Native Americans and females. The ability of UAMS to meet its mission will increasingly depend on and be strengthened by incorporating constructive diversity in its faculty, students and staff.

### **POLICY**

UAMS will comply with and enforce the applicable laws--Title VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246, U.S. Federal Court Decree in the Adams Cases of 1973, and Act 99 of the Arkansas General Assembly. UAMS will take positive actions to overcome institutional forms of exclusion and discrimination. It is not sufficient to just take benign neutrality with regard to race and gender in employment practices.

### **PROCEDURE**

1. UAMS will do more than ensure neutrality with regard to race and gender but will actively recruit, employ, admit and retain African Americans, Hispanic, Asian Americans, Native Americans and females.
2. UAMS will implement positive and innovative efforts to enhance the quantity and the quality of the minority applicant pool.
3. All hiring units that advertise or list job vacancies in newspapers, professional journals, magazines and other media will also advertise in minority publications, if appropriate. All jobs must be posted for a minimum of 5 days. (See 4.5.09, Personnel Requisition)
4. UAMS will use race and gender in some special situations where these individuals have been historically and institutionally excluded, e.g., when the final applicant's applications are equal and there are not any minorities or females in the department and/or section where the vacancy occurs, the person or persons making the final decisions as to whom to hire will be mindful of incorporating constructive diversity in the workforce.
5. UAMS will continue to recruit, employ and admit minorities to areas where they either do not exist or are present in numbers less than represented in the relevant labor market.
6. At the end of each academic year, each college and administrative unit will submit to the Human Relations Office an Affirmative Action/Desegregation Progress Report.
7. UAMS will take remedial steps and affirmative action to eliminate and overcome all vestiges of discrimination, which have or may have resulted from previous policies and practices.
8. Complete the "Affirmative Action Review Form" and forward to the Director of Human Relations, slot 544. This form is sent to the hiring department during the recruitment process; or copies can be obtained by calling the Office of Human Resources at 686-5650.

### **REFERENCES**

UAMS Policy 4.5.09 Personnel Requisition  
UAMS Policy 4.5.11 Job Advertisements



UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES



## ***UAMS ADMINISTRATIVE GUIDE***

**NUMBER: 4.5.01**

**DATE: 09/14/00**

**REVISION:**

**SECTION: HUMAN RESOURCES**

**AREA: EMPLOYMENT**

**SUBJECT: AFFIRMATIVE ACTION**

### **PURPOSE**

The purpose of this policy is to inform all departments within the University of Arkansas for Medical Sciences (UAMS) of the commitment to do more than ensure employment neutrality with regard to race and gender. We will take affirmative action and/or make additional efforts to recruit, employ, and promote qualified African Americans, Hispanic, Asian Americans, Native Americans and females. The ability of UAMS to meet its mission will increasingly depend on and be strengthened by incorporating constructive diversity in its faculty, students and staff.

### **POLICY**

UAMS will comply with and enforce the applicable laws--Title VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246, U.S. Federal Court Decree in the Adams Cases of 1973, and Act 99 of the Arkansas General Assembly. UAMS will take positive actions to overcome institutional forms of exclusion and discrimination. It is not sufficient to just take benign neutrality with regard to race and gender in employment practices.

### **PROCEDURE**

1. UAMS will do more than ensure neutrality with regard to race and gender but will actively recruit, employ, admit and retain African Americans, Hispanic, Asian Americans, Native Americans and females.
2. UAMS will implement positive and innovative efforts to enhance the quantity and the quality of the minority applicant pool.
3. All hiring units that advertise or list job vacancies in newspapers, professional journals, magazines and other media will also advertise in minority publications, if appropriate. All jobs must be posted for a minimum of 5 days. (See 4.5.09, Personnel Requisition)
4. UAMS will use race and gender in some special situations where these individuals have been historically and institutionally excluded, e.g., when the final applicant's applications are equal and there are not any minorities or females in the department and/or section where the vacancy occurs, the person or persons making the final decisions as to whom to hire will be mindful of incorporating constructive diversity in the workforce.
5. UAMS will continue to recruit, employ and admit minorities to areas where they either do not exist or are present in numbers less than represented in the relevant labor market.
6. At the end of each academic year, each college and administrative unit will submit to the Human Relations Office an Affirmative Action/Desegregation Progress Report.
7. UAMS will take remedial steps and affirmative action to eliminate and overcome all vestiges of discrimination, which have or may have resulted from previous policies and practices.
8. Complete the "Affirmative Action Review Form" and forward to the Director of Human Relations, slot 544. This form is sent to the hiring department during the recruitment process; or copies can be obtained by calling the Office of Human Resources at 686-5650.

### **REFERENCES**

UAMS Policy 4.5.09 Personnel Requisition  
UAMS Policy 4.5.11 Job Advertisements



## ***UAMS ADMINISTRATIVE GUIDE***

**NUMBER: 3.1.10**

**DATE: 08/20/01**

**REVISION:**

**SECTION: GENERAL ADMINISTRATION**

**AREA: ADMINISTRATION**

**SUBJECT: ANTI-DISCRIMINATION: RACE, COLOR, GENDER, AGE, SEXUAL ORIENTATION, RELIGION, NATIONAL ORIGIN OR DISABILITY**

### **PURPOSE**

The University of Arkansas for Medical Sciences (UAMS) is committed to the principle and practice of nondiscrimination and equal opportunity in all areas of employment and other services that affect employees, students and the general public. The ability of UAMS to meet its mission will increasingly depend on and be strengthened by incorporating constructive diversity in its faculty, students and staff. Racism, bigotry and discrimination subvert the mission of UAMS which is to provide a wholesome environment where comprehensive educational, research and employment opportunities are offered to employees and students. In both obvious and subtle ways racism, bigotry and discrimination adversely affect an individual's ability to function at optimal level. They also have a harmful effect on one's ability to study, work and engage in leisure activities within the University community.

### **POLICY**

The University of Arkansas for Medical Sciences abhors and condemns all forms of bigotry and racism. Such behavior is a violation of an individual's human rights and is also unlawful. UAMS will comply with and enforce Titles VI and VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 (Sections 503 and 504), the Age Discrimination in Employment Act, the Americans With Disabilities Act of 1991, U.S. Federal Court Decree in the Adams Cases of 1973 and Acts 99 and 962 of the Arkansas General Assembly. UAMS shall recruit, retain, promote and graduate students without regard to race, color, gender, age, sexual orientation, religion, national origin or disability status. Specifically, UAMS will not discriminate on the basis of race, color, gender, age, sexual orientation, religion, national origin or disability status as a criterion in deciding against any individual in matters of admission, placement, transfer, hiring, dismissal, compensation, fringe benefits, training, tuition assistance and other personnel or educationally-related actions.

Therefore, the policy of UAMS is that members of the University community neither commit nor condone acts of bigotry, racism or discrimination. Actions on the part of any employee or official of the University contrary to this policy will be addressed promptly and appropriately, according to current UAMS disciplinary procedures. To ensure compliance with this adopted policy of nondiscriminatory behavior, UAMS will operate under the following procedures.

### **PROCEDURE (TRAINING & EDUCATION)**

1. UAMS shall institute an on-going program designed to familiarize UAMS personnel with the fundamental principles of racial tolerance and cultural diversity. Priority will be given in the training of:
  - a. Faculty
  - b. Supervisory and management personnel
  - c. Personnel involved with customer contact
  - d. Students
  - e. Other personnel
2. Deans and division heads will be responsible for leading in the development and implementation of educational programs in their respective areas. The Office of Human Resources will be available, as a primary resource, for consultation in all areas of program development. The Office of Human Resources will also be a leader in the development and presentation of educational programs.
3. All promotional programs designed to solicit funds, provide customer information or create community goodwill, shall reflect the diversity of the University community and the general public. The appropriate dean/division head, or designee shall review such material prior to publication to ensure that the above standard is met.
4. Production of all faculty handbooks, student handbooks, employee handbooks, as well as any other communication designed to

publicize policy and procedure, or any other information, must be written in a manner to promote nondiscriminatory and tolerant behavior. The appropriate administrative personnel shall review such material prior to publication to ensure the above standard is met.

**PROCEDURE (RACIAL SLURS, JOKES AND DEROGATORY REMARKS)**

5. All complaints or allegations of slurs, inscriptions, jokes or other offensive behavior based on race, color, gender, age, sexual orientation, religion, national origin, or disability which occur in the workplace or are related to the workplace are to be reported to the appropriate department head. Any employee, faculty member, or student may contact the Human Relations Office should the complainant feel uncomfortable in reporting the incident to the department head.
6. (Campus Policy [4.4.02](#)) Progressive discipline will be implemented in proven cases of behavior referenced in Procedure #5 above:
  - a. First Offense -- Verbal Reprimand
  - b. Second Offense -- Written Disciplinary Notice
  - c. Third Offense -- Termination of Employment

Sensitivity training will be made available for those employees guilty of the behavior described in Procedure #5.

**PROCEDURE (MONITORING)**

7. During the month of June of each year, the Diversity Committee will review and report to the Chancellor the University's progress in the above areas of operation. This will be accomplished by review of such documents as the University's Affirmative Action plan, reports of accomplishments submitted by division heads, reports submitted to the Chancellor, and any other documented activities designed to accomplish the goals set out in this policy.



## ***UAMS ADMINISTRATIVE GUIDE***

**NUMBER: 4.4.01**

**DATE: 08/10/00**

**REVISION:**

**SECTION: HUMAN RESOURCES**

**AREA: EMPLOYEE RELATIONS**

**SUBJECT: BASIC CODE OF CONDUCT**

### **PURPOSE**

The purpose of this policy is to notify departments within the University of Arkansas for Medical Sciences (UAMS) of the procedures to be followed in establishing and communicating a basic code of conduct for all employees. The code is necessary to communicate to all UAMS employees the University's expectations governing employee conduct. It is the responsibility of the department directors and supervisors to fully explain the following procedures to employees, to discuss their specific application within their departments, and to assure that they are observed. Appropriate disciplinary measures must be taken in cases where there have been violations of this Code of Conduct.

### **PROCEDURE**

1. Employees should discuss patient and employee information with authorized personnel only, and in private.
2. Employees are expected to wear their identification badges while on duty.
3. Employees must refrain from using abusive, provocative or profane language, and should avoid creating or being party to a disturbance or physical violence.
4. Employees should observe the principle of mutual respect in their contacts with patients, visitors and students, and in their working relationships with faculty and other employees.
5. Employees should refer to Policy 4.4.09, Ethical Conduct/Gift Policy, regarding gratuities, gifts or personal favors from vendors, patients or visitors.
6. Employees finding property on the University premises must deliver such property to the Public Safety Department where a lost and found service is provided.
7. Employees must follow, within the definitions of the job description, all oral and posted work assignments.
8. Employees must maintain regular and punctual attendance. Departments should follow instructions for reporting absenteeism from work.
9. Employees must not report to work or be on the University premises if under the influence or odor of intoxicating liquor or controlled substances not prescribed by a physician.
10. Employees must obtain permission from their supervisors when it becomes necessary to leave their work areas during working hours.
11. Employees must accurately record their working time, and employees may not record work time of other employees.
12. Employees are expected, whenever possible, to respond to work assignments outside of regularly scheduled hours as may be necessary to provide essential staffing or support services.
13. Because of the large volume of hospital business transacted by telephone, outgoing personal telephone calls are not permitted on University telephones; and, the number of incoming calls must be limited to those of an urgent nature.<sup>1</sup>
14. Employees must make all packages, handbags, purses, totebags, briefcases, shopping bags or other containers being brought into or taken from the University buildings available for inspection upon request by supervisors or the Public Safety Department.
15. Employees should assist in keeping University equipment, buildings and grounds clean, orderly and in good condition, and should avoid creating or contributing to unsanitary or unsightly conditions.
16. Employees in certain positions are expected to wear prescribed uniforms while on duty. Department directors are responsible for informing employees of specific requirements.
17. Employees are strictly forbidden from sleeping on the job, except while on on-call status.
18. Employees are strictly forbidden from stealing, misappropriating or removing from University premises any property belonging to patients, visitors, students, contractors, or other employees of the University. This includes the removal of University property that has been discarded, and sample products.
19. Employees must not enter inaccurate or false information on any University or hospital records, including patient records, time records, employment applications or other personnel records.

20. Employees must not, under any circumstances, bring unauthorized firearms or weapons of any kind onto the University premises.
21. Employees must always use or operate University property and equipment in a safe and proper manner. Making equipment inoperative or failing to use safety devices can result in injuries to employees or others.<sup>2</sup>
22. Employees should not engage in horseplay, scuffling, running, throwing objects, or immoral or indecent behavior on the University premises.
23. Employees may engage in solicitation and/or distribution of printed or written material or posting and/or removal of notices or signs **only** when permitted or authorized in advance to do so.
24. Employees must observe safe work practices and published safety rules.
25. Employees may smoke only in designated areas.<sup>3</sup>
26. Employees are expected to know and observe established fire and emergency procedures.
27. Employees should not have other employees or guests visit them in work areas.
28. Employees who are not on duty should not be on the University premises, except for valid reasons.
29. Employees must not commit any criminal act on the University premises, or against employees, patients, visitors or students.
30. Employees, when purporting to represent the University, must accurately and honestly represent themselves and their positions to patients, visitors, students, other employees and the general public, and must not use another employee's identification badge.
31. Employees should use only authorized University entrances and exits.
32. Employees should use UAMS property for authorized purposes only.

**REFERENCE**

<sup>1</sup> UAMS Policy [3.1.03](#)

<sup>2</sup> UAMS Policy [11.4.01](#) and UAMS Policy [11.4.15](#)

<sup>3</sup> UAMS Policy [3.1.01](#)



## UAMS ADMINISTRATIVE GUIDE

**NUMBER: 11.1.07**

**DATE: 07/01/91**

**REVISION:**

**SECTION: CAMPUS OPERATIONS**

**AREA: GENERAL**

**SUBJECT: BOOKSTORE SERVICES**

### PURPOSE

The purpose of this policy is to notify departments within the University of Arkansas for Medical Sciences (UAMS) of the procedures for effective use of the UAMS Bookstore and its available services.

### PROCEDURE (GENERAL)

1. The UAMS Bookstore is a source for all students, faculty, and staff of UAMS, as well as Arkansas physicians, who wish to obtain medical textbooks and equipment, reference materials, supplies and gift items.
2. The Bookstore is open Monday through Friday, 8:00 a.m. to 4:00 p.m., and is located on the ground floor of the Jeff Banks Student Union. The telephone number is 686-6160, the Fax number is (501) 686-5905, and the mail slot number is Slot 565. All messages or orders to the Bookstore must be clearly labeled.

### PROCEDURE (TEXTBOOKS AND SPECIAL ORDERS)

3. Faculty members requesting textbooks from the UAMS Bookstore must submit [Textbook Authorization Forms](#) at least two months prior to the first day of class. Classes offered on a regular semester schedule should have textbooks ordered by June 1st for the Fall semester and October 15 for the Spring semester. The Bookstore will distribute a reminder memo and blank [Textbook Authorization Forms](#) to faculty members at least six weeks prior to the due date of completed textbook authorizations. Additional blank [Textbook Authorization Forms](#) and [Desk Copy Order Forms](#) are available in the Bookstore.
4. Books may be special ordered by using [Special Order Book Forms](#) available in the Bookstore. Orders can be placed in person, by telephone, by Fax or through mail correspondence. Orders require a fifty percent (50%) down payment at the time of order. Down payments will be forfeited if the order is canceled by the requesting customer. If the order is cancelled by the publisher, the full down payment will be refunded.
5. The University Bookstore will sell textbooks through Interdepartmental Transfers to all UAMS departments at a five percent (5%) discount. Any other item(s) or supplies may also be purchased through Interdepartmental Transfer but will not be subject to the 5% discount. Items available through state contract or through the Stockroom cannot be purchased through Interdepartmental Transfers. When ordering items through Interdepartmental Transfers be sure to include a contact person and their extension number.

