

UNIVERSITY OF ARKANSAS ACKNOWLEDGEMENT OF POLICIES

Initial

Drug-free Workplace Policy. As an employee of the University of Arkansas I hereby certify that I have received a copy of this agency's policy regarding the maintenance of a drug-free workplace. I understand that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on this agency's premises and violation of this policy can subject me to discipline up to and including termination. I understand that as a condition of employment by a federal contractor, I must abide by the terms of this policy and shall notify my employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such a conviction. I further understand that federal law mandates that my employer communicate this conviction to the federal agency, and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

Initial

Direct Deposit. It is the practice of the University of Arkansas to deposit employee pay directly to a financial institution that receives electronic transfers. Net pay can be deposited in up to six separate accounts. The accounts can be at the same financial institution or as many as six different ones. Employees should complete a direct deposit form, specifying the financial institution(s) and the account(s) to which they want their paychecks deposited. Employees can receive their Earning Statements by e-mail; contact Payroll at 575-4851 to enroll.

Initial

Repayment of Overpayment. I understand that if, for any reason, I am overpaid by the University of Arkansas either through University error or my own error, I will be required to repay the overpayment. I further understand that the University may deduct said overpayment from my future earnings.

Initial

Overtime. I understand that cash payment for any overtime worked is the least desirable method of compensation for overtime. I understand that if I am employed in a non-exempt position and work overtime, I will be compensated for this overtime worked with the accrual of compensatory time unless my department chooses to provide a cash payment. All overtime worked requires prior approval by my immediate supervisor.

Initial

Maximum Hours for Hourly Employees. I understand that by Arkansas state law I can only work in an hourly position for a maximum of 1,500 hours in a fiscal year.

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Benefits Eligibility. I understand that if I am employed in an appointed position (50% or greater and not in a student title), I am eligible for employee benefits. I also understand that certain benefits, Basic Life Insurance, Basic Long Term Disability Insurance, and employer contributions to retirement, are mandatory benefits for all benefits-eligible employees. I further understand that I must complete all necessary benefits paperwork within 31 days of my benefits-eligible appointment date.

Initial

Health & Dental Coverage Enrollment Deadline. I understand that I have 31 days from my benefits eligible appointment date to enroll in health & dental coverage. I understand that after this 31-day window has passed, I will **not** be eligible to enroll unless I have a qualifying family or HIPAA event, or unless the University of Arkansas offers an Open Enrollment period.

Initial

Retirement Participation. I understand that if I am employed by the University in a position which is **not** considered benefits eligible as defined above, I am still eligible to make *employee* contributions to retirement through a Tax Deferred Annuity (TDA). I understand that by participating in a TDA, I can set aside money, tax-deferred, to save for retirement. Participation in the TDA Plan is offered by TIAA-CREF and/or Fidelity Investments. I understand that if I wish to participate in a TDA, that I must complete all necessary paperwork no later than the last working day of the month prior to the month in which I wish to start my contributions.

Initial

Tobacco/Smoke Free Campus. Effective July 1, 2008 Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco and other tobacco products) by students, faculty, staff and visitors are prohibited on all University of Arkansas properties. **FAY POLICIES AND PROCEDURES 724.0**

Name (print)

Employee ID

Signature

Date

Upon completion, return to:

HUMAN RESOURCES, ADMN 222