



Staff Handbook

SECTION 7 GENERAL INFORMATION

7.01 **Alcohol and Drugs**

The University is committed to maintaining an environment that is free from illegal drugs and the abuse of alcohol, thus providing a drug-free workplace for its students, faculty and staff. (Refer to [Policy 01:105](#))

7.02 **Bulletin Boards**

Bulletin boards are placed in many locations throughout the campus. While most are available for all appropriate faculty, staff and student use, some are restricted to official University business. The restricted official bulletin boards are located in Palmer Hall and L. Holland Floyd Physical Plant Complex.

7.03 **Campus Mail Service**

The Campus Mail Service is a part of Central Receiving and Supply located at Farmer Student Union Building. Departmental mail must be picked up daily by the department. Mail to be sent off-campus is metered and taken to the post office for delivery. Under no circumstance may personal mail be charged to a University account. The use of the University's in-house mail system to distribute chain letters is prohibited.

7.04 **Duplication and Distribution of Instructional Materials**

Duplication and distribution of instructional materials must comply with Federal copyright statutes. Staff may not collect moneys directly or indirectly from students to cover the cost of duplicated materials. No staff may receive commissions, discounts or benefits of any kind from the University Bookstore or its printer as a result of the sale and/or distribution of duplicated instructional materials to students. (Refer to [Policy 02:002](#))

7.05 Electrical Needs

Circuits in all buildings are limited as to capacity and characteristics. Therefore, before acquiring electrical equipment, the department should consult with the Physical Plant Department regarding the voltage and amperes or kilowatt capacity available and either get equipment within this range or arrange beforehand for a proper circuit.

7.06 Equipment

Staff handling University equipment in performance of duties are responsible for the care and security of that equipment while it is under their control. If it is necessary to remove University equipment to a personal residence or other off-campus location, it may be done only with the permission of the appropriate supervisor. The employee must accept responsibility for the equipment by documenting the equipment description, location and estimated duration of off-campus use. This signed documentation should be maintained in the departmental office. (Refer to [Policy 03:030](#))

7.07 Facilities and Space Scheduling

All buildings, classrooms, lecture halls, conference rooms and exterior space must be properly scheduled. Unauthorized entry into, occupation of or use of University property is illegal and may result in disciplinary actions, in addition to possible legal action. A master calendar of all scheduled events in public University place is maintained in the Facility & Event Scheduling Office. (Refer to [Policy 01:020](#))

7.08 Grievance Procedure

The staff grievance policy and procedures are available to all staff. More detailed information may be found under “Policies” on the University’s website. (Refer to [Policy 04:300](#))

7.09 Identification Cards

With authorization from HR, identification cards are issued through the Solution Center located in Carmichael Library. Staff may be requested to present ID cards for admission to concerts, athletic contests and other events.

7.10 Information Resources

A University employee who abuses information technology resources by directly or indirectly damaging or destroying any computer, computer system, computer network, program, or data, or who causes such act to occur, may be subject to disciplinary action including termination, expulsion, or prosecution.

The University, including its computing and networking facilities, is a forum for the exchange of information and ideas and, therefore, cannot protect users from materials they may find offensive. Such materials, however, shall not be represented nor construed as an endorsement or approval by

the University. By using any University information resource, the user agrees to abide by all applicable copyright and licensing requirements. Use of University information resources is governed by all applicable University policies and state and federal laws. Abuse of information resource privileges may result in the loss of those privileges and in disciplinary action, including termination of employment or expulsion. Abuse of networks or computers at other sites through the use of University resources will be treated as an abuse of information resource privileges at the University.

The University does not guarantee the privacy of users, their electronic files, or their communications. The University reserves the right, as owner, to preserve, monitor, or inspect for business purposes any information transmitted through or stored in its computers and may do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of University resources. In cases of misuse, the University also reserves the right to deny access to computing facilities. (Refer to [Policy 01:010](#) and [Policy 01:011](#))

7.11 License and Registration

Employees are responsible for acquiring, maintaining and renewing any licenses or registrations required for the performance of their duties. These include but are not limited to: state driver's license and automobile registration, commercial driver's license and professional memberships.