### PROCEDURE (OTHER ITEMS)

6. The UAMS Bookstore will have specialized supplies available for the various colleges' students, if the Bookstore manager is notified in writing at least two months prior to the students' need for these supplies. If special supplies are needed during the semester, the Bookstore manager will obtain these supplies as quickly as possible.
7. Faculty wishing to sell syllabi for their classes may do so through the Bookstore. A small handling fee will be added to the printing cost of the syllabi when it is sold to the students. Departments will receive reimbursement for their printing charges by way of Interdepartmental Transfers based on semester sales of the syllabi.

### PROCEDURE (COSTS)

8. Prices for textbooks in the UAMS Bookstore are based on individual publisher's suggested retail price and include a charge for shipping and handling. An appropriate discount on books is offered to all UAMS students, faculty, and staff and employees who present their [UAMS Identification Badge](#).
9. Personal Checks will be accepted for the amount of purchase when proper identification is presented. Return checks are processed through a collection agency. All inquiries regarding returned checks must be addressed to the UAMS Treasurer's office. Visa, and

Mastercard will also be accepted for purchases.

- Health checks issued by the UAMS Blood Bank can be used to purchase any item in the UAMS Bookstore.

### PROCEDURE (REFUNDS)

- Books may only be returned within two weeks after the purchase date as printed on the register receipt. No refunds will be made after that two week period.
- Any item returned for refund or exchange (within two weeks following the purchase date) must be accompanied by a cash register receipt. Refunds for books returned after five working days are reduced by twenty percent (20%) unless accompanied by a signed statement from the college stating that the student has dropped the course.
- Refunds or exchanges on items besides textbooks will be handled on a case by case basis.

## TEXTBOOK AUTHORIZATION FORM INSTRUCTIONS

### GENERAL INFORMATION

The [Textbook Authorization Form](#) is sent to faculty members six weeks prior to their due date, which is at least two months prior to the first day of class. Additional copies are available in the Bookstore.

### COMPLETING THE FORM

Check the appropriate space indicating the semester and level for which authorization is requested.

- College:** Enter the name of the college requesting authorization of the textbook.
- Estimated Enrollment:** Enter the estimated number of students enrolled.
- Faculty Name & Ext.:** Enter the name and telephone extension of the faculty member making the request.
- Course Title/Number:** Enter the complete name and number of the course for which the requested books will be used.
- Date:** Enter the date of this authorization request.

### REQUIRED BOOKS/SUPPLIES/EQUIPMENT

These blanks are reserved for the listing of only those books, supplies and equipment that are **required** for a particular course. Use these blanks for listing textbooks, as well as supplies and equipment.

- Primary Author:** Enter the primary author of the textbook being requested. **NOTE:** Only current editions are available. Old and out of print titles cannot be ordered.
- Title/Edition/Year:** Enter the complete title, edition, and copyright year of the text book being requested.
- Publisher:** Enter the name of the textbook's publisher.

### RECOMMENDED BOOKS/SUPPLIES/EQUIPMENT

These blanks are reserved for the listing of only those books, supplies and equipment that are **recommended** for a particular course. Follow the same steps as in 6-8 above to complete this section.

## DESK COPY REQUEST FORM INSTRUCTIONS

### GENERAL INFORMATION

The [Desk Copy Request Form](#) is used to request a desk copy of a book previously ordered for a specific course. Publishers and bookstores prefer that instructors write directly to the publishers for desk copies.

### COMPLETING THE FORM

- Date:** Enter the date that this request is made.

2. **To:** Enter the full name of the publisher's street address, and the publisher's city, state and zip code.
  3. **Your Book:** Enter the complete title and edition of the book requested, and indicate the author.
  4. **Publisher's Book Number:** Enter the ISBN if known.
  5. **Required of Recommended:** Check the appropriate space indicating whether the book is required or recommended for the course.
  6. **Course Number and Title:** Enter the complete number and title of the course.
  7. **Number and Name of Bookstore:** Enter the total number of copies that was ordered, and enter the name of the bookstore with which the order was placed.
  8. **Date:** Enter the date which the order indicated above was placed.
  9. **Name/Rank:** Enter the name and rank of the requesting instructor.
  10. **Department:** Enter the name of the department making the request.
  11. **School:** Indicate the school that is making the request.
  12. **Address:** Enter the complete street address, city and state of the school making the request.
- 

### SPECIAL ORDER BOOK FORM INSTRUCTIONS

#### GENERAL INFORMATION

Books may be special ordered by using [Special Order Forms](#) available in the Bookstore. A fifty percent (50%) down payment is required at the time of the order. Down payments will be forfeit if the order is cancelled by the requesting party. If the order is cancelled by the publisher, the full down payment will be refunded.

#### COMPLETING THE FORM

1. **Name:** Enter your name.
2. **Author:** Enter the full name of the author(s).
3. **Title:** Enter the complete title of the book requested.
4. **ISBN:** (International Standard Book Number) Enter the name of the publisher, since ISBN is not usually known.
5. **Date Ordered:** Leave this space blank.
6. **Price:** Enter the price of the book requested.
7. **Date Paid:** Enter the date that the down payment was made.
8. **Amount Paid:** Enter the amount of the down payment, and check the appropriate blank indicating the method of payment. If the method of payment is a credit card, then enter the credit card number.
9. **Signature/Date:** Enter your signature and the date signed.



## ***UAMS ADMINISTRATIVE GUIDE***

**NUMBER: 11.1.06**

**DATE: 10/15/96**

**REVISION:**

**SECTION: CAMPUS OPERATIONS**

**AREA: GENERAL**

**SUBJECT: CAMPUS MOTOR POOL VEHICLE CHECKOUT**

### **PURPOSE**

The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the uniform procedures to be followed for the check out of vehicles assigned to the UAMS motor pool. A limited number of vehicles of various types are available for use on a first come, first serve basis. Vehicle use charges vary and are determined by type of vehicle, mileage driven, or by a minimum charge. Exact rates can be obtained by calling extension 66896. During times other than normal duty hours, a vehicle will be available for emergency situations only.

### **PROCEDURE**

1. Departments requiring use of a motor pool vehicle during normal working hours (7:30 a.m. - 4:00 p.m. Monday through Friday) must visit the Physical Plant Warehouse, Room #G505, to prepare the Vehicle Release Forms and to pick up the keys. Departments must provide an account number to be charged for use of the vehicle, and an authorized signature indicating department approval of the indicated method of payment.
2. Upon completion of the Vehicle Release Forms, Physical Plant Warehouse personnel will provide keys, credit cards (when appropriate), and the vehicle location to the authorized requesting department employee. Upon return of the vehicle, the employee must record the speedometer/odometer reading in the space provided on the release form.
3. Reservations for use of motor pool vehicles can be made in advance by calling extension 66896. Cancellations should be made immediately upon discovering the vehicle no longer will be required.
4. Departments requesting vehicles for out-of-state use must submit a memo to the Chancellor for approval.
5. Departments requiring additional information or assistance concerning motor pool vehicles should call Physical Plant Maintenance Control at extension 65400 or the Motor Pool Office at extension 66896.

### **PROCEDURE (EMERGENCY/AFTER HOURS USE OF MOTOR POOL VEHICLES)**

6. Departments requiring a motor pool vehicle for emergency use, on workdays after 4:00 p.m., or on weekends and holidays must visit Physical Plant Central Control, Room #G166 to complete the Vehicle Release Forms and to pick up the keys. The vehicle will normally be a van or pick-up truck. Upon completion of the Vehicle Release Forms, Physical Plant Central Control will provide the keys, credit cards (when appropriate), and the vehicle location to the authorized requesting department employee.
7. Employees using a motor pool vehicle during emergencies and after normal work hours will be responsible for returning the vehicle to its original location. In the event the original parking space is not available upon return, the employee should park the vehicle in another space and indicate the new location of the vehicle on the back of the Vehicle Release Form. Upon return of the vehicle, the employee must also record the speedometer/odometer reading in the space provided on the release form.
8. Physical Plant Central Control will forward all completed Vehicle Release Forms for emergency use of vehicles to Vehicle Control at the beginning of the next duty day. Vehicle Control will be responsible for billing the appropriate department account for use of the vehicle.
9. Departments requiring additional information or assistance concerning the use or release of a motor pool vehicle after duty hours should call Physical Plant Central Control, extension 66424.



## UAMS ADMINISTRATIVE GUIDE

**NUMBER: 4.2.08**

**DATE: 09/01/00**

**REVISION: 07/01/03**

**SECTION: HUMAN RESOURCES**

**AREA: COMPENSATION**

**SUBJECT: CAREER SERVICE RECOGNITION AWARD**

### PURPOSE

The University of Arkansas for Medical Sciences (UAMS) recognizes its employees who have completed ten or more years of service. The purpose of this policy is to inform all departments within UAMS of information concerning the career service recognition bonus award for its employees.

### POLICY

UAMS follows the guidelines established in State law<sup>1</sup> and policies of the Office of Personnel Management (OPM)<sup>2</sup> for awarding annual bonus payments to staff employees based on ten or more years of service to the State of Arkansas. All non-faculty employees, Classified, Non-Classified Patient Care, Administrative, and non-tenure track academic, are eligible for the bonus, payable yearly on their anniversary date for service in a regular full-time position on the following basis:

WHOLE YEARS OF SERVICE	AMOUNT
10 through 14 years	\$300
15 through 19 years	\$400
20 through 24 years	\$500
25 or more years	\$600

All periods of full-time service in non-faculty positions will be counted, including:

- service at other State agencies and institutions
- periods of authorized leave where no break in service occurred
- leave for military service where re-employment rights were exercised
- periods of "lay off" or reduction in force due to financial reasons and where the employee resumed service within one year, and
- partial years of service

Service in a student or temporary position, service as a resident or service in a post doctoral fellow or a tenure-track faculty position is excluded from the years -of-service calculation.

Payments under this program are subject to withholding of Federal, State, and FICA taxes. Normal deductions to the University's optional retirement program are made, where applicable; bonus amounts are not included in formulas for calculating retirement benefits under PERS.<sup>3</sup>

The Office of Human Resources (OHR) is responsible for verifying the length of service in full-time positions, for authorizing and paying amounts as stated, and for maintaining records.

General instructions for the use of SAP/HR (Infotype 0050) are found in the manual "Personnel Administration for Department Users", at the UAMS Enterprise website. Specific information about Career Bonus process is found in the BPP, "Career Service Bonus and Reporting", also at the enterprise website. See <http://intranet.uams.edu/enterprise/>

### PROCEDURE

1. OHR will verify service from computerized reports of those initially eligible employees, according to the "adjusted date of State service" in their anniversary month. A "Career Service Date" will be established.
2. A program for Career Service Bonus payments is run each month in Human Resources: this produces a "wage type" of "1027" which

can be seen on infotype “One-Time Payments Off-Cycle (infotype 0267), found on infotype 0000 “Display HR Master Data”, under the tab “Payroll Data”. A history of payments can be viewed by clicking the “mountain” icon for “overview”.

3. Payment is made by a separate check or direct deposit, which are distributed to the employee through normal department payroll distribution near the end of each month.
4. Bonus payments are charged to a UAMS account when the employee is paid from State Funds (111 or 113). Expense for employees paid from other funds is charged to the normal “cost distribution” found on infotype 0027 at the time of the payment. Employees paid by a mix of “state” and “other” funds will be paid initially from the 0027 cost distribution, with a Budget Office credit back to the department budget for 111 and 113 funds charged to the department.
5. Employees inadvertently omitted from the Bonus payroll will be paid on the next bonus payroll cycle.
6. Questions regarding Career Service Recognition Bonus Payments should be addressed to OHR at 686-5650.

#### **REFERENCES**

<sup>1</sup> Act 882 of 1989 and Act 556 of 1991

<sup>2</sup> AHRMS, OPM Policy, Section 150

<sup>3</sup> UAMS Policy [4.1.06](#), Disability Insurance



## UAMS ADMINISTRATIVE GUIDE

**NUMBER: 4.2.02**

**DATE: 09/01/00**

**REVISION: 07/01/2003**

**SECTION: HUMAN RESOURCES**  
**AREA: COMPENSATION**  
**SUBJECT: COMPENSATORY TIME**

### PURPOSE

The purpose of this policy is to notify employees of the University of Arkansas for Medical Sciences (UAMS) of procedures to be followed for compensatory time. UAMS is authorized, under a 1986 amendment to the Fair Labor Standards Act (FLSA), to grant its employees compensatory time off in lieu of overtime payment.

General instructions for the use of SAP/HR (Infotype 0050) are found in the manual "Personnel Administration for Department Users", at the UAMS Enterprise website: <http://intranet.uams.edu/enterprise/Manuals.htm>

### POLICY

Employees who hold positions which are non-exempt ("hourly") under FLSA must be compensated for excess hours worked. For employees who work 40 hours per week, overtime is considered to be any hours worked in excess of 40 hours in a workweek. Employees who are exempt ("salaried") under FLSA are not required to receive overtime or compensatory time off. Compensatory time should be used to compensate for overtime whenever possible. Under State Law, cash payments may be paid to UAMS employees only in critical circumstances.

"Non-exempt" means "hourly", a designation which is found in the field "Employee subgroup" on most SAP/HR on most infotypes, with the data "Full time / hourly", "Part time / hourly" or "Temporary / hourly". "Exempt" means "salaried" and appears in the same SAP field as "Full time / salaried", "Part time / salaried", or "Temporary / Salaried"

### PROCEDURE

1. In Accutime (Kronos), hours over 40 in a work week for an "hourly" employee will automatically default to either "comp" or "overtime". This choice is made in SAP/HR on infotype 0050, "Time Recording" in the field "Grp. att./absence". The drop-down choices include the designation "OT" or "COMP" which are combined with the minutes to deduct for lunch.
2. Compensatory time off is calculated at a rate of one and one-half times the number of overtime hours worked. For example, an employee who works two hours of overtime in a work week earns three hours of compensatory time off. For employees who routinely clock IN and OUT using Accutime (Kronos), COMPA (comp accrued) is automatically generated when hours worked exceed 40 in a workweek. For employees who do not use clocks, the timekeeper must enter COMPA hours manually into the system. Timekeepers may also move hours from COMPA to OT or from OT to COMPA using the "move" function in Accutime.
3. Compensatory time hours must be tracked manually by the department timekeeper by posting 1.5 hours of future time off for every hour of COMPA earned by the employee. The maximum accrual level of compensatory time allowed by law is 240 hours for 160 hours of COMPA. Public Safety Officers may accrue up to 480 compensatory time off hours for 320 hours of COMPA. Once these maximums are reached, any additional overtime must be paid in cash and posted in Accutime as OT.
4. Employees wishing to use accrued compensatory time hours must make a written request to their supervisor. Supervisors may also determine when comp time must be used and advise the employee to take time-off as designated. When considering compensatory time requests, the needs of the employee must be balanced with the operational needs of the department. Compensatory hours are posted in Accutime (Kronos) as COMPU (comp used). The department timekeeper should manually reduce the "comp balance" of available hours for the employee by the number of COMPU hours posted.
5. Non-Exempt ("hourly") employees who leave UAMS employment are entitled to payment for any accrued, unused compensatory time. Compensatory hours will be paid at the last rate of pay immediately prior to separation, or the average rate of

pay for the three prior years, whichever is greater. Timekeepers should post COMPU hours along with any TERMLV (terminal leave) hours to be paid to the Accutime Timecard Employees requesting further information on compensatory time may contact the Office of Human Resources at 686-5650.

