

6. GENERAL POLICIES

6.1 INCLEMENT WEATHER AND EMERGENCY CLOSINGS

If the UA System Office officially closes due to inclement weather or other emergency reasons, employees will be granted administrative (paid) leave. Otherwise, if the UA System Office remains open, employees are expected to report to work as usual. Each campus will notify local media sources and post announcements on their websites as determinations are made regarding closings.

The UA System Office operates in multiple locations. Emergency closures, including closures due to inclement weather, may differ by location:

- Campus-based employees should follow campus procedures and advice.
- Montgomery-based employees should follow state office procedures and advice.
- Sid McDonald Hall and other System-only locations in Tuscaloosa should follow UA campus procedures and advice, except for additional advice, updates, and directives that will be communicated by official employee email, by phone, or the UA System Office's [website](#) from the Chancellor or his/her designee.

Leave Procedures for Emergency Closings

1. Administrative (paid) leave will be granted during emergency closings.
2. Regardless of location, if an employee experiences undue travel or other difficulties, but his/her office is open, the employee may request annual or personal leave from his/her supervisor.
3. Non-exempt employees must seek prior supervisor approval before performing work during official closings.

6.2 UA SYSTEM OFFICE PROPERTY

Private or personal use of UA System Office property without proper authorization is prohibited. Employees are prohibited from discarding UA System Office property. Employees should contact Human Resources for disposition of property that is no longer needed. Equipment that is obsolete or has been rendered useless must be transferred to the relevant campus Surplus Property for disposal by Property and Inventory Management regardless of the dollar value.

Employees separating from service are prohibited from retaining and/or removing any UA System Office property. UA System Office property includes, but is not limited to, work-related files of any kind, office keys, supplies, computers, credit cards, parking permits, furniture, office décor, etc. Employees should contact Human Resources for instructions on returning all UA System Office property upon separation from service.

6.3 RESPONSIBLE USE OF ELECTRONIC RESOURCES

All electronic media systems, including, but not limited to, voicemail, electronic mail, the Internet, voice and video networks, fax machines, hardware, software, local area networks, files, and all information

composed, transmitted, accessed, received, or stored in these systems are the property of the UA System Office. These systems are to be used primarily for conducting UA System Office business. Only limited, occasional, or incidental use of electronic media resources (sending or receiving) for personal, non-business purposes is allowable as is the case with personal calls.

These systems are not to be used in ways that violate UA System Office mission or policies or local, state or federal laws or other legislation. They should not be used for soliciting outside business ventures, nor for soliciting for non-System Office related purposes.

The UA System Office reserves the right, at its discretion, to review any employee's electronic files and messages and usage to the extent necessary to ensure that electronic media resources are being used in compliance with applicable guidelines, policies, and laws.

The UA System Office may exercise its right to review, audit, intercept, access and disclose all matters on its systems at any time, with or without employee notice, during or after working hours. Employees should have no expectation of privacy in connection with the use of these systems. In addition, the UA System Office may be required to provide information stored in its electronic media resources to someone other than the user as a result of a court order or a civil, criminal or internal investigation or an open records request.

6.4 TELEPHONE USE

The UA System Office recognizes there may be times when employees must make or receive personal calls during business hours. However, such calls should be held to a minimum and should not interfere with the employee's work. Employees are encouraged to handle such calls during their breaks or lunch time.

Use of personal cell phones and other electronic devices should also be held to a minimum and must not interfere with the employee's work. Employees are prohibited from using their cell phones and other electronic devices while driving on UA System Office business.

Supervisors are expected to address excessive or inappropriate use of UA System Office telephones or personal electronic devices during employee work hours.

Any emails accessed, stored and sent on system servers and Internet access on UA System Office-owned computers are the property of the UA System Office. Employees are discouraged from sending or receiving personal emails from their system email addresses. Upon termination from employment, it is within the discretion of the UA System Office to forward personal emails to individuals who have terminated their employment.

6.5 VISITORS IN THE WORKPLACE

There are occasions when individuals will visit UA System Office employees in the workplace. While we seek to provide an environment open to work and families, it is important that visits not become disruptive to work routines. Frequent or extended presence of visitors during work hours may result in decreased employee productivity and effectiveness. The quality and integrity of UA System Office confidential data, services and resources may also be affected.

Further, the UA System Office believes that frequent or extended presence of visitors in the workplace has the potential to result in the risk of harm to the visitor and possible liability to the UA System Office.

It is not appropriate for children to be in the workplace on a regular basis. No child with an infectious disease should be brought to the workplace under any circumstances. If UA System Office employees must attend to their children, they should take sick or annual leave as appropriate to accommodate their children during working hours.

Situations that result in excessive or inappropriate workplace visitors will be addressed and may result in disciplinary action.

If a visitor is injured while visiting an employee in the workplace, employees should report the incident or injury to their supervisor and the UA System HR Department, which will provide the appropriate forms for reporting.

6.6 WORKFORCE REORGANIZATION

In times of business and/or financial necessity, the administration of the UA System Office has authority to determine the priority of retaining services and combining and/or eliminating positions or programs.

Employees who are impacted by a workforce reorganization should contact the UA System HR Department for assistance in locating other employment and for guidance regarding pay and benefit matters.