



Staff Handbook

SECTION 3 STAFF RESPONSIBILITIES

3.01 Acceptance of Money from Students

Staff shall not, without previous and special approval of the University administration, collect from students any fees or charges to be expended for University purposes and shall not sell to students books, notes, or similar student supplies.

3.02 Amorous Relationships

(Refer to [Policy 01:150](#))

Sexual harassment is not tolerated and is the subject of [Policy 01:115](#).

3.03 Attendance

Exempt, non-exempt and student employees are expected to report to work on time, in uniform if applicable, ready to begin duties and to remain on the job throughout scheduled work periods. (Refer to [Policy 04:400](#))

3.04 Behavior at Work

The University strives to maintain a work environment that is based upon mutual respect for all individuals and, in turn, expects from each individual a commitment to the diligent performance of the job for which each is employed.

Complaints of inappropriate workplace behavior should be reported to a division head or to the Director of Human Resources and Risk Management. (Refer to [Policy 04:405](#))

3.05 Confidentiality of Student Records

The University complies with Family Educational Rights and Privacy Act (FERPA) and, in so doing, protects the access to and confidentiality of personally identifiable educational records of students and former students. Care should be taken that no personally identifiable information other than “directory information” is released without the written authorization of the student. Each staff member is individually responsible for complying with FERPA and violations may result in disciplinary action, up to and including termination. Contact the Registrar for more information. (Refer to [Policy 02:210](#))

3.06 Conflict of Interests

University employees must maintain the highest levels of integrity and objectivity in the performance of their duties.

The University expects employees to know and follow applicable provisions of the Alabama Ethics Act. Failure to comply with this Act can result in civil and/or criminal penalties, in addition to disciplinary action, including termination. The University also expects employees to take all reasonable precautions to ensure that their outside financial interests do not place them in conflict with carrying out their duties and responsibilities as University employees. (Refer to [Policy 01:030](#))

3.07 Electronic Mail

Email is considered an official medium for communicating with staff. All staff are responsible for checking their University email accounts in a timely fashion and on a regular basis. Staff are responsible for all messages they transmit through the University’s computers, networks and systems and should exercise caution to prevent interjecting computer viruses into University computers and/or networks. (Refer to [Policy 01:010](#))

3.08 Employment of University Employees by Other Employees

(Refer to [Policy 04:005](#))

3.09 Leave Reports/Timesheets

The record of hours worked and not worked (vacation, sick leave, military duty leave, or other time missed) is a basic source of information for payroll purposes and should reflect an actual accounting of time. The leave report is to be completed electronically each month by exempt employees and should be checked for accuracy before being electronically approved by the supervisor/department head by the established deadline. Non-exempt staff complete electronic timesheets that are submitted biweekly. Timesheets should be checked for accuracy before being electronically approved by the supervisor/department head by the established deadline.

For non-exempt staff, actual hours worked, vacation taken, sick leave used, military leave used, holidays, University closings, bereavement leave used, or other time missed should be recorded. For exempt staff, vacation taken, sick leave used, military leave used, bereavement leave used, on-the-job injury and jury duty hours should be reported.

For temporary employees, actual hours worked should be reported to Payroll by the supervisor/department head, although some temporary employees will complete an electronic timesheet.

Non-exempt and temporary employees are not permitted to work before or after their scheduled times or to work more than 40 hours in a workweek, unless authorized by the department head. See **Section 4.03, Overtime** for additional information.

3.10 Mailing Address

Staff must keep the Office of Human Resources notified of their current mailing addresses. Written notice required by any and all sections of this *Handbook* may be sent by mail to the last address given by the staff member. This notice shall be considered complete when deposited in the United States mail, addressed to the last address given by the staff member. The fact that the staff member may fail or refuse to receive the notice is immaterial.

3.11 Patents and Copyrights

(Refer to [Policy 01:013](#))

3.12 Webpages

(Refer to [Policy 01:015](#))