**REFERENCE**

[UAMS Policy 4.2.01, "Overtime Compensation"](#)

[UAMS Policy 4.2.11, "Paying Excess Hours for Exempt Personnel"](#)



## UAMS ADMINISTRATIVE GUIDE

**NUMBER: 4.4.05**

**DATE: 8/10/00**

**REVISION:**

**SECTION: HUMAN RESOURCES**

**AREA: EMPLOYEE RELATIONS**

**SUBJECT: DRUG-FREE WORKPLACE**

### POLICY

The University of Arkansas for Medical Sciences (UAMS) supports the concept of a drug-free workplace, as enacted in the Federal Drug-Free Workplace Act of 1988 and the State of Arkansas Executive Order EO-89-2, issued March 30, 1989. It is the policy of the State of Arkansas, and thereby the University of Arkansas for Medical Sciences, that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in a UAMS workplace or by an employee while on a University assignment is prohibited. However, nothing in this policy precludes the *medical* or *research* use of alcohol or controlled substances. UAMS will not differentiate between drug users and drug pushers or sellers in the applicability or enforcement of this policy.

### PROCEDURE

1. Employees are informed through orientation and published literature about the dangers of drug abuse in the workplace and the UAMS policy of maintaining a drug-free workplace. Also the available counseling, rehabilitative services, and the penalties imposed for drug abuse violations.
2. The UAMS Office of Human Resources will provide all new employees with the *UAMS Drug-Free Awareness Statement* at orientation, and each employee **will** be required to sign the Statement at that time. The Office of Human Resources is responsible for collection and retention of all signed statements.
3. Any UAMS employee who illegally uses, gives, sells, or in any way transfers a controlled substance to another person, or manufactures a controlled substance while on the job or on UAMS premises will be subject to discipline up to and including termination.
4. UAMS recognizes that addiction to drugs represents a disease state and that treatment of such problems is a legitimate part of medical practice. Any employee who recognizes such addiction or problem is encouraged to seek assistance as specified in the UAMS Substance Abuse Policy. Employees will not be disciplined for seeking such help, although disciplinary procedures linked to performance criteria are still applicable.
5. The Drug-Free Workplace Act of 1988 requires contractors and grantees of federal agencies to certify that they will provide a drug-free workplace. The Office of the Vice Chancellor for Academic Affairs and Sponsored Research are responsible for certifying UAMS as a drug-free workplace for all grant and contract employees.
6. The Office of Human Resources will identify all employees working with federal grant or contract funds and will provide each employee with a copy of this policy and the *UAMS Drug-Free Awareness Statement* (Page 3). As a condition of employment on such a grant or contract, the employee must abide by the terms of the Statement.
7. Grant and contract employees must notify their supervisor *and* the Office of Research Administration of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction. The Office of the Vice Chancellor for Academic Affairs and Sponsored Research will be responsible for notifying the appropriate granting agency when a violation of a criminal drug statute by such employee has occurred on UAMS premises.

### DEFINITIONS

1. The term "**conviction**" shall mean a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court, or other court of competent jurisdiction.
2. The term "**controlled substance**" shall mean any drug listed in Volume 21 of United States Code (U.S.C.) Section 812 or in any other federal regulations. Generally, these are drugs, which have a high potential for abuse, including but not limited to Heroin, Marijuana, Cocaine, PCP, "crack," and "legal drugs" which are not prescribed by a licensed physician.
3. The term "**workplace**" shall mean UAMS property and all places designated for employees during the course of any University affiliated assignment.

### REFERENCE

UAMS Policy [4.4.06](#), Substance Abuse

#### 4.4.05 Drug-Free Workplace

UAMS Policy [3.1.14](#), Drug Testing

UAMS Policy [3.1.09](#), Employee Assistance Program



## UAMS ADMINISTRATIVE GUIDE

**NUMBER: 4.2.11**

**DATE: 09/01/00**

**REVISION: 07/01/2003**

**SECTION: HUMAN RESOURCES**

**AREA: COMPENSATION**

**SUBJECT: PAYING EXCESS EFFORT HOURS FOR EXEMPT NON-CLASSIFIED PERSONNEL**

### PURPOSE

UAMS recognizes the commitment and dedication made by "exempt" ("salaried") personnel (see Definitions, Policy 4.2.01) in the successes of all units, departments, and divisions. While there is no legal obligation to pay for overtime or for excessive effort, the State of Arkansas allows payment to non-classified exempt employees where the institution establishes uniform conditions, as outlined in this policy.

### PROCEDURE

1. Non-classified employees who occupy "exempt" ("salaried") positions are not legally entitled to "overtime" or payment for hours in excess of the normal work schedule, according to the Federal Fair Labor Standards Act (FLSA). SAP/HR field "Employee subgroup" appears on most infotypes as "Full Time/Salaried", "Part Time/Salaried", or "Temporary/Salaried".
2. A department head may credit an employee with "excessive effort" when such work meets all of the following criteria: effort".
  - The employee was directed to perform necessary tasks outside the normal hours of work.
  - The work was of short duration and was not a routine and on-going assignment.
  - The work is not routine supervisory work (applies only to exempt supervisor).
3. At such time when it appears that compensatory time off is not practical; the department head may recommend that "excessive effort" (remaining after all attempts at compensatory time off) be paid in the following manner:
4. When all approvals are obtained, the department will send the memorandum or email to the Office of Human Resources, who will load into SAP/HR for payment as a "one time payment off-cycle". A payment separate from normal monthly pay will be issued.
  - a. The department head will submit a memorandum or email stating the reason(s) for the excessive effort and the reason(s) time off was not applied, together with the amount of payment requested. Since these are "salaried" employees, the amount of pay cannot be stated as or paid as a number of hours worked or hours times an hourly rate of pay: a rounded "value" of the service must be stated.
  - b. The division executive (Dean, Vice Chancellor, or Executive Director) and the Office of Human Resources must approve the recommendation. Where the "excess effort" was worked in a division different from the employee's division (or where funding is provided by another division), both division executives must agree to the payment. NOTE: some division executives require that you gain their approval prior to assigning the extra work which generates the "excess effort"
5. Payments will be charged to normal salary accounts, unless the department specifies the cost center or WBS element to bear the expense: only one account may be charged for each payment.

### REFERENCE

General instructions for the use of SAP/HR (including the field "employee subgroup") are found in the manual "Personnel Administration for Department Users", at the UAMS Enterprise website: <http://intranet.uams.edu/enterprise/Manuals.htm>



## UAMS ADMINISTRATIVE GUIDE

**NUMBER: 4.2.03**

**DATE: 09/01/00**

**REVISION: 07/01/2003**

**SECTION: HUMAN RESOURCES**  
**AREA: COMPENSATION**  
**SUBJECT: FLEX SCHEDULES**

### PURPOSE

UAMS has established the hours of operation for the institution and delegated to its department heads the authority to establish hours of work and to assign working hours for each employee based on the operational needs of the department.

### POLICY

Department heads are encouraged to balance operational needs with the needs of the employees, including the privilege of establishing mutually agreeable non-traditional start and stop times, commonly termed "flextime." Departments must adhere to the Federal Fair Labor Standards Act (FLSA) in the payment for time worked for nonexempt ("hourly") personnel<sup>1</sup>, and to the rules on shift differential payment.<sup>2</sup>

Except in case of an emergency, changes in the routinely assigned work schedule should be communicated to the employee at least two weeks prior to the change.<sup>3</sup>

### PROCEDURE

1. Departments should define and publicize standard hours of operation and normal schedules of work for employees.
2. The concept of "flexible hours" generally involves the staggering of the start and stop times for various staff while still accomplishing the mission and workload. For example, a normal office schedule of 8:00 a.m. to 5:00 p.m. with an hour lunch could be flexible by allowing individuals to work 7:00 a.m. to 4:00 p.m., 7:30 a.m. to 4:30 p.m., 8:30 a.m. to 5:30 p.m. or 9:00 a.m. to 6:00 p.m. Flexible hours in other environments might mean shifting staffing patterns to coincide with heavier workload of patients, students, or other work, while scheduling fewer people during the lighter portions of the day or week. These might result in weekend only schedules, 4-day workweek, 12-hour days and the like.
3. A department wishing to establish flexible work hours or shifts should generally allow employees to volunteer to work such hours/shift prior to involuntary assignment. Involuntary assignment must follow the two-week notice rule, as mentioned above.
4. An employee wishing to work flexible hours or otherwise change the hours of work should make a proposal to the immediate supervisor or department head, including any benefit for the department of such a schedule change.
5. The agreement should be committed to writing so that there will be no misunderstanding regarding tardiness or absenteeism.
6. The department head may limit the privilege of flexible hours based on the operational needs of the department or on any misuse of the privilege by the employee.
7. Questions regarding flexible schedules and their impact on FLSA overtime rules, shift differential or other issues should be addressed to OHR at 686-5650.

### REFERENCES

<sup>1</sup> [UAMS Policy 4.2.01, "Overtime Compensation"](#)

<sup>2</sup> [UAMS Policy 4.2.04, "Shift Differential"](#)

<sup>3</sup> [UAMS Policy 4.3.02, "Definition of Workday, Work Shift, and Pay Periods"](#)

GARNISHMENT AND SALARY LIENS

Any University employee is legally subject to having wages and/or other amounts due from the University seized by a court order of garnishment or by a governmental lien. The University is required to comply with an order of garnishment only where it is issued after a legal judgment has been entered against the employee-debtor. Governmental liens such as those arising from claims for unpaid taxes and from bankruptcy claims must also be honored.

When the University receives such court order or lien, it must pay over the appropriate amount to the clerk of the court or to the governmental agency. Your defenses should be made to them.

For garnishments against compensation due an employee, federal law restricts the amount which may be seized for any one work week to 25% of disposable earnings or the amount by which disposable earnings exceed thirty times the federal minimum hourly wage, whichever is less. (Computation for a month is based upon 4-1/3 work weeks.) Disposable earnings are earnings remaining after deductions required by law to be withheld. These restrictions do not apply where the seizure is one of the following types: (a) court order for support of a person; (b) court order of bankruptcy under Chapter XIII of the Bankruptcy Act; (c) debt due for State or Federal taxes; or (d) amount due employees by University is other than compensation for personal services.

The University has a concern when an employee has a garnishment or salary lien issued against him and served upon the University. A substantial amount of administrative time and expense is involved for the University in processing such court orders and liens.

Upon receipt of two orders of garnishment, two salary liens, or a combination of one of each type of seizure against the salary of a University employee during any period of twelve months, dating from the receipt of the first such order, grounds shall be deemed to exist for termination of such employee according to regular University procedures. For this purpose, multiple garnishment orders arising from the same debt or same judgment shall be treated as a single garnishment, and multiple assertions of salary liens arising out of the same bankruptcy order or same debt for taxes due the same governmental unit shall be treated as a single salary lien.

The University official responsible for responding to judgments of garnishment and liens shall notify the chief administrative officer on his campus when two orders are received against an employee within a twelve-month period.

October 27, 1976



## ***UAMS ADMINISTRATIVE GUIDE***

**NUMBER: 4.3.09**

**DATE: 07/01/91**

**REVISION:12/17/03**

**SECTION: HUMAN RESOURCES**  
**AREA: PAYROLL**  
**SUBJECT: GARNISHMENT AND SALARY LIEN PROCEDURE**

### **PURPOSE**

The purpose of this policy is to notify departments within the University of Arkansas for Medical Sciences (UAMS) of the procedures in place to comply with child support orders, garnishment orders and tax liens.

### **POLICY**

The University of Arkansas for Medical Sciences is legally bound to act in response to all court orders and federal tax levies seeking to seize employee earnings. Notices of liens for back taxes, for child support, garnishments, etc. will be processed by the payroll office. The payroll office is responsible for institutional compliance honoring all such legal judgments or government liens.

### **GARNISHMENTS**

#### **Included in this section:**

#### **Bankruptcy, Orders for back taxes except from the IRS, Student Loans and Child Support**

- (1) Upon receipt of all garnishment documents, the payroll office will prepare an answer providing the requested information to the court or other authority.
- (2) The payroll office will notify the affected employee of the amount of the garnishment by campus mail.
- (3) The payroll office will begin payroll deductions from the employee and transmit them per the court order.

### **IRS SALARY LIENS**

- (4) Upon receipt of a *Notice of Levy on Wages, Salary or Other Income* from the Internal Revenue Service, the payroll office will forward a copy to the affected employee for information concerning exemption and withholding information. The employee will be sent two notices, one by Campus Mail and one by certified mail to the employee's home address.
- (5) Upon determination of appropriate exemptions, the payroll office will calculate the proper amount to be deducted and will process a payroll deduction. The deduction may be cancelled only by a written release of lien from the IRS.
- (6) The payroll office will transmit the payroll deduction check as directed by the IRS.



## UAMS ADMINISTRATIVE GUIDE

**NUMBER: 11.1.04**

**DATE: 8/25/00**

**REVISION:**

**SECTION: CAMPUS OPERATIONS**

**AREA: GENERAL**

**SUBJECT: KEY REQUESTS/TRANSFERS**

### PURPOSE

The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the uniform procedures for requesting and managing keys for faculty and staff of the University.

### POLICY

All facility keys remain the property of UAMS and are controlled by the Office of the Director of Physical Plant. The security of UAMS facilities is dependent upon responsible department authorization and the appropriate control and use of keys by faculty and staff. Lost or stolen keys must be reported immediately to the 1) UAMS Police Department, 2) department Dean or Director, and 3) Physical Plant Department. The indiscriminate loaning of keys is prohibited.

### PROCEDURE

1. **Physical Plant Key Office Hours:** The Physical Plant Key Office hours are as follows:

7:30 am – 9:00 am

11:30 am – 12:30 pm

3:00 pm – 4:00 pm

2. **Requesting Keys:** Departments requesting keys for faculty or staff must submit a key request card. Key request cards may be mailed to the Physical Plant Key Office at slot 579, or delivered directly to the key office. There is also a drop box at the key office service window.

Key request cards must be filled out completely and have an department authorized signature. Cards with incomplete data will be returned to the department.

Key request cards can be obtained from the Physical Plant Key Office or the Physical Plant Materials Management service window, both of which are located on the ground floor of the Physical Plant.

3. **Receipt of Keys:** To pick up keys, faculty or staff must display their UAMS identification badge at the Physical Plant Key Office and sign & date the key request card. Keys may not be picked up by proxy.
4. **Transferring Employees:** Key transfers to other employees are not permitted. All keys must be returned to the Physical Plant Key Office by the person to whom they were issued. Keys can then be issued to another employee, in accordance with this policy and procedure. It is the department's responsibility to ensure that transferring employees return all keys.
5. **Terminating Employees:** Terminating faculty or staff shall return all keys to the Physical Plant Key Office as a part of the clearance procedure. Faculty or staff will be charged for all unaccounted keys. The key office will not sign off on the clearance form until all keys and access cards have been returned or appropriate charges have been paid. The person's department shall not sign off on the clearance form until the person has appropriately cleared through the key office. If faculty or staff does not pay for unaccounted keys, the authorizing department will be charged.
6. **Lost or Stolen Keys:** Faculty or staff must report lost or stolen keys immediately to 1) the UAMS Police Department, 2) department Dean or Director, and 3) the Physical Plant Department. Faculty or staff will be charged for all lost or stolen keys, or the person's department may take responsibility for paying the charges. Key requests cards for replacement of lost or stolen keys must be

## 11.1.04 Key Requests/Transfers

accompanied by the UAMS Police report and either cash, check, or a work order to pay the charges.

