

UNIVERSITY OF NORTH ALABAMA

Staff Handbook

TABLE OF CONTENTS

MESSAGE FROM THE PRESIDENT

INTRODUCTION

About This Handbook Shared Governance Staff Senate At Will Employment

EMPLOYMENT STATUS AND CLASSIFICATION

Status Classifications for Staff Positions Exempt or Non-Exempt Service Date Provisional Period Job Changes Separation of Employment

WAGE AND SALARY ADMINISTRATION

Records and Responsibilities/Hours of Work Overtime and Compensatory Time Payroll Information Staff Salary Plan

PAID AND UNPAID TIME OFF WORK

Sick Leave Policy

Annual Leave Policy
Leaves of Absence
Jury Duty
Military Leave
Family and Medical Leave Act (FMLA)

BENEFITS PROGRAMS AND INFORMATION

Overview Continuation of Benefits Upon Leave or Separation Death Benefits

EMPLOYEE RELATIONS PROCEDURES AND GUIDELINES

General Disciplinary Guidelines
Performance Evaluation

GENERAL POLICIES AND GUIDELINES

Education and Training Employee Files Job Description Outside Employment