

UNIVERSITY OF ARKANSAS ACKNOWLEDGEMENT OF POLICIES
A "Health Insurance Marketplace Coverage Options" notice must accompany this form.

Initial

Drug-free Workplace Policy. I understand that the University of Arkansas is a drug-free workplace and the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on this institution's premises and violation of this policy can subject me to discipline up to and including termination. As a condition of employment, I 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. Earning Statements are available electronically (e-mail or web).

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 compensatory time is the preferred compensation method for overtime worked by state employees. If I am employed in an overtime-eligible position and work overtime, I will receive compensatory time unless my department chooses to provide cash payment. All overtime worked requires prior authorization by the 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 1,250 hours in a fiscal year.

Initial

Benefits Eligibility & Enrollment Deadlines. I understand that if I am appointed 50% or greater and not in a student title, I am eligible for employee benefits and that enrollment in certain basic benefits is mandatory. I understand that I have 31 days from my benefits-eligible appointment date to enroll in benefits, including health & dental coverage, and that after this 31-day period I will not be eligible to enroll in health & dental coverage unless I have a qualifying (HIPAA) event or during an authorized University of Arkansas Open Enrollment.

Initial

Retirement Participation. I understand that if I am employed in a position which is **not** benefits eligible, I can make unmatched *employee* contributions to a 403B retirement plan. I understand I can make tax-deferred or Roth after tax contributions. I understand that to participate I must complete all necessary paperwork no later than the last working day of the month prior to the month I wish to start my contributions. I understand that, within Plan and IRS guidelines, I may enroll, change or stop my retirement contributions at any time.

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 is prohibited on all University of Arkansas properties. **FAY POLICIES AND PROCEDURES 724.0**

Initial

Code of Ethical Conduct. I understand that the University of Arkansas is committed to the highest ethical standards in compliance, fair dealing, and in the protection and proper use of University resources. I acknowledge that, as an employee, I will comply with BOARD POLICY 335.1 and shall conduct myself in a manner that is beyond reproach and with integrity of the highest caliber; honesty and fairness; and accountability, transparency and commitment to compliance. I understand I am expected to report any suspected ethical violations to the proper authorities.

Name (print)

Employee ID

Signature

Date

Upon completion, return to:

HUMAN RESOURCES, ADMN 222

07/30/2015

The University of Arkansas is an equal opportunity/affirmative action institution.