A department may be charged the total cost of re-keying an entire area, department, or building, if it becomes necessary because of a breach of security resulting from lost or stolen keys.

7. **Worn or Broken Keys:** Worn or broken keys will be replaced at no charge if all parts of the key are returned to the Physical Plant Key Office. The physical plant locksmith can extract a portion of the key that remains in the keyway.
8. **Key Levels:** The level of keys for UAMS facilities is Operational, Sub-Master, Master, Physical Plant Master, and Great Grand Master.
  - **Operational.** The designated representative of the respective department or area must approve all operational key requests.
  - **Sub-Master.** The designated representative of the respective building must approve all sub-master key requests.
  - **Master.** The designated representative of the respective building and the Executive Director of Campus Operations or Director of Physical Plant must approve all building master key requests.
  - **Physical Plant Master.** The Director of Physical Plant must approve all PPM key requests.
  - **Great Grand Master.** Only the Executive Director of Campus Operations or Director of Physical Plant can approve the issuance a GGM key.

9. **Key Charges:** Operational \$10.00

Sub-Master \$15.00

Master \$25.00

Great Grand Master \$50.00

10. **Restricted Access:** Departments requesting doors, locks, pad locks, or combination locks not keyed to the UAMS master system must first obtain permission from the Executive Director of Campus Operations. In addition, the department must provide a key or the combination to UAMS Campus Police.

The Physical Plant Key Office can provide a standard V-Series combination door lock with the combination selected and kept confidential by the department, which can only be overridden with a GGM key.

11. **Authorized Signatures:** Authorized signature forms are kept on file in the Physical Plant Key Office. Keys will not be issued if a key request card does not have an authorized signature matching these records. The key office should be notified of changes regarding department authorized signatures, in order to keep these records current. The key office may periodically request departments to submit current authorized signature forms.
12. **Key and Access Card Audits:** The Physical Plant Key Office periodically conducts key audits to ensure that accurate records are maintained. Departments will be charged for any unaccounted keys discovered by an audit.

**Sample Key Authorization & Request Card:** Key request cards are available at the Physical Plant Key Office or Materials Management window, both of which are located on the ground floor of the Physical Plant.

### UAMS Key Authorization & Request

Campus Policy 11.1.04

\_\_\_\_\_  
Keyholder Last Name (print)

\_\_\_\_\_  
First Name (print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Mail Slot

\_\_\_\_\_  
Building/Department for which key is requested

\_\_\_\_\_  
Room No. (or Key No.)

\_\_\_\_\_  
Requesting Department (print)

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Department Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Keyholder Signature (sign when key is received)**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**



## UAMS ADMINISTRATIVE GUIDE

**NUMBER: 4.5.15**

**DATE: 10/01/00**

**REVISION: 05/05/2003**

**SECTION: PERSONNEL SERVICES**  
**AREA: EMPLOYMENT**  
**SUBJECT: PERSONAL DATA CHANGE**

### POLICY

Any change involving an employee's personal or biographical information requires appropriate notification be made to the Office of Human Resources or the employee's department business office. This notification will be made by the employee updating *An Employee Personal Data Change form*.

### PROCEDURE

1. A New Employee Data Sheet for all new employees will be completed by the employee at orientation or at time of sign-up onto payroll<sup>[1]</sup>
2. Current employees wishing to make changes to their personal data must complete the Employee Personal Data Change form and submit it to the employee's department business office or the Office of Human Resources. The department business office may key the changes directly into SAP. If an employee is changing their name, then the Employee Personal Data Change form must be forwarded to the Office of Human Resources who will input the change into SAP.
3. The employee is responsible for the accuracy of all employee personal data. Improperly completed forms will be returned to the employee for correction.
4. The Personal Data Change form will change your records for UAMS email, phone directory, QualChoice, Delta Dental, Fidelity and TIAA-CREF. It will not, however, change your records with the credit union, Patient Business Services or MCPG.

## **1 UAMS Procedure 4.7.01 – New Employee Orientation**

### Employee Personal Data Change

**please type or print**

Your Name: (as currently shown in our records) \_\_\_\_\_

Your Employee #: \_\_\_\_\_

(SAP or Social Security #) \_\_\_\_\_

Daytime Phone #: (should we need to contact you) \_\_\_\_\_

New Name:	
New Home Address:	<hr/> <hr/> <div style="display: flex; justify-content: space-between; width: 100%;"> <span>city</span> <span>state</span> <span>zip</span> </div>
New Home Phone Number:	
Emergency Notification:	Name: _____ Address: _____ _____ Phone: _____ Relationship: _____
Other Miscellaneous Personal Changes:	

**Your Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

Thanks for updating your records! Return this form to the Office of Human Resources, # 564

–fax 603-1318



## **UAMS ADMINISTRATIVE GUIDE**

**NUMBER: 4.5.18**

**DATE: 08/18/95**

**REVISION: 06/01/2005**

**SECTION: HUMAN RESOURCES**

**AREA: EMPLOYMENT**

**SUBJECT: EMPLOYMENT MEDICAL SCREENING**

### **PURPOSE**

The purpose of this policy is to minimize potential exposure to infectious disease for all UAMS employees, students, volunteers, patients, and visitors. UAMS strives to ensure all employees can perform the essential functions of their jobs with reasonable accommodation, and without undue risk of injury to themselves, their co-workers, or UAMS patients. To accomplish these goals, all UAMS employees are required to complete an initial medical screening and an annual, limited, screening which will be conducted twelve months following the date of their previous screening.

### **POLICY**

The employee medical screening is performed within thirty-one calendar days of the date of hire for all new employees. Annual (limited) medical screenings are required for employees during the duration of their employment with UAMS. The new employee medical screening and annual medical screenings are a condition of employment with UAMS. Supervisors are required to allow "released, paid time" from work for an employee to fulfill this requirement.

All newly hired employees who attend new employee orientation will be scheduled for their medical screening at that time. Those not attending orientation should be scheduled within the first thirty-one calendar days of employment. It is the responsibility of the department head to notify the employee if they are required to attend orientation and complete their Employment Medical Screening.

The initial new employee medical screening will minimally consist of a medical assessment (i.e., blood pressure, listing of known allergies, special job accommodations, and tobacco cessation assistance), review of immunizations (MMR, Hepatitis B, and Tetanus,) history of chicken pox (Varicella,) and the placement and reading of a Tuberculin Skin Test (TST.)

If the new employee has not completed the Employment Medical Screening within thirty-one calendar days from their hire date, the employee's department head will be notified by Student and Employee Health Services (SEHS.) Adherence to the above mentioned policies and procedures for new employees is a condition for employment at UAMS.

Employment Medical Screenings will be conducted for those employees stationed in Pulaski County at either of the two SEHS locations; 1) Student & Employee Health Services clinic located in back of the Family Medical Center (ground level,) or 2) the Satellite Clinic located on the 8<sup>th</sup> floor, Rm8035, of the main hospital. Employees working outside of Pulaski County must be screened, either at one of the two SEHS locations or, with the consent of their supervisor, by making their own arrangements with an AHEC unit or with their private physician. All required documentation must be provided to SEHS within thirty-one calendar days from their date of hire.

Annual medical screenings will minimally consist of a Tuberculin Skin Test (TST.) The employee may supply documented proof of a Tuberculin skin test, (or health card,) obtained within twelve months of their previous annual medical screening date. Employees who have a documented past positive TST reading will complete the *Tuberculosis Screening for Reactors* which can be conducted over the phone by calling the SEHS office at 686-6565. Completed

## 4.5.18 Post Employment Medical Screening

forms may also be returned by mail to SEHS, Mail Slot #530-8.

The nature of an employee's job, location, and patient contact, may dictate the need for additional TB testing. Employees working in high risk areas will be identified by Occupational Health & Safety and their Departmental Manager. The employee will be notified, by their Manager, of their "TB team" status and instructed to receive bi-annual TB screenings.

SEHS will report the results of the new employee and annual medical screening, on an exception basis only. The employee and the employee's Departmental Manager will be notified if the employee fails to meet essential physical requirements or poses a threat to themselves or others.

If an employee disagrees with the medical screening report, they may elect to secure a second opinion at their own expense. Results must be presented to SEHS within two weeks of notification to SEHS of the employee's request for the second opinion.

If the two medical opinions disagree, UAMS Medical Center's Medical Director will make the final determination on the medical status of the employee. The determination of the Medical Director will be reported to the employee and SEHS, in writing, within two weeks following receipt of the second opinion.

If it is determined that special job accommodations are required for an employee to perform their job functions, SEHS will work with Occupational Health and Safety and Human Resources to determine if reasonable accommodations, or performance of job without undue risk of injury to self and others, can be achieved.

Employment may be terminated if the employee cannot perform the essential functions of the job with reasonable accommodation, or if they present an undue risk of injury to themselves or others. The Office of Human Resources will notify the employee and the department in writing of the decision to terminate employment.

All medical records, including the results of all medical screenings, will be maintained by Student and Employee Health Services (SEHS). All employee medical records will be maintained confidentially. A copy of the medical record may be requested by the employee by contacting the SEHS office.

*All physicians, students, and faculty seeking privileges at UAMS must comply with TB testing policies in place for UAMS employees.*

## **PROCEDURE (New Employee Medical Screening)**

### **I. REQUIRED SCREENING:**

#### **TUBERCULIN SKIN TEST (TST):**

All new employees will require a baseline Tuberculin Skin Test (TST.) The new employee may provide documented proof of a TB skin test as long as it has been no longer than twelve months prior to UAMS hire date. This documented TST will count toward one of the two required readings of the baseline TST.

The baseline TST will include a two-step process if the new employee has; 1) never had a TST or has no documentation of TST, or 2) if it has been greater than twelve months since the new employee had a documented, negative, TST reading result. The first TST will be placed at orientation or at the employee's New Employment Medical Screening. The two-step process will require the employee to return within 10 – 21 calendar days for the 2<sup>nd</sup> placement and reading which will then be recorded as the baseline Tuberculin Skin Test.

The baseline TST includes employees with a prior Bacille Calmette-Guerin vaccination (BCG). At the employee's request, a half dose, (two and one-half (2.5) tuberculin units, or 0.05 ml,) may be applied during skin tests for employees with a history of BCG or previous (undocumented) positive reactions. However, the employee must

understand that, if the half dose test results in a negative TST, a second placement of the full dose of 0.10 ml will be required. The results of the 2<sup>nd</sup> placement and reading will be recorded as the baseline TST.

For persons vaccinated with BCG, the probability that a TST with a positive reaction is a result of infection with TB increases; 1) as the size of the reaction increases, 2) as the person encounters persons with active TB, 3) if the employee's country of origin has a high prevalence of TB, and, 4) the length of time between vaccination with BCG and the placement of a TST increases. A positive TST, with a reaction of greater than or equal to 10mm, probably can be attributed to TB infection in an adult who was vaccinated with BCG as a child and who is from a country with a high prevalence of TB.

For new employees, all reported, prior positive Tuberculin Skin Tests must provide documented proof which must include the name and address of provider, date applied, size (in millimeters) of induration, date read, and signature of provider.

Documentation of chest radiography must include the name and address of provider, date performed, interpretation, interpreter's signature, printed or typed name of interpreter, and identification of interpreter's medical specialty (which must be radiology, pulmonology, or infectious disease.)

If no documented proof of a past positive is available, a TST will be placed and read with 48-72 hours. The employee may request the TST be done with one-half dose (2.5 tuberculin units or 0.05ml). If the TST is positive, the reading will then be recorded in millimeters of induration for UAMS baseline records. However, the employee must understand that, if the half dose test results in a negative TST, a second placement of the full dose 0.10 ml, will be required with the results of the 2<sup>nd</sup> placement and reading being recorded as the baseline TST.

Employees with existing medical conditions, which prohibit them from participating in the TST process, should contact SEHS. Arrangements will be made in a confidential manner (with the Department of Health) to complete the annual medical screening requirements.

Employees with an induration of **0 - 4mm** will be recorded as negative.

(A negative test does not rule out the presence of TB.)

Employees with a TST induration **of 5-9mm** will be considered intermediate. Intermediate skin tests will be repeated on the day of 1<sup>st</sup> reading with the 2<sup>nd</sup> placement and reading (recorded within 48-72) as the TST result.

An induration of >5mm may be considered "positive" in the following groups:

- 1) Contact with an active case of TB
- 2) HIV positive persons
- 3) Chest x-rays consistent with old, healed TB
- 4) Recipients of organ transplants, and other immunosuppressed conditions (receiving the equivalent of > 15mg/day of prednisone for > 1 month)

Employees with a TST induration of **10 millimeters or greater** will be referred to the Arkansas Department of Health (ADH) for further evaluation and preventive therapy if indicated. The chest radiography will be performed at the Pulaski County Health Unit and reviewed by a Radiologist at the unit.

The specialist at the ADH will determine whether the employee does/does not have an active case of TB. If no signs of active TB are found, a temporary health card will be issued by the Health Department to the employee. The employee must then provide a copy of the Health Card to SEHS before they are cleared for the workplace.

The Epidemiologist at ADH maintains TB surveillance of UAMS for several situations. They are; a) the occurrence of true TB skin test “*conversions*” or “*active*” TB in employees, b) the occurrence of possible person-to-person transmission of TB and, c) situations in which patients or employees with active TB are not promptly identified and isolated, thus exposing others to TB.

*Conversions* are defined as “an increase in induration of greater than or equal to 10mm over a two-year period.” *Positive TB skin tests* are defined as an induration of greater than, or equal to, 10mm as the Tuberculin Skin Test reading.

Employees with a positive TB skin test reaction are required to have a radiograph which meets with the requirements of the TB Control Officer for the State of Arkansas. The employee can provide documentation that they have completed an adequate course of treatment for latent TB infection along with a negative initial radiograph. This information will be forwarded to the TB Control Officer. **Only** the TB Control Officer for the State of Arkansas, or his designee, may determine the adequacy of a course of treatment, or documentation of treatment, resulting from a positive TST.

Employees who have been determined by the TB Control Officer for the State of Arkansas to have latent TB infection and are receiving preventive treatment, or are unable to, or choose not to accept or complete their preventive treatment, should not be excluded from the workplace.

Employees with radiographic findings consistent with active TB disease will be required to seek additional evaluation and/or treatment to ensure the employee does not pose a risk of TB infection to others. The employee will be notified and instructed to remove themselves from the workplace until, a) a diagnosis of TB is ruled out OR, b) a diagnosis of TB is established, the employee receives treatment, and a determination has been made that the employee is non-infectious. **Only** the Tuberculosis Control Officer for the State of Arkansas, or his designee, may determine the adequacy of a course of treatment or documentation of treatment for an active case of TB disease.

Employees with TB at sites other than the lung or larynx usually do not need to be excluded from workplace if a diagnosis of concurrent pulmonary TB has been ruled out.

The nature of the employee’s job, location, and patient contact may dictate the need for more frequent TB testing. Employees who are exposed to patients with active TB, areas where diagnostic or treatment procedures that stimulate coughing are performed, clinic waiting areas, and emergency departments, are some examples of high risk areas.

Employees who refuse to comply with the required TST will be referred to the Arkansas Department of Health and their supervisor will be notified.