7.12 Lost and Found

Articles found on University premises should be turned in to the appropriate supervisor or the University Police.

7.13 Notification of Change of Status

Changes in personal status should be reported in writing immediately to Human Resources by submitting an email to HR@montevallo.edu or update online through the University's Banner Self-Service system. Such changes include name, marital status, dependents, address, telephone numbers, insurance beneficiaries and appropriate health information. Applicable items received by the 20th of the month will be reflected in the next payroll. (Refer to [Policy 04:020](#))

7.14 Parking

Staff may park on campus in designated areas at no cost. Zone parking regulations are in effect from 7:30 a.m. to 4 p.m., Monday through Friday each semester and summer session from the first day of registration through commencement. Copies of the regulations and parking area maps are available at the campus Police Department. All vehicles used on campus must be registered.

7.15 Personal Appearance

Personal neatness and appropriate dress are generally left to the good taste and judgment of the individual unless the nature of the employment calls for or requires uniforms or the imposition of

dress and grooming standards (e.g., police officers and certain physical plant personnel). Employees are expected to follow commonly accepted standards of personal hygiene, neatness and cleanliness of attire.

7.16 Personal Behavior

Staff members are expected to have a cooperative attitude and conduct themselves in a professional, business-like manner. (Refer to [Policy 04:405](#))

7.17 Pest Control

The Physical Plant contracts for pest control service for the entire campus.

7.18 Searches/Inspections

The University reserves the authority to conduct random and unannounced inspections of employee lockers, desks, files, file drawers/cabinets, computers, emails, etc., in order to protect health; to ensure compliance with all University rules, regulations and policies; for evidence of misconduct (work-related or otherwise); or for other work-related purposes. The University may also institute procedures for random inspection of any parcels leaving University buildings. Except where cause to suspect criminal activity exists, or unless circumstances otherwise require, employees may generally be given an opportunity to be present for any such inspections. Employees should keep possessions they do not wish to be seen off campus and should not have an expectation of privacy in connection with personal effects kept on or in University property.

7.19 Sexual Harassment

Sexual harassment violates the University's nondiscrimination policy and will not be tolerated. (Refer to [Policy 01:115](#))

Anyone wishing to make a report relating to sexual misconduct, discrimination or harassment may do so by reporting the concern to the University Title IX Coordinator(s):

Tony Miller Jr. — Title IX Coordinator
Main Hall, Lower Level
205-665-6020
tmiller7@montevallo.edu
titleix@montevallo.edu

Barbara Forrest — Title IX Coordinator for Employees
Will Lyman House, Station 6055
205-665-6055
forrestb@montevallo.edu

Dawn Makofski — Deputy Title IX Coordinator
Student Activity Center (SAC)

205-665-6633
makofskidb@montevallo.edu

7.20 Smoking

The University prohibits smoking in enclosed public spaces except where specifically permitted. (Refer to [Policy 01:135](#))

7.21 Solicitation

(Refer to [Policy 01:040](#))

7.22 Telephone System

The University telephone system is used to conduct University business. Personal calls should be limited to only those that are necessary and should be kept to a minimum length. Personal long distance calls may not be charged to the University. Telephone equipment maintenance and services should be directed to the Physical Plant.

7.23 Travel

Request for authorization to travel should be sent to the appropriate supervisor(s) for approval prior to the proposed travel. Travel not so approved in advance may not be reimbursed. Expenses incurred for travel in connection with authorized University business will be reimbursed according to applicable policy. (Refer to [Policy 03:040](#))

7.24 Utilities

Buildings are heated and/or cooled only during regular workdays or as expressly approved by the President. Information requests regarding utilities should be directed to the Physical Plant.

7.25 UM Expression and Demonstration

(Refer to [Policy 01:018](#))