## II. STRONGLY RECOMMENDED IMMUNIZATIONS:

### ALL EMPLOYEES:

#### MEASLES, MUMPS, AND RUBELLA (MMR)

Medical personnel are at higher risk for acquiring measles than the general population. The following **Measles, Mumps, and Rubella (MMR)** vaccine is strongly recommended for employees at UAMS: new employees born in, or after, 1957 will be asked to provide documented proof of the following:

1. Two doses of live measles vaccine on or after their first birthday (at least one month apart)
2. Documentation of physician-diagnosed measles
3. Laboratory evidence of measles immunity (reactive titer)

Persons born in or after 1957, who do not have documentation of vaccination or other evidence of measles immunity, will be asked to receive the MMR vaccination at the time of employment. In addition, birth before 1957 does not guarantee mumps immunity. Therefore, during mumps outbreaks, MMR vaccination will be considered for persons

born before 1957 who may be exposed to mumps and who may be susceptible.

Susceptible personnel who have been exposed should be relieved from direct patient contact from the fifth to the 21<sup>st</sup> day after exposure regardless of whether they received vaccine or IG after the exposure. Personnel who become ill should be relieved from patient contact for seven days after they develop rash.

**Exceptions:** *Pregnancy or anticipated pregnancy within three months following vaccine, previous allergic reaction to the vaccine, persons who have experienced anaphylactic reactions to neomycin, and persons with immune-deficiency diseases and persons with immunosuppression (i.e., leukemia, lymphoma, generalized malignancy, or therapy with alkylating agents, antimetabolites, radiation, or large doses or corticosteroids. Measles vaccine should not be given for at least six weeks to three months, after a person has been given IG, whole blood, or anti-body-containing blood products. Minor illnesses, such as a mild upper-respiratory infection, with or without low-grade fever, are not considered a contraindication for the vaccine.*

**REMINDER:** *Some employees require a 2-step TST.* The MMR vaccine should not be given until the day of placement, or following the reading of, the 2<sup>nd</sup> placement of a 2-step TST. If this is not possible, the TST should be postponed for 4-6 weeks due to the fact that measles vaccination may temporarily suppress tuberculin reactivity.

(CDC. Measles Prevention: Recommendations of the Immunization Practices Advisory Committee (ACIP). MMWR 1989; 38(S-9); 1-18. <http://www.cdc.gov/mmwr/preview/mmwrhtml/00053391.htm>)

## **VARICELLA (CHICKEN POX):**

All employees who have close contact with persons at high risk for serious complications resulting from Varicella must provide a positive history of disease (reliable predictor), documentation of vaccination for Varicella, or laboratory evidence (reactive titer) confirming the presence of Varicella antibodies. Persons at “**high risk**” include; a) premature infants born to susceptible mothers, b) infants who are born at < 28 weeks of gestation or who weigh < 1,000 grams at birth (regardless of maternal immune status), c) pregnant women and d) immunocompromised persons.

Employees and students in high risk areas, who are unable to provide any of the above mentioned requirements, will be asked to comply with serological testing to determine their immune status. Serologic results will be reported to the employee or student. Those employees/students with a "non-reactive" test result will be vaccinated. The vaccination consists of two doses given 4-8 weeks apart.

**Exceptions:** Pregnancy, allergic reaction to neomycin or gelatin, reaction to previous chickenpox vaccine, immunocompromised, steroid treatment, or recipient of blood products during the past five months

(CDC. Varicella Vaccine: FAQs about Health Care Workers, National Immunization Program.)

## **ANIMAL CARE EMPLOYEES:**

All employees in the Department - Lab Animal Medicine (DLAM), are required to have documentation of a current TB skin test, MMR, and Tetanus vaccine. This is a condition of employment in this specific workplace at UAMS.

**Exceptions:** Please refer to contraindications for MMR and Tetanus vaccines.

## **FOOD PREPARERS:**

All employees whose duties involve the risk of directly contracting and spreading the Hepatitis A virus, specifically employees who prepare food for consumption, are required to receive the Hepatitis A vaccine. The Hepatitis A vaccine requires a booster which is recommended six to twelve months from initial immunization.

**Exceptions:** Persons who have reported an allergic reaction to previous Hepatitis A vaccine. Persons who are moderately or severely ill should wait until they recover. Hepatitis A is an inactivated virus and any risk to pregnant women, or the fetus, is thought to be very low.

## HEPATITIS B

All employees will be offered the Hepatitis B vaccine. Generally, employees who are at increased risk for Hepatitis B infection are in locations or occupations where contact with blood from infected patients is frequent. The locations and occupations are as follows:

### LOCATIONS:

Blood bank

Clinical laboratories

Dental clinics

Dialysis wards

Emergency Room

Hematology/Oncology wards

Operating/Recovery rooms

Pathology laboratories

### OCCUPATIONS:

Dentists and dental surgeons

Dialysis technicians

Laboratory technicians

Nurses

Physicians (especially surgeons

and pathologists)

Hospital personnel who do not have physical exposure to blood are at no greater risk than

the general population. Patient contact without physical exposure to blood has not been documented to be a risk factor.

Employees in locations or occupations listed above must have documented proof of completing the vaccine series, laboratory evidence of the presence of antibodies (reactive titer), or they will be required to obtain the three-shot series. Any employee who declines the vaccine must sign a waiver stating that they have been offered the vaccine, but choose not to receive it.

**Exceptions:** Allergic reaction to baker's yeast or a previous Hepatitis B vaccine. Employees who are moderately or severely ill should postpone their vaccine until they recover.

Adapted from Maynard, JE. Nosocomial viral hepatitis. *Am J Med* 1981;70:440. <http://www.phppo.cdc.gov/cdcRecommends/>

## III. ADDITIONAL RECOMMENDED IMMUNIZATIONS:

### TETANUS AND DIPHTHERIA

Employees who have not had a primary series of tetanus and diphtheria toxoids or a booster within the past ten (10) years will be offered this immunization.

**Exceptions:** Allergic reaction to previous Tetanus or any other tetanus and diphtheria vaccine, moderate or severe illness, or pregnancy.

### INFLUENZA

Influenza vaccine will be offered annually to all employees. An influenza vaccine log will be signed by employees

receiving the immunization.

**Exceptions:** Allergic reaction to eggs or to a previous dose of influenza vaccine, or have a history of Guillain-Barre Syndrome.



## ***UAMS ADMINISTRATIVE GUIDE***

**NUMBER: 4.4.06**

**DATE: 09/01/00**

**REVISION:**

**SECTION: HUMAN RESOURCES**

**AREA: EMPLOYEE RELATIONS**

**SUBJECT: SUBSTANCE ABUSE POLICY**

### **PURPOSE**

It is the goal of the University of Arkansas for Medical Sciences (UAMS) to provide the highest quality health care, education and services available. To achieve this goal it is important that administrators, faculty, staff, and students be able to fulfill their respective roles without the impairment caused by intoxication or addiction to alcohol or other drugs.

It is the policy of UAMS to provide a drug-free workplace. To support our goal of a drug-free environment, the UAMS drug testing program has been established and consist of (1) pre-employment drug testing, (2) for cause drug testing, and (3) random drug testing. (See: [3.1.14](#), Drug Testing)

### **POLICY**

1. No employee or student of UAMS may report for their assignments and/or classes impaired by the use of alcohol or following the use of controlled substances.
2. Nothing in this policy will preclude the *medical* or *research* use of alcohol or controlled substances. Violators of this policy will be disciplined up to and including termination.
3. It is the underlying philosophy of UAMS that addiction to alcohol and/or other drugs represents a disease state, and treatment such problems is a legitimate part of medical practice. Employees or students with an addiction to drugs or alcohol are encouraged to seek help through the UAMS Employee Assistance Program or Student/Employee Health Service. Individuals who seek help through the UAMS EAP or Student/Employee Health Service will not be punished for seeking such help. However, appropriate disciplinary procedures linked to performance criteria are not precluded by this policy.

### **REFERENCE**

<sup>1</sup> UAMS [4.4.05](#), Drug-Free Workplace

<sup>2</sup> UAMS [3.1.14](#), Drug Testing



## **UAMS ADMINISTRATIVE GUIDE**

**NUMBER: 8.4.04**

**DATE: 01/15/97**

**REVISION: 1/30/2004**

**SECTION: FINANCE DEPARTMENT**  
**AREA: TRAVEL AND REIMBURSEMENT**  
**SUBJECT: AUTHORITY TO TRAVEL 1/30/2004**

### **PURPOSE**

The purpose of this policy is to notify departments within the University of Arkansas for Medical Sciences (UAMS) of procedures for requesting authority to travel.

### **PROCEDURE (GENERAL)**

Prior to traveling, a [Request for Travel Authorization PR05](#) MUST be entered in SAP, the itinerary printed, approved (signed) by the Traveler, Supervisor, and Departmental Travel Administrator and sent to the UAMS Travel Office. The Request for Travel Authorization:

- Serves as documentation for insurance purposes
- Authorization to incur reimbursable travel expenses
- Required support document for [Travel Advances](#)<sup>1</sup>
- Provides information used to file the [Travel Expense Statement](#)<sup>2</sup>
- Prepayment of conference registration fees and airfare

Even if no expenses are expected, a [Request for Travel Authorization](#) should be entered and filed prior to leaving on the trip for insurance documentation. (Do not file a [Request for Travel Authorization](#) on returning from the trip unless expenses are to be claimed.)

### **PROCEDURE (OFFICIAL GUESTS)**

- (1) Official Guests of the University such as distinguished lecturers or candidates for employment are not required to obtain prior approval to travel at agency expense. A [Purchase Request](#) should be submitted instead.
- (2) A "Check with Order" will be processed payable to the guest if it is submitted with proper documentation of expenditures. Proper documentation includes original commercial receipt showing payment for meals and lodging, passenger coupons for airfare, and signed written statements for mileage reimbursement for the use of private automobiles.

### **PROCEDURE (BLANKET TRAVEL AUTHORIZATION)**

Employees who travel on a recurring basis within the State of Arkansas as a routine part of their job may obtain a [Blanket Travel Authorization](#). A separate [Request for Travel Authorization](#) is not required for each of the trips covered by the [Blanket Travel Authorization](#). However, such an employee should still file a [Request for Travel Authorization](#) for conferences and specific events to facilitate payment of registration fees and other items not considered in the [Blanket Travel Authorization](#).

A new [Blanket Travel Authorization](#) must be completed and approved each fiscal year.

### **REFERENCES**

[1 UAMS Policy 8.4.03](#)

[2 UAMS Policy 8.4.05](#)

**REQUEST FOR TRAVEL AUTHORIZATION INSTRUCTIONS**  
**COMPLETING THE FORM**

- (1) Enter the required data in SAP.
- (2) Print and sign the form.
- (3) Obtain the signature of your department's Travel Administrator. Many departments also require that this document be signed by your supervisor or department head.
- (4) Submit the form with appropriate documentation such as a conference brochure, meeting announcement or explanation of the purpose of the trip to the Travel Office. The nature of the trip will determine what type of documentation is available and necessary. Be sure that the meeting dates are stated in this literature. Planned travel dates and expected expenses must be consistent with the nature and purpose of the trip.
- (5) Contact the Travel Office at (501) 686-6828 if you need additional information.

UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES***UAMS ADMINISTRATIVE GUIDE*****NUMBER: 8.4.02****DATE: 10/15/96****REVISION: 02/18/2004**

**SECTION: FINANCE DEPARTMENT**  
**AREA: TRAVEL AND REIMBURSEMENT**  
**SUBJECT: CORPORATE CREDIT CARDS**

**PURPOSE**

The purpose of this policy is to notify departments within the University of Arkansas for Medical Sciences (UAMS) of the procedures regarding the request for and use of the Visa Corporate Card.

**POLICY**

UMB (Visa) and the State of Arkansas have entered into an agreement which allows state employees to apply for the Visa Individual Corporate Card. UMB reserves the right to issue or to deny issuance. UMB may consult any credit information available, including information provided by the applicant. If issuance is granted, no annual fee or interest charges (finance charges) will be assessed to the cardholder.

**PROCEDURE**

- (1) Applications for the Visa Corporate Card may be obtained by calling the Travel Office in the Finance Department at 686-6828. Applications will be sent to the employee requesting via email.
- (2) Charges made on the Visa Corporate Card are the personal responsibility of the cardholder, and not the responsibility of UAMS.
- (3) Use of these cards is subject to regulations issued by the State of Arkansas. These regulations require that the cards be used for official business travel only and that the statements be paid promptly.
- (4) An employee's Visa Corporate Card will be cancelled on termination of their employment with UAMS.



## ***UAMS ADMINISTRATIVE GUIDE***

**NUMBER: 8.4.01**

**DATE: 10/01/93**

**REVISION: 01/30/2004**

**SECTION: FINANCE DEPARTMENT**  
**AREA: TRAVEL AND REIMBURSEMENT**  
**SUBJECT: EMPLOYEE TRAVEL REGULATIONS**

### **PURPOSE**

The purpose of this policy is to provide general guidelines for employees of the University of Arkansas for Medical Sciences (UAMS) who are required to travel in fulfillment of their job duties.

### **POLICY**

All travel must be consistent in fulfilling the mission of UAMS, and expenses must be incurred only as appropriate. Arkansas State law restricts the authority for travel authorization to the board or commission in charge of an agency or to the administrative head of the agency. Due to the size of the University, the Chancellor has been authorized to designate the individual in charge of a particular division or department to act as his agent in performing the duties of the Travel Administrator. Travel Administrator responsibilities include:

- Understand and follow State & University Travel Regulations
- Examine and approve all trips
- Provide written authorization/justification for items that exceed or circumvent State & University Travel Regulations
- Maintain for audit purposes a copy of all vouchers and supporting documents for travel expenses of individuals traveling on behalf of the institution
- Ensure that UAMS employees shall not approve his/her own Trip Requests

The Chancellor has also designated certain other employees to act as Travel Supervisors (The Travel Office) for the purpose of examination, approval and payment of travel expense statements.

### **PROCEDURE**

(1) All employees are expected to uphold the following:

- a) To exercise good judgment in incurring expenses.
- b) To spend the University's money as carefully and judiciously as they would their own.
- c) To check for accuracy of the bills and other documents received before accepting or paying them.
- d) To report all expenses promptly and accurately with the required documentation.
- e) To claim reimbursement *only* for necessary and reasonable expenses.

(2) Information concerning all specific travel policies, procedures and regulations can be found in *UAMS Administrative Guide* policies 8.4.02 through 8.4.10 or <http://www.campustravel.com/university/arkansasms/>, click on Travel Policy.

UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES***UAMS ADMINISTRATIVE GUIDE*****NUMBER: 8.4.06****DATE: 10/15/96****REVISION:09/24/2003**

**SECTION: FINANCE DEPARTMENT**  
**AREA: TRAVEL AND REIMBURSEMENT**  
**SUBJECT: SPECIAL TRAVEL**

**PURPOSE**

The purpose of this policy is to notify departments and employees within the University of Arkansas for Medical Sciences (UAMS) of the procedures to be followed for requesting authorization to exceed the federal per diem rate guidelines as required in the State Travel Regulations.

**POLICY**

Special Travel Authorization, upon approval, shall give travelers the authority to exceed the daily maximum of reimbursable expenses for costs incurred while traveling. Special Travel Authorization provides for reimbursement to the traveler for expenses exceeding the total hotel allowance as set by the Federal Per Diem rate schedule.

**PROCEDURE**

- (1) Employees requesting authorization to exceed the Federal per diem allowance for expenses to be incurred (excluding meals) during official travel must give adequate justification on the trip entered into SAP.
- (2) A Special Travel Authorization must be executed for each separate travel assignment and for each individual traveler. Final approval for special travel authorization shall be given by the Travel Administrator.
- (3) Special Travel authorizations will not be issued for in-state and border area travel unless specifically provided for in the Travel Regulations. Cities such as Memphis, Tennessee, Texarkana, Texas and Greenville, Mississippi are considered border areas, and have been classified as being "within the State" for travel purposes. Special Travel authorizations cannot be approved on an "after travel" basis.
- (4) The [Travel Expense Statement](#) must be submitted to the UAM Travel Office upon completion of all required recommendations and approvals.

**REFERENCE**

- 1 [UAMS Policy 8.4.04](#)



## UAMS ADMINISTRATIVE GUIDE

**NUMBER: 8.4.08**

**DATE: 3/26/02**

**REVISION:01/30/2004**

**SECTION: FINANCE DEPARTMENT**  
**AREA: TRAVEL AND REIMBURSEMENT**  
**SUBJECT: STUDENT TRAVEL REGULATIONS**

### PURPOSE

The purpose of this policy is to notify students of the University of Arkansas for Medical Sciences (UAMS) and their sponsors of the UAMS regulations and procedures regarding student travel.

### POLICY

It is the concern of UAMS that the University be protected from claims and liability which might arise from occasions in which students travel off campus in order to represent the University. To insure UAMS protection, the following policy and regulations apply:

The term “**Official Representation**” shall include student travels only when the following conditions exist:

- The student or students are authorized by a Dean, Director, Vice Chancellor or Chancellor having authority to do so, to be “official University representatives” for the purpose of attending an event related to the accomplishment of University purposes.
- The University will benefit from the representation in a substantial manner.
- The student or students travel by University vehicle or by the transportation selected and approved for them by the person authorizing their travel.
- The student or students meet campus requirements for participation in extracurricular activities.
- Before leaving the campus, the student or students, and any accompanying faculty or staff members, register according to the procedures outlined in these regulations.

***NOTE:** Students attending functions on their own initiative in the guise of being “from the University of Arkansas for Medical Sciences,” with the institution deriving no benefit other than that resulting publicity, are not official University representatives.*

### PROCEDURE (ESTABLISHING STUDENTS AS OFFICIAL REPRESENTATIVES)

(1) Due to the possibility of claims and liability arising from student travel, strict procedures must be established concerning the dispatching of enrolled students off campus for University purposes. Therefore, in order to establish students as official representatives of UAMS, the following procedure must be followed:

- a) Faculty or staff sponsoring or approving the students must secure authority from the appropriate administrator of their college or division.
- b) The sponsor must register the students within a reasonable amount of time in advance of the travel period by completing the University of Arkansas *Notification of Off-Campus Travel of Students*, available at the UAMS Web Site. The completed form must be signed by both the staff member sponsoring the student and by the division travel administrator designee.

A copy of this form must be maintained in the student’s department along with other records of the travel for insurance purposes. If the student incurs any reimbursable expense his/her sponsor is responsible for submitting a purchase order for payment.

- c) Many students are also employees. As a matter of simplifying documentation and reimbursement for these individuals, if a person has an employee number in SAP, his/her travel will be handled through the UAMS Travel Office the same as any other employee. However, only full-time regular employees are eligible for travel advances or the *Arkansas Agency Travel Card*.

It is required for an employee to file an SAP Travel Expense Statement with the Travel Department before leaving on a trip even if they expect to have no reimbursable expenses, to document that they are traveling on UAMS business and should be covered by our insurance. This also applies to student-employees and takes the place of the *Notification of Off-Campus Travel of Students* as documentation.

- (d) The faculty sponsor must inform student representatives of the responsibilities associated with official status.

### **PROCEDURE (TRAVEL REGULATIONS)**

- (2) The Notification of Off-Campus Travel of Students registration form must contain type of transportation being utilized. Students may travel on public carriers, in University vehicles, or by private vehicle if covered by an insurance policy currently in effect and purchased by the owner of the vehicle. If a private automobile is used, specific information regarding the owner's insurance coverage must also be provided.
- (3) All applicable laws and regulations must be followed, including compliance with the UAMS Safety Program. In the event of an accident, the driver must give full disclosure of his or her name, address, vehicle registration number, driver's license, and university state. Liability should not be admitted since all the facts may be unknown at the moment.
- (4) Upon returning to the campus, students will file reports with their administrative office and the business manager's office concerning any accidents, collisions, personal injuries, or property damage to themselves or to others. In the case of an accident involving a privately owned vehicle, the owner should notify his/her insurance company immediately.
- (5) Students are prohibited from operating University vehicles on off-campus trips as defined herein unless accompanied by a staff member.
- (6) When a University vehicle is to be used for off-campus travel, persons to whom vehicle possession is granted must display a valid driver's license to Physical Plant officials. Any other passengers who may be operating the vehicle must also present a valid driver's license.
- (7) The above rules are inapplicable in the following situations:
- Riding in University-operated vehicles between portions of campus located in the same city or its suburbs.
  - Riding during off-campus trips organized in their own interest. Such trips are not made as official travel on behalf of UAMS, and the University bears no responsibility for any liability arising therefrom.
  - Dispatching of a student on an errand in a city where he/she is regularly enrolled.

### **PROCEDURE (SPONSORS)**

- (8) All groups must have a sponsor on an official trip in order to insure the University against public criticism. Individual sponsors accompanying students on off-campus trips assume responsibility concerning the safety of students, their conduct, and for the overall representation of the university. Sponsors may become liable for any person or persons injured, if the injury is a result of the sponsor's negligence. In addition, any actions of the sponsor that occur as a result of something within the sponsor's general authority may reflect on the University. As a University employee, the sponsor is obligated to maintain reasonable order.

### **PROCEDURE (STUDENT CONDUCT)**

- (9) Students away from the campus as University representatives are subject to disciplinary action by the University for breaches of conduct. The accompanying sponsor is authorized to maintain good order and good representation during the trip. Students returning to the campus may receive disciplinary action for their misconduct during the trip.

### **PROCEDURE (TRAVEL REGULATIONS)**

## **UNIVERSITY OF ARKANSAS**

### **NOTIFICATION OF OFF-CAMPUS TRAVEL OF STUDENTS**

#### **I. IDENTIFICATION**

- (a) Name of group: \_\_\_\_\_
- (b) Purpose of trip: \_\_\_\_\_
- (c) Expected absence from campus: From \_\_\_\_\_ AM/PM \_\_\_\_\_, 20\_\_\_\_;  
To \_\_\_\_\_ AM/PM \_\_\_\_\_, 20\_\_\_\_\_

(d) Name of sponsor (please print)\_\_\_\_\_

(e) University division authorizing travel \_\_\_\_\_

(f) Type of transportation\_\_\_\_\_

(g) Insurance coverage (if private transportation)\_\_\_\_\_

**II. ITINERARY:** (Please list those points at which members of the group can be reached in case of an emergency. Continue on back if necessary.)

Address (City, Hotel, Institution, Etc.)

Dates and Hours

**III. MEMBERS OF GROUP:** (Please type names and colleges of students and faculty who are expected make the trip. Designate faculty by placing an “(f)” after the names of faculty members. (Continue on back if necessary.)

<u>NAME</u>	<u>COLLEGE</u>	<u>NAME</u>	<u>COLLEGE</u>
-------------	----------------	-------------	----------------

**IV. SIGNATURE OF SPONSOR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**V.** \_\_\_\_\_ **Date:** \_\_\_\_\_

DIVISION TRAVEL OR DESIGNEE SIGNATURE



## UAMS ADMINISTRATIVE GUIDE

**NUMBER: 8.4.03**

**DATE: 04/05/96**

**REVISION: 01/30/2004**

**SECTION: FINANCE DEPARTMENT**

**AREA: TRAVEL AND REIMBURSEMENT**

**SUBJECT: TRAVEL ADVANCE REQUESTS**

### PURPOSE

The purpose of this policy is to notify departments within the University of Arkansas for Medical Sciences (UAMS) of the procedure for requesting advance payment for anticipated expenses to be incurred while traveling on official state business.

### POLICY

Due to the availability of the Arkansas Agency Travel Card (also known as the VISA Corporate Card), travel advance payments are generally no longer necessary. However, Travel Advance Requests may be warranted for employees who have not applied for or received an Arkansas Agency Travel Card; for employees lodging where the Arkansas Agency Travel Card is not accepted; or for the employees traveling to a foreign country

### PROCEDURE

- (1) Employees requesting advance payment for expenses to be incurred while traveling on official state business must complete and submit a [Request for Travel Advance](#) form to the Travel Office for approval and processing. This form is to be submitted with the employee's *Request for Travel Authorization*.
- (2) *Request for Travel Advance* forms must be submitted to the Travel Office no later than five working days prior to scheduled departure.
- (3) Upon approval of [Request for Travel Advance](#), checks will be available for pickup in the Treasurer's Office no earlier than two days prior to the scheduled departure.
- (4) Advance payment for anticipated expenses shall be considered a loan to the individual, as is clearly stated on the [Request for Travel Advance](#) form. In signing for the funds on the bottom of the [Request for Travel Advance](#) form, the individual agrees to pay back the advance on a timely basis.
- (5) Employees failing to reimburse UAMS for travel advance payments within 5 days after returning to work may be subject to a withholding from their paycheck.
- (6) Obtaining a Travel Advance does not relieve the traveler from filing a [Travel Expense Reimbursement Request](#) in SAP upon completion of travel.
- (7) Travel Advances are computed at the rate of 50% of the total anticipated travel expenses that have not been prepaid by UAMS in the following categories:
  - a) Meals
  - b) Lodging
  - c) Anticipated taxi fares

### REFERENCES

- 1 UAMS Procedure [8.4.02](#), Credit Cards
- 2 UAMS Procedure [8.4.05](#), Travel Expense Reimbursement

**REQUEST FOR TRAVEL ADVANCE**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Fund &amp; Fund Center \_\_\_\_\_

Telephone \_\_\_\_\_ Travel Dates: From \_\_\_\_\_ To \_\_\_\_\_

I am requesting approval to travel to \_\_\_\_\_

and return. If approval is granted, I request a travel advance equal to 50% of the eligible expenses.

\_\_\_\_\_ My trip will require me to be in travel status for 72 consecutive hours or more: or

\_\_\_\_\_ My request is based on hardship as cited below:  
\_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_

(Requesting Employee's Signature)

Approval Recommended \_\_\_\_\_ Date \_\_\_\_\_

(Travel Administrator)

Approved \_\_\_\_\_ Date \_\_\_\_\_

(Controller)

\_\_\_\_\_ Days at \$ \_\_\_\_\_ = \$ \_\_\_\_\_ Trip# \_\_\_\_\_

Check# \_\_\_\_\_ Date \_\_\_\_\_ Issued by \_\_\_\_\_

I, \_\_\_\_\_, an employee of the University of Arkansas for Medical Sciences, acknowledge that I have applied for and received from the UAMS Treasurer a travel advance as shown above to be used for the payment of expenses in connection with official travel to be performed by me. This advance represents a loan by UAMS to me to be used only for this purpose.

I agree that this amount is to be repaid to the Treasurer from the travel reimbursement amount which would otherwise be paid me, pursuant to the above authorization upon my return from this trip, and the execution of this form is intended to be an assignment by me of that reimbursable amount to the extent of the travel advance set out above.

I also agree that my reimbursement claim showing expenses incurred will be filed with the Travel Office within five (5) working days after completion of this travel.

In consideration of the receipt by me of these funds in advance of the expenditure thereof, I agree that (1) in the event that I fail to file a reimbursement claim and show the expenditures thereon which I actually incurred and/or (2) in the event I do not expend all of said advance for official travel on behalf of UAMS, then in either of these events UAMS may reimburse itself by withholding an equivalent amount from my subsequent payroll checks, or from other amounts which may be payable to me by the University.

\_\_\_\_\_  
Employee Signature Date

Payment Record (Treasurer's Use)

\$ \_\_\_\_\_ Vol # \_\_\_\_\_ Receipt# \_\_\_\_\_ Dated \_\_\_\_\_

\$ \_\_\_\_\_ Balance Due

**REQUEST FOR TRAVEL ADVANCE INSTRUCTIONS****GENERAL INFORMATION**

The [Request for Travel Advance](#) must be completed and forwarded to the Travel Office for approval and processing. Submit this form with the *Request for Travel Authorization*. If the Travel Advance is approved the applicant must sign the lower portion of the form in the Treasurer's Office.

**COMPLETING THE FORM**

- 1) **Applicant:** Enter the name of the person requesting the travel advance.
- (2) **Date:** Enter the date that this request is made.
- 3) **Department:** Enter the name of the department initiating the request.
- 4) **Fund & Fund Center:** Enter the Fund and Fund Center to be charged for the expenses.
- 5) **Telephone:** Enter the telephone number of the person initiating the request.
- 6) **Travel Dates:** From/To: Enter the date on which the travel period is to begin and the date on which the travel is to end.
- 7) **Travel to:** Identify the city to which the employee will be traveling.
- 8) **72 Hours/Hardship:** Check the appropriate space determining sufficient reason for making a Travel Advance Request. If the reason is due to hardship, include a brief statement of explanation. If the traveler holds an Arkansas Agency Travel Card, state the reason(s) why a Travel Advance is necessary.
- 9) **Applicant/Date:** Enter the signature of the requesting employee and the date signed.
- 10) **Approval Recommended:** Obtain the signature of your Department's Travel Administrator before forwarding to the Travel Office.



## UAMS ADMINISTRATIVE GUIDE

**NUMBER: 8.4.05**

**DATE: 03/29/00**

**REVISION: 03/12/2004**

**SECTION: FINANCE DEPARTMENT**  
**AREA: TRAVEL AND REIMBURSEMENT**  
**SUBJECT: TRAVEL EXPENSE REIMBURSEMENT**

### PURPOSE

The purpose of this policy is to notify departments within the University of Arkansas for Medical Sciences (UAMS) of the procedures to be followed in requesting reimbursement of costs incurred by UAMS employees during official travel.

### POLICY

Reimbursement for travel expenses will be made only for those items of **actual expense** incurred in connection with the official duties of the traveler, and within the limits and restrictions of Arkansas State law and UAMS guidelines.

An employee may **not** be reimbursed for any travel expenses prior to travel occurring except in cases where it is pre-approved by the UAMS Travel Office. Adequate justification and documentation showing the prior approval of their department chair or dean must be submitted to the Travel Office with the trip request.

Reimbursements cannot be requested beyond one year from the ending date of the trip.

A travel reimbursement(s) cannot be requested after cessation of employment, unless trip was entered and approved in SAP prior to termination.

### PROCEDURE

1. Employees requesting reimbursement for expenses incurred for official travel and related expenses must complete a *Travel Expense Statement* in SAP within 30 calendar days from the end of the trip. When a trip occurs at fiscal year end, and/or transcends both fiscal years, the Travel Expense Statement form should be filed immediately upon return from the trip so the expenses will post in the correct accounting periods.
2. The completed *Travel Expense Statement* must be submitted with appropriate documentation to the Travel Office, Slot # 545, for audit and payment.
3. Travelers must obtain hotel lodging receipts and commercial transportation receipts. All required, original receipts must be attached to the form upon submittal to the Travel Office.
4. Each state employee incurring travel expenses is required to file an individual *Travel Expense Statement*. Each traveler must report only his/her own expenses on the Travel Expense Statement form and is prohibited from including the meals or lodging on behalf of any other person.
5. The reimbursement rate for mileage in private automobiles used for official travel is set by the State Department of Finance and Administration. The current rate may be found at the State of Arkansas Website under Department of Finance and Administration, Office of State Procurement, Travel Regulations. Reimbursement is limited to the lesser of coach class airfare or the mileage rate allowed for private car travel.
6. Meals are reimbursed for out-of-state travel, international travel and for overnight travel within the State of Arkansas. The current reimbursement rate for meals is the Federal Per Diem Rate, which may be found at [www.policyworks.gov](http://www.policyworks.gov). Follow the travel links to the domestic per diem rates. **Note: Reimbursement should be requested for the actual cost NOT to exceed this per diem.**
7. Reimbursement for lodging is normally limited to the single room rate. Anything other than the single room rate must be justified. Employees sharing a room should claim one-half of the nightly room rental rate and taxes on their respective Statement of Travel

Expense form.

8. Actual lodging charges are reimbursed upon presentation of an original commercial lodging receipt attached to the *Travel Expense Statement* form. The original commercial lodging receipt should show dates of occupancy and the name and address of the place of lodging. Copies of lodging receipts are acceptable only to document more than one person occupying the same room.
9. Reimbursement claims for partial days of travel (during which all four allotted items including breakfast, lunch, dinner and lodging, are not included in the claim), must be reasonable and proportional to amounts claimed for the same items claimed for an entire day. Travelers must be aware that reimbursement is to be claimed for actual expenses for meals and lodging within the limitations set forth herein, and the maximum must not be claimed unless expenditures for such purposes are actually made.
  1. (15%) Breakfast may be claimed if the employee leaves their official station prior to 6:30 am.
  2. (35%) Lunch may be claimed if the employee leaves their official station prior to 11:30 am, and when returning to home station if he/she arrives after 12:30 pm.
  3. (50%) Dinner may be claimed if the employee leaves their official station prior to 5:00 pm; and when returning, they arrive after 6:30 pm.
10. In addition to review in the UAMS Travel Office, travel expenses are subject to audit by the State Legislative Audit, UA System Internal Audit and others as needed.
11. Departments should seek and utilize discounted airfare rates whenever possible. Reimbursement is limited to the lesser of coach class or the mileage rate allowed for private car travel. If the airfare itinerary reflects first class fare, explanation of usage must be described and/or documented prior to reimbursement or payment.
12. In addition to the reimbursement for meals and lodging allowed for the total number of days during domestic travel activities by commercial air, travelers may also be allowed reimbursement for meals and lodging for one day prior to the scheduled beginning date of activity, and one day following the ending date of activity, depending upon time of arrival, etc. This additional reimbursement is subject to approval of the UAMS Travel Manager.
13. Departments may make air travel reservations with the airline or travel agency of their choice. However, certain travel agencies have agreed to provide services to UAMS at special rates. Information concerning these agencies may be found at the UAMS website under [www.uams.edu/finance/travel](http://www.uams.edu/finance/travel).
14. Employees who are driving are permitted travel time of one day for each 450 miles driving both to and from the event. For example, if the one way distance from Little Rock to the destination is 600 miles, a total of four days travel time would be allowed.
15. When two or more employees travel on official business in the same personal motor vehicle, reimbursement shall be limited to the owner of the vehicle only. UAMS has no responsibility whatsoever for any maintenance, operational costs, accidents, fines, tolls, insurance, etc., incurred by the owner of any personal vehicle used while on official business. Reimbursement for business use of personal vehicles is limited to the mileage rate discussed above.
16. All applicable laws and regulations must be followed in the operation of any vehicle on official business, including compliance with the UAMS Safety Program.
17. Travelers requesting the use of a University owned vehicle must submit a requisition to the Physical Plant Department accompanied by an approved Travel Authorization.
18. Emergency repairs to University vehicles are reimbursable. An original itemized invoice and a commercial receipt are required for reimbursement.
19. Justification for use of a rental car must be made and approved on the *Travel Authorization (TA)*. For example, if an employee is not staying at the conference site hotel due to lodging costs, and the cost of a rental vehicle, including parking, is less than the difference in lodging cost, the cost would be economically justified. If prior approval has not been obtained on the TA, an explanation of the need for the rental vehicle must be given on the Travel Expense Statement and is subject to the approval of the UAMS Travel Manager before any reimbursement can be made.
20. Reimbursement for use of privately owned aircraft may be authorized. At the date of this policy, the rate is .45 per nautical mile. The current rate may be found at the State of Arkansas Website under Department of Finance and Administration, Office of State Procurement, Travel Regulations.
21. Registration fees for conferences, conventions, and seminars may be paid in advance through SAP Travel or the use of the Departmental BTA(VISA). However, if one must register on-site, reimbursement shall be permitted when accompanied by the

#### 8.4.05 Travel Expense Reimbursement

"official" statement of the registration fees and an original commercial receipt showing payment.

22. Parking fees shall be reimbursable when accompanied by an original commercial receipt.
23. Taxi fares shall be reimbursable. Employees should obtain a receipt when possible.
24. Telephone calls shall be reimbursable when made for business purposes and are certified as business calls by the traveler.
25. Reimbursement shall not be allowed for personal entertainment, alcoholic beverages, tips, valet services, flowers, laundry or cleaning. However, incidental expenses directly related to the business purpose of the trip may be allowed with proper documentation and approval. Arkansas State Statute does not allow for reimbursement of tips or gratuities.
26. Reimbursement shall not be allowed to any traveler for meals or lodging within the traveler's "Official Duty Station."
27. Where available, and where accepted by the travel vendor (hotel, airline, travel agent, conference sponsor, etc.) hotel registration, airfare, and conference or seminar registration fees may be charged to a departmental Business Travel Account (BTA).
28. Direct billing for lodging shall not be permitted in general; however, special circumstances sometimes warrant the use of this procedure. Contact the Travel Office to obtain approval for direct billing.

#### REFERENCE

[<sup>1</sup>UAMS Policy 8.4.01](#) [<sup>2</sup>UAMS Policy 8.4.04](#) [<sup>3</sup>UAMS Policy 8.4.02](#)



## UAMS ADMINISTRATIVE GUIDE

**NUMBER: 8.4.10**

**DATE: 08/21/99**

**REVISION: 02/18/2004**

**SECTION: FINANCE DEPARTMENT**  
**AREA: TRAVEL AND REIMBURSEMENT**  
**SUBJECT: VISA BUSINESS TRAVEL ACCOUNT (BTA)**

### PURPOSE

The purpose of this policy is to establish a procedure to enable UAMS departments to purchase airline tickets and other approved travel items through various travel agencies and the UAMS Travel website. UAMS participates in the State of Arkansas sponsored Business Travel Account program. Using a BTA allows a department to charge expenses for official business travel (airfare, hotel & conference registration fees) and make payment on a monthly statement.

### PROCEDURE

#### How to Establish the Account:

Interested UAMS Departments should complete the Visa BTA Information Form, which can be obtained from the Travel Office in the Finance Department by calling 501- 686-6828. The form will be sent to you by email. Once approved, you will not receive a credit card, just an account number.

Some departments and colleges at UAMS have additional policies relating to the establishment of a BTA.

#### Using the BTA:

The UMB Visa BTA account may be used to:

- Book and pay for **airfare**
- Reserve and sometimes pay for **lodging**
- Secure and pay for **registration fees** when the following rules are followed

**AIRFARE:** Upon making flight reservations and using the VISA BTA account to charge airfare, only regular coach airfare can be purchased. Information that the BTA was used must be entered in the Comments section of the trip details in SAP. The expense type to be used is CCPO (Common Carrier Paid Out/In State). This will allow a payment directly to VISA. Failure to use this correct expense type could result in the traveler being reimbursed for this charge causing the Statement charges to be delinquent. The VISA Statement should be reviewed immediately upon receipt by the department and sent to the Travel Office for payment. Each individual charge must reference the personnel number. Also, attach the airfare itinerary to the Statement.

**LODGING:** When using the BTA to reserve lodging for an employee, the comments in the SAP trip details must be noted because there is a possibility that a deposit may be charged to the account. Some sources of lodging will allow the BTA to cover all nights, where some will only hold the reservation and the traveler must present a personal credit card upon check-in and check-out. These charges will then be reimbursed to the traveler. Only the room rate plus room taxes may be charged to a BTA. Other costs such as meals, phone calls, parking, movies, etc. must be paid by the traveler. These costs cannot be paid directly to VISA by the Travel Office. Failure to follow this could result in the account being delinquent. All charges related to lodging on a BTA statement must reference the personnel number and trip number for the traveler. Documentation must be attached to the statement to support the charges, such as the *Original* hotel bill, confirmation charge for a deposit, etc.

**REGISTRATION FEES:** The BTA may be used to secure and pay for conference registration fees. This is for **registration fees only**; optional or social events may not be paid for without prior approval from the UAMS Travel Office. Fees that are not allowed will not be paid by the UAMS Travel Office and can result in delinquency of the account. Upon presenting the BTA statement for payment, each charge must have the trip number noted and documentation to support the charges, such as a copy of the registration for or invoice.



## ***UAMS ADMINISTRATIVE GUIDE***

**NUMBER: 8.4.07**

**DATE: 08/01/94**

**REVISION:**

**SECTION: FINANCE DEPARTMENT**  
**AREA: TRAVEL AND REIMBURSEMENT**  
**SUBJECT: TRAVEL INSURANCE**

### **PURPOSE**

The purpose of this policy is to provide employees and students of the University of Arkansas for Medical Sciences (UAMS) with information regarding travel insurance coverage during periods in which they are traveling in official travel status.

### **POLICY**

Full time employees on official travel status are covered by \$25,000 of accident insurance with regard to loss of life, dismemberment, or total disability, excluding travel by privately owned aircraft or acting as a pilot, operator or member of a flight crew.

### **PROCEDURE (CAR RENTAL INSURANCE)**

The University does maintain insurance for vehicles rented by employees on University business. It provides a \$1,000,000 limit of liability for bodily injury and property damage claims. It also provides uninsured motorist coverage at the same limit and medical coverage up to \$5,000 per person.

The University's policy will be in effect only during the period of official business. Should the employee elect to keep the rental vehicle for personal use after the end of official business, he/she would need to provide additional coverage.

### **PROCEDURE (EMPLOYEES)**

1. To ensure insurance coverage, employees must submit a [Request for Authorization of Travel Expenses](#)<sup>1</sup> to the Office of Financial Services prior to travel.
2. Employees temporarily incapacitated through accidental injuries during travel on official University business shall be treated as having on-the-job injuries for salary and medical benefits purposes.

### **PROCEDURE (STUDENTS)**

3. In order to insure adequate protection for students, and to insure that UAMS is protected from claims and liability arising from such occasions, students must follow the guidelines listed in the Student Travel Regulations.<sup>2</sup>

### **REFERENCE**

**1** UAMS Policy [8.4.04](#)

**2** UAMS Policy [8.4.08](#)

**How to Reconcile/Pay the BTA:**

*It is critically important that the BTA statement be paid on time.* Delinquent accounts will be closed by UMB as directed by the Department of Finance and Administration. It is difficult for us to get these accounts reopened.

The department will receive a monthly statement from VISA, mailed directly to the departmental contact person, detailing individual tickets purchased by traveler, destination, date, and amount. The contact person should write the trip number for each traveler on the statement, sign it as authorizing for payment, and forward it to the Travel Office in the Finance Department with necessary documentation, such as airfare and hotel receipts.

UAMS Travel Regulations are still in affect, and individual travel reimbursement requests will be handled through the SAP Travel Module for employees and Procurement for non-employees. Some departments and colleges at UAMS may have additional policies pertaining to travel by their employees.

Questions concerning any of the above issues should be directed to the UAMS Travel Office at 501-686-6828.



## ***UAMS ADMINISTRATIVE GUIDE***

**NUMBER: 11.3.05**

**DATE: 03/14/02**

**REVISION:**

**SECTION: CAMPUS OPERATIONS**  
**AREA: PUBLIC SAFETY AND SECURITY**  
**SUBJECT: UAMS ID BADGE ISSUANCE AND REPLACEMENT**

### **POLICY**

The purpose of this policy is to establish guidelines for the issue and return of Official UAMS ID badges and to inform departments within UAMS of the policies regarding official ID badges.

### **POLICY**

Official identification badges are considered by UAMS to be vital to campus security, to be critical to many administrative processes, and to be of informational value to patients and visitors. It is therefore policy that all UAMS students, faculty, staff and certain other authorized persons are issued official UAMS identification badges and are expected to wear them while on UAMS premises and follow all other procedures relating to proper use and care of ID badges.

### **PROCEDURES**

#### 1. Authority and issuance

- a. Students: Badges for students are authorized by the college in which the student is enrolled. Initial badges are issued free of charge to the individual. Student badges are valid for one year from date of issue, as indicated by the validation sticker affixed to the badge. Badges may be re-validated by the college for additional one-year periods as necessary with the issuance of a current validation sticker.
- b. Faculty and Staff: The UAMS Office of Human Resources authorizes badges for faculty and staff based upon entry of employee information into the UAMS personnel information system by the employee's department. Badges will be issued to faculty and staff only after the department has entered required employee information into the UAMS personnel information system. Entry of this information is deemed to be departmental authorization for issuance of a UAMS ID badge. Exceptions to this practice may be made on an individual basis. Such exceptions must be documented and authorized in writing by the director or higher official of the requesting unit.

Initial badges are issued to the individual at university expense. Faculty and staff badges are issued with no specific expiration date.

- c. Others: Visiting faculty and employees of other agencies or contracted companies who are based on the UAMS campus must also obtain an ID badge so that:
  - Patients and other staff are assured that they are authorized to perform their tasks.
  - They can obtain computer, library, and other privileges necessary to their work.
  - They can enter certain restricted areas.
  - They can receive cafeteria and other appropriate discounts.

Construction contractors working at UAMS will be required to wear appropriate identification. Company issued ID, with name of employee and company conspicuously displayed, will suffice for new construction projects where contractors will not enter existing facilities. For renovation projects in existing facilities contractors will be required to wear a UAMS issued ID badge. It is understood that contractors will occasionally enter dining or other UAMS facilities when working new facilities and this infrequent entry will not require issue of a UAMS issued ID.

The UAMS Office of Human Resources authorizes badges for visiting faculty, contractors, employees of other agencies, and other non-employees based upon entry of information into the UAMS personnel information system by the sponsoring departments. The sponsoring department authorizes the issuance of a badge to a non-employee and a badge will be issued only after the department has entered required non-employee information into the UAMS personnel information system. Entry of this information is deemed to be departmental authorization for issuance of a UAMS ID badge. Exceptions to this practice may be made on a case-by-case basis. Such exceptions must be documented and authorized in writing by the director or higher official of the sponsoring department.

The sponsoring department will be charged for the initial issue of the badge. (See Administrative Guide policies on "Non-Employees" and "Visiting Faculty".)

- d. Issuance: All badges are issued by UAMS Media Services.

## 2. Ownership and surrender

- a. UAMS ID Badges are the property of the University of Arkansas for Medical Sciences. They must be surrendered upon request by UAMS officials, upon termination of employment, upon termination of student status, or upon expiration of "sponsorship" of visiting faculty, contractors, or employees of other agencies.
- b. The management and return of student ID badges falls under the purview of the college in which the student is enrolled. Badges returned to the college by a student will be turned over to the UAMS Police Department.
- c. The management and return of faculty, staff and other ID badges falls under the purview of the sponsoring department or the department or college in which the individual is employed. Terminating individuals should be advised by their department or college to turn in their ID badge at the UAMS Police Department according to campus clearance procedures. Badges turned in to a college or department will be turned over to the UAMS Police Department.

## 3. Replacement

- a. Official change in employee status: Replacement badges due to promotion, transfer or other official change in status will be provided to the employee at university expense.
- b. Personal change in employee or student status: Replacement badges due to marriage, divorce, voluntary name change or other personal changes in status will be the responsibility of, and will be charged to, the individual.
- c. Loss or theft: Replacement badges due to loss, theft or damage will be the responsibility of, and will be charged to, the individual.
- d. Others: Replacement badges for visiting faculty, contractors, or employees of other agencies will be charged to the "sponsoring department."
- e. Badges reported lost will be rendered inactive and a replacement badge will be issued. Activation of certain functions of lost badge replacements may require up to 24 hours.
- f. It has been determined that typical life expectancy of ID badges under normal conditions of use is four years. A new badge will be provided on request at university expense to replace a badge that is at least four years old.

## 4. Issuance of multiple badges

- a. Automated timekeeping systems for which UAMS ID badges are used to clock in and clock out may require that non-exempt employees who hold two (concurrent) positions have an ID badge for each position. Such employees who clock in and clock out in either position will be issued a separate badge for the second position. The second badge will be marked "ALT" as alternate, so the employee is able to distinguish between the primary and the alternate position.

## 5. Care and safekeeping

- a. UAMS badge holders are expected to exercise ordinary care in the use and safekeeping of UAMS ID badges. Some guidelines for best practices are:
  - Protect the badge from magnetic fields that could scramble the data encoded on the badge's magnetic stripe.
  - Avoid extreme heat which may cause the badge to come apart (example – don't leave a badge on the dashboard of a car in hot weather).
  - Avoid excessive moisture which may also cause the badge to disassemble (example – be sure to remove

the badge from clothing before laundering).

- Treat the badge as you would house, work, or car keys – always keep it in a safe place when it's not being worn.

6. Falsification, alteration, tampering

- a. Any falsification, alteration or tampering with an official UAMS ID badge is against UAMS policy and may be cause for disciplinary action including the possibility of immediate termination.

USE OF UNIVERSITY FACILITIES

I. Statement of Principles

The University of Arkansas has an obligation to its students and to the larger society of which it is a part to provide the fullest opportunity for a free exchange and critical evaluation of diverse viewpoints. This means freedom to teach, freedom to learn, freedom to discuss, and freedom to expose ideas to the critical analysis appropriate to the University setting. In order to accomplish this mission, the administration, faculty, and students have a continuing responsibility for preserving the properly directed use of the institution's freedom to teach, to discuss, and to explore.

The University's dedication to the spirit of free inquiry requires the examination and evaluation of controversial viewpoints, but obviously does not require the endorsement of such viewpoints. Divergent points of view must be recognized, but at the same time kept within a framework of orderly conduct in accordance with human dignity, respect for the individual, and the responsibilities of the University. The University is not available for exploitation, and special interests out of harmony with its educational objectives are not to be served.

II. Policy Statement of the Board of Trustees

University facilities exist for the primary purpose of serving a planned and scheduled program of educational activity. At times when not required in the regularly planned educational program, University facilities may be made available for extracurricular use to colleges, departments, and other organizational units of the University; to organizations composed exclusively of faculty and staff; to organizations which exist solely for the benefit of the University; and to recognized student organizations with the approval of the faculty advisor.

University facilities under the law cannot be made available to other organizations for their own purposes. However, when a facility is in use neither for a regularly scheduled educational activity nor for an extracurricular use by one of the University organizations listed above, the President or Chancellor is authorized to approve the use of the facility when such use serves the educational objectives of the University. It is an objective of the University to provide opportunities for University and broader communities to see and hear major leaders from throughout the state, nation, and world. Speeches and debates by or on behalf of candidates for major state or national offices may be scheduled in University facilities under arrangements which allow reasonable opportunities for opposing candidates or points of view. It must be made clear that the University neither supports nor opposes the views stated by and/or the candidacy of such individuals.

### III. Procedures

#### A. Faculty and Staff

A member of the faculty shall be free to invite outside speakers to participate in any class, conference, or institute which is a part of the University educational program.

Any college, department or other organization of the faculty or administration, any organization composed exclusively of faculty members or University employees and any other organization whose membership includes University faculty members and which exists solely for the benefit of the University or for scholarly pursuits may use University facilities to hold meetings, subject only to local regulations regarding room scheduling.

#### B. Student Organizations

Any recognized student organization may use University facilities for open or closed meetings or performances subject only to local campus scheduling regulations.

If an off-campus speaker or performer is to be invited to address an open meeting of a recognized student organization, the faculty advisor must give his or her approval prior to the time that an invitation is extended and publicity is released. In the event that the group does not currently have an official advisor, the approval of a faculty member or administrator is required. The University administration may properly inform an organization concerning its views on any proposed meeting to which an off-campus speaker or performer has been invited but will leave the final decision concerning the meeting to the organization and its advisor.

Publicity and communications concerning any meetings shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied University sponsorship. In all open meetings at which an off-campus speaker will speak, a faculty member or administrator shall be present and a reasonable period shall be reserved for questions from the audience.

An invitation to a speaker does not necessarily imply approval or disapproval of the speaker or his or her views by either the University or the student organization. In case a request for the use of a University facility by a recognized student organization cannot be granted, it is the responsibility of the University officer to whom the request was made to notify promptly in writing the organization making the request stating the reasons for the denial.

Speakers may be invited to the campus to discuss political issues. Recognized student organizations may solicit membership and dues at meetings. However, money may not be raised for projects not directly connected with a University activity, and private business may not be conducted in University facilities.

C. Non-University Groups

The facilities and resources of the University exist for the sole purpose of supporting and furthering a program of higher learning. The use of facilities of the University should be extended to non-University groups only when that use will enhance, support, further, or enrich the educational program of the University and such use will not interfere with the educational activities of the University.

Requests for the use of University facilities by a non-University group should be directed to an individual designated by the Chancellor. The evaluation of the appropriateness and worth to the University program of a particular use of facilities by a non-University group or organization shall be based upon the following criteria:

- (1) Relevance and contribution to the needs of the educational program of the University.
- (2) Timeliness and intrinsic merit of the activity.
- (3) Availability of suitable space not needed for the educational activities of the University.

University facilities shall not be used by non-University groups or organizations for their own exclusive purposes, for the raising of money for projects not directly connected with a University activity, or for the conduct of private business.

November 19, 1999 (Revised)

November 3, 1978 (Revised)

August 12, 1976 (Revised)

July 15, 1976

ROOFS AND EXTERIOR WALLS OF BUILDINGS, USE OF

The University has a concern about improper uses of roofs and its buildings and uses of exterior sides of buildings reached by way of roofs or upper windows. Such portions of buildings are not intended for general traffic. Personal injuries and damages to roofs and buildings may result.

The following regulations regarding such sites are to be enforced by University personnel having charge of a building or buildings, and by the security officers of the institution:

1. The areas described shall be accessible to University employees, such as Physical Plant personnel, having a need directly associated with their work on behalf of the University. They are to be accessible for members of the faculty and their students in connection with a regularly-scheduled curriculum course which requires such access (e.g., Astronomy class, Electrical Engineering Antennae Laboratory, etc.), but only after establishing with the Director of the Physical Plant those areas which may be utilized without damage to roof or structure and in order that proper grounding of lightning hazards may be installed on any equipment erected.
2. Other than those University employees and students specified above, any other persons (including students, employees, or those not associated with the University) found in or on the areas described above shall be removed therefrom and arrested for trespassing and/or charged with violation of institutional regulations (subjected to University disciplinary proceedings). It is the duty of University employees to report such violators. Action should also be taken to again secure the points of access used by such violators.
3. Where there is legitimate need for non-University personnel (architects, independent contractors installing or repairing facilities, etc.) to be permitted access to the areas described, their requests should be referred to the Director of the Physical Plant. He shall supervise, and may condition, the access in order to protect the interests of the University in the event he grants the permission. Permission shall be granted subject to execution of the attached release form.
4. No rooftop machinery, equipment, antennae, greenhouses, rappelling anchors (temporary or permanent), or other property shall be installed on roofs or roof edges without express permission from the Director of Physical Plant for the particular campus.
5. Rappelling using University buildings is specifically prohibited.
6. Student handbooks shall contain a summary of this policy, as shall faculty and staff handbooks. University security officers shall enforce this policy.

Form attached.

October 4, 1982

RELEASE

In consideration of the permission granted to me to go upon the roof area, including overhanging areas outside of windows, at \_\_\_\_\_, a University of Arkansas building on the \_\_\_\_\_ campus, for the purpose of doing the following acts: \_\_\_\_\_

\_\_\_\_\_ which acts, it is agreed, are for my own interest and benefit, I do hereby release and forever discharge the said University of Arkansas, its agents and employees, from any and all actions, causes of action, claims and demands for, upon, or by reason of any damage, loss, injury or death, either to my person or to my property, which may be sustained by reason of this entry upon and in the property of the University of Arkansas, intending hereby to release any and all such claims which I, or my heirs, and/or personal representatives can, shall or may have, by reason of any such damage, loss, injury or death.

And, further, I covenant and agree to protect and save harmless said University of Arkansas and all of its employees, from any loss, damage or expense, by reason of litigation or otherwise, on account of any such claim, asserted liability, injury or death to person or property as aforesaid.

Further, I agree to repair, restore and make good any damage which I or my property shall cause or do while in and on said University property, and will take reasonable precautions to see that roof exits are closed and secured when I shall have completed the said described entry.

THIS IS A RELEASE --- READ CAREFULLY BEFORE SIGNING.

\_\_\_\_\_  
Date: \_\_\_\_\_

Witnesses:  
\_\_\_\_\_  
\_\_\_\_\_

- Prepare in Duplicate:
1. Copy for applicant
  2. Copy for Director of Physical Plant



## ***UAMS ADMINISTRATIVE GUIDE***

**NUMBER: 11.3.07**

**DATE: 03/07/2002**

**REVISION: 10/11/2004**

**SECTION: CAMPUS OPERATIONS**

**AREA: UAMS POLICE**

**SUBJECT: WORKPLACE VIOLENCE PREVENTION PLAN**

### **PURPOSE**

Healthcare workers face a significant risk of job-related violence. The following policy provides a means of addressing workplace violence.

### **POLICY**

The safety and security of personnel, patients and visitors is of vital importance. Acts or threats of physical violence, including intimidation, harassment or coercion, which occur on UAMS property will not be tolerated.

This prohibition against threats and acts of violence applies to all persons involved, including but not limited to UAMS personnel, contract and temporary personnel, patients and visitors. A violation of this policy by any individual on UAMS property is considered gross misconduct and will lead to disciplinary and/or legal action.

No reprisals will be taken against any employee who reports or experiences workplace violence.

### **PROCEDURE**

#### **A. ACTIVATION**

**LEVEL I Workplace Violence**-Attempted or threatened conduct of a person that is likely to endanger the health and safety of a UAMS employee patient or visitor. This includes threatening statements, harassment, or other behavior that gives an employee patient or visitor reasonable cause to believe that their health and safety is at risk.

1. **Campus Personnel:** Personnel shall immediately report any LEVEL I acts or threats of violence occurring on UAMS property to their supervisor.
2. **Supervisors/Managers:** The responsible manager shall respond to the area, and attempt to deescalate the situation. If necessary, they will call UAMS Police at 686-7777 or local police authorities in areas not served by UAMS Police for assistance. When employees are involved, disciplinary action may be taken as appropriate and in accordance with the (Administrative Policy 4.4.02)<sup>1</sup>. When patients are involved in acts of violence toward staff, the responsible CSM or Clinical Service Manager notifies UAMS Risk Management for disposition/resolution.

**Level II Workplace Violence**-Physical violence of any type, including pushing shoving or other conduct of a person that is likely to endanger the health and safety of a UAMS employee patient or visitor.

1. **Campus Personnel:** Personnel shall immediately report any LEVEL II acts of violence occurring on UAMS property to their supervisor and UAMS Police Department by calling 686-7777 or local police authorities as appropriate.

2. UAMS Police: The UAMS Police or local police authorities for areas not served by UAMS Police, shall immediately respond to the area, and deescalate the situation.
3. Supervisors/Managers: When employees are involved, disciplinary action may be taken as appropriate and in accordance with Administrative Policy 4.4.02.

## B. RESPONSIBILITY

1. All UAMS Personnel: UAMS personnel must refrain from engaging in acts of violence and are responsible for maintaining a work environment free from acts or threats of violence. All employees shall be held accountable for reporting incidents of violence through appropriate channels.
2. UAMS Safety Committee: The UAMS Safety Coordinating Committee is responsible for the overall implementation and maintenance of the Campus' Workplace Violence Prevention Plan. Safety Committee members include representatives from the following departments: Occupational Health and Safety, Physical Plant, Radiology, Pathology, Nursing, Emergency Medicine, UAMS Police, CHRP, College of Nursing, College of Pharmacy, Psychiatry, Out patient Services and College of Medicine.
3. Duties of the Safety Committee include, but are not limited to, improving the Campus' readiness to address workplace violence by:
  - a) Reviewing past incidents of violence on the UAMS campus.
  - b) Reviewing Campus readiness to respond to issues of workplace violence.
  - c) Developing an expertise among appropriate members of management regarding issues of workplace violence.
  - d) Establishing liaison with local law enforcement and emergency services.
  - e) Training UAMS personnel.
  - f) The Safety Committee may assign all or some of these tasks to other UAMS employees. The Safety Committee remains ultimately responsible for implementing and maintenance of the Campus Workplace Violence Prevention Plan.

## 4. Managers and Supervisors: Managers are responsible for the following

- a) Workplace violence prevention training for personnel under their supervision. Training may be scheduled by contacting UAMS Police or Staff Education.
- b) Managers and supervisors are encouraged to report all incidents of violence, and to follow-up on violence related incidents, including completion of disciplinary action for involved employees when appropriate.
- c) Contract services personnel working on UAMS premises shall be informed of Workplace Violence Prevention requirements by contracting department prior to doing any actual work on UAMS premises.

## C. PREVENTION PROGRAM FOR WORKPLACE SECURITY

1. The UAMS prevention program for workplace security includes the following:
  - a) Regular security and safety assessments of the UAMS campus;
  - b) Certified Police Officers to provide security;

- c) Adequate security systems including door locks, security windows, physical barriers and restraint systems;
- d) Employee training;
- e) Effective systems to warn others of a security danger or to summon assistance (i.e., panic buttons).

#### D. MEDICAL MANAGEMENT

Employees, patients and visitors who have been victims of workplace violence should be referred to the appropriate source for medical care when needed. Employees may receive immediate physical evaluations and treatment for acute injuries in accordance with UAMS Administrative Policy 11.4.01. Referrals may be made for appropriate evaluation, treatment, counseling and assistance both at the time of the incident and for any follow-up treatment necessary at the discretion of the supervisor/manger.

#### E. RECORDKEEPING

Recordkeeping is used to provide information for analysis; evaluation of methods of control, severity determinations, and training needs and program evaluations.

1. Recordkeeping may include any or all of the following:
  - a) Completion of the UAMS Uniform Police Report for all incidents including:
    1. All incidents of abuse, verbal attacks or aggressive behavior;
    2. All incidents resulting in injury;
  - b) Completion of the UAMS Incident and Injury Report form (Administrative Policy 11.4.01)<sup>2</sup> for all incidents involving an employee, a student or a visitor including:
    1. All incidents resulting in injury;
  - c) Completion of the Confidential Variance Report form (Hospital Policy ML.1.04)<sup>3</sup>, or other variance form as appropriate to your department, for all incidents involving a patient including:
    1. All incidents of abuse, verbal attacks or aggressive behavior;
    2. All incidents resulting in injury;
  - d) Workers' Compensation and insurance records if indicated;
  - e) Safety Committee Minutes and inspections are kept in accordance with requirements; and
  - f) Training program contents and sign-in sheets of all attendees are maintained.
  - g) Employee disciplinary notice where applicable.

#### **Reference:**

<sup>1</sup>UAMS Administrative Policy [4.4.02](#)

<sup>2</sup>UAMS Administrative Policy [11.4.01](#)

<sup>3</sup>Hospital Policy [ML.1.04](#)